

Elon University

**Adjunct
Faculty
Handbook**

**Revised
August 2009**

ON-CAMPUS INFORMATION

(For information on Elon, check <http://www.elon.edu>)

Name _____

Office: Building _____ Room _____ Campus Box _____
Elon, NC 27244

Telephone: (336) 278- _____ Fax: (336) 278- _____

Elon e-mail address: _____ @elon.edu

Department Chairperson _____ Phone (336) 278- _____

Dean _____ Phone (336) 278- _____

Secretary _____ Phone (336) 278- _____

WHAT TO DO FIRST

___ Visit Human Resources (278-5560, 314 Haggard Avenue, Elon, NC
Office hours 8-5:00 p.m., M-F)

___ Get computer password (call Help Desk, 278-5200)

My password _____

My OnTrack password _____

Blackboard password _____

___ Get Phoenix Card (Moseley Center, Room 111A – Contact Janet Cooper, 278-5436)

___ Get parking sticker (campus safety office – The Oaks Common Bldg)

___ Visit Adjunct Central on Blackboard

COURSE/TEACHING INFORMATION

___ I have sent 3 copies of my syllabus to the department chairperson. Date: _____

Or

___ I have sent a disk with my syllabus to the department chairperson. Date: _____

___ I have posted my office hours and notified departmental secretary Date: _____

August 15, 2009

Welcome

I am pleased to welcome you to Elon University. At the heart of Elon's mission is the creation of a challenging and stimulating environment that supports active teaching and learning. As an adjunct member of our dynamic faculty, you play an important role in the fulfillment of that mission. I am excited that you have joined us, and hope and expect that you will become an invested member of our joint endeavor.

This handbook has been prepared to help orient you as you begin to plan your teaching. It should serve as a reference for questions that develop along the way. Most questions of policy and procedure that you might have are addressed. Also, many important campus resources are introduced. Further information may be found on the Elon Web page (<http://www.elon.edu>) which will give you access to the current Academic Catalog, the student handbook, and announcements of upcoming campus activities.

Let me again extend my welcome to you and my hopes that your connection with Elon University will be rewarding for you and your students.

Cordially,

Nancy Smith Midgette
Associate Provost

Elon University Mission Statement

Rooted in the historic tradition of the United Church of Christ, Elon University embraces its founders' vision of an academic community that transforms mind, body, and spirit and encourages freedom of thought and liberty of conscience.

To fulfill this vision, Elon acts upon these commitments:

- We nurture a rich intellectual community characterized by active student engagement with a faculty dedicated to excellent teaching and scholarly accomplishment.
- We provide a dynamic and challenging undergraduate curriculum grounded in the traditional liberal arts and sciences and complemented by distinctive professional and graduate programs.
- We integrate learning across the disciplines and put knowledge into practice, thus preparing students to be global citizens and informed leaders motivated by concern for the common good.
- We foster respect for human differences, passion for a life of learning, personal integrity, and an ethic of work and service.

Approved by the Board of Trustees March 14, 2000

Table of Contents

Welcome

Mission Statement

Course Related Information

Page

A) Getting Started

Academic Message	7
Book Orders & Course Packs	7
Classroom Location	8
Office Location and Office Hours	8
Syllabus (also see Section D - General Issues)	8
Blackboard	9

B) Teaching Tips

Strategies for Active Learning	10
Examinations and Projects	10

C) Important Campus Resources

Library — Information Desk	12
Media Services	12
Writing Program/Writing Center	13
Instructional Design and Development	13
Academic Advising	14
Center for Advancement of Teaching and Learning	15
Health Services	15
Counseling Services	15

D) General Issues

Class Rosters	16
Duplicating Services	16
Supplies and Materials	16
Attendance Policy	16
Canceling Class	17

E) Grading

Mid-Semester and Final Grade Reports	17
Grading System	17
Grade Appeals	19

Faculty Related Information	Page
<i>A) <u>Evaluation</u></i>	
Course Evaluations	20
Chair's Evaluation	20
Evaluation of Administrators	20
<i>B) <u>Personnel and Related Issues</u></i>	
Benefits	20
University Policies	
Honor System	21
Sexual Harassment Policy	22
Faculty Grievance Procedure	23
Inclement Weather Policy	24
Drug-Free Workplace Policy	25
Smoking Policy	25
Additional Campus Resources	
Moseley Campus Center	26
Koury Center	26
Center for the Arts (Box Office)	26
Department Chair	26
Academic Council	26
Adjunct Faculty Salary Structure	27
University E-Mail	27

Course Related Information

Getting Started

At Elon, our primary focus is upon excellence in teaching and concern for our students' learning and development. Achieving excellence requires setting expectations that are challenging and the creation of learning environments that provide the appropriate supports for rising to those challenges. Most Elon students begin their college career with Elon 101, a semester-long orientation to the college and to the skills and attitudes necessary to be successful here. The primary pillars of a student's education at Elon are the General Studies program and the Major. The curriculum in both these areas is structured to be developmental and integrated, so that graduates leave Elon with the knowledge, skills, and values to help them live fulfilling and productive lives in an ever more complex world.

The goal of teaching excellence is supported by several guiding principles:

- careful course preparation
- creation of an active classroom environment in which writing, discussion, and individual and collaborative application of ideas takes place
- respectful interactions with students in class and in office hours
- professionalism that represents well the discipline, the department, and the college

Academic Message

*An Elon student's highest purpose is **Academic Citizenship**: giving first attention to learning and reflection, developing intellectually, connecting knowledge and experiences, and upholding Elon's honor codes.*

In support of Academic Citizenship, Elon faculty should substantively challenge their students and expect excellence of them. Faculty should reinforce the Academic Citizenship message, clarify course expectations, use the Honor Code, and expect timeliness.

Book orders and Course Packs

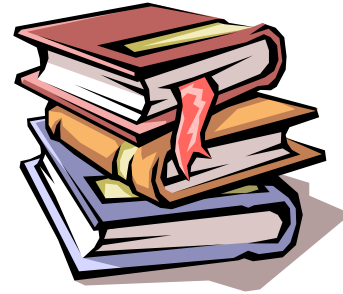
Textbooks and course packs are ordered through the Campus Shop, located on the first floor of the Moseley Center. Generally, Fall textbooks will have been ordered toward the end of the prior March and Spring material toward the end of October. Check with your department chair about whether texts have already been ordered for your course or if there are certain guidelines for text selection set by the department. Depending upon when in the ordering cycle you are asked to decide upon course materials, you might submit your order on a standard order form or by phone to the

Campus Shop, 278-5400. Information you will need to provide includes primary author, title, edition, publisher, and ISBN.

CoursePacks are also available through the Campus Shop.

If you are interested in developing a course pack, the Campus Shop will provide the custom publishing forms to be completed. They will assist you in securing all necessary copyright permissions and will forward your master copy of materials to the Print Shop for duplication and binding once all copyright approvals have been obtained.

It is essential that copyright permissions be secured for all material.



Classroom Location

Classrooms are assigned through the Registrar's office. If you have some particular requests concerning classroom features, discuss them with your department chair. He or she will consult with the Registrar's office to determine available options. A final list of classroom locations is compiled several days prior to the beginning of each semester. Copies are distributed to division offices, so you could consult the division secretary to learn where your class will meet.

Office Location and Office Hours

Your department chair will have worked with his or her Dean concerning your office space and made an assignment for you. You may contact your department chair or secretary to learn of your office assignment. You will also be informed of your office phone number and how to get an Elon computer log-in.

Adjunct faculty are expected to be available outside of class time to hold office hours for their students. Discuss with your department chair his or her expectations; two hours per week for a four semester hour class is fairly typical (e.g., half hour before and after each class meeting for a twice a week class). You are asked to post your hours on both your syllabus and your office door. In addition, please share this information with your department secretary.

Syllabus

A syllabus should be a clear and informative document that communicates your expectations to your students and that provides them a guide to being successful in your class. There are, of course, various ways to develop a syllabus and your department chair will be glad to share model syllabi with you. Below are the types of information you are encouraged to include:

1. Statement of the time of all meetings, such as laboratory periods, scheduled in connection with the class;

2. Statement of the prerequisites of the course—students not eligible for the course should be sent immediately to their advisor;
3. Discussion of the objectives and the value to be derived from the course;
4. Discussion of the contents of the course;
5. Statement of the complete requirements of the course—textbook(s) and required library readings, number and nature of required reports and papers, supplementary readings, types of quizzes/examinations to be used;
6. Explanation of method to be used in computing the final course grade;
7. Attendance policy for the class;
8. Discussion of the Academic Honor Code (see page 15) and any specific issues relevant to this course (e.g., what is and is not acceptable collaboration within your course);
9. Office location, office hours, office telephone, and campus e-mail.

You will be asked to provide your chair with three hard copies of your syllabus. Chairs may also discuss with you obtaining an electronic copy. (Copies of syllabi are made available to assist in advising, library acquisitions, accreditation reviews, and other college purposes.)

Blackboard

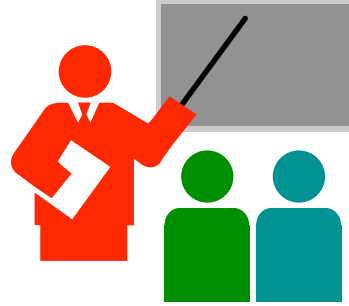
Blackboard is the course management software used across the campus. Prior to the opening of the semester, the roster will be populated with your students (as students drop and add you will need to make adjustments to this roster yourself). Using Blackboard, you can mount your syllabus and other documents that you want made available to your students. It contains an electronic drop-box for student submission of written work, should you choose to use it. Also available with this software is a discussion forum and bulletin board site where students (and you) can have electronic conversations and you can post thought questions.

Elon students are very accustomed to using Blackboard. It is an excellent medium to communicate with them between classes, to foster electronic conversations, and for submission of written work.

Teaching Tips

Strategies for Active Learning

A handbook is not an optimum avenue for “teaching about teaching.” At best, it can share with you some general ideas about an orientation to teaching shared by the Elon faculty.



Education is a coming together of teachers, learners, and the material to be learned. There is wide diversity in each of those three arenas, and excellent teaching acknowledges and attempts to build upon the strengths of that diversity. In short, no single method is right for all people or for any single person on all occasions. It is important to think carefully about *how* one teaches and *to whom*, just as much as it is *what* one teaches. There are times when specific content is indeed best transmitted through a clear and engaging lecture. But one must be sensitive to the realistic limits of people’s attention span and to the range of learning outcomes for which even excellent lecturing is appropriate. For instance, if a course goal is for students to apply theory to a hypothetical case, then opportunities to engage in such thinking must be built into the class. It is not reasonable to assume that students will be able to make such transfer of learning without guidance and practice.

Elon faculty have worked with and have developed a wide variety of methods and strategies for what may broadly be termed **active learning**.

Classroom techniques may include such things as:

- case studies
- collaborative learning groups,

curriculum innovations such as:

- writing across the curriculum
- critical thinking initiatives, and

non-classroom based instruction such as:

- student research and
- experiential learning.

Enter into discussions with your department colleagues about your own ideas, seek out their ideas, and listen carefully to what your students will teach you about the art of teaching.

Examinations and Projects

The preparation of exams and projects is of equal importance to the preparation for class sessions. Meaningful assessment of student performance is not an add-on to classroom activities, but is rather an integral part of the learning experience. Thus, not only should content mastery be a focus for assessment, but also skill development. For example, if it is our goal for students to communicate more clearly in writing, then we must have them write and we must assess those abilities. If we believe that education is

more than rote memorization, but suggests the capacity for critical application of knowledge to meaningful situations, then we must design our assessment procedures to assess such competencies. Finally, assessing student work is more than assigning letter grades. It is part of our ongoing dialog with our students. Therefore, it is incumbent upon us both to provide our students with multiple and varied means of having their progress assessed and to provide them feedback that is timely, clear, and directed toward improvement. (Being told one did something wrong is not as helpful as being provided *early in the semester* with some guidance as to how one might improve.)

There are some guidelines you might wish to consider as you plan this part of your course:

- give multiple and varied assessments. These provide more regular and reliable information about student progress for both you and your students and help you find potential problems earlier in the semester;
- provide clear and timely notice of exams and due dates (as well as any changes made to earlier established dates);
- provide clear guidelines about your expectations. You shouldn't assume they will be understood without saying (such clarity need not stifle student creativity or initiative);
- think through your own opinions about missed exams, make-ups, and late assignments (you might also discuss such issues with your departmental colleagues), and then decide upon a policy you can implement clearly, consistently, and even-handedly with your class;
- remain fair in your grading. Students are sensitive to issues of fairness, so be sure to check with your chair about any departmental grading scale. There is not one universal grading scale throughout the college. You'll want to know what is done in your department.

Other questions you might have about college policy concerning rescheduling exams, final exams, and so forth should be directed to your chairperson.

Important Campus Resources

There are various resources on campus which provide valuable support in implementing the academic program. Several of them which may be of most immediate help to you or to your students are discussed below. Please feel free to turn to your colleagues in these areas for their specialized assistance. Your department chair can also advise you about other resources not listed here. Hours of operation occasionally change, particularly near exam time.

Carol Grotnes Belk Library (278)-6600

Information Desk (278)-6599

Kate Hickey, Director of the Library

For a current list of library personnel, check <http://www.elon.edu/library/staff.htm>

For current hours of operation, check <http://www.elon.edu/library/hours.htm>

Services:

- Computerized library catalog
- Automated circulation system
- 300,000 books
- 1500 print & electronic periodicals
- Reference assistance
- 4 month loan period for circulating materials
- Interlibrary loan program
- Access to multiple electronic resources, including LEXIS-NEXIS and full-text periodical indexes
- Materials for classes placed on reserve
- Selective depository for US government documents
- Full depository for NC government documents
- Books, serials, and media acquired to support the curriculum
- Courier service from UNC-G (any circulating book from UNC-G library Will be available for check-out at Elon library within 3 days
- Scheduling literary instruction

Media Services

Belk Library (278)-6598

Staff: Joe Davis, Coordinator of Media Technology and Services

For a current list of staff, hours, and services, see <http://www.elon.edu/media/>

Services:

- Circulates audio-visual software including video, filmstrips, tapes, CDs, phonodiscs (all can be checked-out with some restrictions)
- Library has viewing and listening stations for non-print media

- Supports all audio-visual classroom equipment
- Offers workshops on effective use of media (on request)
- Assists faculty, staff and students in media production of slides, transparencies, posters, computer graphics, tapes, and multimedia

Writing Center

1st floor, Belk Library (278)-5613

The Writing Center supports writing-across-the-curriculum initiatives that help students learn to write effectively, and explores how writing can be used to facilitate learning and critical thinking. The Writing Center provides individual consultation to students working on the full range of writing assignments in their courses.

For current information on the Writing Center, contact

<http://www.elon.edu/writingprogram/>

Staff:

Paula Rosinski
Steve Braye

Director of the Writing Center
Director of Writing Across the Curriculum

Services:

- Serves as writing resource for all faculty, staff, and students
- Offers workshops to help faculty and staff develop writing and evaluation skills
- Maintains and disseminates information concerning variety of pedagogical issues, workshops, and opportunities
- Publishes Mind Matters, Elon newsletter on teaching and learning
- Coordinates Writing Center staffed by student workers trained to help others develop and evaluate their writing

Instructional Design and Development/Instructional Technology/and The Elite Program

1st floor, Belk Library (278)-5000
www.elon.edu/campustech/

Scott Hildebrand, *Director, Instructional Technology Services* – Belk 115C
Kelly Reimer, *Coordinator, The Elite Program* – Belk 117

Services:

- Assists faculty in incorporating computing technology into instruction
- Staffs the computer labs in Alamance, Library, Mooney, Fine Arts, and McEwen
- Provides workshops for classes requested by faculty
- Reserves computer labs for classes requested by faculty

Academic Advising

Duke 108

(278)-6500

Once a student declares a major, he or she is assigned to an academic advisor in the department. However, there are many students (especially freshman and first semester sophomores) who are still undecided. The Academic Advising center works extensively with students from the time they are admitted to the college to when they are assigned a departmental advisor. Even then, there are other advising activities coordinated through the center.

The center also coordinates the college's **Early Warning** system. If you have concerns about a student in your class (excessive absences, early indications of probable failure, etc.), you are encouraged to contact the center by phone, in person, or using their special email address ("ewarning"). Indicate the name of the student, the course, and the specific concern you have. The center will notify the student's academic advisor in hopes of redressing the problem in a timely manner.

Staff:

Rebecca Olive-Taylor	<i>Associate Dean of Academic Support Services</i>
Jim Donathan	<i>Associate Director of Academic Advising</i>
Susan Wise	<i>Assoc. Director Academic Advising/ Disability Services Coordinator</i>
Jason Springer	<i>Associate Director Academic Advising/ Director Elon 101/Tutorial Services</i>
Troy Martin	<i>Assistant Director Academic Advising</i>
Lauren Kier	<i>Associate Director of Tutorial Services</i>
Betty Covington	<i>Office Coordinator</i>
Lorie Gaines	<i>Office Assistant</i>

Services:

- Coordinates pre-major advising and Elon 101
- Resource for student advising questions and curricular information
- Coordinates preregistration of new freshmen, transfers, & readmitted students with Admissions and Registrar

- Referral source for students with academic problems
- Contacts advisors of students reported as excessively absent from class
- Referral source for students with learning disabilities
- Notifies faculty of student emergencies, illnesses which result in unexpected or extended class absence
- Arranges services for students with disabilities

Center for the Advancement of Teaching and Learning (CATL)

Belk Pavilion
Peter Felten, Director

(278)-5100

The CATL offers exciting possibilities for faculty. Peter and his staff will be working with Elon faculty to help them be creative in planning their classes and reflective about the teaching and the learning that takes place in class. The Center is a strong advocate of teaching excellence and helping faculty understand the ways that students learn. The Center will offer numerous workshops and discussion groups throughout the year; the staff is also available for individual consultation.

CATL also can help you gather and use mid-course feedback from your students. Research indicates that collecting and analyzing such feedback typically leads to enhanced student learning. For more information about mid-course feedback, please contact CATL.

Health Services

The R. N. Ellington Health Center (278)-7230 provides outpatient care for a nominal fee for a wide range of minor injuries and ailments. For current services and hours of operation, contact <http://www.elon.edu/health/117.asp>. Watch e-mail for announcements of regular free health screenings.

Counseling Services

Elon maintains a professionally staffed Counseling Center in the Ellington Health Center (278-7280) whose personnel both work directly with students for short-term counseling and make referrals as appropriate to area mental health services. Unexpected changes in a student's attendance and performance can be a sign of some personal or familial problem. At times you might wish to encourage a student to contact the center. You are also welcome to call the center to consult with the staff about concerns you might have about a student.

General Issues



Class Rosters

Class rosters can now be accessed on OnTrack and OnTrack is accessible with your computer anywhere you may be. If a student is present whose name is not on the roster, the student should be requested to report immediately to the Registrar's office.

Permanent rolls will be available via OnTrack at the end of final registration (about one week into the semester). The Registrar should be informed immediately of any discrepancies between class membership and the permanent roster. Students not officially enrolled in the class may not receive credit and should not be permitted to attend. If you have students whose names appear on the roster but who are not attending class, report them to Academic Advising early in the semester. (Refer back to section on Academic Advising Center - Early Warning system.)

Duplicating Services

The Print Shop (in Elon West) provides services for duplicating syllabi, exams, and other course related material. Your department chair will provide you the account number you will need for filling out the printing request form. This service is also available on line.

To help keep down your department's duplicating costs, you are encouraged to reproduce your materials through the Print Shop rather than on individual copy machines. There are, however, occasions when you will need to duplicate a limited number of copies. Your chair will tell you the location of both the duplicating machine and the

Supplies and Materials

Course related supplies and materials are available either through the Campus Shop or an outside supplier used by the college. Your chair is responsible for the department budget and will advise you concerning procedures and account numbers you will need for securing necessary supplies.

Attendance Policy

Elon's emphasis on active and collaborative learning in the classroom encourages responsibility for all students to attend class regularly. Recognizing this principle, departments and individual faculty members maintain professional discretion for determining their specific attendance policy. Consult first with your chair concerning any established departmental guidelines. Whatever policy you finally implement, it is imperative that it be clearly communicated to your students. Print it clearly on your syllabus and review it in class on the first day the course meets.

Canceling Class

Elon's emphasis on active learning places a high value on class meeting time, and you are expected to meet every scheduled class and to be present for office hours. If health or other emergencies should arise, you must notify your department chair or secretary of your absence. They will arrange to post this information in your classroom and on the Elon TV Information Channel. Normally these absences are made up by arrangement with your students. If you will not be in class due to an anticipated absence, inform your chair as early in the semester as possible. He or she will help arrange for a colleague to cover your class or help you plan an appropriate experience for your class during your absence. Failure to meet scheduled classes is considered to be a serious abrogation of your contract.

Grading

Mid-semester and Final Grade Reports

You will be asked to submit a grade for each of your students at mid-semester and at the end of the semester. Grade submission is electronic and done via On-Track, Elon's web-based scheduling and grade reporting system and can be accessed anywhere. Your department chair will help you understand how to use this very simple system. It is crucial that you submit your grade reports by the time indicated from the Registrar. Please note: In spring semester, senior grade cards must be submitted in person to the Registrar's office by the date indicated.

Students can view their grades via the On-Track system. On a rare occasion, you might be contacted by a parent wishing to know the student's grade in your class. Elon encourages open communication between the student and his or her parents, and so an appropriate response would be to suggest that the parent request this information of the student and that you would feel comfortable discussing the grade with the parent only after you know that they have first had a discussion with the student.

Grading System

1) Graduation is dependent upon quality as well as upon quantity of work done. A student earns quality points as well as semester hours if his/her level of performance does not fall below that of a "D-." Letter grades are used. They are interpreted in the table below, with the quality points for each hour of credit shown at right. (Specific cut-offs for awarding letter grades vary across departments, and you will want to consult with your department chair concerning norms for your area.)

<u>Grade</u>	<u>Quality Points</u>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
I (Incomplete)	0.0
P (Passing — not counted in cumulative gpa)	0.0
S (Satisfactory — not counted in cumul. gpa)	0.0
U (Unsatisfactory — counted in cumulative gpa)	0.0
WD (Medical withdrawal)	0.0
W (Withdrawal — prior to semester date posted)	0.0
NR (No Report)	0.0

2) Grades of “A” through “F” are permanent grades and may not be changed except in case of error. After an instructor has certified a grade to the Registrar, he/she may change it before the end of the next regular grading period. The change must be made in writing and have the written approval of the department chair.

3) Repeat Courses: Courses repeated within four semesters of attendance (excluding Winter and Summer sessions) following first enrollment in the course count only once in computing the cumulative grade point average. In such cases, the most recent grade is counted rather than any previous grade(s) received. However, a course repeated more than once will count in the cumulative grade point average each time it is repeated.

4) Pass/Fail Courses: Students have the opportunity to take two one semester courses outside the major, minor, and general studies requirements on a Pass/Fail basis. However, this option must be chosen at registration, prior to the first day class has begun.

Grade Appeal Procedure

Any student enrolled at Elon may appeal a grade on the basis of a question concerning:

- (1) clerical error,
- (2) personal bias or arbitrary grading.

The formal appeal must be made within the first six weeks of the semester immediately following the grading period for which the grade is received. (See last sentence of Step B.)

Procedure:

- A. The student should immediately discuss the situation with the professor involved. At that meeting, the faculty member will
1. Show the student any of the student's work which remains in the faculty member's possession (e.g., papers, final examination, projects).
 2. Review any work which the student brings to discuss.
 3. Explain how the student's grade was determined based on the standards set forth at the beginning of the class.
 4. Refigure the numerical computation of the grade, if any, to ascertain that there has been no clerical error.

If the grievance can be equitably settled, the matter will be closed.

B. If the grievance cannot be equitably settled, the student shall immediately file a written appeal with the professor's department chairperson, which includes the "Student Grade Appeal Statement" form along with copies of the syllabus, tests, assignments, and papers in the student's possession. If the chairperson is the faculty member involved the written appeal will go to the appropriate dean. The chairperson will notify the professor involved and the professor will file the "Professor Grade Appeal Statement" along with other relevant documentation in the professor's possession. If the student, the professor and the chairperson can settle the grievance equitably, the matter is closed.

C. If the grievance cannot be equitably settled, the student shall within one week file a formal written appeal to the appropriate Dean, who will notify the chairperson of Academic Council to form a grade appeal hearing committee and forward all documentation to Council. The appeal committee will consist of 3 members of Academic Council, 1 faculty member appointed by the dean, and 1 SGA representative.

D. Hearings are restricted to people directly involved in the case. The student and the professor may each bring an advisor from the Elon University community (currently enrolled student, faculty, or staff member). The committee will review all documentation, take statements from the student and professor, and perhaps ask questions. The final discussion and vote will be in a closed session. The decision of the committee is final.

Faculty Related Information

Evaluation

Course Evaluations

Toward the end of the semester, you will be given a packet of evaluations to be distributed to the students in your class. Students' evaluation of the learning process provides vital information to the ongoing assessment and improvement of the academic program. It also provides valuable feedback to the individual professor concerning his or her own professional development. You will get a summary of the quantitative analysis for your course as well as written comments provided by students. Your department chair will also be given this information. You are welcome and encouraged to review these evaluations with your chair. (A copy of the evaluation form is included at the end of this handbook.) All fall semester classes will have evaluation packets; faculty may request these packets for spring courses by speaking with Barbara Walsh (6640) in the Provost's Office.

Chair's Evaluation

One responsibility of department chairs is to evaluate both full-time and adjunct faculty teaching. Such an evaluation would normally include a classroom visit. These observations provide an insight into the processes of teaching that often are not captured on evaluation forms. A post-observation consultation with your chair can help identify areas of strength and concern, and can be used as a collegial opportunity to refine and improve one's work in the class. You are encouraged to solicit input from your chair throughout the course on any of a range of issues that might enhance your teaching. Finally, initiating a self-evaluation of your work in the course can be fruitful. Soliciting brief, focused feedback from your students about a third of the way into the course can give you insights about both refinements you might make for the rest of the semester and issues you might request your chair attend to when he or she visits your class.

Evaluation of Administrators

Each spring faculty is reminded via email of the evaluation process for department chairs, deans, and other university administrators. The email will provide a URL for accessing the forms electronically. They can also be submitted in paper form; a copy of each is in the back of this handbook.

Benefits

- All library privileges, including checking out materials and interlibrary loan
- Free tickets to campus cultural and sports events, available to faculty from the box office in the Center for the Arts or the athletics box office in Koury
- Parking Sticker (no charge) from Campus Security
- Use of Stewart Fitness Center, Beck Pool, and the Wellness Program

- Attending all computer workshops for faculty
- Requesting assistance from IDD and CATL (see Important Campus Resources section)
- Participating in language programs in El Centro
- Attend Numen/Lumen and brown bag faculty lunches
- Attend departmental and full faculty meetings, 1st Friday of each month
- Vote in faculty meeting if you are teaching at least 18 hours during an academic year
- Vote for adjunct representative to Academic Council (each August)

University-Related Information

Policies

Honor System

A complete statement of the Elon Honor System (both academic and non-academic concerns) appears in the Student Handbook which can be found on-line at <http://www.elon.edu/students/handbook.asp> That statement begins as follows:

“The basis of all interaction at Elon University is the expectation that students, faculty, and staff will behave in accordance with the values of an academic community.”

As a member of the college community, each instructor has a positive responsibility with respect to the Honor System. This responsibility involves the appropriate interpretation of the Honor System and the promotion of conditions favorable to effective work. Under the Honor System the instructor should remain in the classroom during tests and final examinations. If the instructor has reason to believe that a student has cheated, he/she is to file a complaint with the Assistant Vice President for Academic Affairs as soon as possible after the student has completed the test. At this time the instructor is asked to present all facts and documents necessary to support his/her belief that the student has cheated. Plagiarism and other forms of attempting to receive credit for work not one’s own are obvious violations. You will need, however, to clarify with your students what is and is not acceptable behavior for the type of teaching you do. For instance, if projects are done within the context of collaborative learning groups, but each member submits his or her own project report, it is imperative to be clear what is acceptable behavior and what is appropriate acknowledgment of the contributions made by group members. A careful and thorough review of the Honor Code’s application in your class fosters reflection on the part of your students concerning their ethical obligations and commitment as part of the college community.

The responsibility of the instructor is interpreted to include:

- (1) clear exposition of the values and obligations of the Honor System,
- (2) the maintenance of order,

- (3) quiet demonstration of the importance of personal interest, fairness and mutual consideration, and
- (4) uniform procedure in handling of violations.

In the event of a violation, the incident should be reported to the Assistant Vice President for Academic Affairs in 120 Alamance, (278)-6642.

It is the practice for each student to sign a pledge for all tests, examinations and all outside written work which is to be completed independently, indicating that he has neither given nor received aid.

Each instructor has the responsibility to indicate to his/her class the policy in regard to the pledging of assigned work done outside of class. There should be complete and explicit instructions as to whether such work is to be pledged under the honor system.

Sexual Harassment

A. Policy

It is the policy of Elon, in keeping with efforts to establish an environment in which the dignity and worth of all members of the community are respected, that sexual harassment of students and employees at Elon University is unacceptable conduct, will not be tolerated and may result in employment termination. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below.

B. Definition

Sexual harassment of employees and students at Elon is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, 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 is used as the basis for employment decisions affecting that individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

C. **Complaint Procedures**

Personnel who feel that they have been sexually harassed as defined, should report the incident to the Director of Human Resources. If appropriate, further action may then be taken in accordance with the procedure outline in Section III-12 of the Faculty Handbook.

Faculty Grievance Procedure

A. **Purpose**

The purpose of this procedure is to assure fairness and consistency in faculty employee relations and to resolve misunderstandings as quickly as possible.

B. **Coverage**

For purposes of this procedure, employees are full-time and part-time teaching faculty. (A separate procedure for non-faculty personnel is printed in Elon's Staff Personnel Manual.)

C. **Grievable Issues**

1. Disciplinary actions, including written warnings placed in employee's file, and discharges, where the employee questions the appropriateness of the cause except hearing conducted by the Academic Council as listed in the Faculty Bylaws.
2. Violation, misinterpretation or inequitable application of Elon policy affecting the employee.
3. Discrimination against an employee because of race, color, religion, national origin, sex, age, veteran status or disability.
4. Sexual harassment as defined in prior section of this handbook. (Any investigation resulting from claims of sexual harassment will involve the Director of Human Resources.)

D. **Non-Grievable Issues**

1. Issues heard by the Academic Council according to the Faculty Bylaws.
2. Terminations related to: reduction in force or expiration of grants, failure to receive tenure and expiration of employment contracts.
3. The content of published personnel policies and procedure.

E. **Informal Procedure/Discussion with Department Chair**

An employee is encouraged to request an informal review of any problem relating to employment. Informal discussion with the employee's supervisor/department chair should always take place before an employee resorts to the formal procedure. In cases involving claims of sexual harassment, attempts to resolve complaints at an informal level shall be made by the Director of Human Resources and the department chair of the employee making the complaint. In the event that the department chair is involved in the complaint, a second person, selected by the Provost/Vice President for Academic Affairs, will assist in the investigation. Investigation of the complaint will be conducted expeditiously.

For a complete statement of the rest of the Faculty Grievance Procedure (including Formal Procedure, Possible Sanctions for Sexual Harassment Violations, Grievance Procedure for Students Alleging Sexual Harassment by an Elon Employee, and Possible Sanctions for Sexual Harassment Violations), refer to the Elon Faculty Handbook.

Inclement Weather

Elon remains open during snowstorms and other inclement weather to serve resident students and commuters who live near the campus. However, if weather conditions are so severe as to render it dangerous for students to reach the university, those who elect not to come to campus on that particular day will not be penalized for failure to do so.

Elon faculty and staff members are expected to be prudent but to take all reasonable measures to reach the campus during inclement weather. Administrative offices will be open even if classes are cancelled or the schedule is altered.

A. Closing Before the Workday Begins

A decision to cancel classes and close the college or alter the schedule of classes before the workday begins will be related via E-net! On the Elon Web page <http://www.elon.edu> and will be relayed to the following local radio and television stations:

Radio Stations

WBAG-AM (1150)
WBBB-AM (920)
WFDD-FM (88.5)
WMAG-FM (99.5)
WPCM-FM (101)
WSOE-FM (89.3)
WUNC-FM (91.5)

Television Stations

WFMY-TV2 (CBS) – Greensboro
WGHP – TV8 (FOX) – High Point
WTVD – TV11 (ABC) – Durham
WXII – TV12 (NBC) – Winston-Salem
WXLV – TV45 (ABC) – Winston-Salem

CALL 278-SNOW (Elon University weather updates will be posted to this message board.)

B. Closing During the Day (employees already at work)

A decision to close during the day will be transmitted to the vice presidents, and the decision will be communicated to campus offices or to the appropriate offices affected. The decision will also be listed on the Elon Web page, <http://www.elon.edu>

Drug-Free Workplace

In compliance with the Drug-Free Workplace Act of 1988, Elon University is committed to maintaining a healthy, drug-free work environment. The unlawful MANUFACTURE, DISTRIBUTION, DISPENSATION, POSSESSION OR USE OF A CONTROLLED SUBSTANCE, as defined in the Act, is prohibited in the workplace.

In accordance with the Act, as a condition of employment, each employee must do the following:

1. abide by the terms of the above statement
2. notify Elon of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Upon notification from the employee, the College is obligated to report such conviction to the federal government within ten days.

The Drug-Free Workplace Act does not require drug testing. However, violation by an employee of any prohibitions set forth in the above statement will be grounds for disciplinary action up to and including termination, and may have legal consequences.

Smoking

Elon University is a smoke-free campus with respect to all of its facilities with the exception of student residence rooms and the outdoor facilities of the institution.

Additional Campus Resources

Moseley Campus Center

The campus center is a central gathering point for students. The Octagon Cafe, the Campus Shop (bookstore) and student mailboxes can all be found on the first floor of the Moseley Center. The second floor of Moseley houses most of the offices in Student Life and the Chaplain's office.

Koury Center

Koury Center houses a modern well-equipped fitness center and the Beck pool. Hours of operation are regularly posted via campus e-mail and can be found at: <http://www.elon.edu/campusrec/>

Center for the Arts (Box Office)

The college offers a rich schedule of intellectual and cultural programming. Many programs are simply open to all interested parties but some will require a ticket. You may obtain performance tickets at the box office weekday afternoons after 12:30. A calendar of events is published each semester and distributed to faculty mail boxes. You can also find events listed on the on-line college calendar: <http://www.elon.edu/e-net/calendar/>

Department Chair

Though this handbook attempts to provide a printed resource for many of the questions you might have, it has already directed you to your department chair for many specific issues. In general, your chair is the college official with whom you will most directly work and to whom you directly report. It is his or her responsibility to oversee the quality of the department's people and programs, including adjunct faculty. However, he or she is also a resource for enhancing your own professional development.

Academic Council

The Academic Council is the faculty body that represents the faculty directly on issues of university-wide concern. It meets monthly with President Lambert and Provost Francis. All faculty may refer issues of broad university concern to Academic Council. Each year the Council solicits advice from faculty relative to major budgetary and other concerns that Council should address. Adjunct faculty are encouraged to respond to this request for input. Each Fall adjunct faculty are asked to participate in the selection of their representative to Academic Council and you are encouraged to respond when you receive this information.

Adjunct Faculty Salary Structure

Because the base salary for adjunct faculty changes on a yearly basis, the specific information has not been included here. Department chairs receive annual updates on this information. Please meet with your chair if you have a question about this issue. You may also access this information online: elon.edu/acacou/.

University E-mail Accounts

All adjunct faculty should have a university e-mail account. This is one of the primary means of communication about institutional events and issues. Use of e-mail is essential to employ Blackboard in your course. Your department chair, or departmental secretary, can help you with the simple process of obtaining an e-mail account. Elon e-mail can be checked off campus using WebMail, available from anywhere that you can get to the Internet. You can also have your Elon e-mail forwarded to another email account.

Important Campus Telephone Numbers – use 278 prefix when dialing from off-campus

Belk Library	6600	Media Services	6598
Writing Center	5651	Academic Computing	5000
Computer Help Desk	5200	Academic Advising	6500
Lost and Found	5555	Health Services	7230
Counseling Serv.	7280	Registrar's Office	6677
Bursar's Office	5300	The Print Shop	5582
Human Resources	5560	Parking/Traffic/campus police	5555
Tutoring Center	6447	Fine Arts Box Office	5600
CATL	6609		

(Center for the Advancement of Teaching and Learning)