

Adjunct Faculty Handbook



EDUCATION DEPARTMENT

St. Lawrence University

Welcome!

Welcome to St. Lawrence University's Education Department! We are very excited to have you join us, and we hope that this handbook will help you transition into a comfortable and successful first semester with us.



Table of Contents

Graduate Program Introduction.....	1
New Staff Expectations	2
Campus Directories	3
St. Lawrence Login and I.D.....	4
APR 2.0.....	5
SLU Portal	6
Sakai	7
Hiring and Payroll.....	8
Student Registration Process.....	9
Updating Your Website Profile.....	10
Parking.....	11
Mail and Break Room.....	12
Syllabus Templates and Elements.....	13
Adjunct Administrative Requirements.....	14
Student Evaluation of Faculty and Courses.....	15

1. Graduate Program Introduction

The aim of the graduate program is to provide a high-quality, challenging, modern, and relevant liberal education curriculum that can inform students' varied leadership aspirations.

Many of our students are local college employees seeking higher education, continuing student athletes, Graduate Assistant coaches in athletics or other departments (known as "GAs"), and scholarship-based Research Assistants from across campus.

2. New Staff Expectations

We ask staff new to the department to help us uphold our program goals and University mission. In specific, we expect staff to maintain professional boundaries and tone, to be structured, fair and dependable for students (especially with deadlines) yet sensitive to their thoughts and concerns, and to represent the University proudly. Adjuncts should not academically advise students and should make sure that students understand that an adjunct role is not the same as a full-time faculty member (to reserve your limited time and resources for teaching).

We value your time assisting us with teaching course load and hope you enjoy this work as much as we do. If you have classroom activities that deserve to be shared publicly, please send Prof. Jessica Sierk details to post to our department Instagram.

3. Campus Directories

All campus phone numbers begin with a “229” prefix and are followed by a 4-digit extension. An online campus directory can be found at www.stlawu.edu/directory/.

The Education Department’s faculty and staff directory can be found by visiting the department’s website at www.stlawu.edu/education and clicking on the **Faculty/Staff Directory** link.

Some important numbers to note are:

- Education Department, ext. 5061
- Brewer Bookstore, ext. 5460
- Registrar’s Office, ext. 5267
- University Health Center, ext. 5392
- Student Accessibility Services, ext. 5537
- ODY Library, ext. 5451
- Information Technology (I.T.), ext. 5770
- Safety and Security, ext. 5555

4. St. Lawrence Login and I.D.

Faculty on campus are provided with a SLU account login and password by Information Technology (IT). The account login is generally your first initial followed by your last name ex. jsmith. Faculty and staff can access any computer on campus using the SLU Login and password provided to them. This will also allow them to connect to the "SLU Wi-Fi" network while on campus using the SLU Login and password provided to them.

5. APR 2.0

This academic resource is used mostly for student registration and faculty advisement. You cannot access your class roster or input grades using this program. You will not need to use this resource unless you are an advisor on campus. Students will know APR 2.0 as their registration tool.

6. SLU Portal

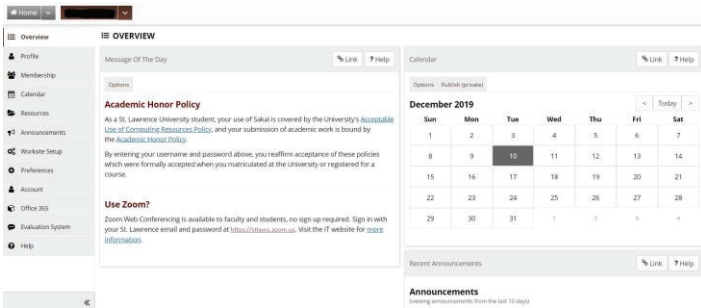
The only way to access your class roster or input grades at the end of the semester is through a resource known as the SLU Faculty Portal. The SLU portal can be accessed through saints.stlawu.edu/ and you will use your SLU ID and password to login.

On the top right side of the screen there is a folder called *Colleague Web Access*. One of the options is *Faculty Information*. If you expand that section you will have the option to view the roster and/or enter grades. Check your connection ahead of deadlines to ensure a smooth login for your roster corrections and grade entry. Correct attendance is all about verifying your rosters! You will receive email reminders when the time comes. Checking in through the portal is required for viewing and verifying your rosters. You can also check your “pay advice” or paycheck information (for each bi-monthly pay period) through the SLU Portal. To do this, go to “Employee Profile.”

Final grades are also submitted through the SLU Portal. Do not send grades through email. It is not a secure method and may lead to FERPA violations.

7. Sakai

Sakai is St. Lawrence's current learning management system (LMS) designed to help instructors, researchers, and students create a web-based presence for course and project collaboration. All courses are automatically created on Sakai and faculty can choose from an array of different tools for organizing content, facilitating communication, receiving assignments, and conducting assessment. The Educational Technologies team with Information Technology (IT) both manage Sakai and provide trainings and consultations to the campus community. Please contact IT at x5770 to set up an appointment at any time. To access Sakai go to <http://sakai.stlawu.edu>.



8. Hiring and Payroll

Adjuncts are non-contract hires only per semester, per course, based on departmental need (with teaching preference reserved for full-time faculty members in the department or elsewhere on campus). While we do strive to maintain staff continuity, employment as an adjunct for multiple courses cannot be assured, and so, should not be expected. Discussions about employment should be directed to the Department Chair and your Program Coordinator.

Adjunct faculty receive a part-time, temporary appointment letter signed by the Associate Dean for Faculty Affairs. Along with that letter, they receive a New York State wage form generated by the Office of Human Resources. A signed copy of the appointment letter must be returned to the Associate Dean's Office and to the Office of Human Resources (both located in Vilas Hall). The signed wage form must be returned to the Office of Human Resources where there will be additional payroll forms to complete. If the adjunct is a first-time employee of the University, a background (including criminal records) check will be done. Employment is contingent upon successful completion of this background check. All paperwork must be completed prior to the job start date; preferably within one week of receipt of the appointment letter.

Adjunct faculty pay is based on the number of units taught at St. Lawrence University. First-time adjunct faculty will be paid the base amount for the semester in which they are employed. That amount is subject to change each semester. Adjunct faculty will be reviewed on an annual basis, and a more in-depth review will take place before pay premiums for longevity of service are awarded. Please see the Adjunct Faculty Teaching Review Policy found at

9. Student Registration Process

During the first 7 days of classes students can make changes to their schedule, which is also known as the add/drop period. Please make sure that the student brings you this form to sign if they wish to add or drop your class during the first 7 days of classes. The only way students can add or drop a course is by filling out the registration form. Both instructors and the student's advisor are required to sign the form.

10. Updating Web Profile

All faculty and staff have a profile on the education website.

Follow these steps to edit and customize your profile for others to view.

1. Go to the Faculty and Staff Directory www.stlawu.edu/education/employees
2. Scroll to the bottom and click **Login**, on the Copyright Information line.
3. Use your SLU Login credentials.
4. Click on the Faculty/Staff Directory link in the right-hand side bar.
5. Scroll through to find your profile, click on your name, and then click on the **Edit Bio** tab.
6. Each tab has information in which you may update. You may disregard the **Settings** tab as this is for departmental use only.

11. Parking

Parking permits for faculty and staff are provided free of charge. Additionally, graduate students parking permits are available to students if they are attending graduate classes. You can register your vehicle and request a parking permit at the Safety and Security building located behind the Dana Torrey Health Center at 72 Park Street or online at www.permitsales.net/stlawu. Faculty and staff working primarily in Atwood Hall will have access to parking lot R (directly across the street/University Avenue from the building) and lot G, which is just down a few building on University Avenue.

You can also park at lot H near Vilas Hall if the other two are full. Security strongly discourages people from parking in the designated Handicapped and Alumni parking spots, as well as the lawn. Please be advised that if you park in these spots, you may be ticketed.

12. Multi-Use Room

The Multi-Use Room located in Atwood 24, houses the departmental faculty/staff mailboxes, a printer/copier/scanner, a microwave, refrigerator, and other office equipment for your use. A second printer/copier/scanner is located upstairs in the main reception area in Atwood 35. Keep in mind FERPA and privacy concerns with this space, as students are also allowed to utilize the printer. Due to the shared use of this space, plan extra time to prepare your teaching materials (there can be a line for these machines). Important documents such as Faculty Evaluations and student registration forms may be left in your mailbox throughout the semester. Be sure to check it regularly.

13. Syllabus Templates and Elements

See your program coordinator for a sample syllabus. Some elements that are useful in a syllabus include the following, but are not limited to:

- Class time and location (classes must be held on campus unless approved by the department).
- Office location and hours
- Contact information, including your SLU email address. It is required that students and faculty correspond through the University email account and not personal email.
- Course Description, course objectives, course calendar.

Required/Recommended texts, attendance policy, course Requirements (projects), grading scale, student accessibility information, and SLU plagiarism policy.

14. Adjunct Administrative Requirements

During your semester teaching, you must complete the following on time:

1. Turn in a draft of your syllabus to the program coordinator no later than two weeks before your course start date for approval, expect to make edits as directed, then submit a final copy to Erin Basford no later than two weeks into the start of the semester.
2. Promptly verify your official roster and student attendance with the Registrar when asked.
3. Report mid-term grades to students at risk of failing, in advance of the withdrawal deadline (the end of the 10th week of classes).
4. Hand out course evaluations on the second to last class.
5. Submit your grades on time.

Course Textbooks

During the semester prior to when you are scheduled to teach please contact Omar Haq at the bookstore via phone (x5460) or email (ohaq@stlawu.edu). He will provide the appropriate link where you can submit the needed textbook information. It is highly recommended that instructors also order desk copies and exam copies which are free and can be obtained through the appropriate publishing company.

Contact Hours

The graduate semester is 15 weeks long, including exam week. Students must receive a total of 45 contact hours of instruction each semester (3 semester hours each week for 15 weeks is 45 semester hours total). Therefore you are expected to meet for the entire class time (a half-time class break is good pedagogical practice). Please state this requirement in your syllabus, noting for students that standard practice at SLU is the Carnegie unit: three hours of work per week per credit, meaning that for a 3-credit (0.83 unit) graduate course, students should expect roughly three hours in-class time and six hours of homework or class preparation (in reality, students report more like 3-4 hours per week). If you as the instructor must be absent, please notify the department chair and your students with as much advance notice as possible. You may need to arrange to make up lost hours of instruction in person, online, or with assignments. Students with excessive absences should also be expected to satisfy their contact hours through appropriate make up work.

Fall Semester

In the fall semester, the graduate semester begins 2 school days after the undergraduates on Labor Day and therefore does not include a

Spring Semester

In the spring semester, SLU closes for one week in mid-March for spring break. Be aware that graduate students with outside work schedules (e.g. in public schools) may not realize discrepancies between their spring break schedules. Remind students that university classes must follow the university calendar. Have this discussion with students early in the semester so that they can plan vacations and work accordingly.

The most important thing is that each student has a total of 45 contact hours of instruction during each semester—that is absolutely required (by the state and our accreditation board). Additionally, if professors choose not to give a final exam during Week 15 (i.e. exam week of either semester), they may either hold class as usual or cancel class under the assumption they are giving some form of “take home exam” or another type of final assessment.

A useful resource for key academic dates and deadlines is the Faculty Administrative Calendar (updated each semester) that can be found on the Academic Affairs Forms and Resources webpage as well as the general St. Lawrence Academic Calendar that can be found at: <https://www.stlawu.edu/academic-calendars>.

Graduate-Level Performance Standards

In 2019, the Graduate Advisory Board established that multiple, diverse (both oral and written) and appropriately challenging (not “busy work” but rather something that requires meaning-making) course activities and evaluations should be offered by each instructor. For example, readings per week could look like: one dense reading (e.g. philosophical), two research articles, or 1-2 chapters of a textbook. In page numbers, this means that student readings could range from 25-100 pages a week.

The difficulty of the course should be scaffolded: beginning first with skills-building and the framework of the area of inquiry and working toward performance and communicating content mastery. Keep in mind that some students have especially demanding schedules later in the semester, so some instructors find it beneficial to distribute assignments/evaluations throughout the semester, e.g. allowing students to turn in multiple drafts of a final paper. **Note: Students should not be awarded credit for resubmitting a past assignment or the same piece for multiple courses without substantive revision (make it clear to students that this is one version of academic dishonesty).**

Students should be assigned *per course* 15-20 pages of academic or professional writing, totaling no more than 25 pages, and oral presentations or discussions should comprise a portion of class time.

The Graduate Advisory Board also affirmed that good pedagogy allows students to demonstrate their learning through multiple assessments. Not all students come to us as skilled speakers, readers, or writers, so instructors must design a course schedule and grading scheme that can detect growth across various communication modes. As all of our courses are graduate seminars, the expectation is that students in classes will be actively speaking and developing oral communication skills. This is not, however, the only end product! These oral communications skills should serve as the foundation for formal, written, demonstrative projects.

To ensure that courses are comprehensive experiences, final grades should be determined by no less than *three* formal (graded) assignments/modes of assessment, usually through a combination of activities like a 20-page research article with a chapter reading

presentation and discussion participation, two 8-10-page reflection papers with student-led discussion and quizzes, or three observation papers with course presentations and intensive weekly readings.

Sample modes of assessment are:

- reflection or response
- self-directed or group project
- research or term paper
- discussion participation or leadership
- prepared presentation
- journal
- on-line forum or blog
- quiz or test

Graduate-Level Grading Standards

4.00 = Excellent, Superior Quality

3.75

3.50 = Intermediate, between excellent and good

3.25

3.00 = Good, acceptable graduate quality

2.75

2.50 = Intermediate, between good and poor

2.25 = **Lowest grade allowed for graduate credit**

2.00-0.00 = Failing, not acceptable for graduate credit

While it is not impossible to have all students earn above a 3.0 in a graduate class, it is not common. Appropriate grading should allow students performing at a mastery level to clearly distinguish themselves from the average student record. As such, it does a disservice to those students if all attendees automatically receive top grades despite varying degrees of performance.

15. Student Evaluation of Faculty & Courses

On the second to last day of class, instructors are required to distribute evaluation forms to their students. For every class that has 3 or more students enrolled, evaluations will be printed and delivered to faculty mailboxes at the end of each semester. Students are required to complete a separate evaluation form for each course instructor. If a course has more than one instructor, each instructor will receive his/her own evaluation. It is recommended that the instructor leave the classroom during the completion of the evaluations. Once completed, you may select a student to collect the evaluations, place them back in the envelope, and deliver them to the Administrative Associate located in Atwood 35A. Evaluations should never be delivered directly to the instructor. If you need additional forms, please contact the Dean's Office (ext. 5993) to request additional forms. DO NOT photocopy them as each form has its own corresponding code.

Adjunct faculty are reviewed on a yearly basis and may require an additional review for pay increases once enough course units have been taught. Course evaluations are an important part of this review.

Who we are

The Department of Education offers undergraduate programs, as well as, a non-certification program in leadership. These are taught in the liberal arts tradition. Students are prepared as teachers and education leaders for service in schools, colleges, and community settings.



For more information, please contact:

Erin Basford, Administrative Associate
Atwood Hall 35
315-229-5061

ebasford@stlawu.edu or education@stlawu.edu

Notes

Contact Us

Education Department

St. Lawrence University
23 Romoda Drive
Canton, NY 13617

Phone: 315-229-5061

Email: education@stlawu.edu

Web: www.stlawu.edu/education



Copyright © 2019 The Education Department
Photo Credits © St. Lawrence University Publication