NUTS AND BOLTS: Information for New Adjunct Faculty

MARYVILLE
U N I V E R S I T Y

Getting Started

Faculty ID Number*:* You will get your ID number in Human Resources, Gander Hall, Room 137: *Call to make an appointment*: **314-529-9398**, or email **lmgilkey1@maryville.edu***.* You will be asked to complete several forms, including W-4's and an I-9. Bring identification documentation that will satisfy the I-9 requirements. (Most people bring either a current passport or driver's license and social security card.) Your social security card is required for payroll. Prior to your appointment, you may access the forms that you are required to complete by visiting https://learn.maryville.edu/courses/3674 You will also be able to obtain your ID and parking permit in the HR office. Parking Permit applications are online but can also be obtained in Human Resources. https://www.maryville.edu/publicsafety/
All appointments are contingent upon successful completion of a background screening. New adjuncts receive an email from customersupport@hireright.com with a link to the background screening form (The email may get caught in spam). The HR office cannot meet with new adjuncts until the background screenings are complete.

Maryville Email Address: After you have met with the Human Resources Office and received your ID number, you will receive instructions on activating your email account (this may take 24 hours). You may also log on to https://mylogin.maryville.edu where you can click on "Activate your Maryville Login" on the left and follow the directions to activate your Maryville login. Your Maryville email will be used for all campus related communications.

Mailbox location: Business: ABAC 2255; Arts and Sciences: ABAC 3207 and ADB 110 (art); Health Professions: copy room; School of Education: ABAC 1207. Please check your mailbox regularly.

Adjunct Faculty Lounges: Reid 1312 and Kernagan 3116

The Unusual

Snow Schedule and University Closings: To be notified when the university is closed, join Maryville's *Saints Alert* System by registering at https://intranet.maryville.edu/PublicSafety/alert.asp
You may also check the Maryville web site: http://www.maryville.edu or call 314-529-9300 for crucial updates.

Illness: If you are unable to teach because of illness, call your area's administrative assistant, contact the students via email (through Canvas or Access Maryville) or phone, **and** email or call your program director. Classes missed in the accelerated Adult/Weekend and Evening Program must be rescheduled at a time that is convenient for the students.

Public Safety ext. 9500 - https://www.maryville.edu/publicsafety/
Health & Safety Issues: If a situation arises that requires a response from police, fire, and/or EMS, call 911. Call Public Safety at ext. 9500 for non-emergency situations. If you are concerned about the mental health

needs of a student, call 529-9556 to talk with the Office of Personal Counseling during business hours. If this occurs on the evenings, weekends, or during school breaks, you may call the Office of Personal Counseling's After-Hours Support Line at 529-9556 and press "0" to be immediately connected with the after-hours support team for consultation and assistance.

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- **Facility-related difficulties:** e.g., heat not working, broken furniture in room, student gets sick in room.
- **Situation in Class**: If a situation that creates a hostile or disruptive environment arises with a student, you may ask the student to leave your class. You may also call Public Safety to ask/request that a student be escorted from your classroom. Please notify your Assistant or Associate Dean if a student has been asked to leave a class. You cannot permanently remove a student from class without appropriate due process.

Emergency Preparedness
Emergency Preparedness information is available on the portal at
https://my.maryville.edu/services/PublicSafety/Shared%20Documents/Emergency%20Preparedness.pdf

Academic

The Maryville University Catalog can be found here: http://catalog.maryville.edu/

Calendar: See http://catalog.maryville.edu/content.php?catoid=13&navoid=949

Check your contract for class dates and check the academic calendar for other important dates including:

- **Pass/No Pass Option deadline:** This option must be approved by the student's adviser. Only two P/NP courses are allowed in a student's degree program, and they do not count toward the student's major or minor.
- **Withdrawal deadline:** Signature of adviser required; instructor notified by Student Service Center; name removed from grading roster.
- **Midterm deficiency grades due Thursday, October 26.**
- **Final grades due Dec. 15, Dec 17, or Dec 21, depending on when class ends. See calendar.**

Finals/Portfolio Reviews are held during the last week of classes. No formal exam schedule will be posted.

Some important information for students will be included in every course in CANVAS. These statements address the following: Academic Support, Academic Integrity Policy, Technology in Class, Campus Notification System: Saints Alert, and a Subject to Change Clause. These statements cannot be changed.

Attendance Guidelines: Maryville University recognizes that regular class attendance is essential to student success. While Maryville does not centrally monitor attendance in courses, instructors may do so based on their individual discretion*.

Instructors are required to submit attendance during the first week of class for 8-week classes and

- Instructors may set their own class attendance policy.
- If the instructor implements a class attendance policy they must communicate said attendance policy in writing in the course syllabus.

- Each student is responsible for his/her own attendance and is responsible for communication about that attendance with the instructor.
- A student is responsible for any work missed as a result of absences of any kind.

* Institutional guidelines and procedures regarding class attendance are currently being reviewed with an anticipated release effective Spring 2017.

Canvas: All courses and their enrollments are automatically given access to the learning management system, Canvas. This system allows faculty teaching face-to-face and online to load a syllabus, collect assignments, keep a gradebook, make announcements, and more.

- **All Maryville faculty (online and on-ground) are asked to use Canvas to make their syllabus available to students at least 3 weeks prior to the start of class. Faculty will have access to their Canvas course 4 weeks prior to the start of class.**
- If you are teaching an online course, Canvas is the system you will use to facilitate learning activities for the course (actively discuss course concepts with students, review submissions, provide feedback, etc.). Contact Pam Bryan Williams (pamela.williams@maryville.edu) before teaching your online class to learn about Maryville's expectations for engagement within the online environment.
- You and your students can access this system by visiting http://learn.maryville.edu and logging in with your Maryville username/password.
- If you are interested in learning more about the functionality and use of the system, there are regular professional development opportunities offered, the dates for which are published at http://blogs.maryville.edu/learn/ From blogs.maryville.edu/learn , you can also find further documentation by navigating to the Canvas link.

Photocopying: Using The Document Center (in the University Bookstore) costs 2.5 cents a copy for black and white, 10 cents for color. Using the departmental machines costs 5 cents a copy for black and white and 20 cents for color copies. Your Maryville ID is needed to access departmental machines. You may send copy requests to the Document Center electronically as noted below.

Regular copies:
https://maryvilleuniversity.ricohtrac.com
You will need to register before you can begin using TRAC, our online job submission tool. When registering, please check the "Show Advanced Information" box at the bottom of the form and include your department charge number (xx-xxxx-xxxxx) and NOT your department name in the "Cost Center" field. The Document Center will receive your request via email. Once they have approved your request you will receive an email stating that you are ready to use TRAC. If you need help with this process or the ordering process please contact the Document Center at 314-529-9323 or you can email the Document Center manager at ncluck@maryville.edu. Ask your school's administrative assistant what your account number is. You are responsible for following copyright laws. Please note that all requests must be submitted through TRAC. If you do not have an electronic file and need to submit a hard copy, please submit your request through TRAC first so it can be assigned a ticket number and a place in the queue.

- After you've received your approval email and have logged in, click the "**Copy**" button on the home screen.
- Select "**B/W and Color Copying/Printing**" under the "**Copy Center**" section to the left
- Click the "**Browse**" button at the top of the ticket to attach your file. Be sure to click the "**upload attached files**" button to the right for your file to attach properly. It is not required that you attach a file to place an order. As mentioned above, if your original is a hard copy, skip this section and bring the hard copy to the Document Center after you've submitted the request.

- Enter your original pages and the number of sets requested in the provided
- Use the check boxes to fill in the details of your request such as color, black and white, paper size, paper stock, stapling, double or single sided, etc.
- Click the "**Next**" button at the bottom right of the screen
- In the "Job Description" box enter a unique name for your request
- Click the calendar icon to select a due date for your request. Please note that the Document Center generally requires a 24 hour minimum. If you must have your request sooner, please contact a Document Center staff member by email or phone and reference your job number.
- *Optional* - You may enter special notes about the job in the box provided. You can also request a proof first by checking the box labeled "Send Proof Before Running Job," but neither are required to submit your order
- Select how you would like to receive your order once it is complete.
- Your name and department charge code should auto-populate based on the information you entered when you registered. However, you can change this information if you are ordering on behalf of another person or department.

Exam Copies: Follow the same steps as the regular process above, with one exception. After you've clicked the "Copy" button on the home screen, you will select "**Exams**" under the "Copy Center" instead of B/W and Color Copying/Printing. All exams are bagged in security envelopes, and you need to present your ID and sign for your exam when you pick it up. You are required to pick up your exam unless you have made arrangements with your administrative assistant. The bookstore hours for pick up are Monday through Friday 7:30 a.m. – 9 p.m. and Saturday and Sunday 10 a.m. – 7 p.m. The Document Center phone number is 314-529-9323.

Substitute Instructor/Guest Lecturer. Approval by the program director or Dean must be granted for substitute instructors. The substitute's resume, transcripts (showing a minimum of an M.A. or M.S. conferred in appropriate discipline), and letter of recommendation must be on file in the Dean's office. We do not have funds to pay guest lecturers.

3rd week response form: Program directors will look over students' responses to questions such as are the faculty member's objectives clear; are class presentations clear; does the instructor use class time well; what do you like best, least about the class. **Final online course evaluation** is done toward the end of the semester is more comprehensive http://www.maryville.edu/academicaffairs/adjunct-faculty-resources/

Early Alert: If there is a student who is struggling in your course (personally and/or academically) or who may be at risk of failing your course, you should submit an electronic Early Alert through the portal at https://my.maryville.edu/facultystaff/Pages/WebAdvisor.aspx?title=Submit+an+Early+Alert&pid=ST-WBCOS065

Tutoring: Tutoring and the Writing Studio are located in the University Library--free peer tutoring and assistance with writing are available. Please mention in syllabi. Here are the links to the Portal sites:

Peer Tutoring:
https://my.maryville.edu/AcademicServices/StudentSuccess/PeerTutoring/default.aspx

Writing Studio:
https://my.maryville.edu/AcademicServices/StudentSuccess/WritingStudio/default.aspx

Confidential Report of Academic Dishonesty Form to report cases of plagiarism or other kinds of academic dishonesty is available in the Dean's office and at: https://my.maryville.edu/AcademicServices/default.aspx

The Academic Grievance Policies are available at: https://my.maryville.edu/AcademicServices/default.aspx

Posting Grades Online: Midterm and Final
Midterm:https://my.maryville.edu/facultystaff/Pages/WebAdvisor.aspx?title=Midterm+Grading&pid=ST-XWESTS017
Mid-term grades are required for all students who are receiving a D, F, or AF (Failure due to Absence).

Final: https://my.maryville.edu/facultystaff/Pages/WebAdvisor.aspx?title=Final+Grading&pid=ST-XWESTS017A
The Registrar will provide a paper copy of the grade sheet if you request it. The grade of "Incomplete" should be given only when circumstances beyond the student's control arise near the end of the semester. Grades of D, F, and AF require a "Last Date of Attendance."

The Student Service Center releases grades the day after they are due. Do not talk to parents about students' attendance, quality of work, or grades without the expressed (preferably written) permission of the student. Posting grades other than electronically is not suggested, but if you choose to, grades cannot be posted using the student's name, Maryville ID number, or any part of the student's social security number. They should not be posted in alphabetical order.