ADJUNCT FACULTY HANDBOOK
2018 - 2019
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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/
Deans/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 which are available for use by part-time faculty members.

### College of Arts and Sciences

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Contact Person</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Dr. Roberta Milliken, Dean</td>
<td>College of Arts &amp; Sciences</td>
<td>Karen Leach, Admin. Asst.</td>
<td>x3554</td>
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<tr>
<td>Dr. Kimberly Inman, Chair</td>
<td>Department of Natural Sciences</td>
<td>Sharon Messer, Admin. Asst.</td>
<td>x3456</td>
</tr>
<tr>
<td>Dr. Phil Blau, Chair</td>
<td>Department of Mathematics</td>
<td>Heather Thacker, Admin. Asst.</td>
<td>x3301</td>
</tr>
<tr>
<td>Dr. Jennifer Pauley, Chair</td>
<td>Department of English &amp; Humanities</td>
<td>Pauli Minter, Admin. Asst.</td>
<td>x3300</td>
</tr>
<tr>
<td>Dr. Darrell Rudmann, Chair</td>
<td>Department of Social Sciences</td>
<td>Tracy Walters, Admin. Asst.</td>
<td>x3234</td>
</tr>
<tr>
<td>Mr. Matt Cram, Chair</td>
<td>Dept./Fine, Digital &amp; Performing Arts</td>
<td>Djwana Spradlin, Admin. Asst.</td>
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### College of Professional Studies

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<tbody>
<tr>
<td>Dr. Paul Madden, Dean</td>
<td>College of Professional Studies</td>
<td>Gail Chinn, Dean’s Assistant</td>
<td>x3270</td>
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<tr>
<td>Janice Johnson, Chair</td>
<td>Department of Business</td>
<td>Marilyn Clay, Admin. Asst.</td>
<td>x3215</td>
</tr>
<tr>
<td>Sarah Boeble, Program Director</td>
<td>Health Care Management</td>
<td>Marilyn Clay, Admin. Asst.</td>
<td>x3215</td>
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<tr>
<td>Adam Miller, Chair</td>
<td>Department of Eng. Tech.</td>
<td>Cindy Hopkins, Admin. Asst.</td>
<td>x3224</td>
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<tr>
<td>Nancy Bentley, Chair</td>
<td>Department of Allied Health Sciences</td>
<td>Tammy Grigson, Admin. Asst.</td>
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<tr>
<td>Nancy Bentley, Program Director</td>
<td>Dental Hygiene</td>
<td>Tammy Grigson, Admin. Asst.</td>
<td>x3236</td>
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<tr>
<td>William Turner, Program Director</td>
<td>Emergency Medical Technology</td>
<td>Tammy Grigson, Admin. Asst.</td>
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<tr>
<td>Jean McGlone, Program Director</td>
<td>Medical Laboratory Technology</td>
<td>Tammy Grigson, Admin. Asst.</td>
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<tr>
<td>Sheena Shifko, Program Director</td>
<td>Radiologic Technology</td>
<td>Tammy Grigson, Admin. Asst.</td>
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<tr>
<td>Amy France, Program Director</td>
<td>Respiratory Therapy</td>
<td>Tammy Grigson, Admin. Asst.</td>
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<tr>
<td>Dr. Leann Denning, Chair</td>
<td>Department of Nursing</td>
<td>Deborah Howell, Admin. Asst.</td>
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<tr>
<td>Dr. Debra Scurllock, Chair</td>
<td>Dept. of Rehab. &amp; Sport Professions</td>
<td>Kelley Frantz, Admin. Asst.</td>
<td>x3169</td>
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<tr>
<td>Tony Ward, Program Director</td>
<td>Athletic Training</td>
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<tr>
<td>Ryan Walker, Program Director</td>
<td>Physical Therapist Assistant</td>
<td>Kelley Frantz, Admin. Asst.</td>
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<td>Dr. Steven Rader, Program Director</td>
<td>Sport Studies</td>
<td>Kelley Frantz, Admin. Asst.</td>
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<td>Dr. Debra Scurlock, Program Dir.</td>
<td>Master’s Occupational Therapy</td>
<td>Kelley Frantz, Admin. Asst.</td>
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<tr>
<td>Kim Moore, Program Director</td>
<td>Occupational Therapy Assistant</td>
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<tr>
<td>Dr. Cheryl Irish, Assistant Dean</td>
<td>School of Education</td>
<td>Kassandra Bryant, Admin. Asst.</td>
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### University College

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<tr>
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<tr>
<td>Dr. Chris Kacir, Dean</td>
<td>University College</td>
<td>Sherry Scott, Dean’s Assistant</td>
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# Campus Phone Numbers

(740.351.extension if off campus)

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<td>Blackboard Support Services</td>
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<td>President’s Office</td>
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<td>Bookstore</td>
<td>x3203</td>
<td>Printing Services</td>
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<td>Bursar’s Office</td>
<td>x3497</td>
<td>Provost’s Office</td>
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<td>Career Services</td>
<td>x3130</td>
<td>Public Safety - EMERGENCY</td>
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<td>Counseling &amp; Psychological Services</td>
<td>x3608</td>
<td>Public Safety Office</td>
<td>x3243</td>
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<tr>
<td>Accessibility Services</td>
<td>x3106</td>
<td>Purchasing</td>
<td>x3314</td>
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<td>Facilities Dept. (Maintenance &amp; Custodial)</td>
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<td>Registrar’s Office</td>
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<td>Financial Aid</td>
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<td>Student Business Center</td>
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<td>Human Resources</td>
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<td>Student Success Center</td>
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<td>Instructional Technology Services</td>
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<td>Student Support Services</td>
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<td>ITS: Service Desk</td>
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<td>Teaching and Learning Center</td>
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<td>Library Circulation</td>
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<td>Children’s Learning Center</td>
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# 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.

Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination on the basis of sex in educational programs and activities at institutions that receive federal financial assistance. SSU’s Policy 5.01 serves to ensure that there are equal opportunities for students and employees regardless of sex and/or sexual orientation. It also serves to ensure that procedures are in place to prevent any such discrimination or harassment.

For more on Title IX, see http://www.shawnee.edu/offices/title-IX/index.aspx. For more resources regarding Title IX, please see http://www.shawnee.edu/offices/title-IX/resources.aspx.

Any SSU employee, including adjunct faculty, who think that sexual misconduct or harassment has occurred should report the alleged acts immediately. **Please promptly report any concerns or complaints** at http://www.shawnee.edu/offices/title-IX/complaint.aspx.
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 proprietary agreements

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 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 http://www.shawnee.edu/offices/dean-students/student-conduct-code.aspx
Grade Appeals/Classroom Complaints

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. Linda Hunt, at ext. 3448 or lhunt@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 encouraged to consult with their department Chair or Program Director when and if such issues arise.

There are three steps to the grade appeal process:

1) Appeal to instructor.
2) Appeal to department chair.
3) Appeal to academic dean.

For more detailed information about each step, please consult Appendix C.

Bookstore

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

The bookstore stocks new and used textbooks as well as reference and general reading books. 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.
Campus e-mail

Each employee is provided an account that grants access to networked computers and printer, library resources, and the SSUnet Wi-Fi network. This account is also your Shawnee State University email account.

Your username and email address are generally created using the first initial of your first name followed by your last name. For example, Sandra Bullock would be sbulloch@shawnee.edu. If you have a common name, numbers can be inserted to differentiate you from others.

Accounts are created within 24 business hours of ITS receiving notification of employment from Human Resources. For security reasons, you must activate your account by bringing your staff ID to the ITS Service Desk in person. Your username and password will be provided to you at that time.

As employees of SSU, you should check your email account frequently. This is the primary way important messages are communicated on campus.

SSU Clark Memorial Library

The Clark Memorial Library plays an active role in the campus community and provides access to materials and services that support the university’s academic needs. For general information about the library, please visit: http://www.shawnee.edu/offices/library. The Faculty Guide to Library Services can be found at http://shawneesu.libguides.com/faculty.

Hours

<table>
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<tr>
<th></th>
<th>Days</th>
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<tr>
<td>Fall and Spring Semesters</td>
<td>Monday – Thursday</td>
<td>7:30 am to 11:00 pm</td>
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<tr>
<td></td>
<td>Friday</td>
<td>7:30 am to 5:00 pm</td>
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<tr>
<td></td>
<td>Saturday</td>
<td>8:30 am to 4:30 pm</td>
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<tr>
<td></td>
<td>Sunday</td>
<td>noon to midnight</td>
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<tr>
<td>Summer Semester</td>
<td>Monday – Thursday</td>
<td>8:00 am to 9:00 pm</td>
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<tr>
<td></td>
<td>Friday</td>
<td>8:00 am to 5:00 pm</td>
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<tr>
<td></td>
<td></td>
<td>1:00 pm to 6:00 pm</td>
</tr>
<tr>
<td>Break and Intersession</td>
<td>Monday – Friday</td>
<td>8:00 am to 5:00 pm</td>
</tr>
</tbody>
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Library Resources and Services

The Clark Memorial Library provides access to an extensive collection of resources. In addition to the physical collections, students and faculty have access to over 350 databases, from traditional article databases to reference and specialized databases. All online resources are available off-campus to faculty and students by entering their SSU network username and password. The library is a member of OhioLINK which, in part, is a service that provides access to many of the materials in other academic libraries. This free service greatly expands the amount of sources available to students and faculty. For more information, contact a librarian, visit our website at http://www.shawnee.edu/offices/library/, or the OhioLINK website at https://www.ohiolink.edu/.

Research Assistance

Students can schedule both in-person and online research appointments. Research appointments tend to be an underutilized resource, so we encourage you to remind your students about the availability of these appointments. To schedule an appointment, students can fill out the “Schedule a Research Appointment” form on the library’s homepage at http://www.libsurveys.com/loader.php?id=9faa22060198a8793711be19c599cd3f

Reserves

Faculty may place personal resources or library materials on reserve. An online Course reserve form is available on the library’s homepage at http://www.libsurveys.com/loader.php?id=f333515a58db04b2bb5fdc59edc30113

Working with Librarians for Your Course

Librarians are eager to work with you and incorporate information literacy instruction in your classes. Information literacy instruction is a priority for the library, as understanding the many sides of information will help students academically as well as in their careers and as members of society. In addition to developing traditional research skills, students can learn about the reflective and responsible use and production of information.

Instruction can take place in many ways—both in person and online. Librarians can be embedded in your Blackboard class sites and participate in various ways, such as monitoring a discussion thread for library-related questions. Librarians can also provide instruction online. In addition to direct contact with a librarian, the library provides access to information literacy videos, tutorials, and quizzes.
through Credo that can be added to your Blackboard site. Finally, the Clark Memorial Library has a YouTube channel that provides short videos to help students use library resources.

You can contact a librarian to schedule a class session or for assistance with any online instruction.

**Library Space**

The Clark Memorial Library prides itself on being a space for students. It provides areas for study or relaxation to both individuals and groups. Users have access to group study rooms with 40” monitors and whiteboards. Other areas of the library are conducive to quieter study. In partnership with the Student Government Association, the library contains the Bear Cave, a 24-7 hybrid study space with access to desktop computers and laptop charge stations. Please make students aware of these spaces and encourage them to take advantage of them.

**Class Lists**

Class lists are accessed on MySSU. Once you have logged onto your MySSU faculty page, click on “Faculty Course Control.” Then click on the “select area” button next to the desired course and select “Class List.”

For information on how to log into your MySSU account, please go to [http://www.shawnee.edu/offices/information-technology-services/](http://www.shawnee.edu/offices/information-technology-services/) and click on the “Faculty and Staff” link under the “Starting with IT” heading in the left margin. Scroll down to section titled MySSU and follow the directions found there.

**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. Supplemental materials may also be placed on reserve in the Library.
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 training and assistance, please consult page 26 or http://www.shawnee.edu/blackboard/index.aspx.

Faculty members are required to electronically submit their student progress and grade reports to the Registrar’s Office on the date listed on the schedule.

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.

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.

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. If an emergency arises after 5:00 p.m., please call the Student Success Center at 740.351.3594 and ask that a note be placed on your classroom door. Every effort should be made to make appointments away from campus (doctor, dentist, etc.) at times that do not conflict with teaching schedules.
Upon completion of class, please leave your classroom configured the same way you found it. 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.

In the event that a faculty member is not present at the normal time class begins, students 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 the faculty member has not arrived or no special instructions have been received within that time, students may leave class without penalty.

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 encouraged.

Course Syllabus

A course syllabus must be distributed to each student during the first week of classes for each semester. 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. The outline 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 and readings
- Course objectives
- Reading requirements
- Attendance policy
- Grading policy
- 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 s/he may need an accommodation based on the impact of a documented disability should first contact a Coordinator in the Office of Accessibility Services, Hatcher Hall, 740-351-3106 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. After meeting with the Coordinator, the student is then required to meet with each of his/her instructors during their office hours to discuss the student’s specific needs related to his/her disability. The accommodation letter will be sent to the instructor and student via e-mail prior to the semester start date. Any questions regarding the accommodations on the letter should be addressed to the Coordinator of Accessibility Services. If a student does not make a timely request for disability accommodations and/or fails to meet with the Coordinator of Accessibility Services and the instructor, a reasonable accommodation might not be able to be provided.
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 then be included in class syllabi.

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.

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 Abby Feuchter, Athletics Academic Coordinator, at 3285. Athletics actively uses Aviso to monitor our student-athlete’s academic progress. For more on Aviso, please see page 33. Additional information may be found on the SSU Athletics website at http://www.ssubears.com/Student-Athlete Guidelines.

**Student/Directory Information**

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
- Address and phone number
- University assigned e-mail address
- Major field of study
- Class rank (freshman, sophomore, etc.)
- Dates of attendance at SSU
- Date and place of birth
- Degree(s) and awards received
- Participation in officially recognized activities and sports, including weight and height of members of athletic teams
- The most recent previous educational agency or institution attended by student
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.

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:

1. The right to inspect and review the student’s education records.
2. 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.
3. 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.
4. 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.
5. 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 without a signed release from the student. If a parent or guardian approaches you claiming that a student has signed such a release, the parent or guardian should have a password. Please call the Registrar at extension 3168 or 3540 to verify the password before you release any student information.

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
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, accommodation testing procedures, general guidelines for learning disorders, Autism Spectrum Disorder, and other psychological disorders can be found in Appendices D, E, F, G, and H respectively. If you have any questions or concerns about accommodations, please contact Michelle Patrick at 740.351.3106 or mpatrick@shawnee.edu.

Guidelines for Working with ADA Students at Shawnee State University:

- Never identify the student to the class as a disabled student.
- Contact a coordinator in the Office of Accessibility Services (OAS) for any questions regarding the student’s accommodations. OAS can not specify the disability.
- Make sure the student’s exam(s) are dropped off to Hatcher Hall or uploaded in Blackboard for students with testing accommodations, so the exam is ready within 48 hours of the scheduled class test time. Accessibility students will have a 24-hour window to complete exams.
- 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 a 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 D, E, F, and G.

**Links to Important Faculty Resources:**

ADA statement for course syllabus:
http://www.shawnee.edu/offices/accessibility-services/media/University-ADA-Statement-for-Course-Syllabi.pdf
https://files.acrobat.com/a/preview/4d79eed3-2f16-4676-8c80-f0ff535c4964

How a student requests accommodations:
http://www.shawnee.edu/offices/accessibility-services/request.aspx

Testing accommodation procedures:
https://files.acrobat.com/a/preview/2c53ba0b-e598-41c6-9fee-97e9d01e883d
http://www.shawnee.edu/offices/accessibility-services/testing.aspx

SSU Office of Accessibility Services Faculty Handbook:
https://files.acrobat.com/a/preview/8d63c3dc-0953-4ee9-91ac-dfb662ca5a23

**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**

1. Dial 9-911

2. Notify Department of Public Safety at Ext. 3232 or 740.351.3232.

3. Notify the Office of Student Affairs at Ext. 3280 or 740.351.3280 (during regular business hours).

4. File an incident report with Department of Public Safety within 12 hours of the incident.
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.
Forms Used for Enrollment/Registration and Grades

Because some courses are contractually capped, adjunct faculty should check with their department Chair or Program Director before authorizing students to add their classes.

Students are required to obtain the instructor’s signature on forms in order to apply for Pass-Fail 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 as well.

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.

If you report a grade, which for some reason must be changed, you must complete a Special Grade Report Form. This is available in the Registrar’s Office. Grades for courses taken by arrangement must also be reported on this form. Grades must be recorded via your MySSU Account by the Designated Instructor before the date and time listed on the Academic Calendar.

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 one week 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.

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
Natatorium/Health Club 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.**

Key Control Policy

Note: The following policy statements are excerpts from the complete policy
as adopted by the University. For more on University Policies and
Procedures please go to
http://www.shawnee.edu/leadership/policies/index.aspx

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. –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.

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**Returning Campus ID, Keys, Parking Tag**

Upon completion of the semester, 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:

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

These will be reissued to you at start of next semester if re-employed.

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**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.

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**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.
**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.

**Natatorium and Health Club**

Part-time faculty can make use of the Natatorium and Health Club facilities free of charge. Please call for court reservations and fees 740.351.3269. Please check class schedules and the Natatorium schedule for times when facilities may not be available due to classes being held or swim meets.

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. Please check with the Natatorium for business hours.

**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 is eager to support all of your technology needs. It offers a wide variety of services to employees. Please visit our web site at [www.shawnee.edu/its](http://www.shawnee.edu/its) to learn more about all the services available.

**MySSU Account**

MySSU is SSU’s campus portal for students, faculty, and staff. This portal is where students register for classes and complete university business and where faculty obtain class rosters, communicate with students, and complete grade entry. Your user ID for the system is your SSU Employee ID number. Your initial password is your date of birth in the format of YYYYMMDD.
**Mobile Devices**

SSUnet is the campus Wi-Fi network. All registered students, faculty, and staff can connect to SSUnet with their SSU Network Account. This is the same account used to login to any university owned computers and to access your email. To connect to SSUnet, follow the normal Wi-Fi connection process for your device, select SSUnet, and enter your SSU Network username and password when prompted. For more detailed instructions, visit [www.shawnee.edu/its](http://www.shawnee.edu/its). Directions can be found under “Connecting IT.”

**Microsoft Office 365**

SSU offers all employees an Office 365 Account. This provides your emails as well as 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](http://www.shawnee.edu/microsoft) for more information.

**Training**

ITS offers online learning resources to students, faculty and staff. Visit our [www.shawnee.edu/training](http://www.shawnee.edu/training) for more information. One of these resources, Hoonuit by Atomic Learning, is a web-based learning service that delivers on-demand technology training for over 250 software applications. It allows you to learn at your own pace, from your personal computer, and can be utilized for classroom instruction. To take advantage of this powerful resource, log on to MySSU and click on Atomic Learning.

**Online Password Tools**

If you need to reset your account passwords from off campus, go to [myid.shawnee.edu](http://myid.shawnee.edu). In order to use the 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.

**Support**

The ITS Service Desk is located on the lower level of the Clark Memorial Library. We can be reached in a variety of ways:

- Phone: 740.351.3538
- Text: 740.617.4487
- Email: ITService@shawnee.edu

Please contact us for assistance with any of your information technology needs.
Blackboard

The Blackboard Office 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 its services, go to http://www.shawnee.edu/offices/blackboard/index.aspx

The Blackboard Support Office is on the first floor of the Clark Memorial Library, Room 113. For user support, please call 740.351.3682 or 740.351.3628 or email ITService@shawnee.edu.

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). This office is open 24 hours, 7 days a week. A key card to access the gated lots is available from Human Resources in the basement of the Administration Building. This office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday.

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.

The Print Shop is also available to students along with coin-operated copiers in the Clark Memorial Library, the Student Success Center in Massie Hall, and the University Center.
Salary Schedule

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

<table>
<thead>
<tr>
<th>Highest awarded degree</th>
<th>Stipend Per Contact Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.S. /B.A. Degree</td>
<td>$470/lecture hour $391/lab hour</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>$565/lecture hour $449/lab hour</td>
</tr>
<tr>
<td>Ph.D. or other Terminal Degree</td>
<td>$649/lecture hour $523/lab hour</td>
</tr>
</tbody>
</table>

If you are a new adjunct, most of your new hire paperwork will need to be completed through DocuSign. This paperwork can be found at http://www.shawnee.edu/offices/human-resources/temporary-employment.aspx. 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 forms 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 2018 – 2019 staff and faculty payroll schedule can be found at:
http://www.shawnee.edu/offices/human-resources/media/Pay_schedule_Staff.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.

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.
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.

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
- WLG
- WRVC
- WCOL
- WLW
- WSRW
- WIOI
- WNXT
- WXIC
- WKEE
- WKT
- 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)

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**Standards of Good Academic Practice**

Standards of good academic practice 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.

Standards of good academic practice 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 MySSU 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.

**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. **All classes must be evaluated.** Please adhere to the directions included with the forms. It is strongly recommended that 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.
Aviso/Early Alert Referral System

The Early Alert Referral System is in place to help identify and help students who may be experiencing difficulties and may be at risk of failing classes so that help can be offered to them. Adjuncts are encouraged to use the confidential system to refer any student who may be exhibiting any of the following behaviors:

1. Frequent class absences
2. Chronic class tardiness or leaving class early
3. Not acquiring required textbook or other course materials
4. Not bringing required course materials to class (e.g., notebook, lab materials, or textbooks)
5. Disengaged or disruptive behavior in class (e.g., not taking notes, talking, texting, or unwillingness to participate in class discussions)
6. Failure to complete assignments
7. Missing or poor performance on early exams/quizzes
8. Missing, late, or weak effort on early assignments
9. Lack of basic academic skills exhibited on course assignments
10. Change in demeanor
11. Other behaviors that are cause for concern

Referred students will be contacted by either the Student Success Center (academic) or Student Affairs (non-academic) regarding appropriate resources and assistance.

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. SSU uses Aviso Student Retention software for its early alert system. You may access Aviso through the MySSU MyInfo page or through Blackboard. To login to Aviso, use your full Shawnee email address and your network password (which is the same as the password used for your email). If you have problems accessing Aviso, please contact Glenna Heckler-Todt, Director of Advising and Academic Services at 740.351.3277 or ghecklertodt@shawnee.edu.

The Early Alert System is NOT an appropriate method of communication for concerns regarding student's mental health or safety. For information on what to do in these circumstances, see the next section on referring students with possible emotional/psychological difficulties.
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 the Office of Counseling and Health Services 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 his/her well-being while conveying your respect for the student’s privacy. Emphasize counseling is confidential and that no one will be able to see his/her 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 his/her 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 him/her 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 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 the Crisis Hotline at Shawnee Mental Health Center, 740.354.1010, explain the situation, and ask for assistance.

When to Refer

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

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 the Office of Counseling and Health Services at 740.351.3608 or stop by to consult with our staff.
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 University College, College of Professional Studies, and the College of Arts and Sciences, and College Credit Plus. 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 5:30 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 Success Center is widely known for the one-on-one peer tutoring it offers to any currently enrolled SSU student free of charge. 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. Tutoring appointments are arranged to suit the student’s schedule. Students who need a tutor for any course other than mathematics or English should complete the Request a Tutor form on the MySSU Portal. (Students seeking help in math or English should be referred to information the Math Lab or Writing Center.) For more information about tutoring in the SSC, please contact Coleen Kosan at 740.351.3758 or ckosan@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. To request an SI Leader for your class, please contact Coleen Kosan at 740.351.3758 or ckosan@shawnee.edu.

Make-up Testing

The Student Success Center (SSC) provides make-up testing during set hours that change from semester to semester. Please check with the SSC front desk for the current semester’s make-up testing hours (extension 3594). Faculty must drop off the exam at the front desk and thoroughly complete the information on the testing envelope. Emailed tests or exams walked-in by students are not accepted. Faculty will be notified via email when the test has been taken and is ready for pick-up.
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. They 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.

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

The Math Lab

SSU’s Department of Mathematical Sciences offers free tutoring services through its Math Lab. From Algebra and Geometry to Trig and Calculus, the math tutors are available to help. In addition to offering help with math homework and a quiet place to study, the lab offers computer stations equipped with access to online homework as well as software programs such as R, Mathematica & Geometer’s Sketchpad.

The Math Lab is located in Administration Building, room 150. Students can seek assistance on a walk-in basis from 9:00 am - 6:00 pm on Mondays; from 9:00 am – 9:00 pm Tuesdays through Thursdays; and from 9:00 am – 2:00 pm on Fridays. For more information about the Math Lab and its services, please contact Heather Thacker, Academic Administrative Assistant, at 740.351.3301 or Dr. Phil Blau, Chair of the Department of Mathematical Sciences, at 740.351.3443 or pblau@shawnee.edu. You can also visit its website at http://www.shawnee.edu/academics/math/math-lab.aspx
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. Other professional development opportunities include:

**Atomic Learning** provides on-demand technology training on more than 250 software applications. Its library of over 55,000 video training tutorials, enable adjunct faculty to learn how to utilize features of Microsoft® Office applications, design and create in Photoshop® and Illustrator®, and use Blackboard. To access the training tutorials, log on at [https://myssu.shawnee.edu/](https://myssu.shawnee.edu/) Once in MySSU, click the atomic Learning Logo. For assistance, contact ITService@shawnee.edu or call 740.351.3538.

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 in Room 032 of the Administration Building. For more information about the TLC, please go to teachinglearningcenter@shawnee.edu or contact Pat Spradlin, Director of Teaching and Learning Center, at 740.351.3739.
SSU Policies and Procedures

- Tuition Waiver for Adjunct Faculty (Policy 4.73):
  [http://www.shawnee.edu/leadership/policies/media/policy-473.pdf](http://www.shawnee.edu/leadership/policies/media/policy-473.pdf)

- Employee and Dependent Tuition Waiver Form:
  [http://www.shawnee.edu/offices/financial-aid/media/employee-tuition-waiver.pdf](http://www.shawnee.edu/offices/financial-aid/media/employee-tuition-waiver.pdf)

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

- Affirmative Action hiring Guidelines (Policy 5.01:1):
  [http://www.shawnee.edu/leadership/policies/media/procedure-501-1r.pdf](http://www.shawnee.edu/leadership/policies/media/procedure-501-1r.pdf)

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

- Affirmative Action for Vietnam Era and Disabled Vets (Policy 5.01:3):
  [http://www.shawnee.edu/leadership/policies/media/procedure-501-3r.pdf](http://www.shawnee.edu/leadership/policies/media/procedure-501-3r.pdf)

- Accommodations for Employees with Disabilities (Policy 5.01.5)
  [http://www.shawnee.edu/leadership/policies/media/procedure-501-5r.pdf](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](http://www.shawnee.edu/leadership/policies/media/policy-506r.pdf)

- Smoking (Policy 5.08):
  [http://www.shawnee.edu/leadership/policies/media/policy-508r.pdf](http://www.shawnee.edu/leadership/policies/media/policy-508r.pdf)

- For information about other SSU policies and procedures, please go to
  [http://www.shawnee.edu/leadership/policies/index.aspx](http://www.shawnee.edu/leadership/policies/index.aspx)
# Appendix A—Academic Calendar

## 2018-2019 ACADEMIC CALENDAR

### Fall Semester 2018-2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 30</td>
<td>Fall intersession – classes begin</td>
</tr>
<tr>
<td>August 24</td>
<td>Final exams and last day (Fall intersession)</td>
</tr>
<tr>
<td>August 27</td>
<td>Fall semester classes begin (full and first eight-week sessions)</td>
</tr>
<tr>
<td>August 28</td>
<td>Grades due in Office of the Registrar by noon (Fall intersession)</td>
</tr>
<tr>
<td>September 3</td>
<td>Labor Day (University Closed)</td>
</tr>
<tr>
<td>October 4-5</td>
<td>Fall Break (No Classes, University Open)</td>
</tr>
<tr>
<td>October 12</td>
<td>Last day of first eight-week session (final exams during last scheduled class period)</td>
</tr>
<tr>
<td>October 15</td>
<td>First day of second eight-week session</td>
</tr>
<tr>
<td>October 16</td>
<td>Grades due in Office of the Registrar by noon (first eight-week session)</td>
</tr>
<tr>
<td>November 12</td>
<td>Veterans Day observed (University Closed)</td>
</tr>
<tr>
<td>November 21</td>
<td>No Classes (University Offices Open)</td>
</tr>
<tr>
<td>November 22</td>
<td>Thanksgiving Day (University Closed)</td>
</tr>
<tr>
<td>November 23</td>
<td>Thanksgiving Holiday (University Closed)</td>
</tr>
<tr>
<td>November 26</td>
<td>Classes resume</td>
</tr>
<tr>
<td>December 7</td>
<td>Last day of classes (full session and second eight-week session)</td>
</tr>
<tr>
<td>Dec 8-14</td>
<td>Final Exams (full and second eight-week sessions)</td>
</tr>
<tr>
<td>December 14</td>
<td>Fall Commencement – semester ends</td>
</tr>
<tr>
<td>December 18</td>
<td>Grades due in Office of the Registrar by noon (full and second eight-week session)</td>
</tr>
<tr>
<td>December 24</td>
<td>Christmas Holiday (University Closed)</td>
</tr>
<tr>
<td>December 25</td>
<td>Christmas Holiday (University Closed)</td>
</tr>
<tr>
<td>December 26-31</td>
<td>Winter Break (University Closed)</td>
</tr>
<tr>
<td>January 1</td>
<td>New Year’s Holiday (University Closed)</td>
</tr>
</tbody>
</table>

### Spring Semester 2018-2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 17</td>
<td>Spring intersession – classes begin</td>
</tr>
<tr>
<td>January 11</td>
<td>Final exams and last day (Spring intersession)</td>
</tr>
<tr>
<td>January 14</td>
<td>Spring semester classes begin (full and first eight-week session)</td>
</tr>
<tr>
<td>January 15</td>
<td>Grades due in Office of the Registrar by noon (Spring intersession)</td>
</tr>
<tr>
<td>January 21</td>
<td>Martin Luther King, Jr. Day (University Closed)</td>
</tr>
<tr>
<td>March 9</td>
<td>Last day of first eight-week session (final exams during last scheduled class period)</td>
</tr>
<tr>
<td>March 11-15</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 12</td>
<td>Grades due in Office of the Registrar by noon (first eight-week session)</td>
</tr>
<tr>
<td>March 18</td>
<td>Spring full session classes resume First day of second eight-week session</td>
</tr>
<tr>
<td>April 26</td>
<td>Last day of classes (full session and second eight-week session)</td>
</tr>
<tr>
<td>April 27-May 3</td>
<td>Final Exams (full and second eight-week sessions)</td>
</tr>
<tr>
<td>May 4</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 7</td>
<td>Grades due in Office of the Registrar by noon (full and second eight-week session)</td>
</tr>
</tbody>
</table>
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:

a. Appeal to instructor.

b. Appeal to department chair.

c. 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:

1) A copy of the Grade Appeal Form, available online and in hard copy from the
   Registrar/Student Business Office;
2) A written explanation of the student’s reason for appealing the grade;
3) Copies of relevant documents, including work the student submitted in the class,
   the course syllabus, and assignment instructions.
4) 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 timelines 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

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 (http://hhs.gov/ocr/504.html) 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: Fall 2016
Effective Date: August 22, 2016

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. 3106.
Appendix E—Accommodation Testing

The Office of Accessibility Services
Hatcher Hall

Accommodation Testing Procedures

For students who receive extended time on in-class quizzes and examinations and/or limited distraction testing environments, Accessibility Services has developed the following testing procedures:

1. Exams should be electronically sent to Michelle Patrick, Accessibility Coordinator, at mpatrick@shawnee.edu or faxed to 740.351.3551 or dropped off in person at Hatcher Hall, room 107. Faculty can also upload exams in Blackboard.

2. Instructors should include all instructions pertaining to the quizzes or exams in an email of on the testing envelope.

3. Students are responsible for scheduling their testing appointment in Hatcher Hall, preferably within 24 hours of the class testing. Students schedule their testing time through Calendy at https://calendy.com/mpatrick13/testing-accommodation.

4. Completed exams can be emailed, faxed or picked up by the instructor. Please indicate your preference.

Please contact Michelle Patrick with any questions or concerns about this process.

***Please note: When an examination is taking place, the testing room is monitored with Respondus.
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 G—Autism Spectrum Disorder

The Office of Accessibility Services

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 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 H—Psychological Disorders

The Office of Accessibility Services

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.