



ADJUNCT FACULTY HANDBOOK 2021 – 2022

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University Policies and Protocols



Shawnee State University's Mission Statement

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

Institutional Statement of Non-Discrimination

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

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

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

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

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

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

Academic Freedom

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

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

Basic tenets of academic freedom include:

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

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

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

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

Confidential student information must not be released to anyone other than the student 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>.

Student/Directory Information that can be shared

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

- Student's name
- 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.

Academic Misconduct

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

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

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

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

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

Title IX

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

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

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

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

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

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

Monique Harmon
Title IX Coordinator
Human Resources
Administration Bldg. 16

740.351.3010

titleix@shawnee.edu

<https://www.shawnee.edu/campus-life/title-ix>

Grade Appeals

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

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

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

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

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

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

Severe Weather—Closing the University

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

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

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

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

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

Recommended stations include:

WAXZ	WKOV	WRAC	WBEX	WLGC
WRVC	WCOL	WLW	WSRW	WIOI
WNXT	WXIC	WKEE	WOKT	WZIO
WBNS (Channel 10, Columbus)				
WOWK (Channel 13, Charleston)				
WCMH (Channel 4, Columbus)				
WSAZ (Channel 3, Huntington)				
WLWT (Channel 5, Cincinnati)				
WSYX (Channel 6, Columbus)				

COVID-19 Protocols/Guidance

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

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

Other SSU Policies and Procedures

Tuition Waiver for Adjunct Faculty (Policy 4.73):

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

Employee and Dependent Tuition Waiver Form:

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

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

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

Reporting complaints of Discrimination and Harassment (Policy 5.01:2):
<http://www.shawnee.edu/leadership/policies/media/procedure-501-2.pdf>

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

Drug-Free Campus and Workplace (Policy 5.06):
<http://www.shawnee.edu/leadership/policies/media/policy-506r.pdf>

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

Facial Covering (Mask) Policy (Policy 5.42):
<https://www.shawnee.edu/sites/default/files/documents/Policy-5-42-2020-Facial-Covering.pdf>

For information about other SSU policies and procedures, please go to
<http://www.shawnee.edu/leadership/policies/index.aspx>

Employee Information



Deans/Chairpersons/Program Directors

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

College of Arts and Sciences

Dr. Jennifer Pauley, Dean	College of Arts & Sciences	Karen Leach, Dean's Assistant	x3554
Dr. Virginia Young	CAS Academic Advisor		X3712
Dr. Kimberly Inman Chair	Natural Sciences Department	Heather Thacker Academic Administrative Asst.	x3456
Dr. Phil Blau Chair	Mathematics Department	Sherri Petrovich Academic. Administrative Asst.	x3301
Dr. Ann Linden Chair	English & Humanities Department	Kassandra Bryant Academic. Administrative Asst.	x3300
Dr. Darrell Rudmann Chair	Social Sciences Department	Tracy Walters Academic. Administrative Asst.	x3234
Mr. Matt Cram Chair	Fine, Digital & Performing Arts Department.	Sherri Petrovich Academic Administrative. Asst.	x3118

College of Professional Studies

Dr. Paul Madden, Dean	College of Professional Studies	Gail Chinn, Dean's Assistant	x3270
Ms. Lindsay Monihen Director	CPS Academic Advisor	Gail Chinn Dean's Assistant	x3270
Dr. Duane Skaggs Asst. Dean	Strategic Initiatives & Choose Ohio First	Gail Chinn Dean's Assistant	X3270
Dr. Steve Rader Chair	Business Department	Christel Taylor Academic Administrative Asst.	x3215
Dr. Sarah Boehle Program Coordinator	Health Care Management	Christel Taylor Academic Administrative Asst.	x3215
Mr. Adam Miller Chair	Engineering Tech. Department	Kim Robbins Academic Administrative Asst.	X3215
Mr. Tony Ward Chair	Allied Health Sciences Dept.	Lori Perry Academic Administrative Asst.	x3236
Ms. Nancy Bentley Program Director	Dental Hygiene	Lori Perry Academic Administrative Asst.	x3236
Mr. Paul Foit Program Director	Emergency Medical Technology	Lori Perry Academic Administrative Asst.	x3236
Ms. Jean McGlone Program Director	Medical Laboratory Technology	Lori Perry Academic Administrative Asst.	x3236
Ms. Sheena Shifko Program Director	Radiologic Technology	Lori Perry Academic Administrative Asst.	x3236
Ms. Amy France Program Director	Respiratory Therapy	Lori Perry Academic Administrative Asst.	x3236
Ms. Mariah Woodward Program Director	Health Science	Lori Perry Academic Administrative Asst.	X3236

Ms. Mariah Woodward Program Coordinator	B. H. Paraprofessional Certificate	Lori Perry Academic Administrative Asst.	X3236
Dr. Cathy Bailey Chair	Nursing Department	Stacey McWharter Academic Admin. Asst.	x3210
Dr. Barbara Warnock Chair	Rehabilitation Sciences	Kelley Frantz Academic Administrative Asst.	x3169
Dr. Ryan Walker Program Director	Physical Therapist Assistant	Kelley Frantz Academic Administrative Asst.	x3169
Dr. Mikel Stone Program Director	Occupational Doctorate	Kelley Frantz Academic Administrative Asst.	X3169
Dr. Barbara Warnock Program Director	Master's Occupational Therapy	Kelley Frantz Academic Administrative Asst.	x3169
Ms. Kim Moore Program Director	Occupational Therapy Assistant	Kelley Frantz Academic Administrative Asst.	x3169
Dr. Gay Lynn Shipley Assistant Dean and Director	School of Education	Polly Brown Academic Administrative Asst.	x3451
Dr. Kimberly Cassidy Grad Program Director	School of Education	Polly Brown Academic Administrative Asst.	X3451

Campus Phone Numbers

(740.351.extension if off campus)

Accessibility Services	x3106	Library Circulation	x3255
Admissions	x3221	Payroll	x3104
Blackboard Support Services	x3628/3682	President's Office	x3208
Bookstore	x3203	Printing Services	x3261
Bursar's Office	x3497	Provost's Office	x3472
Career Services	x3130	Public Safety - EMERGENCY	x3232
Children's Learning Center	x3252	Public Safety Office	x3243
CIPSA (Center for International Programs and Study Abroad)	x3127	Purchasing	x3314
Counseling & Psychological Services	x3608	Registrar's Office	x3403
Facilities Department	x3458	Student Business Center	x4357
Financial Aid	x3485	Student Success Center	x3594
Human Resources	x3420	Student Support Services	x4777
ITS: Service Desk	x3538	Teaching and Learning Center	x3739

SSU Identification Card

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

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

Parking Permit & Key Card

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

Keys

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

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

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

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

- Emergency access – This is approved through Department of Public Safety via the immediate supervisor and/or director. Duplication of keys by anyone other than the Key Control Manager or Director of Facilities is prohibited. Ohio Revised Code Statutes Section 3345.13 states:

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

Returning Campus ID, Keys, Parking Tag

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

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

Salary Schedule

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

Highest awarded degree	Stipend Per Contact Hour	
B.S. /B.A. Degree	\$470/lecture hour	\$391/lab hour
Master's Degree	\$565/lecture hour	\$449/lab hour
Ph.D. or other Terminal Degree	\$649/lecture hour	\$523/lab hour

* In certain rare instances, a greater amount can be offered with the approval of the Provost.

If you are a new adjunct, most of your new hire paperwork will need to be completed through DocuSign. An overview of this paperwork can be found in the New Hire Guide at <https://www.shawnee.edu/sites/default/files/2019-01/Regular-New-Hire-Guide-Docusign.pdf>. Once the new hire paperwork is completed, Human Resources will receive notification from DocuSign, and you will receive a copy of the completed documents. Though many of these forms are online, as a new adjunct you will still need to visit the Human Resources Department to complete retirement and I-9 forms. Please note that it is the responsibility of each part-time faculty member to make an appointment with the Human Resources Department before beginning work. This will enable the H.R. staff to conduct a brief orientation, have you complete your tax 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 2020 – 2021 staff and faculty payroll schedule can be found at: <https://www.shawnee.edu/sites/default/files/documents/Pay-schedule-Staff-FY20-21.pdf>.

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

Direct Deposit or PayCard Option

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

Mileage

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

State Teachers Retirement System (STRS)

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

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

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

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

Professional Development Opportunities

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

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

Assessment Projects

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

Class Reviews

Department Chairs and Program Directors or Coordinators want to get to know you as an adjunct faculty member, so most will arrange a time to come and sit-in on one of your classes. These visits enable Chairs/Program Directors to get a better sense of your teaching style and pedagogical strategies. The frequency of these visits vary from department to department on campus, but most try to sit in on at least one class per year. Chairs/Program Directors or Coordinators will work with you to determine a convenient day for these visits, so you will know well in advance when they will occur.

Student Ombudsperson

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

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

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

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

Student-Athletes

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

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

Additionally, missing class due to scheduled games does not excuse student-athletes from academic due dates. It is the student-athlete's responsibility to draw his or her professors' attention to any conflicts regarding scheduled games and classes both at the beginning of the term and also at least one week prior to the scheduled absence. The student-athlete may request information regarding how he or she can take exams or quizzes as well as submit assignments and/or any make-up work at least one week before any given absence.

If adjunct faculty have any questions pertaining to student-athletes, they should contact Jeff Hamilton, Director of Athletics at extension 3393 or Phil Blau, Faculty Athletic Representative, at extension 3443. Athletics actively uses Aviso to monitor our student-athlete's academic progress. For more on Aviso, please see page 41. Additional information

may be found on the SSU Athletics website at <https://www.shawnee.edu/athletics>.

Accessibility Services

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

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

A coordinator of Accessibility Services will send an encrypted email containing an official accommodations letter to faculty once a student has been approved for academic accommodations. The Notice of Accommodations will specify the approved accommodations. (See Appendix D.) It is important that an instructor not provide accommodations without a

notice of accommodation letter. Also, an instructor is only required to give those accommodations noted on the letter. Please keep in mind that you must provide the listed academic accommodations under the ADA/ ADAAA law/amendments and Section 504 of the Rehabilitation Act.

More information in the form of a sample Notice of Accommodation Letter, general guidelines for learning disorders, Autism Spectrum Disorder, and other psychological disorders can be found in Appendices D, E, F, and G respectively. If you have any questions or concerns about accommodations, please contact Michelle Patrick at 740.351.3106 or mpatrick@shawnee.edu.

Guidelines to Support Students with Academic Accommodations:

- Never identify the student to the class as a disabled student. Talk privately with the student who requests academic accommodations.
- Contact a coordinator in the Office of Accessibility Services (OAS) for any questions regarding the student's accommodations. OAS can not specify the disability.
- Create flexible learning environments in your courses to promote more learning opportunities for everyone.
- Keep confidential all information about a student's disability and accommodations

- Indicate method of delivery of completed exams. Exams can be emailed, faxed, or picked up. Please grade the work promptly, so the student knows his/her grade along with others in the class.
- Treat the ADA student like any other student and only follow the accommodations on the notification letter.
- Inappropriate behavior in the classroom by an accessibility student should be handled the same way it is handled with any student that poses a potential threat.
- **Email or call 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 E, F, and G.

Academic Accommodation Testing Procedures

Autumn semester 2021, the Hatcher Hall testing lab will be open. Instructors may provide testing through Blackboard, if they choose. For more information, contact Michelle Patrick at mpatrick@shawnee.edu or 3106.

Testing Procedure when Hatcher Hall testing lab reopens

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

1. Create a Google account by following the link below. This will take you to the Accommodation Testing Proctor Form: [Accessibility Proctor Form](#). Complete it and attach the exam (unless it is a Blackboard exam), and submit them at least 48 hours in advance. The form allows instructors to select their preferred return method.
2. Students are responsible for scheduling their testing appointment in Hatcher Hall within the same business day; however, testing at the same time of the class is recommended. Students schedule their testing through Calendly and the appointment scheduler is available at <https://calendly.com/mpatrick13/testing-accommodation> or on the Accessibility Services page.

Links to Important ADA Resources:

ADA statement for course syllabus:

<https://www.shawnee.edu/campus-life/accessibility-services/accessibility-resources-faculty>

How a student requests accommodations:

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

Testing accommodation procedures:

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

SSU Office of Accessibility Services Faculty Handbook:

<https://www.shawnee.edu/sites/default/files/documents/Accessibility-Services-Faculty-and-Adjunct-Handbook-2021-2022.pdf>

Information Technologies

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

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

Network and Email Account

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

- Outlook Email
- Office365 (Includes at home use, downloadable to personal devices from Office365)
- Blackboard (Learning Management System, LMS)
- JIWeb (Student Information System, SIS)
- The SSU App
- Aviso Advising System
- Networked computers in offices and classrooms
- Networked printers
- Library resources
- SSUnet, the campus Wi-Fi network

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

Accounts are created within 24 business hours of ITS receiving notification of employment from Human Resources. For security reasons, to activate your account, we ask that you fill out the [IT Service Desk Web Form](#) and provide us an alternative email address. Your username and password can be provided to you using your alternative email address.

You will be required to set up Multi Factor Authentication for your account as well. Please have your mobile phone available when you activate your account

Notice about Phishing Email Scams

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

Microsoft Office 365

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

Blackboard

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

BearTrax

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

Online Password Tools

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

Mobile Devices

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. Directions can be found under “Connecting IT”.

IT Service Desk Information

Please use our [IT Service Desk Web Form](#) when you need assistance. It allows us to provide remote assistance to those not on campus and also helps us promote social distancing,

The Service Desk hours are:

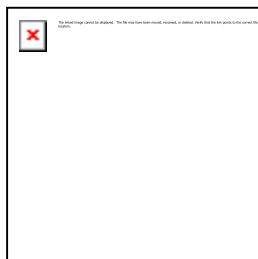
Monday	8:00 am - 5:00 pm
Tuesday	8:00 am - 5:00 pm
Wednesday	8:00 am - 5:00 pm
Thursday	8:00 am - 5:00 pm
Friday	9:00 am - 4:00 pm
Saturday	CLOSED
Sunday	CLOSED

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

For the quickest service, complete the **ITS Service Desk Web Form** and a member of our team will contact you to provide assistance.

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

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



SSU Clark Memorial Library

Welcome to the Clark Memorial Library at <https://www.shawnee.edu/areas-study/clark-memorial-library>

For additional information, see our “Library Services for Faculty” guide at <https://shawneesu.libguides.com/facultyguide>.

Hours

Hours vary by semester. To see the current library hours, please use the “Library Services for Faculty” guide referenced above or click the “Library Hours” link on the library homepage.

Contact Information for the Library

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

Library Resources & Services

The Clark Memorial Library provides access to thousands of print and electronic resources, which include books, periodicals, and videos. Our website offers immediate access to our online materials, and the ability to borrow materials through OhioLINK (https://www.ohiolink.edu/content/ohiolink_resources) and SearchOhio (<https://ohpir.searchohio.org/>), free of charge. The SSU and OhioLINK Library Catalogs are available 24 x 7 from the library webpage. Off campus access requires a network username and password. <https://www.shawnee.edu/areas-study/clark-memorial-library>

Reserves

The library offers Reserves at the Service Desk, and Faculty are encouraged to place personal items or library materials on Reserve for students. An online course reserve form is available from the Clark Memorial Library website at **Error! Hyperlink reference not valid.**

Library Instruction and Research Consultations

Liaison librarians have been assigned as designated contacts for academic departments on campus. Liaison librarians are prepared to help you with library instruction, research help, and ideas for integrating library materials into your coursework and to facilitate materials acquisitions. Find the liaison for your department in the “Library Services for Faculty” guide referenced above or go to <https://shawneesu.libguides.com/facultyguide>.

The library has a strong instruction and research consultation program that enables librarians to provide library instruction for your course. We are happy to share best practices and our

resources to help students & faculty with research. The library staff look forward to meeting and working with you during the academic year.

If you would like to schedule a librarian visit or a visit to the library, please fill out the “Schedule an Instruction Session” link on the library homepage, or go to <https://shawnee.libwizard.com/f/Schedule-an-Instruction-Session> to get started. If you would like information about the resources and how to embed them in BlackBoard or need help with your own research please don’t hesitate to reach out. To learn more about our services and how to use/access resources please check out your YouTube channel <https://www.youtube.com/channel/UC-8F1ZZOwQRQkxgs3IEwafA/featured>.

Student Success Center

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

Tutoring

The Success Center is widely known for the one-on-one peer tutoring it offers to any currently enrolled SSU student free of charge. Tutoring will be conducted in-person and remotely by request. Our peer tutors are trained and have received a B or higher in the course for which they tutor. Whether a student needs help understanding course concepts or wants to feel more confident in his/her class, peer tutoring offers an opportunity to improve academic performance. 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 in the Math Lab or Writing Center.) For more information about tutoring in the SSC, please contact Heather Cantrell at 740.351.3455 or hcantrell@shawnee.edu.

Supplemental Instruction

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

Make-up Testing

Make-up testing hours change each semester; therefore, check with the Student Success Center 740.351.3594 for current days and times. Please remember that the Student Success Center offers make-up testing as a courtesy and convenience for faculty. Faculty do not have to use our services and may proctor their own make-up tests. *Students who are unable to attend one of the sessions should see their instructor for the administration of their make-up exam.*

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

Changes Due to COVID-19:

1. Students must make an appointment for make-up testing so that social distancing can be ensured. There are 10 spots available for each make-up testing time. To make an appointment, students must
 - a. Go to this link: <https://calendly.com/makeuptesting/make-up-testing>
 - b. Call or stop in the Student Success Center to receive assistance in making an appointment.
2. Faculty may drop exams off in the Student Success Center (as usual) or email exams for make-up testing to makeuptesting@shawnee.edu 24 hours before the testing date so that we have time to input the test into our tracking software.
 - a. If emailing the exam, make sure to include:
 - Student name and ID number
 - Course for which the student is taking the test
 - Date the student was supposed to take the test in class
 - Time limit for taking the test and last date the student can take the test. Testing time is not to exceed the amount of time the student would have been given to take the test with the rest of the class.
 - Materials students are allowed to use during tests: book, calculator, dictionary, graph paper, notes, ruler or template, scratch paper (and if you want scrap paper turned in with the test), their own laptop computer, or any other specific materials or instructions the proctor may need.
 - **Specify if you want the exam scanned and emailed back to you or if you want to pick the exam up in person in the Student**

Success Center.

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

Please note that the testing room is monitored with a closed circuit camera system. Please contact Dr. Glenna Heckler-Todt at ghecklertodt@shawnee.edu or 3277 with any questions.

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. Usually, students can seek assistance at the Writing Center on a walk-in basis, but due to COVID-19, all tutoring for Fall 2021 will be virtual. Students are encouraged to make an appointment by emailing shawneewc@gmail.com to work with a tutor at a time that is convenient for them. Tutors encourage students to get assistance early in the writing process and to bring assignment instructions with them.

Faculty members can request to visit the Writing Center with their class or have a representative from the Writing Center visit their class for a brief orientation. To arrange a visit, to recommend a student as a tutor, or to ask a question about the Writing Center, contact the Writing Center Director.

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, 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; the schedule is typically 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. There is also remote tutoring in the Virtual Math Lab. The exact schedule for a semester is sent to all faculty during the first week of the term. For more information about the Math Lab and its services, please contact Sherri Petrovich, 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>.

Bookstore

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

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

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

James A. Rhodes Athletic Center

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

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

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

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

Class Information



Good Academic Practices

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

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

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

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

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

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

that have a tendency to stimulate student learning;

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

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

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

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

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

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

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

COVID-19 Guidance

SSU has developed policies and put together a great deal of information to protect and assist faculty during the COVID-19 pandemic. In order to keep the campus community safe, all faculty, staff, and students are required to:

1. Wear a face mask at all times inside campus buildings and outside when in the presence of others. Masking requirements may be adjusted based on level of transmission and percentage of the SSU population immunized.
2. Maintain at least six feet of distance from others whenever possible.
3. Monitor their health daily and stay home if they are ill. Unvaccinated individuals are expected to stay home if they have been exposed to COVID-19.
4. Wash their hands frequently and keep their work/study areas clean and sanitized.

Use the SSU App Health Pass to ensure they are safe to come to campus. For more information on this app including how to access it, please see <https://www.shawnee.edu/health-pass>.

If anyone has a concern about these rules not being properly followed or if anyone tests positive for COVID-19 or is experiencing symptoms consistent with COVID-19, please complete an incident form at https://cm.maxient.com/reportingform.php?ShawneeStateUniv&layout_id=3. A member of the SSU Health Team will then contact you. If you have any questions about this process, please contact the SSU Health Team at COVID-19@shawnee.edu or 740.351.3276.

General guidance designed to keep the campus community safe and healthy can be found at <http://shawnee.edu/health>. On this site, resources more specific to teaching can be found under the “For Faculty” heading. These include:

Faculty COVID-19 checklist

<https://www.shawnee.edu/sites/default/files/documents/Health-and-Safety-Guidelines-for-Faculty-2021.pdf>

Face Mask Policy

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

Attendance Policy Recommendations

<https://www.shawnee.edu/sites/default/files/documents/COVID%20Attendance%20Policy.pdf>

Class Lists

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

For information on how to log into your J1 Web account, please go to

<https://www.shawnee.edu/j1-resources>

Textbooks

Part-time instructors are to use the textbooks recommended by the Chairperson/Director for each course. Desk copies of selected textbooks should be requested through the office of the appropriate Chairperson or Program Director. The requested copies are to be returned at the end of the semester.

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

Classroom Assignments

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

Classroom Arrangement

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

Office Space

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

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

Class Meetings

Instructors are expected to meet with their classes. On the rare occasion when you must miss a class, you should inform the department Chair/Program Director and be prepared to have materials ready for a substitute. You should also notify your students through as many means possible to ensure they are aware of your absence. Every effort should be made to make appointments away from campus (doctor, dentist, etc.) at times that do not conflict with teaching schedules.

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

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

Course Syllabi

A course syllabus must be distributed to each student during the first week of classes for

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

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

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

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

Any student who believes they may need an accommodation based on a documented disability should first contact a Coordinator in the Office of Accessibility Services, Hatcher Hall, 1001 Fourth St., 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. The Office of Accessibility Services will gather relevant information and determine whether an accommodation is warranted. When an accommodation is determined to be warranted, an accommodation letter will be sent to the instructor(s) and student via secure e-mail prior to the semester start date, when possible, or as soon as is feasible. The Office of Accessibility Services will not disclose the nature of any disability with instructor(s); if the student wishes to discuss the disability with one or more instructors, they may do so. Any questions regarding the academic accommodation on the letter should be addressed to the Coordinator of Accessibility Services. If a student does not make a timely request for academic accommodation and/or fails to meet with the Coordinator of Accessibility Services, a reasonable accommodation may be denied or delayed.

<https://www.shawnee.edu/campus-life/accessibility-services/accessibility-resources-faculty>

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 all class syllabi. During COVID-19 times, faculty are encouraged to be flexible with their attendance policies, as we clearly do not want students who are ill to come to class and infect others. For more, see <https://www.shawnee.edu/sites/default/files/documents/COVID%20Attendance%20Policies.pdf>.

Excused Absences

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

Examinations

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

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

such as using ID numbers to identify the grades.

- The instructor should use the Grading Center on Blackboard to regularly post grades for students.

Final Examinations

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

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

Student Evaluation of Faculty

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

Please note:

- You are NOT to remain in the classroom while evaluations are being completed.
- You are NOT to have students complete evaluations during the same class period a final exam is given.

Class Records and Grades

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

Each instructor is to keep an accurate record of all grades given to students as well as a record of each student's attendance. Please use Blackboard gradebook for these purposes, as students like to monitor their performance in their classes. This will also ensure that you have a clear record of this information should you have to provide it to appropriate college officials and the students concerned if so requested. Class records are to be retained by each

faculty member for at least one semester following the last day of class. For Blackboard assistance, please consult page 38 or <https://www.shawnee.edu/areas-study/clark-memorial-library/blackboard>.

Faculty members are required to electronically submit their student progress and grade reports to the Registrar's Office 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.

Blackboard

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

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

Instructional Support:

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

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

Blackboard Support Line:

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

Your call will be directed to HD Support. The Call Center Menu will ask you to Press 2 if you are Faculty. Qualified staff at HD Support will be help with all of your Blackboard "How To" needs. The support line staff will be able to view some course information in order to allow them to provide you and your students with more personalized assistance. Please note, they **WILL NOT** be able to change passwords, course content, or course

enrollment. You will need to contact ITS using the [IT Service Desk Form](#) or submit an email to ITService@shawnee.edu for those type of requests.

Contact Information:

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

Get Help:

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

Email: ITService@shawnee.edu

Phone: 740.351-3538

24x7 Phone: 740.351-3682

Photocopying and Printing Services

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

There are also coin-operated copiers in the Clark Memorial Library, the Student Success Center in Massie Hall, and the University Center.

If There is an Emergency in Your Classroom

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

IMMEDIATELY SUMMON EMERGENCY ASSISTANCE TO VICTIM LOCATION

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

Aviso Student Retention Software

Aviso Student Retention software is in place to help identify 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 can access Aviso through Blackboard, MySSU, Office 365, or by simply typing <https://shawnee.avisoapp.com> into any internet search engine.

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

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

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

IMPORTANT FOR FALL 2021: The alert system in Aviso will be used to report students whom you think may need COVID-19 testing or may have been exposed to COVID.

The Aviso system is NOT an appropriate method of communication for concerns regarding a student who is in immediate danger of harming themselves or others. In these instances, you should contact the Department of Public Safety's emergency number at 740.351.3232 or the Dean of Students at 740-351-3616 or complete the form below to report a behavior, academic, or personal concern. The Dean of Students will assess the situation and make necessary referrals.

https://publicdocs.maxient.com/reportingform.php?ShawneeStateUniv&layout_id=7.

When completing an early alert, you may choose from several alert reasons. Academic alerts will be referred to a professional advisor in the Student Success Center. Alerts regarding behavioral or emotional issues will be referred to Counseling Services or the Dean of Students.

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

Guidelines for Aviso Notes

There are a few things you should be aware of before inputting a note in Aviso. These include: Students cannot see the notes; only advisors, faculty, administrators, and staff have permission to view the notes. Some notes, such as Academic Probation and Accessibility Services notes are private to all viewers except those with permission to view these types of notes.

As stated above, the majority of notes can be read by any employee who has access to Aviso. Therefore, be mindful of what you write. Notes should not contain any personal information about a student's private life or any derogatory comments about a student. References can be made that a student is having personal difficulties or has been referred to campus services, but specifics should be avoided.

You have about five minutes to edit or delete a note before it becomes permanent. After that time period it can be only edited or deleted by someone who is an administrator in the Aviso system (e.g. Glenna Heckler-Todt or Heather Cantrell).

There are several different note types and you may choose more than one type to categorize a note. If there is a category of note that you would like to see in Aviso, contact Glenna Heckler-Todt and she can very easily add it to the system.

Early alerts and notes are different. Please continue to use the Early Alert function in Aviso to let the appropriate people know that a student is struggling academically, personally, or emotionally.

Types of notes to Input into Aviso:

- Course recommendations for an upcoming semester
- Conversations about a major or career recommendations
- Conversations about academic performance that you may have with a student outside of an early alert
- Messages sent through Aviso that you feel others may need to know that you sent
- Any conversation regarding the student that you feel would be helpful for others on campus to know about

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 faculty 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.

Individual counseling, group therapy, and psychiatry are available to students located in Ohio and Kentucky. Crisis services and internet-based psychoeducation are available to all SSU students 24/7/365 regardless of location. Consultation for faculty and staff regarding student emotional issues can be provided 24/7/365 by calling 740-351-3608. Below are some of the general symptoms that indicate a student may be experiencing some difficulties. Below are some of the general symptoms that indicate a student may be experiencing some difficulties:

- Marked changes in behavior
- Decline in personal hygiene
- Isolation from others
- Decline in academic performance
- Talks about feeling anxious or depressed

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

*****References to suicide or homicide: ALL suicide threats are to be taken seriously. No matter what the context, a student who talks about committing suicide is at risk and needs to be evaluated by a mental health professional *immediately*.**

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.

Authorizing Students to add a class

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

Pass-No Credit

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

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

Course Credit by Arrangement

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

Changing Grades

If you report a grade that for some reason must be changed, you must complete a Grade Change Request 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 J1 Web 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 two weeks before the guest lecturer's presentation, the instructor should inform the Chairperson, Program Director, or Dean of the time and place of the presentation. The

instructor is also responsible for assuring appropriate steps are taken to guarantee free discussion when controversial topics are presented. This open discussion should take place during the time allocated to the speaker when the presentation is open to those not enrolled in the course. This can be done through open debate, through a question and answer period, or through a presentation of alternate points of view by the instructor, by other speakers, or by distributed statements.

Maintenance Issues

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

Custodial Issues

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

Appendices



Appendix A—Academic Calendar



2021-2022 ACADEMIC CALENDAR

Fall Semester 2021-2022

August 23	Fall semester classes begin (full and first half session)
September 6	Labor Day (<i>University Closed</i>)
October 7-8	Fall Break (<i>No Classes</i>)
October 15	Last day of first half session (final exams during last scheduled class period)
October 18	First day of second half session
October 19	Grades due in Office of the Registrar by noon (first half session)
November 11	Veteran's Day (<i>University Closed</i>)
November 24	No Classes (<i>University Offices Open</i>)
November 25	Thanksgiving Day (<i>University Closed</i>)
November 26	Thanksgiving Holiday (<i>University Closed</i>)
November 27	Classes resume
December 3	Last day of classes (full session and second half session)
Dec 4-10	Final Exams (full session classes)
December 11	Fall Commencement – semester ends
December 14	Grades due in Office of the Registrar by noon (full and second half session for on-campus and online classes)
December 24	Christmas Holiday (<i>University Closed</i>)
December 25	Christmas Holiday (<i>University Closed</i>)
December 26-31	Winter Break (<i>University Closed</i>)
January 1	New Year's Holiday (<i>University Closed</i>)

Spring Semester 2021-2022

January 10	Spring semester classes begin (full and first half session)
January 17	Martin Luther King, Jr. Day (<i>University Closed</i>)
February 25	Last day of first half session (final exams during last scheduled class period)
Feb 28-Mar 6	Spring Break
March 7	First day of second half- week session
	Spring full session classes resume
March 8	Grades due in Office of the Registrar by noon (first half session)
April 22	Last day of classes (full session and second half session)
April 23-29	Final Exams (full session classes)
April 30	Commencement
May 3	Grades due in Office of the Registrar by noon (full and second half session)

Summer Semester 2021-2022

May 9	First day of first seven-week sessions
May 23	First day of full session (ten week) and first 5-week session
May 30	Memorial Day (<i>University Closed</i>)
June 17	Juneteenth Observed (<i>University Closed</i>)
June 24	Last day of first-seven- and five-week sessions
June 27	Second seven-week session and second five-week – classes begin
June 28	Grades due in Office of the Registrar by noon (first seven-week session)
July 4	Independence Day (<i>University Closed</i>)
July 29	Last day of full session and second five-week session
August 2	Grades due in Office of the Registrar by noon (full session)
August 12	Last day of second seven-week session
August 16	Grades due in Office of the Registrar by noon (second seven-week session)

** All half-session summer courses not included within the E-campus programs may continue to be delivered within a 5-week schedule, provided they follow the Ohio Department of Higher Education's requirements:

"One semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes)."

Appendix B—Campus Map



Appendix C—Grade Appeal Procedure

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

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

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

There are three steps to the grade appeal process:

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

More detailed information about each step is provided below.

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

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

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

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

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

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

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

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

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

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

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

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

request that the student ombudsperson be present at the meeting.

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

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

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

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

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

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

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

Appendix D—Accommodation Letter

The Office of Accessibility Services Hatcher Hall

Notice of Accommodation Letter Template

**Office of Accessibility Services
Shawnee State University**

Notice of Approved Accommodation

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

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

Student Name:

Student ID#:

Semester:

Effective Date:

Approved Accommodations:

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

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

Please direct all questions concerning accommodations to the Office of Accessibility Services, ext. 3106.

Appendix E—Learning Disorders

The Office of Accessibility Services Hatcher Hall

Learning Disorders

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

Problem areas for ADA students with a learning disorder:

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

Tips for working with ADA students with learning disorders:

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

Things to remember about ADA students with learning disorders:

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

Appendix F—Autism Spectrum Disorder

The Office of Accessibility Services Hatcher Hall

Autism Spectrum Disorder

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

Problem areas for ADA students on the Autism Spectrum:

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

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

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

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

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

Appendix G—Psychological Disorders

The Office of Accessibility Services Hatcher Hall

Psychological Disorders

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

Problem areas for ADA students with psychological disorders:

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

Tips for working with ADA students with psychological disorders:

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

Things to remember about students with psychological disorders:

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