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.
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. 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 Faculty, February 2011
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: 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

For more information about the Department of Fine Arts: 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 National Council on Accreditation of Teacher Education (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: 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:
http://www.winthrop.edu/cvpa/theatredance

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 consists of a core of weekend sessions 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.

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/studentservices/

ABC PROGRAM

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 http://www2.winthrop.edu/abc/

SPECIAL PROJECTS

The Office of Special Projects’ 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 Special Projects:
http://www2.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 Derksen, 126 McLaurin Hall, 803-323-2493 derksenk@winthrop.edu
For information on current and upcoming exhibits, lectures, and other activities, go to http://www2.winthrop.edu/vpa/Galleries/default.htm

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.

Policy 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 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 to 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 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

The Winthrop University exam policy can be accessed on-line at http://www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=77

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

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent, achievement of distinction</td>
</tr>
<tr>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td></td>
</tr>
</tbody>
</table>

7
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” (see Appendix F) 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 advisers.

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:
http://www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=54

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

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. The form used for evaluation of adjunct faculty members can be found at:
http://www.winthrop.edu/uploadedFiles/vpa/Chair_Eval_Adj_Fac.pdf

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. All regularly scheduled courses will be subject to evaluation. A packet will be prepared for each of your courses and will be distributed by the department administrative specialist.
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, the student will be directed to slip the envelope under the department office door).
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?

*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, written responses will be returned to the faculty member and a copy sent to the Department Chair.

**Annual Report Form 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 form *(NOTE: INCLUDE LINK TO FORM ON WEB HERE)* which documents their scholarly and creative activities, community service, and reflections on their teaching.

**FACULTY ETHICS**

The Winthrop University Faculty Manual has a statement on faculty ethics and a general conduct policy that defines “ethical principles for South Carolina State Government Service.” These statements are included here for reference.

In addition to these formal policies, there are many resources about the ethics of teaching and scholarship. Some resources on the ethics of mentoring can be found in this section of the manual.

The Winthrop University faculty endorses the following statements of ethics:

The faculty, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon its members. The primary faculty responsibility is to seek and to state the truth as one sees it. To this end, faculty members should devote their energies to developing and improving scholarly competence, understanding the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. Faculty members practice intellectual honesty. Although one may follow subsidiary interests, these interests must never seriously hamper or compromise freedom of inquiry.
As a teacher, the faculty member encourages the free pursuit of learning by students. Faculty members hold before them the best scholarly standards of their discipline, demonstrate respect for the student as an individual, and adhere to the proper role as intellectual guide and counselor. Faculty members make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merit. Faculty members respect the confidential nature of the relationship between professor and student, avoid any exploitation of students for private advantage, and acknowledge significant assistance from them. Faculty members observe academic freedom of students.

As a colleague, the faculty member has obligations that derive from common membership in the community of scholars. Faculty members respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty members show due respect to associates and respect for the opinions of others. Faculty members acknowledge academic debts and strive to be objective in the professional judgment of colleagues. Faculty members accept a share of faculty responsibilities for the governance of the institution.

As a member of the institution, the faculty member seeks, above all, to be an effective teacher and scholar. Although faculty members should observe the stated regulations of the institution, provided they do not contravene academic freedom, each should maintain the right to criticize and seek revision. Faculty members determine the amount and character of work to be done outside the institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of service, faculty members recognize the effect of any such decision upon the program of the institution and give due notice of intention.

As a member of the community, the faculty member has the rights and obligations of any citizen. Faculty members measure the urgency of these obligations in the light of responsibilities to their disciplines, students, profession, and institution. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the faculty member has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

General Conduct Policy

[From section III of Winthrop University Faculty Manual – downloaded from web]

Ethical Principles for South Carolina State Government Service

Serving the public as an employee of South Carolina State Government requires an appreciation for and dedication to the basic principles of integrity, honesty, respect for others, fairness, and accountability. These principles are fundamental in providing good government and advancing the public interest and are central to and implicit in any personal, professional, or agency code of ethical conduct.
Because protecting the public trust and strengthening public confidence in Government requires the highest standards of personal and professional conduct, State employees have an obligation to apply these ethical principles in their individual job duties and responsibilities.

Integrity: State employees should adhere to a personal code of conduct which supports the moral values necessary for good Government and advances the purpose and mission of the State, their profession and their agency.

Honesty: State employees should be truthful and sincere in all their interactions with the public and with each other. They should avoid even the appearance of wrongdoing and should confront and challenge unethical behavior.

Respect for Others: State employees should discharge their duties with care, compassion, and concern for the well-being of all those they serve. They should recognize the inherent worth and dignity of all persons regardless of race, color, sex, age, religion, national origin, disability, social or economic status.

Fairness: State employees should make decisions in a fair, objective and impartial manner.

Accountability: State employees should take responsibility for their own actions and personal decisions and protect the public trust by upholding the constitutions and laws of the United States of America and the State of South Carolina.

RESOURCES

EMAIL AND WINGSPAN

Adjunct faculty are eligible (and are 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:

PAYROLL INFORMATION

Before adjunct faculty can be paid, a “electronic personnel action form” (EPAF) must be initiated by the recommending department. EPAF’s 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 1st and 16th 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 Ms. Ms. Ann Rayfield in 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 or contact Ms Rayfield at 323-6343, rayfielda@winthrop.edu)

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.

**Computer Usage**

*For latest updates on Appropriate Use Policy, go to www.winthrop.edu/guide/appropri.html* 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.
Policy on Appropriate Use of Information Technology Resources

The Winthrop University copyright policy can be located at http://www.winthrop.edu/copyright/

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

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 inquire about the space restrictions from the appropriate unit 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

Policy on Appropriate Use of Information Technology Resources
The Winthrop University copyright policy can be located at http://www.winthrop.edu/copyright/
Office of Disability Services

The Office of Disability Services helps to create an accessible campus community where students with disabilities have equal opportunity to participate fully in their educational experience at Winthrop University. The goals of the office are:

- 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 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 Disability Services (ODS) serves as a liaison between students with disabilities and the Winthrop community to ensure full access to programs and services.

The Office of Disability Services (ODS) is located on the first floor of Crawford Building, 110A. Click here for a campus map. Office hours are Monday-Thursday 8:30 AM - 5:00 PM, Friday 9:30 AM - 5:00 PM. For more information call 803/323-3290 (V/TDD).

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
The operation of motor vehicles on Winthrop University property is a privilege granted by the Winthrop University administration. This privilege is extended to all faculty, staff, students, and those visitors having business at the University. The University shall assume no responsibility for the care and/or protection of any vehicle or its contents at any time while it is operated or parked on University property. Regular registration is for one academic year, beginning with the first day of registration for the fall semester and ending with the first day of fall registration the following year. The full registration fee applies until the first half of January, at which time the fee is reduced one half. Motor vehicles parked on Winthrop University property by faculty, staff, and students must be registered with Campus Police (located in Good Building). All vehicles parked on University property must bear either a regular parking permit or a visitor’s parking permit. Parking permits are available for purchase from Campus Police Monday through Friday, 8:00 am – 12:00 pm, 1:00 pm – 4:00 pm. Payments must be made to the Cashier’s Office located in Tillman. Temporary parking permits may be secured 24/7 for faculty, staff, students, and visitors at Campus Police, located in the Good Building.

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 (daily faculty and staff hours: noon until 2:00) and a lake where fishing is permitted. Family identification cards are available through the Office of Human Resources located in Tillman Hall.

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 x 2575.
Mail

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

Sexual Harassment and Discrimination

The provisions set forth below apply to all persons employed by Winthrop University, full-time and part-time.

Winthrop University is committed to maintaining a workplace that is free of discrimination. In keeping with commitment, the University will not tolerate harassment or illegal discrimination of or by any University employee.

Definitions

a. Harassment

A claim of harassment can be based on unwelcome conduct, whether verbal, physical or visual, that is related to a person’s sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, veteran status, citizenship status or other protected group status.

The University will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual’s work performance or that creates an intimidating, hostile or offensive working environment.

b. Sexual Harassment

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors and other offensive physical, verbal or visual conduct based on sex constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with the individual’s work performance or creating an intimidating, hostile or offensive working environment.
Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually-oriented “kidding” or “teasing,” practical jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material and physical contact such as patting, pinching or brushing against another person’s body.

c. Discrimination

The University’s policy of equal employment opportunity and nondiscrimination extends to recruitment, employment, advancement and promotion, compensation and benefits administration, training and development and other personnel actions. Claims of illegal discrimination can relate to employment decisions made on the basis of race, color, religion, sex, national origin, citizenship, handicap, disability or age.

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.

**On-Line Resources for Adjunct Faculty**

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

**Winthrop University Faculty Manual:**
http://www.winthrop.edu/uploadedFiles/academics/CompleteFacultyGovernanceManual2011-12.pdf#zoom=100

Section III of this manual describes faculty employment policies.

**Health and Counseling Services:** http://www2.winthrop.edu/hcs/
This link will provide faculty with information about resources available for student wellness and counseling.

**CVPA Faculty/Staff Manual:**
This manual covers policies for faculty in the departments of the College of Visual and Performing Arts.

**CVPA Advising Manual:**
http://www2.winthrop.edu/vpa/Student_Services/advising_manual.html
This source will have information of interest to faculty advisers.

**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 a newcomer to the Winthrop community, you undoubtedly received a great deal of information during your initial orientations. Whether you are new to teaching or new to Winthrop, that information may need organizing and prioritizing. The following list has been devised to help you in that process. It is intended to guide your exploration of the University's culture and values.

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

- How many office hours are you expected to hold?
- Is there a model for the syllabus for the course(s) I will teach?
- Should my syllabi include
  - Course goals and objectives
  - Attendance policy and consequences
  - Late paper policy and consequences
  - Make-up test policy
  - Plagiarism policy and consequences
  - Tardy policy and consequences
- What do I need to know about handling student records?
- Departmental Objectives and Philosophy
- How does the department advice students during registration and the rest of the year?
- Will I have any advising duties?
- 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

You may want to learn more about additional resources available to students:

- 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

Professional Concerns

What kind of evaluation will I need to do this semester?
• Student course evaluations
• Faculty annual report or self-review
• Are there any department, college, and university expectations for creative/scholarly work for my position?

What kind of service responsibilities will I have?
• Committees
• Faculty meetings
• Other

To what extent is travel to professional meetings supported?
• What are the University's policies and procedures for travel expenses?
• How are travel funds prioritized?
• How does one apply for funds?

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?
• What recreational and cultural activities are available to faculty on campus?
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.
Possible considerations include proven record of successful and highly competent college teaching; successful work experience in field outside of academe; certifications or licensures in field; exceptional or outstanding achievement, expertise, scholarship, presentations/publications), or creative activity in field.

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. These faculty teach courses that are, in general, highly practical (applied music lessons, dance, studio art, graphic art and design, interior design) where experience and, in some cases, business skills, can be extremely beneficial for our students. Some even have professional connections with arts organizations in the Charlotte/Rock Hill area that can be valuable resources. 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 (PAF’s) 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.
A syllabus provides a course description, sets forth the vision for a course, and informs students of what is expected of them in meeting course requirements. The Southern Association of Colleges and Schools (SACS) requires that “students must be provided written information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed.”

A syllabus must be distributed to students in all courses in either hard copy or electronic version.

**Faculty must forward electronic copies to their Department Chair by:**
- Friday, September 5, 2014 (Fall semester)
- Friday, January 23, 2015 (Spring semester).

**Department Chairs will forward the electronic copies to the appropriate College Dean’s Office by the following dates:**
- Fall Semester 2014………….Friday, September 12, 2014
- Spring Semester 2015………….Friday, January 30, 2015
- Summer Sessions 2015………….the Friday following the 1st day of class

**Content Requirements**
All syllabi, regardless of format, are required to include:
- **Course designator and number, section number, and course title**
- **Semester and year** (for example, Fall Semester 2014)
- **Credit hours**
- **Name(s) of instructor(s)**
- **Contact information for all involved in teaching the course including:**
  - office locations
  - office hours
  - e-mail addresses
  - phone numbers

**Course goals:** These are the broad goals that may appear in a formal course description and are generally broader than student learning outcomes. Courses required in a major should align with the programs goals in that major and include an applicable University Level Competency (ULC). Courses that are a part of the General Education/Touchstone Program must include pertinent ULCs. Other courses also should include ULCs if applicable.
Global Learning Initiative: If the course includes at least one global learning component, the syllabus should state, "The global learning component(s) of this course is/are the following: {insert list. For example, 'a comparison of the US Bill of Rights and the Universal Declaration of Human Rights' or 'students will read nine culturally different versions of the Cinderella story' or 'students will engage with non-native English speaking students attending the Rock Hill public schools'}.

Courses in foreign language or those approved to meet the Touchstone's Program's Global Perspectives requirement may simply state, "This course participates in the Global Learning Initiative by its very nature."

Student learning outcomes: These are the specific and measureable skills, knowledge, and attitudes that students should be able to do or to demonstrate at the conclusion of the course. Learning outcomes are often expressed in such terms as “Students will demonstrate . . .” or “Students will acquire knowledge about . . .” When writing outcomes, it is helpful to use verbs that are measurable or that describe an observable action. Such verbs help faculty (and students) avoid misinterpretation. The best outcomes will include a description of the conditions (“when given x, you will be able to . . .”) and the acceptable performance level.

It is important to keep in mind that student learning outcomes are connected to course goals and larger program goals; therefore, the learning outcomes constitute an important part of program assessment plans.

Student Performance Assessment Measures: Student Learning Activities (performance measures): These are the activities and assignments that are used to evaluate students’ achievement of the learning outcomes and include such things as tests, performances, research assignments, papers, debates, oral presentations, essays, lesson plans, marketing plans, etc. In a digital photography course, such items might include an assignment that utilizes blur techniques to create motion for hard/soft line effect.

In an applied music class, such items might include a proficiency exam that includes sight reading appropriate literature, performing a prepared piano repertoire and all major and minor scales, keyboard chord patterns in major and minor keys.

Activities that measure student proficiency (tests, quizzes, presentations, essays, etc.) should be linked to the specific learning outcomes that are included on the syllabus.

Course requirements including required and optional texts, field trips, safety procedures, etc.

Grading system, including plus and minus grade policy

Attendance policy

Tentative course calendar or schedule

Final exam date and time
Syllabus change policy

Students with disabilities policy: Winthrop University is dedicated to providing access to education. If you have a disability and require specific accommodations to complete this course, contact the Office of Disability Services (ODS) at 803-323-3290. Once you have your official notice of accommodations from the Office of Disability Services, please inform me as early as possible in the semester.

Student Code of Conduct
As noted in the Student Conduct Code: “Responsibility for good conduct rests with students as adult individuals.” The policy on student academic misconduct is outlined in the “Student Conduct Code Academic Misconduct Policy” in the online Student Handbook (http://www2.winthrop.edu/studentaffairs/handbook/StudentHandbook.pdf). More explicit policies relative to a specific discipline/college also may be posted in a syllabus.

General Education Courses
Courses that are part of the General Education/Touchstone Program must include the pertinent ULCs.

“Piggy-Backed” Classes
Courses that are cross-listed but offered at the same time and day and include students of varying levels of expertise. These courses must have separate and distinct syllabi that distinguish between the learning outcomes and requirements for each level of student enrolled in the class.

500-Level Courses
A 500-level course may have students who are taking the course for graduate credit and others who are taking it for undergraduate credit. According to SACS guidelines, a syllabus must indicate the specific course requirements that address the advanced nature of the course and the advanced requirements for graduate students. Instructors must file separate syllabi for undergraduate and graduate courses that are cross-listed.

Recommended Information
Departments may have additional syllabi requirements. The following information is recommended:

- course catalog description
- prerequisites
- classroom where the course is held
- discussion of teaching philosophy and methods
- important academic dates, such as drop and add, withdrawal, S/U status

Winthrop University Syllabus Policy
www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=220
Current Reporting Period: Spring 2013, Fall 2012, Summer 2012

Name: ___________________  Department: ___________________  Years at Winthrop: ________

Highest Degree Completed: ___________________

### CREDENTIALS
Indicate additional degrees, certificates, licenses, and honors received during the reporting period.

| TRIPLE CLICK AND TYPE INFORMATION. Box will expand as needed. |

### CONTINUED PROFESSIONAL DEVELOPMENT AND SCHOLARSHIP
Indicate courses, workshops, institutes, etc. in which you have participated or presented during the reporting period.

| TRIPLE CLICK AND TYPE INFORMATION. Box will expand as needed. |

#### Teaching Assignments

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<th>Course Designator &amp; Number</th>
<th>Credit Hrs</th>
<th>Contact Hrs/wk</th>
<th>Enrollment</th>
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<th>Other assignments</th>
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* Type: On-Line (100%), Hybrid (partially on-line), Studio, Lecture, Ensemble, Applied Lesson, Lab, etc.
Student Intellectual Development - Reflection on Teaching

Evaluate your teaching and your impact on student learning in each course taught. In this section of your report, please include a short narrative that describes your effectiveness in student intellectual development. This should include reflecting on and reviewing your teaching in the courses you were responsible for this year, what you've done to update courses and keep them relevant and analysis of student comments on your “Student Reaction to Course and Instructor” questionnaires.

Discuss progress toward teaching goals identified in previous annual reports and/or evaluations (if applicable) and identify goals to improve your teaching for the next year.

B18. If you teach courses that fulfill Global Learning Initiative (GLI) criteria, please list these courses and discuss how effectively the course(s) meet(s) the specific GLI goals and student learning outcomes.

In addition to your adjunct teaching duties, it is recognized that you may have made further contributions to Winthrop University, your profession, and the community at large through a wide variety of service activities and creative/scholarly work. Although you are not required to report these activities in this annual report, we encourage you to list any of these activities that you have been involved in during that past academic year. Sharing these activities helps us to more accurately document your achievements, as well as officially recognize and promote them via university publications and other forums.

Creative / Scholarly Activities

Professional Stewardship (Includes Service to the Community, the University, and your Profession)
COLLEGE OF VISUAL & PERFORMING ARTS SCHOLARSHIP STATEMENT
(Approved by CVPA Faculty Assembly, 3/25/12)

The College of Visual and Performing Arts defines scholarship as creative scholarly activity. This terminology appropriately recognizes the broad scope of activities undertaken by artist/scholars in an academic setting.

Examples of such work for tenure and/or promotion portfolio and annual report may include but not be limited to the following:

1. Creative endeavors
   - Performances
   - Compositions
   - Residencies
   - Exhibitions
   - Films/Videos/Multimedia
   - Commissions
   - Contracts
   - Competitions
   - Literary works
   - Showcases
   - Workshops
   - Recordings

2. Academic presentations
   - Conferences
   - Seminars
   - On-campus colloquia
   - Museums, Arts Centers etc.
   - Other college and university campuses
   - National, regional and local organizations, clubs etc.

3. Academic publications
   - Journals
   - Conference proceedings
   - Scholarly books
   - Scholarly texts

4. Grants and Awards

5. Demonstrated research resulting in change such as departmental, college, or university level procedures

6. Special Cases (See CVPA Bylaws, Appendix B & C for details – These activities may be considered Scholarly and Creative ONLY when an individual is reassigned and the activities have been pre-arranged with Department Chair AND Dean.)

The above listing implies no ordering of priority.

This statement recognizes that in a university environment characterized by academic freedom and individual autonomy, it is the responsibility of each faculty member to establish and
maintain a program of creative scholarly activity. Activities that are related to the discipline identified in a faculty member's contract will be considered in making judgments related to individual welfare.

Accordingly, faculty are expected to maintain a program of creative scholarly activity that is consonant with these guidelines, the mission of Winthrop University, and the role of the College of Visual and Performing Arts. Consideration of creative scholarly activity will be part of all judgments related to promotion, tenure and the awarding of merit salary increases.
TO:

FROM: ________________, Chair, Department of ________________________________

Phone: 803/323-_____________ or email: ________________________________

RE: Roles and Responsibilities of Adjunct Faculty at Winthrop University
DATE: August 22, 2012

I am pleased you will be teaching the following course(s) for Fall 2012:

<table>
<thead>
<tr>
<th>Course Assignment</th>
<th>Time</th>
<th>Day</th>
<th>Class</th>
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As you know, your assignment may change based on enrollment. If need be, please check with me, prior to the beginning of the term to clarify all aspects of your responsibilities. If not currently on file in the Dean’s office, an official transcript(s) must be submitted to my office no later than August 26, 2012, and assignments, non compensation, may not begin until official are on file. An updated digital curriculum vita must also be on file in the departmental office no later than August 26, 2012. Please submit that to my email address noted above.

Documentation of effective teaching at Winthrop University includes the following:

- A syllabus for each course taught, compliant with Winthrop’s syllabus policy: http://www.winthrop.edu/uploadedFiles/vpa/CVPA_Syllab_Policy_11_12.pdf
- Student evaluations of course and instructor for each class taught.
- Student grades submitted by the published deadline.

At the end of the semester (or academic year), you will be asked to submit a brief digital report that will be used to evaluate your performance. In addition to the form (see Appendix C), I will provide specific guidance regarding this report.

Please acknowledge your receipt of this document by signing below and returning it to ________________________________ no later than ________________________________

__________________________________________________________________________  ______________
Faculty Signature Date
Notification of Grade of Incomplete

(This form must be filed in the office of the department chair in which the course is taught when a grade of Incomplete is being assigned). Note current catalog statement for policies governing assignment and removal of a grade of Incomplete.

Student Name__________________________________ Student Number_________________

<table>
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<tr>
<th>Subject</th>
<th>Course No.</th>
<th>Section No.</th>
<th>Title</th>
<th>Credit Hrs.</th>
<th>Semester</th>
<th>Year</th>
<th>Grade</th>
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Requirement(s) to remove Incomplete (Be specific)___________________________________
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(Use additional sheets if needed)

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Faculty Member’s signature ___________________ date ______________

Student’s signature ___________________ date ______________

Chair’s signature ___________________ date ______________