



Saint Martin's
U N I V E R S I T Y

ADJUNCT FACULTY GUIDE

Table of Contents

Introduction	4
Updated November 2019	5
GENERAL INFORMATION	5
Handbooks and other Policy Manuals	5
Academic Calendar with Holidays and Office Closures	5
Email/Self Service/Moodle Account Information	5
Faculty Contracts/Letters of Intent (LOI)	5
INSTRUCTOR RESPONSIBILITIES	6
Adjunct Faculty Responsibilities	6
8-credits = 14.0 14.0 2.0 29.....	8
Textbook Desk Copy Policy	8
Ordering Textbooks for a course through the SMU Bookstore	8
Course Syllabus	8
Training & Support.....	9
Student Attendance Verification	9
Advisor of Studies and the Center for Student Success.....	9
Early Alert Notification.....	9
Online Attendance	10
CLASS SCHEDULES & POLICIES	10
Scheduled Class Time	10
Class Cancellation	10
Final Examinations	11
Course Assessment and Evaluation	11
Grading Policies.....	11
End of Session Grades.....	11
Withdrawal	12
Plagiarism.....	13
Change of Grade	13
Testing Policy	13
SUPPORT SERVICES	13
Copy services.....	13

Audio/Visual Equipment/Special Arrangements	13
Video Recordings	14
White Boards	14
O’Grady Library	14
OTHER IMPORTANT INFORMATION	14
Saint Martin’s Community	14
Student Resources	14
Food and Drink Policy	15
Classroom Visits	15
APPENDIX I	16
HELPFUL LINKS	17

Introduction

Dear Colleagues,

Welcome to Saint Martin's. We are very pleased that you are teaching in our community and we want to make sure you are as prepared and comfortable as possible. The following guide is a collection of information to help serve as a resource. It serves as a supplement to information in the *Faculty Handbook* and *Faculty Bylaws*, the *Employee Handbook*, and the *Academic Catalog*. Like all such things the information in it may change as people, websites and offices change. One of your best resources will always be your departmental chair, program director or college/school executive assistant. I encourage you to get to know them all.

We are committed to making you feel at home here at Saint Martin's University. If you have any suggestions for improvement (to this document or in general) please send your ideas to your college/school executive assistant. The plan is to keep improving!

Thank you for sharing your expertise with our students.

Best,



Kate Boyle, Ph.D.
Provost | Vice President of Academic Affairs
Professor, Higher Education
Saint Martin's University
<https://www.stmartin.edu/academics/academic-resources/office-provost>

GENERAL INFORMATION

Useful Web resources

Handbooks and other Policy Manuals

<https://www.stmartin.edu/about/policies>

Academic Catalog (*housed at the Registrar's website*):

<https://www.stmartin.edu/directory/office-registrar>

Academic Calendar with Holidays and Office Closures

<https://www.stmartin.edu/academics/academic-resources/academic-calendar>

<https://www.stmartin.edu/emergency>

Saint Martin's uses a text message alert system to provide official notification of critical emergencies. (E.g. situations that pose an imminent, physical threat to the community and weather-related campus closures). We encourage you and all students to sign up for text message alerts in case of emergency or weather closures.

Email/Self Service/Moodle Account Information

Please refer to Appendix I. Please note that you are required to use your Saint Martin's email account to correspond with students and colleagues on matters relating to your teaching. This enables the University to recover official correspondence in compliance with our records policy and in case we are required to provide these to external agencies.

Faculty Contracts/Letters of Intent (LOI)

Faculty Contracts/Letters of Intent will be emailed to your SMU account during the second week of classes. Courses with fewer than seven (7) students will not be offered except in exceptional circumstances; in exceptional circumstances, a course that has fewer than seven (7) students may be offered and the instructor's pay in such cases will be pro-rated based on the number of students registered for the course. The current minimum of seven (7) is subject to revision as the University continues to work on strengthening class sizes and optimizing the learning experience. A draft of the LOI will be sent via email 4-6 weeks prior to the beginning of the semester. The final version will be mailed out after the 10-day count of the semester.

If you have any questions regarding your contract, please contact the Chair of your Department.

INSTRUCTOR RESPONSIBILITIES

Adjunct Faculty Responsibilities (from Faculty Handbook and Bylaws, *Handbook* section 1.4.2)

Adjunct Faculty members . . . are invited to attend Faculty gatherings such as College/School and University Assembly, professional development workshops and conferences, student and Faculty convocations, and other community events such as lectures, presentations, and cultural performances. Adjunct Faculty may also be invited by Regular Faculty or academic leaders to attend Department and/or other meetings and to serve on ad hoc Committees and Task Forces.

Adjunct Faculty are endorsed by their disciplinary peers through Department Chairs who work closely with their College/School/Division Deans to identify teaching needs and to vet candidates for appointment to Adjunct positions. Adjunct Faculty are evaluated annually prior to re-appointment; evaluations are coordinated by Department Chairs and may include consideration of student evaluations and classroom visits by peers.

Adjunct Faculty may be full- or part-time as defined below and may be contracted for a semester, year, or multiple-years. Adjunct Faculty teaching assignments are determined by the Department Chair at the time of the faculty member's appointment, and contracts/appointment letters or teaching assignments are not guaranteed to be renewed for subsequent semesters or years, as appropriate.

INSTRUCTOR OPPORTUNITIES/BENEFITS

Adjuncts are invited to participate, with compensation, in the faculty committee structure as representatives on the following committees:

Faculty Senate, Faculty Welfare, Faculty Development, and an AdHoc Adjunct Faculty Committee.

Adjunct faculty are eligible for undergraduate and graduate tuition remission after the completion of five (5) years of teaching at SMU. See the employee handbook for details. <https://www.stmartin.edu/sites/default/files/smu-files/human-resources/saint-martins-university-employee-handbook-nov-19.pdf>

Adjunct part-time Faculty work loads are calculated as follows: 1 hour of teaching requires 1-1.25 hours of preparation. Each semester teaching hour therefore equates to 2 - 2.25 weekly work load hours.

Adjunct part-time Faculty are encouraged to maintain one weekly office hour per course, which is included in the total hours represented below in calculations of an Adjunct part-time Faculty member's weekly work load.

The following section, summarizes material in the *Handbook* and presents guidelines that may help you in planning and understanding your work schedule:

TEACHING HOURS	PREPARATION HOURS	OFFICE HOUR	WORK LOAD
1	1.25	.33	2.6

Adjunct part-time Faculty are expected to maintain one office hour per week for 3-4 semester credit hours of teaching. Part-time Adjunct Faculty workloads do not typically exceed **ten semester credits on the Lacey Campus** in each semester. Part-time Adjunct Faculty workloads do not typically exceed **eight credits in each eight week session on extension campuses**.

Please note that academic terms at Saint Martin’s are referred to as semesters when they run for sixteen weeks and sessions when they run through shorter periods (such as the eight-week sessions at ELD).

Sample Work Loads – Lacey Campus semesters:

TEACHING HOURS LOAD	PREPARATION HOURS	OFFICE HOURS	WORK
3	3.75	1.0	7.75
4	5.0	1.0	9.0
6	7.5	2.0	15.5
8	10.0	2.0	20.0
9	11.25	3.0	23.5
10	12.50	3.0	25.50

Any hours constituting required attendance at University meetings or required service on committees or additional weekly office hours are calculated as additional hours of commitment within a Part-time Adjunct Faculty member’s work load. All such additional required hours have to be pre-approved by the Provost and may be additionally compensated.

Sample Work Loads – ELD eight-week Sessions:

TEACHING HOURS	PREPARATION HOURS	OFFICE HOURS	WORK LOAD
3-credits = 5.5	7.0	1.0	13.5
6-credits = 11.0	14.0	2.0	27
8-credits = 14.0	14.0	2.0	29

Textbook Desk Copy Policy

It is the instructors' responsibility to order books after his/her teaching schedule is confirmed and in accordance with deadlines about which notifications will be sent out by the Bookstore manager. Instructors are expected to research and order desk copies of books. You can research and place your text book orders for your class(es) through the University's Barnes and Noble Bookstore; you must contact the publisher directly for desk copy orders. Please note that some book sellers may not provide desk copies to instructors.

Ordering Textbooks for a course through the SMU Bookstore

Students using financial aid to purchase books are sometimes required to do so through the SMU bookstore. Getting book orders in to the bookstore in a timely manner allows the bookstore to acquire used versions before they become unavailable. The bookstore will put out a request for orders in the preceding semester. Orders can be done by emailing the information to the bookstore or by using the Faculty Enlight system: <https://www.facultyenlight.com/?storeNbr=786>

Course Syllabus

Contact the *Executive Assistant of your College/School <https://www.stmartin.edu/academics/> for the latest template. Please ensure that you annotate items listed on your syllabus so that your students are clear about their responsibilities and work assignments.

Syllabi for all courses must be sent to the Executive Assistant of your College/School at least two weeks prior to the start of the session in which you are scheduled to teach.

Email your syllabus/syllabi to the following individuals, as appropriate:

- College of Arts & Sciences: Ashleigh Withey, awithey@stmartin.edu
- School of Engineering: Hopie Lopez, hlopez@stmartin.edu
- School of Business: Angel Lyons , alyons@stmartin.edu
- College of Education and Counseling: Carina Bissett, cbissett@stmartin.edu
- Master of Arts in Counseling program: Sandy Brandt, sbrandt@stmartin.edu

Training & Support

If you need assistance with Moodle and/or help with the class syllabus, please refer to the Moodle webpage at <http://moodle.stmartin.edu/> and/or contact your school/college executive assistant to set up an orientation.

Student Attendance Verification

During each session, instructors are required to report student attendance for the 10 day census count via *Self-Service* (<https://selfservice.stmartin.edu/SelfService/Home.aspx>). Reporting attendance enables the Registrar and Student Financial Services to better identify students who are not attending and/or failed to properly withdraw from a course. The ten-day count also enables the University to maintain accurate head-count records for the semester and to report these accurately to the Department of Education. It is vital, therefore, that instructors report the ten-day count in each of their classes.

The Registrar will email a reminder (with instructions) each term/session. Additionally, all instructors are *expected to maintain appropriate records of student progress and attendance*.

Advisor of Studies and the Center for Student Success

<https://www.stmartin.edu/academics/academic-resources/center-student-success/advising-center>

The Advisor of Studies is available to all first year students and to pre-major or exploratory students who have not yet decided on a major or are thinking of changing major.

The Advisor of Studies offers guidance and support to all first year students in collaboration with their assigned faculty advisor. First year students are given academic support as they transition into college and are connected to campus academic support resources.

The Advisor of Studies is also the designated advisor to pre-major students until they decide on a major and are then assigned to a faculty advisor in their major. Pre-major advising gives students the opportunity to learn more about their strengths, values, and interest before making an informed and intentional decision on a major.

The Advisor of Studies with the **Center for Student Success** recognizes the unique needs of diverse student populations and works with students early in their academic career to support their overall academic success. The Center offers numerous student services including tutoring with math and writing.

<https://www.stmartin.edu/academics/academic-resources/center-student-success>

Early Alert Notification

<https://www.stmartin.edu/academics/academic-resources/center-student-success/advising-center/early-alert-program>

The Early Alert (EA) Program provides early academic intervention and support for students who are at risk in one or more college courses early in the semester. Faculty and professional staff submit an EA referral when they see signs of academic concerns such as; excessive or unexplained absences, missed or late assignment, low quiz and test grades, risk of failure, or inadequate background for a course. Referrals are submitted prior the last day of withdraw from classes in the semester calendar. Once an EA referral is submitted, the Advisor of Studies sends an outreach email to the student with copies to the referring faculty and the student's assigned advisor. Students are encouraged to speak with the referring faculty as well as their assigned advisor about campus support resources that can best address their academic needs. The level of the Advisor's engagement with the student will vary depending on the circumstances reported.

Students who experience critical academic concerns will be referred to the Student Success Committee. The Student Success Committee collects relevant information from key campus departments so that a course of action can be developed to address the student's needs. A student's assigned advisor is always notified and invited to attend these meetings. Meetings are coordinated through the Office of Student Affairs. Faculty and staff can also refer a student directly to the committee by contacting the executive assistant to the Dean of Student Affairs.

Online Attendance

Faculty are expected to make reasonable efforts, typically by email to the student's SMU email, to contact assigned students who are not logging into their Moodle courses. At the end of the term, students who never significantly engaged the course in Moodle and did not withdraw should be given the "XF" grade for non-attendance. Students who stopped participating later during the online class may be awarded the "XF" grade for non-attendance, a failing grade of "F", or a passing grade if he/she earned enough points prior to not attending.

CLASS SCHEDULES & POLICIES

Scheduled Class Time

Please note that your class is scheduled for a specific timeslot. Class times should not be changed except through approval by your College/School Dean. The Registrar should be notified about all approved changes. Please be conscious also of class start and end time; instructors scheduled for subsequent sessions in the same room require timely access to the classroom to prepare for their teaching session.

Class Cancellation

Classes may occasionally have to be cancelled for a variety of unavoidable reasons: instructor illness, inclement weather, emergencies, etc. If you must cancel a class, please notify your

students, your Department Chair, and your school/college executive assistant as soon as possible. Ideally, you should try to make an alternate arrangement two weeks in advance with your Dean. You can access student and class information using Self-Service. We encourage you to use Moodle and SMU email to notify students.

The *Faculty Handbook and Bylaws* states: Faculty must meet their assigned classes at the scheduled times. Requests to change the schedule have to be approved in advance by the Dean and the Registrar. If the instructor cannot meet a class, he/she contacts the Registrar, who notifies the students of the cancellation of the class. The Department Chair is notified by the faculty member, and arrangements, satisfactory to assuring student progress, are made.”

Final Examinations

The schedule for final exams can be found on the Registrar’s website:

<https://www.stmartin.edu/academics/academic-resources/office-registrar/finals-schedule> As the *FH&B* notes, “The period of final examinations is scheduled at the end of the semester by the Registrar’s Office. No examinations are to be administered to classes during the last regular week of scheduled classes in lieu of the final examination. Final examinations, if given, must be administered at the date and time specified by Registrar. Exceptions to this policy must be approved by the Provost.”

Course Assessment and Evaluation

During the last couple weeks of the semester or session, your college/school executive assistant will put together course evaluation forms that should be distributed to your students. This is an opportunity for feedback on the course and instruction. Directions for the process are written on the envelope used to distribute the evaluations. The faculty member should not be present during the evaluation, and a student will volunteer to return the envelope to the appropriate academic office.

Grading Policies

Your syllabus should include a clear statement about grading policies. Clearly stated policies protect you and the University in case of any challenges regarding your grades.

End of Session Grades

At the end of each session, please submit students’ grades into Moodle or Self-Service. Grades must be submitted within 48 hours after the scheduled time of the final examination for the course. Please note that late submissions can affect students’ financial aid, probation & suspension notifications, their registration for subsequent semesters, and their ability to graduate on schedule.

Self-Service and the Moodle grade book will be turned off after midnight on the 10th day after the session, and you will not be able to submit grades after this period. If you don't submit the grades in time, you will need to contact [the Office of the Registrar](#).

Please check the University policy governing an "I" or incomplete grade for students who may have outstanding assignments or a final exam remaining at the time class grades are due. The grade of "I" represents incomplete work and should be given for work which is of passing quality but which, because of circumstances beyond the student's control, is not complete. Instructors are allowed to grant incomplete grades to students as long as fifty percent (50) of the course work for the course has been completed and the student has a justifiable cause for not completing the remaining work, such as deployment, illness, family emergency, etc. Students are required to contact their instructors prior to the last week of class to request an incomplete; please ensure that you receive backing documentation for requests. E.g., Medical documentation or a document on military deployment.

The issuance of the grade of "I" is at your discretion as an instructor. Approved Incomplete Forms are submitted to the Office of the Registrar.

Incomplete grades, if not changed by the end of the following semester, automatically convert to an "F." Please notify the student as appropriate, regarding Incomplete Grades; additionally, please inform the student's advisor. The advisor can be found on Self Service (<https://selfservice.stmartin.edu>) under the "Advising" and "Schedule" tabs.

Instructors can change a grade at a later date by completing a "change of Grade" form if late submissions or make-up exams have been arranged with the student. Change of grade forms must be obtained in person by the instructor from the Registrar's office.

The removal of an "Incomplete" grade is the student's responsibility. All courses must be completed by the end of the regular semester (fall or spring) following the semester in which the "incomplete" was granted. An "incomplete" grade will remain on the student's transcript for one (1) regular semester (fall or spring) beyond the semester in which the "Incomplete" was entered. At the conclusion of that one semester, the grade of "incomplete" will be converted to a grade of "F" unless the instructor has submitted a grade change.

Most forms, and the Academic Catalog (explaining policies), can be found on the Registrar's website: <https://www.stmartin.edu/directory/office-registrar>

Withdrawal

A student may withdraw from a course by completing a withdrawal form at the Office of the Registrar or an extended campus office. A "W" will be recorded on the student's transcript. Please refer to the academic calendar provided by the Registrar's Office for dates related to withdrawal deadlines.

Plagiarism

Plagiarism is the act of using the words and ideas of others without giving proper credit. Common varieties of plagiarism include:

- Having another individual write a paper or take an examination for a student.
- Directly quoting material without using quotation marks or proper indentation.
- Not giving credit for another person's original ideas and organization.

Policies and procedures surrounding plagiarism and academic dishonesty can be found in the Academic Catalog posted on the Registrar's website: <https://www.stmartin.edu/directory/office-registrar>

Change of Grade

If you discover an error in the recording, the calculation of the student's final grade, or completion of coursework to satisfy an incomplete, a grade change form must be sent to the Office of the Registrar. (The form is available at the Office of the Registrar and must be picked up in person by the instructor.)

Testing Policy

To arrange for testing and/or proctoring of students, contact the Center for Student Success <https://www.stmartin.edu/academics/academic-resources/center-student-success>

Graded Student Material

If students want their materials mailed to their home, they need to supply you with a self-addressed stamped envelope.

SUPPORT SERVICES

Copy services

Instructors who need to make copies may do so on copy machines available on the Main campus with their ID card. All instructors should be prepared to make their own copies. If you have any questions, please let the Executive Assistant of your School/College know.

We encourage you, however, to minimize printing and to go green!

Audio/Visual Equipment/Special Arrangements

A computer, DVD, overhead projector, internet, and a jack for are provided in every classroom. The Computer Resource and Copy Center (CRC) also has classroom equipment or laptops that can be provided for classroom use. If you have any special requests, please be sure to contact the CRC at least forty eight (48) hours in advance for the arrangement. Any requests made after 4:00pm on the day you require special arrangements/equipment cannot be guaranteed. IT is available for technology-specific issues and can be reached at (360) 438-4338. If you cannot get into a classroom, please contact the Public Safety Office at (360) 438-4555.

Video Recordings

If you are interested in video recording your session, equipment can be borrowed at O'Grady Library; <https://www.stmartin.edu/academics/academic-resources/ograde-library/technology>.

White Boards

Instructors must clear white boards at the end of class.

O'Grady Library

<http://www.stmartin.edu/library/>

OTHER IMPORTANT INFORMATION

Saint Martin's Community

Calendar for events: <https://www.stmartin.edu/news-events>

Student Resources

Please encourage your students to use resources that are available from the sources below.

Center for Student Success

Please review this site <https://www.stmartin.edu/academics/academic-resources/center-student-success> and learn how students can access writing, math, test proctoring, and disability services.

Tutor.com

Online homework help for students. Get help from a professional tutor anytime you need it. This service is free for Active Duty, National Guard and Reserve members in the Army, Marines, Navy or Air Force and their dependents. Tutors are online 24/7 and available to help in more

than 16 subjects: <http://www.tutor.com/>

Food and Drink Policy

Covered drinks and small/light snacks are typically allowed in all classrooms, subject to the instructor's approval

Food such as hamburgers, fries, pizza, etc. **are not allowed in the classroom unless prior arrangements are made with the Instructor.**

Cleaning supplies/trash cans are available in each classroom to cleanup any spills, soiled tabletops, crumbs or trash. Colleges and units using the classrooms are responsible for cleaning spills resulting from eating and drinking in the classroom.

Classroom Visits

Department Chairs will schedule classroom visits to one of your classes at least once a year; the visit may be by the Chair or by a senior faculty designee. Deans may also visit your classroom, and you will be informed in advance of visits. Of course, you may also invite senior colleagues to conduct a peer evaluation by visiting your classroom. Please note that peer evaluations of your classes will be included in considerations regarding renewal or non-renewal of your contract in subsequent years as well as in considerations for promotion.

APPENDIX I

How to Access Your Email, Moodle and Self-Service Accounts

If you have any questions concerning the directions below, please contact the ITS Help Desk at (360)438-4338 or <https://www.stmartin.edu/its/> for assistance.

Choose A Network Password: <https://password.stmartin.edu/passwordchange/>

- Your Network username is: FirstinitialLastname (ex: John Smith – “JSmith”)
- Default password: smuxxxx (smu and the last 4 digits of your SMU ID Number)
You need to choose a new network password before accessing any network resources. Your new Network password must be at least 6 characters long. After you have successfully changed your Network password, you will be able to access your Email, Self-Service, Moodle and log into the Computers on our network. Network Passwords expire after 5 months.

How to Access Your Email via Web Browser: <https://mail.stmartin.edu/owa/>

- Email Username: entire e-mail address **FirstinitialLastname**
- Password: Your network password

If your computer offers a separate field to enter the domain use:

- Username: **FirstinitialLastname**
- Password: your Saint Martin's network password
- Domain: stmartin.edu

How to Access Moodle

Most online classes use our Moodle server for online collaboration. Moodle can be accessed from a link at <https://moodle.stmartin.edu/> using your

How to Access your Network account:

- Your Network Username is: **FirstinitialLastname**
- Password: Your network password

How to Access Self-Service:

Self-Service is used to register for classes, access transcripts, view your student account

- <https://selfservice.stmartin.edu/>

- Your Network Username is: FirstinitialLastname
- Password: Your network password

HELPFUL LINKS

Link to handbooks and policy documents:

<https://www.stmartin.edu/about/policies>

Link to emergency/weather information:

<https://www.stmartin.edu/emergency>

Link to Office of Registrar policies and forms:

<https://www.stmartin.edu/directory/office-registrar>