



ADJUNCT FACULTY HANDBOOK

2023 – 2024



Table of Contents

University Policies and Protocols	1
Shawnee State University’s Mission Statement	2
Institutional Statement of Non-Discrimination	2
Academic Freedom	3
Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)	4
Student/Directory Information that can be shared	4
Academic Misconduct	5
Title IX	7
Grade Appeals	8
Severe Weather—Closing the University	8
COVID-19 Protocols/Guidance	9
Other SSU Policies and Procedures	9
Employee Information	11
Deans/Chairpersons/Program Directors	12
Campus Phone Numbers	13
SSU Identification Card	14
Parking Permit & Key Card	14
Keys	14
Returning Campus ID, Keys, Parking Tag	16
Salary Schedule	16
Direct Deposit or PayCard Option	17
Mileage	17
State Teachers Retirement System (STRS)	17
Professional Development Opportunities	18
Assessment Projects	18
Class Reviews	18
Student Ombudsperson	19
Student-Athletes	19
Accessibility Services	20

<u>Guidelines to Support Students with Academic Accommodations</u>	<u>20</u>
<u>Academic Accommodation Testing Procedures</u>	<u>21</u>
<u>Links to Important ADA Resources:</u>	<u>22</u>
<u>Information Technologies</u>	<u>22</u>
<u>Network and Email Account</u>	<u>22</u>
<u>Notice about Phishing Email Scams</u>	<u>23</u>
<u>Microsoft Office 365</u>	<u>23</u>
<u>Blackboard</u>	<u>23</u>
<u>BearTrax</u>	<u>23</u>
<u>Online Password Tools</u>	<u>24</u>
<u>Mobile Devices</u>	<u>24</u>
<u>IT Service Desk Information</u>	<u>24</u>
<u>SSU Clark Memorial Library</u>	<u>25</u>
<u>Hours</u>	<u>25</u>
<u>Contact Information for the Library</u>	<u>25</u>
<u>Library Resources and Services</u>	<u>25</u>
<u>Reserves</u>	<u>25</u>
<u>Library Instruction & Research Consultants</u>	<u>26</u>
<u>Student Success Center</u>	<u>26</u>
<u>Tutoring</u>	<u>26</u>
<u>Supplemental Instruction</u>	<u>27</u>
<u>Make-up Testing</u>	<u>27</u>
<u>The Writing Center</u>	<u>28</u>
<u>The Math Center (Dayton duMeleau)</u>	<u>29</u>
<u>Bookstore</u>	<u>29</u>
<u>James A. Rhodes Athletic Center</u>	<u>30</u>
<u>Class Information</u>	<u>31</u>
<u>Good Academic Practices</u>	<u>32</u>
<u>COVID-19 Guidance</u>	<u>34</u>
<u>Class Lists</u>	<u>34</u>
<u>Textbooks</u>	<u>34</u>
<u>Classroom Assignments</u>	<u>35</u>
<u>Classroom Arrangement</u>	<u>35</u>
<u>Office Space</u>	<u>35</u>
<u>Class Meetings</u>	<u>35</u>
<u>Course Syllabi</u>	<u>36</u>

<u>Class Attendance.....</u>	<u>37</u>
<u>Excused Absences.....</u>	<u>37</u>
<u>Examinations</u>	<u>38</u>
<u>Final Examinations</u>	<u>38</u>
<u>Student Evaluation of Faculty</u>	<u>38</u>
<u>Class Records and Grades</u>	<u>39</u>
<u>Blackboard</u>	<u>39</u>
<u>Photocopying and Printing Services.....</u>	<u>40</u>
<u>If There is an Emergency in Your Classroom.....</u>	<u>40</u>
<u>Aviso Student Retention Software</u>	<u>41</u>
<u>How to Refer Students with Emotional/Psychological Difficulties</u>	<u>42</u>
<u>When to Refer.....</u>	<u>43</u>
<u>Authorizing Students to add a class</u>	<u>44</u>
<u>Pass-No Credit.....</u>	<u>44</u>
<u>Course Credit by Arrangement.....</u>	<u>44</u>
<u>Changing Grades</u>	<u>45</u>
<u>Guest Lecturers</u>	<u>45</u>
<u>Maintenance Issues.....</u>	<u>45</u>
<u>Custodial Issues</u>	<u>45</u>
<u>Appendices</u>	<u>47</u>
<u>Appendix A—Academic Calendar</u>	<u>48</u>
<u>Appendix B—Campus Map.....</u>	<u>49</u>
<u>Appendix C—Grade Appeal Procedure.....</u>	<u>50</u>
<u>Appendix D—Accommodation Letter</u>	<u>53</u>
<u>Appendix E—Learning Disorders</u>	<u>54</u>
<u>Appendix F—Autism Spectrum Disorder.....</u>	<u>55</u>
<u>Appendix G—Psychological Disorders.....</u>	<u>56</u>
<u>Appendix H – How to Create an Early Alert in Aviso.....</u>	<u>58</u>

University Policies and Protocols



Shawnee State University's Mission Statement

We prepare today's
students to succeed in
tomorrow's world.

Institutional Statement of Non-Discrimination

Shawnee State University complies with non-discriminatory legislation and affirmative action guidelines. Consequently, the University acts in accordance with the following policy, which is applicable to educational and employment activities conducted by the University.

Shawnee State University does not discriminate in its education or employment programs, policies, or practices on the basis of race, creed, sex, color, national or ethnic origin, religion, marital status, age, sexual orientation, or qualified handicap. Accordingly, Shawnee State University complies with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act in Employment of 1967, the Age Discrimination Act of 1975, the Equal Pay Act of 1963, Sections 503 and 504 of the Rehabilitation Act of 1973, and other appropriate state and federal statutes, regulations, and/or guidelines as they exist and may be amended from time to time.

University Policy 5.01 serves to ensure that there are University structures and processes in place that promote equal opportunity for students and employees and prohibit discrimination against any individual because of race, color, genetic information, religion, age, disability, national origin, ancestry, sex, pregnancy, sexual orientation, veteran status or military status.

<http://www.shawnee.edu/leadership/policies/media/policy-501.pdf>.

For information relative to grievance procedures established at the University to address alleged violations of laws and/or policies against discrimination, inquiries can be made to General Counsel, located in the Administration Building, ext. 3046, or please see information at the following link on the University's website:

<http://www.shawnee.edu/offices/general-counsel/>.

Academic Freedom

Shawnee State University is committed to the principles of academic freedom as stated by AAUP.

Institutions of higher education are for the common good and not to further the interest of either the individual teaching or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom and responsibility are inseparable and must be considered simultaneously; they are shared by all members of the academic community.

Basic tenets of academic freedom include:

- The teacher is entitled to full freedom in research and publication of the results, subject to adequate performance of his/her other academic duties. Research with pecuniary return using University support and equipment should be based upon an understanding with the authorities of the institution.
- Teachers are entitled to freedom in the classroom in discussing a subject, but they should be careful not to introduce into their teaching controversial matters which have no relation to the subject.
- The University teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When faculty members speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes certain obligations. As a “person of learning” and an educational office, faculty members should remember that the public may judge their profession and their institution by their utterances. Hence, they should strive for accuracy, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for their institution. However, academic freedom should be distinguished clearly from constitutional freedom, which all citizens enjoy equally under the law.
- The concept of academic freedom must be accompanied by an equally demanding concept of academic responsibility. The concern of the institution and its members for academic freedom safeguards must extend equally to requiring responsible service, consistent with the objectives of the institution.
- The universal responsibility of the teaching faculty member is effective teaching. A proper academic climate can be maintained only when members of the academic community meet their fundamental responsibilities regularly, such as preparing for and meeting their assignments, conferring with and advising students, evaluating fairly and reporting promptly student achievement, and participating in group deliberations which contribute to the growth and development of the students and the institution.
- Administrators and faculty shall protect, defend, and promote both academic freedom and academic responsibility.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file, with the U.S. Department of Education, a complaint concerning alleged failures by Shawnee State University to comply with the requirements of FERPA.
- The right to obtain a copy of the University's student records policy. You can obtain a copy of the policy at <http://www.shawnee.edu/leadership/policies/media/policy-304.pdf>.

Confidential student information must not be released to anyone other than the student. Students can grant a parent, legal guardian, or third-party access to their education records via MySSU. This process will create a login to MySSU for the individual being granted access. Please contact the Registrar at extension 3611 or 3168 with any questions.

All adjunct faculty that require access to the student information system must complete FERPA training prior to receiving access to student data. FERPA Training for faculty and staff is available at: <http://www.shawnee.edu/offices/registration/ferpa-training.aspx>.

Student/Directory Information that can be shared

Shawnee State has designated the following information as "directory information," which may be freely disclosed without the consent of the student unless the Office of the Registrar is notified in writing to the contrary prior to the first day of the fall academic term:

- Student's name
- Home Address (hometown and state, but not street address; however, street addresses will be provided when requested by a military recruiter, by the office of an elected federal, state, or local official, or when otherwise required by law).
- University assigned e-mail address (but not personal email address)
- Program of study
- Enrollment status (e.g. undergraduate, graduate, full-time, part-time, withdrawn)

- Grade level (freshman, sophomore, etc.)
- Degrees, honors, and awards received
- Previous educational agencies or institutions attended
- Participation in officially recognized activities and sports
- Weight and height of members of intercollegiate athletic teams

No other student-specific information is to be released to anyone, other than the student and SSU staff with a "need to know" without the student's written authorization. Non-directory information should not be released via the internet or telephone because the identification of the individual receiving the information cannot be determined. SSU employees desiring access to student information must be briefed on the confidentiality of student information by the Registrar prior to receiving such access. Outside requests for student information should be directed to the Registrar's Office. For more on matters of confidentiality, see also the FERPA information below.

Academic Misconduct

Academic misconduct refers to any conduct that evidences deceit, dishonesty, or fraud to obtain an unfair advantage over other students or that is in violation of the academic standards and policies of the university. This is further explained in the Student Conduct Code which can be found at the following link: <http://www.shawnee.edu/offices/dean-students/student-conduct-code.aspx>.

Examples of academic misconduct include, but are not limited to:

1. Plagiarism
2. Violating course rules as contained in the course syllabus or other information provided to the student
3. Providing or receiving information through whatever source during exams and quizzes or providing or using unauthorized assistance in the laboratory, at the computer terminal, or in fieldwork
4. Using crib notes, "cheat sheets," or any other device, including electronic devices not permitted by the instructor, in aid of writing exam
5. Serving as or enlisting the assistance of a "ringer" or substitute for a student in the writing of papers, assignments or taking of examinations
6. Altering grades or marks by the student in an effort to change the earned grade or credit
7. Turning in the same work to more than one instructor without informing the instructors involved
8. Violating pro

Any form of academic misconduct is not to be tolerated. In the event that students engage in such activities, part-time faculty should consult with their School director,

Department Chair or Program Director about how to proceed. Specific guidelines outlining procedures for dealing with all forms of academic misconduct are found on pages 18–20 in the Student Conduct Code at <https://www.shawnee.edu/sites/default/files/2019-01/student-conduct-code.pdf>.

QUICK GUIDE TO FOLLOWING SSU’S ACADEMIC MISCONDUCT POLICY:

Individual faculty members are responsible for investigating instances of academic misconduct in their classes; determining sanctions; and completing appropriate paperwork.

STEP #1: INVESTIGATE:

If you suspect a student may have engaged in academic misconduct, do some investigating. If you are a part-time instructor or a new faculty member, reach out to your Chair or Program Director for help.

If you find the student has likely committed an academic conduct violation, email the Dean of Students (Marcie Simms) to find out whether the student has a history of academic misconduct.

STEP #2: ENSURE THE STUDENT DOESN’T DROP THE CLASS:

Next, notify the Registrar (Tami Sheets) of the charge and request that she place a registration hold on the student’s account.

STEP #3: NOTIFY THE STUDENT OF THE CHARGE:

Email the student (using SSU accounts only) to arrange a meeting and discuss the allegations. Students may choose to have the Ombudsperson present (as an advisor only). During the meeting, explain what you have discovered; review the work in question with the student; explain possible sanctions; and listen to the student’s side of things before proceeding.

If the student doesn’t respond to your email within 5 business days, you may proceed with Step #4.

STEP #4: DETERMINE SANCTIONS: See full policy (link below) for more detail.

Consider the student’s perspective and the evidence, and then determine if you would like to proceed. If you decide to proceed, determine the sanction based on the severity of the offense:

Some offenses are **incidental**, meaning the student didn’t willfully engage in academic misconduct. Possible sanctions include giving a written warning or allowing a student to rewrite an assignment.

Some offenses are **general**, meaning they are deliberate acts of misconduct. Possible sanctions include receiving a zero on the assignment or an F in the course.

Some are **severe**, meaning there is a pattern of violations or misconduct in graduate coursework. Possible sanctions include an F for the course or expulsion from the program. Severe offenses are also referred to the Dean of Students for possible additional sanctions.

STEP #5: INFORM THE STUDENT AND COMPLETE THE REPORTING FORM:

Email the student within 3 business days of your meeting. Inform the student of the sanction you are imposing and that they have 5 business days to appeal the decision to the appropriate Academic Dean.

Fill out and submit the Academic Misconduct Reporting Form by clicking on the following link:

https://cm.maxient.com/reportingform.php?ShawneeStateUniv&layout_id=8

For the full Academic Misconduct Policy, refer to the Student Conduct Code:

<https://www.shawnee.edu/campus-life/dean-students/student-conduct-code>.

Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination, harassment and retaliation on the basis of sex in educational programs and activities at institutions that receive federal financial assistance.

Shawnee State University is committed to maintaining a learning environment free from discrimination on the basis of sex, which includes sexual harassment. Sexual harassment includes sexual assault, stalking, dating and domestic violence.

These acts violate an individual's fundamental rights and personal dignity and will not be tolerated. The University seeks to address prohibited conduct through education, policy enforcement, and by providing mechanisms for students, faculty, staff and visitors to [report concerns or complaints](#). Prompt corrective measures will be taken to stop sex discrimination, sexual harassment, sexual violence and retaliation whenever it occurs.

All University employees, except those exempted by legal privilege of confidentiality, such as University counselors and SSU Health Clinic professionals, have an obligation under Ohio law to report incidents of a known sexual or other felonious assault to Public Safety or other law enforcement authority immediately.

All SSU faculty and adjuncts by virtue of their position are considered mandated reporters and have an obligation to report a violation of the Non-Discrimination/Sexual Harassment Policy when they become aware of information that would lead a reasonable person to believe that prohibited discrimination may have occurred. Any person with knowledge or belief that sexual harassment or other prohibited discrimination has occurred should report the alleged acts immediately to the designated Title IX Coordinator. Any mandated reporter who fails to take appropriate action is subject to discipline.

The University will not tolerate retaliation in any form against any person who makes an allegation, reports, serves as a witness, assists a party, or participates in the University's investigation. Any employee or student determined to have committed retaliation, is subject to discipline in accordance with the applicable University process. For more information or

resources on Title IX, please contact:

Desiree Isaac
Title IX Coordinator

Massie Hall B49
740.351.3877
titleix@shawnee.edu
<https://www.shawnee.edu/campus-life/title-ix>

Grade Appeals

A grade appeal may be submitted if the student believes that the instructor has committed an error in the calculation or assignment of the final course grade. Examples of situations that may merit a grade appeal include miscalculations of a total grade, assignment of the wrong grade at the end of the term, or failure to adhere to policies stated on the syllabus or in assignment criteria. Grade changes occur only when there is clear and convincing evidence that the instructor committed an error in assigning the course grade.

Students are strongly encouraged to contact the Student Ombudsperson, Dr. John Whitaker, at extension 3630 or jwhitaker@shawnee.edu when considering whether to submit a grade appeal. The Ombudsperson can inform the student of his or her rights and of any relevant policies and procedures and help guide him/her during the process.

As with matters of academic misconduct, adjunct faculty are strongly encouraged to consult with their department Chair or Program Director when and if such issues arise.

There are three steps through which the grade appeal process moves:

- Appeal to instructor
- Appeal to department chair
- Appeal to academic dean

For more detailed information about SSU's grade appeal policy, please consult Appendix C.

Severe Weather—Closing the University

The University has an audible outdoor siren system located on the east and west ends of campus. This system is activated by the National Weather Service when a Tornado warning has been issued for Scioto County. Tornado shelter areas are located on the lowest floor of each academic building. This siren system is tested each Wednesday between 10:00 am and 12:00 noon.

Shawnee State University also has a system to notify the campus community in cases of an emergency, i.e., campus closure, class cancellation due to inclement weather, or a health and safety concern. This attempt to notify you will occur by phone and e-mail. Shawnee State University or its contractors will not use this information for any other purpose than to attempt to contact you in case of a campus emergency. If you choose to opt-out of this service, you will not be notified when an on-campus emergency occurs using this system. If you have already

provided SSU this information, please use this opportunity to ensure it is correct.

Please complete the form for your cell phone or local residence number as well as an alternate number where you can be contacted. If you would like to be notified by e-mail, please include your e-mail address. As your emergency contact information changes, make sure you visit MySSU online to complete an update of your emergency contact record.

You may also listen to your local radio stations and TV stations for announcements. If you miss the announcements, you can reach Shawnee State Department of Public Safety at 740.351.3232 twenty-four hours a day.

Recommended stations include:

WAXZ	WKOV	WRAC	WBEX	WLGC
WRVC	WCOL	WLW	WSRW	WIOI
WNXT	WXIC	WKEE	WOKT	WZIO

WBNS (Channel 10, Columbus)
WOWK (Channel 13, Charleston)
WCMH (Channel 4, Columbus)
WSAZ (Channel 3, Huntington)
WLWT (Channel 5, Cincinnati)
WSYX (Channel 6, Columbus)

COVID-19 Protocols/Guidance

In light of the COVID-19 pandemic, SSU has developed numerous protocols, requirements, and suggestions designed to keep everyone as safe and healthy as possible. These can be found at <http://shawnee.edu/health>.

For detailed information refer to page 32 COVID-19 Guidance of this handbook.

Other SSU Policies and Procedures

Tuition Waiver for Adjunct Faculty (Policy 4.73):

<http://www.shawnee.edu/leadership/policies/media/policy-473.pdf>

Employee and Dependent Tuition Waiver Form:

<https://www.shawnee.edu/sites/default/files/2019-01/employee-tuition-waiver.pdf>

Equal Opportunity and Non-Discrimination/Harassment (Policy 5.01):

<http://www.shawnee.edu/leadership/policies/media/policy-501.pdf>

Reporting complaints of Discrimination and Harassment (Policy 5.01:2):

<http://www.shawnee.edu/leadership/policies/media/procedure-501-2.pdf>

Accommodations for Employees with Disabilities (Policy 5.01.5)

<http://www.shawnee.edu/leadership/policies/media/procedure-501-5r.pdf>

Drug-Free Campus and Workplace (Policy 5.06):

<http://www.shawnee.edu/leadership/policies/media/policy-506r.pdf>

Smoking (Policy 5.08):

<http://www.shawnee.edu/leadership/policies/media/policy-508r.pdf>

Facial Covering (Mask) Policy (Policy 5.42):

<https://www.shawnee.edu/sites/default/files/documents/Policy-5-42-2020-Facial-Covering.pdf>

For information about other SSU policies and procedures, please go to

<http://www.shawnee.edu/leadership/policies/index.aspx>

Employee Information



Deans/School Directors/Chairpersons/Program

Directors

Part-time faculty are encouraged to contact the appropriate Chairperson/Program Director in matters relating to the content of the course they have been assigned. The Chairperson/Program Director can explain the philosophy of the department with regard to a specific course and discuss in depth the course outline and syllabus. In most instances, the departments have instructional materials that are available for use by part-time faculty members.

College of Arts and Sciences

Dr. Kimberly Inman, Dean	College of Arts & Sciences	Polly Brown, Dean's Assistant	x3554
Dr. Virginia Young	CAS Academic Advisor		X3712
Dr. Jennifer Napper Chair	Natural Sciences Department	Heather Thacker Academic Administrative Asst.	x3456
Dr. Phil Blau Chair	Mathematics Department	Brianna Mullen-Hayes Academic. Administrative Asst.	x3301
Dr. Doug Darbro Grad School Director	Mathematics Department	Brianna Mullen-Hayes Academic Administrative Asst.	X3301
Ms. Ann Linden Chair	English & Humanities Department	Kassandra Bryant Academic. Administrative Asst.	x3300
Dr. Jennifer Scott Grad School Director	English & Humanities	Kassandra Bryant Academic Administrative Asst.	X3300
Dr. Clifford Poirot Chair	Social Sciences Department	Joyce Packard Academic. Administrative Asst.	x3234
Mr. Michael Barnhart Chair	Fine, Digital & Performing Arts Department.	Brianna Mullen-Hayes Academic Administrative Asst.	x3118

College of Professional Studies

Dr. Christine Raber, Interim Dean	College of Professional Studies	Gail Chinn, Dean's Assistant	x3270
Kerrie James-Hunter	CPS Academic Advisor		
Dr. Duane Skaggs Asst. Dean	Strategic Initiatives & Choose Ohio First	Gail Chinn Dean's Assistant	X3270
Dr. Steve Rader Founding School Director	CH Lute School of Business	Christel Taylor Academic Administrative Asst.	x3215
Mr. Adam Miller Chair	Engineering Tech. Department	Kim Robbins Academic Administrative Asst.	X3215
Mr. Tony Ward Chair	Allied Health Sciences Dept.	Lori Perry Academic Administrative Asst.	x3236
Ms. Nancy Bentley Program Director	Dental Hygiene	Lori Perry Academic Administrative Asst.	x3236
Ms. Jean McGlone Program Director	Medical Laboratory Technology	Lori Perry Academic Administrative Asst.	x3236
Ms. Sheena Shifko Program Director	Radiologic Technology	Lori Perry Academic Administrative Asst.	x3236

Ms. Amy France Program Director	Respiratory Therapy	Lori Perry Academic Administrative Asst.	x3236
Ms. Mariah Woodward Program Director	Health Science	Lori Perry Academic Administrative Asst.	X3 236
Ms. Mariah Woodward Program Coordinator	B. H. Paraprofessional Certificate	Lori Perry Academic Administrative Asst.	X3236
Dr. Cathy Bailey School Director	School of Nursing	Annette Johnson Academic Admin. Asst.	x3210
Dr. Barbara Warnock Chair	Rehabilitation Sciences	Kelley Frantz Academic Administrative Asst.	x3169
Dr. Ryan Walker Program Director	Physical Therapist Assistant	Kelley Frantz Academic Administrative Asst.	x3169
Dr. Mikel Stone Grad Program Director	Occupational Doctorate	Kelley Frantz Academic Administrative Asst.	X3169
Dr. Barbara Warnock Grad Program Director	Master's Occupational Therapy	Kelley Frantz Academic Administrative Asst.	x3169
Ms. Kim Moore Program Director	Occupational Therapy Assistant	Kelley Frantz Academic Administrative Asst.	x3169
Dr. Gay Lynn Shipley School Director	School of Education	Veronica Baldwin Academic Administrative Asst.	x3451
Dr. Jodi Dunham Grad Program Director	School of Education	Veronica Baldwin Academic Administrative Asst.	X3451

Campus Phone Numbers

(740.351.extension if off campus)

Accessibility Services	x3608	Library Circulation	x3255
Admissions	x3221	Payroll	x3104
Blackboard Support Services	x3628/3682	President's Office	x3208
Bookstore	x3203	Printing Services	x3261
Bursar's Office	x3497	Provost's Office	x3472
Career Services	x3130	Public Safety - EMERGENCY	x3232
Children's Learning Center	x3252	Public Safety Office	x3243
CIPSA (Center for International Programs and Study Abroad)	x3127	Purchasing	x3314
Counseling & Psychological Services	x3608	Registrar's Office	x3611
Facilities Department	x3458	Student Business Center	x4357
Financial Aid	x3485	Student Success Center	x3594
Human Resources	x3420	Student Support Services	x4777
ITS: Service Desk	x3538	Teaching and Learning Center	x3739

SSU Identification Card

A Shawnee State University identification card is available to all personnel. This card is required for free access to University sponsored activities which include cinema nights, athletic events, dances, etc. Reduced prices may be available in some instances. However, community events held on campus, such as the Community Concert Series held in the SSU Vern Riffe Center for the Arts, are not available at a reduced fee or free of charge to persons other than students holding valid University identification. Theater Department presentations may also require the purchase of a ticket.

The University ID is required for part-time faculty to use the facilities in the James A. Rhodes Athletic Center free of charge. It should also be presented when proof of employment by Shawnee State University is required. Your University ID is also your Library Card.

Parking Permit & Key Card

A Parking Permit tag can be obtained at the Department of Public Safety Office located at the southeast end of campus next to the floodwall (in the Smokestack Building).

A key card to access the gated lots is available from Human Resources in the basement of the Administration Building.

Both offices are open from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Keys

Note: The following policy statements are excerpts from the complete policy as adopted by the University. For more on this policy, please go to <https://www.shawnee.edu/sites/default/files/2019-01/procedure-440-1Rev.pdf>.

In order to provide for physical security of campus buildings and their occupants, and to provide for administration and control of keys, the following policy has been formulated:

- Hours - The buildings and facilities of Shawnee State University are available for general use by University employees and students for educational purposes. Each building will be open (outside door unlocked) for business on weekdays on an individual basis as scheduled classes require.
- Keys - All employees authorized access to buildings are expected to request and be responsible for their own key(s) and to have on their person their own key(s) in order to unlock doors where and when they are authorized.

Maintenance and Department of Public Safety personnel are not authorized to unlock doors for individuals at any time except when approved in advance in accordance with the Space Reservation Policy.

- Emergency access – This is approved through Department of Public Safety via the immediate supervisor and/or director. Duplication of keys by anyone other than the Key Control Manager or Director of Facilities is prohibited. Ohio Revised Code Statutes Section 3345.13 states:
 - “No person shall knowingly make or cause to be made any key for any building, laboratory, facility, or room of any college or university which is supported wholly or in part by the State of Ohio, contrary to any regulation respecting duplication of keys adopted by the Board of Trustees of such college or university.”
- Key Recipients – Personnel to whom keys have been issued are responsible for:
 - Completing and signing a key-issuance record and signature card for every key approved in Facilities Department
 - Maintaining possession and security of any and all keys issued by the Key Control Manager
 - Immediately reporting loss or theft of keys to the Key Control Manager
 - Returning all keys issued by the Key Control Manager before executing final termination clearance
 - If transferring to another University office or facility, key recipients **should not** give their keys to another employee but return them to the department’s Administrative Assistant or the Facilities Office
- Procedure for Obtaining Campus Keys – The requesting employee must execute a Key Request Form and have the request approved by the appropriate vice president or department head. When approved by the Director of Facilities, the appropriate key(s) will be made and the requesting employee will be notified when to pick up the key(s) from the Key Control Manager. See your department secretary for the proper forms and procedures for obtaining your key. Keys are available for pick up Monday-Friday 8:00 a.m. to 5:00 p.m. in the Facilities office.
- Loss or Theft of Campus Keys – Loss or theft of University keys must be reported immediately to the Key Control Manager by the individual to whom they were issued. The individuals will be charged a fine of \$5.00 per key with additional locksmith charges if a core(s) needs replaced. Locksmith charges are \$45.00/hour plus parts. Fines must be paid before the individual is issued additional University keys. A receipt will be required prior to a new key issued. Fines for lost keys are payable in the Bursar’s Office.

Returning Campus ID, Keys, Parking Tag

Unless you have received a notice of renewal, you are required to turn in all of the following to either the Department's Administrative Assistant, the Human Resources Department, or the Facilities Department upon completion of your contract for the semester:

- Building/office keys
- SSU ID
- SSU Magnetic Gate Key
- Parking Hang Tag

Salary Schedule

Remuneration for semester part-time faculty will be based on a course credit hour basis. Each semester part-time faculty member is expected to schedule time before and after class to assist students desiring instructional help.

If you are a new adjunct, most of your new hire paperwork will need to be completed through DocuSign prior to your first day of work. An overview of this paperwork can be found in the New Hire Guide at <https://www.shawnee.edu/sites/default/files/2019-01/Regular-New-Hire-Guide-Docusign.pdf>. Once the new hire paperwork is completed, Human Resources will receive notification from DocuSign, and you will receive a copy of the completed documents.

Though many of these forms are online, as a new adjunct you will still need to visit the Human Resources Department to complete retirement and I-9 forms. Please note that it is the responsibility of each part-time faculty member to make an appointment with the Human Resources Department before beginning work. This will enable the H.R. staff to conduct a brief orientation, have you complete your tax and retirement forms, and provide you with summary information regarding your benefits as an adjunct faculty member.

You will be paid according to the payroll schedule provided. The 2022 - 2023 staff and faculty payroll schedule can be found at: <https://www.shawnee.edu/sites/default/files/documents/Pay-schedule-Staff-FY20-21.pdf>.

Please note: **If you did not provide HR with official transcripts at the time you applied for your position, you will need to arrange for these to be sent to the department for which you work.** For accreditation purposes, it is essential that we have your official transcripts on file and they should be submitted to the department prior to your first day of work.

Direct Deposit or PayCard Option

SSU has implemented a paperless pay system. You have the option of being paid through direct deposit or a US Bank VISA PayCard (which operates like a debit card). If you choose Direct Deposit, you will also need to bring a voided check for validation of account information.

Mileage

Adjunct faculty will be compensated for any mileage beyond a 25-mile limit one way or 50-mile limit round trip according to the standard University mileage rate. There is a travel reimbursement cap of \$1,500 per semester.

State Teachers Retirement System (STRS)

State Teachers Retirement System of Ohio (STRS) is one of the nation's premier retirement systems, serving 449,000 active, inactive, and retired Ohio public educators. STRS Ohio operates under the guidelines of Chapter 3307 of the Ohio Revised Code (R.C.) as enacted by the Ohio General Assembly.

You will be enrolled into STRS as a part-time educator at the University. Member contributions are currently 14% of gross wages (pretax). University contributions are 14%.

Your earnings under this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security, your pension may affect the amount of the Social Security benefit you receive.

Medicare benefits are not affected. Refunds of member contributions can be made upon termination of all Ohio public service and upon submission of an Application for Withdrawal of Member Deposits.

Professional Development Opportunities

SSU offers many professional development opportunities to part-time faculty. In addition to always being welcome at university-sponsored lectures and activities, adjunct faculty might also check with their department Chairs or Program Directors to see what kind of departmental activities are planned. Often reading groups, various specialized meetings, and/or other activities are available.

The Teaching and Learning Center (TLC) is dedicated to supporting advanced effective teaching. Each year it coordinates a variety of programs and activities designed to foster excellence in teaching and learning, increase collaboration and collegiality among faculty, and promote the use of innovative technology as a resource for teaching and learning. The TLC is located on the first floor in the Clark Memorial Library. For more information about the TLC, please go to teachinglearningcenter@shawnee.edu or contact Christina Baker, Director of Teaching and Learning Center, at 740.351.3739.

Office of Assessment and Accreditation (OAA) – provides faculty and staff with professional development and resources to support learning assessment in the classroom, academic program, or co-curricular program/event. OAA often collaborates with the TLC and delivers presentations and workshops about assessment that are open to the campus community. The OAA Director, Dr. Marc Scott, also coordinates the university's Assessment Fellows program and the Director and/or an Assessment Fellow would be happy to chat with you about assessment processes in your class or program. For more information, contact Dr. Scott at assessment@shawnee.edu or call him at (740) 351-3439.

Assessment Projects

SSU is committed to ensuring that our academic programs and curricula are designed and delivered to meet the needs of our students. Toward this end, every department has developed ongoing assessment projects to measure our instructional efficacy. As an adjunct faculty member, you may be asked to provide information to help with these projects. Your cooperation is both appreciated and necessary, so please make every effort to supply the department with the requested materials in a timely way. If you have any questions about the assessment projects, please ask your department Chair or Program Director.

Class Reviews

School Directors, Department Chairs, and Program Directors or Coordinators want to get to know you as an adjunct faculty member, so most will arrange a time to come and sit-in on one of your classes. These visits enable School Directors, Chairs, and Program Directors to get a better sense of your teaching style and pedagogical strategies. The frequency of these

visits may vary from department to department on campus, but most try to sit in on at least one class per year. School Directors, Chairs, Program Directors, or Coordinators will work with you to determine a convenient day for these visits, so you will know well in advance when they will occur.

Student Ombudsperson

The Shawnee State University student ombudsperson is someone who informally, confidentially (within the parameters of the law), and impartially helps students achieve resolutions to problems. The student ombudsperson's role is to ensure that everyone involved in student related issues receives fair and equitable treatment within the university system. The services of the student ombudsperson do not replace formal Shawnee State complaint procedures or other channels of redress. Rather, the student ombudsperson is an additional resource that is confidential within legal limits, neutral, informative, and advisory in nature.

The student ombudsperson has no authority to formally dictate a resolution to a student's concerns. Instead, the student ombudsperson can inform students of their options, make inquiries on student's behalf, offer possible resolutions to all sides involved, and suggest university policy changes.

The current Shawnee State University student ombudsperson is Dr. John Whitaker.

Appointments can be made by emailing him at jwhitaker@shawnee.edu or by calling 740.351.3630. His office is located in the Administration Building, Room 115.

Student-Athletes

Student-athletes play an important role at SSU. If you have student-athletes in your class, they should introduce themselves to you before or after class on the first day and also share a copy of the letter prepared by their coaches to provide an overview of scheduled practices, games, and any other relevant information for the term. It is the student-athlete's responsibility to discuss with his or her professors how to best fulfill the requirements for the class. This discussion should be ongoing throughout a given term.

Regular class attendance is expected of all student-athletes at Shawnee State University. Student-athletes should have made every effort to schedule their classes so that they do not conflict with practices and games.

Additionally, missing class due to scheduled games does not excuse student-athletes from academic due dates. It is the student-athlete's responsibility to draw his or her professors' attention to any conflicts regarding scheduled games and classes both at the beginning of the term and also at least one week prior to the scheduled absence. The student-athlete may

request information regarding how he or she can take exams or quizzes as well as submit assignments and/or any make-up work at least one week before any given absence.

If adjunct faculty have any questions pertaining to student-athletes, they should contact Jeff Hamilton, Director of Athletics at extension 3393 or Phil Blau, Faculty Athletic Representative, at extension 3443. Athletics actively uses Aviso to monitor our student-athlete's academic progress. For more on Aviso, please see page 41. Additional information may be found on the SSU Athletics website at <https://www.shawnee.edu/athletics>.

Accessibility Services

Shawnee State University prohibits discrimination against any individual because of race, color, genetic information, religion, age, disability, national origin, ancestry, sex, pregnancy, sexual orientation, veteran status, or military status.

The Office of Accessibility Services assists a student's integration into the University community by advocating for a student's rights and ensuring equal access to University academics, programs, and activities.

A coordinator of Accessibility Services will send an encrypted email containing an official accommodations letter to faculty once a student has been approved for academic accommodations. The Notice of Accommodations will specify the approved accommodations. (See Appendix D.) It is important that an instructor not provide accommodations without a notice of accommodation letter. Also, an instructor is only required to give those accommodations noted on the letter. Please keep in mind that you must provide the listed academic accommodations under the ADA/ ADAAA law/amendments and Section 504 of the Rehabilitation Act.

More information in the form of a sample Notice of Accommodation Letter, general guidelines for learning disorders, Autism Spectrum Disorder, and other psychological disorders can be found in Appendices D, E, F, and G respectively.

Additional resources for faculty including the ADA Statement for Course Syllabi, Key Points, and Accommodation Testing Proctor form to request proctoring for students with extended time on exam or those needing a low distraction testing environment are available on the Accessibility Resources for Faculty [website](#).

If you have any questions or concerns about accommodations, please contact Michelle (Cole) Boldman at 740.351.3608 or SSUAccessibility@shawnee.edu.

Guidelines to Support Students with Academic Accommodations:

- Never identify the student to the class as a disabled student. Talk

privately with the student who requests academic accommodations.

- Contact a coordinator in the Office of Accessibility Services (OAS) for any questions regarding the student's accommodations. OAS can not specify the disability.
- Create flexible learning environments in your courses to promote more learning opportunities for everyone.
- Keep confidential all information about a student's disability and accommodations
- Indicate method of delivery of completed exams. Exams can be emailed, faxed, or picked up. Please grade the work promptly, so the student knows his/her grade along with others in the class.
- Treat the ADA student like any other student and only follow the accommodations on the notification letter.
- Inappropriate behavior in the classroom by an accessibility student should be handled the same way it is handled with any student that poses a potential threat.
- Email or call the Accessibility Services Coordinator if you are unsure about any issues with an Accessibility student.

Again, more helpful information regarding meeting the needs of students can be found in Appendices E, F, and G.

Academic Accommodation Testing Procedures

Autumn semester 2022, the Hatcher Hall testing lab will be open. Instructors may provide testing through Blackboard, if they choose. For more information, contact Michelle (Cole) Boldman at SSUAccessibility@shawnee.edu or 3608.

Testing Procedure for Hatcher Hall Testing Lab

If students are to receive extended time on quizzes and examinations and/or have limited distraction testing environments, please adhere to the following procedure:

1. Create a Google account by following the link below. This will take you to the Accommodation Testing Proctor Form: [Accessibility Proctor Form](#). Complete it and attach the exam (unless it is a Blackboard exam), and submit them **at least 48 hours in advance**. The form allows instructors to select their preferred return method.

2. Students are responsible for scheduling their testing appointment in Hatcher Hall within the same business day; however, testing at the same time of the class is recommended. Students schedule their testing through [Calendly](https://calendly.com/ssuaccessibility) and the appointment scheduler is available at <https://calendly.com/ssuaccessibility> or on the [Accessibility Services page](#).

Links to Important ADA Resources:

ADA statement for course syllabus:

<https://www.shawnee.edu/sites/default/files/documents/university-ada-statement-for-course-syllabi.pdf>

How a student requests accommodations:

<http://www.shawnee.edu/offices/accessibility-services/request.aspx>

Testing accommodation procedures:

<https://www.shawnee.edu/campus-life/accessibility-services/testing-accommodation-procedures>

SSU Office of Accessibility Services Faculty Handbook:

<https://www.shawnee.edu/sites/default/files/documents/Accessibility-Services-Faculty-and-Adjunct-Handbook.pdf>

Information Technologies

The Information Technology Services department, ITS, is the central provider of all of the technology needs of the Shawnee State University campus. ITS implements and supports the latest technologies for academic instruction, administrative computing, and student learning.

ITS offers a wide variety of services to employees. Here is a quick summary of your SSU Technology Tools.

Network and Email Account

Each employee is provided an account that we refer to as your Shawnee Network Account. This account grants access to most resources on campus, including:

- Outlook Email
- Office365 (Includes at home use, downloadable to personal devices from Office365)
- Blackboard (Learning Management System, LMS)

- JIWeb (Student Information System, SIS)
- The SSU App
- Aviso Advising System
- Networked computers in offices and classrooms
- Networked printers
- Library resources
- SSUnet, the campus Wi-Fi network

Your username and email address are created using the first initial of your first name followed by your last name. For example, John Smith would be jsmith@shawnee.edu.

Accounts are created within 24 business hours of ITS receiving notification of employment from Human Resources. For security reasons, to activate your account, we ask that you contact ITS for your new username and initial password. ITS can be reached in any of the following ways:

In Person: ITS is located in the lower level of the Clark Memorial Library
Web Form: <https://www.shawnee.edu/its-help>
Email: ITService@shawnee.edu
Phone: (740) 351-3538

Please visit <https://www.shawnee.edu/new-employees> to change your initial password and setup your account. The account setup process requires you to provide a mobile number for Multi-Factor Authentication (MFA), so please have your mobile phone available when activating your account.



This QR Code will also take you to the Starting with Information Technology for New Employees webpage linked above.

Notice about Phishing Email Scams

ITS will NEVER ask you to click on any email link to verify, update or extend your SSU accounts. ITS will NEVER ask you for your Social Security Number.

Microsoft Office 365

SSU offers all employees an Office 365 Account. This provides access to the Office Suite of software applications. Employees are licensed to install the Microsoft Office Suite on up to 5 personal devices at no cost to the employee. Please visit www.shawnee.edu/microsoft for more information. Use your Network Account Username and Password to access Office365.

Blackboard

Blackboard is the official Learning Management Software (LMS) used by Shawnee State University. It is a web-based course management software that can be used to supplement on ground courses, to facilitate hybrid course delivery, or to deliver fully online courses.

BearTrax

BearTrax gives employees easy access to pay, benefits, and time card information. You can also maintain your contact information in Bear Trax. Your login is your Bear Trax employee ID# and you will receive an email to your SSU email account from the system with your initial password. Password resets also sends the information to your SSU email account.

Online Password Tools

If you need to reset your account passwords from off campus, go to **myid.shawnee.edu**. In order to use this service, you must first enroll your accounts and create security questions for authentication. We encourage you to visit our site to enroll now so this service can be available to you when needed

Mobile Devices

The campus Wi-Fi network is named “Shawnee”. All registered students, faculty, and staff can connect to the Shawnee Wi-Fi with their SSU Network Account. To connect to Shawnee Wi-Fi, follow the normal Wi-Fi connection process for your device, select Shawnee, and enter your SSU Network username and password when prompted. For more detailed instructions, visit www.shawnee.edu/its. Directions can be found under “Connecting IT”.

IT Service Desk Information

Please use our [IT Service Desk Web Form](#) when you need assistance with any of your technology tools and a member of our team will contact you.

The Service Desk hours are:

Monday	9:00 am – 5:00 pm
Tuesday	9:00 am - 5:00 pm
Wednesday	9:00 am - 5:00 pm
Thursday	9:00 am - 5:00 pm
Friday	9:00 am - 4:00 pm
Saturday	CLOSED
Sunday	CLOSED

The IT Service Desk is located on the Lower Level of the Clark Memorial Library

Get Support:	Use the IT Service Desk Web Form
Email:	ITServcie@shawnee.edu
Phone:	(740) 351-3538
Website:	https://www.shawnee.edu/its

IT Service Desk Web Form can be accessed by scanning the code below:



SSU Clark Memorial Library

The library provides access to thousands of print and electronic resources for faculty. Electronic resources are available 24x7 via our [website](#). A complete list of services we provide can be found on our Faculty Guide [here](#). Your library account is automatically created, and loaded into our system so you can place holds, and check out materials without having to fill out any forms.

Contact Information for the Library

- Service Desk Phone 740-351-3255
- Email: ssulibrary@shawnee.edu
- Chat Service is available from the library homepage and is monitored during library hours

Library Resources & Services

Our website offers immediate access to our online materials, and the ability to request OhioLINK and SearchOhio is 24 x 7. Accessing resources off campus will require your network credentials to authenticate.

Reserves

Faculty are encouraged to place personal items or library materials on Reserve for students. Simply fill out this [form](#), and either drop off the materials at the library or send them through campus mail.

Library Instruction and Research Consultations

We are here to help you with whatever you may need: instruction, research help, or ideas for integrating library materials into your course. We are able to tailor instruction to your specific needs, and to help with research. The library staff look forward to meeting and working with you during the

academic year. To schedule an instruction session, please fill out the ‘Schedule an Instruction Session’ [link](#) on the library homepage. To learn about the resources and how to embed them in BlackBoard or if you need help with your own research please don’t hesitate to reach out.

Student Success Center

The Student Success Center (SSC) is located on the first floor of Massie Hall. Services include academic advising, peer tutoring and supplemental instruction, make-up testing, placement testing, study areas, and access to computer labs. Students may receive academic advising for majors in the College of Professional Studies, the College of Arts and Sciences, general studies, and Bachelor’s in Individualized Studies. During the regular fall and spring semesters, the SSC is open Monday-Thursday 7:30 am to 11:00 pm and Fridays 7:30 am to 5:00 pm. For more information about the SSC, please call 740.351.3594 and/or visit <http://www.shawnee.edu/offices/student-success-center/>.

Tutoring

The Student Success Center is widely known for the one-on-one peer tutoring it offers to any currently enrolled SSU student free of charge. Tutoring will be conducted in-person and remotely by request. Our peer tutors are trained and have received a B or higher in the course for which they tutor. Whether a student needs help understanding course concepts or wants to feel more confident in his/her class, peer tutoring offers an opportunity to improve academic performance. Students who need a tutor for any course other than mathematics or writing should complete the Request a Tutor form on the MySSU Portal. (Students seeking help in math or writing should be referred to information in the Math Center or Writing Center.) For more information about tutoring in the SSC, please contact Heather Cantrell at 740.351.4555 or hcantrell@shawnee.edu.

Supplemental Instruction

Supplemental Instruction (SI) is a method of providing academic support through peer-assisted study sessions. The SI program targets traditionally difficult courses and offers opportunities for additional informal study sessions designed to help students understand course concepts, compare notes, discuss readings, predict test items, and develop tools for effective organization. SI will be conducted in-person and remotely by request. To request an SI Leader for your class, please contact Heather Cantrell at 740.351.4555 or hcantrell@shawnee.edu.

Make-up Testing

Make-up testing hours change each semester; therefore, check with the Student Success Center 740.351.3594 for current days and times. Please remember that the Student Success

Center offers make-up testing as a courtesy and convenience for faculty. Faculty do not have to use our services and may proctor their own make-up tests. *Students who are unable to attend one of the sessions should see their instructor for the administration of their make-up exam.*

Make-up testing is separate from accommodations testing. Students who need accommodations for a documented disability should seek assistance from Accessibility Services. ***Please note: if you are giving the student a make-up test instead of an accommodations test for the sake of convenience, you are violating the student's rights and SSU could be subject to sanctions by the Office of Civil Rights if the student filed a complaint.***

Faculty may drop exams off in the Student Success Center (as usual) or email exams for make-up testing to makeuptesting@shawnee.edu 24 hours before the testing date so that we have time to input the test into our tracking software.

- a. If emailing the exam, make sure to include:
 - Student name and ID number
 - Course for which the student is taking the test
 - Date the student was supposed to take the test in class
 - Time limit for taking the test and last date the student can take the test. Testing time is not to exceed the amount of time the student would have been given to take the test with the rest of the class.
 - Materials students are allowed to use during tests: book, calculator, dictionary, graph paper, notes, ruler or template, scratch paper (and if you want scrap paper turned in with the test), their own laptop computer, or any other specific materials or instructions the proctor may need.
 - **Specify if you want the exam scanned and emailed back to you or if you want to pick the exam up in person in the Student Success Center.**

- b. If dropping the exam off in the Student Success Center, ask for a make-up testing envelope. **Exams must be dropped off in the Student Success Center by the faculty member. To ensure the security of the test. Students are not allowed to bring their own test to the Success Center.**
 - The Student Success Center reserves the right to notify instructors of any exam irregularities. An instructor may monitor any exam at his/her discretion.
 - Students must present photo identification at the time of testing. Students will leave large backpacks behind the counter but may also lock smaller items, including cellphones, in a locker.
 - Cellphones and other assistive devices are prohibited unless specifically approved by the instructor on the testing envelope.

Please note that the testing room is monitored with a closed circuit camera system. Please contact

Mikhail Smith, academic advisor and testing coordinator, with any questions. Mikhail can be reached at msmith3@shawnee.edu or 740-351-3110.

The Writing Center

The Writing Center offers free, one-on-one peer tutoring for students in all majors. The tutors provide feedback on any kind of assignment for any subject at all stages of the writing process. The Center's priority is to help students improve their ability to write by addressing higher-order concerns, such as brainstorming, organization, incorporating research, and revision, though students also receive help in identifying and addressing lower-order concerns in their writing, including punctuation, grammar, and formatting. The Writing Center's mission is to help students not only produce better writing, but also become better writers.

The Writing Center is located on the first level of the Clark Memorial Library, Room 120. Students can seek assistance at the Writing Center on a walk-in basis, but are encouraged to make an appointment to ensure they will be able to work with a tutor at a time that is convenient for them. To make an appointment students may visit or call the Writing Center during its regular hours, which may be found on their website. Tutors encourage students to get assistance early in the writing process and to bring assignment instructions with them.

Faculty members can request to visit the Writing Center with their class or have a representative from the Writing Center visit their class for a brief orientation. To arrange a visit, to recommend a student as a tutor, or to ask a question about the Writing Center, contact the Writing Center Director, Ms. Barbara Wilson-Battles, at bwilson-battles@shawnee.edu

More information about the Writing Center can be found on its website:
<http://www.shawnee.edu/offices/writing-center/index.aspx>

Dayton duMeleau Math Center

Shawnee State University's Department of Mathematical Sciences offers free peer tutoring services through its Dayton duMeleau Math Center. From Algebra and Geometry to Trigonometry and Calculus, the math tutors are available to help. In addition, to offering help with math homework and a quiet place to study, the center offers computer stations equipped with access to online homework as well as software programs such as R, Mathematica, and Geometer's Sketchpad.

The Dayton duMeleau Math Center is located in the Administration Building, Room 150. Students can seek assistance on a walk-in basis from 9:00 a.m.-6:00 p.m. on Mondays through Thursdays and from 9:00 a.m.-2:00 p.m. on Fridays (hours subject to change). Virtual tutoring is also available For more information about

the Math Center and its services, please contact Sherry Petrovich, Academic Administrative Assistant, at (740) 351-3301 or Dr. Linda Hunt, Director Math Center at (740) 351-3448 or via email at lhunt@shawnee.edu or visit <https://www.shawnee.edu/areas-study/college-arts-sciences/math-sciences/math-lab>.

Bookstore

The Shawnee State University Bookstore is located on the first floor of the Morris University Center.

The bookstore stocks reference and general reading books. An online platform is used to purchase new and used textbooks. See www.shawnee.bncollege.com for more on this. Staff can be reached by phoning 740.351.3155. Regular hours are Monday through Friday 8:00 am to 5:00 pm. Extended hours will be posted at the store and on the website prior to each semester.

Office, art, and educational supplies, as well as insignia and spirit memorabilia and other items are stocked for the convenience of the University community. A 20% discount on clothing and supplies are offered to all full- and part-time employees of SSU with a valid Staff ID.

James A. Rhodes Athletic Center

Part-time faculty can make use of the James A. Rhodes Athletic Center (JARAC) free of charge. The newly renovated facility, completed in January 2020, has a state-of-the-art recreation center with free weights, pin loaded machines, brand new cardio equipment and more! The JARAC also offers access to Waller Gymnasium and Warsaw Aquatic Center, during open hours.

Please visit our website for more information
http://www.ssubears.com/Recreation_Center.

Lockers may be available but can only be used by patrons who are in the facility. Lockers are not available on a permanent basis.

A valid University ID is required and must be shown upon entrance to the facility. Due to insurance regulations, no memberships will be available for children under age 14. Children under age 14 are only permitted to use the facility during the family swim time.

Class Information



Good Academic Practices

Good academic practices start ideally with faculty and students who are prepared for the teaching-learning process. Faculty, by definition, are well educated in their fields of academic study, and most faculty members at SSU are highly experienced in teaching, some with 25 or more dedicated years in the college classroom. Students are expected to be academically ready to benefit from the courses in which they enroll at SSU. This means they have the necessary prerequisites to enter a given course and the motivation and interest to be serious academically-minded students.

Beyond these ideal opening conditions, faculty members are expected to be organized for teaching a course. This organization starts with the preparation of a detailed syllabus that will serve as a teaching/learning guide to themselves and the students. A copy of this syllabus should be shared with the departmental Administrative Assistant and it should also be reviewed during the first part of the first class period.

The construction of a syllabus starts with the course description in the college catalog, which is essentially a contract between a University and its students. The content of a syllabus generally includes a description of what students are expected to learn in the course, sometimes stated as measurable learning or behavioral objectives that lead students to know how they will be evaluated.

Important information is also included in a syllabus such as the scope and sequence of the course (an outline) of what topics will be covered and when, a list of required and suggested readings, learning expectations outside of the classroom, descriptions of required papers or other independent or group study projects, class participation and attendance policies, important due dates, and how students will be evaluated. Additionally, syllabi describe how faculty members can be contacted during office hours for assistance such as class-related tutoring, as well as other information faculty think is important to help students in the learning process.

Standards of good academic practice require that students receive full, fair value for their investment of time and money. At a minimum, this includes:

- Maintaining an important tenet of the AAUP (American Association of University Professors) regarding academic freedom, which the Shawnee Education Association (SEA) and SSU endorses: being careful to cover the course content and not introducing controversial matters that have no relation to the subject of the course;
- Providing alternatives to learning through lectures and labs that ensure a full semester of instruction even when faculty are away from campus for professional meetings; classes are cancelled due to inclement weather and faculty illness; or when holidays fall on Mondays or Fridays;
- Varying teaching and learning techniques during a given class session, using audio visual media where appropriate or scheduling brief breaks

that have a tendency to stimulate student learning;

- Meeting for the full scheduled class period, during every class period, with meaningful subject-related presentations or discussions, or through out-of-class equivalent and alternative learning assignments which can be validated;
- Accommodating students who may miss the first class session of the course or are occasionally absent from a class by implementing creative ways of briefing them on how to catch up on the content covered;
- Seeking help from department chairpersons, program directors, and colleagues whenever class-related problems arise.

Good academic practices also call for a collegial cooperation with the academic department and other faculty who teach the same courses to ensure identical courses cover essentially the same content. In a similar manner, courses that build upon the content of other courses are expected to have a rational scope and sequence that will enable one course to either lead into or build upon the other. Such understandings will contribute to students and faculty having an academically successful experience at SSU.

Learning takes place in several ways and in many venues. Small individual and group projects have proven effective. Other examples include required viewing of films or video tapes, self-study through programmed instructional media, interviewing professionals in the field, or “talking” with distant student colleagues via the Internet. Any of these suggestions could serve as course requirements, especially as alternative paths to learning when a faculty member finds it difficult to provide in-class instruction to students for whatever reasons.

Students, especially students who travel long distances to attend class, appreciate the courtesy of being notified ahead of time when classes will not meet. When emergency cancellations do arise, in addition to notifying your department Chair or Program Director, you may send an email to the entire class via J1 using the class roster. Please remind students to use and check their Shawnee State email frequently so important messages can be received.

Standards of good academic practice also suggest student learning should be evaluated fairly, and grades should be timely. Knowledge of test results is a part of both student and faculty learning. Students learn the important things in a course they haven't learned when the correct answers are noted or discussed. Faculty can then use the feedback to alter their syllabi and teaching strategies related to their courses. The outcome of student evaluation should lead naturally toward designing future teaching and learning experiences at the highest quality level possible.

What major qualities in an instructor are important to students? Competence. Clarity. Enthusiasm. Caring. While arguable, these are the attributes noted by Harvard University's James Wilkinson who studied student remarks on faculty evaluations over a 20-year period. Finally, there is one more standard of good academic practice that is sometimes overlooked. All students have a right to study and learn in a classroom that reflects a “warm climate.” A

faculty member can and should exercise great control of the interactions between students in a class so that no one – men, women, young, old, or people of different races, ethnic backgrounds, religions, sexual preferences, or handicaps – feel discriminated against as they seek a higher education at Shawnee State University.

COVID-19 Guidance

SSU COVID-19 guidance and resources are available at Shawnee.edu/health. The [COVID-19 Checklist](#) is available to provide health and safety guidance for individuals who are positive or exposed. On this site, resources more specific to teaching can be found under the “For Faculty” heading. In order to keep the campus community safe, all faculty, staff, and students are strongly encouraged to:

1. Wear a face mask inside campus buildings and outside when in the presence of others during periods when community transmission levels are [high](#). Masking requirements may be adjusted based on level of transmission and community risk.
2. Maintain social distance whenever possible.
3. Monitor their health daily and stay home if they are ill.
4. Wash their hands frequently and keep their work/study areas clean and sanitized.

Face Mask Policy

[Facial Covering \(Mask\) Policy \(shawnee.edu\)](#)

Class Lists

Class lists are accessed on J1 Web. Once you have logged onto J1 Web, click on the “Student hub.” Then click on the “Faculty hub” and then select “Manage My Course List.”

For information on how to log into your J1 Web account, please go to <https://www.shawnee.edu/j1-resources>

Textbooks

Part-time instructors are to use the textbooks recommended by the Chairperson/Director for each course. Desk copies of selected textbooks should

be requested through the office of the appropriate Chairperson or Program Director. The requested copies are to be returned at the end of the semester.

Since many students purchase textbooks prior to the first day of class, it would place an unnecessary financial burden on the students if the recommended textbooks were not used. Therefore, please plan to integrate specific reading assignments throughout the term from required textbooks in your course. When instructors wish to supplement approved textbooks with additional texts, they must first obtain the permission from the Chairperson or Program Director.

Classroom Assignments

Each class is to be taught only in the classroom assigned at the beginning of the semester. Prior approval is to be secured from the appropriate Chair for not holding a regularly scheduled class, holding any class off-campus, moving a class from a regularly scheduled location, or using a substitute or proctor for any assigned class meeting or examination. The Dean's Office is to be notified of any temporary change in class location.

Classroom Arrangement

Due to COVID-19 precautions, please refrain from rearranging classroom furniture. Tables, desks, and/or chairs have been spaced to ensure safe distances.

Office Space

Adjunct faculty are assigned office space to use to prepare for their classes as well as to meet with students. Every effort is made to find offices within the department for which the faculty member is teaching. However, when this is not possible, other spaces will be identified. At times these spaces may be shared with other adjunct faculty.

Offices are equipped with phones and computers. Adjunct faculty are encouraged to include their office number and extension on their syllabi so that students can contact them if needed. Holding regular office hours is also strongly encouraged. If an office is not large enough to maintain safe distancing, please feel free to meet with your students in other places on campus.

Class Meetings

Instructors are expected to meet with their classes. On the rare occasion when you must miss a class, you should inform the department Chair/Program Director and be prepared to

have materials ready for a substitute. You should also notify your students through as many means possible to ensure they are aware of your absence. Every effort should be made to make appointments away from campus (doctor, dentist, etc.) at times that do not conflict with teaching schedules.

In the event that you are not present at the normal time class begins, students are aware that they are to remain in the classroom an additional 15 minutes. If the class meets once a week for 3 to 5 hours, students must remain in the classroom for 45 minutes. If you have not arrived or no special instructions have been received within that time, students may leave class without penalty.

Instructors are expected to hold their classes for the allotted time. Repeated early release or late start time may result in instructors being removed from their class and non-renewal of their contract.

Course Syllabi

A course syllabus must be distributed to each student during the first week of classes for each semester. The syllabi can be hard copy or electronic. This course syllabus must be submitted electronically to the Chair, Program Director, or department Administrative Assistant no later than Friday of the second week of classes, and it should consist of the following:

- Name of instructor, including information regarding contact outside of class
- Name of course (including course number and call number from schedule)
- Hours of lecture and/or lab
- Textbooks and other required materials
- Important due dates
- Course objectives
- Reading requirements
- Attendance policy
- Grading policy and methods of evaluation
- Other necessary information specifically related to the course
- ADA statement (below)

Depending on the nature of the course, it is good practice to provide the students and the department Chairperson/Program Director with a list of daily activities and assignments. It is also good practice to provide the above listed information in writing to the students at the beginning of the semester so any potential questions or problems may be discussed and dealt with in an efficient and professional manner.

Below is the University ADA Statement approved by ADA Compliance Committee and General Counsel; modifications may impact ADA compliance. Adjunct faculty must include this University ADA Statement on every course syllabus:

Any student who believes they may need an accommodation based on a documented disability should first contact a Coordinator in the Office of Accessibility Services, Hatcher Hall, (740) 351-3608, to schedule a meeting to identify potential reasonable accommodation(s). Students are strongly encouraged to initiate the accommodation process in the early part of the semester or as soon as the need is recognized. The Office of Accessibility Services will gather relevant information and determine whether an accommodation is warranted. When an accommodation is determined to be warranted, an accommodation letter will be sent to the instructor(s) and student via secure e-mail prior to the semester start date, when possible, or as soon as is feasible. The Office of Accessibility Services will not disclose the nature of any disability with instructor(s); if the student wishes to discuss the disability with one or more instructors, they may do so. Any questions regarding the academic accommodation on the letter should be addressed to the Coordinator of Accessibility Services. If a student does not make a timely request for academic accommodation and/or fails to meet with the Coordinator of Accessibility Services, a reasonable accommodation may be denied or delayed.

<https://www.shawnee.edu/sites/default/files/documents/university-ada-statement-for-course-syllabi.pdf>

Class Attendance

Regular class attendance is required and expected of all students. Since some departments have devised their own attendance policies to help ensure consistency and fairness in classes while others have left the formation of such policies up to individual instructors, adjunct faculty should check with their Chairs or Program Directors for guidance regarding attendance policies. These need to be included in all class syllabi. During COVID-19 times, faculty are encouraged to be flexible with their attendance policies, as we clearly do not want students who are ill to come to class and infect others. For more, see <https://www.shawnee.edu/sites/default/files/documents/COVID%20Attendance%20Policies.pdf>.

Excused Absences

The university has developed guidelines to assist students who are unable to attend classes for a period of time exceeding **five days** due to documented military, civic, medical, emergency reasons or university-sponsored activities. Students absent for five or more days for any of the described reasons should provide documentation to the Dean of the appropriate college, who will then review the documentation and may issue an excused absence notation to the student to present to the faculty. Students absent for less than five days, should consult with their instructors about the possibility of making up work missed. For more about these guidelines, please see <http://www.shawnee.edu/offices/provost/academic-policies/absence-policies.aspx>.

Examinations

The following guidelines are suggested to help you in your evaluation of the students in your class(es):

- The instructor should make clear the materials to be covered on any quiz or examination.
- A good practice is to include explicit information in the course syllabus.
- The instructor should make clear whether the test will be primarily objective, essay, or a combination of objective and essay questions.
- The instructor should promote good writing practices by requiring students to adhere to standard educational English (e.g., acceptable grammar, sentence structure, and organization of material).
- The instructor must supervise quizzes and examinations to prevent students from dishonest practices.
- The instructor must not publicly post grades. Posting grades are considered an invasion of the student's privacy even if the instructor has taken steps such as using ID numbers to identify the grades.
- The instructor should use the Grading Center on Blackboard to regularly post grades for students.

Final Examinations

Final Examinations for courses taught during each semester are to take place during the Final Examination Week. **Instructors must have a Chair or Dean's permission to make any changes to the university's final exam schedule.**

The Final Exam Schedule is posted on the SSU website under the Registrar's link. Please notify your students of the Final Exam schedule for your course(s) as early as possible in the semester. If you have questions, please contact the Registrar's Office at 740.351.4734.

Student Evaluation of Faculty

Online student evaluation information will be given to instructors toward the end of the semester to be administered during the two weeks prior to final examinations. It is imperative that evaluations be given to students in each and every class. **All classes taught must be evaluated.** Please adhere to the directions included with the forms. It is strongly recommended that if you are meeting your classes face to face, you **set aside time for students to complete evaluations at the beginning of a class period.**

Please note:

- You are NOT to remain in the classroom while evaluations are being completed.

- You are NOT to have students complete evaluations during the same class period a final exam is given.

Class Records and Grades

Instructors must use the university grading scale and, where applicable, abide by departmental and/or course grading standards. For SSU's grading scale, see the SSU online catalog under Academic Policies and Programs at <http://catalog.shawnee.edu/content.php?catoid=50&navoid=1692>.

Each instructor is to keep an accurate record of all grades given to students as well as a record of each student's attendance. Please use Blackboard gradebook for these purposes, as students like to monitor their performance in their classes. This will also ensure that you have a clear record of this information should you have to provide it to appropriate college officials and the students concerned if so requested. Class records are to be retained by each faculty member for at least one semester following the last day of class. For Blackboard assistance, please consult page 38 or <https://www.shawnee.edu/areas-study/clark-memorial-library/blackboard>.

Faculty members are required to electronically submit their student progress and grade reports to the Registrar's Office via J1 Web by the due date listed on the Important Dates for the semester. It is vital to meet deadlines for student progress reports and final grades; if you have any questions about either of these procedures, please contact the department Chair or Program Director.

The instructor is also responsible for keeping adequate records of course content and assignments. Faculty members must keep all student grades confidential. To not do so would be in direct violation of the Family Educational Rights and Privacy Act.

Blackboard

Blackboard Learn is a virtual learning environment and learning management system used by Shawnee State University. It is a web-based course management software that can be used to supplement on ground courses, to facilitate hybrid course delivery, or to deliver fully online courses.

Information Technology Service serves as a single point of contact for faculty, staff, and students in setting up online courses and providing the follow-up support for users that may experience difficulties. The Blackboard Office also serves as a solution center for instructors wanting to augment their course sites using various types of technology. For more specific information about these services, go to <https://www.shawnee.edu/areas-study/clark-memorial-library/blackboard>.

Instructional Support:

If you need to meet with someone for support directly related your individual course content or delivery methods, please schedule a virtual appointment or a phone call and we will be happy to offer you individualized assistance. Virtual or telephone appointments with Peggy Whyte or either of our Blackboard Support Representatives are available.

To schedule an appointment, please fill out the [IT Service Desk Form](#) or submit an email to ITService@shawnee.edu and request an appointment to work on your course content. If you have a specific day and time that is best for you, let us know and we will try to schedule it for your preferred time.

Blackboard Support Line:

Call (740) 351-3682 for 24 x 7 Blackboard Support for faculty and students.

Your call will be directed to HD Support. The Call Center Menu will ask you to Press 2 if you are Faculty. Qualified staff at HD Support will be help with all of your Blackboard “How To” needs. The support line staff will be able to view some course information in order to allow them to provide you and your students with more personalized assistance. Please note, they **WILL NOT** be able to change passwords, course content, or course enrollment. You will need to contact ITS using the [IT Service Desk Form](#) or submit an email to ITService@shawnee.edu for those type of requests.

Contact Information:

The IT Service Desk is located on the Lower Level of the Clark Memorial Library.

Get Help:

Use our [IT Service Desk Web Form](#)

Email: ITService@shawnee.edu

Phone: 740.351-3538

24x7 Phone: 740.351-3682

Photocopying and Printing Services

Photocopying of syllabi, tests, etc. is available either through the department Administrative Assistant or sometimes through Printing Services (ADM023, Print Shop). Please check with your department Administrative Assistant as to the proper procedure for these services.

If There is an Emergency in Your Classroom

The emergency procedures in case of critical illness, injury, or death of a student or employee are as follows:

IMMEDIATELY SUMMON EMERGENCY ASSISTANCE TO VICTIM LOCATION

- Dial 9-911
- Notify Department of Public Safety at Ext. 3232 or 740.351.3232
- Notify the Office of Student Affairs at Ext. 3280 or 740.351.3280 (during regular business hours)
- File an incident report with Department of Public Safety within 12 hours of the incident

Aviso Student Retention Software

Aviso Student Retention software is in place to help identify students who may be experiencing difficulties and may be at risk of failing classes so that help can be offered to them. Adjuncts can access Aviso through Blackboard, MySSU, Office 365, or by simply typing <https://shawnee.avisoapp.com> into any internet search engine.

The login for Aviso is the same as your Office 365 (email) login information. If you have difficulty logging in, please contact Glenna Heckler-Todt at ghecklertodt@shawnee.edu or 740.351.3277.

Adjuncts are encouraged to use the early alert system within Aviso to refer any student who may be exhibiting any of the following behaviors:

- Students who do not show up the first week of classes.
- Frequent class absences
- Chronic class tardiness or leaving class early
- Abruptly stops attending class.
- Not acquiring required textbook or other course materials
- Not bringing required course materials to class (e.g., notebook, lab materials)
- Disengaged or disruptive behavior in class (e.g., not taking notes, talking, texting, or unwillingness to participate in class discussions)
- Failure to complete assignments
- Needs academic help
- Missing or poor performance on early exams/quizzes
- Missing, late, or weak effort on early assignments
- Lack of basic academic skills exhibited on course assignments
- Change in demeanor, expresses hopelessness, or any other “red flag” type of behavior
- Other (personal issues, body odor, etc.)

Either the Student Success Center (academic), Counseling Services, or Student Affairs (non-

academic) will contact referred students regarding appropriate resources and assistance.

The Aviso system is NOT an appropriate method of communication for concerns regarding a student who is in immediate danger of harming themselves or others. In these instances, you should contact Counseling & Health Services at 740-351-3608 (business hours only) or the Department of Public Safety's emergency number at 740.351.3232 (24/7/365). When completing an early alert, you may choose from several alert reasons. Academic alerts will be referred to a professional advisor in the Student Success Center. Alerts regarding behavioral or emotional issues will be referred to Counseling Services or the Dean of Students.

It is paramount that struggling students be identified as soon as any concern is detected so that there is an adequate amount of time to intervene and help the student. Therefore, **the sooner the student is identified, the better.**

For instructions on creating an early alert in Aviso, see Appendix H.

How to Refer Students with Emotional/Psychological Difficulties

When you think a student may be experiencing some emotional difficulties and might benefit from professional counseling, you can refer that student directly to Campus Counseling in Hatcher Hall. However, prior to doing so, it is best to be straightforward about your concerns with the student.

Always do so in a private setting to ensure the student's confidentiality. Specifically address the behaviors or verbalizations the student has manifested or you have observed that have raised your concerns for their well-being while conveying your respect for the student's privacy. Emphasize counseling is confidential and that no one will be able to see their record.

Usually, a student needs some time to think over what you have discussed before choosing to seek counseling. Sometimes the gentle suggestion by a person who shows genuine concern for the student is enough. If a student declines to speak to you about their problems or refuses to seek counseling, it is important to respect that decision. However, always leave the door open for the student to approach you in the future for further discussion. If the student doesn't and your concern continues, do not hesitate to follow-up with the student to let them know you would still like to help-- even to the point of offering to make the call to set up an appointment and, if you feel comfortable enough, bringing them to the first session. Many times, all it takes is that extra effort. If you plan on walking a student over to seek counseling and time permits, give the counseling office a call to give them a heads up that you will be walking a student over to make an appointment. This will allow staff to

plan accordingly and attempt to decrease the student's wait time.

If at any time, you become concerned for the safety of a student or other students due to verbalizations of doing harm to him/herself or others, immediately contact the Office of Counseling and Health Services for assistance. Contact Public Safety at 740.351.3232 if there is an immediate chance of harm. If the situation arises after normal office hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.), contact DPS at 740-351-3232 and ask to consult with the Counselor-in-Residence (CIR).

When to Refer

Throughout the year, Campus Counseling receives inquiries from faculty, administrators, and support staff. In many cases, due to the frequent contact faculty have with students, they have an excellent opportunity to observe students' behaviors. They may be the first to notice the signs that a student may be in need of a referral for professional counseling.

Individual counseling, group therapy, and psychiatry are available to students located in Ohio and Kentucky. Crisis services and internet-based psychoeducation are available to all SSU students 24/7/365 regardless of location. Consultation for faculty and staff regarding student emotional issues can be provided 24/7/365 by calling DPS at 740-351-3232 and requesting to speak with the Director of Counseling and/or Counselor-in-Residence (CIR). Below are some of the general symptoms that indicate a student may be experiencing some difficulties. Below are some of the general symptoms that indicate a student may be experiencing some difficulties:

- Marked changes in behavior
- Decline in personal hygiene
- Isolation from others
- Decline in academic performance
- Talks about feeling anxious or depressed
- Makes comments about feeling worthless and that things are hopeless
- Exhibits symptoms of stress: headaches, nausea, appetite change, or inability to sleep
- Has had traumatic changes in personal relationships such as a break-up with a significant other or a death in the family
- Exhibits signs of alcohol or drug abuse
- Overly concerned about weight or body image
- Manifests a sudden unwillingness to communicate
- **Makes references to suicide *****
- Exhibits disorientation or bizarre behavior
- Exhibits paranoia
- Becomes verbally abusive or physically violent
- **Threatens bodily harm to others *****

*****References to suicide or homicide: ALL suicide threats are to be taken seriously. No matter what the context, a student who talks about committing suicide is at risk and needs to be evaluated by a mental health professional *immediately*. While contacting Campus Counseling or DPS to request an evaluation on the student of concern, please ensure not to leave the student alone as this increases risk of harm.**

Threats against others also demand an immediate response. In those instances, the Department of Public Safety at 740.351.3232 should be the first contact to ensure the safety of those involved and determine the appropriate course of action.

Any time you feel concerned about a student's behavior or emotional well-being, feel free to call Campus Counseling Services at 740.351.3608 or stop by to consult with our staff during normal business hours Monday – Friday 8:00 am – 5 pm. Contact DPS at 740-351-3232 if a consult is needed after business hours, including weekends.

Authorizing Students to add a class

Because some courses are contractually capped, adjunct faculty should check with their department Chair or Program Director **before** authorizing students to add their classes. This is especially true during the COVID-19 pandemic, as class size and room capacities have been lowered in many instances to ensure proper distancing.

Pass-No Credit

Students are required to obtain the instructor's signature on forms in order to apply for Pass- No credit, to enroll in a closed class, to enroll in classes after the "add" deadline (no enrollment is allowed after the fourteenth day of the term), or a course taken for credit by arrangement.

Before you sign such forms, you should check with your Chair or Program Director. Direct any questions to them to as well.

Course Credit by Arrangement

Course credit by arrangement also requires a different procedure for payment to the faculty member teaching the course. Students are required to pay more for these courses, and special conditions must exist in order for the student to take the course in this manner with an adjunct faculty member. Again, questions about course credit by arrangement should be directed to the appropriate Dean, Chairperson, or Program Director.

Changing Grades

Grades must be recorded via your J1 Web Account by the Designated Instructor before the date and time listed on the Academic Calendar. If you report a grade that for some reason must be changed, you must complete a [Grade Change Request Form](#).

Guest Lecturers

Faculty are encouraged to use the resources of the university and community to supplement their instruction. Instructors may invite outside speakers to address a class when the speaker is knowledgeable in a given subject and when the topic is pertinent to the course. Normally, the University will expect the outside speakers to donate their services. In those instances where a fee is required, prior approval by the appropriate Chairperson, Program Director, or Dean must be secured before a guest lecturer may be contracted for an appearance.

At least two weeks before the guest lecturer's presentation, the instructor should inform the Chairperson, Program Director, or Dean of the time and place of the presentation. The instructor is also responsible for assuring appropriate steps are taken to guarantee free discussion when controversial topics are presented. This open discussion should take place during the time allocated to the speaker when the presentation is open to those not enrolled in the course. This can be done through open debate, through a question and answer period, or through a presentation of alternate points of view by the instructor, by other speakers, or by distributed statements.

Maintenance Issues

If you have questions regarding the maintenance of buildings, classrooms, or equipment, please contact your departmental administrative assistant and/or your department Chairperson or Program Director.

Custodial Issues

For questions regarding general cleaning issues, trash, recycling, and any event set-ups, please see your departmental Administrative Assistant. S/he will send the appropriate e-mail to needs@shawnee.edu and list your requests. If tables and chairs are needed for a particular event, please give as much notice as possible. Be sure to contact Student Activities to reserve space for your event as well.

Appendices



Appendix A—Academic Calendar

Appendix B—Campus Map



Appendix C—Grade Appeal Procedure

A grade appeal may be submitted if the student believes that the instructor has committed an error in the calculation or assignment of the final course grade. Examples of situations that may merit a grade appeal include miscalculations of a total grade, assignment of the wrong grade at the end of the term, or failure to adhere to policies stated on the syllabus or in assignment criteria. Grade changes occur only when there is clear and convincing evidence that the instructor committed an error in assigning the course grade. Any other issue or complaint that the student has against a faculty member should be addressed as prescribed in the university's Collective Bargaining Agreement.

Students are strongly encouraged to contact the student ombudsperson when considering whether to submit a grade appeal. The ombudsperson can inform the student of his or her rights and of any relevant policies and procedures and help guide them during the process.

A grade assigned during the fall semester may be appealed no later than the end of the second week of the spring semester, and a grade assigned during the spring or summer may be appealed no later than the end of the second week of the fall semester.

There are three steps to the grade appeal process:

- Appeal to instructor
- Appeal to department chair
- Appeal to academic dean

More detailed information about each step is provided below.

Note: In this document, a business day refers to Monday – Friday, from the first day of the semester until the last day of classes in the semester. Business days do not include weekends, holidays, spring break, final exams week, breaks between semesters, or any time the university is closed.

Step 1: Appeal to instructor. The student contacts the instructor to appeal the grade. The initial appeal must be made via university email and explain why the student thinks the grade should be changed. The instructor should respond to the student's appeal via university email within seven business days to preserve a written record of the exchange. The instructor or the student may ask for a face-to-face meeting to discuss the appeal after the email is sent; however, a written log of the discussion should be preserved.

Step 2: Appeal to department chair. If no program director oversees the course, if the student is dissatisfied with the outcome of Step 1, or if the instructor does not respond within seven business days, the student may contact the chair of the department where the course is situated to make his or her case within five additional business days. This appeal must be made via university email and explain why the student thinks the grade should be changed. The chair may request a face-to-face meeting and/or supporting documents from the student and instructor. If the course in which the grade was assigned is overseen by a departmental director or program director, the chair is encouraged to consult the director after receiving the supporting documents. The chair should respond within five business

days to acknowledge receipt of the student's request, and a decision should be offered within five business days of the student's submission of supporting documents. If the chair thinks the grade should be changed, the chair may recommend to the instructor that the grade be changed, but cannot require the instructor to do so.

Note: Once the student has escalated the grade appeal beyond the instructor, the student and instructor must not discuss the grade appeal with each other.

Step 3: Appeal to academic dean. If the student is dissatisfied with the outcome of Step 2 or if the department chair does not respond within five business days, the student may appeal his or her grade to the academic dean of the college where the course is situated within five additional business days.

Appeals to the dean must include the following items, submitted to the dean electronically or in print:

- A copy of the Grade Appeal Form, available online and in hard copy from the Registrar/Student Business Office;
- A written explanation of the student's reason for appealing the grade;
- Copies of relevant documents, including work the student submitted in the class, the course syllabus, and assignment instructions.
- Any other documents relating to the appeal that may have been generated during steps 1 and 2.

The dean reviews the appeal and determines whether the student's appeal implies an error by the instructor; other types of complaints may be handled using the existing complaint procedure as specified in the university's Collective Bargaining Agreement. The dean may request a meeting with or additional information from the student and/or instructor in the process of considering the appeal. The appeal may be dismissed by the dean if the appeal does not suggest that the instructor may have committed an error.

If the dean determines there may be a basis for the student's grade appeal, the dean, in consultation with the department chair and, if applicable, the appropriate departmental or program director, will form a committee of three faculty members to review the appeal and make a decision. The department chair and/or director that oversees the course where the appeal was generated cannot serve on the committee. The dean should make every effort to have the committee consist of one tenure-track faculty member from the program, one tenure-track faculty member from the department, and one tenure-track faculty member from an outside department. The dean may choose to sit on the committee but does not have voting power.

All efforts should be made for the committee to hold an in-person hearing at which the student, instructor, and all committee members are present. The student may bring a support person with them to the hearing; a FERPA waiver may be required. The support person may consult with the student during the hearing or step out with the student to speak to them privately; they may also take notes during the session so the student has a record of the discussion.

However, the support person may not argue on behalf of the student. The student may also

request that the student ombudsperson be present at the meeting.

If a face-to-face meeting is not feasible, the committee collects a written statement from the student and the instructor. The committee may also consult the department chair and/or appropriate departmental or program director if desired.

Upon considering all of the evidence the committee prepares a final report based on their findings for the dean. The committee may decide that no grade change take place or that the grade be changed. Changes should be made only if there is clear and convincing evidence that the instructor assigned the grade in error.

The committee relates their decision to the dean, and the dean informs the student and instructor of the committee's decision. If the committee determines that the instructor has made an error and that the grade should be changed, the dean asks the instructor to change the grade. If the instructor refuses, the dean requests that the registrar change the grade.

All efforts should be made to reach a decision within fifteen business days of the dean receiving the students' appeal. The appeal process ends once the dean has conveyed the committee's decision, and the student may not appeal the grade further.

Appeals made during summers or during instructor absence: If it is necessary for a grade appeal to be handled during Summer I or Summer II, the dean may ask faculty members who are teaching summer courses to serve on the committee. If no faculty are available, the dean may ask department chairs to serve as committee members. If the appeal is made during the summer or when an instructor is on sabbatical or approved university leave, and the instructor did not reply to the student's initial email, step 2 should be followed as normal. At step 3, the formal appeal to the academic dean, the dean should make an effort to contact the instructor to determine when they will be back on campus or available to provide input on the grade appeal. Every effort should be made by the academic dean to involve the instructor in the appeal process and the academic dean may delay the appeal process until the instructor is available.

Delays may be any length, but may not extend more than one month into the following semester. Appeals may only proceed without the instructor's input if there are compelling reasons that the delay would be detrimental to the student, such as needing the appeal to remain in a program or to take the next course in a sequence. The academic dean will notify the student of the delay.

Note: Exceptions to the timeline presented in this policy are possible in cases where following the time lines prescribed would cause undue hardship on the student (e.g. prolonged illness, military service, etc.). These exceptions should be documented by the Dean of Students.

Appendix D—Accommodation Letter

The Office of Accessibility Services Hatcher Hall

Notice of Accommodation Letter Template

**Office of Accessibility Services
Shawnee State University**

Notice of Approved Accommodation

This certifies that the following student is qualified for accommodations. This student has qualified for services by providing documentation sufficient to authenticate their disability and requesting accommodations for the current semester.

Shawnee State University is a covered entity under the Americans with Disabilities Act of 1990 (<http://www.usdoj.gov/crt/ada/adahom1.htm>) and Section 504 of the Rehabilitation Act of 1973 (<https://www.ada.gov/cguide.htm#anchor65610>) requiring educational institutions to make their programs accessible to qualified individuals with disabilities. The accommodations listed below are approved for the following:

Student Name:

Student ID#:

Semester:

Effective Date:

Approved Accommodations:

- Extended testing time (up to double)
- Limited distraction testing environment

This Notice of Accommodation has been electronically sent and tracked on behalf of the enrolled Accessibility Student listed above.

Please direct all questions concerning accommodations to the Office of Accessibility Services, ext. 3163

Appendix E—Learning Disorders

The Office of Accessibility Services Hatcher Hall

Learning Disorders

Learning disorders are often referred to as invisible disabilities and do not manifest themselves as readily as a physical disability. Each student with learning disability is unique and may experience difficulty in one or more of the following areas: reading, writing, oral language, math, organizational and study skills.

Problem areas for ADA students with a learning disorder:

- Sequencing thoughts in logical order
- Recall of information; deficient memory skills
- Inadequate reading skills
- Writing skills are often inconsistent with verbal abilities
- Sloppy handwriting
- Poor spelling
- Skipping steps in a given process
- Organizing notes; sorting major points
- Maintaining attention

Tips for working with ADA students with learning disorders:

- Review material from last lecture
- Start the day's lecture with a summary of what will be covered
- Provide a detailed syllabus
- Personalize information
- Give frequent quizzes
- Test in a variety of formats, when possible
- Provide lecture outlines
- Use concrete presentations

Things to remember about ADA students with learning disorders:

- They have average or above-average intelligence.
- They have a pattern of uneven abilities.
- A learning disability is permanent.

Appendix F—Autism Spectrum Disorder

The Office of Accessibility Services Hatcher Hall

Autism Spectrum Disorder

Autism spectrum disorders involve a combination of cognitive, sensory, and behavioral deficits. ASD students struggle with interpersonal skills and communication. ASD students can be a challenge in the classroom. Many ASD students have a presence of unusual behaviors and interests that can be distracting to the whole class.

Problem areas for ADA students on the Autism Spectrum:

- Distractible and disorganized
- Executive functioning problems
- Poor judgment and decision making
- Inflexible thinking (black and white)
- Has difficulty with auditory processing, needs visual learning style
- Poor eye contact
- Could be loud and have outbursts
- Could be withdrawn
- May display rigid, stereotyped behavior and/or mannerisms in the class (rocking, flapping, or repetitive speech)
- Unusual preoccupation with objects or ideas

Tips for working with ADA students that are on the Autism Spectrum:

- Utilize visual aids that enhance visual learning
- Provide lecture notes to student before they will be presented
- Explain the structure of the class time each day (sequencing)
- Supplement oral instructions with written instructions for in class assignments
- Speak calmly and use slower body movements
- Allow the ASD student to take short breaks when frustrated

ADA students that are on the Autism Spectrum may exhibit negative behaviors in the classroom because:

- Communication breakdown
- New tasks, confusing tasks, or unclear requirements
- Feeling overwhelmed
- Desire to maintain a rigid schedule
- Need to perform repetitive behaviors for self-regulation
- Frustration with communication
- Anxiety
- Sensory issues, noise, proximity, pacing of other individuals
- Unfamiliar environments: newness, unclear expectations, self-consciousness

Appendix G—Psychological Disorders

The Office of Accessibility Services Hatcher Hall

Psychological Disorders

Psychological disorders refer to a wide range of conditions characterized by anxiety, mood swings, depression and other behaviors. These behaviors can persist and change over time. Psychological conditions may include such disorders as attention deficit disorders, eating disorders, depressive disorders and anxiety disorders. The majority of psychological disorders are treated using a combination of medication, therapy, and support.

Problem areas for ADA students with psychological disorders:

- Sleeping problems—too much or not enough
- Class attendance
- Focus and concentration
- Impaired cognitive functioning
- Behavioral symptoms of anxiety and stress
- Difficulty working in groups

Tips for working with ADA students with psychological disorders:

- Provide an understanding and accepting environment
- Break tasks into smaller ones
- Be specific about your attendance policy and late assignments on the course syllabus
- Provide option of extending deadlines for assignments to reduce stress and anxiety
- Encourage student to seek counseling if student approaches you for therapeutic assistance

Things to remember about students with psychological disorders:

- Continuing dialogue between student and professor will help minimize problems and maximize understanding of the impact of the disability.
- Students with psychological disorders may have no more control over their condition than do students with physical or sensory impairments.
- Remember that the student code of conduct applies to ALL students.
- Psychological disorders are not an excuse for unacceptable behavior in and out of the classroom.

Appendix H—How to Create an Early Alert in

Aviso

There are multiple places faculty, staff, and administrators who have concerns about students can create an early alert on a student. Please remember that:

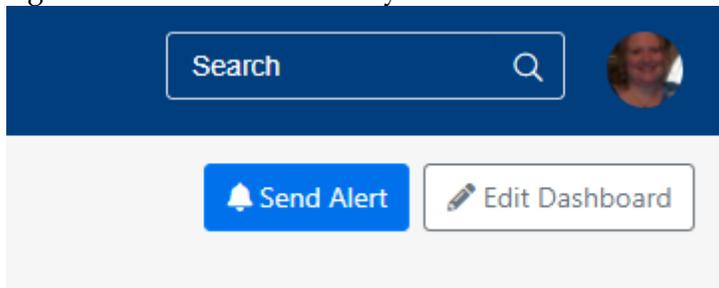
- students are not notified about alerts until outreach is made by a professional advisor in the Student Success Center, someone in Counseling Services, or the Dean of Students
- when possible, the identity of the person who created the alert is kept confidential
- early alerts can be created for academic, and emotional, behavioral concerns

Any questions about early alerts or Aviso should be directed to Glenna Heckler-Todt, Director of Advising & Academic Resources, ghecklertodt@shawnee.edu or 3277.

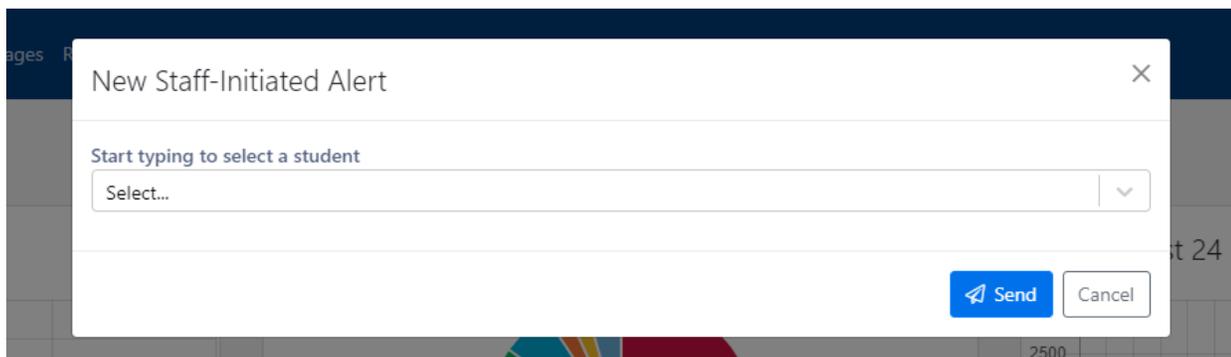
Where to Create Early Alerts

Home Screen

When you login to Aviso, the first screen is your Home screen titled My Dashboard. On the upper right-hand side of the screen you will see “Send Alert” right below your photo or initials.



1. Click Send Alert
2. Begin typing the student's name or ID number on the pop-up screen:



The screen below will pop-up.

3. Select the reason for the alert
4. Type your concern
5. Click Send.

New Staff-Initiated Alert

Early alerts are the best way to notify campus stakeholders that a student is struggling. Early alerts are routed to the student's success advisor, which is someone in the Student Success Center, the student's faculty advisor, and depending on the alert reason, possibly the Dean of Students or Counseling Services. All alerts are routed to Glenna Heckler-Todt and Heather Cantrell as Aviso system administrators. Please note: Alerts are not sent to students. Until closed, all academic related alerts can be viewed on the individual student's profile in Aviso by all faculty, staff, and administrators who have access to see the student's record. Alerts relating to behavioral, emotional, or physical wellness concerns are confidential and can only be viewed by users with permission to view these types alerts. Please remember that all users of Aviso are obligated to maintain confidentiality as covered by FERPA. Once the alert is closed, you should receive an email regarding what action was taken to resolve the alert.

Staff Initiated Alert For
SSU Student

Alert Reason *
Select...

Recipients *
Please select an early alert reason

Comment *
Enter Message

Send Cancel

Sunetrious Armstrong has been identified for an Alert for COVID

Course Roster in Aviso

Creating early alerts from the course roster is a good choice if you have multiple students in the same course that you are wishing to create alerts for. This is the best place for Adjunct Faculty to input an early alert as they may not have permission to search for students.

From the navigation toolbar in the dark blue next to the Shawnee State University logo:

1. Choose Courses (you can also find a list of your courses on My Dashboard)
2. Click the course you wish to create an early alert(s) from



Courses (1)

Code	Name
COMM-2232 01 Mon 1/10/2022 - Fri 4/29/2022	News Reporting And Writing 2

3. Check the box next to the student's name



4. Follow the steps on the previous page once the New Staff Initiated Alert pop-up opens.

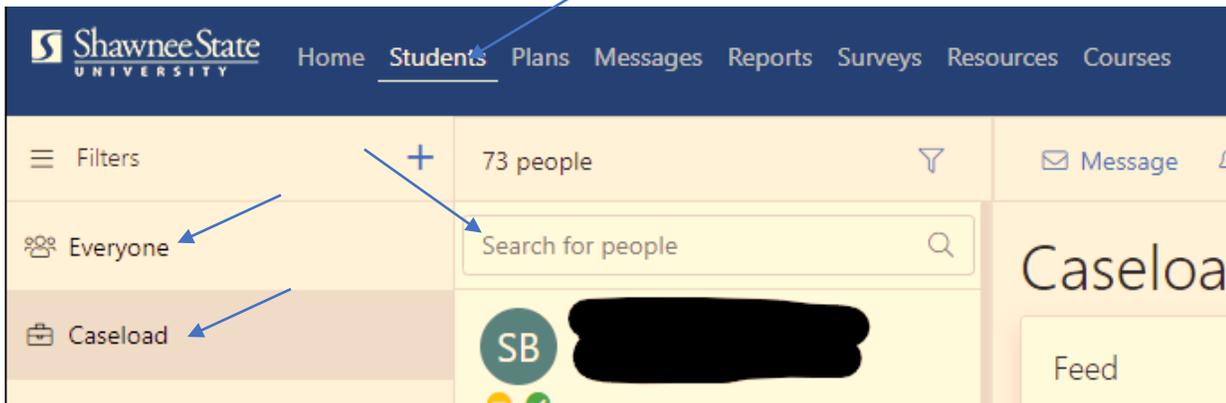
Student's Profile in Aviso

You can search for an individual student in Aviso and create an early alert from their profile.

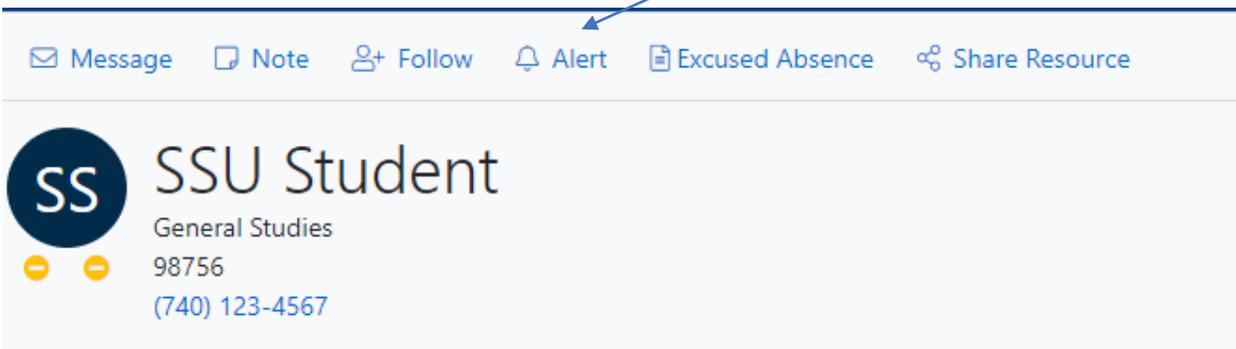
1. Search for the student in one of the following ways:
 - a. From the search box on any page next to your photo or initials in the upper right-hand side:



- b. Click Students in the blue navigation bar next to the Shawnee State University logo and then choose either **Everyone** for a student not assigned to you or **Caseload** for students assigned on your caseload or students you follow. **Please note that you may not have a caseload or you may not be able to search for students based on your role in Aviso:**



2. Click alert in the blue toolbar above the student's name (the one below will give a history of alerts created about the student).



3. Follow the steps on page 2 of this document once the New Staff Initiated Alert pop-up opens.