

ADJUNCT FACULTY HANDBOOK

Updated: April 23, 2024

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.

Adjunct Faculty Committee

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

The purpose of the Adjunct Faculty Committee is to provide support for adjuncts to maintain a forum for communication and promote the sharing of best practices through mentoring and professional development.

Adjunct | CCP Faculty Professional Development

An annual Adjunct | CCP Faculty Professional Development event is held each July at the Hillsboro Campus. Faculty have the opportunity to attend face-to-face at the Hillsboro Campus or online via ZOOM. Throughout the year, other faculty PD sessions and workshops are available as well.

Accessibility Services (formerly 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, but you should inform students on the first day of class of the service that is available.

For further information, feel free to contact Ryan Hall, Coordinator of Learning Services & Accessibilities, at x2604 or rhall21@sscc.edu.

Attendance Policy for Adjunct Faculty (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:

- 3rd absence during a semester – Counseling with dean or director with documentation
- 4th absence during a semester – Reduction in hours to be taught following semester
- 5th 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:

- 2nd absence during a semester – Counseling with dean or director with documentation
- 3rd absence during a semester – Reduction in hours to be taught following semester
- 4th absence during a semester – Instructor will be replaced and termination of contract

Class Attendance Reporting

The class roster(s) can be accessed through the MyRecords portal on the College's website (www.sccc.edu). Attendance must be reported for all students appearing on your class roster within MyRecords by 5:00 PM on the second Friday of the term. If you are teaching a course that falls outside of the full term, the Registrar will notify you of your attendance submission deadline. Directions on posting attendance is sent out prior to each term from the Registrar. Attendance reporting is required for all courses. Students who are reported as "never attending" will be dropped from the course.

Important Note: All attendance codes reported should not be changed. This code is used to determine eligibility for federal aid and should remain as initially reported at the end of the second week of the term.

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.

- Each classroom is equipped with an emergency landline phone. **In case of an emergency, dial 911** on the classroom phone; **dial 988 in case of threat of suicide or other threat**. These calls also alert several administrators when made on a college phone
- Emergency Exit Plans are located in each room
- There is a police presence on both campuses daily: M-Th (evening) Central; (day) Brown
- Please report all suspicious behavior to the Campus Director:

- CENTRAL CAMPUS – Jeff Montgomery (x2530)
- BROWN CAMPUS – Peggy Chalker (x2880)

Classroom Equipment

The College provides equipment to encourage classroom participation in various classes that use PowerPoint presentations, videos, and other technological methods. Classrooms are furnished with Extron systems providing built-in projection and speaker capabilities. Check with the Administrative Assistant or Campus Director on campus for instructions on how to use the system prior to the first day of class.

College Credit Plus Program

The College Credit Plus (CCP) program is designed to provide junior high/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 as such in classroom situations.

Computer Access and/or Email Account Request

All computer account setups for access to SSCC computers and email will be taken care of during the hiring process through HR.

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.

Early Warning Notification

Login to MyRecords, click on "Faculty" located in the top left corner under the SSCC logo then click on the yellow, triangle-shaped Early Alert Message icon located at the left. To submit an Early Alert Message for an at-risk student, simply click on "Select Students." Enter the students' names and ID numbers manually or click on "Select" from the drop box. Select the class list in which the student(s) to be reported are enrolled. The class roster will appear. Click on the student's name (it will appear in the box to the right of the list along with their ID number). You may keep adding names if students have a common problem (i.e. attendance or failure to complete assignments).

Once you have selected the at-risk students, click on "OK" and begin filling out the report. You may choose from a list of concerns and/or share additional information in the box below.

Click on "Submit Early Alert" after you have completed the report.

When to send an Early Alert Message:

- If a student has not logged into his/her online class
- If a student has academic or attendance issues
- If a student seems underprepared
- If a student has other at-risk factors needing additional resources or referrals
- If a student needs progress monitored during critical times such as midterms, finals, or withdrawal deadlines

EDUCATIONAL BENEFITS

Taken from the SSCC Policy & Procedures Manual under section 10.8.D, page 131:

“Contingent faculty members and their spouses may attend classes at the College without payment of tuition under the conditions below. Contingent faculty members’ dependent children under the age of twenty-four (24) and living with a contingent faculty member may attend classes at the College without payment of tuition under the following conditions:

1. Contingent faculty members have taught a minimum of 40 credit hours.
2. Contingent faculty members have taught at least one semester or a minimum of six credit hours in the previous academic year.
3. Contingent faculty members are in good standing with the College and are eligible to be hired to teach classes in future academic terms.
4. Contingent faculty members may enroll if it does not conflict with their normal working hours or with their ability to perform their duties at the College.
5. Contingent faculty members, their spouses and children are responsible for paying the course fee charged to the College by the provider of non-credit or online distance courses. The usual College mark-up will not be charged.
6. Contingent faculty members, their spouses and children will be responsible for paying the course fees including the cost of a physical examination for the Truck Driving Academy.
7. Should at any point contingent faculty members fail to continue to meet these criteria all educational benefits will cease until such time the criteria are once again met.”

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.
- 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 Executive Director of Information Technology and the Campus Directors have the authority to dismiss classes for the rest of the day on his/her campus only.
- 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.

FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA; also known as the Buckley Amendment), is a federal law designed to protect the privacy of education records to establish the right of students to inspect and review their education records. This Act applies to all students enrolled in higher education institutions as well as high school students under the age of 18. The complete provisions of FERPA are published on the college website at the following link (<https://www.sccc.edu/services/office-records.shtml#family-educational-rights>). As a faculty member, you are responsible to maintain confidentiality of all student data.

Note: All questions related to FERPA or requests for information should be directed to the Registrar.

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) guidelines.

Grade Submission (Mid-Semester and Final)

Grades (mid-semester and final) are submitted through the MyRecords portal on the college website (www.sccc.edu). The deadlines for grade submission will be sent to you by email each semester from the Registrar.

Web Grade Input Instructions:

- 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 MyCanvas. If you need assistance logging into MyRecords you will need to contact techsupport@sscc.edu.
- Select the 'Faculty' tab at the top of the page.
- 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 under the prior year (e.g. Summer 2024 is under the 2023-year code).
- 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 mid-semester (midterm) or final grades for that specific course.
- For submission of Mid-Semester Grades – Enter the student's average grade up to this point in the middle of the semester in the Midterm Grade Column. A mid-semester grade should be reported for all students. If you do not want to post a final grade but want to report a student as "at risk" you may report the mid-term grade of 'MR'. Report last date of attendance for any student reported with a non-passing grade (F, MR, Y, N, U, I, WI, or W).

IMPORTANT NOTE: Both grade columns will appear when posting grades in the middle of the semester. Please be sure to input grades in the Midterm Grade column only. DO NOT ENTER anything in the Final Grade column until the end of the course.

For submission of Final Grades:

- Enter the student's final grade earned in the Final Grade Column. Report last date of attendance for any student with a non-passing grade (F, Y, U, N, WI or W). 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.
- Click 'Save' at the bottom of the screen.
- Return to Faculty tab and continue the same process if you have more than one course to enter grades for. Note: After saving your grades, please re-enter the grade entry screen to confirm that all grades saved properly. We have found that if you close the web page too quickly after selecting 'Save', the grades do not save.

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 standard grades are: A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = 0-59.

Incomplete Grade | Work Completion Agreement

An incomplete (grade of 'I') can be awarded when a student is unable to complete the course requirements by the end of the semester for reasons that are acceptable to the instructor and approved by the VP of Academics. The instructor has the privilege of determining the due dates of all coursework and must submit a Change of Grade form to update final grade once all course requirements have been completed. If a student fails to complete the work or if the instructor does not submit a Change of Grade form before the end of the following semester (summer term is excluded), a final grade of 'F' will be recorded.

Learning Services (formerly Tutoring)

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 Affairs on Central Campus or directing the students to visit the tutoring department webpage at www.sccc.edu/services/tutoring.shtml.

Library

The Library provides a variety of resources to foster student learning and support faculty and staff. Some of these resources include:

- *Virtual Support*
Virtual library support is available to students, faculty, and staff at reference@sccc.edu Monday-Friday along with limited availability during weekends.
- *Wireless Hotspots and Laptops at Home*
Get FREE, limited data Wi-Fi and/or a Laptop at home with Southern State's SmartSpot® program designed for students. The College is offering a limited number of free wireless hotspot devices, with data limits, and/or Laptops to students who do not have Internet access or a Laptop at home. For more information, visit: <https://www.sccc.edu/library/kajeet-hotspot.shtml>. For questions, contact the library at reference@sccc.edu.
- *Library Orientations*
Library orientations are available in person or via ZOOM to share information about OPASS, OhioLINK, research databases, research techniques, or any other library service that may be useful for your class assignments. Contact the library at reference@sccc.edu for more information or to schedule an orientation.
- *Films on Demand*
Films On Demand and Featured Films are our web-based digital video delivery services that allow you to stream videos from Films Media Group anytime, anywhere, 24/7!

For questions about the resources and services available, please email the library at reference@sccc.edu. To contact the library closest to you, call: Central 937-393-3431 x2680; Brown 937-444-7722 x3680.

MyCanvas Learning Management System (LMS)

The College requires the use of the Canvas LMS for all courses. For traditional face-to-face courses, Canvas is used to deliver the course syllabus and grades. Canvas is the only approved LMS for providing distance education courses (online, hybrid, virtual, flex, and independent). In addition, it is required to attend one approved Instructional Technology professional development per academic year.

If you are interested in developing distance learning courses, first speak with your division coordinator, then submit the LMS Supplemental Request form using the established guidelines. For more information, contact your Instructional Technology Team at itech@sccc.edu.

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>

Simple Syllabus

Simple Syllabus – information to be entered will be in **Orange Blocks**.

- Make sure **Simple Syllabus** is in your **Course Navigation** instead of Course Syllabus
- Enter Course Time and Location/Modality
- Enter Office Hours in the Faculty Contact Information
- Enter Grading Procedures or Assessments
- Enter Course Methodology
- Enter Course Outline
- **Click Submit**
- Utilize the [master syllabus](#) that has been approved by the Curriculum Committee along with the Simple Syllabus template to complete the syllabus in Canvas.

Textbooks

The textbook assigned is not optional; you are required to use the textbook assigned for the class. Contact Darlene Thacker dthacker@sscc.edu for more information.

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.

Waitlisted Students

Each course has a standard enrollment capacity that has been set and approved in advance by the Curriculum Committee. Students who register in excess of the standard enrollment capacity are placed on a waitlist. Prior to the start of the course, if a seat opens up, the student will automatically be added into the course and removed from the waitlist. If you wish to add students into your course from the waitlist beyond your standard enrollment capacity, you may do so by contacting the Records Office and requesting the number of waitlisted students you would like to have added into your course. You may allow up to 10 above the standard enrollment capacity. If you wish to add more than 10 students above the capacity, you must receive permission from an Academic Dean. If a student contacts you directly to request to be added into a course, you may give him/her permission to be added by signing the drop/add form.

Academic Calendar

SUMMER SEMESTER 2024

Classes Begin	May 20, 2024 (Monday)
Classes End	July 16, 2024 (8 weeks)
	July 20, 2024 (10 weeks)
Semester Ends	July 30, 2024 (Tuesday)

HOLIDAYS (No Classes):

Memorial Day	May 27, 2024 (Monday)
Juneteenth	June 19, 2024 (Wednesday)
Independence Day	July 4, 2024 (Thursday)

FALL SEMESTER 2024

Classes Begin	August 26, 2024
Middle of the Term	October 14-19, 2024
Classes End	December 7, 2024
Finals	December 9-14, 2024
Semester Ends	December 14, 2024

HOLIDAYS (No Classes):

Labor Day	September 2, 2024 (Monday)
Columbus Day	October 14, 2024 (Monday)
Veteran's Day	November 11, 2024 (Monday)
Thanksgiving Break	November 27-30, 2024 (Wednesday-Friday)

SPRING SEMESTER 2025

Classes Begin	January 13, 2025
Middle of Term (Spring Bk)	March 10-15, 2025
Classes End	May 3, 2025
Finals	May 5-10, 2025
Semester Ends	May 10, 2025
GRADUATION	May 9, 2025

HOLIDAYS (No Classes):

MLK Jr Birthday	January 20, 2025 (Monday)
President's Day	February 17, 2025 (Monday)
Spring Break	March 10-15, 2025 (Monday-Saturday)

CAMPUS SPECIFIC INFORMATION

ADJUNCT OFFICE SPACE	
Central Campus	<ul style="list-style-type: none"> ▪ Shared space with full-time faculty in the bullpen between the 300/400 hallways ▪ Office supplies are located in a cabinet in the bullpen ▪ Mailboxes, in the bullpen, are updated each term ▪ See Darlene Thacker (x2520) for copier codes
Brown Campus	<ul style="list-style-type: none"> ▪ 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 ▪ Office supplies are in the workroom in the front desk area ▪ See Amanda Lewis (x3520) for copier codes

CONTACT INFORMATION

ADJUNCT FACULTY COMMITTEE MEMBERS		
ALL	ADJUNCT FACULTY	
Rainee Angles	COMM/THEA Faculty	rangles@sscc.edu
Jody Bishop	SOCI Faculty Division Coordinator	jbishop@sscc.edu
Barb Fleming	Executive Assistant to VPOASA	bfleming@sscc.edu
Dr. Terry Flum	BIOL Faculty Division Coordinator	tflum@sscc.edu
Dr. Erika Goodwin	Vice President of Academic & Student Affairs	egoodwin@sscc.edu
Bob Krauss	MATH Faculty Division Coordinator	kholliday@sscc.edu
Dr. Jeff Montgomery	Dean of Faculty Central Campus	jlmontgo@sscc.edu
Dr. Josh Montgomery	CSCI Faculty Division Coordinator	jmontgomery@sscc.edu
Nicole Sheppard	EDUC Faculty Division Coordinator	nsheppard@sscc.edu
Jeff Tumbleson	BADM/ECON Faculty Division Coordinator	jtumbleson@sscc.edu
Dr. Jessica Wise	Dean of Instructional Ops Fayette Director	jwise@sscc.edu
ADMINISTRATIVE ASSISTANTS		
Darlene Thacker	Central Campus	dthacker@sscc.edu
Amanda Lewis	Brown Campus	alewis@sscc.edu
ONSITE CAMPUS IT SUPPORT		
Help Desk	Central Campus	x2800

INDEX

Academic Calendar..... 10

Accessibility Services (*formerly* Disability Services)..... 2

Adjunct Faculty Committee..... 2

Adjunct/CCP Faculty Professional Development..... 2

Attendance Policy for Adjunct Faculty..... 2

Campus Specific Information..... 11

Class Attendance Reporting..... 3

Classroom Emergency Preparedness and Response Information..... 3

Classroom Equipment..... 4

College Credit Plus Program..... 4

Computer Access and/or Email Account Request 4

Computer Availability and Responsible Use 4

Contact Information..... 11

Early Warning Notification..... 4

Educational Benefits..... 5

Emergency Closing Procedures..... 5

FERPA..... 6

Final Exams | Projects..... 6

Grade Submissions (Mid-Semester and Final)..... 6

Incomplete Grade | Work Completion Agreements..... 7

Learning Services (*formerly* Tutoring)..... 8

Library..... 8

Mission Statement..... 1

MyCanvas Learning Management System (LMS)..... 8

Payroll..... 9

Report Incidents..... 9

Simple Syllabus..... 9

Textbooks..... 9

Travel Expense Reimbursement..... 9



Students..... 9