



**WEST VIRGINIA NORTHERN  
COMMUNITY COLLEGE**

**ADJUNCT  
FACULTY HANDBOOK**

**Academic Year 2016-2017**

## Table of Contents

College Vision and Mission.....	2
Pledge to Students.....	3
Basic Responsibilities of Teaching Faculty (Adjunct).....	4
Faculty Instructional Workload (Adjunct).....	5
Faculty Mentor .....	6
Maintenance of Instruction .....	6
Campus Closing (inclement weather, etc.) .....	6
Faculty Class Attendance.....	6
Professional Development.....	6
Assessment .....	7
Student Class Lists .....	7
Student Attendance .....	8
Classroom Behavior .....	8
Student Rights and Appeals .....	8
Public Access.....	8
Grade Reports .....	8
Grade Changes .....	9
Administrative Withdrawal of a Student .....	9
Counseling Services .....	9
Course Learning Contract (CLC).....	9
Field Trips .....	10
Final Examination Schedule .....	10
Learning Resources Centers (LRC).....	10
Mail Delivery and Email Address .....	11
Administrative Support .....	11
Off-Campus Sites.....	11
Textbook Desk Copy and Instructional Supplies .....	11
<b>Addenda – Begin on Page 12</b>	
<b>A. Seven Principles for Good Practice in Undergraduate Education</b>	
<b>B. Syllabus Template</b>	
<b>C. Faculty Absence Form (Wheeling; Weirton &amp; New Martinsville)</b>	
<b>D. Field Trip Request and Record</b>	
<b>E. Adjunct Portal</b>	
<b>F. Classroom Observation Form</b>	
<b>G. Public Access Policy</b>	

If you have questions about the content, please contact Academic Affairs at 304-214-8835.

## **Mission Statement**

West Virginia Northern Community College's mission is to educate and empower individuals to achieve academic and career goals, leading to a highly skilled, well-rounded, and accomplished workforce which successfully competes and adapts in a global economy.

The College responds to the needs of the region it serves by offering a high-quality learning environment that is accessible, safe, and accommodating while nurturing teamwork and community service.

## **Vision Statement**

West Virginia Northern Community College is recognized and admired for being a community of learners who model integrity, mutual respect, and a commitment to excellence. The College purposefully strives to:

- Empower students to be successful
- Achieve continued growth
- Be responsive and adaptive
- Value personal growth and development
- Be fiscally responsible
- Respect diversity
- Be entrepreneurial whether in the classroom or online, and
- Enhance partnerships and community service

## **A Pledge to Students**

We, the faculty, staff and administrators of West Virginia Northern Community College, reaffirm our commitment to our common mission:

### **EXCELLENCE IN TEACHING AND LEARNING.**

As members of an academic community, we pledge to unite to support the success of all who wish to learn.

As faculty, we are a community of scholars who place a top priority on teaching, learning and advising. As classified staff, we serve the students and the College by facilitating and enhancing the total educational process.

As administrators, we provide leadership for the development of students, faculty and staff; and we accept the responsibility for quality and accountability to the total development of the Upper Ohio Valley.

At Northern, the values of the college education and service take precedence over the values of wealth and status.

## **FERPA**

### **Student Confidentiality (FERPA)**

FERPA, the Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment) of 1974, regulates the release of academic records for students. Student educational records are considered confidential and may not be released without the written consent of the student.

As a College employee, you may have access to some information if you have a legitimate "educational" purpose for this information. As a faculty member, you have a responsibility to protect any educational records in your possession. Educational records also contain information such as grades, class schedules, social security numbers, and any other personally identifiable characteristics. Educational records are not necessarily always on paper. Records could be a computer screen display, notes, or e-mails you have made referencing individual students, a computer printout, a class list, or an official document such as a class schedule or class roster.

**THE BASIC RULE: Never give information to any person (this includes information to parents, spouses, children, grandparents, or agencies (either on the phone or in person) about the student's whereabouts, class schedule, grades, etc. Even in an emergency situation (including the Police); you are to take the information down and deliver it to the student; do not give anyone in person or on the phone any information. All information belongs to the STUDENT AND ONLY TO THE STUDENT.**

Violations of FERPA by even one College employee is a serious matter and could result in the loss of all federal financial aid funds for the College, action by Higher Learning Commission Accrediting agency, or action by a program's *accrediting* agency.

Questions about FERPA guidelines, regulations, or release of information should be directed to the Director of Records/Registrar.

### **FERPA Reminders**

- Never post student social security numbers or other personally identifiable information.
- Never leave graded papers or tests in stacks where students can see anyone else's work.
- Never circulate a printed class list as an attendance roster.
- Never discuss a student's progress with anyone other than the student.
- Never provide a list of students to any outside agency (including those offering scholarships to students). The College must have the student's written consent.
- Never provide a copy of a student's schedule to anyone (including the police or a family member). Refer any requests to the Campus Dean.
- Never talk to a parent or spouse until you have confirmed that the student has signed a release (even if the parent or spouse is paying the bill).

## **Basic Responsibilities of Teaching Faculty**

All faculty have teaching and learning, professional development, and College service responsibilities. For part-time adjunct faculty, these responsibilities include the following:

### **A. Teaching and Learning**

The part-time adjunct faculty will:

1. Develop a course syllabus incorporating all elements of the master course guide, and consistent with catalog description, student needs, and other institutional guidelines;
2. Plan and implement strategies and activities to accomplish course objectives/outcomes;
3. Clarify assignments, expectations, attendance policy, grading policy, evaluation methods, and class procedures to students;
4. Evaluate students on the basis of their achievements toward these objectives/outcomes;
5. Advise and assist students in matters related to course work outside the classroom;
6. Refer students who may need support services;
7. Meet each class during the scheduled hours, except as arranged with agreement of the class. Ensure that class is held for at least the number of hours advertised during the term.
8. Make arrangements for equipment and supplies, field trips, Web page, outline, or other special activities needed for a course;
9. Incorporate department assessment practices and instruments into courses as appropriate and requested;

10. Understand and use technology that will enhance the teaching/learning in the classroom;
11. Complete administrative responsibilities by activating and using the WVNCC adjunct email account for institutional correspondence with staff and students;
12. Use Northern on the Web (NOW) for: reporting first week attendance and final grades within established institutional procedures and deadlines; academic advising; student contact information; and, other related processes.

## **B. Professional Development**

At a minimum, all part-time adjunct faculty are expected to:

1. Keep up-to-date with information and practices in the discipline in which they teach;
2. Keep up-to-date with practices of the teaching profession;
3. Maintain currency in the use of communications and instructional technologies which will provide students with skills needed for the global workplace.
4. Participate in and utilize College provided workshops, materials, and/or online tutorials designed to assist faculty.

## **C. College Service**

Like all faculty, part-time adjunct faculty represent the College to students and others. At a minimum, part-time adjunct faculty are expected to:

1. Understand and interpret the mission and vision of the College;
2. Understand and interpret the academic and student policies relevant to the courses they teach;
3. Know what academic support services are available and to utilize and refer students appropriately for that support;
4. Fulfill the pledge to students regarding excellence in teaching and learning; and
5. Maintain and uphold academic integrity and the College's work ethic in all aspects of their work.

## **Additional Information**

### **Faculty Instructional Workload (Adjunct)**

Adjunct faculty are typically contracted to teach no more than 6 credit hours per semester.

### **Faculty Onboarding**

Each new adjunct faculty member should work closely with his or her division chair and other faculty in his or her department. This relationship can provide peer consultation and to foster a stronger liaison

between adjunct and full-time faculty. Division secretaries and other Academic Affairs personnel should be contact when necessary.

### **Maintenance of Instruction**

It is the responsibility of all faculty and the academic administration to ensure the continuity and integrity of the program of instruction.

In the event that the College is closed for a period of one week or longer due to emergency conditions, the semester schedule will be revised to allow for make-up of missed instruction.

### **Campus Closing (inclement weather, etc.)**

West Virginia Northern is open to students at all scheduled times unless declared otherwise by the President. The College is closed only in instances of emergency and does not cancel classes often. Announcements regarding cancellation of classes or closing because of weather or other conditions will be made on television and radio stations in the area of the applicable campus as soon as possible.

### **Faculty Class Attendance**

**Faculty members are expected to meet all scheduled classes;** however, it is recognized that situations arise which make it impossible for faculty members to do so. For all non-emergency absences, arrangements shall be made with the appropriate Division Chair as to how course objectives will be met. Emergencies, such as illness, which necessitate absence from class, require at least same day notice to the appropriate Division Chair. If the faculty member teaches on either the Weirton or New Martinsville campuses, the faculty member must contact the Campus Dean and the Division Chair. The faculty member is expected to follow through until arrangements have been made. The faculty member must submit an absence form (see back of handbook) to the appropriate Division Chair or Campus Dean who identifies revisions, which will be made to assure the academic objectives, will be met.

In case of anticipated prolonged illness, the Division Chair will arrange substitute instruction, utilizing appropriate instructional personnel. The College reserves the right to require an illness report from a qualified medical practitioner.

### **Professional Development**

Through ongoing consultation of faculty, academic administration and the President's office, the college will create a professional development program designed to enhance the professional level and teaching effectiveness of the faculty.

This will include a written institutional plan, including budget and other resources dedicated to professional development. The staff development program shall have a means of identifying faculty needs, a schedule of activities to be made available during the fiscal year, on-line resources, appropriate organizational structures, procedures, standards, and criteria for on-going operation and assessment.

Continuous professional development will include adjunct faculty, full-time faculty, and classified staff.

### **Assessment**

Consistent with its mission to provide high quality programs, which meet the needs of citizens, employers, and communities, West Virginia Northern Community College will implement assessment across the College. The purpose of assessment is to provide information regarding the curriculum, the learning environment, and student academic achievement. The resulting information is used to improve student learning, benchmark the accomplishment of strategic initiatives, and improve institutional effectiveness.

While all College personnel are involved in assessment, the faculty provide the pivotal component of the assessment of student academic achievement. They identify the outcomes in courses and programs as well as the measures for both formative and summative assessment, and conduct analysis, which results in recommendations for changes. Adjunct faculty are expected to participate in assessment activities.

### **Student Class Lists**

Students must be officially registered prior to attending your course. If a student is not registered, s/he is not permitted to participate or attend class. As the instructor, you must check the class list and inform the student if his/her name is not on the list. Refer unregistered students to the Campus Service Center for assistance. Check your class list prior to the next class session to verify that the student has officially registered for the course.

If the student indicates they have pending financial concerns, they must resolve the issue prior to attending class. There are various ways for students to resolve their financial issues. Refer these students to the Campus Dean or counselor for assistance.

Faculty can view up-to-the minute class lists through NOW (Northern on the Web). Faculty are required to check their class lists throughout the semester. This will assure that you have an accurate list of students at final grade time.

Northern on the Web can be accessed from the homepage at [www.wvncc.edu](http://www.wvncc.edu) by using the Adjunct Faculty Portal (instructions in Addendum E).

### **Student Attendance**

Lack of student attendance in class is the best indicator of potential failure. **Students should be informed that they are accountable to the instructor for their attendance.** Each instructor's policy must be in writing as part of the course syllabus and should be explained at the beginning of the course. If special attendance problems arise, the instructor should try to provide reasonable accommodations.

Attendance records should be maintained by the faculty member and kept in case questions arise at a later date. Records should be held at least a year.



### **Classroom Behavior**

The College is committed to providing an atmosphere that is conducive to learning for all those enrolled, "for all who wish to learn." If disruptive behavior is encountered in the classroom, such behavior should be handled in a professional manner with the least amount of lost class time and stress to other members of the class.

While it is typically much more desirable to handle the situation privately with the student outside class, it may become necessary to ask the student to leave the classroom. Administrative withdrawal or other measures may become necessary.

If an incident occurs which needs immediate attention or additional College personnel support, contact the Campus Dean immediately. It would also be beneficial to be familiar with the Student Code of Conduct which can be at <http://www.wvnc.edu/uploads/StudentCodeofConductAppvd06.pdf>.

### **Student Rights and Appeals**

All faculty should be familiar with the student rights and responsibilities and to the College's appeals procedures. Refer to the Academic Affairs webpage, Faculty Resources, for current information. Note that all grade appeals or other academic appeals begin with the instructor. A student wishing to appeal their grade should first notify the instructor that they intend to file an appeal, and state their case in writing to the instructor. If the instructor is unable to resolve, then a written statement from the instructor should be sent with the student's appeal to the appropriate Division Chair. If the Division Chair cannot resolve, then a written report should be sent to the office of the Vice President of Academic Affairs, with both enclosures.

### **Public Access**

Please review and become familiar with the Public Access Policy located in Addendum G.

### **Grade Reports**

Official grade reports must be submitted electronically immediately following the final exam period. The faculty member should follow the instructions provided via email by the Registrar's Office each semester. Faculty has responsibility to follow the College's written grading policies contained in the Catalog. Faculty should note the limited purpose of an "I" grade, which is only appropriate in rare instances when circumstances occur which are beyond the student's control at the end of the term and which requires a written and filed contract between instructor and student identifying specific requirements to be met.

Students who have questions regarding their grades are told to contact their instructors. Concerns that cannot be resolved at this level are addressed through the Student Grade Appeals Policy.

### **Grade Changes**

When necessary, the instructor initiates the change of grade. The change of grade form must be completed, signed and submitted to the records office by the instructor. No grade change forms will be accepted from students.

### **Administrative Withdrawal of a Student**

Students who are repeatedly absent from classes or who, in the opinion of the faculty member, will be unable to successfully complete course requirements, may be administratively withdrawn from courses. Faculty members should contact students with such problems and discuss possible solutions. Sometimes it is not possible to make contact or to solve the attendance problems, and it becomes evident that the only alternative is withdrawal.

The faculty member uses class lists and the Midterm Grade / AW tool in NOW to institute the procedures for administrative withdrawal. Students are then notified by the Records Office that they are administratively withdrawn from class. The students are given ten days to contact the instructor to discuss possible reinstatement in the class. The instructor must notify the Records Office in writing if the student is to be reinstated.

If after 10 days a student is not reinstated, the student will be formally dropped from the class. The Records Office makes their records available to the Veterans Coordinator. Students withdrawn by the end of the published last day to withdraw (or the equivalent period for shorter terms) will have a "W" grade recorded. Those for whom the process is not completed will receive an "F" mark for the course.

### **Counseling Services**

Faculty who believe students may need information about access to outside resources should refer that student to the campus counselor or campus dean. If faculty are concerned about the safety of a student, instructor or class members please contact the appropriate Division Chair.

### **Course Learning Contracts (CLC)**

Course Learning Contracts (CLC) are arranged only in special circumstances. They are **not** normally part of a faculty member's regular workload.

### **Field Trips**

When an instructor desires to schedule learning sessions at an off-campus site (or any site away from the building in which the class normally meets), advance arrangements are required. It is important that students have proper notification in advance, preferably in written handouts. If transportation of students is required, the instructor should follow the campus procedures for scheduling transportation through the Division Chair and the Business Office. While field trips often provide valuable learning experiences, additional liability issues require the appropriate advance permission and arrangements. No field trip should be taken without prior approval and official field trip form on file. See Addendum D.

### **Final Examination Schedule**

Final examinations or other appropriate final classroom activities are expected to occur during the time and in the location indicated on the campus final examination schedule unless specific advance arrangements have been made in writing with the Division Chair and Campus Dean.

### **Learning Resource Centers (LRC) - Library**

<http://www.wvncc.edu/current-students/librarylearning-resource-center/1159>

To access the library's online catalog, electronic databases, and other online resources, please use the LRC web page at the address listed above. Access to the online databases from off campus requires a password for each database. These are available from your campus LRC.

The book collection (on all three campuses) contains approximately 34,000 book volumes, 3,500 audio-visual (AV) pieces, and 150 magazine, journal, and newspaper subscriptions. All LRC materials are shared between campuses with a mail run each day. If the LRC does not have an item that you need, staff will attempt to get that item for you by interlibrary loan.

Curriculum needs- The LRC can acquire books or audiovisual items needed for your classroom or for your student's research needs. Contact Pat Stroud, Director of Libraries, for more information – 304 723-7517.

Course Reserve – LRC staff can place materials on reserve for class assignments. Please request a copy of the guidelines before placing items on reserve. The LRC exercises the right to determine conditions of use and to refuse materials for legal or other reasons. All items must be in compliance with U.S. copyright law.

Testing – Students are welcome to take make-up exams in each campus LRC. Staff will hold, distribute, and collect these exams until they are picked up by the faculty. The LRC has guidelines for the students taking exams in the LRC. Please request a copy of these guidelines from the staff before leaving tests in the LRC. Proctoring for entire classes can be provided with enough notice by the Academic Success Center. Contact CJ Farnsworth at [cfarnsworth@wvncc.edu](mailto:cfarnsworth@wvncc.edu) for information.

Student orientation, instruction, and library tours are available at the instructor's request. The LRC staff stresses service to students and encourages faculty, staff, and students to ask for assistance.

**Wheeling LRC** – 304-214-8954, **New Martinsville LRC** 304-510-8766, and **Weirton LRC** 304-723-7516.

### **Mail Delivery and Email Address**

Faculty members receive their mail in the College building in which they teach. For specific locations, please consult the Campus Dean or receptionists. Please check your campus mail on a regular basis for important information.

**Faculty will be assigned a College email address which *must* be used for notification to/from their students and to/from the college staff.** See Adjunct Portal information in Addendum E for instructions and access to email.

Mail for persons teaching at off-campus sites will be sent to the address supplied by the faculty member when employed.

### **Administrative Support**

It is the faculty's responsibility to provide their own administrative support. If photocopying services are required (exceptional cases), arrangements are to be made with the division secretaries in Wheeling or with the Document Center in room 426B. Work must be submitted at least one week in advance to guarantee timely service. For specific information, contact the appropriate office.

### **Off-Campus Sites**

Persons teaching at sites not belonging to WVNCC are expected to enforce the regulations of those facilities.

### **Textbook Desk Copy and Instructional Supplies**

Faculty members should obtain a desk copy of their text from the division secretary. Comments and recommendations concerning textbooks are encouraged and should be submitted to the appropriate Division Chair. Text selection is normally accomplished by the full-time faculty in the respective academic area.

Requests for instructional supplies should be made to the division secretaries in Wheeling, and the respective service centers at Weirton and New Martinsville. Please note that the College operates within carefully planned budgets, and state purchasing procedures require that plans be made well in advance of expected time for use.

# ADDENDUM A

## Seven Principles for Good Practice in Undergraduate Education

### 1. Good Practice Encourages Student-Faculty Contact

Frequent student-faculty contact in and out of classes is the most important factor in student motivation and involvement. Faculty concern helps students get through rough times and keep on working. Knowing a few faculty members well enhances students' intellectual commitment and encourages them to think about their own values and future plans.

### 2. Good Practice Encourages Cooperation Among Students

Learning is enhanced when it is more like a team effort than a solo race. Good learning, like good work, is collaborative and social, not competitive and isolated. Working with others often increases involvement in learning. Sharing one's own ideas and responding to others' reactions improves thinking and deepens understanding.

### 3. Good Practice Encourages Active Learning

Learning is not a spectator sport. Students do not learn much just sitting in classes listening to teachers, memorizing pre-packaged assignments and spitting out answers. They must talk about what they are learning, write about it, relate it to past experiences, and apply it to their daily lives. They must make what they learn part of themselves.

### 4. Good Practice Gives Prompt Feedback

Knowing what you know and don't know focuses learning. Students need appropriate feedback on performance to benefit from courses. In getting started, students need help in assessing existing knowledge and competence. In classes, students need frequent opportunities to perform and receive suggestions for improvement. At various points during college, and at the end, students need chances to reflect on what they have learned, what they still need to know, and how to assess themselves.

### 5. Good Practice Emphasizes Time on Task

Time plus energy equals learning. There is no substitute for time on task. Learning to use one's time well is critical for students and professionals alike: Students need help in learning effective time management. Allocating realistic amounts of time means effective learning for students and effective teaching for faculty. How an institution defines time expectations for students, faculty, administrators, and other professional staff establishes the basis for high performance for all.

### 6. Good Practice Communicates High Expectations

Expect more and you will get it. High expectations are important for everyone—for the poorly prepared, for those unwilling to exert themselves, and for the bright and well motivated. Expecting students to perform well becomes a self-fulfilling prophecy when teachers and institutions hold high expectations for themselves and make extra efforts.

### 7. Good Practice Respects Diverse Talents and Ways of Learning

There are many roads to learning. People bring different talents and styles of learning to college. Brilliant students in the seminar room may be all thumbs in the lab or art studio. Students rich in hands-on experience may not do so well with theory. Students need the opportunity to show their talents and learn in ways that work for them. Then they can be pushed to learning in new ways that do not come so easily.

# ADDENDUM B

## Syllabus Template

Course Title  
CRN XXXXX Department XXX-XXX (ie ENG 101-002)  
Class meeting: Day, time, room  
Dates of course

**Instructor:** Name

**Email:** [xxxxxx@adjunct.wvnc.edu](mailto:xxxxxx@adjunct.wvnc.edu) or [xxxxx@wvnc.edu](mailto:xxxxx@wvnc.edu)

**Phone:** office phone for full-time faculty; adjuncts- you are **not** required to give out your home or cell phone number

**Office hours:**

**Textbook:**

*Title, author, edition.*

**Catalog Description:**

*This should be copied and pasted from the catalog. The course description MUST match the catalog.*

**Course Focus:**

*This gives a little more detail. See your division chair for specific information.*

**Course Objectives:**

Upon satisfactory completion of this course students should be able to:

- course outcome 1
- course outcome 2
- course outcome 3
- course outcome 4

*(Course outcomes can be found on the Master Course Guide for the course)*

Specifically, you should be able to demonstrate the following skills or abilities in order to accomplish the outcomes listed above:

1. *Specific skill*
2. *Specific skill*
- 3.

*(There will be more of these and they can also be found on the Master Course Guide)*

**Attendance:**

*There is no college-wide attendance policy; this is up to individual programs and instructors. Check with your division chair to see if your program or department has one that you should use.*

**Grading:**

*Be specific with the kinds of grades (homework, tests, journals, projects, etc), the number of items, and the value of each.*

**Final Grading Scale:**

*This is up to you- some instructors use 90, 80, 70, etc.; others use 93-100; 85-92, etc.*

**Academic Honesty:**

*This is a sample of what you might want to say here. See page 66 of the catalog for information on Academic Integrity.*

Students are expected to conduct themselves in an adult, ethical, honest and professional way on assignments, exams, and in class. Academic dishonesty includes things such as: cheating (helping or being helped on assignments or exams that are

intended to be completed individually, putting your name on someone else's work and submitting it as your own, doing work someone else is supposed to be doing, and plagiarism). If you are caught being dishonest, you may fail the assignment or exam, be removed from class, or even suspended or expelled from the College.

**Tests:**

*Give specifics for preparation and what to do if a student has to miss a test.*

**Homework:**

*Give specific requirements.*

**Projects:**

*Give specific requirements.*

**External Assessment for Certification:**

*This is for courses to which a fee is attached for an external assessment that leads to a credential/certification upon successful completion under Perkins guidelines. This would be a course that is part of an applied program. See your program director for more information.*

*As a part of this course you have been assessed a fee for an external assessment that may lead to a certification or credential. (Then tell how the tests are scheduled- students schedule on their own, program director sets up a group time, etc.)*

**Class Preparation:**

*Give specific requirements.*

**Classroom Conduct:**

*Set the tone for classroom conduct.*

**Continuity of Instruction:**

*Here you should address how instruction will continue in the event that class is canceled either by you or by the College. This can be as simple as emailing students with instruction. This would be a good place to remind students that their student email is the default method of contact you will be using so they should check it frequently.*

**If you need help:**

*Give information about Student Support Services, and contacting you should a student need help.*

*If you are a student with a disability and anticipate having any difficulty in completing the requirements of this class, you must see the office of Student Academic Success (Christina Sullivan 304-214-8853) to request specific accommodations.*

**Remember:**

*Encourage students to use the Text Alert system, that the syllabus is a guide and could change, that they should ask questions, and participate in discussions. Remind students that they must use their WVNCC email as that is how you will contact them between classes should that be necessary.*

**Timeline:**

*Insert a table showing a timeline of activities for the semester. It can be as simple as:*

<b>Week</b>	<b>Read</b>	<b>Do</b>
Week One	Read Chapters 1 and 2	Be ready to discuss chapters 1 and 2. Bring any questions you have to class.
Week Two	Read Chapter 3	Quiz Chapters 1 and 2. Be ready to discuss 3. Bring any questions you have to class.

# ADDENDUM C

## REPORT OF FACULTY ABSENCES FROM CLASSES WHEELING

TO BE RETURNED TO DIVISION CHAIR

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE(S) OF ABSENCES: \_\_\_\_\_

CLASSES MISSED:

Department and Course Number	Course Section	Course Name	Total Class Hours Missed

Reason for absence: \_\_\_\_\_

Provisions made for continuity of instruction: (PLEASE SPECIFY)

\_\_\_\_\_  
Faculty Member Signature                      Date

\_\_\_\_\_  
Division Chair Signature                      Date

Faculty submit to Division Chair; Chair forward to VPAA.

August 2011



**REPORT OF FACULTY ABSENCES FROM CLASSES**  
**New Martinsville and Weirton Campuses**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE(S) OF ABSENCES: \_\_\_\_\_

CLASSES MISSED:

Department and Course Number	Course Section	Course Name	Total Class Hours Missed

Reason for absence: \_\_\_\_\_

Provisions made for continuity of instruction: (PLEASE SPECIFY)

\_\_\_\_\_  
 Faculty Member Signature                      Date

\_\_\_\_\_  
 Campus Dean Signature                      Date

\_\_\_\_\_  
 Division Chair Signature                      Date

Campus Deans forward to Division Chair; Chairs forward to VPAA

# ADDENDUM D

## FIELD TRIP REQUEST AND RECORD

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Course Title: \_\_\_\_\_

Department, Course, Section (ie ENG 101-003): \_\_\_\_\_

Regular Meeting Days: Sun Mon Tue Wed Thur Fri Sat Time: \_\_\_\_\_

Location of Field Trip: \_\_\_\_\_ Date: \_\_\_\_\_

Purpose and Student Learning Outcomes to be addressed:

Please attach an official class list (from NOW) indicating students who will be participating.

If transportation is required, please complete the Travel Request form available at [http://www.wvnc.edu/uploads/f9\\_TravelRequestForm.pdf](http://www.wvnc.edu/uploads/f9_TravelRequestForm.pdf).

Approved:

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Date

**NOTE: NO FIELD TRIPS MAY BE TAKEN UNLESS THIS FORM IS ON FILE IN THE DIVISION CHAIR'S OFFICE PRIOR TO THE DATE OF THE FIELD TRIP.**

*Copy to Vice President of Academic Affairs*

# ADDENDUM E

## Adjunct Faculty Portal

### Overview:

The My WVNCC Adjunct Portal provides adjunct instructors with single sign-on access to the web services such as Northern on the Web (N.O.W.), Blackboard Learning System, Adjunct Email and more!

### Logging into the portal:

When logging into the Adjunct Portal, you will enter your username and password. Your username will always be your email address without the '@adjunct.wvncc.edu'. For example, if your full WVNCC adjunct email address is 'jmsmith@adjunct.wvncc.edu', your username would be 'jmsmith'. Your password is your ID number with a capital N. Upon first logon, you must change your password. Passwords are case sensitive and must be at least 8 numbers or letters only (no special characters).



USERNAME  
student

PASSWORD  
\*\*\*\*\*

Log On

Forgot Password?  
Supported Browsers

Single sign-on access to:

- Blackboard Learning System
- N.O.W.
- Student Email
- Grades First
- CourseEval
- ...and more!

### Locked Accounts/Password Reset:

If you have never logged into the portal and become locked while trying to log on for the first time, you must contact your campus service center to have your account unlocked. To avoid this, please be sure that you follow the above instructions for logging into the portal.

If this is not your first time logging in, and you have already completed your password reset registration, you can use the "Forgot Password" link located on the logon page. After clicking the link, a new window will launch and you will be required to enter your ID (N number). Once you do, you will be presented with the security questions you set up during your portal registration. Provide the correct answers to your security questions and your account is automatically unlocked and your password reset back to your ID. You are then required to change your password when you log in to complete the reset process.



### Accessing Services:

Once logged onto the Adjunct Portal, all you need to do in order to access any of the services is click the corresponding button. Once clicked, the link will open a new browser window/tab and automatically log you into your account. After clicking one of the service buttons, closing the new window/tab will log you out and return you to the main menu.



## ADDENDUM F

### CLASSROOM VISITATION EVALUATION FORM

Instructor: \_\_\_\_\_ Course: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Class attendance: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Instructions: For each of the following statements about the class, which you observed, put a number on the line according to the following scale:

**3=Above Average      2=Average      1=Below Average      N=No basis for judgment**

1. Class time is used efficiently, appropriate to and focused on the subject. \_\_\_\_\_
2. The instructor is well prepared for this specific lecture or lab, and exhibits this by effectively presenting the activities and materials. \_\_\_\_\_
3. The instructor projects self-confidence, knowledge of the material, and a positive attitude. \_\_\_\_\_
4. The instructor exhibits effective verbal skills, experience and intelligence to compel students' attention, respect and comprehension of materials. \_\_\_\_\_
5. The instructor responds effectively to student questions. \_\_\_\_\_
6. The instructor exhibits ability to manage and control classroom activities and to deal with disruptive or irrelevant behavior. \_\_\_\_\_
7. Most students appear alert, interested and involved in the activities throughout the class. \_\_\_\_\_
8. The students perform appropriately (take notes, give oral and written questions or answers) and seem to be learning the material. \_\_\_\_\_
9. The instructor exhibits attentiveness, curiosity, and responsiveness to elicit and support student performance. \_\_\_\_\_
10. The instructor exhibits professionalism and avoids things such as harassment, profanity, and politically incorrect language. \_\_\_\_\_

Please complete the back or attach a narrative to this evaluation and summarize your observation of this class and instructor noting strengths, weaknesses, and what recommendations, if any, you would make for improvements in teaching. Please discuss this with the faculty member who was observed and have them sign the back of this form. When completed, please send to the appropriate Division Chair.

**Narrative/Summary of classroom observation:**

**Strengths:**

**Weaknesses:**

**Recommendations for improvement (if any):**

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**Signature of Faculty member being evaluated**

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**Date**

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**Signature of Evaluator**

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**Date**

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**Title of Evaluator (FT faculty, Program Director, Division Chair, other)**

# **ADDENDUM G**

## **Public Access on College Property Administrative Procedure**

### **Purpose**

The purpose of this administrative procedure is to further promote the safety and security of WVNCC students, faculty, staff, administrators and building occupants by controlling access to its facilities to those authorized by the administration. The College uses measures to reasonably ensure the health, safety and welfare of its internal community. As a result, it is important for the College to ensure, on a daily basis, that those who come to campus have the authority to do so. The College fully recognizes its status as a public entity and the need to provide access to its facilities to those individuals and groups that are authorized by College administrators to use its facilities. This administrative procedure applies to all individuals including, but not limited to students, employees, building occupants, visitors and guests. Effective 12/1/2011.

### **Procedure**

1. During its hours of operation (except for emergency closings), WVNCC will be open to students, employees, authorized building occupants, and contractors. The hours of operation and limited access to certain areas are subject to change at the College's discretion at any time.
  2. Persons over the age of 18 who are not students, employees or authorized building occupants of WVNCC may access only the following public areas on the Wheeling, Weirton, and New Martinsville Campuses for the limited time needed to obtain their intended business related service:
    - a. B&O Building – First Floor Wheeling Campus Only
    - b. Lobby areas near Service Center and Bookstore - Weirton and New Martinsville Campuses Only
    - c. LRC (library) requires a Photo ID and sign in at each visit
    - d. Loitering is not permitted on College property
  3. Children under the age of 18 and those who are not current students of WVNCC or WVNCC Middle College may be on campus to participate in or attend an event held at WVNCC; or if accompanied by a parent or guardian may access only the following public areas on the Wheeling, Weirton, and New Martinsville Campuses for the limited time the parent or guardian needs to obtain their intended services:
    - a. B&O Building – First Floor Wheeling Campus Only
    - b. Lobby areas near Service Center and Bookstore - Weirton and New Martinsville Campuses Only
- Access to WVNCC's campuses for any other reason other than those previously mentioned is not permitted.
4. Employee offices are for official business only. Guest of employees, including family and friends, are not permitted to loiter in offices, lounges or other areas of the College Buildings.
  5. Accesses to other areas of the WVNCC's campuses require students, faculty, staff and administrators to show college-issued ID card to gain admittance. Persons without a valid ID may not be allowed admittance. Visitors are to report the Campus Service Center on the Weirton and New Martinsville campus and to the Receptionist in the B&O Building in Wheeling to sign in and receive a visitor's badge.
  6. Visitors and guest are permitted to attend Culinary Arts functions without registering with the receptionist.

7. Delivery and service personnel are permitted in designated delivery/services areas or other areas as authorized.

8. Only Service animals are allowed access to campus facilities and vehicles, all other animals are not permitted.

**Questions and/or to report violations regarding this administrative procedure are to be directed to:**

Janet Fike Vice President of Student Services 304-214-8837

Jeff Sayre Vice President of Administrative Services 304-214-8809

Peggy Carmichael Chief Human Resource Officer 304-214-8901

Weirton Campus Weirton Campus Dean 304-723-7500

New Martinsville Campus New Martinsville Campus Dean 304-510-8760