Adjunct Faculty Guidelines

Responsibilities of Adjunct Faculty

(The following information is included in the Faculty/Staff Manual.)

In addition to fulfilling teaching responsibilities, part-time faculty are usually required to provide for student advising and related activities a minimum of one hour per week for each course credit taught. This requirement may be met in several ways: (l) part-time faculty may be available in the classroom the required number of office hours before and/or after the normal hours for the course if the classroom is available at such hours; (2) part-time faculty may have space in a shared or group office where a desk or file drawer may be available to the part-time faculty member; (3) part-time faculty may share the regular office of a full-time member; and/or (4) any other appropriate arrangement for part-time faculty office hours. The office hours of the part-time faculty members should be on the course syllabus, should be on record in the office of the supervisor, and should be posted on or near the classroom or office to be utilized by the part-time faculty member for office hours.

Teaching Load - The normal teaching load for an adjunct faculty member shall be no more than 10 credit hours each fall or spring semester and no more than 7 credit hours during the summer semester.

Orientation - All adjunct faculty will receive a copy of the Adjunct Faculty Guidelines brochure. This document is prepared by the Vice President of Instruction and Student Services and updated annually. It contains information concerning college services, faculty responsibilities, and general information. Adjunct faculty also are invited to a Fall orientation session.

Professional Development - Adjunct faculty may attend faculty in service, orientation, or other such open meetings. They may be eligible for any grant or VCCS funding so designated. They are invited to attend any college activity, committee meeting, or special event appropriate to their role or area of expertise. They may attend state or VCCS meetings where appropriate and funding is available.

Office Space - Office space for adjunct faculty is located in ISC-151 and LRC-230.

Evaluation -Adjunct faculty are evaluated on a rotating basis by the supervisor. New adjunct faculty members are observed during each semester of the first year, once during the second year, and once every second year thereafter. Evaluation is based on specific criteria including instruction, personal attributes, and consideration for the student as an individual. Supervisors provide adjunct faculty with feedback regarding performance, and faculty may submit reports or rebuttals to the Vice President of Instruction and Student Services.

Course Rating System - Beginning in fall 2012, the College will begin using an online system to conduct student ratings of courses, allowing for more timely feedback to the faculty and deans. The online system will use the same questions as the traditional student questionnaires, and faculty will have the ability to add supplemental questions tailored to their courses. Please see your dean for details.

Partial Pay Policy

An adjunct faculty member receives full pay for any course which has or exceeds the required minimum number of paid enrollees for credit based on 75% of the discipline funding ratio applicable to the course.

Funding Ratio	Minimum 75%
1:24	18
1:20	15
1:18	14
1:14	11
1:13	10
1:10	8

Should an adjunct faculty member teach any course with fewer than the required minimum number of credit students, the adjunct faculty member will receive pay in the proportion of credit headcount to required minimum. (e.g., in a 1:24 discipline - 14 credit students = 14/18 of regular pay). Exceptions are made only with the authorization of the Vice President of Instruction and Student Services.

The number of students marked "paid" on the class roster at the time of the first class meeting determines the minimum amount of pay for the adjunct instructor. The supervisor will have the instructor sign the appropriate form accepting the agreed amount with the understanding that the pay will be adjusted upward if more students enroll before the 15% deadline in the academic calendar.

Example for an adjunct teaching two courses in the Business, Humanities & Social Sciences Division	
English 111	28 Students
English 111	14 Students
Total Enrollment	42 Students
Average 21 students	
Full pay for both classes	

Adjunct faculty members who teach more than one class in the same division during a single semester or term may elect, in some cases, to use the average enrollment of all courses in that division to determine partial pay. Enrollment can be averaged when classes are offered for equal credit or, in the case of differing credits, adjunct faculty may "borrow" students from the higher-credit course to increase the number of students in the lower-credit course.

In the case of sequence courses, adjunct faculty members are guaranteed equal compensation for the second semester or term if enrollment is at least 50 percent of the enrollment during the first semester or term.

Payroll

Each adjunct faculty member will be paid by direct deposit, and all contractual instruction responsibilities must be completed by the established deadlines. Faculty must submit a complete adjunct personnel file (see list), final grades, and a complete electronic course folder (see list). Once these responsibilities have been fulfilled, the Division Dean may provide adjunct faculty with teaching assignments for the subsequent semester as needed. Faculty who do not submit required course documents will not be employed in subsequent semesters.

Mail

Individual mailboxes are provided for all adjunct faculty in the mailroom located in Room LRC 116 or in the Division office. All memos, mail, etc., will be placed there. Each adjunct faculty member also will be provided with an electronic mail (e-mail) address to be used for all official college communication.

To access your VHCC e-mail:

- Open a web browser to www.vhcc.edu
- Click the Faculty and Staff Link
- Click webmail
- For your initial user name and password, please call the Division Dean or the VHCC helpdesk at (276) 739-2550. Account info cannot be provided via e-mail.

All faculty and staff are expected to pick up their mail upon each campus visit and check e-mail daily to ensure efficient communication.

Attendance and Administrative Withdrawal

Faculty are required to take daily attendance and must submit attendance records as part of the official Course folder. Faculty must be able to document the last day of attendance for all students.

The VHCC Admissions Office is one step closer to going green! The Admission Office has implemented an online Administrative Withdrawal system that is very easy to use and, therefore, paper forms will no longer be accepted to administratively withdraw students from regularly scheduled classes.

Why are Administrative Withdrawals important? Federal regulations require VHCC to report students who have not attended or participated in classes during the first 15% of the class. You must withdraw these students. You will receive an e-mail each semester from DO NOT REPLY with a link to the classes that you teach. The instructions will be included in the e-mail. Unfortunately, dynamically dated classes —those that begin later than the beginning of the semester or have a completion date before the end of the semester — will continue the paper process at this time.

Documentation of Course Content

Course of Study - Faculty members at VHCC are responsible for developing a Course of Study for each course taught. Each Course of Study shall include:

- Course number and title.
- Course description as given in the College Catalog or as found in the Curriculum Guide developed for the VCCS.
- Statement of broad goals and objectives of the course.
- Areas to be covered in the course.
- Methods to be used in teaching the course.
- Instructional Materials, including texts and other materials required for student purchase, audio-visual materials to be used in the classroom, Learning Center materials used in the course, and resource personnel to be utilized.
- Criteria for Student Grading. For example, tests might account for 40% of the final course grade.
- An emergency statement that informs students how instruction will be provided in the event the college is closed for an extended period of time. Please be clear about your expectations and student responsibilities. Students with learning, psychological, or physical disabilities may receive academic accommodations provided appropriate documentation is on file. Students should contact Karen Copenhaver, Acting ADA Coordinator in ISC-124, for information.
- The Division Deans and/or the Assistant to the Deans and the Dean of Workforce Training and Continuing Education will provide appropriate copies of courses of study (when available) to adjunct faculty when they are hired.

Course Folder - An electronic course folder is prepared for each course taught by each instructor each semester. These folders, which contain the following information, are maintained by the respective Division Dean for five years.

- An electronic copy of the grade book
- An electronic copy of the attendance record
- An electronic copy of the course of study, including the syllabus
- An electronic copy of each major test or examination

If all course documents are not submitted by the deadline established by the Division Dean, faculty may not be employed in subsequent semesters.

Exams

A final exam period is scheduled at the end of each academic semester. During this period all regular day class meetings are cancelled and students follow the final exam schedule. Exam schedules are listed in the class schedule and on the College website. Students are expected to take their examinations at the regularly scheduled times. Classes should meet during exam week whether an exam is scheduled or another activity is planned.

Adjunct Faculty Checklist

Complete and official personnel files must be maintained on all part-time adjunct faculty in order to comply with the policies of the Southern Association of Colleges and Schools, an accrediting agency for institutions of higher education. It is your responsibility to provide the following information:

1. _____ State Application for Employment (DHRM Form 10-012) with an original signature and date.

2. _____ Name and contact information for three current references.

3. _____ Official college transcripts for all colleges attended.
(Transcripts must be sent directly to the supervisor or to the Vice President of Instruction and Student Services from the granting institution. Transcripts are considered official only if they have a seal and arrive in a sealed envelope. Transcripts are not considered official if mailed to the student or marked with words that indicate the transcript was issued to the student. Faxed transcripts are not official copies.)

4._____ Employee's Withholding Allowance Certificate (W-4)

5. _____ Employee's Virginia Income Tax Withholding Exemption Certificate (VA-4)

6. _____ Employment Eligibility Verification Form (I-9)

7. _____ Alcohol and Drug Policy Form

8._____ Child Support Enforcement Form

9._____ Notification and Release Form

10. _____ Employee Direct Deposit Authorization Form

11. _____ Employment Certification and Notice of Part-time Hours Forms

12. _____ Copy of Social Security Card (for payroll purposes only)

Faculty will not be placed on the payroll and checks will not be issued until all information has been provided. Please check to ensure all forms have been submitted and all blanks have been completed.

Revised July 2013

VIRGINIA HIGHLANDS COMMUNITY COLLEGE
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