# ADJUNCT FACULTY HANDBOOK

Updated: November 2, 2016

*Strategic Vision*



https://www.sscc.edu/about/mission-vision.shtml
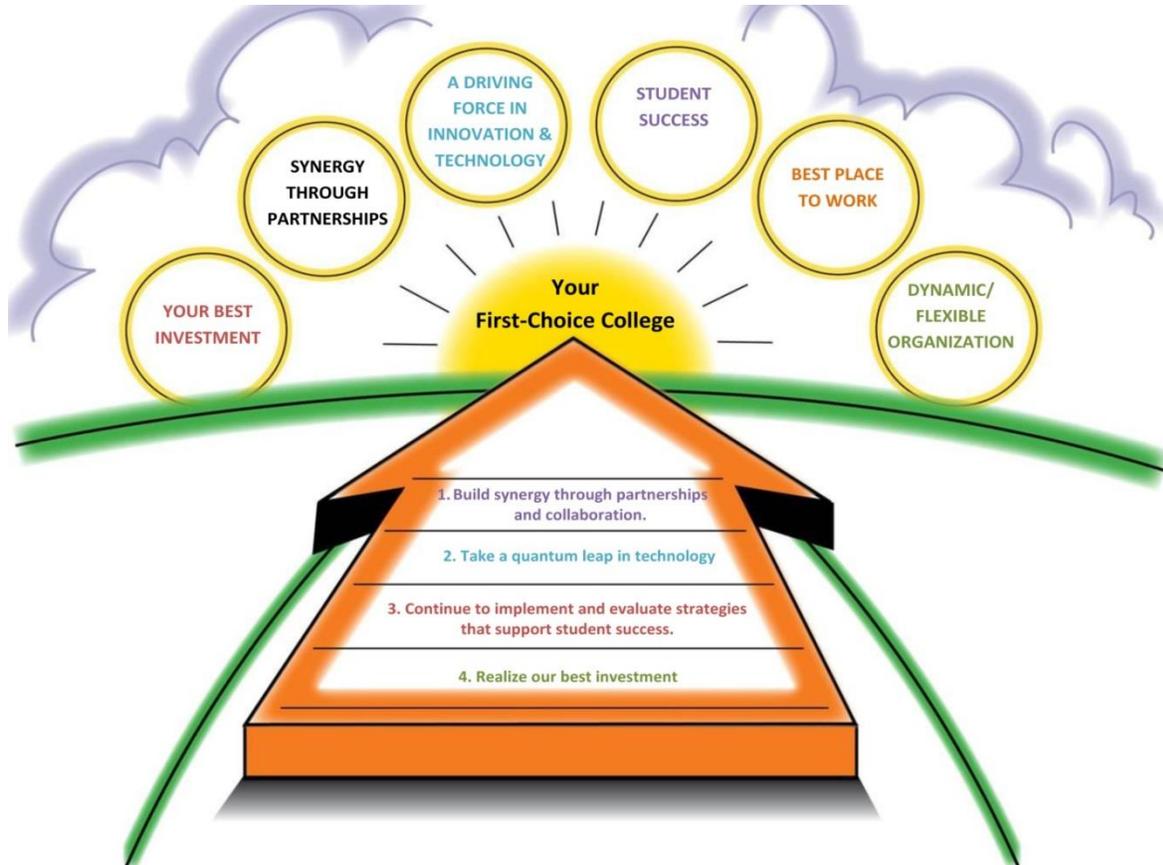
The College's strategic vision represents a unifying guide toward fulfilling the College's mission and living its values. Collaboratively, a vision to be Your First-Choice College has been cast. To do this, the College will:

1.  Be your best investment
2.  Create synergy through partnerships and collaborations
3.  Be a driving force in innovation and technology
4.  Advance student success
5.  Be the best place to work
6.  Be a dynamic and flexible organization

*Mission Statement*
Southern State is committed to its mission to provide accessible, affordable and high quality education to people in southern Ohio. The College values honesty and integrity in all endeavors, tolerance for different ideas, respect for all individuals and excellence and creativity in the pursuit of knowledge.

**SOUTHERN STATE**
COMMUNITY COLLEGE

***Adjunct Faculty Committee***
The Adjunct Faculty Committee is made up of full-time faculty, CORE adjunct faculty, and administrators. A voice for adjunct faculty within SSCC, the Committee strives to support their efforts.

***Adjunct Faculty Orientation & Development***
The new format to replace the Adjunct Faculty Orientation & Development events is currently ==under construction==. A Blackboard site will be available in December 2016 with relevant, pertinent information in the form of PowerPoints, videos, etc. There will also be a discussion board available for open Q&A's providing a venue for you to ask questions or share best practices with your peers.

*Details forthcoming…*

***Attendance Policy*** (effective January 16, 2015)
Adjunct faculty must meet their classes as scheduled. Southern State Community College recognizes that adjuncts may on occasion, for a variety of reasons, be unable to meet a class. Illness, required business travel, or other unexpected conflicts are not uncommon. Southern State Community College requires continuity be maintained in all classes when possible and students receive the full measure of instruction associated with the credit hour value of their courses. Absenteeism can be damaging to the College's educational mission.

It is the responsibility of the instructor to contact the appropriate academic supervisor, as outlined in the adjunct handbook, should a planned or unforeseen circumstance arise causing the instructor to cancel the class.

Any absence must be discussed with the academic supervisor, who will assist in providing coverage by a substitute instructor or by determining acceptable outside assignments so that learning will continue (i.e., library assignment, view video, or computer assignment).

An appropriate official must approve any individual who will substitute for an adjunct faculty member so that person is properly recognized as an agent of Southern State Community College.  Liability considerations require that this step be taken.

Procedure
The correctional procedure for a class that meets **twice** or **more a week** is as follows:
       3$^{rd}$ absence during a semester – Counseling with dean or director with documentation
       4$^{th}$ absence during a semester – Reduction in hours to be taught following semester
       5$^{th}$ absence during a semester – Instructor will be replaced and termination of contract

The correctional procedure for a class that meets **once** a week **or less** is as follows:
       2$^{nd}$ absence during a semester –Counseling with dean or director with documentation
       3$^{rd}$ absence during a semester –Reduction in hours to be taught following semester
       4$^{th}$ absence during a semester – Instructor will be replaced and termination of contract

*Class Lists*
The class list(s) for your courses will be in your mailbox. If you are teaching on more than one campus, check mailboxes at each campus. The opening class procedure is this: on the first day of class, indicate on the class list students who do not attend; add the names of students who attend your class, but are not on the class list. Early in the semester, usually the second Tuesday of class, these lists need to be returned to the Records Office so that official records can be corrected. If you have space in your class, you may add someone from the wait list. Students eligible to receive financial aid must have attendance documented on the class lists before monies will be awarded.

*Classroom Emergency Preparedness and Response Information*
As you begin your term, be sure to familiarize yourself with the College's safety and security policies and procedures.

- In each classroom you will find an emergency phone. In case of an emergency, dial 911 on the classroom phone if at all possible. If you feel threatened in some way or need to alert others of a distressing situation, dial 111 on the phone
- Emergency Exit Plans are located in each room. These show routes in case of fire or tornado
- There is a police presence on every campus each evening beginning at 5:00 p.m. til close
- Please report all suspicious behavior to the Campus Dean

*Classroom Equipment*
The College provides equipment to encourage classroom participation in various classes that use PowerPoint presentations. Most classrooms are furnished with Extron systems providing built-in projection capabilities. If scheduled in a room with no built-in system, requests for mobile projection carts can be made through the library. Keep in mind that this equipment is assigned on a first-come, first-served basis.

*College Credit Plus Program*
The College Credit Plus (CCP) program is designed to provide high school students an opportunity to earn college and high school graduation credit at the same time. These students are expected and required to perform at the same level as all college students. CCP students are subject to the same policies and procedures, academic practices, and grading standards as all other SSCC students. CCP students are not identified on class lists and should not be identified in classroom situations.

*Computer Access and/or Email Account Request*
If you need to have an account setup for access to SSCC computers and email, please click on the following link for instructions.
http://www.sscc.edu/facultystaff/hr/forms/form-computer-email-account-setup.pdf

### Computer Availability and Responsible Use

Each campus has computers available for student use; established guidelines for use must be followed.  Those who violate college policies may be denied access to college computing resources and subject to other disciplinary actions.

The College makes every reasonable attempt to protect the privacy of user accounts, but users need to be aware of the fact that the College cannot guarantee security.  It is the user's responsibility to engage in "safe computing" practices.

### CORE Adjunct Faculty

The CORE Adjunct Faculty is voted upon by the Adjunct Faculty Committee as a means of recognizing outstanding adjuncts for their commitment to academic excellence. By a nomination from a full-time faculty member, the Committee votes on approval of the nominee based on the following criteria: the individual must have at least five years of teaching experience at SSCC or a terminal degree; routinely assigned to teach two or more classes per semester; and possess academic credentials, qualifications, and program leadership. Once approved, CORE Adjunct Faculty are invited to serve on the Adjunct Faculty Committee.

### Disability Services

SSCC is committed to assuring equality of both opportunity and participation for persons with disabilities. The Americans with Disabilities Act (ADA) defines disability as a physical or mental impairment that substantially limits one or more major life activities such as walking, seeing, hearing, working or learning. It further defines a person with a disability as having a physical or mental impairment, a record of such impairment and/or someone that is regarded as having such impairment.

In addition to visible disabilities, such as the need for wheelchairs or sign language, this definition includes invisible disabilities as well. Some of these are learning disabilities, psychological disorders and chronic illnesses.

Persons requesting reasonable adjustments for disabilities must self-identify to be granted protection under Section 504 of the Americans with Disabilities Act. They must register and meet with the coordinator of the Office of Disabilities Services, as well as provide current documentation detailing the type and extent of the disability. All information is held in confidence in adherence with SSCC policies.

As faculty, you cannot ask a student if he/she has a disability and you cannot suggest that a student contacts the Disability office. Remember to include this section in your syllabus and inform students on the first day of class of the service that is available for their needs.

### Early Warning Notification

If there is a student on your class list who has not attended or has missed several days, please notify the Student Success Center at studentsuccess@sscc.edu.

*Educational Benefits*

Adjunct faculty, his or her spouse, and unmarried children under age 24 may attend classes at SSCC on a tuition-free basis. Payment of the instructional fee is waived, but payment of other fees is required. To determine eligibility, follow the link to the SSCC Policy and Information Manual, http://www.sscc.edu/facultystaff/assets/manual-policy-and-information.pdf, 10.8 Fee Waivers, D. Contingent Faculty, on pages 98 and 99.

*Emergency Closing Procedures*

The following is the plan for closing campuses during inclement weather.

- If one campus is closed all day, all campuses will be closed
- If one campus has a delayed opening, all campuses will have a delayed opening CLARIFICATION ON DELAY – If the College is on a two-hour delay and does not open until 10:00 a.m.,  any class that is scheduled to start before 10:00 a.m. but more than 50% of that class time is after 10:00 a.m., then the class should meet. For example:

  - A class that runs from 9:00 a.m. to 11:15 a.m. WOULD meet when school starts up at 10:00 a.m. [since more than 50% of the class time (or 1 hr 15 mins) is after 10:00]
  - A class that runs from 9:00 a.m. to 10:15 a.m. would NOT meet [since only 15 minutes of the class time is left after 10:00]

- Delays may later be changed to closings.  Therefore, check for updates of the initial announcement before leaving home
- If, after the start of classes, the weather becomes inclement during the day and health and safety of the students and staff will be affected, the Vice President of Business and Finance of the College and the Campus Deans have the authority to dismiss classes for the rest of the day on his/her campus only. The Vice President of Business and Finance or Dean will immediately notify all other campus locations
- Faculty may, at their discretion, schedule makeup class(es) or add extra assignments so that the course requirements will not be affected by the cancellation of the class(es)
- When final exams are cancelled due to inclement weather, the instructor will notify students of a rescheduled exam date

- To receive alerts of campus emergencies, closures or delays via email, text and voice message, sign up for SSCC Alerts.

NOTE:  In the event there is any doubt whether the College is open or closed, and the weather is inclement in a particular location, individuals should use good judgment to ensure their health and safety.

A decision to close the College will be based upon the threat to the health and safety of students and staff.  The College is in communication with local districts and governmental agencies for advice.

*Final Exams/Projects*

Instructors must schedule a final exam or project due during finals week for each semester and make arrangements for students to pick up completed work after grades are submitted. Faculty secretaries are able to assist you in getting materials back to the students. No material can be left unattended to be picked up because of Family Educational Rights and Privacy Act (FERPA) requirements.

*Grades*

It is important that grade lists are returned to the Records Office by the date requested; students' grades must be complete before they can be posted. The system of grading used at SSCC does not include plus or minus, only a letter grade. The college catalog includes a full description of grades, but the basics are: A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = 0-59.

An "I" grade, for incomplete, is given when a student is unable to complete the course requirements by the end of the semester for reasons that are acceptable to the instructor. The student must arrange to make up the missing work and have the grade changed within the following semester. If the instructor does not change the grade, it defaults to an F.

NOTE: On the grade sheets, the last date attended must be recorded for any student who receives a letter grade of F, WI, N, U, or Y.

Effective Fall Semester 2016: (1) A mid-term grade is required for ALL students enrolled in a full semester course (passing and non-passing); (2) Grades (mid-term and final) will be required to be submitted online through the MyRecords portal.

Web Grade Input Instructions:

1. Log into the 'MyRecords' Portal on the 'MySSCC' web page. Your user name and password will be the same as used for your SSCC email account and Blackboard. If you need assistance in logging into MyRecords you will need to contact techsupport@sscc.edu.
2. Select the 'Faculty' tab at the top of the page.
3. Under 'Course Control' there will be a list of your courses for the active term. If you are attempting to post grades for a term that is not coded active, you will need to select the term you are posting grades for. Remember that summer term is the previous academic year's term (e.g. Summer 2015 is under the Summer 2014-2015 academic year).
4. When you select your course there will be a drop down box next to the course that reads, 'Go Directly To.' Select 'Grade Entry' in this drop down box to enter midterm or final grades for that specific course.
5. The grade entry screen will only allow for midterm grade entry at midterm and final grade entry at the end of the term.

   - Midterm Grade Entry:  Enter a midterm grade for all students. Report last date of attendance for any student reported with a non-passing grade (F, Y, N, U, I, WI, or Withdrawal)
   - Final Grade Entry: Enter a final grade for all students. Report last date of attendance for any student with a non-passing grade (F, Y, U, N, I, WI, or Withdrawal)

Note: If a course appears as "historied" and you cannot enter last date of attendance, please email the student name, course and last date of attendance directly to the Records Office.

6. Click 'Save' at the bottom of the screen.
7. Return to Faculty tab and continue the same process if you have more than one course to enter grades for.

### *Library*

The Library provides a variety of resources to help you create an atmosphere of learning in your classroom. Some of these include:

- *Library Workshops & Orientations*
  With so many vast resources you may find need for a library representative to help introduce your students to research and other library services. These can include OPASS, OhioLINK, Zotero, research databases, research techniques, or any other library service that may be useful for your class assignments. Each orientation can be customized specifically for your course.

- *Equipment Reservations*
  The library has mobile laptop labs, clickers, digital cameras/camcorders and other equipment available for reservation. The reservations are on a first come first serve basis due to limited equipment. Reservations are made through the library and reservation forms are available at each library.

- *Zotero*
  A free, powerful, easy-to-use research tool that helps you gather, organize, and analyze sources and then share the results of your research in various citation styles (MLA and APA supported).

- *LearningExpressLibrary*
  LearningExpressLibrary easy-to-use online resources allow users to access skill-building resources including practice tests, exercises, skill-building courses, eBooks, and information you need to achieve the results you want—at school, at work, or in life. Resources support elementary through adult levels and many specializations including Nursing and Allied Health. Looking to land a job? You'll find an entire Learning Center dedicated to helping you get the one that's right for you, a resume builder and much more.

- *Films on Demand*
  Films On Demand is our web-based digital video delivery service that allows you to view streaming videos from Films Media Group anytime, anywhere, 24/7! Choose from thousands of high-quality educational titles in dozens of subject areas. Special features allow users the ability to organize and bookmark clips, create and share playlists,

personalize folders, and manage their entire collection through a robust administrative reporting system. Films On Demand delivers outstanding digital video ideal for students, faculty, and public library patrons through online catalogs, distance-learning courses, and learning management systems.

If you have any questions about the resources available through the Library, please contact the Director of Library Services or the Librarian.

- Director of Library Services      Kari Jones         x5681
- Librarian                            Angel Mootispaw      x5880

### *Payroll*

All SSCC employees are required to enroll in direct deposit.

### *Report Incidents*

All incidents should be reported using the online tool. You can access it at the following link: https://publicdocs.maxient.com/incidentreport.php?SouthernStateCC

### *Syllabus and Course Outline*

- Distribute and review during the first class
- Utilize the master syllabus that has been approved by the Curriculum Committee: https://onedrive.live.com/?authkey=%21AKwuygaPjB%5FXuGY&id=A8AF954CCBEA88B B%21114&cid=A8AF954CCBEA88BB. Include your course outline, evaluation and grading policies, and specific classroom policies
- Make expectations clear
- Send an electronic copy of your syllabus to the faculty secretary on your campus at the beginning of each semester

### *Textbooks*

The textbook assigned is not optional; you are required to use the textbook assigned for the class.

### *Travel Expense Reimbursement*

The College will reimburse adjunct faculty members for travel expenses at the same rate as full-time employees. Transportation expenses incurred for mileage between campuses of the College in a personal vehicle are paid only when an employee is required to be on more than one campus in a day. This does not include commuting expenses.

### *Tutoring Services*

Students who need assistance with their work for classes may take advantage of free tutoring, available on each campus. Tutoring sessions can be arranged by contacting the Student Success Center on Central Campus or directing the students to visit the tutoring department webpage at www.sscc.edu/services/tutoring.shtml.

### Waitlisted Students

A student who is waitlisted for a course is often someone who registered late for a class; they have been told that if/when a seat opens in the class they will automatically be registered for the class (in date order, according to when they registered) and sent a confirmation.  It is important that they attend the first class meeting, but this does not guarantee them a place in the class – it merely indicates that they are still interested in a place, should one develop.

If the adjunct permits a waitlisted student to remain in the class, it is the student's responsibility to have a drop/add form signed by the adjunct and take it to the office.

**SOUTHERN STATE**
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*Academic Calendar*

**SPRING SEMESTER 2017**

| | |
|---|---|
| Classes Begin | January 9, 2017 (Monday) |
| Classes End | April 29, 2017 (Saturday) |
| Finals | May 1-6, 2017 (Monday – Saturday) |
| Semester Ends | May 6, 2017 (Saturday) |

HOLIDAYS (No Classes):
| | |
|---|---|
| Martin Luther King Jr. Day | January 16, 2017 (Monday) |
| President's Day | February 20, 2017 (Monday) |
| Spring Break | March 6-11, 2017 (Monday – Saturday) |
| *Graduation* | May 5, 2017 (Friday) |

**SUMMER SEMESTER 2017**

| | |
|---|---|
| Classes Begin | May 30, 2017 (Tuesday) |
| Classes End | August 8, 2017 (Saturday) |

HOLIDAYS (No Classes):
| | |
|---|---|
| Independence Day | July 4, 2017 (Tuesday) |

**FALL SEMESTER 2016**

| | |
|---|---|
| Classes Begin | TBA |
| Classes End | TBA |
| Finals | TBA |
| Semester Ends | TBA |

HOLIDAYS (No Classes):
| | |
|---|---|
| Labor Day | September 4, 2017 (Monday) |
| Columbus Day | October 9, 2017 (Monday) |
| Veteran's Day | November 11, 2017 (Saturday) |
| Thanksgiving Break | November 22-24, 2017 (Wednesday-Friday) |

# SOUTHERN STATE COMMUNITY COLLEGE

Revised Adjunct Faculty Salary Schedule

| Credit Hours | Bachelor | B + 18 | Master | Doctorate |
|---|---|---|---|---|
| 0-20 | $375 | $398 | $428 | $450 |
| 21-40 | $383 | $413 | $443 | $465 |
| 41-60 | $390 | $428 | $458 | $480 |
| 61-80 | $398 | $443 | $473 | $495 |
| 81-100 | $405 | $458 | $488 | $510 |
| 101-120 | $413 | $473 | $503 | $525 |
| 121-140 | $420 | $488 | $518 | $540 |
| 141-160 | $428 | $503 | $533 | $555 |
| 161-180 | $435 | $518 | $548 | $570 |
| 181-200 | $443 | $533 | $563 | $585 |
| 201 + | $450 | $548 | $578 | $600 |

Salary amounts are per credit hour

Effective: August 13, 2012

**CAMPUS SPECIFIC INFORMATION**

| ADJUNCT OFFICE SPACE | |
| --- | --- |
| Central Campus | ▪ Shared space with full-time faculty in the bullpen between the 300/400 hallways<br>▪ Office supplies are located in a cabinet in the bullpen<br>▪ Mailboxes, in the bullpen, are updated each term<br>▪ See Michelle Meddock (x2630) for copier codes |
| Fayette Campus | ▪ Located in the back of the building w/full-time faculty (across from Library)<br>▪ Doors remain locked at all times; see Michelle Callender (x5610) for keys<br>▪ Desks and computers available in the open area and office space in the workspace area<br>▪ Office supplies and mailboxes in the workroom; also supplies under podiums in each classroom<br>▪ See Angie Crooks (x5500) for copier codes |
| North Campus | ▪ Located in the faculty offices (400 hallway)<br>▪ Office supplies, mailboxes, and copier located in the workroom in front offices<br>▪ See Darlene Thacker (x4520) for copier codes |
| South Campus | ▪ All adjuncts should stop by the front office for an orientation of the campus and assignment of desk location prior to the start of the term<br>▪ Office supplies are in the workroom in the front desk area<br>▪ See Angie Devilbliss (x3630) for copier codes |

**SOUTHERN STATE**
COMMUNITY COLLEGE

## CONTACT INFORMATION

| ADJUNCT FACULTY COMMITTEE MEMBERS | | |
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| Brandon Bivens | Fayette Campus | x5730 |
| Gary Jones | North Campus | x4682 |
| Justin Hamilton | South Campus | x3590 |

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