

**COLLEGE OF VISUAL AND PERFORMING ARTS**

**WINTHROP UNIVERSITY**

**ADJUNCT FACULTY MANUAL**

**2018-19**

For the purpose of this resource book, the term “adjunct/temporary faculty/part-time faculty” includes all faculty (except tenured or tenure-track faculty) who are Lecturers, Instructors, Visiting Artists, and Visiting Professors who are not on renewable contracts or members of Faculty Conference.

# ADJUNCT FACULTY MANUAL

## Table of Contents

This guide brings together information to provide adjunct and full-time temporary CVPA faculty members easy access to information and resources that will facilitate teaching and collegiality at Winthrop University. Whether you are scheduled to teach only one or two courses a semester or are contracted full-time for the year, we want you to feel at home.

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## **Winthrop University**

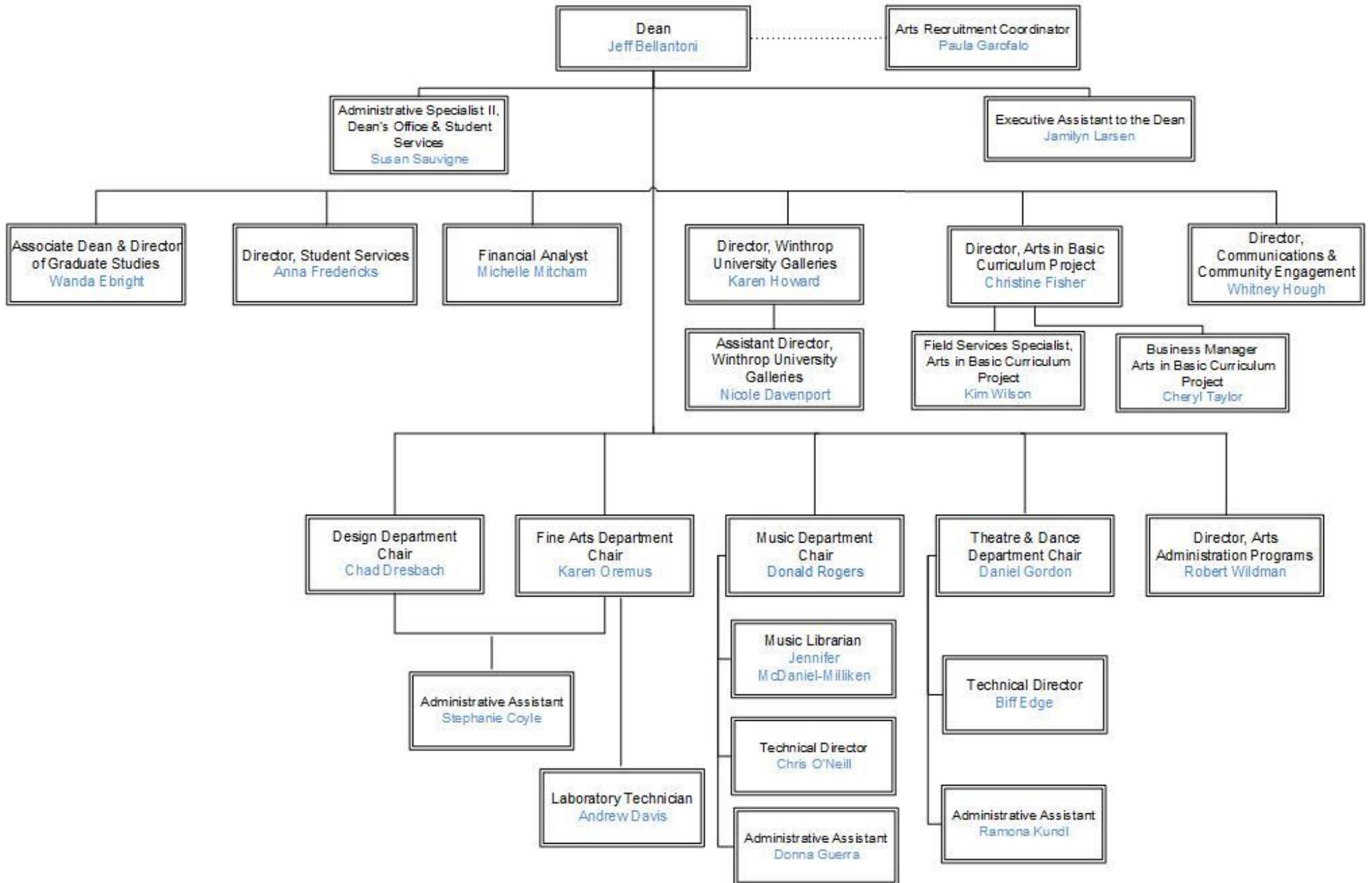
### **College of Visual & Performing Arts**

#### **MISSION STATEMENT**

The College of Visual and Performing Arts at Winthrop University offers nationally accredited programs in art, design, theatre, dance, and music, and provides academically challenging instruction in an interdisciplinary environment that inspires and prepares the next generation of artists, educators, scholars, and audiences. We promote intellectual inquiry and collaborative opportunities that encourage each student to develop a uniquely creative vision cultivated through artistry, teaching, scholarship, public performance, and community engagement.

Adapted by Vote of the CVPA Faculty, February 2011

Winthrop University  
College of Visual and Performing Arts  
Organizational Chart  
2018-2019



## **Winthrop University Campus Map -**

[www.winthrop.edu/uploadedFiles/virtualtour/maps/CampusMap.pdf](http://www.winthrop.edu/uploadedFiles/virtualtour/maps/CampusMap.pdf)

### **CVPA Department and Office locations on Campus Map:**

CVPA Dean's Office – 133 McLaurin (#6 on map)

Department of Design – 331 McLaurin Hall (#6 on map)

Department of Fine Arts - 331 McLaurin Hall (#6 on map)

Department of Music – 129 Conservatory of Music (#22 on map)

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CVPA Student Services – 124 McLaurin Hall (#6 on map)

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Arts in Basic Curriculum (ABC) Project – 105 McLaurin Hall (#6 on map)

### **Performance/Exhibition Spaces**

Byrnes Auditorium - (#2 on map)

Frances May Barnes Recital Hall – Conservatory of Music (#22 on map)

Johnson Theatre - Johnson Hall (#10 on map)

Studio Theatre – Johnson Hall (#10 on map)

Rutledge and Patrick Galleries – Rutledge Building (#8 on map)

Lewandowski Gallery – McLaurin Hall (#6 on map)

## **CVPA DEPARTMENTS AND UNITS**

### **DEPARTMENT OF DESIGN**

The Department of Design has programs in Interior Design and Visual Communication Design. The department offers BFA, and contributes to a BS degree, within the design disciplines that are accredited by the Council for Interior Design Accreditation (CIDA) and the National Association of Schools of Art and Design (NASAD). For more information about the Department of Design:

[www.winthrop.edu/cvpa/design](http://www.winthrop.edu/cvpa/design)

### **DEPARTMENT OF FINE ARTS**

The degree programs within the Department of Fine Arts place a high value on students' learning how to work creatively and collaboratively within their communities. The Department of Fine Arts recognizes the need to understand the ever changing global environment in the context of our immediate surroundings.

Fine Arts degree programs include the following areas of study:

- Art Education, Art History, Ceramics, General Studio, Jewelry and Metals, Painting, Photography, Printmaking, Sculpture, and Video

For more information about the Department of Fine Arts: [www.winthrop.edu/cvpa/finearts](http://www.winthrop.edu/cvpa/finearts)

## **DEPARTMENT OF MUSIC**

The Department is housed in the Conservatory of Music – an effective environment for study, practice, and performance. The Department of Music offers professional degree programs in a liberal arts setting. Our music programs are accredited nationally by the **National Association of Schools of Music** (since 1940), the **Council for the Accreditation of Educator Preparation** (CAEP - formerly NCATE), and the Southern Association of Colleges and Schools (SACS). Through a challenging curriculum and an excellent faculty, Winthrop offers four undergraduate and three graduate music degree programs, as well as extensive opportunities for performance in one of our many and varied ensembles. Additionally, the Department sponsors over 100 performances annually, most of which are free of charge and open to the general public.

For more information about the Department of Music: [www.winthrop.edu/cvpa/music](http://www.winthrop.edu/cvpa/music)

## **DEPARTMENT OF THEATRE AND DANCE**

The Department of Theatre and Dance fosters individual students' aesthetic, intellectual, and creative development within the context of a liberal arts education as they pursue a Bachelor of Arts in theatre, theatre education, dance, and dance education. The department also offers a minor in theatre or dance and welcomes all students to enroll in courses and audition for productions. The department presents four main stage productions (three in theatre, one in dance), two student choreography showcases, and five studio dance/theatre productions and other informal performances each year. The department also regularly hosts festivals, and students join faculty in travel to professional conferences.

Winthrop University is accredited by the **National Association of Schools of Theatre (NAST)** and by the **National Association of Schools of Dance (NASD)**. Accreditation through these organizations means that the Winthrop University theatre and dance programs meet the highest standards of excellence for faculty expertise, for quality of facilities, for curricular offerings, and for quality of artistic work.

For more information about the Department of Theatre and Dance:

[www.winthrop.edu/cvpa/theatredance](http://www.winthrop.edu/cvpa/theatredance)

## **Arts Administration Programs, including the Master of Arts in Arts Administration (MAAA)**

The Master of Arts in Arts Administration program combines current theoretical study and academic research as well as applied practice to prepare reflective leaders to work with professional skill,

creative initiative, and humane integrity in non-profit arts environments. This graduate degree program is for individuals, with experience in arts organizations, seeking to enhance their effectiveness and increase their career opportunities as arts administration professionals. The emphasis of the degree is on leadership in not-for-profit arts organizations with special focus on the visual arts, dance, music, theatre, museum, cultural institution and performing arts administration.

The 36-hour degree program is delivered either as an on-campus program or 100% online. The on-campus program consists of core weekend sessions and one-week summer institutes spread out over two years of full-time, low residency enrollment. Classes meet one weekend each month fall and spring semesters and one week in June. Participants are admitted in cohorts beginning in the fall semester of each year. The online program consists of 12 seven-week courses over two years. Participants are admitted three times per year, fall, spring and summer.

### **STUDENT SERVICES**

The CVPA Student Services office is dedicated to helping students accomplish academic goals by providing Winthrop's College of Visual & Performing Arts undergraduates with information and advisement related to course and program requirements; curricular offerings; and college/university procedures, regulations, and policies. Students and faculty can review the opportunities and services available to Winthrop students provided by our various departments by following the links listed on the CVPA Student Services homepage. Many answers to general questions may be found on this website at your convenience, but faculty and student with questions are encouraged to visit the Student Services office for additional assistance.

For more information about the CVPA Student Services Office:

<http://www.winthrop.edu/cvpa/student-services/>

### **Arts in Basic Curriculum Project**

The mission of the ABC Project is to provide leadership to achieve quality, comprehensive arts education (dance, music, theatre, visual arts and creative writing) for all students in South Carolina. The Project promotes the disciplines of dance, music, theatre, visual arts, and creative writing, as basic to the education of all students. It is a multifaceted initiative that has positively impacted arts education in South Carolina and the nation. Founded in 1987 the ABC Project has become a national model and influenced the advancement of education in and through the arts with a multitude of programs, models, and schemes. Additionally, it has trained and informed many who have taken major roles in the development of policies and procedures and who have reached top level leadership positions in professional organizations and government. For more information, go to the ABC website at: [www.abcprojectsc.com](http://www.abcprojectsc.com)

### **Communication & Community Engagement**

The Office of Communication and Community Engagement's purpose is to act as a link between the College of Visual and Performing Arts (CVPA) and local and regional communities by supporting and promoting CVPA events and projects, facilitating and coordinating several outreach programs resulting in a strengthening of the College's public relations, visibility and mission.

For more information about the CVPA Office of Communication & Community Engagement:

[www.winthrop.edu/arts](http://www.winthrop.edu/arts)

### **Winthrop University Galleries**

The mission of the Winthrop University Galleries is to inform and enrich the lives of Winthrop students, faculty, and staff, as well as regional audiences, through the presentation of exhibitions and educational programs that celebrate artistic achievement. WUG promotes academic excellence and human understanding through visual art and design within the learning environment of a distinctive public comprehensive university.

The Rutledge Gallery and the Elizabeth Dunlap Patrick Galleries are located in the historic Rutledge Building and the Edmund D. Lewandowski Student Gallery is located in McLaurin Hall on the campus of Winthrop University in Rock Hill, South Carolina.

For more information on the Winthrop University Galleries, contact Karen Howard, 126 McLaurin Hall, 803-323-2493, [howardkm@winthrop.edu](mailto:howardkm@winthrop.edu)

For information on current and upcoming exhibits, lectures, and other activities, go to:

[www.winthrop.edu/galleries](http://www.winthrop.edu/galleries)

## ROLES AND RESPONSIBILITIES OF ADJUNCT FACULTY

### QUALIFICATIONS

The College of Visual & Performing Arts follows the general guidelines for adjunct employees as published by the University.

Qualifications:

- a. Must meet SACS (Southern Association of Colleges and Schools) qualifications statements
- b. Should have professional experience to support the degree and course being taught
- c. Should meet CIDA, NASD, NAST, NASM, NASAD or NCATE standards for “academically” or “professionally” qualified status to teach courses assigned.

It is the responsibility of the department chairs to recommend candidates for adjunct faculty positions and collect appropriate qualifications, transcripts, and resume.

The dean approves all adjunct faculty assignments and maintains records on adjunct faculty and certifies to the VPAA that they are fully qualified to teach the courses they are assigned.

### Policies/Procedures for Adjunct Faculty

Adjunct faculty and all faculty with part-time appointments, are expected to adhere to all policies and procedures expected of University employees as well as the following procedures:

Responsibilities of the College of Visual & Performing Arts (CVPA) adjunct faculty are to:

- Submit to the department chair a complete resume and transcript showing the highest degree earned and meet specific College qualifications. These documents must be submitted prior to the appointment process. Note: All adjunct faculty must employ the Registrar at the granting institution to send an official transcript to the Dean’s office. Resumes (Curriculum Vitae) must be updated annually.
- Attend any College orientation sessions for adjunct faculty conducted by the university, college and department.
- Meet faithfully all assigned classes or make appropriate alternative arrangements for the class when an absence is unavoidable. (Such 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 [WU syllabus policy](#). An electronic .pdf copy of the syllabus must be submitted to the Department Chair at the start of each semester. Syllabi naming conventions are available in the Dean’s office.
- Present the subject matter in the course as announced to students and as approved by the faculty.

- Faculty are responsible for submitting an updated vita annually as instructed by their Department Chair in a .pdf format.
- Award academic credit based on the professional evaluation of students' academic performance.
- In all sections taught, administer College or department student evaluation forms and any additional assessment instruments required by the University.
- Keep course grades for a minimum of five years.
- Submit to evaluation by the appropriate program director or department chair.
- Submit a teaching self-reflection document (Adjunct Faculty Annual Report in Faculty 180) on a regular basis (annually or after the semester that one teaches).
- Be available to students before or after each class and provide students with means of access such as e-mail address and/or phone number.
- Observe the policies and procedures of the department, College, and the University.

Adjunct faculty 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 creative activities, and public service.

### **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 Services for students who have not declared a specific major in the College of Visual and Performing Arts. 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 Services.

### **Cancellation of Classes**

As a general policy, CVPA 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. Generally, using guest lecturers 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.**

### **Faculty Absences**

All faculty and staff teaching a course at Winthrop are expected to meet all their scheduled class engagements. Faculty who expect to be absent from any of their classes should obtain permission from their department chair or dean.

## **Final Examinations**

Review - [Winthrop University exam policy](#)

The form of the final examination is determined by the instructor. However, a final examination, or comparable evaluation, should be administered in all classes. The exam period may not exceed two and one-half hours. The times and places of final examinations are officially scheduled by the Registrar and faculty are expected to adhere to the scheduled times.

The student and the instructor will be notified of a legitimate exam conflict if one or more of the following occurs: the student has more than one scheduled exam per period, the student has more than two examinations scheduled per day, or more than three examinations scheduled in any four consecutive periods. Personal conflicts such as travel plans and work schedules do not warrant a change in examination times.

Final Examinations for Graduate Courses: In 600-level courses, the class meets during examination week. However, it is left to the discretion of the instructor as to whether the two and one-half hour examination period is spent in an examination or in other class activities considered more useful. In 500-level courses, graduate students, at the discretion of the instructor, follow the same procedures as undergraduate students with regard to final examinations. Personal conflicts such as travel plans and work schedules do not warrant a change in examination times.

## **Grades and Grading Policies**

Mid-term and final grades are submitted for every class. You will receive email reminders of this at your Winthrop faculty email address.

It is the responsibility of all faculty members at Winthrop to assign to all of their students fair grades based on evaluation relevant to the content and purposes of the course of study and, reasonably early in the semester, to inform students of the evaluation placed upon their work. Testing procedures are generally guided by the following principles:

a number of evaluations of students' achievements should be made throughout any given semester; the instructor in each class is encouraged to base students' final grades on at least four major evaluations; the instructor may require a combination of one-hour tests, written reports, oral reports, or appropriate performances on projects. Tests should be returned to students within a reasonable time. Students have a right to examine their own tests regularly in order to understand which items were answered incorrectly or inadequately.

## **Grading System**

Grades for courses taken for undergraduate credit are recorded as follows:

**A** Excellent, achievement of distinction

**A-**

**B+**

- B** Good, achievement above that required for graduation
- B-**
- C+**
- C** Fair, minimum achievement required for graduation
- C-**
- D+**
- D** Poor, achievement at a level below that required for graduation; must be balanced by good or excellent work in other courses
- D-**
- F** Failure, unsatisfactory achievement
- S** Satisfactory achievement (Honors courses, B level or above; all others C level or above) on a course taken on a satisfactory/unsatisfactory basis.
- U** Unsatisfactory achievement (Honors courses, B- level or below; all others, C- level or below) on a course taken on a satisfactory/unsatisfactory basis.
- N** No Grade, indicating the student withdrew from the course
- I** Incomplete, used only as a prefix to a letter grade. Assigning an incomplete grade indicates that, for a valid reason, the course has not been completed and that the instructor reserves the right to raise the grade if the incomplete work is completed within one year, or by an earlier date specified by the instructor. The grade to which I is prefixed is not used in computing the student's GPA until the I prefix is removed and indicates the grade earned if no further work is performed. It is the grade in the course unless and until changed by the instructor.

### **Note on Incompletes**

A failing grade and last date of attendance should be recorded for students who cease attending class without authorization. Students who are unable to complete a course should consider dropping the course. An Incomplete may be assigned where the normal practice requires extension of course requirements beyond the close of a term, e.g., travel courses, internships. The incomplete is **not** given as a substitute for a failing grade; the incomplete is **not** based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade reports are due.

CVPA faculty must submit an **"Incomplete Grade Form"** to the department chair prior to assigning the grade electronically.

### **Satisfactory/Unsatisfactory Option**

Undergraduate students may elect to receive a satisfactory/unsatisfactory (S/U) grade on a total of four courses throughout their entire undergraduate curriculum, and are limited to electing no more than one S/U course per semester. (All summer sessions together are considered one semester.) A satisfactory/unsatisfactory grade, recorded as S or U, will not be counted in computing the student's grade-point average; however, credit will only be given for courses for which an S grade is earned. The

purpose of this option is to allow the student an opportunity to explore areas of interest outside the major and outside required courses without jeopardizing the grade-point average. Students are discouraged from choosing the S/U option for required courses or for courses in the major. Students who are unclear about the appropriate application of the S/U option should consult their advisors.

The four-course limit regarding the S/U option does not include those courses which are offered only on an S/U basis. A student must elect to utilize the S/U option within the first two weeks of a semester. A student may subsequently rescind the election of the S/U option by the course withdrawal deadline (60% of the instructional days in the semester for full-semester classes). A rescinded S/U will still count toward the maximum of four allowed.

*Posting Grades.* Grades for students in Winthrop University courses may be posted by faculty members, provided the following requirements are met:

1. Grades must be posted by a numerical or alphabetic code which is known only to the student and instructor. Grades cannot be posted by student number or by student social security number.
2. The student must give written permission for the grade to be posted. This can be done by a statement on the test paper or a written statement signed by the student. Both requirements must be met before the grades can be posted.

### **Change of Grades**

A grade once reported may be changed only upon the recommendation of the instructor, with the approval of the dean of the college. The approval of the dean is not required to raise a grade with the prefix "I" if the change is made during the twelve-month period immediately following the assignment of the prefixed grade.

### **Attendance policy**

Students are expected to attend classes and should understand that they are responsible for the academic consequences of absence. The student is responsible for all requirements of the course regardless of absences.

Instructors are obligated to provide makeup opportunities only for students who are absent with adequate cause such as incapacitating illness, death of an immediate family member, or authorized representation of the university. The instructor will be responsible for judging the adequacy of cause for absence. The student is responsible for providing documentation certifying the legitimacy of the absence to his or her instructor in advance of such absences. In health-related or family emergency cases where advance notice is not possible, documentation should be provided to the instructor no

later than the date the student returns to class. If the instructor denies the adequacy of cause, then the student can appeal the denial to the Vice President for Academic Affairs, who will judge the adequacy of cause, and if found to be adequate, will require the instructor to provide a make-up opportunity.

The instructor may establish the attendance requirements for the course. The following policy will be in effect unless the instructor specifies otherwise: if a student's absences in a course total 25 percent or more of the class meetings for the course, the student will receive a grade of N if the student withdraws from the course before the withdrawal deadline; after that date, unless warranted by documented extenuating circumstances as described in the previous section, a grade of F or U shall be assigned.

**Note: All instructors should take and record attendance.** Federal regulations require that all colleges and universities keep accurate attendance records because of policies regarding student loan eligibility. During the first few weeks of each semester, faculty are asked to submit electronic reports that list students who have never attended class

### **Privacy of Student Records**

Winthrop's policy on the privacy of student records can be found here:

[www.winthrop.edu/recandreg/default.aspx?id=22609](http://www.winthrop.edu/recandreg/default.aspx?id=22609)

### **Assessment**

Many courses in the College have critical assignments that are tied to the specialized assessment standards aligned with accreditation policies and guidelines. Before changing any major assignments in your class, it is important to check with the Department Chair or program coordinator. In addition, some of these assignments may be evaluated by a common rubric. Our regional accreditation agency (SACS) requires that all units keep and provide evidence of assessment methods and results. This evidence can include test scores, examples of student work, portfolios, jury sheets, etc. Your department chair will provide information regarding submission of these data and artifacts.

### **Syllabi**

Review [CVPA Syllabus Policy](#)

Review [Winthrop University Syllabus Policy](#)

Faculty are responsible for developing a syllabus for each course. Digital copies of course syllabi are submitted to the Department Chair at the beginning of each semester.

### **Faculty Evaluation**

The purpose of all faculty evaluations is to assist the faculty member in improving teaching. These assessments provide one aspect of the overall evaluation of the faculty member's teaching.

Peer review of teaching is strongly encouraged. In this form of review, faculty members invite respected colleagues to review their instruction. Peer reviews are best done when the reviewer has access to the syllabi, tests, and samples of graded assignments. A written record will help document the peer review, and a written response will indicate how the peer review was received.

Once each semester, the Department Chair will conduct a formal evaluation of your performance. The purpose of the chair's evaluation is to ensure quality of instruction and to assist the part-time faculty member with professional development as an instructor.

Review - [CVPA Adjunct Faculty Evaluation form](#)

Teaching, scholarship and service are the traditional foundations of the job description for full-time faculty. "Service" is often listed on vitas as committee work at the university, college and departmental levels. In addition to service to the university, serving as an officer to professional organizations and service to the community are activities listed under "service" in the vita and faculty annual reports.

Academic Citizenship is a more overarching concept. While it includes traditional categories of service, it also encompasses participation in activities in which faculty, administration, staff, students and the community come together during the year.

The responsibilities and expectations of adjunct faculty differ according to the position they hold and the needs of the department they serve. Duties range from teaching a single course in a given semester to carrying a full teaching load for a year or more. Therefore, adjunct faculty should maintain a dialogue with their department chairs regarding what the responsibilities or expectations may be in the areas of service and scholarship for the position they hold.

### **Student Assessment of Teaching**

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) peer reviews, (c) Departmental Chair review, and (d) self-analysis.

#### **Procedures for implementation**

1. The Associate Dean will be responsible for working with the Department Chair to distribute instruments for student assessment of teaching through Blackboard. All regularly scheduled courses will be subject to evaluation.
  - a. Adjunct faculty should encourage students to complete the evaluation which will be emailed to them.
    - a. For best results, faculty should set aside 15 minutes of class time for students to complete evaluations in class on their phones or in a computer lab.

Who will be evaluated using this instrument?

*All 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, digital responses will be available to the faculty member and Department Chair in Blackboard.

### **Annual Reports for Adjunct Faculty**

Self-analysis of teaching provides the opportunity to reflect on performance and student outcomes, as well as to consider the comments of students, peers, and the Chair. Adjunct faculty are required to complete an annual report in Wingspan. Review info on Adjunct Faculty Annual Reports on [this CVPA webpage](#).

### **FACULTY ETHICS**

Review - [Faculty Ethics Policy](#)

### **GENERAL CONDUCT POLICY**

Review – [General Conduct Policy](#)

### **RESOURCES**

#### **EMAIL AND WINGSPAN**

Adjunct faculty are eligible (and required) to request user accounts from Information Technology. All users are identified by their user identification (their log-in name) and are personally responsible for the security of their accounts. Faculty may obtain a *Computer Account Request Form* from Computer Operations in Tillman.

Once a computer account is created, you have access to class rosters, payroll information, and other important resources.

Wingspan: [ssb.winthrop.edu/prod/twbkwbis.P\\_WWWLogin](http://ssb.winthrop.edu/prod/twbkwbis.P_WWWLogin)

#### **ID cards**

Every employee of Winthrop University is expected to have a Winthrop University ID card. Family identification cards are available through the the Information Technology office located in McBryde Hall.

More info about ID cards including family ID cards (p. 3):

[www.winthrop.edu/uploadedFiles/technology/FSITHandbook.pdf](http://www.winthrop.edu/uploadedFiles/technology/FSITHandbook.pdf)

## **PAYROLL INFORMATION**

Before adjunct faculty can be paid, an “electronic personnel action form” (EPAF) must be initiated by the recommending department. EPAFs are signed by the department chairperson, dean, and Academic Affairs Vice President before being sent to Human Resources and the Payroll Office. **No PAF can be processed until transcripts and resumes have been received by the Dean’s Office.**

Adjunct faculty at Winthrop are considered “temporary employees” and are paid on the 1<sup>st</sup> and 16<sup>th</sup> of the month. When these dates fall on a weekend, the pay date is the preceding Friday.

Winthrop now requires all employees to participate in direct deposit. The Direct Deposit Form direct deposit form can be downloaded, completed, and sent to the Payroll Office along with a voided check or a deposit slip. This is required to get the right bank ACH numbers. (For more information call Payroll at 323-2271).

Adjunct faculty no longer receive a paper **direct deposit pay stub**. Direct deposit notices are both emailed to the employee’s Winthrop email account, AND are available in the Employee Detail information on Wingspan. Earnings Statement each payday that will detail gross pay, deductions, and net pay, which would be the amount deposited in your account. The email is encrypted, so in order to access your pay stub, you will need to know your Campus Wide ID number. This number is unique to you and begins with a “W”. If you do not know your CWID, you can find it by logging into Wingspan and clicking on the employee tab. Your CWID will appear in the upper left hand corner.

## **Center for Career Development and Service Learning**

From freshman year until after graduation, the Center for Career Development and Service Learning (located in Crawford Building) provides career development services for every stage in a student’s pre-professional life. Beginning with the choice of a major to transforming this choice into a career, the Center offers programs to facilitate a student’s decision-making process. Programs include career development, cooperative education, job find, and job search assistance. Faculty members are encouraged to refer students to the Center and to invite Center staff to present career information to classes.

## **Counseling Services**

The University maintains Counseling Services (located in the Crawford Building) to serve students and, on a limited basis, faculty and staff. The service is also a designated testing center for the Educational Testing Service (ETS). The Miller Analogies Test (MAT) and other special tests are monitored by this

office. Faculty members are encouraged to refer students who may need or desire professional assistance with personal problems to Counseling Services.

### **Dacus Library**

The Dacus Library houses most of the University's library holdings and offers a wide range of library services to faculty and staff, including reference, interlibrary loan, library instruction, online database searches, and closed carrels. Faculty may choose course supplementary books to be placed "on reserve" for a semester to assist their course assignments and readings for students. More detailed information on these services, as well as special collections, government documents, and archives is available from the Office of the Dean of Library Services. Immediate family members of faculty and staff may receive loan privilege cards and may borrow books for a two-week period. Interlibrary loans are available and free to faculty. Faculty wishing to use other institutions' libraries should request a borrower's card or letter of introduction from the Reference Desk.

### **Space Usage and Requests**

Space (such as conference rooms and lecture halls) is available for faculty and staff to schedule special events. Specific regulations apply to some areas. Therefore, the faculty/staff member should ask for information about space restrictions and information from their Department administrative assistant.

### **Career and Civic Engagement**

From freshman year until after graduation, the Center for Career Development and Service Learning (located in Crawford Building) provides career development services for every stage in a student's pre-professional life. Beginning with the choice of a major to transforming this choice into a career, the Center offers programs to facilitate a student's decision-making process. Programs include career development, cooperative education, job find, and job search assistance. Faculty members are encouraged to refer students to the Center and to invite Center staff to present career information to classes.

### **Copyright Policies**

Review - [Winthrop University Copyright Policy](#)

Additional information - [Copyright Policy](#) (Dacus Library)

### **Computer Usage and Policy on Appropriate Use of Information Technology Resources**

Compliance with policies that ensure the security and integrity of all campus information systems is mandatory and critical to the continuing provision of computer resources to the Winthrop community.

Review – Winthrop University [Appropriate Use Policy](#)

### **Office of Accessibility**

#### **Mission Statement**

The Office of Accessibility (OA) helps to create an accessible campus community where students with disabilities have equal opportunity to participate fully in their educational experience at Winthrop University.

### **Goals**

- To coordinate and provide reasonable accommodations and services
- To advocate for students with disabilities through the removal of physical, informational, and attitudinal barriers
- To empower students toward self-advocacy, independence, and personal responsibility
- To create learning opportunities to enhance an understanding of disability culture and applicable laws

### **The Americans with Disabilities Act (ADA)**

The Americans with Disabilities Act of 1990 is civil rights legislation that upholds and extends Section 504 of the Rehabilitation Act of 1973. Title II of the ADA states: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity (42 USC 12132).

The faculty and staff of Winthrop University are committed to providing educational opportunities to all students. The Office of Accessibility (OA) serves as a liaison between students with disabilities and the Winthrop community to ensure full access to programs and services.

### **Hours and Location**

17The Office of Accessibility (OA) is located on the third floor of Bancroft Annex (#3 on the campus map).

Office hours are Monday-Thursday, 8:30 AM - 5PM, and Friday 9:30 AM - 4PM.

For more information call 803/323-3290 (V/TDD).

[Office of Accessibility brochure](#) (pdf - 378 kb)

### **Food and Drinks in Classrooms**

Bringing food and drinks into classrooms in CVPA classrooms and labs is prohibited. For special events, the Dean and Department Chairs may consider requests for exceptions to this regulation. In an effort to keep CVPA facilities neat and clean, everyone's assistance in enforcing this policy is needed.

### **Keys**

Some adjunct faculty, because of their duties and where their classes are held, are issued keys. When employment at the University ends, all keys must be turned in to the Department Chair who forwards them to the CVPA 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.

## **Parking**

Winthrop University Campus Police's Traffic and Parking regulations:

[www.winthrop.edu/police/default.aspx?id=20360](http://www.winthrop.edu/police/default.aspx?id=20360)

Campus Police is located in the Good Building (#38 on the [campus map](#)).

## **Recreational Facilities**

Recreational and athletic facilities are primarily for the use of students and for the support of various academic and athletic programs. Faculty and staff may use these facilities on a space-available basis. Family members and guests of students, faculty, and staff may also use the facilities, but guests must be accompanied by the student or employee who invited the guest.

Facilities include a gymnasium, tennis courts, athletic fields, a swimming pool, golf course, weight room and a lake where fishing is permitted.

Family identification cards are available through the Information Technology office located in McBryde Hall. More info about family ID cards (p. 3):

[www.winthrop.edu/uploadedFiles/technology/FSITHandbook.pdf](http://www.winthrop.edu/uploadedFiles/technology/FSITHandbook.pdf)

## **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 x2575.

## **Mail**

The University maintains a mail service with daily pick-up and delivery. Intercampus mail, official U.S. mail, interagency 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 the ground level of the DiGiorgio Center). Postage for all official University business is charged to departments.

## **Sexual Harassment and Discrimination**

## **Review – Winthrop University [Sexual Harassment and Discrimination Policy](#)**

### **Complaint Procedures**

All University employees are responsible for helping to assure that the University avoid illegal harassment and discrimination. If an employee believes that he/she has been affected by, experienced or witnessed such conduct, the employee must notify the immediate supervisor, department head or the Director of Human Resources immediately. All employees and supervisors are required to report these incidents promptly to allow the University to investigate the matter in a timely manner.

The University forbids retaliation against anyone who has reported illegal discrimination or harassment. Fabricated or fraudulent claims of harassment or discrimination, however, will subject the offending person(s) to disciplinary action including, but not limited to, termination of employment.

The University's policy is to investigate all such complaints thoroughly and promptly. To the extent practicable, the University will keep complaints and the terms of their resolution confidential. If an investigation confirms that improper conduct has occurred, the University will take corrective action, including discipline up to immediate termination of employment, as is appropriate.

Any student who feels that he/she has been subject to harassment or discrimination should contact the Director of Counseling Services, the Dean of Students or the Office of the Associate Vice President for Human Resources (see Student Handbook).

### **Office of Victims Assistance**

The Office of Victims Assistance provides direct services to survivors of sexual assault, domestic violence, dating violence, and stalking as well as campus-wide educational programming to prevent these crimes from occurring. The office is staffed with a full-time Victim Services Coordinator and a part-time licensed counselor who provide on-going support to the survivor, male or female, from the time of initial reporting. The staff provides counseling services and assists with obtaining sexual assault forensic exams, STI testing/treatment, pregnancy prevention, housing options, legal prosecution, and access to other support services. Each case is handled individually, and the client is allowed to select which services he or she wishes to pursue.

In the case of an after-hours emergency, please call Campus Police at (803)323-3333, or the local rape crisis center, Safe Passage, at their 24-hour hotline, (803)329-2800.

### **Online Resources for Adjunct Faculty**

There are numerous on-line resources for students and faculty on the Winthrop University web site. Listed below are some links to resources that may be of interest to you:

- [Winthrop University Policy - Adjunct \(Part-time\) Faculty, Definition, Duties and Responsibilities](#)
- [Health and Counseling Services](#)

- [CVPA Faculty/Staff Manual](#)
- [CVPA Advising Manual](#)

## **QUESTIONS TO ASK YOUR DEPARTMENT CHAIR**

(Adapted from “Understanding the Winthrop Learning Community,” a statement developed by Winthrop University’s Teaching and Learning Center)

As you begin your first semester at Winthrop, you may want to discuss some of these items with your department chairperson. Others are ongoing matters to be revisited over time, and many of them are covered in the Faculty Manual.

### **Teaching**

- Are there techniques that are particularly effective (or ineffective) with Winthrop students and the department's majors?
- Are there departmental grading guidelines?
- What level of mastery is expected at various course levels?
- What are the procedures for assigning and posting grades?
- How are incompletes, grade changes, student complaints, etc. handled?

### **Instructional Policies and Procedures**

Review - [CVPA Syllabus Policy](#)

- What activities does the department have to bring its majors together?
- What kinds of departmental assessments are done each year?
- What are the faculty's assessment responsibilities?
- How does the curriculum relate to the department's objectives?
- Is there a recent program review or accreditation study that tracks the development of the department's programs?

### **Student Support Services**

The office of CVPA Student Services (McLaurin Hall) offers the following support with the following:

- CVPA Student Services Coordinator (Anna Fredericks)
- Pre-Major advising
- Health and counseling services
- Career Counseling
- Tutoring
- Writing Center and computing resources
- Assistance for students with disabilities

Support Systems

- What kind of computer equipment is available in the department and on campus?
- How can I set up an email account?
- What kind of secretarial assistance is available?
- Does the department provide mentoring in addition to that available from the Teaching and Learning Center?

**APPENDIX A**  
**CVPA POLICY ON FACULTY CREDENTIALS**

SACS Comprehensive Standard 3.7.1 states:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

In CVPA, on occasion, we utilize adjunct instructors who may not have the prerequisite academic background, but have an extremely strong professional background and/or recognized expertise in the appropriate arts field. In these cases, there is a direct relationship between the instructor's qualifications and the course content and/or expected outcomes of the course. But, we insure that the professional competency is there – our department chairs review their portfolios, consult their references, and make recommendations to the dean.

It is the policy of CVPA that no Personnel Action Forms (PAFs) are processed for any faculty member (full-time or part-time) until a complete personnel file (including transcripts and vitae) are on file in the dean's office. Faculty who do not meet the minimum SACS standard for qualifications (normally the terminal degree or 18 hours of graduate work in the appropriate subject matter) must have a written justification in their personnel folder that is specific to the particular course or courses they are teaching.

## APPENDIX B

### College of Visual and Performing Arts Syllabus Policy (2018-19)

Review - [CVPA Syllabus Policy](#)

Review - [Winthrop University Syllabus Policy](#)

## APPENDIX C

### ADJUNCT FACULTY ANNUAL REPORT FORM

Adjunct faculty are required to fill out the Adjunct Faculty Annual Report Form, a reflection on the adjunct's teaching, at the end of each semester. This form is now online in the Faculty 180/Interfolio link on Wingspan.

Adjunct faculty, as well as full-time faculty, are evaluated each year. For any questions regarding how work inside and outside the classroom or studio is categorized for evaluations, see the [CVPA Scholarship Statement](#).

## **Appendix D**

### **Adjunct Faculty Letter of Agreement and Responsibilities**

It is the policy of CVPA that no adjunct faculty member may deliver instruction without an Adjunct Faculty Letter of Agreement/Responsibilities, with all necessary signatures, on file in the CVPA Dean's Office.