

# Adjunct Faculty Manual



**Bowling Green State University strives to engage undergraduate students in a unique BG learning experience that fosters engaged citizenship, global leadership and career preparedness which will lead to life-long success and to link graduate programs strategically to scholarship and research pursuits.**

## **CORE VALUES**

- We respect one another and foster diversity and a culture of inclusion.
- We collaborate with each other and our community partners in the region, the State of Ohio, the nation and the world.
- We promote intellectual and personal growth through curricular and co-curricular efforts.
- We foster an environment of creativity, innovation, and entrepreneurship.
- We expect excellence in all we do.

Dear Adjunct Faculty Members,

Welcome to Bowling Green State University's College of Education and Human Development (EDHD). I am grateful for your interest in, and commitment to, our students and programs. This manual is intended to provide you with the information and support necessary to be effective in your role as a part-time faculty member in our college. You play a critical role in educating our students and ensuring that we provide them with quality experiences. Please know that we are here to support you and we look forward to working with you.

With gratitude,

Dawn Shinew, Ph.D.  
Dean, College of Education and Human Development

## Logistics:

### Email

- ✓ In order to set up your email account, you need to have all of your paperwork submitted to the College, been approved through Human Resources, and have been assigned a BGSU ID number.
  - The support staff in your department can assist you with these items – and let you know when your ID number has been generated.
- ✓ Once you have this information, you can access the help page here (<https://bgsu.teamdynamix.com/TDClient/KB/ArticleDet?ID=7446>) and/or work with Technology Services to get your email set up.

### MyBGSU

- ✓ The MyBGSU portal is used as a 'one-stop-shop' for many items that are important for instructors and employees.
- ✓ Items that you can access here include
  - Canvas – the Learning Management System for all courses. All faculty are expected to use Canvas as a portal for their courses.
    - At a minimum, Canvas should be used to provide at least a minimum of consistent communication and support for students (e.g., faculty contact information, list of office hours, posting of course syllabus, communicating with students regarding class cancellations or change of location).
    - If you are unfamiliar with the use of Canvas, there are training opportunities through the Center for Faculty Excellence (<http://www.bgsu.edu/center-for-faculty-excellence/services/workshops.html>)
    - Faculty Center
      - Allows you to access your teaching schedule as well as your class rosters
      - Will be used at the end of the semester to post your grades
    - Payroll information
      - View Paycheck
      - W-2 and W-4 information
      - Information on Direct Deposit
    - Parking Account
      - Under Misc Services, site to manage the information associated with your parking pass (plate information, etc.)
    - Account Administration
      - Can change your BGSU password here
      - Can change your BGSU security questions here
    - Alert BG enrollment/updates
      - Find this across top menu

### Office space

- ✓ You will be provided with office space, which may be shared.
  - Please work with the staff in your unit to get access and keys to the space.

### University Computer

- ✓ You have the opportunity to be assigned a university computer.
  - Please work with the staff in your unit to get access to a computer.
  - This will
    - Protect student privacy
    - Protect your work
    - Give you access to university software options
  - If you choose to use your own device, please be sure to protect all confidential student data

### Office hours

- ✓ You should schedule 1-3 office hours per week when you will be available to meet with students. Because you may not be on campus every day, often a good time for office hours is immediately before or immediately after class.
- ✓ If you are teaching through a distance model only, while it is not as common for you to have office hours in an on-campus location, it is important for you to be available to your students to answer questions and provide assistance.
  - It is suggested that you accomplish this two ways:
    - Provide some times when you will be available to 'chat' via an online mechanism (this is an option available in Canvas)
    - Provide some guidance to students about a reasonable time period to expect a response to email inquiries.

### Parking

- ✓ All faculty have access to parking on campus. It is necessary to pay a fee to get a parking permit.
  - You must have a signed contract before you can purchase a parking permit
  - Register to receive a permit online through MyBGSU (either under Misc Services – Manage Parking Account on the left side menu OR through the Quick Links on the top menu)
  - Choose the permit that best fits your needs (i.e., by semester or academic year)
  - Arrange to pay for the permit through the portal
  - Pick up your permit at Parking Services – in the College Park Office Building.
  - Questions and parking regulations can be found at <http://www.bgsu.edu/parking-services.html>

### Contact Information

- ✓ Rather than providing a list of contact information for offices within the college and across campus, it is more efficient for all to provide two links:
  - Campus Directory - <https://webapp.bgsu.edu/directorySearch/search.htm> (found at the bottom of the BGSU home page)
  - EDHD Web Page (<http://www.bgsu.edu/education-and-human-development.html>) and EDHD Directory (<http://www.bgsu.edu/education-and-human-development/about-us/faculty-staff-directory.html>)

## Questions

- ✓ If you have questions or need assistance with any of these items, it is likely that the staff listed in the chart on the last page of this handbook will be able to assist.
- ✓ Please contact them; if they cannot help you, they will get you to the person that can!

## Instructional Information/Campus Resources:

### Textbooks

- ✓ Work within your unit to determine if a textbook has been ordered for your course, or if you need to order one
  - Please make an informed choice about whether or not a textbook is required for a course
    - Required indicates that you will expect the student to read and use the text to be successful in the course
- ✓ Students have multiple options on purchasing textbooks – hard copies in a ‘bookstore’ is no longer an option on campus
- ✓ For information on textbook purchases by students, see <http://www.bgsu.edu/bookstore/book-information.html>

### First Day attendance Policy

- ✓ Some classes are designated as ‘First Day Attendance’. This means that instructors must take attendance the first day. If a student does not attend, and has not consulted with you, you are to work with your department staff to drop the student from the course.
- ✓ Many courses that are designated as ‘First Day Attendance’ courses are identified as such because of the demand for the courses.
  - If you have determined that one or more students should be dropped, please work with the department staff to drop these students AS WELL AS to add any students who are on the official waiting list.
- ✓ The entire policy can be found here: <http://www.bgsu.edu/catalog/academic-policies/first-day-attendance-policy.html>

### Adding students to a course

- ✓ Many students may attend the first day of a class to determine if they can add.
- ✓ There are official waiting lists for most courses – these students should be given priority in adding.
  - As an instructor, please do not promise a student space in a course.
  - Please work with the department staff to add the appropriate students to a course PRIOR to giving the student permission.
  - Keep in mind that there are also strict room capacities that must be considered

### Communicating with students

- ✓ It will be helpful to remind your students that the standard method of communication with students is through their BGSU email account as well as through the 'Announcements' section of Canvas
- ✓ You can send an email to an entire course through Canvas – this will go to the student's BGSU account.

### Final Exams

- ✓ University policy is that a final examination be given in all courses where appropriate
  - If a final examination is not appropriate for a course, other appropriate course-related activities **shall be conducted during the final exam time**
  - See full policy on page 112 of the academic charter (<http://www.bgsu.edu/content/dam/BGSU/faculty-senate/documents/academic-charter/Academic-Charter-amended-03oct2014.pdf>)
- ✓ The university publishes a final exam schedule for each semester.
  - All final times shall be conducted according to this schedule.
  - Each semester, the schedule can be found at <http://www.bgsu.edu/registration-records/academic-calendars.html>

### Grades/Grading

- ✓ Please work with the representatives from your unit to determine if there are any specific attendance and/or grading policies that have been identified for your course.
- ✓ So that students are fully aware of their progress, please be sure to post all student grades on Canvas in a timely manner.
- ✓ We trust that you will work to treat all students fairly throughout the course.
- ✓ Information on posting grades is available through Registration and Records <http://www.bgsu.edu/registration-records/faculty-advisor-doc-instr.html>

### Emergencies/Campus Closure

- ✓ It is suggested that you sign up for the **AlertBG** service, which is used to communicate with all campus constituents regarding campus emergencies or closures via text messaging.
- ✓ You can sign up for this through MyBGSU.
- ✓ Once you sign in, click on ALERTBG across the top menu and enter your cell phone number on the left hand side.
- ✓ All messages are also sent to all BGSU email accounts.

### Cancelling a day of class

- ✓ It is preferable that class is **never cancelled**, however, unforeseen circumstances occasionally arise
- ✓ If you need to cancel a day of class (e.g., due to illness)
  - Work with your department staff
    - to potentially find someone to cover the course
    - so that they are aware
    - so that they can post a sign on the classroom if needed

- ✓ Inform all students as soon as possible through email as well as with an announcement on Canvas.

#### **Center for Faculty Excellence (CFE)**

- ✓ Resource for teaching and learning support for faculty
- ✓ Offers numerous services to help instructors work toward student success
- ✓ Offers Canvas workshops (see MyBGSU section above)
- ✓ Location 103 Olscamp Hall
- ✓ Web page - <http://www.bgsu.edu/center-for-faculty-excellence.html>

#### **Academic Calendar**

- ✓ Provides information on semester dates, finals week, and graduation
  - The 2016-17 calendar can be found at <http://www.bgsu.edu/content/dam/BGSU/provost/documents/calendars-and-charts/academic-calendar-2016-17.pdf>

### **Resources to assist students**

#### **Information Technology Services**

- ✓ For assistance with devices, printing, wireless access, Canvas issues, voicemail and more
  - Call 419 372-0999 or look at their web page (<http://www.bgsu.edu/its.html>)
  - Numerous items available at the 'Find Answers' link

#### **Technology & Resource Center**

- ✓ Facilities and resources to assist students in the College of Education and Human Development in accomplishing their coursework
  - Location – Room 213, Education Building
  - <http://www.bgsu.edu/education-and-human-development/centers-institutes-labs/technology-and-resource-center.html>

#### **Disability Services**

- ✓ Office whose mission is to provide equal access and opportunity to students, faculty and staff with disabilities.
  - Services for students may include assistance in notetaking or accommodations for exams
    - Students who have been granted accommodations are to provide a faculty member with appropriate paperwork that outlines said accommodations
    - For information or questions, see <http://www.bgsu.edu/disability-services.html>

### **Counseling Center**

- ✓ An office dedicated to promoting the wellbeing of students and to providing appropriate intervention when students are experiencing serious mental health concerns
  - Office provides a variety of resources for students, parents, faculty and staff
  - Both individual and group counseling are available for students at no cost
  - Students can be referred to the counseling center by friends, faculty or parents
  - If you are concerned about a student, please follow this link for assistance (<http://www.bgsu.edu/counseling-center/faculty-and-staff-resources.html>)
  - To access the counseling center web page, click here <http://www.bgsu.edu/counseling-center.html>

### **Falcon Health Center**

- ✓ A health center for students, faculty and staff.
- ✓ Provides non-emergency Ready Care without an appointment as well as a Pharmacy.
  - <http://falconhealth.org>

### **Learning Commons**

- ✓ Provides FREE academic assistance for students in **any course**
  - Provides tutoring upon student request
  - Located on the first floor of the library
  - <http://www.bgsu.edu/learning-commons.html>

### **College of Education and Human Development Advising Office**

- ✓ If students have any questions about their course schedule their plan of study, they should contact either the college advising office or their advisor
  - <http://www.bgsu.edu/education-and-human-development/academic-advising.html>

### **Veteran's Affairs**

- ✓ There are extensive resources on campus for Veteran's
  - A first step is to contact the non-traditional students office, who can help get students to all available resources
  - <http://www.bgsu.edu/admissions/nontraditional-students.html>

## **University Policies**

### **Course Syllabus requirements**

- ✓ At a minimum, syllabi should include (a) a clear statement on course expectations; (b) the schedule and methods of assessment; (c) indicators of support for student success (e.g., office hours, identification of support services such as the Learning Commons); and (d) pedagogical efforts that engage students in the learning process.
- ✓ You can find common course syllabi expectations at: <http://www.bgsu.edu/center-for-faculty-excellence/common-expectations-for-bgsu-course-syllabi.html>



- ✓ There is a sample syllabus available on the Provost page, under Policies and Guidelines (<http://www.bgsu.edu/provost/academic-operations/policies-and-guidelines.html>)

### **Academic Honesty Policy**

- ✓ <http://www.bgsu.edu/archived-catalog/spring-2016/academic-policies/academic-honesty.html>
- ✓ It is the responsibility of both students and faculty members to follow this policy.
- ✓ You can find a link to the entire Student Handbook here: <http://www.bgsu.edu/student-handbook.html>
- ✓ If you have questions or need assistance, please contact a departmental staff member additional resources.

### **Office of Equity and Diversity (OED)**

- ✓ This office is responsible for upholding federal law regarding equity, diversity, equal opportunity, and non-discrimination.
- ✓ Their web site contains numerous policies and resources (<http://www.bgsu.edu/equity-and-diversity.html>).
- ✓ Policies page (<http://www.bgsu.edu/equity-and-diversity/university-policies.html>)
- ✓ Selected policies:
  - Title IX Policy (Equal Opportunity for all...) - <http://www.bgsu.edu/title-ix.html>
    - Anti-Harassment Policy - <http://www.bgsu.edu/content/dam/BGSU/general-counsel/documents/Anti-Harassment.pdf>
    - Sexual Harassment Policy - <http://www.bgsu.edu/content/dam/BGSU/general-counsel/documents/Sexual-Harassment.pdf>
    - Equal education opportunity policy - <http://www.bgsu.edu/content/dam/BGSU/general-counsel/documents/Equal-Education-Opportunity.pdf>
    - Procedures for filing a complaint of discrimination - <http://www.bgsu.edu/content/dam/BGSU/equity-diversity/documents/university-policies/complaint-procedures.pdf>

## College Resources

### Who to contact...

If the prefix for your course is:	Department/School Name	Contact:
EDAS, EDLS, EDFI	Education Foundation, Leadership and Policy Studies (EFLP)	Patrick Pauken, Ph.D., Director Leslie Cookson (419) 372-7377
AMPD, HDFS, ID, EIEC	Family and Consumer Sciences (FCS)	Deborah Wooldridge, Ph.D., Director Kathy Beattie Sue Bigaila (419) 372-2026
CSP, HIED	Higher Education and Student Affairs (HESA)	Maureen Wilson, Ph.D., Chair Kathy Bechstein (419) 372-7382
AT, DANC, EXSC, HMSL, PEG, PEHE, SM, TLEP	Human Movement, Sport & Leisure Studies (HMSLS)	Steve Langendorfer, Ph.D., Director Diane Euler Amy Jo Kolk (419) 372-7234
COUN, EDIS, EIEC	Intervention Services (SIS)	Trinka Messenheimer, Ed.D., Director Brenda Joy Cathy Wagner (419) 372-7295
ECCO, EDTL, EDWF, EIEC,	Teaching and Learning (STL)	Tim Murnen, Ph.D., Director Erica Bruielly Lorie Morelock Wendy Vaughn (419) 372-7320