

OHIO UNIVERSITY – Eastern Campus

PART-TIME FACULTY HANDBOOK

The guidelines for Part-Time Faculty on the Eastern Campus are intended to assist part-time faculty on the campus. It is not an official document, and does not form part of your contract. The rights, privileges and responsibilities of the faculty of Ohio University are governed by the statements and bylaws contained in the *Faculty Handbook*.

Compiled originally by the Faculty and Staff Subcommittee of the Long Range Planning Committee, Kay Mansuetto, Chairperson 1991. Last modified by John Prather, Faculty Chair, June 2015.

Contents

QUICK LIST OF THE MOST IMPORTANT THINGS TO DO.....	3
HIRING PROCESS	3
THINGS TO DO AFTER YOU ARE HIRED, BUT BEFORE CLASS STARTS	4
Write Your Syllabus	4
Attendance Policy	5
Class Enrollments	5
Ordering Textbooks	5
University Email Account.....	6
Blackboard	6
THE FIRST DAY OF CLASS.....	6
First Class Session	6
Room Assignments	6
Allowing Students into a Closed Class	6
UNIVERSITY/CAMPUS POLICIES.....	6
Privacy of Student Records.....	7
Class Meeting Times and Credit Hours	7
Feedback, Quizzes and Midterms	7
Final Exams	8
Emergencies in Your Class.....	8
Other Emergencies and Campus Closure.....	8
Cancellation of Individual Classes.....	8
Student Evaluation of Faculty.....	8
Faculty Office Hours.....	9
Guest Lecturer/Honorarium	9

Parking	9
Sexual Harassment.....	9
No Smoking Policy	9
Faculty Grievance	9
BASIC SERVICES AVAILABLE TO YOU	9
Office Spaces, Lounges, Storage	9
Mailboxes.....	10
Make-up Tests.....	10
Evening Support Services	10
Night Administrator	10
Telephone Messages	10
Library	10
Classroom Technology and Audio Visual Requests.....	10
Computer Lab	11
Copying and Secretarial Services	11
Term Papers	11
Instructional Supplies.....	11
Babysitting	11
COMMON STUDENT RELATED MATTERS THAT OCCUR DURING THE COURSE	12
Adding a Course	12
Dropping a Course	12
Students Assistance.....	12
Advising.....	12
Tutoring.....	12
Counseling	12
Accessibility Services	13
Students under 18 years old	13
Other Student Services.....	13
AFTER THE COURSE IS OVER.....	13
Final Grade Reports	13
Grading System.....	13
Correction of a Grade.....	14
Student Grievances	14
Old Exams.....	14
CONTRACTS AND BENEFITS.....	15

Classification of Faculty	15
Payslips	15
State Teacher Retirement System	15
Minimum Class Enrollments	15
OTHER MATTERS:	15
Degrees Available on the Eastern Campus	15
List of Contacts	16

QUICK LIST OF THE MOST IMPORTANT THINGS TO DO

1. Make sure to give students a syllabus on the first day of class (see later section for required contents). An electronic copy is sufficient for online (or OULN classes), but a hard copy is also recommended for classes that you meet live.
2. Activate and check OU email regularly (at least once per day when teaching or just prior to teaching, and at least once a week when you are not teaching).
3. Meet Classes for the full scheduled meeting times. If you need to cancel a class, notify the switchboard 740-695-1720.
4. Grade and return assignments promptly. Students should be given significant feedback by the halfway point in the semester, and generally a week from the due date is a reasonable amount of time to return graded assignments, or to provide feedback. Final Exams must be given during Final Exam Week, and not before.
5. Discuss grades only with the students themselves.
6. In the event of an emergency, dial 911 (or 9-911 from a campus phone) immediately. As soon as practical, notify the Dean's office, or another administrator if that is not possible.

HIRING PROCESS

To be hired at Ohio University's Eastern campus, you will need at least a Masters Degree, and it almost always needs to be in the area you intend to teach. Hiring decisions are ultimately made by the Dean of the campus with input from the Division Coordinator, permanent faculty on the Eastern campus in the discipline, if any, and the relevant Athens campus department. The Athens campus departments in particular must approve of all faculty who teach in the disciplines that form their departments.

To apply for a position, you must turn in an updated CV (resume), and copies of graduate transcripts at a minimum. Some Athens departments may require more. Any additional information that you wish to submit is also welcome. The Dean will then review this material to see if there are classes that are appropriate and needed by the campus. Should the Dean think it appropriate, he will submit materials to the Athens department for their approval, and will schedule an interview. At that point, the Dean will decide whether or not to hire you for a particular class. After you are hired, you will be required to fill out standard paperwork, and an OHIO ID will be created for you. This process usually takes a couple of weeks. Once the process is completed, your name can be put on the class, and your OHIO ID and password will give you access to your Ohio email, class roster, course Blackboard site, and other Ohio

University resources most of which are linked from the Ohio University Eastern Faculty/Staff webpage quick links.

The current stipend (as of June 2015) for an adjunct faculty member with a Masters degree is \$1000 per credit hour, and is \$1075 for an adjunct faculty member with a Ph.D. These rates do change over time, and assume a “full” class (about 7 or 8 students). Stipends for under-enrolled classes will be pro-rated. You can obviously choose not to teach the class if the stipend is not sufficient. For more information, see the section of this handbook on Contracts and Benefits.

THINGS TO DO AFTER YOU ARE HIRED, BUT BEFORE COURSE STARTS

Write Your Syllabus: Before or at the first meeting of the class, the instructor shall distribute a syllabus. In addition, a copy of your syllabus for each course you teach must be deposited with the Faculty Chairperson within the first week of class (you may just email the Faculty Chair, or his/her secretary). **The syllabus is a contract with the students, and cannot be modified without all students’ consent.** If changes are made, the Faculty Chair should be notified. Generally, the syllabus should include the topics covered, reading lists and other academic requirements. Consult the Faculty Chairperson if you have any questions. Following the Ohio University Faculty Handbook, the syllabus must include the following information (for more information, see the Faculty Handbook, section IV. A. 3. Sections are given in parentheses):

1. The instructor's name, the call number, the descriptive title, and the catalog number of the course;
2. The intended learning outcomes or objectives upon successful completion of the class;
3. The basis for grading in the course;
4. A statement of the instructor's attendance policy (see Section IV.B.3)
5. A statement of the instructor’s policy on academic misconduct that either refers to a policy approved by the academic unit or college or that includes the following:
 - a. A definition of academic misconduct if the field requires a more specific definition of academic misconduct than the one found in the student Code of Conduct (see Section VIII.F);
 - b. A list of the range of sanctions that the instructor might implement in the case of academic misconduct;
 - c. A statement that students may appeal academic sanctions through the grade appeal process;
 - d. A statement that University Judiciaries may impose additional sanctions.
6. An explanation of policy relative to absences consistent with the student regulations as given in the Undergraduate Catalog and reproduced herein (see Section VIII.C).
7. In order to protect the instructor’s intellectual property, it is suggested that the following statement appear in the syllabus: “The lectures, classroom activities, and all materials associated with this class and developed by the instructor are copyrighted in the name of (instructor’s name) on this date (give date).”
8. Information regarding accommodations in course work and assessment for students with a disability, and available resources offered by the Office of Student Accessibility Services. It is suggested that the following statement appear in the syllabus: “Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs and provide written documentation from Student Accessibility

Services. If you are not yet registered as a student with a disability, please contact Student Accessibility Services at 740-593-2620 or visit the office in 348 Baker University Center.”

9. In addition to this information, the Faculty Handbook (Section IV.A.6) requires faculty to also provide textbook information. This information should be included in the syllabus. Below are directions about how to enter this information at Eastern.

Some additional comments about academic misconduct: The highest penalty an instructor may impose is failure of the course, and a referral to The Office of Community Standards and Student Responsibility in Athens. This office could then impose more serious sanctions. In any event, you should always notify the Faculty Chair whenever a case of cheating occurs. A record is kept in that office, and should a “repeat offender” be identified, more serious steps can be taken.

Attendance Policy: As stated above, your attendance policy should be included in the syllabus. In addition, develop a record-keeping method to verify questions of attendance, especially if it becomes necessary to assign a grade of FS or FN (these are discussed in the section on Grading). A registered student who misses the first eighty (or more) minute meeting of a course, or the first two classes if meeting less time, may be denied permission to remain in the class. Should you wish to enforce this policy, contact Student Services. Also, instructors are encouraged to report to Student Services the names of students who are frequently absent. This enables the staff to investigate such cases and correct administrative or registration errors, and to determine what assistance (if any) these students may need in dealing with problems outside the classroom.

Class Enrollments: Class enrollments are generally limited by the size of the classroom. Also, there are minimum enrollments required for full stipend (See Contracts and Benefits section). To check your enrollments, go to the “Faculty and Advising Center,” a link to which can be found on the Ohio University Eastern website under “class list” in the Faculty/Staff Quick Links.

Ordering Textbooks: You may be required to use the text that is used by the Athens Department, or throughout the regional campus system, for certain courses. Questions concerning textbook selection should be directed to the Faculty Chair.

Orders should be placed as soon as possible in advance of the scheduled course offering. Textbooks should be entered into our online text system. To use this system, Log in at <https://webapps.ohio.edu/textbook>. Enter whatever term you want from the drop down box listed under the “term” to the right of the red X. This will bring up a list of your courses. Then click on the green plus button  beside the course. Once you have clicked on that, it will automatically drag your course over to “selected classes” to the right of the page. Then click on “Manage” and this will bring you to the screen where you can add, edit or delete the textbooks. At this point you can add another textbook and this information will be sent to the bookstores once you add the resource. If you just want to see a certain course, in the search box under “class” by the red x, just enter the course (i.e. THAR 5710) and it will bring up this course. The Bookstore will then have access to this information.

When sizable amounts of course material will need to be copied for a class (40 or more copies), they should be turned in to the Bookstore four weeks prior to the semester opening date, or as soon as possible. The materials are then bound into a booklet, which are made available for purchase by your students.

University Email Account: When you are first hired, you will be given a University email account. **Please check this account regularly** as most official communication will come through this account. Students may also contact you through this account. Many student complaints are often accompanied by the statement, “The instructor does not respond to my emails.” Generally speaking, you should reply to student emails within one or, at most, two business days.

Blackboard: The University has a course management system called Blackboard. It has many features which allow class discussions, the posting of documents, and many other items. In particular, it can be used to post your syllabus. Also, there is a “Grade Center” in it which allows students to see how they are doing in the course. You can contact Peter Lim if you need assistance with this.

THE FIRST DAY OF CLASS

First Class Session: During the first class, you should verify registration of all students in the class. You may access your class lists by going to the Eastern Campus website, go to “Faculty and Staff,” and then “Faculty Quick Links” where you will see a link to “Classlists.” You should also distribute and go over the course syllabus described below, and begin to cover class content, if time permits.

Room Assignments: Room numbers will be indicated on each semester's class schedule which can be found on the Eastern Campus website. We also try to post them on bulletin boards in the building. All room changes must be made by Nancy Edgar (room 301). Any change in meeting place for a class outside the building must be approved by the Faculty Chair.

Allowing Students into a Closed Class: Unless an instructor objects, if a class is full, a waitlist will be created in our computer registration system. This will automatically put students at the top of list into a course if another student drops it, or if we raise the cap. If you want to raise the cap on your class to allow more students into it, please contact the Faculty Chair. After the first week, if a student would like to be admitted to a closed class, they will ask for a “green slip” which is a petition form. You should not use these to override the cap because that may “jump” a student already on the waitlist, but you may want to use them to override pre-requisites for the class. You must get green slips, and give it to the student. They are available in the Faculty Chair’s office, and in Student Services. In order to be admitted to the closed class, the student must attend the class. The instructor will only accept those petitioning students who are physically present in the class, if space is available. The instructor signs the petition and the student returns it to Student Services who then processes a change order to add the class. You should not sign the petition unless there is space available and the student is allowed to add the course. In particular, you should make sure that the student meets all pre-requisites for the class. You can override pre-requisites, but you should usually not do it without consulting with the Faculty Chair, or a permanent faculty member in your discipline first.

UNIVERSITY/CAMPUS POLICIES

Privacy of Student Records: Both federal law (The Family Educational Rights and Privacy Act of 1974 and amendments, or FERPA) and state law (The Code Section 102) are in effect to insure the security and confidentiality of information used in our operations. Student records at Ohio University are held in trust by the university for the mutual benefit of the student and the educational mission of the university. Therefore, except with the prior written consent of the student (the Consent to Release Education Records form may be used), or as otherwise stated below, no information in any student education record may be released to any individual or organization. In particular, this means that you should not share student grades with anyone other than the student. More than that, you should not post grades outside your office (even if coded), or send grades via email.

The following information is considered public or directory information, and may be published in a university publication or otherwise released: the student's name, local and permanent addresses, local and permanent telephone numbers, university e-mail address, current major program(s), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment at Ohio University, degrees and awards received from Ohio University, including dates and major programs, the most recent previous educational agency or institution attended by the student, student's "also known as" (AKA) name, student standing and degree level (first year undergraduate, second year graduate, etc.), enrollment status (full-time, etc.), including total hours enrolled, by term, primary advisor, expected graduation date, current college and campus, residency status (Ohio resident, out-of-state), admission status (new, continuing, etc.), record hold(s), deceased status.

Should you be unsure about whether or not certain information can be released, please contact the Faculty Chair or the Manager of Student Services before releasing it.

Class Meeting Times and Credit Hours: On semesters, classes are generally expected to meet 55 minutes for each hour of class credit (there are exceptions for lab and similar classes). At OUE, the standard three-hour class will meet twice each week for one hour and twenty minutes. Adjustments are made for classes that are not three credit hours. **The length of class cannot be changed, and classes must meet for the full time allotted.** Classes which meet for more than one hour and twenty minutes have breaks built into the class times. Classes which meet for roughly two hours have a five minute break scheduled, and classes that meet roughly three hours have a ten minute break scheduled. You may use this time as you feel it is appropriate. For example, a class that meets from 3:30-5:25 could take a five minute break at about 4:30. Changes to class meeting times may be made only with the approval of the Faculty Chair.

Feedback, Quizzes and Midterms: Some reasonable method must be used to give students early and periodic indications of their progress by week 10. By this point in the semester, students should have a very good idea of how they are doing. Ideally, they should have some indication of their performance by the end of the 7th week, if not earlier. How a course is assessed, however, is up to the instructor of the course. Students should be apprised of your grading system, and **your grading system must be included in the syllabus** which you will hand out on the first day of class. There is no formal accounting of grades at midterm, but Student Services would like to know about students having difficulty at that time so that counseling or tutoring can be instituted before it is too late (For many students, particularly freshmen, students on probation, or others we are watching, you may be asked to complete a Progress Report during the semester. If you have affected students, you will receive an email to this effect).

Final Exams: There must be a method for bringing the course into focus and for evaluating the students. Typically this is done with a final exam which is given according to the published schedule on the Eastern campus website (links is under “Academics”). A formal final examination, written in class, is required in all classes where a letter grade is given unless the instructor substitutes some other method for evaluating the class. In either case, **final exams and other material to be considered as part of the final exam are not to be administered before the week designated as final exam week.** No classes/lectures, giving new material, are to be held during Finals Week.

Emergencies in Your Class: Should an emergency arise during your class, please call 911 immediately. Should this be necessary, please notify the Dean’s office as soon as practical. If that is not possible, notify the Faculty Chair, the Librarian, or the Night Administrator (evenings, see below). In addition, an emergency defibrillator (AED) is available in both buildings on campus. The AED in Shannon Hall is located on the second floor near the entrance closest to the Fitness Center. Fitness Center staff also has access to an AED. Should you wish to be trained on these units, please contact the Faculty Chair.

Other Emergencies and Campus Closure: In the event of an emergency (including such things as intruders) or for weather-related reasons, classes at Ohio University Eastern may be cancelled or delayed. Announcements to that effect will be made on local TV and radio stations. We also have an alarm system on campus, and another system that will send you information on your email account, cell phone or text message depending upon what information you provide to the University. The notification system is called BlackBoard Connect, and if you would like to receive emergency notifications, go to “myhr.ohio.edu.” Then go to Personal Information, and under Phone Numbers, add a “Mobile or Cell Number.” If you do NOT have a cell number on record with the University, then you may still receive emergency e-mail notifications, but you will not receive text messages to your cell phone. You may also get updated information by calling the Switchboard (740-695-1720 or 800-648-3331).

Cancellation of Individual Classes: Class cancellation by an individual faculty member of his or her class(es) must be cleared in advance with the Faculty Chairperson. If advance notice is not possible, the faculty office must be notified immediately. Notification of students will be the responsibility of the University, but you may also want to email the students. By no means should a handwritten note be placed on the door. Students should only accept a note on university letterhead as valid. For each class cancelled by the instructor, a faculty absence form must be completed. You can get these from the Faculty Secretary. You should arrange to make up any missed material resulting from any cancellations.

Student Evaluation of Faculty: Every instructor is required to have students evaluate his/her course using a standard evaluation instrument. This includes online courses. Courses with fewer than four students are not required to be evaluated. The evaluations are administered by students and are done in the last three weeks of the semester (not during finals). You choose the exact time of the evaluation within this time frame. When you decide to conduct the evaluation, come to the Faculty Chair’s office to pick up the form (or the Library for evening classes). You must then leave the classroom while the evaluation is conducted. The student conducting the

evaluation will find all of the necessary information in the envelope containing the evaluations. When the evaluation is complete, **a student must return** them to the Faculty Chair's office, room 305 (or the Library for evening classes).

Faculty Office Hours: Faculty members are expected to make available an amount of time sufficient to meet the advising and consultation needs of our students. You are encouraged to be as flexible as your schedule permits. In any case, please schedule 15 to 30 minutes prior to class time for this purpose, and be willing to stay late if needed. Your office hours should be posted, and included in the syllabus. Also, provide students with a way to contact you when you are not on campus.

Guest Lecturer/Honorarium: It is assumed that part-time instructors accept full responsibility for teaching their classes when they accept their contracts. If there is a legitimate reason for instructors to utilize other individuals to aid in their teaching, such arrangements must be cleared in advance with the Faculty Chair. Honoraria would only be paid in exceptional circumstances, and would have to be approved by the Dean.

Parking: You are allowed to park in the Faculty/Staff parking lot but you must register your car with Student Services and obtain a permit. The tag must be displayed on the mirror or you will be subject to parking violations.

Sexual Harassment: Sexual harassment of students, faculty, or staff is unacceptable. "Sexual harassment" shall be defined as any conduct or activity which imposes a requirement of sexual cooperation as a condition of employment or academic advancement. Specific concerns or complaints regarding sexual harassment should be brought to the attention of the appropriate administrative officer. The offices of the University Ombuds or Institutional Equity may also be consulted or appraised of the complaint. Prompt corrective action will follow any substantiated complaint of sexual harassment. A faculty member may appeal any such disciplinary action through the appropriate grievance procedure.

No Smoking Policy: The use of all tobacco products in any form is prohibited throughout the building. There will be designated smoking areas outside the building.

Faculty Grievance: If a faculty member feels that he/she has cause for grievance, he/she may submit a grievance, in writing, to the Faculty Chair, or, if the grievance is against the Faculty Chair, to the Dean.

BASIC SERVICES AVAILABLE TO YOU

Office Spaces, Lounges, Storage: Office space is provided for your use, and is assigned by the Faculty Chair. If you have any material you wish to protect, keep in mind that you may be sharing this office, and that the offices may have to be re-assigned at times. Some materials may be kept in the faculty office. Check with the faculty secretary for other storage options. There are two lounges on the first floor - one at each end of the building. The 1957 lounge is equipped with food and drink machines. The 1787 lounge is for quiet reading or relaxing. The faculty and staff

lounge is located on the third floor, Room 302A. You are encouraged to use this lounge and meet other faculty and staff members.

Mailboxes: Part-time faculty mailboxes are in the Faculty Chair's office (Room 305). All faculty members are asked to check their mailboxes prior to each class. Of course, you should also check your Ohio University email regularly.

Make-up Tests: Make-up tests can be proctored by the staff in the Library. Should it be necessary to give a make-up test, take the test to the front desk in the Library, and fill out the envelope that you are given. The student must then make an appointment with the Library staff to take the exam within the time frame that you establish. After the student has taken the test, you can pick up the test in the Library. This service is also available for students who have documented permission to take more time on a test, or similar accommodations.

Evening Support Services: The Faculty Chair's office is open whenever classes are in session, and is typically staffed at least until 5:00 p.m. Student Services is open until 5:30 p.m. Monday – Thursday (and Fridays until 5:00). The library is open until 8 p.m. Monday – Thursday. In addition, you may call the Night Administrator (see below).

Night Administrator: During the Fall and Spring semesters, there will be a Night Administrator available in the building in the evenings from 5-8:15 p.m. You can reach this individual at (740) 699-2525.

Telephone Messages: Emergency messages for students or faculty will be delivered to the instructor in the classroom. Non-emergency messages will be placed in the faculty member's mailbox or sent to you via email. Please check for your messages.

Library: The Library is located on the first floor of Shannon Hall. The library provides access to books, ebooks, videos, periodicals, and other items through ALICE, the online catalog of the Ohio University Libraries, and through OhioLINK, the consortium of academic libraries in Ohio, and through other databases. Faculty may borrow books for the entire semester. You may request items from other libraries through ALICE or OhioLINK. Journal article databases are available on campus or off campus using your Ohio ID and password. In addition to providing access to books, videos, and journals, the library provides the following services: computers for faculty and student use (20 PCs and 4 MACs); a Writing Center; a Math Tutoring center; a group study/meeting room equipped with a smartboard (capacity: 6 - 8 people); and, library research skills instruction (one-on-one and in the classroom). The librarian will work with you to design instruction focused on the needs of your class. Faculty may place materials for their class on reserve at the Circulation Desk. The library has a key to the computer labs on the second floor if you need to use the labs outside of regular lab hours.

Classroom Technology and Audio Visual Requests: OUE currently has four rooms equipped with Smart Boards, and about half of the classrooms have a PC, a DVD player, and a VCR. The rest are equipped with projectors, and other technology can be brought into the room. If you use these technologies regularly, contact Nancy Edgar (room 301) to have your class meet in an appropriate room. For infrequent use, requests should be made to Trent Duffy, whose office is in

the Library, at least 24 hours in advance. He can bring in any needed equipment. A listing of available video or DVD titles is available through the Library. We can also record classroom activities. Requests should be made at least one week in advance to Jay Morris (Room 215).

In addition, the University has recently purchased a system called Panopto which allows you to capture video from your class, along with whatever material is presented on the computer monitor. If you would like to use this technology, please contact either Peter Lim, or the Faculty Chair for more details.

Computer Lab: We have two computer labs available on the second floor: one with 30 computers, and one with 20. In addition, computers are available for student or faculty use in the Library, including 4 Macs (the labs and other computers in the library are PCs). The copiers in the Faculty office are also capable of functioning as scanners. A scanner is also available in the Library. Hours for the computer labs are posted outside the labs. You may reserve lab time with Nancy Edgar (room 301). The facilities may be used as a closed lab for an individual class on a one-time basis or reserved for the entire semester. During open lab times, faculty and students may use the lab as long as equipment is available. Lab Associates will be present during open lab hours but will not necessarily be trained in the use of all software. Please give Nancy or Trent enough notice if you need the lab space, in case there are conflicts. For additional information contact Trent Duffy in the Library.

Copying and Secretarial Services: The faculty secretary is the coordinating person to assist part-time faculty in preparing and securing material and equipment needed for instruction. There are copy machines available to duplicate or scan materials related to classes in the Faculty Chair's office. The faculty secretary will provide you with a code, and any assistance that you need. When sizable amounts of material are copied for a class (40 or more copies), they should be turned in to the Bookstore four weeks prior to the semester opening date. The materials are then bound into a booklet, which are made available for purchase by your students. This does not include exams or quizzes. If you need typing or duplication assistance, please submit requests one week in advance, but the secretary will do the best he or she can with less notice.

Term Papers: Term papers turned in to the faculty office will be date-stamped and placed in the mailbox of the faculty member it is intended for. If this is unacceptable to you, please inform your class that you will not accept papers unless turned into you personally/directly.

Instructional Supplies: Supplies such as pencils, tablets, etc., are available in the Faculty Chair's office. Other instructional supplies which need to be ordered must be processed and approved through the Faculty Chair's Office. The instructor making the request must complete a requisition form. Make requisitions as early as possible to insure that material arrives on time.

Babysitting: Babysitting is available for children of students and staff in Room 221. The hours change semester to semester depending on demand. Children must be at least three years old and not older than six (with pre-approved exceptions at the older end), and parents must be in the building while their children are in the babysitting service. There is a nominal charge for this service (currently \$2 per hour per child). Should you or your students need these services, contact Ms. Kim Cirolì, Room 332D, Cirolì@ohio.edu. Parents must fill out certain forms on their first visit.

COMMON STUDENT-RELATED MATTERS THAT OCCUR DURING THE COURSE

Adding a Course: Students may add a course only during the first two weeks of the semester, and only with the permission of the instructor (or departmental representative designated by the instructor) after the first week. The instructor approves the adding of a student to a course using the “green slips” described earlier. If you choose not to add the student, simply do not sign the form.

Dropping a Course: Students may drop any course through Friday of the tenth week of a term. After the end of the tenth week and before the last class day of the semester, a student may not drop an individual course without extenuating circumstances. A high probability of earning a low grade in the course is not to be considered such a circumstance. Petitions for late drops (after the first ten weeks) are available in Student Services. Students who are unable to complete the semester can withdraw from **all** of their courses. Any such student should contact Student Services to withdraw officially.

A student who drops a course by Friday of the second week of the semester will have no record of that course appear on the transcript, and may get a partial tuition refund based on published policy. For any student who drops a course after the first two weeks of the semester, the instructor will assign a grade of WP or WF, indicating that the student was performing work considered passing (Withdrew Passing) or failing (Withdrew Failing) at the time the course was dropped. This grade will be awarded at the end of the semester, at which time the name of each student who has dropped a course will appear on the grade sheet. Neither of these grades will affect the student’s GPA, but will appear on the student’s transcript. Instructors may decide on their own policies for when to award a WP or a WF. Since students may not drop a course under normal circumstances after the tenth week, it is expected that faculty provide the students with some test result, assignment grade, or other substantial feedback before the end of the tenth week so that each student will know how he or she is performing in the course. This way the final drop opportunity will not pass while students remain unaware of how well or poorly they are performing.

Student Assistance:

Advising

Advising is available in Student Services.

Tutoring

Free Math and Writing tutoring are available in the Library. The hours are posted outside the tutoring area. Faculty members may recommend that students take advantage of this service. In addition, University-paid tutors are provided free of charge in any subject for which a suitable tutor can be found. OUE Faculty must suggest and approve tutors. Tutor lists are available in Student Services.

Counseling

Finally, counseling services are available. Currently, we have an arrangement with Tri-County Help Center to provide these services. Leah Huggins is our counselor. She is on campus regularly (usually once a week) for walk-in appointments, and her hours are posted outside her

office. She can be contacted when on campus at 699-2334, and when not on campus at 695-5441.

Accessibility Services

We also have Accessibility Services available, and you may contact Nina Henderson in Student Services if you or your students have question about these services.

Students under 18 years old

Because of recent changes to state law, you may see an increase in the number of students under the age of 18. You should treat them the same as any other college student. You should not speak to parents or others about grades. Should you wish to speak to someone other than the student about grades, please first clear it with the Faculty Chair, John Prather, or the Student Services Manager, Diann Nickerson. You NEVER modify the content of your course because of the presence of underage students. The students (and their parents) are clearly told that these are college courses, and that the content will be designed with that audience in mind.

Other Student Services: The following forms are available in the Student Services Office:

- 1) Admission Applications
- 2) Transcript Request forms
- 3) Veterans Forms
- 4) Student Teaching Forms
- 5) Temporary Parking Decals
- 6) Financial Aid Counseling
- 7) Veterans Information.

Other forms that are available on-line include:

- 1) Financial Aid and Scholarship Applications
- 2) Graduation Applications
- 3) Change of Information Forms (for change of major or for any information changes, such as name, marital status, address)
- 4) Relocation Forms (for relocation to Athens campus)
- 5) Placement Tests are required of all students planning to register for a math, English, chemistry or foreign language.

Any questions about these services should be directed to Student Services.

AFTER THE COURSE IS OVER

Final Grade Reports: Grades are reported online. You can access the grading systems through the OUE webpage by clicking on Faculty Quick Links (under Faculty and Staff), and then click on the link next to grading. The direct link is <http://www.ohio.edu/registrar/adv.cfm>. You then have to logon with your Ohio ID (the same as for email) by going to the Faculty Advising Center, and then go to grading under the Teaching tab. There is a deadline for submission of grades which is typically noon on the Wednesday after the last finals are given.

Grading System: At the close of a session or upon the completion of a course, an instructor reports a letter grade indicating the quality of a student's work in the course. Once grades are

submitted they are final and cannot be changed unless evidence of error can be presented. Grades cannot be changed by arranging to do additional work. The University assigns points for each semester hour of credit earned, according to the following grading system:

A = 4.00, A- = 3.67, B+ = 3.33, B = 3.00, B- = 2.67, C+ = 2.33, C = 2.00, C- = 1.67, D+ = 1.33, D = 1.00, D- = 0.67, F = 0.00.

Other grades that you may wish to give:

I - The student has not finished the work required to receive a grade. Unless it is changed within the first two weeks of the next semester enrolled, the I will change to an F. The I grade is to be given only when extenuating circumstances make it impossible for the student to complete the course work **and the student makes arrangements with you to make up the work** after the semester is over. **You should not give an I just because a student failed to complete required assignments or show up for a final exam. In those cases, without extenuating circumstances, a grade of F (or FS) is appropriate.**

WP/WF: For any student who drops a course after the first two weeks of the semester, the instructor will assign a grade of WP or WF, indicating that the student was performing work considered passing (Withdrew Passing) or failing (Withdrew Failing) at the time the course was dropped.

FS or FN: Given when a student stops or never attends class, but does not drop the course. A grade of FN is given if the student never attends class. A grade of FS is given if the student stops attending at some point. It is important to use these grades when appropriate to keep students from using financial aid fraudulently, especially if the student stops attending prior to the drop date (at the end of the tenth week). A grade of F may be given if a student just “gives up” near the end of the semester. In unusual circumstances - e.g., death, incapacity, or indefinite inaccessibility of the instructor - the department chairman is responsible for the final grade, subject to appeal as described below.

Correction of a Grade: A grade reported to the Office of Records becomes official as soon as it is reported. A grade may be changed only if an error has been made in making out or in reporting the grade. Satisfactory evidence of error in computation, copying, or recording may need to be presented to the Faculty Secretary in the Faculty Chair's office with the request to correct the grade. **A grade cannot be changed by submission of additional work.**

Student Grievances: The instructor assigned to a class has full responsibility for grading. A student may appeal through the Faculty Chair to the Dean of the Campus for redress of grievance, provided he has conferred with his instructor on the subject. If the Dean concludes that sufficient grounds do exist for an appeal, the Dean will appoint a faculty committee of five persons to consider the case. Only this committee can authorize the Registrar to change the grade without the consent of the instructor. Should a student wish to contest a grade, after consulting with the instructor of the course, the student should be directed to the Faculty Chair.

Old Exams: Instructors shall retain grades, tests, and assignments as well as any other material used in determining a student's grade for at least one academic semester (until the end of the fall semester following spring semester classes) unless the instructor returns the material to the student or provides an alternative policy to the class at the beginning of the semester. Should you need help storing these, please contact the Faculty Administrative Assistant.

CONTRACTS AND BENEFITS

Classification of Faculty: Ohio University has some special terms that refer to faculty that you may want to be familiar with. “Group I” faculty are tenured or tenure-track faculty at the University. “Group II” faculty are permanent faculty who receive benefits, but are not eligible for tenure. “Group III” faculty are “adjunct” faculty who teach as needed by the University. All contracts issued to persons in Group III are term contracts, issued each semester, and terminated according to the expiration date on the contract. While Group III persons do not enjoy all of the rights and benefits of Groups I and II faculty members, they do enjoy some of these rights including academic freedom. More specifics can be found in the Faculty handbook.

Pay Slips: There are no paper copies of your contract, or of your pay slips. You will receive a “notification of appointment” from payroll through your ohio.edu email account for contracts about three weeks into the semester. Contact the Faculty Chair if you are concerned that your contract has not been properly processed. You are paid bimonthly, and may view your pay slips at <https://myhr.ohio.edu>, and login with you’re the same login that you use for email. From there, click on “My Personal Information” and a link to your pay slips should appear. This website is also listed under the faculty quick links on the Eastern campus webpage.

State Teacher Retirement System: Membership in the State Teachers Retirement System (STRS) is mandatory for all employees holding teaching positions. The amount taken out of your paycheck for this is somewhat higher than what you may be used to for Social Security.

Minimum Class Enrollments: A minimum number of students must be enrolled in a course in order for the instructor to receive the full stipend. This number is about 8 students for an undergraduate class and varies by rank (but this number is subject to change). To hold a class with enrollment below these numbers, the salary of the faculty member will be pro-rated. If that rate is not acceptable, a higher rate may be negotiated in exceptional circumstances. If a class is canceled, the University will not reimburse the instructor for developmental costs.

OTHER MATTERS:

Degrees Available on the Eastern Campus: While in general, the first two years of any Ohio University degree are available on this campus, often students can complete three years or more. The following is a list of all of the majors that can be completed on this campus.

- 1) Applied Management (BSAM)
- 2) Biology (Human) (BA) (may require some courses in Zanesville)
- 3) Business Administration (BBA)
- 4) Communication Studies (BSC)
- 5) Early Childhood Education (BSEd or BSHCS)
- 6) Exercise Physiology (BSSpS)
- 7) Health Services Administration (BSH)
- 8) History (BA)
- 9) Middle Childhood Education (BSEd)
- 10) Specialized Studies (BSS)

- 11) Social Work (BSW)
- 12) Sports and Lifestyle Studies (BSLS)

In addition the following degrees may be completed on the Eastern campus if the students comes in with a two-year degree:

- 1) Criminal Justice (BCJ) (must have 2-year law enforcement degree)
- 7. Technical & Applied Studies (BTAS) (must have 2-year technical degree)

List of Contacts

GENERAL CONTACTS

QUESTION ABOUT	NAME	POSITION	Email All are @ohio.edu	EXT.
Academic/Contracts	John Prather	Division Coordinator ("Faculty Chair")	Prather	2333
Hiring	Paul Abraham	Campus Dean	Abraham	2353
Student Issues	Diann Nickerson Jenn Kellner-Muscar	Enrollment Services Manager Manager of Academic Advising	Nickerso kellner	2517 2347
Computer Issues	Peter Lim	Computer and Technology Specialist	lim	2355
Telephone/AV Equipment/Computer Hardware Issues	Trent Duffy	IT Support Specialist	duffyt	2338
Computer Lab Space	Nancy Edgar	Administrative Services Associate	edgar	2352
Library	Donna Capezzuto	Library Director	capezzut	2344
Parking Permit	Student Services	Front Desk		2536
Random Questions	John Prather	Division Coordinator ("Faculty Chair")	prather	2333

PROGRAM CONTACTS

PROGRAM	NAME	TITLE	EMAIL All are @ohio.edu	EXT.
Applied Management	Michael Schor	Lecturer	Schor	2488
Art	Whitney Sage	Lecturer	Sagew	2342
Biology	Mark Waters Steve Whitlinger	Assoc. Prof. Lecturer	Watersr1	2511 2359
Chemistry	Mary Lenczewski	Asst. Prof.	Lenczews	2514
Communications	Sarah Mahan- Hays	Assoc. Prof.	Mahan-ha	2358
Community Health	Joe Hudak	Asst. Prof.	Hudak	2346
Criminology	Janice Proctor	Assoc.Prof.	Proctorj	2321
Early Childhood Education	Paula McMurray- Schwarz Kim Ciroli	Assoc. Prof. Lecturer	Mcmurray Ciroli	2486 2325
Economics	Chris Stevens	Assoc. Prof.	Stevensc1	2492
English	Pamela June	Asst. Prof.	Junep	2529
Exercise Physiology	Bob Galbreath	Assoc. Prof.	Galbrear	2323
Health Administration	Joe Hudak	Asst.Prof.	Hudak	2346
History	David Castle	Asst. Prof.	Castle	2331
Mathematics	John Prather Zijian Diao	Assoc. Prof. Assoc. Prof.	Prather Diao	2333 2351
Middle Childhood Education	Jacqueline Yahn	Lecturer	Yahnj	2324
Physics	Luke Shepherd	Lecturer	Shepherl	2350
Political Science	Kevin Spiker	Assoc. Prof.	Spiker	2496
Psychology	Jim Casebolt	Assoc. Prof.	Casebolt	2330
Social Work	Warren Galbreath Tracy Pritchard	Assoc. Prof. Assoc. Lecturer	Galbreath Pritchard	2341 2499
Sociology	Janice Proctor	Assoc.Prof.	Proctor	2321
Theater	Dennis Fox	Lecturer	Foxd	2340