New Faculty and Adjunct Handbook
Mission of Henderson State University

Located in the heart of southwest Arkansas, Henderson State University is a public institution serving as a vital educational and cultural center for the local community, region, and state. Founded as a private institution in 1890, Henderson has a strong liberal arts heritage that is the base of over seventy-five undergraduate and graduate programs, earning the university its status as Arkansas’s public liberal arts university.

Henderson offers a quality education guided by a faculty and staff who are committed to excellence and dedicated to serving a diverse student body from across Arkansas, over twenty-five other states, and a number of foreign countries. The university encourages scholarly and creative activities in a caring, personal atmosphere that reflects the university’s motto for over a century: “The School with a Heart.”

Influenced by its distinctive history, the mission of Henderson State University is to provide a learning environment that prepares students for a lifetime of intellectual and personal growth in a global society. The Henderson experience bridges students’ academic aspirations to career success by integrating professional studies and the liberal arts.

Matt Locke Ellis College of Arts and Sciences Mission

The Matt Locke Ellis College of Arts and Sciences was named after Henderson’s 10th president and one of its most distinguished graduates.

The mission of the Ellis College is to offer a superior academic program based on a comprehensive core of courses in the arts and sciences. The full integration of this liberal education component into the four-year undergraduate curriculum is designed to enable all Henderson students to achieve the goals established in the University mission. This core of courses provides the foundation for all majors with the Ellis College of Arts and Sciences as well as the School of Business and Teachers College, Henderson.

The challenge accepted by the faculty is to help Henderson students build a bridge to the future based firmly on a knowledge and appreciation of the arts, sciences, languages, literature, philosophy, history and culture. A strong liberal education is now recognized as essential preparation for all leaders of the future. The university and the Ellis College are dedicated to a strong generally education core and to excellence in the teaching of the liberal arts.
IMPORTANT DATES: See MyHenderson for important dates concerning the following each semester:

* Last day to register or add a course
* Last day to drop a course
* Holidays
* Restricted days—classes meet as usual—no extra-curricular activities or exams may be scheduled on these days (science labs and P.E. activities courses may give finals on the last lab day since they do not have a scheduled exam time during finals week)
* Final exam schedule
* Grade submission

EMPLOYMENT INFORMATION

Complete and sign appropriate forms. You and your department chair will complete the “Authorization to Pay Adjuncts” form (Appendix B). It is important that all information (including salary) on the contract be correct before you sign it. The department chair will collect all necessary signatures and the form will finally be routed to the Office of Human Resources.

Complete paperwork for the Office of Human Resources, Womack 209. If you have never taught courses for Henderson State University, your department chair will notify you to go to The Office of Human Resources. The Office will assist you in completing the appropriate paperwork for payment and withholdings. You will need to provide a copy of your driver’s license and Social Security card.

COURSE PREPARATION

Develop or adapt a course syllabus. If the course that you will be teaching has been taught before or is currently being taught by other faculty, the Department should provide you a copy of the course syllabus. Depending upon the needs of the department or the nature of the curriculum, you may be able to revise the syllabus. However, you should seek approval from your department chair. It is possible that you will be asked to develop a course syllabus. If that is the case, it is important that the following components be included: 1) course number and name; 2) faculty contact information; 3) office hours; 4) text and supplemental materials; 5) course purpose and goals; 6) course Outline; 7) grading scale; 8) attendance policy; 9) disability policy.
USE OF TECHNOLOGY  (or not)

Henderson State University provides ANGEL, a web-based course management and collaboration portal, and WIMBA, a dynamic 21st Century virtual learning system that will allow simultaneous visual interaction among instructors, students, and peers. The systems can be used together or separately to deliver or enhance courses. It is important, however, that you inform your department chair whether or not you will be using either system. Media Services provides excellent training and support for both systems. More information regarding online learning can be found at www.hsu.edu/elearning.

Media stations are available in most classrooms. However, if you have been assigned a classroom without a media station or, if you need equipment or hardware that is not readily available, please notify the department chair and/or secretary. We will make every attempt to accommodate your needs.

MANAGING YOUR COURSE(S)

Check your course rosters regularly on My Henderson or in Skylite. The Arkansas Department of Higher Education requires all institutions to submit a census report by the end of the eleventh day of class each semester. In order to collect the data and submit it on time, faculty must take attendance every day the first nine days of class. Students who have never attended class must be reported to the Registrar's Office. This requires faculty to print a new roster each day through the designated registration period (first five days) as the rosters can change on a daily basis. Students who came the first day or two but did not return on consecutive class days should also be reported. Faculty who teach online courses must check the daily participation of students. Students who have not checked in or participated by the ninth day must be reported to the Registrar’s Office.

Communicate your expectations concerning class attendance. Although Henderson does not have an official attendance policy, it is important that you keep accurate records of attendance. Attending class regularly and on time is a professional behavior expected of all students. Attendance expectations and consequences should be clearly stated in your course syllabus. Retention of students is important. If you have a student who has missed excessively, please inform the Center for Student Success and Transition by completing an Early Alert Form available under myHenderson.

Assess your students’ performance and give them feedback. It is important that assessments are true indicators of student success based on course expectations and goals. Assessments do not always have to be tests or assigned projects; some assessments may be informal observation or discussion. However, key assessments should be clearly communicated and recorded. Students expect to receive feedback about their performance as soon as possible after an assessment.
**Communicate your grading scale**  Henderson State University awards grades of A, B, C, D, and F. Although there is not a required scale, many faculty use A = 90 – 100, B = 80 – 89, C = 70 – 79, D = 60 – 69, F = 59 and below. You should ensure that your scale is clear to your students at the beginning of the course. All faculty are expected to keep records of students’ work in a course. Anything that is used to determine grades needs to be reflected in written form through a standard grade book, electronic gradebook, or other printed document. Should a student file a grievance about a grade received, it will be the responsibility of the faculty member to show evidence that the grade received is the grade earned. These records should be kept at least one year. Students have an opportunity to request consideration for a grade change up to 60 days into the fall or spring semester for the previous semester’s work—fall or summer courses. Please leave a copy of your grade records with the appropriate department chair should you not be returning to campus for the following semester.

**The grade of “I” (incomplete)** is to be used only when students have attempted to complete the work but, due to unforeseen circumstances, are unable to complete the semester. This grade is NOT to be used to “save” students from failing if the students have not been responsible during the course of the semester. Students must complete a form requesting an incomplete—available on the web under Registrar—and it must be signed by the instructor of record and submitted to the department chair.

Awarding extra credit for the purpose of raising low grades is discouraged since being personally responsible for their work and time is part of the learning process.

**Keep student information confidential** Because of the Family Educational Right to Privacy Act (FERPA), faculty members must be careful about the kind of information shared with family/guardians of any given student. In general, institutions must have written permission from students in order to release any information from their educational records. Institutions may disclose directory information without consent though it is advised that the students be notified when information is disclosed.

Information about students or student performance or behavior can be shared with other faculty or HSU staff for professional purposes only.

**Be reasonably accessible to your students** Communicate to your students when you will be in your office. It is important that they know appropriate times to call or visit with you concerning their courses. Typically, an adjunct faculty member will have an office hour immediately before and/or after each class meeting. Full-time faculty should schedule at least 8-10 hours each week as “office hours” and post these on/outside your office door.

**Cover your classes** Faculty members, who plan to attend off-campus conferences, workshops, etc., must obtain prior approval from their department chairs. A travel request form should be submitted at least a week in advance and, if the university has agreed to pay for all/part of the expenses, a TR-1 form must be submitted along with receipts immediately upon return. Classes should be covered in some fashion during your absence (by another faculty, through outside assignments, on-line work, research, etc.).

Should you become ill or should an emergency occur that would prevent your meeting a class, please notify the department chair and/or secretary immediately so that appropriate measures can be taken for your students.
Report grades  At the mid-semester point you will be asked to report grades for all freshmen and for anyone making below a “C.” Immediately following finals you will be asked to submit final grades. These grades must be entered in a timely manner and you may enter grades using MyHenderson or Skylite. If you need assistance, contact your department secretary.

EVALUATION OF ADJUNCT FACULTY  (see Faculty Handbook for information on the full-time faculty evaluation process)
Henderson State University believes that it is important that all students have an opportunity to evaluate instruction in every course. The purpose of faculty evaluation is not intended to be punitive – it is to encourage professional growth and development. Evaluation of adjunct faculty is two-fold: student evaluation of instruction and evaluation by the department chair.

Student evaluation of instruction  Toward the end of each semester, your students will be asked to complete an online evaluation of your course. Upon completion of the semester and after final grades have been issued, you and your department chair will receive a copy of your student evaluations of instruction.

Evaluation by the Department Chair  Your department chair will establish a process/timeline for review of adjunct faculty. Adjunct faculty who teach on a regular basis (year after year) will be reviewed annually. If teaching only one semester with no intent to return in subsequent semesters, it will be up to the department chair as to whether or not you go through this review process.

CAMPUS ACCOMMODATIONS

Office  You will be assigned office space and will have access to both a phone and computer. Full-time faculty usually have private offices with phone/computer. Part-time faculty will share office space, have access to phones, and can request a computer account.

Faculty ID  Upon completion of your paperwork with the Office of Human Resources, you will have a photo ID made. This ID will give you access to some card entry rooms and buildings, the library, and other campus events such as athletics, plays, and concerts. You will also benefit from a 10 percent discount in the bookstore.

Mail  Adjunct faculty should contact the department secretary about receiving mail. Full-time faculty will be assigned a mailbox at the HSU Post Office.

Keys  All faculty will be provided with keys necessary for his/her specific job. Ordinarily that means a key to your own office, any classroom you are using (usually on a building sub-master), and perhaps an outside entrance though most buildings have ID card access. Faculty are not permitted to check out master keys to buildings; however, should you need
master key assistance, chairs and secretaries can help—or after hours you can call campus security (through the Arkadelphia Police) for entry assistance.

**Supplies** Faculty needing office/classroom supplies should contact the department secretary. In general, the university will supply pens, pencils, chalk, marker board pens, paper clips, staples, etc. The college supplies white paper for tests, handouts, etc. Please use only what you need and only for school business.

**Copiers** Each area has access to copy machines for university purposes. Usually an access code must be entered in order for the machines to function. Access codes can be arranged through the department secretary. Please be mindful of copyright laws as the university will take no responsibility for faculty violating copyright.

**Parking** You will be able to park anywhere on campus that is designated as “Faculty/Staff” or in the student parking lots. Do not park in handicapped parking without the appropriate permit. Go to the campus police office to obtain the appropriate decal which will allow you parking privileges.

**EMERGENCY PROCEDURES.** In the case of an emergency, such as a tornado or a fire, please follow the instructions posted inside your classroom. For all medical-related emergencies, please call 911. The Student Health Center does not respond to on-campus emergencies so do not contact them should you have student emergency health issues.

**CONCURRENT EMPLOYMENT WITH THE STATE OF ARKANSAS**
If you are currently employed by another state agency (public schools are not state agencies), you must complete a “Concurrent Employment” Form. This is necessary because we are required to report concurrent employment to the State of Arkansas.

This form is to be completed in its entirety by the department Chair or his/her designee. It is to be signed by the Chair and the appropriate Dean. It is then to be forwarded to the Office of Academic Affairs. From there it will be forwarded for any remaining signatures and to Human Resources for processing into the payroll system. Incorrect contracts will not be processed and forwarded to Payroll until all information is corrected and/or missing paperwork is received. Contracts not received by the monthly cutoff date will not be processed until the following month.

Additional information can be found in the following resources available on the web.