

**ADJUNCT  
FACULTY  
HANDBOOK**



2009

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Welcome to Lincoln University!

We are excited to have you as part of our team. You were hired because we believe you can contribute to the success of our institution, and share our commitment to achieving our goals as stated in our mission statement.

This handbook of adjunct faculty related policies, practices, and services has been prepared especially for you. I encourage you to review its contents to learn about your responsibilities and the opportunities that accompany Lincoln University employment.

You should use this handbook as a ready reference as you pursue your career with Lincoln University. Additionally, the handbook promotes and supports good management and fair treatment of all employees. Welcome aboard! I look forward to working with you.

Sincerely,

Carolyn R. Mahoney, Ph.D.

President

## **Lincoln University Mission Statement**

Lincoln University of Missouri is a historically black, 1890 land-grant, public, comprehensive institution that provides excellent educational opportunities including theoretical and applied learning experiences to a diverse population within a nurturing, student-centered environment.

## **Lincoln University Rules and Regulations**

Your employment assignment as an Adjunct Faculty is in accordance with the Lincoln University Rules and Regulations approved by the Board of Curators on January 29, 2009. A complete copy of the Rules and Regulations can be found on the Lincoln University Website.

## **Getting Hired**

### **Adjunct Faculty Employment Process (On Campus)**

Each academic department maintains its own roster of eligible adjunct faculty. Individuals interested in being employed in an adjunct capacity should submit a resume and official transcripts to the respective department. When the department determines a need for an adjunct faculty, the person is contacted and asked to complete an Employment Application.

Hiring departments must complete the Adjunct Faculty Academic Appointment Notification in conjunction with the Adjunct Faculty member. A copy of this completed notification form should be submitted along with the Personnel Transaction Report Form for administrative routing and approval. This information should be provided for each academic course schedule (fall semester, spring semester, summer sessions and intersessions).

Adjunct faculty that teach on a regular basis do not need to report to Human Resources after the initial employment period. New adjunct faculty that have not worked at Lincoln University will need to complete an Employment Application and provide official Academic Transcripts. This material should be included with the above documents for a complete new Adjunct Faculty hiring packet.

All new adjunct faculty should report to Human Resources prior to employment but must do so no later than 3 days after the start of employment. The faculty member will

be asked to complete an I-9 Work Authorization Form, and State and Federal Tax Forms, and an Employee Data Form.

All adjunct faculty are set up in the Datatel HR/Payroll module as a stipend with a defined payment amount and number of payments. Adjunct faculty are not eligible for any benefits. The only exception is when the person is currently working under a MOSERS eligible position with another employer. The person would then receive a retirement contribution from Lincoln University for the adjunct pay.

All Adjunct Faculty will receive from their academic departments hard copy of the Adjunct Faculty Handbook at the beginning of employment. This handbook will guide Adjunct Faculty in getting organized, understanding instructional responsibilities, knowledge of grading policies and other relevant information.

### **Adjunct Faculty Employment Application Process (Off Campus)**

To insure full consideration for positions with Lincoln University, persons applying for adjunct faculty positions must submit complete application packets consisting of the following:

1. Lincoln University Employment Application
2. Cover Letter
3. Vitae
4. Official Transcripts mailed directly from the institution documenting degrees awarded to the Division of Continuing Education

All credentials and transcripts should be submitted to the following address:

Division of Continuing Education

Lincoln University, 812 East Dunklin Street, 110 Martin Luther King Hall, Jefferson City, MO 65101, Fax: (573) 681-5209

*Notice to Applicants:* All information submitted as part of your credentials packet becomes the property of Lincoln University and cannot be returned.

Once an application for adjunct faculty has been received in the Division of Continuing Education office, it will be forwarded to the appropriate academic department for review and approval. Once a determination has been made, the applicant will be notified of the status. After an application is approved and adjunct faculty hired, the employee must complete the following employment forms:

1. Employee Data Form
2. Request to Mail Payroll Check

3. W-4 (Missouri and Federal)
4. I-9 Verification Form

APPOINTMENTS (Fort Leonard Wood): The Division of Continuing Education will contact each adjunct instructor to confirm his or her availability to continue teaching for the next academic year. Upon mutual agreement, the Adjunct Faculty Academic Appointment Notification form will be mailed to each instructor documenting their teaching commitment for the next academic year (August 1 – July 31).

APPOINTMENTS (Dual Credit): The Division of Continuing Education will contact each dual credit high school principal in the preceding spring to confirm the next academic year's dual credit courses. Adjunct dual credit instructors are assigned and confirmed at that time. If there is an instructor change, the new dual credit instructor must complete the off-campus application process. The course is not approved until the application and syllabus have been reviewed and approved by the respective department head.



**ADJUNCT FACULTY**  
**ACADEMIC APPOINTMENT NOTIFICATION**

The Department of \_\_\_\_\_ has transacted your appointment to the position of Adjunct Faculty at a rank of \_\_\_\_\_ for the the period \_\_\_\_\_ to \_\_\_\_\_. **Your appointment will be finalized when the Personal Transaction Report Form is signed by the President.** You may request a copy of this form from the Department or Human Resources.

Your adjunct pay rate is in accordance with established the adjunct salary schedule and the appropriate faculty rank determined by the respective department. Your total amount of pay will be \$ \_\_\_\_\_ to be paid in monthly installments on the last day of each month in the contract period. The first paycheck will be available generally at the end of the first full month of teaching.

The course instruction will be held in conjunction with the Academic Calendar provided by your department. Your schedule of course(s) is as follows:

Dept	No	Sec	Course Title	Time	Day	Room
_____						
_____						
_____						

You will receive a copy of the Adjunct Faculty Handbook by the Department to assist you in getting acclimated to your teaching assignment. Your appointment is subject to the Rules and Regulations of Lincoln University and the Laws of the State of Missouri.

\_\_\_\_\_  
Adjunct Faculty Signature                      Date                      Department Head                      Date

Please indicate your acceptance of this appointment by signing above. Keep white copy and please **return all other copies** to the Department within ten (10) days of the date issued.

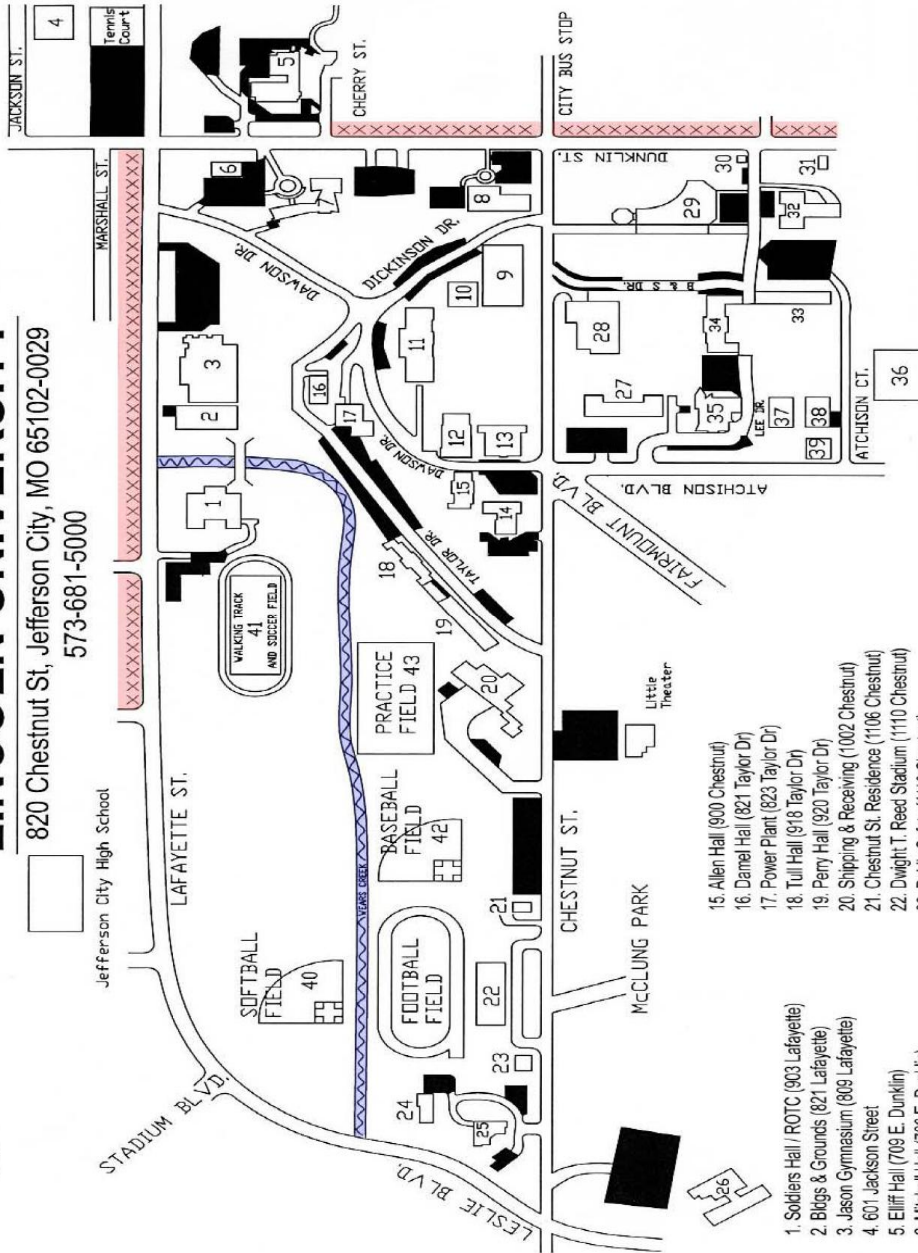
**FOR OFFICE USE ONLY:**    **White/Employee**    **Yellow/Human Resource Services**    **Pink/Department**

# Getting Organized

## Campus Map

# LINCOLN UNIVERSITY

820 Chestnut St, Jefferson City, MO 65102-0029  
573-681-5000



- 1. Soldiers Hall / ROTC (903 Lafayette)
- 2. Bldgs & Grounds (821 Lafayette)
- 3. Jason Gymnasium (809 Lafayette)
- 4. 601 Jackson Street
- 5. Eliff Hall (709 E. Dunklin)
- 6. Mitchell Hall (706 E. Dunklin)
- 7. Richardson Fine Arts Center (710 E. Dunklin)
- 8. Martin Luther King Hall (812 E. Lafayette)
- 9. Founders Hall (816 Chestnut)
- 10. Memorial Hall (818 Chestnut)
- 11. Young Hall (820 Chestnut)
- 12. Schweich Hall (822 Chestnut)
- 13. Stamper Hall (824 Chestnut)
- 14. Foster Hall (904 Chestnut)
- 15. Allen Hall (900 Chestnut)
- 16. Daniel Hall (821 Taylor Dr)
- 17. Power Plant (823 Taylor Dr)
- 18. Tull Hall (818 Taylor Dr)
- 19. Perry Hall (920 Taylor Dr)
- 20. Shipping & Receiving (1002 Chestnut)
- 21. Chestnut St. Residence (1106 Chestnut)
- 22. Dwight T. Reed Stadium (1110 Chestnut)
- 23. Public Safety (1118 Chestnut)
- 24. Greenhouse (1204 Chestnut)
- 25. Moore Small Animal Research (1220 Chestnut)
- 26. Dickinson Plant & Soil Research (1219 Chestnut)
- 27. Anthony Hall (825 Chestnut)
- 28. Scruggs University Center (819 Chestnut)
- 29. Page Library (720 Lee Dr)
- 30. Home Management (826 E. Dunklin)
- 31. KLU Radio Station (1004 E. Dunklin)
- 32. Dawson Hall (711 Lee Dr)
- 33. Martin Hall (817 Lee Dr)
- 34. Bennett Hall (818 Lee Dr)
- 35. Thompkins Health Center (822 Lee Dr)
- 36. Wesley Foundation (805 E. Atchison Ct)
- 37. Hoard Hall (804A E. Atchison Ct)
- 38. Yates Hall (804B E. Atchison Ct)
- 39. Atchison Ct Residence (802 E. Atchison Ct)
- 40. Softball Field
- 41. Soccer Field
- 42. Baseball Field
- 43. Practice Field

X - Jefferson City Parking Permit Required  
■ - Parking Lot



## **Departmental Administrative Support**

Each academic department will have at least one administrative support person available to assist you in getting acclimated to your adjunct teaching assignment. Please utilize the knowledge and understanding these valuable administrative support people have in the academic processes, business processes and resources of the university.

## **Office Space**

On-campus temporary office space is coordinated through the Department's administrative support personnel and may be provided at the discretion of and/or availability within the academic unit.

## **Building Access and Keys**

The Department Head determines if adjunct faculty require keys and initiates the order process. Keys must be picked up in person from the Locksmith in Building and Grounds (Physical Plant 821 Lafayette) when ready. Lost keys are a serious security issue that could result in re-coring of locks throughout the building. Charges resulting from lost keys are billed to the responsible party. Some buildings have security systems. The Department will provide operating instructions.

## **Parking**

All motor vehicles (automobiles, trucks, vans, motor bikes, motor scooters or motorcycles) including those owned by part-time, temporary and full-time faculty, staff and students, parked in any of the Lincoln University parking lots, from 7 a.m. to 5 p.m., must display a valid and appropriate parking permit. After 5 p.m. parking permits are not required to park on campus.

Individuals must pay for parking permits at the Cashier's Office, then take their receipts to the Public Safety Office, located at 1118 Chestnut Street, to register their vehicles and obtain their permits.

Parking lots are marked to correspond with the type of permit purchased - Student, Faculty / Staff, or Faculty / Staff Reserved. These rules apply at all times. Cars parked in lots without the appropriate permit will be ticketed and may be towed. No back-in parking is allowed where posted. Only persons with "Reserved" permits are guaranteed parking spaces. Reserved spaces are held for those vehicles with special reserve permits. These spaces are posted with reserve signs and are reserved 24 hours a day, 7 days a week. All other spaces are on a first come, first park basis. Handicapped spaces are reserved at all times for cars bearing Missouri disabled license plates or a Missouri disabled hang tag. Visitors to Lincoln University may park on campus if they obtain a visitor parking permit from Public Safety or park in spaces marked with a visitor

parking sign. No other vehicles may be parked in visitor spaces. Street parking is also available where marked.

## **Safety and Security/Emergencies**

If any on-campus emergency occurs, contact the Public Safety at 681-5555.

## **Identification Cards**

Adjunct Faculty ID cards may be obtained by a request through Human Resources in conjunction with the Student Affairs Office located at 303 Young Hall (where the identification card machine is located). The Adjunct Faculty person will be issued a card with an expiration date coinciding with the semester. Adjunct faculty that have continuation assignments beyond one semester can have the ID card renewed. The photo ID card serves as identification, a library card and for event discounts.

## **Schedule of Courses**

As an Adjunct Faculty member, you should be provided course information as found in the *Schedule of Courses for the courses that you will teach*. The *Schedule of Courses* published by the Records Office lists the specific courses to be offered for that semester with the time of meeting, the building and the room number for each course. In the course descriptions, the following information appears sequentially:

1. The academic program abbreviation and course number;
2. The title of the course;
3. The number of hours of credit;
4. The time of class, beginning and ending of period;
5. The day of the week;
6. The room location by number and building;
7. The faculty teaching the course.

## **Phone**

The Department Head will determine if an Adjunct Faculty member should be set up with an individual extension number with the Alcatel equipment. The features of the phones are: speaker phone, caller ID, voice mail, conference calls, multiple lines, directory searching and calling using a full keyboard, text messaging on the phones. A request will be made from the Department's Administrative Support to the Office of Information Technology.

## **Email Account**

Each adjunct faculty instructor is provided a Lincoln University e-mail address if you choose to have one. Your university e-mail account can be accessed via the Lincoln University website and by selecting "Faculty and Staff E-mail" from the Quick Links menu. Your login and password will be provided to you once your account is set up. To set up your e-mail account, please notify your respective department in order to submit a request.

## **Web Advisor Access**

Before adjunct faculty can access class rosters and enter grades, a WebAdvisor account must be set up. There are steps for setting up this account starting with getting a LU email account. As an Adjunct Faculty member, you should receive training on this learning management system by your Department Head or by attending scheduled training through the Center For Teaching and Learning.

## **ANGEL Learning Management System**

ANGEL is a Web-based learning management and collaboration portal that enables educators to manage course materials and to communicate with students. ANGEL can function both as a complement to traditional courses and as a site for distance learning.

With ANGEL, you can give surveys, quizzes, and tests; send and receive course mail; post messages to threaded discussions and chat rooms; upload assignments using online drop boxes; and more. You input student's progress and grades at any time during a course. You can also create groups and teams for project or committee work.

As an Adjunct Faculty member you should receive training on this learning management system by your department head or by attending scheduled training through the Center For Teaching and Learning in Martin Luther King Hall.

## **Office Equipment**

Each academic department should have the necessary office equipment to assist you in your adjunct teaching preparation. This would include access to a computer, a fax machine and a copy machine. The Administrative Support personnel should be able to train and assist you in the usage of this equipment.

## Paychecks

Paychecks are issued on the last working day of the month beginning with the first full month in the teaching period. This means you generally won't get a check in the month of August for the fall semester and a check in January for the spring semester.

You will pick up your paycheck at the Cashier's Office located on the 1<sup>st</sup> floor of Young Hall. If you want your paycheck to be mailed, you will need to complete a Request to Mail Check form and submit it to the Cashier's Office. Questions pertaining to the rate of pay should be directed to the respective Department Head. Questions regarding deductions can be directed toward the Payroll Office at (573) 681-5069.

## Instructional Responsibilities and Services

### Course Syllabus

All instructors of courses must submit their course syllabus to the respective Academic Department Head during the first two weeks of class for each course taught, even if the syllabus has not changed from the previous course offering. Course syllabi are filed as documentation of the course content.

Course syllabi typically include the following components: Introduction – Include the title of the course and number, term, meeting time and location, instructor name and contact information.

- Course Overview - purpose of the course, any prerequisites, and student expectations.
- Textbooks – List all required printed materials (i.e., textbooks, workbooks, dictionaries, etc.). Also include any optional text/materials and other supplies.
- Course Objectives: Upon successful completion of this course, students will be able to: (list objectives here).
- Evaluation and Assessment – Outlines methods of assessment for successful completion of the course. Include schedule of assignments, quizzes, examination information, papers, other projects, grading, and grading scale.
- Policies – Describe policies for the course (i.e., attendance, plagiarism, classroom conduct, late assignments, make-up quizzes/exams, etc.).
- Notice of ADA Compliance (required in every course syllabus)– Include Lincoln University's disability disclaimer: *"It is the policy of Lincoln University to accommodate students with disabilities, pursuant to federal and state law. Any student with a disability who needs accommodation, for example in arrangements for seating, examinations, note taking, or access should inform the instructor at the beginning of the course."*

- Any Disclaimers such as : “Instructors are not responsible for any assignments not handed in during class times. This includes assignments put in mail boxes, under doors, or given to any other person besides the instructor.”
- Course Topics – Break out the topics covered and approximate time devoted to each topic (by week or by class). Include instructional methods used.

## Grading

Adjunct faculty are given access to Web Advisor through the Lincoln University website to view class rosters and enter grades. Once your employment is authorized, a request will be submitted to setup your Web Advisor account. You will enter grades through Web Advisor.

Final grade are to be entered into WebAdvisor by noon on the first Monday after the last day of class. All students listed on the final roster must be awarded a grade.

Official final grades are to be entered as A, B, C, D, F, I, X, W. Plus and minus +/- grades can be given as well.

- "A" work of exceptionally high quality;
- "B" work of superior quality but somewhat lower than "A";
- "C" work of medium or average quality;
- "D" work of an inferior quality;
- "F" failing work;
- "I" indicates a student has maintained an average of "D" or better but has not completed a small but essential part of the regular coursework; "X" indicates a student was absent from the final examination with the prior approval of the instructor or the dean of the college in which the course was taken;
- "W" indicates a student has officially withdrawn from a course(s) anytime after the last day to register and before the deadline to drop and/or withdraw;

Undergraduate: A grade of "I" (Incomplete) may be assigned when, due to unusual circumstances, a student who has maintained an average of "D" or better is unable to complete a small but significant part of the coursework. In order to receive an "I," the student must contact the instructor prior to the end of the semester and request an "I," providing sound reason as to the necessity. At this time, a form is filled out indicating what the student must do to complete the course and how the completed work will be figured into the final grade. The form is signed by the student, instructor and department head and kept on file in the departmental office. A grade of "X" may be assigned when, through unusual circumstances, a student must miss the final exam of a course. It is the student's responsibility to contact the instructor prior to the examination, provide sound reason for missing the final, and request the grade of "X." The instructor must fill out a form and attach the final exam to it. This is kept on file in the departmental office.

If a student receives a grade of "I" or "X," the course must be completed and the instructor must submit the final grade to the Office of Records (1) within the first four

weeks of the student's next fall or spring semester of enrollment, or (2) within one calendar year from the end of the semester or summer session in which the "I" or "X" was received if the student does not re-enroll. Once an "I" or "X" grade has been submitted, it cannot be changed until the following semester.

Graduate: In courses where an "I" or "X" is given, work must be completed and a final grade submitted to the Office of the Registrar (1) by the end of the next semester or summer session (whichever comes first) in which the student is enrolled, or (2) within a period not to exceed one year from the close of the semester or summer session in which the course was taken, when the student does not re-enroll. In the case of a thesis, the student has until the five-year deadline date to complete the thesis.

#### *Grade Points*

"A"	4 grade points per semester hour
"B"	3 grade points per semester hour
"C"	2 grade points per semester hour
"D"	1 grade points per semester hour
"F"	0 grade points per semester hour

Final grade report cards are mailed to the students at the conclusion of the term.

## **Instructor Evaluations**

Students are asked to complete a course evaluation form at the end of your course. These are provided to you from the respective Academic Department Head. At the conclusion of this course, please ask one of your students to collect the completed evaluations and return them to the Department Head. Instructors will receive the results once they are compiled.