

# ADJUNCT FACULTY HANDBOOK

## Introduction

**The purpose of this document is to orient Adjunct Faculty to the basic organization of William Woods University (WWU), to explain the expectations of Adjunct Faculty members, and to clarify various business and personnel matters relevant to the Adjunct Faculty position. Adjunct Faculty are required to abide by all University policies and procedures applicable to their appointment as set forth in the University's Employee Handbook, as amended from time to time, including those policies prohibiting misconduct, sexual harassment, and discrimination. For additional policies, Adjunct Faculty members should consult the Faculty and Employee Handbook available in Owlnet and in the Office of Human Resources and Benefit Services. In order to retain necessary flexibility in the administration of policy and procedure, William Woods University reserves the right to revise, reduce, or delete any policy or benefit described in this Handbook, with or without notice as the University deems appropriate.**

## Mission Statement, Vision Statement, and University History

### Mission

William Woods University promotes a student-centered learning environment valuing inclusion, creativity, and intellectual inquiry. Focused on professions-oriented education, we prepare learners for success.

### Vision

The vision of William Woods University is to be recognized as a progressive and growing leader in higher education, to be fiscally healthy, and to achieve quality in all aspects of institutional life, while cultivating highly respected, innovative, and unique programs.

### Online Vision

The William Woods University Distance Learning initiative offers diverse graduate and undergraduate programs and courses designed to foster intellectual development, enlightenment, and empowerment. Our accommodating "online campus" model pairs cutting-edge educational technology with the intimate pedagogical focus of our on-ground institution to provide students with a holistic learning experience which is personable, pragmatic, and progressive.

### History of the University

Founded in 1870 in Camden Point, Missouri, in response to the needs of female children orphaned by the American Civil War, the institution, first known as the Female Orphan School, has experienced three name changes and one relocation.

During the late nineteenth century, the institution moved to Fulton, Missouri, and expanded its elementary and secondary programs to accommodate young women who aspired to become teachers. Known briefly at the turn of the century as Daughters College, the institution changed its name to William Woods College, in honor of a major benefactor, and began offering a two-year college program.

In 1962, in anticipation of dramatic changes in the role of American women in the labor force, William Woods became a four-year college. Expanding its mission to address the need for graduate and adult-oriented programs, in 1993 the institution became known as William Woods University, and began offering graduate degrees and admitting men as well as women into its programs.

An independent institution, chartered by the State of Missouri, governed by a self-perpetuating board of trustees, and in an ongoing covenant relationship with the Christian Church (Disciples of Christ), William Woods University remains committed to serving the public good by helping students link intellectual development with the responsibilities of citizenship and professional life.

## **Goals of Graduate and Online Education**

The Graduate/Online Education is the academic and administrative unit of the University charged with responsibility for the administration of post-baccalaureate programs and undergraduate programs directed toward adult learners.

The primary goals of Graduate/Online Education are the following:

- To provide respected, innovative, and unique programs of study in a variety of formats.
- To serve the community beyond the residential campus throughout the state of Missouri and beyond.
- To create national and international links to the region.
- To foster integration of theoretical and practical knowledge.
- To provide the foundation for additional studies and higher degrees.

## **Teaching**

William Woods University is committed to providing the best learning environment possible for its students. Adjunct Instructors are expected to adhere to the following:

- Maintain comprehensive, accurate, and up-to-date knowledge of their academic discipline.
- Organize courses in a clear, logical, and challenging manner.
- Maintain high standards of performance in their own work and require similar standards in the performance of students.
- Fairly and accurately assess the academic performance of students.
- Continue to improve as adjunct instructors throughout their careers and to pursue new and innovative approaches to teaching and learning.
- Maintain a professional appearance and conduct when interacting with students, faculty, and staff.
- Respond to student inquiries within 24 hours of receipt of the inquiry.
- Effectively communicate with students and WWU personnel on matters related to assignments, curriculum, and classroom resources.

## **Adjunct Faculty Appointment and Pay Information**

## **Employment**

William Woods University relies on a strong, experienced, and well-credentialed faculty to build our reputation of knowledge and instructional excellence for the students we serve. Searches for Adjunct Faculty are carried out locally and regionally, primarily through postings on our University website.

An official William Woods University online application, Official Transcripts/Vitae, and references are required to be considered for employment. An interview will be conducted by the appropriate Program Director and he/she will determine the courses each Adjunct Faculty is eligible to facilitate.

General criteria used in Adjunct Faculty member selection include the appropriate degree for the teaching assignment and the professional credentials of the candidate, with emphasis on the extent and relevance of teaching experience. In addition, individual departments may have additional criteria depending on the teaching assignment.

Adjunct Faculty members receive a letter of appointment from the Vice President and Dean of Academic Affairs upon being selected to facilitate a class. The University has no contractual obligation to Adjunct Faculty; accordingly, their employment may be terminated or reduced at any time. While the University makes every effort to treat Adjunct Faculty fairly and compassionately, and respects loyalty and longevity-based teaching experience, Adjunct Faculty have no right to be hired, retained, or given any particular teaching assignment.

### **Salary Determinations**

Pay is determined by the course platform and program level. Additional stipends are paid for doctoral degrees. Online courses are paid per student with a cap of 25 students on a majority of the courses. For online courses, the contract amount will be determined as of the add/drop deadline for the course and the number of student registered at that time. These amounts are subject to change each fiscal year.

### **Payroll Information Forms**

The following employment forms are required to be returned within two weeks of receipt. Adjunct Faculty members cannot be entered into the payroll system and will not be assigned to a course until each of these forms have been completed and returned:

- Official transcripts from any institution you received a degree from or completed courses with copies of any licenses with license number.
- WWU Employee Information Form
- U.S. Dept. of Justice I-9 form (this requires that we make a copy of 1-2 forms of identification as listed on the back of the form). \*A Notary Authorization Form must accompany copies of identification made off-campus.
- Federal and Missouri State W-4 Withholding Forms
- Statement of Confidentiality
- Employee Acknowledgment Form
- Direct Deposit Form
- Background Check Form

## **Pay Schedules**

In order for payment to be made to Adjunct Faculty, grades must be reported electronically in OwlNet by the following Tuesday at midnight of the conclusion of a class and a signed copy of the contract must be on file with the Payroll Office. Payments will be issued to Adjunct Faculty at the next Adjunct Faculty pay period if submitted by the deadline. Failure to return those items will result in a delay in the processing of payment to Adjunct Faculty.

Please note that pay stubs and W-2's are not mailed out to the Adjunct Faculty. You may view and print your pay stub or W-2 by logging into OwlNet and clicking on the Employees tab.

## **Tuition Remission**

An Adjunct Faculty member must have completed teaching twenty-four (24) credit hours from July 1 through June 30, or, must teach an average of 21 hours per year for the previous two years (July 1 through June 30) for a dependent to be eligible for 100 % Tuition Remission the following Fall and Spring Semesters in the traditional, on-campus undergraduate program. Dependents must also meet admissions requirements. Dependents are determined by their being claimed on the adjunct's income tax return. There are no sponsorships or discounts allowed under this policy. Tuition Remission is not available in the Graduate Level programs.

The student is responsible for payment of all online fees, course fees, and other fees related to enrollment. In programs where the cost of books and other fees are included in tuition, the student will be charged a reasonable predetermined fee for such. For purposes of tuition reduction, advanced placement credits and credit for experiential learning are considered special course fees and are the responsibility of the student. In some cases there may be courses offered that are contracted through other institutions and charges for those courses are incurred by William Woods University on a per credit hour basis. In such cases, those charges will be passed on to the student. It is the employees' responsibility to verify what qualifies for tuition remission and what does not.

Students are admitted into a course on a space-available basis. Students may be asked to withdraw if space is required to accommodate paying students.

This benefit applies only to regular courses offered through one of the academic divisions of the University and does not include graduate programs, special programs, institutes, or workshops.

Tuition Remission for employees is considered a fringe benefit. As such, taxability is determined by IRS laws in effect at the time the benefit is received. Taxable benefits will be included on form W-2.

**Dependent Eligibility:** The Adjunct Faculty member must be employed and meet the criteria listed under the eligibility section above prior to the beginning of the semester to be eligible and receive tuition remission for that semester of study.

The dependent children of an Adjunct Faculty member are entitled to full tuition reduction at the University with full participation in the LEAD program. Should the dependent lose their LEAD award, tuition remission will be reduced by the amount of the LEAD award. The determination of dependence is interpreted in the same manner as established by the IRS. A dependent child of divorced parents is treated as the dependent of both parents.

**WWU attendees are required to complete the FAFSA (Free Application for Federal Student Aid) through the Student Financial Services Office. All students entitled to this tuition reduction are subject to the normal admissions requirements as well as the payment of the application fee. The student is responsible for payment of all course fees and other fees related to enrollment.**

Once an employee's dependent, who is enrolled at William Woods University, is no longer considered "dependent," he/she will be permitted to complete the academic year in the traditional program at no tuition charge.\*

**How to Enroll:** Tuition remission forms are available on the William Woods University website under "Employee Forms." Forms must be completed each semester in order for tuition remission to be applied to the student's account.

\*Students enrolled who fail to meet the participation requirements of the LEAD Program lose their eligibility for the LEAD Program and thus also lose the LEAD award amount designated toward tuition remission and will be required to pay that portion of the tuition.

## **University-Wide Policies**

### **Discrimination and Harassment Policies**

#### **Equal Opportunity Employment**

Equal opportunity shall be provided for all employees and applicants for employment, on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, national origin, age, status as Vietnam era veteran, protected physical or mental disability, medical condition, sexual orientation, or any other characteristic protected by law. This also applies to the administration of personnel policies and procedures.

Guidelines: The principle of equal employment opportunity applies to all aspects of the employment relationship, including:

- Initial consideration for employment,
- Job placement and assignment of responsibilities,
- Evaluation of performance,
- Promotion and advancement,
- Compensation and fringe benefits,
- Access to training and other professional development opportunities,
- Formulation and application of personnel rules and regulations,
- Access to facilities and services,
- Layoff and recall from layoff, and
- Discipline and termination.

All employees are expected to support the principle of, and to contribute to the realization of, equal employment opportunity. Employees with responsibilities and authority in personnel matters who fail or refuse to subscribe to the principle of equal employment opportunity will be subject to appropriate internal action, including disciplinary action.

## **American with Disabilities Act of 1990**

The University does not discriminate in the interviewing, hiring, or promotion of individuals on the basis of disability. The University is committed to compliance with the Americans with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. It shall endeavor to provide reasonable accommodations requested by all employees with documented disabilities who are otherwise able to perform the essential functions of their jobs.

Guidelines: The ADA Coordinator shall work with all staff employees and their supervisors in determining the most effective accommodations that can be reasonably provided on an individual basis. The office of the Graduate College will work with the faculty to provide reasonable accommodation. The Human Resource and Benefit Services Office shall maintain records of such requests and accommodations in a confidential manner.

## **Sexual Misconduct Policy, Procedures and Resources**

The Sexual Harassment Policy for Adjunct Faculty members and other personnel can be found in the Employee Handbook Section 2.7 located on OwlNet in the Employees tab under Useful Links and Forms.

The Sexual Harassment/Assault Policy for students can be found in the Student Handbook located on OwlNet in the Student tab under Student Life/General Forms.

## **Drug and Alcohol Use in the Workplace**

The Drug and Alcohol Use Policy adopted by the University for Adjunct Faculty members and other personnel can be found in the Employee Handbook in Section 2.9 located on OwlNet on the Employee tab under Useful Links and Forms.

## **Dress Code:**

The prevailing dress code for William Woods University is “business casual.” All William Woods University adjunct instructors are expected to use judgment and discretion concerning their mode of dress. Instructors are expected to always represent the university in a professional manner.

## **Responsibilities of Adjunct Faculty Members**

### **Academic Workshops**

Beyond the requirements listed above, Adjunct Faculty have additional obligations. Because we want our instructors to remain current and qualified, attendance to a Professional Development Workshop is required each year. These Professional Development Workshops are offered regularly and are required to remain eligible for subsequent adjunct appointments. Professional Development offerings and formats vary amongst the various University departments.

## **Owlnet and Email**

Adjunct Faculty must have access to an internet-enabled computer and their WWU email address. All University business email communication will go to the adjunct's WWU email address only, and that email should be checked regularly by the adjunct, or configured to auto-forward to the adjuncts' other, primary email inbox. (Instructions for auto-forwarding email are found at the end of this handbook.)

Owlnet is a part of the University's website. Adjunct Faculty will access class rosters and enter grades in Owlnet. Owlnet user names and passwords are distributed to all faculty who teach at William Woods University, once they are scheduled to teach their first course. Questions or concerns regarding Owlnet should be directed to the WWU Helpdesk at [helpdesk@williamwoods.edu](mailto:helpdesk@williamwoods.edu) or by telephone at (573) 592-4224.

Adjunct Faculty are required to report grades by the following Tuesday at midnight of the conclusion of class. Grades are reported electronically via Owlnet. Failure to report grades through Owlnet will result in a delay in processing adjunct pay.

## **Academic Regulations**

Adjunct Faculty are required to be familiar with the academic regulations of the University.

## **Enrollment Verification**

A list of all students who officially completed registration will be available in Owlnet. This list is provided to instructors for the purpose of enrollment verification. Enrollment verification is extremely important and Adjunct Faculty members are required to comply with requests for information concerning class attendance and enrollment. Adjunct Faculty should report immediately any of the following to the registrar's office ([registrar@williamwoods.edu](mailto:registrar@williamwoods.edu)):

1. Students who are attending class but whose names do not appear on the class roster.
2. Names of students who are registered but not attending.

This information is essential for completing proper billing for tuition as well as making certain that academic credit is properly awarded. It may affect salary determination, and is the only manner in which the faculty member will be able to correctly report final grades.

It is the responsibility of Adjunct Faculty to take attendance and maintain an accurate attendance record for each class. Because classes are accelerated, attendance at all classes is required.

## **Individual Course Syllabus and Textbooks**

Prior to the beginning of a course, an Adjunct Faculty member will receive a Resource Kit from the University which may include the textbook and other supplemental materials, as well as instructions on obtaining the course Syllabus. It is the responsibility of Adjunct Faculty to return resource materials to WWU within one week after the course is over, unless slated to teach the course again. As a reminder, Adjunct Faculty members are not to modify the syllabus for any reason without approval from the Program Director.

## **Class Meetings**

The accelerated study model employed by the University extends to individual classes as well as the entire degree sequence. Thus, class schedule disruptions necessarily result in degree sequence disruptions. Consequently, class meetings are to be conducted in conformance with the published class schedule. Instructors may not alter the class meeting schedule (including room location and/or meeting night) without prior approval of the Program Director. If a class is rescheduled or cancelled, you must complete the Graduate Education Course Reschedule Form on OwlNet under Faculty Forms. **If** a class is cancelled, notification of cancellation must be accompanied by immediate rescheduling of the class prior to the last class scheduled for the course. Cancellation is permitted only in exceptional circumstances.

In addition to meeting classes when scheduled, instructors are expected to hold class for the entire time scheduled. An instructor who cuts the class short can expect complaints from students and a follow-up by the Program Director.

**Instructors who do not meet their scheduled class times may have their salary reduced accordingly.**

## **Holidays**

Ordinarily, classes will not meet on holidays observed by the University. Always consult your Program Director regarding meeting dates.

## **Inclement Weather**

Every reasonable effort should be made to have class when it is safe to do so. With campuses located throughout the state, it is impossible to develop a weather policy that will work in all areas at all times. Therefore, it is the decision of the Adjunct Faculty and Class Representative to determine if weather conditions are widespread and severe enough to warrant cancellation. If it is determined by the Adjunct Faculty and the Class Representative that classes should be cancelled, the appropriate Program Director should be notified.

**CLASSES THAT ARE CANCELLED DUE TO INCLEMENT WEATHER WILL BE REQUIRED TO BE RESCHEDULED PRIOR TO THE LAST CLASS DATE FOR THE COURSE.**

## **Class Representatives**

Class representatives are chosen to facilitate communication between the University, faculty, and cohort members. After a class representative is chosen, please email the site coordinator at [graduateadmissions@williamwoods.edu](mailto:graduateadmissions@williamwoods.edu) with the person's name and contact information.

## **Grade Appeals**

Students who believe a grade to be assigned in error or who wish to review a grade that they believe may be inaccurate must correspond in writing to the instructor responsible for issuance within two weeks after the receipt of a grade. If a mathematical, recording, or other technical error is discovered by the instructor at this time, the instructor may recommend the appropriate grade change to the appropriate Program Director and must accompany the recommendation with evidence which substantiates that such an error occurred. No other basis for change initiated by the instructor is acceptable. If substantive issues remain unsolved after the written correspondence with the instructor, the student should submit a



copy of all written correspondence with the instructor to the appropriate Program Director along with a request for a grade change. If, after meeting with the Program Director, the student still disputes his/her grade, a written appeal must be made to the Vice President/Dean of Academic Affairs with copies of all written correspondence with the instructor and Program Director. The appeal must allege one of the following:

1. Computational, recording, or other technical error has been made but has not been acknowledged by the instructor; or,
2. The grade has been assigned in an arbitrary, capricious, or vindictive manner, or in a manner intended to inappropriately manipulate or control the student.

The Vice President/Dean of Academic Affairs will appoint a review committee to determine a final conclusion for the appeal. The findings and conclusions of the review committee are final.

## **LIBRARY SERVICES**

**Library Website** <http://www.williamwoods.edu/library/index.asp>

**Online Tutorial** for Adjunct Faculty on using Library Resources:  
<https://williamwoods.libwizard.com/f/adjunct-faculty-orientation>

## **Library Hours**

### **Summer**

8:00 am - 4:30 pm, Monday-Friday Closed Saturday and Sunday

### **Fall & Spring Semester Hours**

7:30 am - 11:00 pm, Monday-Thursday 7:30 am – 4:30 pm, Friday Closed Saturday

3:00 pm - 11:00 pm, Sunday

### **Telephone:**

Circulation Desk: (573) 592-4289

Reference Librarian: (573) 592-1165

Toll free: (800) 995-3159 – Option 9 INFORMATION RESOURCES

Access to Library resources requires a WWU username and password. Contact UIT

([helpdesk@williamwoods.edu](mailto:helpdesk@williamwoods.edu) or (573) 592-4224) if you do not know your username and password.

## **Books, eBooks, video recordings, etc.**

Find books, eBooks, video recordings and other library materials in the Library's online catalog (**ARTHUR**— <http://arthur.searchmobius.org/search~S5> ). Click on the link in the description of any eBook to retrieve the text; eBooks are available 24/7. To request books and other circulating items owned by the WWU Library, contact the Library Circulation Desk at 573-592-4289 or [melissa.martin@williamwoods.edu](mailto:melissa.martin@williamwoods.edu) with the title, author and call number of the book(s). The library will send these items to you via USPS along with a postage paid return mailing label.

If you do not find what you need in the WWU library catalog, search the **MOBIUS** library catalog (<http://searchmobius.org>). MOBIUS is a consortium of over 60 Missouri libraries, including the University of Missouri libraries. You can place direct online requests for books in the MOBIUS catalog. If you choose William Woods as the pickup location when requesting a book, the library will mail your requested

items to you when they arrive, along with a return mailing label. You can also choose to have the books sent to another MOBIUS library near you (see <https://mobiusconsortium.org/members-by-cluster> for a list of libraries). You may also visit MOBIUS member libraries, but you must have a WWU Student or Faculty ID to check out library materials on site.

## Interlibrary Loan

If you don't find the resource you need in the ARTHUR or MOBIUS catalogs, or in an information database, contact the library with a complete citation to request what you need. Online interlibrary loan request forms are available at: [https://www.williamwoods.edu/forms/library/article\\_request.asp](https://www.williamwoods.edu/forms/library/article_request.asp)

## Article and Information Databases

William Woods University subscribes to over 60 different databases that include information such as reference works, journal and newspaper indexes, as well as the full text of journal and newspaper articles. These databases are accessible by the link “**Databases A to Z**” on the Library website.

(<https://libguides.williamwoods.edu/az.php>)

Search using **Woods OneSearch** from the main library page. This is a search box that searches all of the library resources (databases and catalog) in one Google-like search.

Contact the library if you need help choosing or searching these resources.

Some of the most popular article databases for Graduate students include the following:

**Education**—ERIC, Education Source, Education Week,

**Business**—Business Source Premier, Entrepreneurial Studies Source, NexusUni (for company and industry financial information)

**General**—Academic Search Complete

If you need research assistance, contact the **Reference Librarian** at [reference@williamwoods.edu](mailto:reference@williamwoods.edu) or (573) 592-1165.

**Online Tutoring Resources** – Students have access to online tutoring assistance by going to [Owlnet.williamwoods.edu](http://Owlnet.williamwoods.edu), logging in and clicking on the Tutoring tab. Each student is able to receive 10 free hours of tutoring per academic year.

## WWU Email & Setting Up Auto-Forwarding via Owlnet:

[Owlnet.williamwoods.edu](http://Owlnet.williamwoods.edu) >> Login >> click **Faculty and Staff Email** on the right menu >> Login.

Once logged into your webmail, on the right side of the page, click **Options** >> **Create an Inbox Rule** >> under **Inbox Rules**, click **New** >> under “*When the message arrives and,*” select **Apply to all messages** >> under “*Do the following,*” select **Redirect the message to**. Put the email address you want your WWU email forwarded to in the “**To**” field (bottom of the page – see below) >> click **OK** >> click **Save**.