

ROSE STATE COLLEGE



ADJUNCT FACULTY HANDBOOK 2025-2026

TABLE OF CONTENTS

College Vision, Mission, Strategic Vision and Values	4
Assessment of Student Learning	5
Employment and Benefits	
Employment Procedures	6
Length of Appointment	6
Salary and Benefits	7
Continuing Education for Adjunct Professors.....	7
Holidays	8
Excellence in Teaching.....	9
Class Policies & Procedures	
Class Meeting Time.....	10
Class Syllabus and Canvas	10
Textbooks and Material	10
Class Attendance	11
Grading	11
Dismissal of Classes	15
Class Rosters, Gradebooks and Final Grades.....	16
Breaks in Multi-Hour Classes	16
Services for Students with Disabilities	17
Classroom Assignments.....	17
Field Trips	17
Purchasing Procedures	17
Resources	
Learning Resources Center.....	18
Library	18
Academic Testing	19
Tutoring Center	19
Writing Lab	20
eLearning	20
Academic Outreach	21
Evening Hours.....	21
Bookstore	21
Faculty Policies	
Mail, Copywork and Email	22
Copyright and Reproduction of Instructional Materials.....	22
Telephone – Office Space	22
Professor Absence	23
Professor Evaluation	23
Guidelines for new Adjunct Faculty Development and Evaluation.....	24
Guest Speakers.....	25
Student Information FERPA	25
Faculty Senate	25
Faculty Identification & Parking	25
Sexual Harassment	26
Security and Emergency Procedures.....	27
Directory of Services	29

ROSE STATE COLLEGE ADJUNCT FACULTY HANDBOOK

Welcome to Rose State College! We are proud to work with talented adjunct professors like you. Your expertise and dedication help support our students and expand the College's programs, contributing directly to our mission.

This Adjunct Faculty Handbook is designed to be a helpful guide. It offers key information about Rose State College and outlines the policies and procedures that apply to your role. It is a supplement to the full *Policies and Procedures Manual* approved by the Rose State College Board of Regents.

Inside, you'll find a summary of policies that are most relevant to adjunct faculty, as well as practical guidance to help you navigate your responsibilities. If you have questions that aren't answered here, please contact your division's dean or associate dean.

College policies are reviewed and updated regularly to better serve our students, faculty, and staff. This handbook will be revised as needed to reflect those changes. You can find the full *Policies and Procedures Manual* on the College's SharePoint.

Electronic Communication

Email is the official method of communication at Rose State College. The College sends important messages to students by email and expects them to read these messages promptly.

Each student is given a Rose State College email account. All official College communications will be sent to the College-issued email address. Students are responsible for regularly checking their College email to stay informed.

COLLEGE VISION, MISSION AND VALUES

COLLEGE VISION

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

COLLEGE MISSION

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

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.

VALUES

Learning – The College is a learner-centered institution that regards students as partners in the learning process and supports them in meeting their educational goals.

Excellence – In its commitment to excellence, the College establishes high standards designed to promote and sustain learning in an innovative environment, thereby honoring the trust of its internal and external stakeholders.

Integrity – The College maintains fair, honest, accurate, and consistent policies and procedures to assure credibility and accountability.

Service – The College builds lasting relationships with the communities it serves – recognizing the unique opportunity it has to positively impact the lives of both students and the greater citizenry.

Welcoming Community – Acknowledging the value of different backgrounds and perspectives, the College is a place of civility and collegiality, and celebrates the benefits of mutual learning and growth from all.

ASSESSMENT OF STUDENT LEARNING

At Rose State College, student learning is our top priority – but how do we know if learning is actually taking place?

We use two main types of assessment:

- **Direct Measures:** These are based on actual student work that shows what students have learned. Examples include assignments, presentations, projects, and portfolios. These can be evaluated using various standards, either local or external. (*Leskes, 2002*)
- **Indirect Measures:** These reflect students' perceptions of their learning and learning environment, rather than their actual performance. Examples include surveys, interviews, focus groups, and reflective essays. (*Eder, 2004*)

The College's Assessment Committee provides timely data to help us continuously improve student learning. Faculty may be asked to assist in collecting this data and are expected to participate when requested.

EMPLOYMENT AND BENEFITS

Employment Procedures

To apply for an adjunct faculty position at Rose State College, candidates must complete an official application through the Office of Human Resources, including submission of official transcripts.

Once the application is submitted, the appropriate academic division reviews the candidate's credentials. Adjunct appointments are made based on departmental need and the applicant's qualifications.

Hiring Process Overview:

1. **Application Review** – Deans, associate deans, and/or Coordinators review applications and interview the most qualified candidates.
2. **Recommendation** – The division submits a hiring recommendation to the Coordinator for Academic Affairs.
3. **Approval Chain** – The Coordinator forwards the paperwork to the Associate Vice President for Academic Affairs for review. If approved, it goes to Human Resources.
4. **Final Approval** – The appointment becomes official once the Associate Vice President for Human Resources approves the Recommendation for Employment.

All new adjunct faculty must complete an I-9 form in the Human Resources Office and provide approved identification (e.g., a Social Security card or government-issued photo ID).

Length of Appointment

Adjunct faculty may be hired at different times throughout the academic year and are appointed on a semester-by-semester basis. All appointments are valid through the current academic year, which ends on June 30.

Adjunct faculty are limited to teaching a maximum of **24 credit hours per academic year**, which includes summer, fall, and spring semesters. No more than **12 credit hours** may be taught in either fall or spring semester.

Salary and Benefits

Salary for adjunct faculty, for the 2025-2026 year, is at the rate of \$700.00 per equated credit hour. One equated credit hour equals 16 clock hours of instruction. Courses such as physical education activity classes, some art classes, and other performance-based courses may count differently due to their instructional format. These will be identified by the dean or associate dean during assignment.

Pay Schedule

- **16-week sessions:** Paid in **4 installments**, on the last working day of the month.
 - Fall semester – September, October, November and December
 - Spring semester – February, March, April and May
- **8-week sessions:** Paid in **2 installments**, on the last working day of the month.
 - Fall semester – September and October; November and December
 - Spring semester – February and March; April and May
 - Summer semester – June and July
- **4-week Summer or Interim:** Paid in **1 payment**.
 - Summer semester – June or July
 - Interim sessions – August, January or June

Retirement and Benefits

- Adjunct faculty who are members of the Oklahoma Teachers Retirement System (OTRS) should notify the Payroll Office. All teaching salaries are subject to OTRS contributions, if applicable.
- Adjunct faculty are also eligible to participate in tax-sheltered annuity plans. For details, refer to IRS Publication 571.
- Questions about participation should be directed to the Payroll Office.

Continuing Education for Adjunct Professors

Rose State College supports the professional development of adjunct faculty through reduced or waived enrollment fees for eligible courses.

Credit Courses

- Adjunct professors may receive 100% of the general enrollment fee waived up to:
 - 3 credit hours per regular semester, and
 - 3 credit hours per summer term.
- To qualify, adjuncts must:
 - Be assigned at least 3 equated credit hours of instruction during the semester.
 - Have taught at Rose State College for at least two previous semesters or summer terms.

Audited, Noncredit, and Repeated Courses

- Audited courses, workshops, noncredit courses, repeated credit courses, and continuing education courses may be taken at half the normal enrollment fee with appropriate administrative approval.
- Enrollment is limited to a maximum of 3 credit hours or equivalent.
- Adjuncts must:
 - Be teaching at least 3 equated credit hours that semester.
 - Have taught in at least two prior 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. Rose State College selects specific dates that align with the academic calendar.

For the most up-to-date list of academic holidays and campus closures, visit the [Holiday and Campus Closings](#) webpage.

Excellence In Teaching

Adjunct faculty are eligible to be nominated for the Excellence in Teaching Award, which includes a \$500 cash prize.

- **Nominations:** Submitted by students during the fall and spring semesters.
- **Selection:** Finalized in early May.
- **Eligibility:** Must have taught for at least 4 semesters and be actively employed during the current fiscal year.

CLASS POLICIES & PROCEDURES

Class Meeting Time

Faculty are responsible for supervising their classes for the entire scheduled time, regardless of location or circumstances.

- Classes must meet according to the published schedule of days, times, and duration.
- Final exams must be held at the scheduled time and are considered part of the regular semester.
- Any change to the published schedule must be approved by the dean or associate dean, and students must be notified through Canvas or their College email.

Class Syllabus and Canvas

All faculty must create syllabi using Simple Syllabus. The syllabus must be completed and posted to Canvas within the first week of classes. Each course has a prebuilt Canvas course shell. Instructors are required to use it to:

- Post a welcome message,
- Post the syllabus, and
- Update student grades regularly throughout the semester.

Textbooks and Materials

The Rose State College Bookstore, located in Room 163 of the Student Union, is managed by Follett Higher Education Group. The Bookstore is open Monday-Friday, 8 a.m. – 5 p.m. (Extended hours available before each semester). You can contact the Bookstore at 405-733-7436. Website: www.RoseStateShop.com

The bookstore offers:

- Required textbooks, lab manuals, and academic supplies.
- Rose State College merchandise, including apparel, mugs, and notebooks.

Textbooks and materials for each course are selected by full-time faculty in the discipline. These materials, listed in the course syllabus, must be used as a key part of instruction. Supplemental resources may be used with approval from the dean and program chair, but cannot replace the required course material.

Class Attendance

While Rose State College does not have a formal, college-wide attendance policy, students are expected to attend class regularly and on time. Attendance is ultimately the student's responsibility. Faculty should:

- Clearly outline their own attendance policy in the syllabus.
- Post this policy to students at the beginning of the semester and adhere to it.
- Use the Simple Syllabus system to ensure the policy is documented and accessible.

Faculty are strongly encouraged to take attendance every time the class meets. This is especially important for on-campus safety and emergency situations.

Grading

Your class syllabus must include:

- A schedule of exams or evaluation activities
- A clear explanation of how final grades will be determined

Faculty should follow the syllabus as closely as possible. If changes are necessary, provide updated information to students in writing.

Grading methods must align with the course syllabus.

Official Grading Scale

Grade	Interpretation	Grade Value
A	Excellent	4 points
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
S	Satisfactory	Not Computed
U	Unsatisfactory	Not Computed
AW	Administrative Withdrawal	Not Computed

Final grades must be submitted for each student at the end of the semester.

Withdrawal (W) Grades

A grade of Withdrawn (W) is issued when a student officially withdraws within the allowed withdrawal period. Spring and Fall semesters: Begins after the 10th class day and extends to no later than 12 weeks into a 16-week semester. Summer semester: Begins after the 5th class day and generally cannot exceed $\frac{3}{4}$ of the session.

After the deadline:

- Students may withdraw only with approval from the instructor and division dean
- Approval is at the discretion of faculty and dean, and the student **must be passing** the course
- The last possible day to withdraw is the **final day of class instruction** before final exams begin.

Administrative Withdrawal (AW) Grades

Faculty may assign a grade of Administrative Withdrawal (AW) to students who never attend or participate in class.

- For in-person classes this means no attendance during the early part of the term
- For online classes this means the student has not logged in or participated in any meaningful way

Faculty are required to report AW grades by the College's specified deadline, typically during the first few weeks of the semester. A grade of AW cannot be appealed through the Academic Grade Appeal process. Students cannot request an AW if they have been assigned a grade of F.

Early Alert

The Early Alert System is a tool faculty can use to support student success and improve attendance and academic performance. When a faculty member submits an early alert, the Student Success Office contacts the student to provide guidance, resources, and potential next steps. This process is easily initiated through the Faculty Center and Class Roster in PeopleSoft. Using Early Alert can help reduce the number of AW and F grades caused by poor attendance or performance.

How Early Alert Helps Students:

- Students who haven't attended will be contacted and advised to withdraw or speak with their professor.
- Students struggling academically will be informed about tutoring and support services.
- Students likely to fail will be contacted about their options before the situation becomes critical.

Incomplete Grades (I)

An Incomplete (I) grade may be assigned at the professor's discretion when a student has not finished all course requirements due to extenuating circumstances.

Important: An I grade is not a substitute for an F grade – the **student must not be failing at the time the I grade is given.**

Requirements for Issuing an Incomplete:

- The professor and student must complete an Incomplete Grade Agreement outlining remaining assignments and deadlines for completion. Forms are available from the Dean or Associate Dean.
- The form must be submitted to division office and kept on file.

Deadline to Remove and Incomplete:

- Incomplete grades must be resolved within one regular semester.
 - Spring or summer I grades must be completed by the end of the fall semester.
 - Fall I grades must be completed by the end of spring semester.
- If not completed by the deadline, the I grade will remain on the student's permanent record.
- Exceptions require approval from the Vice President for Academic Affairs.
- Once all coursework and/or exams are completed, a grade change form must be completed by the professor or division.

For complete policy details, refer to Section 2-38 (d) of the Rose State Policies & Procedures Manual.

Challenging a Grade (Academic Grade Appeal)

Students who believe their final grade is incorrect and have not been able to resolve the issue through the appropriate academic channels may appeal to the Academic Grade Appeals Committee.

Grade Appeal Process:

Timeframe: Appeals must be submitted within **90 days** after the grade appears on the student's permanent record.

- Students must first contact the professor and the dean/associate dean to resolve the issue.
- If the issue cannot be resolved, the student may file an appeal.

To initiate a grade appeal, the student must schedule a meeting with the Vice President of Academic Affairs or the Associate Vice President of Academic Affairs by contacting Academic Affairs at 405-733-7916. The required appeal forms must be completed and submitted to the Academic Affairs office in Learning Resource Center (LRC) Room 102.

Auditing a Course

A student may change their enrollment from credit to audit with the professor's approval, beginning on the first instructional day of the session and continuing through the final date specified in the Rose State College Class Schedule. The change will not be processed until both the student and the professor have signed the approved form. Tuition and fees still apply to audited courses. Please note that lab courses and developmental courses are not eligible for auditing.

Dismissal of Classes

Classes may be canceled due to severe weather, facility issues, or other unforeseen circumstances. Notifications are shared through official college channels, broadcast on local radio and TV stations, and posted on the Rose State College website before the start of affected classes.

Rose State partners with Rave Mobile Safety to quickly alert the campus community in emergencies, in compliance with the Jeanne Clery Act. Your Rose State email and name have been automatically enrolled in the Rave system.

You can add up to six total contacts (e.g., family, friends, or daycare providers) to receive alerts. Visit <https://www.getrave.com/login/rose> to manage your account, update contact information, and select preferences like your preferred language.

We encourage all students and staff to log in and complete their profiles. Your participation helps keep our community informed and safe.

Class Rosters, Gradebooks and Final Grades

The PeopleSoft (OASIS) class roster is the official record for students enrolled in or withdrawn from a course. In Canvas, students are automatically added when they enroll. Faculty must ensure that student lists and grade records in PeopleSoft and Canvas match.

Faculty and adjuncts are required to use the Canvas gradebook and keep it updated throughout the semester. Attendance and grading records should be organized so that a dean or associate dean can interpret them if the instructor is unavailable.

Final grades are submitted electronically in PeopleSoft at the end of the session. Every student listed must receive a grade. If a student is assigned an Incomplete (I) grade, the instructor must submit an Incomplete Grade Agreement form to the division office. Students must complete incomplete work within one regular semester (see *Incomplete Grades*, page 13).

Breaks in 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. In general, class sections held during the regular 16-week sessions – whether during the day or evening – do not include scheduled breaks. However, class sections offered during 8-week sessions, 4-week summer sessions, or those that meet for more than 1 ½ hours typically include one 15-minute break. Classes that meet once per week, including Friday evening and Saturday sessions, usually have scheduled breaks as well. Professors should consult with the appropriate dean or associate dean regarding meeting times and break periods.

Services for Students with Disabilities

Students seeking accommodations must schedule an appointment with the Coordinator of Student Access Services to complete a *Request for Accommodation Intake* form. The Coordinator will work with faculty and campus departments to arrange appropriate accommodations. [Student Access Services](#) is located in SSB 107 and can be reached at 405-733-7407 or email StudentAccessServices@rose.edu.

Classroom Assignments

Classroom assignments are based on space availability, course type, and anticipated enrollment. Requests to change classrooms must be approved by the dean or associate dean before any changes are made.

Field Trips

Field trips should be planned in advance and follow these procedures:

- Obtain approval from the dean and Vice President for Academic Affairs at least one week prior.
- To use a College vehicle, secure approval through the dean, the Vice President for Academic Affairs, and the Vice President for Administrative Services.
- Faculty must remind students that the student is responsible for arranging makeup work with other instructors.
- Each student must sign a **Liability Release Form** (available on SharePoint under *Forms Handbook, Student Forms*).

Purchasing Procedures

Instructional supply requests should be submitted through the division office. The dean initiates the purchase request through the appropriate approval process. Personal purchases for classroom use are not reimbursable.

RESOURCES

Learning Resources Center

The Learning Resources Center (LRC) is located on the east end of campus, opposite the Student Union. It offers spaces for individual and group study, meetings, events, and casual use. Some areas are open for informal use, while others require advance booking through the LRC's online reservation system. Room availability and booking are accessible via the [LRC webpage](#). Staff are available to assist with the booking process. For more information, visit <https://library.rose.edu/lrc> or call 405-733-7370.

Library

The [Library](#) offers a wide range of print and nonprint materials, including magazines, newspapers, full-text databases, and ebooks. A selection of current College textbooks is also available for in-library use. For details on textbook checkout, please visit the [Library's](#) webpage.

Reference librarians are available to assist with research and information needs. To speak with a librarian in person, visit the [Ask Here](#) desk on the first floor of the Learning Resources Center (LRC). You can also reach the Ask a Librarian service by phone, text, chat, email, or Zoom during library hours.

Librarians provide library orientations and information literacy training to support students and instructors. These sessions can be delivered online or in person. To request an orientation, call the Ask Here desk at 405-733-7543 – please allow at least two weeks' notice when possible.

Instructors are asked not to bring or send a class to the Library without prior notification to the Ask Here desk so staff can ensure adequate support. Faculty may also request reading lists of available resources for research assignments.

The Open Computer Lab is available to all users with a campus network account. It provides access to the internet, software applications, and limited printing. A small number of computers are equipped with specialized, discipline-specific software and hardware. For more information, visit library.rose.edu or call 405-733-7543.

Academic Testing

Academic Testing provides secure testing services for math and science courses, internet and hybrid classes, make-up exams, and advanced standing tests. For current policies and procedures, visit the [Academic Testing](#) webpage.

To ensure a smooth and secure testing process, faculty should:

- Include faculty name, course abbreviation and course number, time limit, and approved materials on each paper test.
- Deliver enough copies of paper exams in person prior to the test date.
- Submit a completed Computer Test Instruction Sheet for each computer-based test.

A new form must be submitted each semester. Tests will not be administered without complete instructions.

Avoid ending test availability on Fridays or Sundays due to shortened hours. For class-wide exams, keep the test window open for at least three business days. Do not send tests through interoffice mail – this poses a security risk and may result in delivery delays. Completed exams will not be returned through interoffice mail. Faculty must pick up tests in person or provide written authorization for someone else to do so (forms available at Academic Testing).

Use the department email, academic-testing@rose.edu, to ensure all staff are notified. During peak times, such as finals week, staff may be unable to answer phones. For urgent matters, visit the office or send a representative. For more information, call 405-736-0397 or visit rose.edu/current-students/student-resources/learning-resource-center/academic-testing.

Tutoring Center

The [Tutoring Center](#) (LRC 250) offers free academic support for Rose State students in many general education courses, available on a drop-in basis (subject to tutor availability). Drop-in tutoring is not available between semesters.

- Faculty are encouraged to spend time in Tutoring Center supporting students or using the space for study.
- Students can receive online help from local tutors or through tutor.com, a 24/7 service accessible through each Canvas course's navigation menu.
- Faculty may view tutor.com session transcripts through Canvas.

Please refer students who may benefit from tutoring early in the semester. Faculty may also refer strong students who may qualify to apply to become tutors in the Tutoring Center. For more information, call 405-733-7417 or visit rose.edu/current-students/student-resources/learning-resource-center/tutoring-center.

Writing Lab

The Rose State [Writing Lab](#) offers free, one-on-one assistance with any writing project for Rose State students – no referral needed. The Writing Lab is located in Learning Resource Center (LRC), Room 250E. Online support is available with a 24-48 hour response time (Monday-Friday). **Students must first sign up in person** at LRC 250E to access online services. You can use the **Ask an Instructor Form** for questions about essays, writing, or formatting. Visit the Writing Lab during open hours or online for writing help at any stage of the writing process.

eLearning

The [eLearning Office](#) supports faculty in developing high-quality on-campus, online, and hybrid courses. Located in LRC 206, the eLearning space includes a flexible design and collaboration area and two recording rooms available to faculty and staff. Services include:

- Learning management system (Canvas) support
- Faculty development and training
- Quality course design guidance
- Academic technology assistance

Academic Outreach

Academic Outreach provides case management services for concurrently enrolled high school students and students at other educational facilities across Oklahoma. Services include coordinating and promoting College courses and programs with participating students and partner institutions, managing both local and remote interactive telecommunication learning sites, and operating the campus cable system. For more information, please visit the [Academic Outreach](#) page on the College website.

Evening Hours

Division offices are generally open until 5 p.m., Monday through Friday. Most services for students and faculty – including Administrative Services Office, Admissions Office, Student Services, and Bookstore – are available until 6 p.m. Monday through Thursday, and until 5 p.m. on Friday. Services available during these hours include: administrative support and supervision for evening programs, classroom coordination, offer student advisement, and assist with emergencies or other issues that may arise. Summer hours may vary.

Bookstore

The Lloyd & Glenda Eisenhower Bookstore, operated by Follett, is located in the Student Union, Room 163. It offers:

- Textbooks
- School supplies
- Course materials
- Miscellaneous items

For more information, visit [Bookstore](#) webpage.

FACULTY POLICIES

Mail, Copywork, and Email

Each adjunct professor is assigned a mailbox in their division building. Faculty should check their mailbox before class for official College communications, class announcements, and student messages.

Copy services are located in the Susan Catlett Loveless Center, Room 116. Submit requests at least 24 hours in advance. Check with your division office for specific procedures.

Each faculty member is issued a Rose State email account, typically in the format: first initial + last name (e.g., jdoe@rose.edu). The division dean or associate dean will have the email account set up.

Faculty also have a raider.rose.edu email, which can be forwarded to your rose.edu account by adjusting Gmail forwarding settings.

Email is the College's primary communication tool – check it regularly.

Copyright and Reproduction of Instructional Materials

Faculty must follow copyright laws when reproducing materials. Copies may only be made for students enrolled in your class. Before reproducing materials, faculty must complete a copyright compliance form, available in the Mail Room.

Telephone – Office Space

Individual offices are not provided for adjunct faculty; however, designated workspace is available for study, class preparation, and meeting with students. Telephones are available in both the adjunct faculty area and division offices.

Professor Absence

If a faculty member must be absent, they are required to notify the appropriate dean or associate dean as early as possible. Adjunct faculty do not receive sick leave; therefore, a pay deduction will be made per equated hour for any missed class sessions. If the absence occurs near the end of a pay period, the adjustment may be reflected in the next pay period.

For classes with a face-to-face component where remote instruction is feasible (such as Flex classes or those partially delivered via live video conferencing), faculty are encouraged to hold the class remotely. In such cases, the absence will not result in a pay deduction. However, if a faculty member is unable or unwilling to conduct class remotely, a deduction in pay will apply.

Professor Evaluation

These procedures serve as a general guideline for adjunct faculty development and evaluation. The College may modify them as needed.

A. Student Evaluation

All students will have the opportunity to evaluate each class using Qualtrics software. Students will receive a link via email and a widget in Canvas to access the evaluation form. Evaluations can be completed on any electronic device (computer, smartphone, tablet, etc.). Students will receive a confirmation email upon submitting the evaluation.

B. Professor Responsibilities

Professors should explain the evaluation process to students and encourage participation. Class time may be used to complete the form. Faculty may offer bonus points or assignment credit for completed evaluations with proof via confirmation email. About one week after evaluations begin, faculty will be notified if a class has a response rate below 50%, so they may remind students.

C. Self-Appraisal

Faculty must submit a completed Adjunct Faculty Self-Appraisal Form to the dean, associate dean, or program director after their first year.

D. Computer Summary

Once final grades are submitted, the Qualtrics system will email a summary report of evaluation results to the instructor and to the dean.

Guidelines for New Adjunct Faculty Development and Evaluation

These guidelines support the ongoing development and evaluation of adjunct faculty. The College may adjust procedures as necessary.

A. In-Class Visitation

New adjunct faculty will receive an in-class visit during their first semester by a dean, associate dean, or designated College personnel, who may be accompanied by a tenured faculty member. A Classroom Visit Form will be completed and submitted to the dean, associate dean, or program director, and kept confidentially on file.

B. Summary and Feedback

A summary of the Classroom Visit Form will be shared with the faculty member as soon as possible after the visit.

C. Administrative Oversight

The dean, associate dean, or program director will:

1. Arrange in-class visitations during the first year of employment, and afterward as needed.
2. Review Student Evaluations and the Adjunct Faculty Self-Appraisal Form.
3. Complete the Administrator Evaluation of Adjunct Faculty Form.
4. Document strengths and areas of concern.
5. Identify College services that may assist with instructional improvement.
6. Provide support and guidance for improvement if needed.
7. Maintain evaluation records for adjunct faculty.

D. Administrator Evaluation Form

The Administrator's Evaluation of Adjunct Professor Form is available in the online Forms Handbook.

Guest Speakers

Guest speakers are valuable educational resources and should be selected based on their expertise and relevance to the course content. All guest speakers must be approved by the appropriate dean. The dean will notify the Vice President for Academic Affairs via memo, including the speaker's name and the scheduled time(s) on campus.

Student Information (FERPA)

Under FERPA (Family Educational Rights and Privacy Act), it is a violation to disclose personal student information (e.g., address, phone number, social security number, or academic progress) without the student's written consent. All requests for student information from external sources should be directed to the Office of Admissions.

Faculty Senate

Each year, one adjunct faculty member serves as the Adjunct Faculty Senator on the Faculty Senate. This is a key role, as executive members meet directly with the President.

Faculty Identification and Parking

Adjunct faculty can obtain a College ID at the Student Services Building, Room 100. A valid ID, such as a driver's license, is required.

Faculty and staff must display a hanging parking permit from their rearview mirror. Permits are available at the Student Services Building, Room 100. Yellow lines designate faculty and staff parking. White lines designate student parking. Parking spaces for individuals with disabilities are available near buildings. Faculty and staff are asked to park only in designated faculty/staff areas.

Sexual Harassment

Rose State College is committed to providing equal employment and educational opportunities. The College prohibits discrimination based on gender and condemns sexual misconduct, sex discrimination, and unlawful harassment of students, faculty, and staff.

Sexual harassment policies are outlined in Section 1-5 of Chapter IV of the Policies and Procedures Manual. All faculty members are required to complete training on preventing discrimination and sexual violence. Adjunct faculty will receive an email at their @rose.edu address with instructions on how to access the 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

Report all class disruptions and serious discipline issues immediately to the division office or Academic Affairs Office. Security is available on campus 24/7 and can be reached most efficiently by using classroom phones, which automatically connect to Security when the receiver is lifted. Security can also assist with vehicle issues and campus safety concerns; blue call boxes are located in parking lots. Faculty are responsible for teaching students safe equipment use and must supervise students whenever labs or classrooms are open.

Accident/Incident Report

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

Emergency Procedures

In the event of any potential danger on campus, immediate notifications will be sent through Raider Alert, our primary mass text and emergency notification service. Enrolled students are automatically enrolled in Raider Alert. Encourage students to keep their account active and updated at <https://getrave.com/login/rose>.

Raider Alert is our main communication channel for emergencies but may be supplemented with information through the Cisco notification phone system and campus staff.

Emergency Evacuation Instruction to Students

In the event of an urgent evacuation (fire or other emergency), faculty will inform students and direct them to take their belongings and proceed to the nearest safe exit. Elevators should NOT be used during emergencies. The College will provide timely updates, including 'Safe-to-Return' notifications.

Emergency Shelter in Place

If there is an immediate threat on campus:

- **Run** – If safe to do so, leave the campus immediately.
- **Hide** – If exiting is not possible, find a secure room, turn off the lights, and remain quiet until authorities arrive.
- **Fight** – As a last resort, if the attacker breaches your shelter, use heavy or sharp objects to defend yourself. Seek help if possible.

Campus authorities work closely with Midwest City Police to provide real-time updates. Keep your phone charged and silent to receive important notifications without revealing your location.

DIRECTORY OF SERVICES

ACADEMIC OFFICES

President's Office – ADM 203, ext. 7300

Mr. Travis Hurst, President

Academic Affairs – LRC 102, ext. 7394

Dr. Melissa Hayt, Vice President for Academic Affairs

Ms. Andrea Xeriland, Associate Vice President for Academic Affairs

Business & Information Technology Division – BS 105, ext. 7394

Dr. Charles DeSassure, Dean

Mr. Craig Dawkins, Associate Dean

STEM Division – SM 109, ext. 7450

Ms. Andrea Xeriland, Interim Dean

Health Sciences Division – HSC 100, ext. 7359

Dr. Melissa Hayt, Interim Dean

Liberal Arts & Sciences Division – SS 108, ext. 7380

Mr. Jeff Conkin, Dean

Dr. Lizzie Boger, Associate Dean

Honors Program – CC 121, ext. 7515

Ms. Suzanne Thomas

Tinker Air Force Base TAFB, 405-737-1532

Mr. Matt Stevens

SERVICE OFFICES

Admissions and Records – Student Union 118, ext. 6279

Lauren Checorski-Campbell, Director Admissions and Records

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

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 – LRC 206, ext. 7433

MacKenzie Corrigan, Dean eLearning

Academic Outreach – LRC 204, ext. 7350

Terrance Grayson, Director Academic Outreach

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

Payroll/Benefits – ADM 102, ext. 7585

Ms. Krista Norton, Senior Director

Ms. PJ Gordon, Benefits Coordinator

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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