



# ROSE STATE COLLEGE

————— Your Community College of Choice —————



## **ADJUNCT FACULTY HANDBOOK 2024-2025**

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# ROSE STATE COLLEGE ADJUNCT FACULTY HANDBOOK

## WELCOME

Welcome to Rose State College. We are privileged to work with outstanding adjunct professors. You bring expertise and support to the students of Rose State College, allowing the College to broaden its offerings and complete its mission.

The purpose of the *Rose State College Adjunct Faculty Handbook* is to provide a resource of information about Rose State College that will help you answer student questions and conduct your classes in accordance with the College's adopted policies and procedures. This handbook has been prepared to supplement the *Rose State College Policies and Procedures Manual* approved by the Rose State College Board of Regents. The pages that follow contain a condensed version of the *Rose State College Policies and Procedures Manual* that applies directly to adjunct faculty along with other useful information. Questions not answered in this handbook should be referred to the dean or associate dean of the appropriate division.

Policies and procedures of this College are constantly reviewed and updated to meet the needs of the students, faculty, and staff. This handbook will be revised as needed to reflect policy changes that apply to adjunct faculty and the performance of their responsibilities. A copy of the *Rose State College Policies and Procedures Manual* is available on the College's internal website.

### **Electronic communication**

Electronic communication is the official means for communication to the students of Rose State College. The College will send communications to students via e-mail and will expect that those communications are received and read in a timely manner.

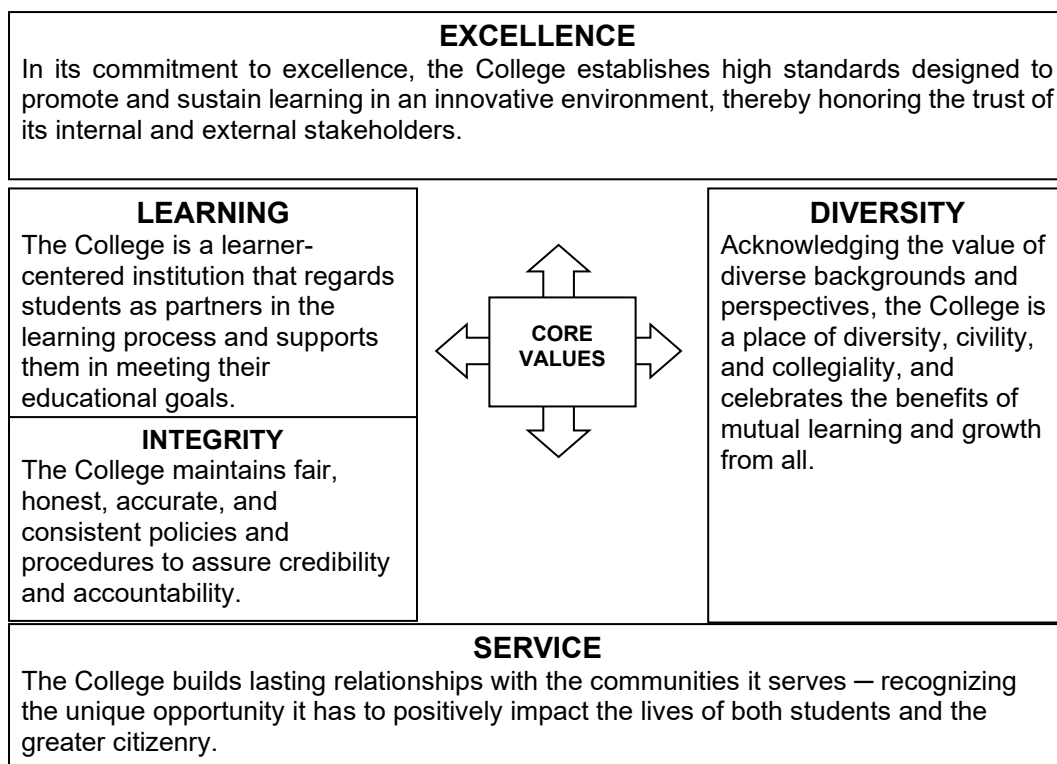
All Rose State College students are issued a student e-mail account. The College will direct all electronic communications to the college-issued e-mail address. Students should monitor the college-assigned student e-mail account on a frequent and consistent basis in order to remain informed.

## **COLLEGE VISION, MISSION AND VALUES**

*As a public and open admission institution that grants associate degrees, Rose State College provides higher education programs and services intended to foster lifelong learning for a diverse population.*

### **COLLEGE VISION**

Supporting, serving, and advancing the common good—sustaining and advancing a tradition of excellence.



### **STRATEGIC VISION**

By constantly creating and improving learning programs and services that are measurably effective and keenly matched to the needs of our students and community, Rose State College will be recognized as one of the nation's premier two-year colleges, distinguished by:

- Superior student retention and success rates;
- A growing multi-cultural and multi-generational student body;
- Development and efficient use of fiscal resources;
- Exceptional quality and diversity of programs and personnel.

# **ASSESSMENT OF STUDENT LEARNING**

**Student learning is what we are about—but how do we know if our students are learning?**

There are two measures of student learning: direct measures of learning and indirect measures of learning.

Direct measures of student learning involve evidence of student learning based on student performance that demonstrates the learning itself. It can be value-added, related to standards, qualitative or quantitative, embedded or not, using local or external criteria. Examples include assignments, presentations, projects and portfolios. (Leskes, 2002)

Indirect measures of learning involve evidence of how students feel about learning and their learning environment rather than actual demonstrations of achievement. Examples include surveys, questionnaires, interviews, focus groups, and reflective essays. (Eder, 2004)

The assessment committee strives to provide relevant and timely data to support efforts at continuous improvement of student learning on the campus of Rose State College. As requested, all faculty members will assist in the collection of such data.

# **EMPLOYMENT AND BENEFITS**

## **EMPLOYMENT PROCEDURES**

All applicants for adjunct faculty positions must complete an official application provided by the Office of Human Resources (which includes submitting official transcripts). Once the application form is on file, the appropriate academic division office reviews the prospective faculty member's credentials. Adjunct faculty are appointed on the basis of the need in a particular discipline and on the basis of the best qualified to meet particular needs.

The deans and associate deans are responsible for reviewing applications for adjunct faculty positions and interviewing the best-qualified applicants. The division forwards a recommendation for employment to the Coordinator for Academic Affairs. The Coordinator will forward the paperwork to the Associate Vice President for Academic Affairs. Once the Associate Vice President approves the request, it will be forwarded to Human Resources for final approval. The appointment becomes official once the Associate Vice President for Human Resources approves the Recommendation for Employment. All appointed adjuncts must sign an I-9 form in the Human Resources Office (with approved identification, such as, social security card and/or picture identification).

## **LENGTH OF APPOINTMENT**

Adjunct faculty may be appointed at various times during the academic year on a semester-by-semester basis. All adjunct faculty are appointed through the current academic year ending June 30 of that year. Adjunct faculty may teach a maximum of 24 credit hours annually (summer, fall and spring semesters, no more than 12 credit hours in the spring or fall semesters).

## **SALARY AND BENEFITS**

Salary for adjunct faculty, for the 2024-2025 year, is at the rate of \$700.00 per equated credit hour. One equated credit hour of teaching is based on 16 clock hours of instruction, except in labs, which are equated at one equated credit hour for each 0.75 hours of meeting time. Science labs, engineering technology labs, physical education activity courses, certain art courses and other courses that are considered a student

performance situation rather than requiring constant professor direction are in this category. These classes will be identified with the professor by the dean or associate dean at the time assignments are finalized.

Pay periods are as follows:

- Sixteen-week fall and spring semester sessions will be made in four installments on the last working day of the month.
- Eight-week fall, spring, and summer sessions will be made in two installments on the last working day of the month.
- Four-week summer session or Interim sessions will be made in one payment.

**Note: Any adjunct professor who is a member of Oklahoma Teachers Retirement System (OTRS) should contact the Payroll Office. All teaching salaries are subject to contribution to OTRS.**

Adjunct Faculty are eligible to participate in various tax-sheltered annuity plans. Guidelines and worksheets are available in IRS Publication 571. Questions concerning participation should be directed to the Payroll Office.

### **CONTINUING EDUCATION FOR ADJUNCT PROFESSORS**

**Credit Courses** - As current fiscal year budget permits, Rose State College will pay 100 percent of the general enrollment fee for up to **three** credit hours per regular semester and **three** credit hours per summer term for Rose State College adjunct professors who are assigned at least **three** equated credit hours for instruction in that semester and who have instructed in at least **two** previous semesters or summer terms at RSC.

**Audited courses, workshops, noncredit courses, repeated credit courses, and continuing education courses** - Audited courses, workshops, noncredit courses, repeated credit courses, and continuing education courses may be taken for **one-half** the normal enrollment fee with appropriate administrative approval. Enrollment should be limited to a maximum of **three** credit hours or the equivalent, and the adjunct professors must be assigned at least **three** equated credit hours in that semester and must have instructed in at least two previous semesters at Rose State College.

## **HOLIDAYS**

The number of days designated as holidays for College employees in each fiscal year is based on the number of holidays provided by the state of Oklahoma for state employees. The actual holidays are selected as they best fit the academic calendar. For the academic holidays visit [Holiday and Campus Closings](#) webpage.

## **EXCELLENCE IN TEACHING**

Adjunct Faculty are eligible to be nominated for an award for teaching excellence and, if selected, will receive a \$500 cash award. Nominations are made by students in the spring and fall semesters for a selection process to be completed in early May. Eligible adjuncts must have taught for 4 semesters and have to be employed in the current fiscal year.

# **CLASS POLICIES & PROCEDURES**

## **CLASS MEETING TIME**

Faculty are responsible for supervision of their classes during the entire class period regardless of location or circumstances. The class schedule must be followed as to meeting times, days, and length of the class meetings. Final exam times and dates are part of the regular semester. The dean or associate dean must approve any deviation from the printed schedule. Each student must also be informed of any change by Canvas or College email addresses.

## **CLASS SYLLABUS AND CANVAS**

All faculty must create their class syllabi using Simple Syllabus. A class syllabus should be distributed to students and posted to Canvas within the first week of class. Every class offered at Rose State College is set up with a course shell in [Canvas](#). The course shell provides instructor and student access to course materials and learning tools. All instructors are required to use the course shell to provide at least a welcome message, course syllabus, and student grades updated throughout the semester.

## **TEXTBOOKS AND MATERIALS**

Located in Room 163 of the Rose State College Student Union, the bookstore is managed by the Follett Higher Education group. The facility is open Monday through Friday, 8 a.m.–5 p.m., as well as additional hours prior to the beginning of each semester. Follett bookstore policies and procedures apply. Advanced pre-paid textbook reservations may be made prior to the beginning of each semester by coming to the bookstore and completing a Pre-Paid Textbook Form. These orders are filled immediately upon arrival of the books and either shipped to the student upon request or held for pick up in the store. Books may also be ordered online at [www. RoseStateShop.com](http://www.RoseStateShop.com). For more information, call (405) 733-7436. Textbooks, laboratory manuals and other required class materials are available, as well as all necessary academic supplies. In addition, the bookstore carries a selection of Rose State College logo memorabilia, including clothing, cups, mugs, pens, pencils, and notebooks.

Books and materials for each course offered in the class schedule have been selected by full-time faculty in a particular discipline. Therefore, textbooks and materials as identified in the course syllabus must be used as an integral part of the instructional process. With permission of Dean and Program Chair, supplemental materials and resource books are permitted when they do not become the primary resource for the course.

### **CLASS ATTENDANCE**

A. Class Attendance. Rose State College does not have a formal attendance policy; however, punctual and regular class attendance is expected of all students. Attendance is considered the responsibility of the student. Please provide your class attendance policy at the beginning of the semester and in writing to each student and then adhere to it. The College-wide Simple Syllabus will help you provide the necessary information.

B. Guidelines for attendance report. It is strongly encouraged for attendance to be taken in each class at Rose State College each time the class meets, specifically in case of an on-campus emergency.

### **GRADING**

Your class syllabus will provide students with a schedule of course examinations or evaluation sessions and an explanation of the method of determining final grades. Faculty should follow it as closely as possible (or distribute necessary revisions) throughout the semester. Methods of grading must conform to the course syllabus. Final grades are reported at the end of the semester for each student for each course under the following grading system:

GRADE	INTERPRETATION	GRADE - VALUE
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A	Excellent	4 points
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B	Good	3 points
---	------	----------

C	Average	2 points
---	---------	----------

D	Poor	1 point
---	------	---------

F	Failing	0 points
---	---------	----------

I	Incomplete	Not Computed
---	------------	--------------

W	Withdrawn	Not Computed
---	-----------	--------------

AU	Audit	Not Computed
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S Satisfactory Not Computed

U Unsatisfactory Not Computed

AW Administrative Withdrawal Not Computed

**WITHDRAWAL (W) GRADES** A grade of "W" is issued when a student initiates a withdrawal during the allowable period. The withdrawal period will begin after the 10<sup>th</sup> day of classes in the regular session and the 5<sup>th</sup> day of classes in the summer term and will not exceed 12 weeks of a 16-week semester or, in general, not exceed 3/4 of any session. A student requesting to withdraw from a class after this deadline must have approval of the appropriate faculty member(s) and division dean(s). The approval is discretionary, but the student must be passing the course(s). The last day a student will be allowed to withdraw from a class is the last day of class work before the final exams begin.

**ADMINISTRATIVE WITHDRAWAL (AW) GRADES** Rose State faculty are allowed the opportunity within the deadline set by the College to assign a grade of AW (administrative withdrawal) to those students who have never attended class (for an online class have not been an active member of the class, i.e. logged in and participated).

Faculty **must** record an AW for students who do not attend a session or log in and participate in an online section during the beginning of any semester by the deadline set by the College or division.

The **AW grade cannot be appealed** to Academic Grade Appeals. Likewise, students cannot appeal to receive a grade of AW if they have been assigned a grade of "F".

**Early Alert** Faculty can utilize the Early Alert System to help improve classroom attendance and student success. The Student Success office will contact the students following notification from the faculty member and inform them of their options and the actions they should take to possibly remedy the problem. This notification can be made easily through Faculty Center and the Class Roster in PeopleSoft. The utilization of the Early Alert System should reduce the need for recording AW and/or F grades due to poor attendance. Examples of how Early Alert assists students:

- A. Students who have never attended will be contacted and directed to withdraw or contact the professor.

- B. Students who are performing poorly will be made aware of the tutoring services and other assistance available.
- C. Students who are likely to fail a class can be contacted and made aware of their options.

**INCOMPLETE (I) GRADES** An incomplete grade may be used at the professor's discretion to indicate that additional work is necessary to complete the requirements for a course. It is not a substitute for an "F" and no student may be failing a course at the time an "I" grade is awarded. To review the policy for Incomplete grades, visit the Rose State Policies and Procedures manual page section 2-38 (d). An Incomplete Grade Agreement form must be completed and submitted to the division office to remain on file. Forms available from the Dean or Associate Dean.

The professor, in consultation with the student, will determine remaining course assignments and deadlines, but all incomplete grades must be removed within one regular semester (e.g., a spring semester or summer term incomplete should be completed by the end of the fall semester. A fall semester incomplete should be completed by the end of the spring semester); otherwise, the grade remains as incomplete on the student's permanent record. Requests for exceptions may be made to the Vice President for Academic Affairs. When the "I" grade is awarded, the condition for removal of this grade, such as taking exams or submitting assignments, must be explained on the Incomplete Grade Agreement form and be submitted to the division office.

**CHALLENGING A GRADE** One of the functions of the Academic Grade Appeals Committee is to provide an opportunity for students to challenge a final grade, provided a solution cannot be reached through proper academic channels. Appeals for this purpose must be made within 90 days after the grade in question appears on the permanent record. Prior to appealing a grade, students must contact the professor and the dean or associate dean. To file a grade appeal and request a hearing with the committee, the student provides information and completes paperwork at Academic Affairs in the Learning Resource Center, Room 102.

**AUDITING A COURSE** A student may, with the approval from the professor, change his/her enrollment from credit to audit from the first instructional day of the appropriate

session through the last designated date as listed in the [Rose State College Class Schedule](#). The student and professor must sign the approved form before the change in enrollment will occur. Tuition and fees apply to audited courses. Lab courses and developmental courses may not be audited.

### **DISMISSAL OF CLASSES**

Dismissal of classes may be due to severe weather, facility issues or other unforeseen circumstances. Class cancellation notification is disseminated through appropriate administrative channels. Cancellation notification to the public is broadcast on all local radio and television stations prior to the starting time of day or evening classes and on the College website.

Rose State has partnered with Rave Mobile Safety to provide an emergency notification service in support of the Jeanne Clery Act. Our goal is to communicate vital information to each member of our community within minutes of an emergency. Your name and e-mail address have been automatically added to Rave. The Rave service, under the direction of Rose State safety officers and administrators, will attempt to send you an e-mail and/or a text message in the event of emergencies and weather closures.

Including the contact information Rose State has already sent to Rave, you may choose to have up to 6 contacts total per person (such as daycare, family, or friends) who can all be notified when a Rave alert is sent. To manage your account, please visit <https://www.getrave.com/login/rose>.

We urge you to log in to the Rave website today, where you can enter additional contact information and take advantage of other choices, such as preferred language. Your Rose State community will be safer with your full participation.

### **CLASS ROLLS AND GRADE REPORTS**

The class roster in PeopleSoft should be used to determine students who have added or withdrawn from a class. It is the official roll sheet. In Canvas, students are added automatically to the class list when they enroll. Faculty need to confirm that the grade rosters in PeopleSoft (OASIS) and Canvas match.

Faculty and adjuncts must use the gradebook function of Canvas as part of the course. Gradebooks are expected to be kept up-to-date throughout the semester. Attendance records and grading information should be in such order that the dean or

associate dean can interpret them to the student if questions arise and the faculty member is not available.

Final grade reports are created electronically at the close of the session in PeopleSoft. Each student listed on the final grade screen must receive a grade. If any student is given an incomplete (I) grade, faculty must submit an Incomplete Grade Agreement form to the division office. For removal of an incomplete grade, a student must complete the work within one regular semester (see Incomplete Grades, page 12).

### **BREAK - MULTI-HOUR CLASSES**

The Oklahoma State Regents for Higher Education and this institution require a minimum number of instructional hours for each hour of college credit awarded. Generally, class sections scheduled during the regular 16-week sessions for both day and evening are not scheduled for a break period. Class sections scheduled during 8-week sessions, the summer 4-week sessions, or classes that meet more than 1 ½ hours are usually scheduled for one 15-minute break. Classes that meet for one day or one evening per week, including Friday evening and Saturday classes, usually include breaks. Each professor should discuss meeting times and break periods with the appropriate dean or associate dean.

### **SERVICES FOR STUDENTS WITH DISABILITIES**

Students requesting assistance with accommodations should schedule an appointment with the Coordinator of Student Access Services to complete the “Request for Accommodation Intake” form. The Coordinator of Student Access Services will coordinate with various entities on-campus and the faculty member to make appropriate arrangements for accommodations. [Student Access Services](#) is located in LRC 106, and can be reached at (405) 733-7407 or email [StudentAccessServices@rose.edu](mailto:StudentAccessServices@rose.edu).

### **CLASSROOM ASSIGNMENTS**

Classroom assignments are made on the basis of space available, type of course, and anticipated enrollment for a particular class. Request for change of classroom must be made to the appropriate dean or associate dean. Classroom assignments and/or changes must not be made until approved by the dean.

### **FIELD TRIPS**

Field trips can be an important educational experience. These experiences should be carefully planned in advance. The following procedures are used in organizing field trips:

- A. Approval from the appropriate dean and the Vice President for Academic Affairs must be obtained at least one week in advance of the trip.
- B. Arrangements to use a College vehicle must be made through the appropriate dean with approval by the Vice President for Academic Affairs and the Vice President for Administrative Services.
- C. It is the responsibility of the faculty member planning a field trip to inform the participants that it is their responsibility before leaving on the trip to contact professors regarding makeup work necessitated by their absence.
- D. Each student participating in a field trip must sign a Liability Release form. (The form is available on the SharePoint under Forms Handbook, Student Forms.)

### **PURCHASING PROCEDURES**

Instructional supplies needed for classroom use should be requested through the division office. The request for purchase is initiated by the dean and forwarded through the appropriate channels from that office. Reimbursement for personal purchases for class is unavailable.

# RESOURCES

## LEARNING RESOURCES CENTER

The *Learning Resources Center (LRC)* is located on the east end of campus, which is the end opposite the Student Union. The LRC offers a variety of areas for individual and collaborative study, meetings, events, relaxing, and visiting. While several of the areas in the building are designed for informal, come-and-go access, some must be booked ahead of time. The LRC uses an online booking system to manage room reservations and make room availability publicly accessible through the [LRC webpage](#). Contact the LRC if you need help with the system.

For more information, visit [library.rose.edu/lrc](http://library.rose.edu/lrc) or call 405-733-7370.

## LIBRARY

The *Library* maintains a collection of print and nonprint items, including magazines, newspapers, full-text databases, and ebooks. Several of the current textbooks in use by the College are available for students to check out for use in the *Library*. See the [Library](#) webpage for textbook checkout information.

Reference librarians are available to answer questions. To [Ask a Librarian](#) in-person, visit the *Ask Here* desk on the first floor of the LRC. [Ask a Librarian](#) is also available via phone, text, chat, email or Zoom during library hours. Librarians conduct library orientations and information literacy training to support students and instructors throughout the semester. These can be conducted online or in-person. To request an orientation, call the *Ask Here* desk at 405-733-7543, providing at least two weeks notice if possible.

Please do not bring or send a class to the *Library* without first notifying the *Ask Here* desk so that we might better serve you. Reading lists of available resources for research project assignments are available to faculty upon request.

Computers in the *Open Computer Lab* are available to all campus network account holders. They provide users with access to the Internet, software applications and limited printing. Special, discipline-specific software and hardware is available on a limited number of computers. For more information, visit [library.rose.edu](http://library.rose.edu) or call 405-733-7543.

## **ACADEMIC TESTING**

*Academic Testing* administers tests at the request of instructors for math and science courses, Internet and hybrid classes, make-up tests for campus courses, and advanced standing tests. For the most up-to-date policies and procedures visit the [Academic Testing](#) webpage.

In order for *Academic Testing* to provide a secure testing experience, faculty members should:

- Include faculty name, course abbreviation, course number, time limit, and approved materials on each paper test.
- Deliver sufficient copies of paper tests to *Academic Testing* prior to the testing date.
- Provide a completed [Academic Testing Computer Test Instruction Sheet](#) for each computer test.

Please be sure to put a new sheet on file prior to giving the test in a new semester. Tests will not be given without a computer test instruction sheet or instructions included on the paper exam.

Please do not end test availability on a Friday or Sunday due to the abbreviated hours on those days. Please open exams given to entire classes for a minimum of three business days. Please do not send tests to *Academic Testing* through interoffice mail. Besides being a potential test security issue, delays in mail delivery can cause students to panic when they show up to take a test before the test does. Completed tests will not be returned through interoffice mail. Faculty members must either pick up their tests in person or authorize someone to pick them up. Authorization must be in writing. Forms are available in [Academic Testing](#).

Please use the department email address ([academic-testing@rose.edu](mailto:academic-testing@rose.edu)) when sending email to *Academic Testing* so that whoever is in the office will receive your message. We will *reply all* to confirm receipt.

During periods of high traffic, like finals week, *Academic Testing* staff may not be able to answer the phone. If you need to speak with a staff member about a time-critical matter during high traffic periods; you may either visit the office in person or send a representative in your place. For more information, visit [library.rose.edu/lrc/academic-testing](http://library.rose.edu/lrc/academic-testing) or call 405-736-0397.

## **TUTORING CENTER**

The *Tutoring Center* is a quiet space where Rose State students can study and receive free tutoring assistance on a drop-in or appointment basis for many general-education courses (subject to tutor availability). Drop-in tutoring is not available between semesters. Students that need in-depth assistance may schedule an immediate session with an available tutor or a later time when it is more convenient. Faculty members are encouraged to spend time in the *Tutoring Center* helping students or studying as well.

Students may receive online tutoring assistance from our local tutors or through our partnership with tutor.com. Students may schedule local tutors through the [Tutoring Center](#) webpage. Students may access tutor.com tutors through the course navigation menu within each individual Canvas course. The tutor.com online tutoring service runs 24/7 and offers tutoring in a wide variety of subjects. Faculty members may review tutor.com tutoring session transcripts through the link in Canvas.

Please be alert to the needs of students who might profit from tutoring and refer them to the *Tutoring Center* as early in the semester as possible. Faculty members can assist also by referring students who might qualify as tutors. For more information, visit [library.rose.edu/lrc/tutoring-center](http://library.rose.edu/lrc/tutoring-center) or call 405-733-7417.

## **WRITING LAB**

The Rose State Writing Lab provides one-on-one help with any Rose State writing project at no charge. It's open to all students; no referral is required.

The [Writing Lab](#) is located in the Learning Resources Center, Room 250E, and is also available online. To access online Writing Lab students must first sign up in the Writing Lab, LRC 250E. Visit us during lab hours or get help online with a response within 24-48 hours, Monday through Friday. We've put together some commonly asked questions below. You can also use the [Ask an Instructor Form](#) to get help with an essay or ask general questions about writing and formatting.

## **ELEARNING**

*eLearning* provides support to faculty in building quality on-campus, online, and hybrid (or blended) courses. The assistance provided includes learning management system, faculty development, quality course design, and academic technology training and support. *eLearning* manages and supports Canvas, the learning management

system used for all online courses and many on-campus courses as well. This is the office that responds to eLearn Support tickets submitted at [elearnsupport.rose.edu](http://elearnsupport.rose.edu).

The *eLearning* (LRC 204) provides a flexible and comfortable design space and two recording rooms that may be used by faculty and staff to collaborate on projects.

### **ACADEMIC OUTREACH**

*Academic Outreach* provides case management services to concurrently enrolled high school students and students at other facilities in Oklahoma. Services include coordination and promotion of College courses and programs with constituent students and educational partners, operation and maintenance of local and remote interactive telecommunication learning sites, and operation of the campus cable system.

For more information, visit the [Academic Outreach](#) page on the College website.

### **EVENING HOURS**

Division offices are typically open until 7:00 p.m., Monday through Thursday, and until 5:00 p.m. on Friday. Most services at the College for students and faculty are open until 6:00 p.m. Monday through Thursday; and until 5:00 p.m. on Friday, including the Administrative Services Office, Admissions Office, Student Services, and Bookstore. Services provided include general administrative and supervision for evening programs, coordination of classroom assignments, student advisement, and assistance with emergencies/other problems. (Summer hours vary but typically the divisions are open until 5:00 p.m.)

### **BOOKSTORE**

Textbooks, supplies, and miscellaneous items are available for purchase in the bookstore located in the Student Union, Room 163. The bookstore is operated by contract through Follett, a national chain. For more information visit the [Follett](#) webpage.

# **FACULTY POLICIES**

## **MAIL, COPYWORK, AND EMAIL**

A mailbox for each adjunct professor is located in the division. Please check your mailbox before you go to class, as it is used to communicate official College business, class announcements, and student messages.

Copy work services are located in the Susan Catlett Loveless Center Room 116. Tests and other materials to be reproduced must be requested 24 hours in advance. Each Division has specific procedures identified, please check with your division office.

Each faculty member has an email account normally using the first initial of the first name and the last name. The dean or associate dean will help the faculty member establish the account through Information Technology Services (ITS). Since email is the primary means by which the College and the divisions communicate with faculty, it is critical that adjunct faculty members check it regularly. Adjuncts who have problems logging on to their accounts should contact the appropriate division office and should not contact the Information Technology offices.

Each faculty member has a “raider.rose.edu” email. This email can be set to forward into your “rose.edu” email by changing the settings in google mail (under the Forwarding tab).

## **COPYRIGHT CONCERNING REPRODUCTION OF INSTRUCTIONAL MATERIALS**

Each professor should be aware that the law prohibits the reproduction of copyright materials for use other than in an instructional class. Copies may be reproduced for the members of the class only. The Mail Room requires a form to be completed, stating that the professor understands the copyright law, before material will be reproduced.

## **TELEPHONE - OFFICE SPACE**

Individual offices are not available for each adjunct faculty member; however, space is designated for adjunct faculty. This space can be used for study, preparation, and student meetings. Telephones are available in the area designated for adjunct faculty and in the division offices.

## **PROFESSOR ABSENCE**

If a faculty member must be absent, he/she must notify the appropriate dean or associate dean as early as possible. At the very least, Division Offices will meet the class to inform students. Faculty members should have an assignment to relay to the dean or associate dean for the students.

Since sick leave is not provided for adjunct faculty, a deduction per equated hour from the appropriate pay period will be made. In the event that the absence is near the end of a pay period, the deduction or addition may be reflected on the next pay period.

In classes with a face-to-face component where remote instruction is available to the class (Flex classes, other classes partially taught via live video conferencing), professors are encouraged to conduct class remotely. Under this circumstance, a faculty member can meet their class obligation without a deduction in pay. If instructors cannot or will not meet class obligations remotely then a deduction will occur.

## **PROFESSOR EVALUATION**

The following procedures are offered as guidelines for adjunct faculty development and evaluation procedures, although the College may modify the procedures where appropriate or necessary.

(A) **Student evaluation.** Using the Class-Climate software, each student will have the opportunity to evaluate every class in which they are enrolled. Academic Affairs will use the system to send emails to students containing a link to the online evaluation form as well as adding a widget to the students' Canvas homepage. The students may choose either method to access the form. The software can be accessed on any electronic device, i.e. computer, smart phone, iPad, etc. Upon completion of the form, the student will receive a confirmation email.

(B) **The professor will:** Explain the evaluation procedure to the class. Each professor should encourage the students to complete the form; class time may be used if desired. If the instructor desires, bonus points or assignment grades may be offered for completion when the email is presented to the professor as proof of completion. Approximately one week after the launch of the survey form, for any class which has less than a 50% response rate, the instructor will receive an email so that the students can be encouraged to complete the form.

(C) **The professor will** submit the completed Adjunct Faculty Self-Appraisal form to the dean, associate dean, or appropriate program director.

(D) **Computer summary.** Once all final grades are posted by Admissions and Records, the Class-Climate system will send each instructor the results of their class evaluations via email. The Dean will also receive an electronic copy of the evaluations for every instructor.

### **GUIDELINES FOR NEW ADJUNCT FACULTY DEVELOPMENT AND EVALUATION**

The following procedures are offered as guidelines for adjunct faculty development and evaluation procedures, although the College may modify the procedures where appropriate or necessary.

(A) **In-class visitation.** New adjunct faculty will have an in-class visitation by the dean or associate dean, or other administrative, managerial, or professional personnel, who may be accompanied by a tenured faculty member, during the first semester of employment. Each visitor will complete a Classroom Visit form and return it to the dean, associate dean, or appropriate program director. These forms will be filed confidentially in the dean, associate dean, or program director's office.

(B) **Summary.** Deans of the divisions, or other administrative, managerial, or professional personnel, will summarize the Classroom Visit forms, and the results will be shared with the professor as soon as possible following the visit.

(C) **The dean, associate dean, or program director will**

- (i) arrange for in-class visitation during the first year of employment and thereafter at the discretion of the dean, associate dean, program director, or other designated personnel;
- (ii) review Student Evaluations and the Adjunct Faculty Self-Appraisal form;
- (iii) complete the Administrator Evaluation of the Adjunct Faculty form;
- (iv) document areas of strengths and areas of concern;
- (v) identify services the College may provide to assist professor in instructional improvement;
- (vi) assist the professor in instructional improvement, if indicated;
- (vii) maintain Adjunct Faculty Evaluation records.

(D) **The Administrator's Evaluation of Adjunct Professor form.** The Administrator's Evaluation of Adjunct Professor form is available in the "Forms Handbook" online.

### **GUEST SPEAKERS**

Guest speakers who are considered authorities on a particular topic are considered valuable resources to the students of the College. Guest speakers should be selected for the contribution that they can make to the learning activities of the particular discipline being taught. All guest speakers must be cleared through the appropriate dean. The dean will inform the Vice President for Academic Affairs by memo of the guest speaker and the times scheduled on-campus.

### **RELEASE OF STUDENT INFORMATION**

It is a violation of a student's privacy (FERPA) to give personal information, such as address, phone number, social security number, progress in class, etc., without written consent of the student. All requests for student information from sources outside the College should be referred to the Office of Admissions.

### **FACULTY SENATE**

One adjunct faculty member serves as the adjunct faculty senator on the Faculty Senate each year. This is an important committee as executive members meet directly with the President.

### **FACULTY IDENTIFICATION CARDS/PARKING**

Adjunct faculty may obtain a College identification card at the Student Services Building, Room 100. A form of identification such as a driver's license will be requested before a College ID is provided.

Each employee at Rose State College must display a hanging parking permit from their rearview mirror. Parking permits may be secured at the Student Services Building, Room 100. Permits expire every July 31st. Yellow lines designate faculty and staff parking, and white lines designate student parking. Parking for those with disabilities is also available near the buildings. Faculty and staff are asked to park only in areas designated for them.

### **SEXUAL HARASSMENT**

Rose State College is committed to providing equal employment and educational opportunities and, therefore, forbids discrimination against any employee, student, or

applicant for employment on the basis of gender. Furthermore, the College condemns sexual misconduct, sex discrimination, and/or unlawful harassment of students, faculty, and staff. Section 1-5 of Chapter IV of the [Policies and Procedures](#) manual explicitly describes the College's sexual harassment policies. All faculty members must complete a training course on preventing discrimination and sexual violence. Adjunct faculty will receive an email to their @rose.edu email address with further instructions on how to access training courses through Vector Solutions. For questions regarding the Vector LMS contact the Coordinator of HR Professional Services at (405) 733-7979.

# SECURITY AND EMERGENCY PROCEDURES

## SECURITY AND SAFETY

All class disruptions and severe discipline problems should be reported to the Division Office or to the Academic Affairs Office immediately. Security personnel are on campus 24-hours per day and should be contacted if their assistance is needed. The most efficient way to obtain security personnel's assistance is to use the telephones in the classrooms that dial directly to Security when the receiver is removed from its base. The Security Office phone number is (405) 733-7313. If there is a medical or life-threatening emergency, call 911. Security personnel are also available for assistance with automobile problems and other problems related to campus security and safety of students and faculty. Blue call boxes are located in parking lots.

It is the responsibility of faculty members to instruct students in the safe use of all equipment. When laboratories and classrooms are open, it is the responsibility of the professor involved to supervise student use of these facilities.

## ACCIDENT/INCIDENT REPORT

The College provides Worker's Compensation for all College employees. **Any accident must be reported to the Division office immediately.** The Division office will assist in completing and forwarding the original Accident/Incident Report Form (BA-5) to Coordinator of Safety/Security & Risk Management and a copy to Academic Affairs. If an employee is present when an accident or incident occurs involving anyone (student, visitor, etc.), he/she should send an Accident/Incident Report to the Administrative Services Office.

## EMERGENCY PROCEDURES

In the instance of any potential danger on the campus, we shall issue immediate notifications and directives through Raider Alert, our primary mass text and emergency notification service. As an enrolled student, you are automatically set up for Raider Alert. We advise you to keep your account active and your details updated on [getrave.com/login/rose](http://getrave.com/login/rose).

Although Raider Alert serves as our principal emergency communication channel, it may be bolstered with essential information via the Cisco notification phone system and through our campus staff.

### **EMERGENCY EVACUATION INSTRUCTION TO STUDENTS**

In case of urgent evacuation on campus premises due to fire or any other emergency, faculty members will inform students of the situation, instructing them to take their belongings, and guide them towards the nearest safe exit. Remember, elevators should NOT be used during emergencies. The College will relay timely updates, including official 'Safe-to-Return' notifications.

### **EMERGENCY SHELTER IN PLACE**

In the event of an immediate threat on campus (such as a possible assailant), an emergency communication will be expedited as soon as possible. If feasible, students should leave the campus immediately ("Run").

However, if exiting the campus is not an option, students should find a safe room, secure it, turn the lights off and remain in place ("Hide") until official or law enforcement authorities arrive.

As a last resort, if all other choices are exhausted and the attacker breaches your shelter, engaging physically might be necessary ("Fight"). In such a scenario, identify potential weapons (heavy or sharp objects) and, if possible, ask others for help. During such situations, campus authorities cooperate closely with the Midwest City Police Department to provide real-time updates and instructions. To receive these, it's crucial to keep your phone charged and on, but with the sound off, as to not reveal your hiding place.

## **DIRECTORY OF SERVICES**

### **ACADEMIC OFFICES**

**President's Office ADM 203, ext. 7300**

Dr. Jeanie Webb, President

**Academic Affairs FA 100, ext. 7394**

Mr. Travis Hurst, Vice President for Academic Affairs

Dr. Melissa Hayt, Associate Vice President for Academic Affairs

**Business Division BS 105, ext. 7341**

Dr. Charles DeSassure, Dean

Mr. Craig Dawkins, Associate Dean

**Engineering and Science Division STEM 200G, ext. 7450**

Mr. Alton Scales, Dean

**Health Sciences Division HSC 100, ext. 7359**

Dr. Rita Mild, Dean

**Liberal Arts Division HU 109, ext. 7380**

Ms. Antoinette Castillo, Dean

**Humanities Department HU 123, ext. 7382**

Mr. Jeff Conkin, Associate Dean

**Social Sciences Department SS 108, ext. 7413**

Mr. James Davenport, Associate Dean

**Community Learning CLC, ext. 7392**

**Honors Program CC 121, ext. 7515**

Ms. Suzanne Thomas

**Tinker Air Force Base TAFB, 737-1532**

Mr. Terrance Grayson

### **SERVICE OFFICES**

**Admissions and Records Student Union 118, ext. 7308**

Ms. Mechelle Aitson-Roessler, Associate Vice President of Enrollment Management

**Bookstore – Follett's Student Union 163, ext. 7436**

Mr. Jason Gentry, Manager

**Enrollment Management SSB 100, ext. 7408**

**Personnel Services ADM 104, ext. 7979**

Ms. Bertie Nutter, Associate Vice President for Human Resources/AAO

**Student Financial Aid SSB 200, ext. 7424**

Mr. Steve Daffer, Director

**Learning Resources Center LRC 102, ext. 7370**

Library ext. 7543

Academic Testing ext. 6397

Tutoring Center ext. 7417

**eLearning and Academic Outreach LRC 204/206, ext. 7626**

**Mail Room/Copy Shop Susan Catlett Loveless Center 144, ext. 7446**

**Payroll/Benefits ADM 102, ext. 7585**

Ms. Krista Norton, Payroll Supervisor

Ms. Kathy Dunn, Benefits Specialist

**Security Office Susan Catlett Loveless Center, ext. 7313**

## REFERENCES

- Eder, D. (2004). GENERAL EDUCATION ASSESSMENT WITHIN THE DISCIPLINES. *The Journal of General Education*, 53(2), 135-157. Retrieved July 29, 2021, from <http://www.jstor.org/stable/27797983>.
- Leskes, A. (2002). BEYOND CONFUSION: AN ASSESSMENT GLOSSARY. *Peer Review*, 4(2-3). Retrieved July 29, 2021, from <http://www.aacu.org/peerreview/pr-sp02/pr-sp02reality.cfm>

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