



WRIGHT STATE UNIVERSITY

WRIGHT STATE UNIVERSITY-LAKE CAMPUS Adjunct and Faculty Handbook 2019

ADMINISTRATION

ABSENCE FROM THE CLASSROOM: All instructors are expected to be in class on time and to remain in class, actively engaged in the business of instruction for the entire assigned class period. On occasion, for either professional or personal reasons, it is necessary for an instructor to miss a class. Actual cancellation of classes should be kept to a minimum, particularly for classes that meet only one day per week. If a class must be cancelled, instructors might consider giving students a take-home assignment. In order to avoid cancellation, the instructor might arrange for a film, test, or work project under the direction of another member of the faculty. In the event of last-minute absences due to illness or a family emergency, please notify Unit Directors **Chuck Ciampaglio**, **David Wilson** or **Cindy Berelsman** and faculty secretaries **Jan Eckstein (419-586-0310; janice.eckstein@wright.edu)** or **Kathy Brake (419-586-0349; kathy.brake@wright.edu)** as quickly as possible. It is the practice at the Lake Campus to try to notify students, who often drive long distances for a single class, that the session is being cancelled.

ACADEMIC INTEGRITY PROCESS AND PROCEDURES: Academic dishonesty includes, but is not limited, to the following: a) submission of an assignment purporting to be the student's original work that is wholly, or in part, the work of another person (plagiarism); b) dishonest conduct during an examination, such as the following: possession of textbooks or notes not authorized by the instructor, possession of devices specifically prepared for the purpose of cheating, communication with another person (other than the instructor) by any means, looking at another person's paper, violation of procedures prescribed to protect the integrity of an examination, and cooperation with another person in academic dishonesty. Any instructor that encounters academic integrity issues should see their Unit Director.

ACADEMIC TERM: Wright State University is on the semester system. Class time per week is 55 minutes per credit hour. Breaks are not included in listed class time.

ADDRESS AND PHONE NUMBER CHANGES: Any change in your personal address, business address, and/or telephone number should be filed through Wings Express.

ADJUNCT WORK SPACE: Adjunct faculty may use the cubicles and computers located in the north and south ends of the faculty office suites area on the second floor of Dwyer Hall. Lockers

are also available for adjunct faculty; they are located along the hallway outside the office suite area.

AUDIO-VISUAL SERVICES: DVDs can be ordered through the Library and Technology Center.

BOOKSTORE DISCOUNTS: All adjunct faculty are eligible for discounts of 20% off on school merchandise in the bookstore during the term they are teaching. Periodically the bookstore runs sales.

CLASS LISTS: Class lists will be available online via Wings Express. You will be able to access Wings with your UID number, which will be given to you when you receive a contract. If you have any questions regarding this ID number, please contact Business Manager **Devonna Wenning (419-586-0350; devonna.wenning@wright.edu)**. You will be given a set of instructions for accessing Wings by Academic and Instructional Services. If you have further questions, contact Technical Service Manager **Ron Dorsten (419-586-0387; ronald.dorsten@wright.edu)**.

CLOSED CLASSES: In the case of a closed class, check with your Unit director before admitting a student.

CONTRACTS AND FORMS: New employees will receive a packet in the mail concerning contracts, Income Tax Withholding forms, I-9 forms, Drug-Free Workplace forms, and Facility ID Card forms. Please return them all to **Devonna Wenning (419-586-0350; devonna.wenning@wright.edu)**. Do not send them to the Dayton Campus. Returning employee contracts will be processed electronically. If there are any changes or discrepancies concerning your contract or your paycheck, please inform Ms. Wenning at once to ensure prompt action. Pay is directly deposited into the account you specify in your initial paperwork. Changes may be made by seeing Ms. Wenning.

COURSE EVALUATIONS: Instructors are evaluated by their students at the end of each semester (or at the end of A or B term, if applicable). Evaluation forms are available to the students online. They will be notified by email at the beginning of the evaluation period. After the evaluations have been tabulated, a completed summary will be available to you for your review. This generally takes several weeks after grades have been assigned for your course. You will receive an email when course evaluations are available. A copy of the evaluation is sent to the Dean.

DROPPING OR ADDING A CLASS: The academic calendar (see <http://www.wright.edu/raider-connect/classes-and-grades/academic-calendar>) for each semester lists the dates students may add, drop, or withdraw from classes without being penalized. For students still enrolled after the drop deadline, a grade must be given. If the student attended or participated in the course but did not complete it or officially withdraw, a grade of "X" should be given. If a student has not attended or participated in a course, then a grade "NR" (no record) should be assigned. Grades

of “X” and “NR” are different from a grade of “F” (see <https://policy.wright.edu/policy/4010-grading-system>). Permission to drop or add a course is handled by the student's advisor.

EMAIL ACCOUNTS: As soon as you receive a University contract, you will be given a WSU email account. You are encouraged to use this account as a means of communicating with students and staff. If you have questions concerning email, please contact Technical Services Manager **Ron Dorsten (419-586-0387; ronald.dorsten@wright.edu)**.

EXAMS: A **final exam or project** must be given for all classes. If you are administering an in-class final, it must be given at the time scheduled during exam week. A schedule is located in the faculty secretaries’ office. Please follow the Lake Campus schedule, which differs from the Dayton Campus. Finals are given in the same classroom as the lectures; however, times and days may not coincide from regular class times. Make sure to list the final exam information on the syllabus and announce it in class at least one week prior to the exam. Students may retrieve **make-up and take-home exams** from the faculty secretaries. If a student misses a test for an acceptable reason, contact the Library and Technology Center and provide them with a copy of the test via intercampus mail, clearly marking any instructions. Also provide the name of the student and the approximate time that he or she will take the test. This is not a service for entire classes. Contact the faculty secretaries or the Library and Technology Center with any questions. **Exam scores** can only be posted on Pilot and/or communicated individually to students. Faculty secretaries request at least three days for duplicating exams. Completed exams are placed in the pick-up file drawer in the work room. The office is locked after 5 p.m. Finally, ScanTron answer sheets for exams are available in the faculty secretaries' office. A secretary will score them for you or you may do it yourself.

GRADING: Instructors are responsible for assigning course grades. A grading scheme should be as explicit as possible and explained on the course syllabus. In addition, the Academic Mediation Policy should be followed to resolve disputes between faculty and students over grades or other academic evaluations. Final grades must be posted online via Wings Express before noon on the Wednesday after exam week. For detailed instructions, see <http://www.wright.edu/registrar/grading>. This page also has instructions for **changing grades** and issuing **incompletes**. All incomplete work must be made up by the last day of exam week the following semester.

KEYS: For keys to the adjunct faculty lockers and the file storage bins, see Building and Grounds Supervisor **Ed Morris (419-586-0365; ed.morris@wright.edu)**. Keys must be signed out and should be returned at the end of each semester unless you are scheduled to teach the following semester.

LIBRARY AND TECHNOLOGY CENTER (LTC): Adjunct faculty can obtain books and other materials through Interlibrary Loan via the computers located in the library or from off-site computers. Go to <https://www.libraries.wright.edu>. The WSU library website can be accessed by using the instructor's WSU login. A Photo ID card is required to check out library material

and software. Wright One Photo ID cards are issued through the Lake Campus Enrollment Services office. These cards are also valid at the Dayton Campus libraries.

LIBRARY RESERVES: The library has a reserve service. You may wish to place books, periodical articles, lecture notes, audiocassettes, or other materials on reserve. Contact Library and Technology Director **Jamon Flowers (419-586-0360; jamon.flowers@wright.edu)** with any instructions you want to include regarding the reserve. Students are asked to sign out and study the material in the library unless the instructor specifies otherwise. Copies can be made, too.

MAILBOXES: Faculty mailboxes are located on the second floor beyond the faculty secretaries' office in room 268. Check your mailbox on a regular basis—messages, newsletters, class announcements, etc. are all placed there. Check the counter for packages that are too large for the mail slots.

MEDIA EQUIPMENT: Information Technology Analyst **Greg Kremer (419-586-0306; greg.kremer@wright.edu)** is responsible for all media equipment. Equipment not normally in the room must be requested at least 24 hours before needed.

MESSAGES: The faculty secretaries will take messages for all adjunct faculty. These messages will be placed in your mailbox. If your home and/or business phone are not listed on your syllabus, the secretaries will not give these numbers out to individuals who may request them.

OFFICE HOURS: Adjunct instructors should be available for a reasonable time before and after class to provide students with individual assistance. Announce these times in class and/or list them on syllabi.

PARKING: Parking is available for all faculty in the main lot. The faculty/staff lot east of Trenary Hall requires a parking permit. Adjunct faculty will need to contact Enrollment Services Advisor **Amanda Coffman (419-586-0396; amanda.coffman@wright.edu)** to obtain a permit. Spaces on the circle drive are for 30 minutes and disability parking only. Additional disability parking is available in the lot west of Trenary. If you need to use these designated parking areas due to sickness or illness, see Campus Police Officer **Tyler Pottkotter (419-586-0249; tyler.pottkotter@wright.edu)**.

SMOKING: Wright State is a tobacco-free campus.

STUDENT DISRUPTIONS: We suggest that, if an adjunct instructor and student cannot reach some immediate verbal accommodation, instructors seek the advice of their Unit director, who will contact the campus conduct officer to document serious offenses. In this event, the Unit director will call a meeting of the Campus Conduct Committee, which consists of two full-time faculty and three students. The student will be notified of the meeting and requested to attend. If he or she does not, the meeting will proceed in her or his absence. Students will be fined \$25.00 for non-attendance and subsequently notified of any sanctions imposed for an inappropriate disruption. Because we are an educational institution, these sanctions are

educational in nature (i.e., extra work or a special project) except in rare cases (e.g., serious misdemeanors).

SUPPLIES: Most supplies are available in the faculty secretaries' office (e.g., ScanTron forms, white board markers, etc.) and the mail room (e.g., post-its, pens, paperclips, notepads, etc.). If you call ahead, the items that you need from the secretaries' office can be left in your mailbox for evening instructors (after 5:00 p.m.) or Saturday pickup.

TYPING AND DUPLICATING OF CLASS MATERIALS: The faculty secretaries will assist you with class materials, syllabi, and tests that need to be typed and/or duplicated. Please allow the secretaries a minimum of 72 hours preparation time. Try to do as much of your own typing and duplicating as possible: the secretaries are responsible not only for full- and part-time faculty but also several other programs on campus; their time is very limited. You may drop off materials in the faculty secretaries' office, fax materials to **419-586-0368**, or email Jan (janice.eckstein@wright.edu) or Kathy (kathy.brake@wright.edu).

WEATHER CANCELLATIONS: Do not cancel a class due to weather without consulting Lake Campus administration. If a decision is made by administration to cancel classes or close the campus due to weather, you will be notified when possible. Sign up to be notified by text or email through Wings Express: choose the Personal tab, then Manage WSU Alert: Emergency Notification (see <http://www.wright.edu/emergency-management/managing-your-wright-state-alert-account>). Additionally, the following radio stations will broadcast Lake Campus weather information: **WDRK, Greenville 106.5 FM; WCSM, Celina 96.7 FM OR 1350 AM; WIMA, Lima 102.0 FM OR 1150 AM; WKKI, Celina 94.3 FM; WDOH, Delphos 107.1 FM; WBYS, Fort Wayne 98.9 FM; WTGN, Lima 97.7 FM; WZOQ (ZOO), Lima 92.0 FM; KOOL 95 (WCLR), Piqua 95.7 FM; WMVR, Sidney 105.5 FM; WERT, Van Wert 98.9 FM OR 1220 AM.** You may also call the Lake Campus (**800-237-1477** or **419-586-0300**) for weather messages on voicemail.

WINGS EXPRESS: To access WINGS Express, you will need a University ID (UID) and PIN. The UID differs from the CAMPUS account that you use to access WINGS. To find your UID and PIN, you must first have a CAMPUS username (e.g., w001abc) and password. Under the Employee menu, you can access information on employee time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data, pay information, direct deposit allocation, earnings and deductions history, or pay stubs. For assistance, contact the CaTS Help Desk via phone (**937-775-4827** or **888-775-4827**) or email (helpdesk@wright.edu).

SYLLABI

A syllabus is required for each course and should be made available on the first day of class. It must be complete and span the entire semester. Be sure to email a copy to one of the faculty secretaries by the end of the first week of class. Jan (janice.eckstein@wright.edu) or Kathy (kathy.brake@wright.edu) will save it in a folder on the K drive.

All syllabi should contain a clear explanation of course requirements, policies on grading, and expectations for attendance if you are teaching in person and have an attendance policy.

A sample syllabus can be found at

<http://www.wright.edu/sites/www.wright.edu/files/page/attachments/EC1050.pdf>.

LEARNING OUTCOMES FOR IW, MC AND CORE: If your courses meet the requirements for Integrated Writing, Multicultural Competence, and/or WSU CORE, you must include the following learning outcomes on your syllabus.

Integrated Writing (IW): Students should be able to produce writing that demonstrates their understanding of course content, is appropriate for the audience and purpose of a particular writing task, demonstrates the degree of mastery of disciplinary writing conventions pertinent to the course (including documentation conventions), and shows competency in standard edited American English.

Multicultural Competence (MC): Students should be able to demonstrate knowledge of cultural, economic, social, political or racial diversities in the United States or throughout the world; apply the methods of inquiry of the natural sciences, social sciences or the arts and humanities to understand cultural, economic, social or racial diversity; and demonstrate an understanding of contemporary social or ethical issues related to diversity.

CORE courses: If the course is designated as part of the Wright State CORE, include the following objectives for the appropriate element.

Element	Learning Outcomes
<p>1. Communication The foundational skills students need in academic discourse, research, and documentation in an electronic environment</p>	<p>a. Adapt rhetorical processes and strategies for audience, purpose, and type of task b. Organize and produce texts that meet the demands of specific genres, purposes, audiences, and stances c. Employ appropriate mechanics, usage, grammar, and spelling conventions d. Find, analyze, evaluate, summarize, and synthesize appropriate source material from both print and electronic environments e. Present focused, logical arguments that support a thesis f. Use reliable and varied evidence to support claims, incorporate ideas from sources appropriately, and acknowledge and document the work of others appropriately g. Use electronic environments to draft, revise, edit, and share or publish texts</p>
<p>2. Mathematics The foundational skills required to use and</p>	<p>a. Identify the various elements of a mathematical or statistical model b. Determine the values of specific components of a mathematical/statistical model or relationships among various</p>

interpret mathematics and statistics	<p>components</p> <p>c. Apply a mathematical/statistical model to a real-world problem</p> <p>d. Interpret and draw conclusions from graphical, tabular, and other numerical or statistical representations of data</p> <p>e. Summarize and justify analyses of mathematical/statistical models for problems, expressing solutions using an appropriate combination of words, symbols, tables or graphs</p>
<p>3. Global Traditions</p> <p>Historical analysis and global perspectives necessary to understand our diverse world</p>	<p>a. Critically describe some of the political, social or economic systems, historical, cultural or spiritual traditions, and/or technological innovations around the world</p> <p>b. Demonstrate an awareness of the diversity of people or traditions in our world in ways that promote effective engagement, both locally and globally</p> <p>c. Use political, social, economic, historical, cultural, spiritual or technological knowledge to evaluate contemporary issues</p>
<p>4. Arts/Humanities</p> <p>Tools for analysis and appreciation of the arts, philosophy, and religious thought</p>	<p>a. Critically analyze significant creative, literary, philosophical or religious works</p> <p>b. Understand and discuss the complex blend of imaginative vision, socio-cultural context, ethical values, and aesthetic judgment in creative, philosophical or religious works</p> <p>c. Recognize, evaluate and respond to creative, philosophical or religious works</p> <p>d. Develop appropriate and ethical applications of knowledge in the humanities or the arts</p>
<p>5. Social Science</p> <p>Perspectives on human behavior and culture informed by the disciplines of the social sciences</p>	<p>a. Critically apply knowledge of social science theory and methods of inquiry to personal decisions, current issues, or global concerns</p> <p>b. Explain and critique the methods of inquiry of social science disciplines</p> <p>c. Demonstrate an understanding of the ethical issues involved in the acquisition or application of social science knowledge</p> <p>d. Demonstrate, from a social science perspective, an understanding of the responsibilities of an informed and engaged citizen</p>
<p>6. Natural Science</p> <p>Introductions to the scientific understanding of physical and biological phenomena</p>	<p>a. Understand the nature of scientific inquiry</p> <p>b. Critically apply knowledge of scientific theory and methods of inquiry to evaluate information from a variety of sources</p> <p>c. Distinguish between science and technology and recognize their roles in society</p> <p>d. Demonstrate an awareness of theoretical, practical, creative and cultural dimensions of scientific inquiry</p> <p>e. Discuss fundamental theories underlying modern science</p>

Service Learning Courses (SRV AND SRVI): Courses that are designated as SRV or SRVI should include the following definitions.

SRV Designation: To receive a designation of SRV, the course section must include Service-Learning work that meets course learning objectives, involves a reciprocal relationship with one or more community partners to identify the service objectives and student orientation requirements, and includes reflection activities that integrate the learning from the service experience with the course content.

SRV-I Designation: To receive a designation of SRV-I, the course section must include Service-Learning work that meets course learning objectives; involves a reciprocal relationship with one or more community partners, engaging the community partner(s) in all elements of the Service-Learning work from planning to assessment, including but not limited to development of community identified service objectives, student orientation to the service project, and reflection opportunities; includes reflection activities that integrate the learning from the service experience with the course content; and is integral to the course with the majority of the course grade being linked to the academic products of the Service-Learning experience.

ADDITIONAL RESOURCES

Instructors are encouraged to include the following information on Lake Campus services and facilities in syllabi.

Library and Technology Center (LTC): The Library and Technology Center provides free access to scholarly resources in all formats to all Wright State students. WSU students can also visit the LTC for assistance with creating or editing multimedia projects (i.e., PowerPoint, Voiceovers, Website development, etc.) free of charge. The LTC is located in **197A Andrews Hall**. For additional information about the LTC and the services they provide, please call **419-586-8400** or visit the LTC Monday through Friday between 8:30 a.m. and 5 p.m.

Office of Disabilities Services (ODS): If a student has a disability that will require special accommodations, it is essential that he or she discuss it with the instructor and/or the Office of Disability Services before or during the first week of the semester. ODS will work with these students on an individual basis to determine what services, equipment, and accommodations would be appropriate regarding their documented needs. Students who may qualify for these types of services should initiate contact with the instructor and/or ODS as soon as possible to enable the university to meet their needs. Please contact ODS Assistant **Deanna Springer** by phone (**419-586-0366**) or email (**deanna.springer@wright.edu**) for more information. You may also visit ODS (**182 Andrews**).

Student Success Center (SSC): The Student Success Center offers FREE services to help students meet their full potential. Students can find tutoring in any subject, study buddies, one-on-one technology workshops, feedback on writing assignments, and general academic skills coaching.

Call or visit the SSC to make an appointment. Web: lake.wright.edu/ssc. Phone: **419.586.0333**.
Location: **182 Andrews**.

Academic Integrity: It is the policy of Wright State University to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and truth. Furthermore, it is the policy of the University to enforce these standards through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic misconduct. For more information on the Academic Integrity Policy, see <http://www.wright.edu/community-standards-and-student-conduct/code-of-student-conduct/academic-integrity>.

The Center for Teaching and Learning (CTL): The Center for Teaching and Learning provides materials for classroom use and professional development. CTL's resource repository includes archived presentations and workshops, teaching and learning articles, and technology documentation resources. All are available via <https://wright.edu/center-for-teaching-and-learning/resources>.

LAKE CAMPUS ADJUNCT FACULTY ACADEMIC MEDIATION POLICY

The objective of this policy is to mediate and help resolve disputes between faculty and students over grades or other academic evaluations in which a student feels that he or she has been treated or graded unfairly while preserving the rights of both parties, maintaining academic freedom, and upholding the aims of the university.

Recognizing that students should have protection through orderly procedures against prejudice or capricious academic evaluations and recognizing that they are responsible for maintaining standards of academic performance established for each course in which they are enrolled, the university adheres to the following procedures:

1. It will be recognized that the burden of proof in such cases rests with the student.
2. A student who believes that he or she has received a grade or an evaluation based on improper consideration must first consult with the instructor involved.
3. Should the student not be satisfied with this consultation, the student may then contact a Unit Director to discuss the situation and review the next steps of the academic mediation process.
4. The next step involves submitting a formal appeal to the Dean. A student who has earned over 30 hours at the end of the semester in which the disputed grade was issued must submit the appeal before the final exam period of the semester immediately following the term in which the grade was issued. The appeal should include the

following:

- a. A statement of the specific complaint.
 - b. A factual summary of the circumstances leading to the complaint.
 - c. Presentation of supporting documentation to substantiate the complaint. Such documentation can include, but would not necessarily be limited to, a course syllabus and graded material (e.g., tests and homework).
 - d. A statement indicating all previous attempts to resolve the complaint informally.
5. After submitting the appeal, the student may schedule a meeting with the Dean to discuss any details and respond to any subsequent questions. The Dean will review the appeal before contacting the instructor, who may submit a written response. The Dean will then attempt to resolve the dispute, producing a summary report within 30 calendar days from its receipt to be distributed to the student, the instructor, the Director of Student Affairs, and the Dean.

TESTING ARRANGEMENTS FOR DISABILITY SERVICES

Some students will need special testing accommodations due to the effects of a disability. A test proctoring service is available to assist you in administering exams to students who need special testing conditions. The following are typical questions and answers that will assist you in understanding how the test proctoring service operates.

1. How do you determine who needs special accommodations? Students who have difficulty reading or writing an exam because of visual and/or dexterity impairments will require physical assistance. Students who have dyslexia or other learning disabilities may also need assistance with reading or writing and usually require additional time. It is the student's responsibility to notify the instructor of his or her need for testing accommodations at the beginning of the semester. If a student informs you that he or she qualifies for extended test time, contact ODS Assistant **Deanna Springer (419-586-0366)**.

2. What types of assistance are available? Some students who need special testing accommodations may use adaptive equipment such as print magnifiers, typewriters, or dictaphones. Other students may use a proctor to provide clerical assistance in reading or writing. Use of the above accommodations often necessitates additional time.

3. How much additional time is necessary? Since additional time affects the equity of the testing situation, it is important for you to determine how much additional time will be allotted. For exams involving multiple choice, true/false or short answers, we recommend 1.5 times the allotted exam time (i.e., 1.5 hours for a one-hour exam). For exams involving essay questions and/or calculations, we recommend double time (i.e., two hours for a one-hour exam). A

proctoring exam request for ODS students will be sent to you for completion and should be returned to ODS. We will adhere to the time allotment you have specified on the authorization form.

4. When are exams proctored? It is best to proctor exams at the same time they are administered in the classroom; however, it may not always be possible to make this arrangement. If a test cannot be administered to a student during the class time, a mutually agreed upon time will be arranged between the student, ODS staff, and the instructor (preferably before the test is administered in class).

5. How are make-up exams handled? If a student misses an exam, ODS will promptly return the exam to you. If you allow the student to take a make-up exam, ODS will proctor it with your authorization only, and at a time mutually agreed upon by you and the ODS staff.

6. How can you be certain that the proctored exam totally reflects the student's responses? Proctors provide clerical assistance only. Under no circumstances is a proctor permitted to assist students in formulating answers to an exam. The proctor merely reads the questions as they are printed and records answers as they are given. No interpretation of questions is provided by test proctors.

7. How is test security maintained? Exams are handled in a manner that insures maximum confidentiality. When exams are received from you, they are stored in a secured location. Students being tested never handle exams without the supervision of a test proctor. Completed exams are hand-delivered directly to you or your mailbox in a sealed envelope.

8. Who should you contact if you have additional questions about test proctoring service? For all queries and concerns, contact ODS Assistant **Deanna Springer (419-586-0366)**.