

**COLLEGE OF EDUCATION
AND HUMAN SERVICES**

**ADJUNCT/CLINICAL FACULTY HANDBOOK
AND
TEACHER LEADER ADJUNCT FACULTY GUIDELINES**

(09/08)

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COLLEGE OF EDUCATION AND HUMAN SERVICES ADJUNCT/CLINICAL FACULTY GUIDELINES

A. INTRODUCTION

The College of Education and Human Services (CEHS) developed this adjunct guidebook to familiarize you with available services and with college and university policies. We hope that it will ease your introduction to WSU. This guidebook should be consistent with all official university policies. In case of an inconsistency, official university policy should be followed. By summarizing the most commonly asked questions in one brief booklet, we hope to minimize your frustrations and to make your teaching experience more rewarding. By checking the noted University/College web pages, additional information can be found. We hope you enjoy your adjunct faculty status in CEHS and if at any time you have a question or concern, please contact your department chair for help or advice.

During the academic year 1997-98, the College of Education and Human Services adopted a Strategic Plan with a Mission Statement and the College's Belief System. In the Spring of 2000, the College approved its new Conceptual Framework "The Art and Science of Teaching/Leadership/Counseling". The Conceptual Framework represents the underpinnings of the college's curriculum and work.

Professional preparation programs and related research and service in the College of Education and Human Services currently are provided through four organizational units within the college: Department of Educational Leadership; Department of Health, Physical Education and Recreation; Department of Human Services; and the Department of Teacher Education. The Division of Professional Practice and Research (DPPR) provides activities and support to extend expertise of the faculty and staff into the region and to foster resource development and communication for the college.

As an adjunct or clinical faculty member of the College of Education and Human Services, you will be responsible for teaching one or more of the courses in our approved curriculum. The administration of the course(s) you teach will be housed in one of the above listed organizational units in the college.

CEHS encourages excellent teaching from all of its professors. Excellent teaching can only occur when a professor has the expertise needed to teach a course, when he or she carefully prepares lessons and course materials, and when he or she is strongly motivated to effectively communicate this information to students. We are pleased that you have accepted the challenge.

B. WSU EMPLOYMENT AND GENERAL INFORMATION

1. **Contracts** - Contracts are initiated at the beginning of each quarter by the chair of the department for which you are teaching. Your contract will be processed at the Office of Human Resources. You will receive an employment packet through the mail from the Office of Human Resources, located in 280 University Hall, (937-775-2120).

<http://www.wright.edu/hr>

It is your responsibility to fill out all the requested forms and return the forms to Human Resources before the 15th of the month you will receive your pay. Pay checks are mailed to your home and are issued in increments of three pay periods per quarter: Fall Quarter at the end of October, November, and December; Winter Quarter at the end of January, February, and March; Spring Quarter at the end of April, May, and June. Delays in adjunct contracts occasionally occur resulting in two rather than three equal payments. If you have not received your contract by the third week of the quarter, contact your department chair. If you have any questions concerning your actual paycheck, contact the Payroll Department at (937) 775-2893 or with Kevin Watson, CEHS Assistant Dean for Fiscal Affairs (937) 775-2635.

2. **1-9 Forms** - As part of the Immigration Law, each new faculty member must complete an I-9, Employment Eligibility Verification form. This form is included in your employment packet that you receive from the Office of Human Resources. You will only need to fill out this form once.

3. **WRIGHT 1 CARD** - The WRIGHT 1 CARD is a picture ID card and is available to all WSU students, faculty, adjunct faculty, and staff. You may obtain your ID card as soon as your contract has been processed. (A good time to obtain this card would be when you return your employment forms to Human Resources). You need to go to Human Resources yourself and request a Faculty ID Request Form, fill out the form, and have it verified by Human Resources. Then proceed to the ID Center at E146 Student Union to obtain your WRIGHT 1 CARD. The WRIGHT 1 CARD is the only card you'll need on campus, including using it at the WSU libraries and the Educational Resource Center. There is no charge for your first WRIGHT 1 CARD; however, there is a \$10 replacement fee for lost or stolen cards. If you lose your card, call the ID Center immediately at (937) 775-5542. The ID card can also be used as a debit card if you're interested, i.e. making copies at the copy machines and the WSU Copy Center. Ask for details at the ID Center. <http://www.wright.edu/wright1card/>

4. **Computer Accounts**

Adjunct faculty are eligible to receive computer accounts. These accounts will provide access to resources on the Internet. Departments vary as to how you obtain your account. Contact your department chair for details. For more information, visit: <http://www.wright.edu/cats>

5. University Libraries

There are three University Libraries on campus: the Paul Laurence Dunbar Library, located between Millett Hall and the Creative Arts Center; the Fordham Health Sciences Library, located in the Medical Sciences Building; and the Music Library located in 146M Creative Arts Center. All three libraries offer a number of services to students, faculty, and staff. The University Libraries' information research network uses a Netscape interface to provide access to OhioLINK and a wide variety of information resources, including journal indexes, guides to abstracts, databases, full-text materials, periodicals, and even the World Wide Web and the Internet. <http://www.wright.edu/libraries>

Patrons can access these resources from any University Libraries workstation, or from home with a WSU campus computer account.

Libraries hours are as follows:

	<u>Dunbar</u>	<u>Fordham</u>	<u>Music</u>
Monday-Thursday	7:30 am-midnight	8 am-midnight	8:30 am - 9 pm
Friday	7:30 am-6 pm	8 am-8 pm	8:30 am-5 pm
Saturday:	10 am-6 pm	10 am-6 pm	1 pm-5 pm
Sunday:	1 pm-midnight	1 pm-11 pm	1 pm-5pm

The above listed hours may change during vacation, holidays, exam periods, and summer sessions. Changes will be posted at the libraries. Call (937) 775-4125 for more information about hours and services or check the Web.

Library Reserve - WSU instructors may place books on reserve at the Dunbar Library or the Fordham Health Sciences Library.

The Educational Resource Center is located in 116 Allyn Hall and is supported entirely by the College of Education and Human Services. Refer to the ERC web information at <http://www.cehs.wright.edu/resources/erc/>. Most of the collection in the ERC is accessible online via OhioLINK including the new Holocaust Center Resources.

6. **On-Line Equipment Catalog** – The Center for Teaching and Learning has an extensive pool of media equipment available to faculty, staff and, with faculty approval, students. <http://www.wright.edu/ctl/equipment/>
Equipment requests are accepted by phone, mail, or in person at the 023 Dunbar Library Service Desk. Telephone requests are accepted at ext. 3162. The Service Desk is open from 8:30 a.m. - 5:00 p.m. Monday – Friday.
7. **Media Booking Requests** – Please check the WSU and Affiliates Library Catalog for holdings. Please book items as early in the quarter as possible but no later than noon on the day before the show date. <http://www.libraries.wright.edu/forms/php/media.php>

8. **Parking** - Parking permits can be obtained quarterly or yearly at the Office of Parking and Transportation, E138 Student Union, (937) 775-5690. The cost for part-time faculty is \$30 per quarter or \$110 per year. Meter parking is also available in certain parking areas. Do not park in designated parking areas without a parking pass - you will most probably be ticketed. Parking and Transportation office hours are 8:30 am - 5:00 p.m., Monday - Friday. For parking regulations and WSU campus maps, visit <http://www.wright.edu/admin/parking>.
9. **Keys** -In Allyn Hall, where many College classes are offered, all but one of the classrooms are electronic and locked after 11 pm and unlocked by 7:30 am M-F. Special request is needed for the classrooms to be unlocked on the weekend. See the unit administrative specialist for additional information regarding weekend access and use of the podium. Most other classrooms around campus are unlocked 24/7 and keys are not needed by adjunct faculty. A few classrooms are kept locked to secure computer and audio-visual equipment. Your assigned administrative specialist will advise and assist you on how to secure a key if you feel one is needed. The Center for Teaching and Learning (ext. 3162) is responsible for locking and unlocking electronic and distance classrooms and accessing the podiums.

If you are teaching in a traditional classroom and it happens to be locked after normal office hours, you will need to notify Public Safety's Communication Center (ext. 2111) and ask to have the classroom unlocked for you. Emergency or house telephones are located in the main hallways of most campus buildings. You may use these telephones if your department office is closed.

10. **Smoking** - Smoking is prohibited inside all buildings on campus. This should be strictly enforced.

C. CEHS INFORMATION

1. **Department Offices** - Department locations, name of chairpersons, and phone numbers are as follows:

<u>Dept.</u>	<u>Chair</u>	<u>Room</u>	<u>Phone</u>
Educational Leadership	Dr. Scott Graham	473 Allyn	x3006
Health, Physical Ed. and Recreation	Dr. Drew Pringle	316 Nutter Center	x3222
Human Services	Dr. Steve Fortson	M052D Creative Arts Ctr	x2075
Teacher Education	Dr. Colleen Finegan	315 Allyn	x2332
Division of Professional Development/ ED LINK-12	Mr. Don Walls, Dir.	415 Allyn	x2250

Department office hours are Monday through Friday, 8:30 a.m. - 5:00 p.m. Refer to the CEHS organization chart and a complete CEHS listing of faculty, professional and support staff.

2. **Mailboxes** - Please see your administrative specialist to determine the location of your mailbox.
3. **Administrative Support Services** - Each adjunct will be assigned an administrative specialist in the department that you are working and notified of his/her name and location. The secretary will assist you with the following:
 - a. **Textbook Orders/Desk Copies** - In most cases, textbook order blanks will be sent directly to adjunct faculty by the department administrative specialist. Please check with the appropriate chair concerning the choice of text before the order is returned to the administrative specialist. In some cases, chairs or full-time faculty will have ordered textbooks before an adjunct is hired. The administrative specialist assigned to the adjunct can secure any needed information about books and obtain a desk copy for the adjunct if this is needed.
 - b. **Word Processing** - Any material to be word processed for your assigned courses should be given to your administrative specialist at least five working days before needed.

- c. Duplicating - Any duplicating for courses should be given to your administrative specialist at least one week prior to the class for which it is needed. Please contact your department chair for the specific duplicating guidelines of your department.
 - d. Supplies - You may request needed supplies through your assigned administrative specialist (overhead transparencies, grade books, etc.).
4. **CEHS Educational Resource Center (ERC)** - The Educational Resource Center is located in 116 Allyn Hall and contains an Instructional Materials Center and a Media Production Lab. Textbook collections, test banks, and curriculum materials are available for use of students and faculty. You may check out materials by presenting your WRIGHT 1 CARD. Open hours are posted and are usually Monday - Thursday, 8:30 a.m. – 8:30 p.m., Friday, 9:00 a.m. - 4:00 p.m., Saturday, 9:00 am – 1:00 p.m., and Sunday 1:00 – 5:00 p.m. Summer and Break hours vary. For a current schedule, visit <http://www.cehs.wright.edu/resources/erc/>
5. **Student Technology Assistance Center (STAC)**
The Student Technical Assistance Center (STAC) is located within the P.L. Dunbar Library and serves ALL WSU students. Assistance is available on a walk-in or appointment basis. At STAC students can create presentations, design flyers, brochures and posters, make web pages, enhance photographs, digitize still and moving images, burn CDs.

D. ACADEMICS

1. General Information

- a. **Academic Term** - Wright State University is on the quarter system. Generally the term is 10 full weeks plus an exam week. Class time per week is 50 minutes per credit hour, unless it is a laboratory section. For example, a four credit hour course will meet for 200 minutes per week.
- b. **Holidays** - Wright State University's holidays do not always correspond to state or federal holidays. Several religious holidays are not observed by the university, such as Rosh Hashanah, Yom Kippur, Good Friday, etc. Please be flexible in regard to attendance on these days. (Visit <http://www.wright.edu/hr/holiday/> for a listing of observed holidays.)
- c. **Class Meeting Times** - All classes should be held at the scheduled times. The department chair **MUST** approve exceptions.
- d. **Office Hours** - Adjuncts should be available for 30 minutes before and/or after class on a regular basis. The times of availability should be provided in the course

syllabus and also given to the department administrative specialist.

2. Course Structure and Content

- a. **Course Content** - The objectives for each course in the college inventory are on file in the chair's office. While methodology and textbooks may vary, all faculty are expected to teach the objectives on file, and to include those objectives in the course syllabus. See the department chair and/or the program advisor if you have questions.
- b. **Syllabus** - A course syllabus is an important medium for communicating with the students in your course. A syllabus should be prepared carefully and it should describe all important components of the course. The syllabus should list your name and a telephone number where you can be reached or the department telephone number so calls can be forwarded. The text you are using should be listed as well as any supplemental books, journals or articles that you may require the students to read. The syllabus should be broken into class periods so that the students will know how to prepare for each class. Be sure to specify test dates, assignments and due dates for papers and assignments. As well as specifying the due dates, any papers or assignments should be described briefly on the syllabus.

Also, your **grading policy** should be described as explicitly as possible. (Refer to sample syllabi. The following is a checklist of items that should be addressed in your syllabus:

- Are students provided with an up-to-date course syllabus on the first day of class?
- Are course objectives communicated clearly?
- Are expectations for papers, projects, etc., described in detail in writing and in class?
- Are tentative due dates and exam dates listed in writing and announced in class?
- Is a policy regarding time extensions on papers and projects clearly stated?
- Is the grading system for the course explained in writing? Is the weight of each course requirement shown? Are there rubrics available?
- Are policies regarding exams and make-up exams outlined?

- Do evaluation of student progress and feedback occur before the drop date? (The drop dates are listed in the quarterly scheduling paper.)
- Are students notified how long graded materials are retained?
- Is the attendance policy clearly described?
- Are field trips, meetings, and observed holiday or weekend participation announced in writing and in class?
- Are students notified of the faculty's office hours, office phone number, and office location?
- Are questions about course information and policies invited and answered early in the quarter?
- Can grades, policies, and requirements be reasonably defended if a dispute arises? A copy of your syllabus should be submitted to the department chair before the quarter begins.

c. **Special Course Materials**

Reading Lists or Special Required Reading Materials - If you are using a required reading list or special required reading materials, one or more copies can be placed on reserve at the Dunbar Library or the ERC (Educational Resource Center), 116 Allyn.

Supplemental Materials - If you plan on using supplemental materials, the materials must be listed on your book order. Students may purchase these materials through the WSU bookstore. The cost is directed to the student. ClassNotes Publications in Printing Services, located at x2916 in 126 Public Service Bldg., provides the service of printing these materials. You will need to know your department account number before taking the material to Printing Services. If the material is copyrighted, the ClassNotes office will assist you in receiving permission to copy the material. ClassNotes hours are Monday - Friday, 8:30 a.m. – 5:00 p.m.

- d. **Writing Activities**- The University encourages faculty to incorporate writing in as many courses as possible. Although this is difficult in large lower level classes, it is strongly recommended for advanced classes.

Writing Center - The Writing Center (031 Library) is available to help both undergraduate and graduate students with their writing skills. The center offers workshops on improving writing skills and on writing in the American

Psychological Association (APA) format. The Writing Center will also review and edit student papers. Please announce this to students or indicate it on your syllabus and refer students with writing problems to the center. The center is open weekdays; hours change quarterly. For further information, call the Writing Center at (937) 775-4186.

Some classes are designed as Writing Intensive Classes. Undergraduate students must complete a total of eight Writing Across the Curriculum courses, six in General Education and two in their major. Writing intensive classes in CEHS are ED 301, 303, 316, 440; EDE 301; RHB 202, 404
<http://www.wright.edu/academics/wac/index.html>

- e. **Student Presentation Materials** - If you are having students give oral presentations, the Educational Resource Center (ERC) has materials available for purchase (transparencies, etc.) and they will help students to prepare class presentation materials. Students can purchase a Supply Purchase Card to use at their own convenience or use their Wright 1 Card. It is advisable for students to make arrangements ahead of time if they wish assistance.

Students can use the STAC (Student Technical Assistance Center) for access to equipment and software for digitizing print and non-print materials.

- f. **Grading** - The College encourages grading that is appropriate for the course. Instructors are responsible for grading. A grading scheme should be as explicit as possible and explained on the syllabus. The college does not have distribution requirements, but grading should not be overly generous nor overly harsh. Check with your department chair if you have questions about this. These grades should reflect different degrees of competence and should be based on progress made with regard to objective criteria. The College of Education and Human Services recognizes the university definition for grades: A - highest quality; B - second quality; C - third quality; D - lowest quality; and F - failed. No pluses (+) or minuses (-) are used.

3. Exam Information

- a. **Exams** - You may choose to give multiple choice, short answer or essay exams. They may be open or closed book in class exams or take home exams. For the multiple-choice exams, you can have the students use computer answer sheets, which are available in the department office or from your assigned administrative specialist. The office personnel will have them scored by the computer center for you. All that we need from you are the answer sheets and a computer sheet marked with the correct answers clearly marked "key." Make sure that your name and the course number is on the "key."

- b. **Posting Exam Scores** – Typically the College of Education and Human Services does not post scores. But if necessary to post the exam scores, you will need the students' University Identification Numbers (UID) or social security numbers. To maintain confidentiality, post the scores by UID or the last four digits only of the social security number rather than using the student's name.

- c. **Final Exams** - Please make sure you list the final exam information on the class syllabus. All final exams should be given during the scheduled exam time during final exam week and all classes **must meet** during exam week. If the course is experiential or field based, please use this time for debriefing, oral feedback or other evaluation activities. You will need to find out the day and time your class exam is scheduled because it probably will be different than your regularly scheduled class time. The final exam schedule of times is listed on the first several pages of the quarterly Class Schedule and is also available in the department office. Finals are given in the same classroom as the class.

- d. **Make-Up Exams** - Each instructor has the opportunity to decide his or her own policy on make-up exams. Your policy on make-up exams should be reasonable. Many students work for local businesses or the government and may be sent out of town. Also, with WSU being predominantly a commuter campus, car failure could be a reasonable excuse. Your department office may proctor make-up exams for you - check with your department chair. The proctor giving your exam will need special instructions (i.e. open book, notes), the time limit, and the student's name. When completed, the exam will be placed in your mailbox for grading.

- e. **Exams for Disabled Students** - Special testing accommodations are provided by the Office of Disability Services. The student signs up at the beginning of the quarter at the Office of Disability Services and fills out a “Proctoring Exam Request” form for each exam he/she will need to take. Disability Services will send to you the signed authorization form in a sealed envelope. Make sure you read the directions, being sure to specify the amount of time the student has to complete the exam (usually 1 1/2 times the normal class period). Sign the “Proctoring Exam Request” form and leave the exam along with the completed authorization form with your administrative specialist and Disability Services will pick up the completed forms. The student will take the exam at Disability Services in a test proctoring room. The finished exam will be returned to the department in your name in a sealed envelope. Evening classes are scheduled the same way the day classes are scheduled. (For more information regarding the Office of Disability Services, visit http://www.wright.edu/students/dis_services/.)

4. Course Administration

- a. **Attendance** - Adjunct faculty are responsible for meeting with all scheduled class periods. If you cannot meet your class, it is your responsibility to find someone to take your place. The department chair should be notified of this arrangement. If an unexpected emergency occurs just prior to class so a replacement cannot be found, the department office should be notified so that a sign notifying students of the cancellation can be put up in the classroom.
- b. **Class Lists** - Class lists are distributed 3 times each quarter: before the first day of class, after the approximately the 3rd week of classes, and the day after the last drop day* (usually about the 5th week). These lists will also be placed in your mailbox. *Freshman have a different later drop date.
- c. **Closed Classes** - If your class is closed (class enrollment is over the limit), please check with the department chair before signing students into the class. For some classes we keep waiting lists in the office and the students on the list have first priority. Also, class enrollment is sometimes limited by room size and/or available equipment.
- d. **Dropping or Adding a Course** - Permission to drop or add a course is handled by the student's advisor or by the department office.
- e. **Audit** - Students who wish to audit a course pay regular fees. Because of this, the department grants them the same privileges as regular students. A student must obtain department permission to change from regular status to audit.
- f. **Tutoring Services** - The Tutoring Office will attempt to locate tutors for any currently enrolled student, for any course offered at Wright State with a few exceptions. Freshmen are eligible to receive one hour of free tutoring per week for each course. Students registered with the Office of Disability Services, who have documented learning disabilities, will receive two hours of free tutoring per week for each course. All additional tutoring and tutoring for upper level students will be billed at \$5.00/hour. Students enrolled in various special programs may be eligible for subsidized tutoring. (Visit <http://www.wright.edu/uc/tutor> for more Tutoring Policy details.)
- g. **Psychological Counseling** - It is not uncommon for students to ask for advice on personal problems or to make an instructor aware of personal problems during individual help sessions. These students should be referred to Counseling and Wellness located on the second floor of the Frederick A. White Center, (937) 775-3407. These services are available for students who need assistance with anything from dealing with anxiety to learning more about themselves.

- h. **Affirmative Action** – Wright State University is committed to affirmative action and equal opportunity for all. This commitment extends to the classroom. Instructors should not discriminate against students because of race, sex, religion, color, national origin, age, and disability status. Irrelevant racial or ethnic comments or sexual innuendoes are inappropriate. These comments discourage those students and make it difficult for them to fully participate in class. University policies have been developed to ensure that all phases of university operations support and conform with WSU’s commitment to affirmative action and equal opportunity. These policies are available on WSU’s Web Page <http://www.wright.edu/admin/affirm/index.html>
- i. **Grade Sheets** - You will receive one official grade sheet at the end of each quarter. You will also receive a memorandum specifying the date that these sheets are due in the office. Fill out your grade sheet, making sure that you have signed it, and give to your assigned administrative specialist. Do NOT turn in the grades to the Registrar's Office. Grade sheets are copied by the department and forwarded to the Registrar. A copy will be made for you. Grades are due to the department office by 5:00 p.m. on the due date (usually within 48 hours of the final exam). The grade sheet will request one of the following grades for each enrolled student: A, B, C, D, F, X, I or M. Circle one for each student. An “X” grade should be given to a student who does not finish the course and has not talked to you about his or her status. The “X” grade will count as an “F” in the student's GPA. An incomplete “I” grade must be accompanied by an incomplete grade form, “Agreement for the Grade and Incomplete”. This form must be completed by the instructor and submitted with the grade sheets. The “I” grade will automatically become an “F” after one quarter unless the instructor submits a change of grade or sends a written notice on a grade change form to have the “I” grade carried another quarter. The incomplete grade forms are available in department offices. An “M” grade is a continuing grade used only for a thesis or an independent study. An “M” grade does not count until it is changed to a letter grade. A grade of “M” signifies that progress toward a project is satisfactory. A permanent grade will be assigned upon completion of assigned project.

To change a grade, submit a completed “Change or Correction of Grade” form to the department office. Forms are available in department offices and at the Registrar’s Office. The change of grade form will be signed by the chair and forwarded to the Registrar's Office. After the change of grade form has been processed by the Registrar’s Office you will receive a copy for your file.

- j. **Retention of Final Grades** – Following the conclusion of a course, it is advised to retain your final grade sheets and student grades for an indefinite period of time.

- k. **Academic Misconduct** - Evidences of academic misconduct detected by a faculty member shall be reported to the department chair and it shall be their joint responsibility to impose a penalty. The chair of the department will inform the registrar that action is pending and the student should not be permitted to drop the course until the matter is resolved. The faculty member and chair are responsible to initiate a meeting with the student to discuss the allegation and to impose a penalty if warranted. The department chair will report in writing each case in which a penalty is imposed to the dean of the college in and to the Office of Student Affairs and Enrollment Services. The student shall receive written notification of the decision and the appeals process. The dean of the college and the Office of Student Affairs and Enrollment Services will receive a copy of the letter of the decision and a summary of evidence. For more information, visit <http://www.wright.edu/students/judicial/integrity.html>
- l. **Student Evaluation of Instruction** - Instructors are evaluated by their students at the end of each quarter. You will receive a class packet of evaluation forms in your mailbox about the 7th week of the quarter. The procedure for handling the forms is as follows for all classes:
- (1) Allow 15 minutes for evaluations.
 - (2) Assign a student to distribute and collect the forms. Tell the student to seal the envelope in front of the class before you return.
 - (3) Leave the room while students are completing the evaluations.
 - (4) Have the student return the completed forms in the sealed envelope to your department chair/administrative specialist.
 - (5) After the evaluations have been tabulated and reviewed by the department chair, they will be returned to you for your records. Evaluations will be returned only after grades have been submitted.
- m. **CEHS Student Grievance and Grade Appeal Procedures** - The grievance procedure applies to adjuncts as well as regular faculty. This procedure applies to alleged violations of a student's rights such as unequal treatment or violations of grading procedures as stated on the course syllabus, or disagreements over assigned course grade. Concerns about more generalized problems, such as quality of instruction, excessive instructor absence, etc. should be expressed through course evaluations or in writing to the department chair who will deal with the concern on an individual basis.

Students who wish to appeal a decision made by a faculty member which cannot be resolved between the two involved parties should follow these procedures:

- (1) Confer with appropriate faculty member. He/she will attempt to clarify the problem and clear up misconceptions.
- (2) If the problem remains unresolved, the student should obtain an Application for Mediation form from the Office of Student Services. The form should be completed by the student and submitted to the department chair to whom the faculty member reports. The student should then make an appointment with the department chair to discuss the problem. The department chair will attempt to mediate the problem through discussions with the student and the faculty member.
- (3) If the problem remains unresolved at this level, the student should contact the dean of the College of Education and Human Services.

The dean will:

- (1) Review the situation and attempt to resolve the problem, and/or
- (2) Provide for a review board to be selected by the student, the faculty member, and the dean. The review board will consider all of the facts of the case and provide the dean with a recommended course of action. This board will consist of a student and a faculty member representing the student and a student and a faculty member representing the faculty member. Faculty members outside the college and/or student members may be used by mutual consent of the student, the faculty member, and the dean.
- (3) The dean's decision is final at the college level.

In the grievance and appeal process, both student and faculty member have equal opportunities for appealing through the appropriate channels, as outlined above. Resolution of grievances or concerns which can be addressed to the satisfaction of the student without formal process are encouraged.

COLLEGE OF EDUCATION AND HUMAN SERVICES TEACHER LEADER ADJUNCT FACULTY GUIDELINES

These guidelines are intended to highlight the established policies and procedures for WSU adjunct faculty in the Teacher Leader Program. Some additions and adaptations are necessary because of the off campus delivery of courses in this program.

Advisors For Groups

If students have questions, problems, or concerns about the program or coursework, please refer them to their advisor by name and/or the Teacher Leader coordinator/ program advisor.

Class Periods

Your class will run from 4:30 to 8:00 p.m. one day per week unless you make alternate arrangements with the group. (i.e. 5:00 to 8:30). You will be notified of the day, building and room assignment for your class prior to the beginning of classes. Maps are available upon request from the Educational Leadership administrative specialist. It is the policy of the university that all classes must meet during finals week. The policy does not require that an examination be given that week unless it is a comprehensive exam. In this case, the exam must be given during finals week.

Class Cancellations, Time Or Date Changes, Teacher Substitutions, Inclement Weather

Obtain phone numbers where students can be contacted (make a phone tree the first night of class) so that you may inform them, **in advance**, if you must cancel or change the date or time of a meeting. Another option is to ask another teacher to substitute for you. Our current policy is that classes do not meet on the days when **either** WSU or the school location are closed or on break. These dates should be clarified with your class. If the location where you are teaching has a different spring break from Wright State University, your group will not meet on either week. You may want to reschedule make up classes on some alternate dates.

Retention Of Final Grades

Following the conclusion of a course, it is advised to retain your final grade sheets and student grades.

Please Submit Syllabus

By the end of the second week of each quarter, faculty members should submit three copies of the syllabus for each course taught, to the coordinator of the Teacher Leader Program.

Copying And Other Support

You should submit supplemental course materials you want to use as handouts for your class to a department administrative specialist in 490 Allyn Hall so that they can be sent to printing and placed for sale through the bookstore. Students will buy them along with the textbook. After it has been printed, you may pick up a copy at the bookstore. Please help us to defray printing costs.

Arranging For Audio-Visual Equipment

You will need to contact the school where classes will be held to arrange for audio-visual equipment. A list of people to contact is provided by the department.

Books

Textbook/class packets should be ordered through the Department of Educational Leadership. The department administrative specialist responsible for book orders will facilitate this for you.

Library

Students may use the WSU library with their current registration card.

Educational Resource Center

Students may use materials in the ERC. Instructors must submit a class list to the ERC staff.

Correcting Class Lists

Your initial class list will be sent out shortly before your first class meeting. If you do not receive your list, check with the Teacher Leader Coordinator.

On the class list, you should note:

- 1) Those students who are registered but not attending classes;
- 2) Those who are present but not listed.

The initial class list is for the instructor's use only.

A revised list will be sent within the first month of the quarter. You will need to identify students who **NEVER ATTENDED CLASS** on the revised class list. Those who are present but unlisted on the revised list will need to contact the WSU Registrar to determine the problem. Your list will show only students who confirmed their registrations with payment. Students with unpaid registrations are dropped from their classes. If the students are not registered, they must do so as soon as possible. Please remind them.

Class Lists

Please check the class list carefully to determine if any student is registered as 005 or 000. Give a list of these students along with the group name to the Teacher Leader Coordinator by the third week of the quarter. We need to be sure these students are accepted into the program before they have taken 12 quarter hours of coursework.

Evaluation Methods, Grade Scale, Faculty Phone Numbers

At the first class, be sure to tell students how they can reach you at home or work. Explain and distribute your complete syllabus, evaluation methods, and grading scale. Please return student papers and exams if you tell students to expect them.

Portfolio Reminder

Please remember to include a statement in your syllabus that reminds students to maintain a portfolio. They should be instructed to choose an artifact from the class that is most meaningful to them and include it and a reflective statement about how and why it was meaningful to them. They should also include in the reflection a reason why it affected or changed them or their attitudes about teaching and learning.