

Richard W. Riley
College of Education

NCATE

The Standard of Excellence
In Teacher Preparation



2011-2012
Adjunct Faculty Manual

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**Richard W. Riley
College of Education
Mission Statement**

Mission Statement

College of Education

The Richard W. Riley College of Education is dedicated to the highest ideals of teaching, scholarship, and service for the purpose of preparing professionals who are committed to the betterment of society through a lifelong quest for excellence in leadership, stewardship, collaboration, and innovation.

Approved by the Richard W. Riley College of Education Faculty on April 30, 2010

Riley College of Education Organizational Structure

The [College of Education Organization Chart](#) is located in About the College section of the COE website.

A. Centers and Departments

Institute for Educational Renewal and Partnerships

The mission of the Institute for Educational Renewal and Partnerships is to serve, facilitate, and support faculty and college initiatives that involve internal and external collaboration, partnership, and outreach to ensure cohesive, quality programs.

The Institute will fulfill four specific purposes:

1. Shepherding the agenda for education in a democracy,
2. Building and maintaining the Winthrop Partnership Network,
3. Fostering collaborative inquiry and teaching, and
4. Promoting on-going professional learning with the University-School Partnership.

The University Teacher Education Committee (TEC), with representation from COE, other colleges on campus, and P-12 constituents, will serve the Institute's advisory council to periodically assess the Institute's effectiveness in fulfilling its purposes and to provide feedback for continual improvement.

Department of Counseling, Leadership & Educational Studies

The Department of Counseling, Leadership and Educational Studies is one of three academic departments located in the Richard W. Riley College of Education. The department offers Bachelor of Science degrees in Middle Level Education, Social Studies, and Special Education. The department also offers one non-certification Bachelor of Science degree program in Family and Consumer Sciences. At the graduate level, the department offers Master of Education (M.Ed.) degrees in the following: Counseling and Development, Educational Leadership, Middle Level Education, and Special Education.

Department of Curriculum and Pedagogy

The Department of Curriculum and Pedagogy prepares teachers through programs for initial licensure and advanced study. The department offers Bachelor of Science degrees in [Early Childhood Education](#) and [Elementary Education](#), a [Master of Arts in Teaching in Early Childhood Education](#), and a [Master of Education in Curriculum and Instruction](#). A newly-designed [Master of Literacy](#) degree is currently under development.

Department of Physical Education, Sport, and Human Performance

The Department of Physical Education, Sport, and Human Performance is an active member of the Riley College of Education and is housed in the Lois Rhame West Center. It is comprised of four undergraduate degree programs, one graduate program, and two minors. The department offers Bachelor of Science degrees in [Athletic Training](#), [Exercise Science](#), Physical Education Teacher Education (PETE), and Sport Management. The Athletic Training program is jointly housed in the West Center and Winthrop Coliseum. A Master of Science (MS) is offered in Sport and Fitness Administration.

In addition, the department houses a basic instruction program, which is open to all majors, and a number of service courses such as First Aid and CPR, Health Education for the Elementary Teacher, and Physical Education for the Elementary Classroom Teacher. The basic instruction courses are open to any student in the University and involve a range of offerings such as Scuba Diving, Lifeguard Training, Aerobic Walking, Weight Training, Hiking, Backpacking and Rafting, or Aerobic Dancing. In addition, there are a number of courses which are part theory and part activity, such as Weight Control Through Diet and Exercise, Fitness for Life, and Outdoor Education.

Instructional Technology Center

The Instructional Technology Center (ITC) serves students, faculty, and staff, as well as P-12 educators from surrounding school districts and the Professional Development Schools. The ITC is located in 307 Withers/WTS and has a staff that includes a full-time Director, full-time Director of Audiovisual Services, full-time Online Learning Coordinator, a part-time technology specialist, part-time administrative specialist, two graduate assistants, and several student assistants/work study students.

The mission of the College of Education's Instructional Technology Center is to encourage, assist, and provide support for the use of technology as a tool to facilitate and enhance teaching and learning. In its current structure the ITC serves the following functions:

- 1. Supports and encourages the modeling of technology integration in each of the COE preparation programs by providing professional development training sessions, on-line tutorials, reusable learning objects, individual faculty training, and by providing the appropriate technology tools necessary for successful implementation.*
- 2. Builds and sustains existing and future technology initiatives initiated by internal needs and external partnerships (such as the NetSCOPE grant) by supporting schools in the Partnership Network in their efforts to successfully integrate technology by providing professional development and technology support services.*
- 3. Supports university faculty with instructional technology tools, training and support, including the IT toolkit, online learning and A/V services.*
- 4. Supports the initiative of the Institute for Educational Renewal and Partnerships by providing university faculty, staff, and community partners with professional development, instructional consulting, as well as research and development in the field of educational technology.*

Macfeat Laboratory School

The Macfeat Laboratory School, founded in 1892, is operated by the Richard W. Riley College of Education as an education/demonstration/research school. Serving three, four, and five-year old children, Macfeat offers a child-centered program with classrooms organized around learning centers that foster

exploration, creativity, collaboration, and independence. Macfeat is accredited by the National Academy of Early Childhood Programs (NAEYC), an organization that recognizes outstanding early childhood programs which meet national standards of quality. Staffed by professional educators, graduate and undergraduate students, and numerous volunteers, the Macfeat School serves as an education site for prospective teachers and other professionals that work with young children. Macfeat Laboratory School strives to meet the needs of a diverse population of learners while exploring ways to better meet the challenges of educating young children in the 21st century. Staff include a .5 FTE director, a full-time administrative specialist, three Master's level teachers, three graduate assistants, and numerous assistants and volunteers, and is located in the Withers/WTS Building.

Student Academic Services

The Richard W. Riley College of Education's Student Academic Services serves as an information and service center for matters concerning degree programs in the College. It has primary responsibility for coordination of academic advising, assignment of all field placements and internships in public schools, and all matters pertaining to certification. The Student Academic Services office coordinates admission to the Teacher Education Program, scholarships, special events sponsored by the College, and helps to ensure that academic requirements and regulations of the University are met. Personnel in SAS include the Academic Advisement Coordinator, the Teacher Certification Specialist, and an Administrative Specialist.

Office of Field and Clinical Experiences

The Office of Field and Clinical Experiences facilitates field and clinical aspects of Winthrop's Teacher Education Program in conjunction with the College of Education's Institute for Educational Renewal and Partnerships. The Office coordinates teacher education internships and other field and clinical experiences for undergraduate and Master of Arts in Teaching (M.A.T.) programs in collaboration with its public school partners and the various programs at Winthrop University. The Office facilitates field placements, the Mentor Teacher program, and coordination of Professional Development School (PDS) and Partner School (PS) engagement in field and clinical components of teacher preparation, including collaboration with University Supervisors, School Liaisons, and Winthrop Faculty-in-Residence. Personnel in the Office of Field and Clinical Experiences include the Director, the Field Placement Coordinator, and an administrative assistance that is shared with the Institute.

Partnerships

Partnerships with Local Schools

The Winthrop School-University Partnership Network provides simultaneous renewal of schools with a focus on student learning and educator preparation through the engagement of collaborative learning communities involving district and university students and faculty. These partnerships allow the teacher education program to experiment with new models of teaching while developing new roles and responsibilities for classroom teachers. Teacher candidates work with diverse groups of students in Professional Development and Partner Schools while guided by teams of teachers and university faculty. Collegiality is valued and fostered within an atmosphere where teachers, students, and professors work and learn together. The partnerships are coordinated through the Institute for Educational Renewal and Partnerships, Student Academic Services, the [NetSCOPE](#) Teacher Quality Partnership Grant, and the [NetLEAD](#) Grant, a federally funded grant through the US Department of Education Office of Innovation and Improvement.

North Central Regional S²MART Center

In partnership with South Carolina's Coalition for Mathematics & Science supported by funding from the South Carolina Department of Education and other funding sources, North Central is one of eight centers contracted to deliver a comprehensive scope of work intended to improve instruction and accelerate student achievement in core content areas.

South Carolina Teaching Fellows Program

The Teaching Fellows Program for South Carolina is funded by the South Carolina General Assembly in an effort to recruit the finest high school graduates to the teaching profession. The Winthrop University Teaching Fellows Program, *New Bridges*, is an innovative program designed to offer students an intensive, coordinated service learning experience in working collaboratively with local community, business, and school leaders to provide services to Latino children/families and others whose first language is not English. The program began in fall 2002 and admits approximately 25 students per year.

The Center for Educator Recruitment, Retention, and Advancement (CERRA)

The Center for Educator Recruitment, Retention, and Advancement (CERRA) is a state agency supported by the SC General Assembly and housed at Winthrop University. CERRA works in collaboration with the state's public and private colleges and universities, education-related agencies, businesses, and the state public school systems to recruit and retain a new generation of academically-talented, effective classroom teachers. The Center works with over 170 high schools in South Carolina in support of the nationally recognized Teacher Cadet program. In addition, the Center provides a statewide educator job bank and online application system, coordinates the state's Teaching Fellows Program and National Board Certification efforts, provides teacher mentor training for the state, and houses the most current information available on teacher supply and demand.

Roles and Responsibilities

A. Adjunct Faculty Duties and Responsibilities

Adjunct faculty members are expected to demonstrate professional knowledge of their discipline and awareness of current developments in their academic discipline through on-going personal and professional development and through pursuing opportunities for continual learning, scholarship, and public service.

Adjunct faculty members of the Richard W. Riley College of Education (COE) are expected to:

- Meet all assigned classes or to make appropriate alternative arrangements for the class when an absence is unavoidable (These alternative arrangements must be approved by the Department Chair).
- Distribute to each student, within the first week of class, a written course syllabus, adhering to the [*COE Syllabus format*](#). An electronic .pdf copy of the syllabus must be submitted to the Department Chair at the start of each semester. Refer to the required syllabus criteria located later in this section. Syllabi naming conventions are [subject][course number]_[term]_[faculty].pdf (faculty last name and first initial with no space; EXAMPLE: educ110_2010S_Marchelc.pdf).
- Faculty are responsible for submitting an updated vita annually as instructed by their Department Chair in a .pdf format. Naming conventions are [faculty]_vita.pdf (faculty member last name and first initial with no space; EXAMPLE: jonesm_vita.pdf).
- Be available to students before and after class.
- Award academic credit hours based on the professional evaluation of students' academic performance.
- Present subject matter in the course as announced to students and as approved by the faculty.
- Engage in continuous learning and scholarship as defined by the Richard W. Riley College statement on scholarship.
- Comply with the laws governing conflict of interest.
- Observe the policies and procedures of the Richard W. Riley College of Education and the University.
- Use SOLO or other program rubric for grading critical assignments.
- Complete excel data and/or LiveText entry for critical course assignments as requested by the COE office of unit assessment; and
- Keep course grades for a minimum of five years.
- Submit an annual report yearly (see next section, Faculty Evaluation section).
- Acknowledge chair evaluation yearly.

B. Office Hours

Adjunct faculty members are required to be available to students before and after classes. While the number of hours is not fixed, it is assumed that each faculty member will maintain enough flexibility to be

convenient for the students to arrange conferences. I did not think the policy on repository would apply here.

C. Academic Advising

All students who have declared a major are assigned to a full-time faculty advisor. In addition, advising is done by personnel in Student Academic Services for students who have not declared a specific major in the College of Education (pre-education majors and students who have recently transferred to Winthrop University).

Academic advising requires a substantial amount of knowledge and energy to be successful and to support student growth. Therefore, as an adjunct faculty member, you are not assigned advisees. If you receive questions about a student's course of study, please refer that student to their faculty advisor or to Student Academic Services.

D. Cancellation of Classes

As a general policy, Richard W. Riley College of Education classes are not cancelled except in emergency circumstances. Provisions for classes must be made if the faculty member has to be away during a regularly scheduled class meeting. Appropriate accommodations must be made when the faculty member is absent. Generally, using guest lectures to meet the course objectives is an appropriate accommodation. **In all circumstances, the Department Chair should be notified if the faculty member is not going to be present during a regularly scheduled class meeting.** For additional information review the [Inclement Weather](#) section on the Winthrop University Policies website.

E. Final Exams

For both undergraduate and graduate final examination procedures, review the [Final Examinations](#) section on the Winthrop University Policies website.

F. Grades and Grading

Winthrop University grading policies are located in the [Evaluation and Grading](#) section of the Winthrop University Policies website.

G. Unit Assessment Assignments

Many courses in the College, including courses offered by the Center for Pedagogy and the academic content areas, (e.g. elementary education, special education, educational leadership), have critical assignments that are tied to the specialized professional association standards. Before changing any major assignments in your class, it is important to check with the Department Chair or program coordinator. In addition, these assignments are graded by a common rubric. In most cases, this will be the SOLO rubric.

Your department chair will provide information regarding submission of assignment scores. If you have any questions, contact the Associate Dean or College of Education Unit Assessment Coordinator.

H. Course Syllabi

For the University policy on syllabi, review the [Syllabus](#) section of the Winthrop University Policies website. The [COE Syllabi Format](#) is located in the forms section of the Faculty Resources area of the COE website.

Faculty are responsible for developing a syllabus for each course. Course syllabi are submitted to the department chair each semester. A sample course syllabus format is located in the Forms section of the College of Education website.

Faculty Evaluation

Winthrop University is proud of its reputation for excellence in teaching. All faculty, including adjunct faculty, are expected to excel in teaching. In order to ensure excellence in teaching, adjunct faculty are evaluated in four ways: (a) student assessment of teaching, (b) Departmental Chair review, and (c) self analysis.

Annual Report

Each adjunct faculty member is required to submit an [Adjunct Faculty Annual Report](#) following the guidelines located in the forms area of the Faculty Resources section of the COE website.

For complete information, refer to the [Evaluation of Faculty Performance](#) section of the Winthrop University Policies website.

A. Student Assessment of Teaching

Procedures for Assessment of Teaching

1. Student Assessment of Teaching

Procedures for implementation

- 1. *The Associate Dean will be responsible for working with the Department Chairs to distribute assessment instruments. All regularly scheduled courses (excluding field experiences) will be subject to evaluation. A packet will be prepared for each of your courses and will be distributed to each faculty member via the department secretary.***
- 2. A student should be recruited to administer the evaluation. (In some cases, the Department Chair may wish to make this a responsibility of a graduate assistant).**
- 3. The student administering the evaluation will distribute the assessment form, read the printed directions, and collect the completed assessment.**
 - a. The completed assessments will be placed in the provided envelope, sealed and signed by the student, and returned to the departmental office, immediately following the administration. (For evening classes in the Withers building, the student will be directed to place the envelope in the box by the departmental office in 204 Withers. For evening classes in the West Center the student should slip the envelope under the door of Room 216-J.)**
 - b. While the assessment is conducted, the faculty member will leave the classroom. The assessment should take no more than 15 minutes.**

Who will be evaluated using this instrument?

Tenured, probationary, restricted, and adjunct faculty must have every class assessed, every semester, including summer courses.

Distribution of Results

Quantifiable data will be calculated using means and/or percentages and compared to departmental and College means and/or percentages. These data will be returned to the faculty member, the Department Chair, and the Dean. After final grades are turned in, written responses will be transcribed and a typed summary of the responses returned to the faculty member and a copy sent to the Department Chair.

Using the results

The main intent of these assessments is to assist the faculty member in improving teaching. These assessments provide one aspect of the overall evaluation of the faculty member's teaching. These reports should be used as one part of the evidence for the annual report. While faculty are free to use these data as they see fit, a brief written analysis in response to the data will help build a case for self-reflection on one's teaching.

2. Department Chair Review

One of the major responsibilities of our Department Chairs is to assist the faculty with excellence in teaching. Chairs will evaluate each member's teaching contributions as a part of the annual report. The faculty member should arrange with his/her Chair for an in-class visit and review of your syllabi, assignments, examinations, and readings. All probationary, restricted, and adjunct faculty should be reviewed each semester by the Chair. All tenured faculty should be reviewed annually. The [Department Chair Evaluation](#) form for adjunct faculty is located in the Faculty Resources section of the COE website.

3. Self Analysis

Self-analysis of teaching provides the opportunity to reflect on performance and student outcomes, as well as to consider the comments of students, and the Chair. Self-analysis can take many different forms but is best documented through a written record of the analysis.

COLLEGE OF EDUCATION

STUDENT ASSESSMENT OF COURSE AND INSTRUCTOR

The goal of student assessment of teaching is to provide faculty and those reviewing instruction with objective feedback that will help achieve, maintain, and recognize excellence in teaching. Your thoughtful responses to these items will provide information in meeting this goal. All answers are anonymous, and results of the survey will be distributed to faculty only after final course grades have been submitted.

Instructions: For each statement, you are to indicate the extent to which you believe your instructor in this course possessed the characteristic or performed the activity described in that statement. *Please refer to the definitions of the underlined terms that are provided below.

***Assessment** : Includes the variety of methods used to determine what students know and are able to do before, during, or after instruction (Green & Johnson, 2010, p. 14).

Examples: Exams, quizzes, projects, papers

***Higher-Order Thinking/ Thinking Critically:** Required analysis, synthesis, or evaluation skills to solve problems in the content area.

***Active Participation:** Students were actively engaged and showed interest in the lesson activities.

Use an Opscan sheet, a Number 2 pencil, and the following scale:

A = Strongly Agree B = Agree C = Disagree D = Strongly Disagree E = Not applicable

Instruction

1. The instructor was knowledgeable about the subject matter of the course.
2. The instructor set high expectations for student learning.
3. The instructor managed student behavior appropriately.
4. The course content was organized in a manner that promoted student learning.
5. The course included opportunities for students' active participation*
6. The pacing of lessons supported student learning.
7. The course content challenged me to think critically*

Communication

8. The instructor was reasonably available outside of class.
9. The instructor was willing to help students learn.
10. The instructor was responsive to students' concerns.

Special Policies and Procedures

A. Space Usage

For complete information on space usage refer to the [Space Use Policy](#) located on the Winthrop University Policies website.

Space is available for faculty and staff to schedule special events. Note, some areas have specific regulations. An application for [Space Request](#) should be completed online. To reserve a conference room or Plowden Auditorium, contact your departmental administrative specialist for assistance. For [Classroom Reservations](#) contact the University Academic Space and Scheduling Coordinator. To check availability for a [Computer Lab](#) check the Academic Computer Lab calendar. Once availability has been confirmed, email accmanager@winthrop.edu to request a reservation for a lab.

For security reasons, all computer labs must be reserved in advance.

B. Center for Career and Civic Engagement

Career Development Services for students is located in the [Center for Career and Civic Engagement](#).

C. Computer Usage

Complete policies and guidelines are located on the [Computer and Information Technology](#) website.

D. Copyright

Complete information is located in the [Copyright Policy](#) section of the Winthrop University Policies website.

E. Counseling Services

For complete information, review the Winthrop University [Counseling](#) website.

F. Dacus Library

For complete information, review the Winthrop University [Dacus Library](#) website.

G. Food and Drinks in Classrooms

For complete information review the [Food and Drinks in Classroom](#) section of the Winthrop University Policies website.

H. Keys

Every adjunct faculty member is entitled to office space, and keys can be requested through the Department Chair. Keys will open the faculty member's office, as well as the department's office door. A sub-master key is located in each department office, enabling faculty to enter other instructional space as needed. All faculty teaching in Withers/WTS will need to get an additional key for classrooms from the COE Facilities Manager located in 106 Withers/WTS. **For security, all Withers/WTS classroom doors should be locked by faculty at the end of class.**

When employment at the University ends, all keys must be turned in to the Department Chair who forwards them to the COE Facilities Manager. Keys are the property of the State of South Carolina and must not be duplicated. If key(s) are lost, contact the Department Chair immediately.

I. Parking

Traffic and parking information and other useful information can be found in the [Traffic and Parking](#) section of the Winthrop University Policies website.

J. Recreational Facilities

For complete information on [Recreational Facilities](#) visit the Community and Visitors section of the Winthrop University website.

K. Telephone and Mail Procedures

Telephone. When appropriate, faculty and staff are issued individual long distance dialing codes for use (on campus) with the approval from the Department Chair and Dean. Long-distance credit cards are issued to individual faculty members for use off-campus. Since the cost is charged to the departmental budget, all long distance calls are restricted to official business calls only. Long distance calls must be held to a minimum. When traveling away from campus, refer to the Travel Regulations section for use of long distance credit card policies. Faculty needing to make personal long distance calls from campus should use their personal calling cards. For information about how to receive a personal calling card through Winthrop University, contact the telephone services coordinator at 2575.

Mail. The University maintains a mail service, with daily pick-up and delivery. Inter-campus mail, official U.S. mail, inter-agency mail, and personal mail may be sent and received through the campus mail services. All personal mail must be properly stamped, whether sent through the campus mail or deposited at the Post Office (located in Dinkins Student Center). Postage for all official University business is charged to departments.

L. Sexual Harassment and Discrimination

For the University, visit the [Sexual Harassment Policy](#) on the Winthrop University Policies website.

M. Professional Dispositions and Skills

See [Student Academic Services](#) website for the documents below:

Teacher Education Professional Dispositions and Skills Criteria – [Teacher Education](#)

- Teacher Education Professional Dispositions and Skills Criteria Procedures - [Undergraduate Program](#)
- Teacher Education Professional Dispositions and Skills Criteria Procedures - [Master of Arts in Teaching](#)
- Teacher Education Professional Dispositions and Skills Criteria Procedures Form to [Address Concerns](#)

Conceptual Frameworks

The conceptual frameworks for the Richard W. Riley College of Education teacher educator programs provide the underlying structure and direction for the unit. The overarching theme of the Richard W. Riley College of Education's conceptual frameworks is "Educator as Leader." The Undergraduate and MAT Frameworks, Teacher as Educational Leader, are similar in their selection of organizing concepts and learning outcomes specific to candidates for initial licensure. Learning outcomes in the undergraduate conceptual framework are organized in developmentally progressive levels of Exploratory, Pre-professional, and Professional Stages. The MAT framework includes a greater focus on scholarship and subject area competency, concepts more representative of a graduate degree program. The Framework for Advanced Programs, Educator as Leader, includes complex outcomes in Leadership, Stewardship, and Scholarship that are suitable for graduate candidates in many educational programs such as administration, counseling, teaching, and school psychology.

Undergraduate Teacher Education Conceptual Framework

[Undergraduate Conceptual Framework](#)

Advanced Program Conceptual Framework

[Conceptual Framework for Advanced Programs](#)

Master of Arts in Teaching Program Conceptual Framework

[Conceptual Framework for the Master of Arts in Teaching Program](#)