

NORTHEAST MISSISSIPPI COMMUNITY COLLEGE



ADJUNCT FACULTY HANDBOOK
Revised June 2006

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INTRODUCTION

Northeast Mississippi Community College values its adjunct faculty members and the role they play in providing Northeast students with quality instruction. Without adjunct faculty, our curriculum offerings would be limited, particularly at our off-campus sites.

Adjunct faculty at Northeast are required to meet the same minimum academic requirements as full-time faculty prior to their appointment and are therefore qualified to provide the superior instruction our students deserve.

Adjunct faculty at Northeast are subject to the same requirements and regulations as full-time faculty as stated in the Northeast Catalog, the Northeast Procedures Manual, and other official publications. This handbook for adjunct faculty at NEMCC represents a summary of common policies, procedures, and practices at the time of publication, and is not intended to prevent the NEMCC Board of Trustees or the college administration from duly adopting policies that may alter or supersede portions of this handbook.

PURPOSE STATEMENT

Northeast Mississippi Community College is a public, comprehensive community college that exists to meet the educational and career needs of individual students and the community within the district it serves – Alcorn, Prentiss, Tippah, Tishomingo, and Union Counties by awarding the Associate of Arts Degree (AA), Associate of Applied Science Degree (AAS), and Certificates. Beyond this original scope, however, Northeast responds to the needs of all who seek a college education.

To accomplish the intended role and scope of the college, the following institutional goals were established:

1. To provide degree and certificate programs that prepare students for continued studies or immediate employment.
2. To provide a program of student services that will facilitate the educational, career, personal, and social growth of students.
3. To provide developmental studies within the curriculum to strengthen the basic skills of students.
4. To offer continuing education and community services for individuals striving for personal and professional growth and/or personal enrichment.
5. To provide employer-driven, industry-specific workforce education and training to business, industry, and individuals.
6. To provide human resources, financial resources, instructional resources, and physical facilities necessary to offer quality instruction.

CIVIL RIGHTS COMPLIANCE POLICY

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; Americans with Disabilities Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, the Board of Trustees of Northeast Mississippi Community College hereby adopts a policy assuring that no one shall, on the grounds of race, sex, color, age, creed, or national origin be excluded from participation in, be denied the benefits of, or otherwise be subjected

to discrimination in any program or activity of the college. **NORTHEAST MISSISSIPPI COMMUNITY COLLEGE** adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, age, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the college.

COMPLAINT/GRIEVANCE PROCEDURES FOR STUDENTS

The Northeast Mississippi Community College and its Board of Trustees, administration, faculty, and staff shall continue its policy of nondiscrimination as related to the acts of discrimination (Title VI), sexual harassment (Title IX), or violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973). Any student who believes that he/she has been discriminated against by the College under the terms of Title VI, Title IX, or Section 504 of the Rehabilitation Act may file a complaint with the Dean of Students by utilizing the procedures set forth in the guidelines. The complete text of the complaint/grievance procedure is given in the *NEMCC Student Handbook 2006-2007*. If the grievance is not settled under the above procedures, the complainant may contact the regional office of the Office for Civil Rights, U. S. Department of Education.

CONTACT INFORMATION

Telephone and Fax Service

Normal switchboard hours on the main campus (662-728-7751) are from 8:00 a.m. to 4:30 p.m. Monday through Friday. Off-campus site directors may be contacted by phoning 662-692-1507 in New Albany or 662-287-3247 in Corinth. Phone messages will be returned if the directors are unavailable at the time the calls are made.

FAX service is available on campus and at each off-campus location. The fax number on the Booneville campus is 662-728-1165. The fax number in New Albany is 662-692-1504 and the fax number in Corinth is 662-286-8871.

Mailing Addresses of Off-Campus Directors

Mr. Billy Bolden
Northeast at New Albany
301 North Street
New Albany, MS 38652

Mr. Nelson Wall
Northeast at Corinth
2759 S. Harper Road
Corinth, MS 38834

Emergency Phone – Evening Hours

In an attempt to provide additional campus security measures to all employees, we have added an emergency telephone number to be used to reach security on the main campus during the evening hours. The campus security guard may be contacted by dialing 662-720-7160 or extension 7160 from the Northeast phone system. In a true emergency please call 911. IF YOU CALL FROM A CAMPUS TELEPHONE, BE SURE TO DIAL “9” BEFORE YOU DIAL “911.” For emergencies that occur at the New Albany site, please dial “911” or contact the New Albany Police Department at 662-534-2222. For emergencies that occur at the Corinth site, please dial “911” or contact the Corinth Police Department at 662-286-3377.

Key Administrative Personnel, Location, and Phone Number

- President – Dr. Johnny Allen – 107 Stringer Hall – 662-720-7226
- Executive Vice-President – Dr. Larry Nabors – 114 Stringer Hall – 662-720-7235
- Vice-President of Finance – Cheryl Ragan – 140 Stringer Hall – 662-720-7280
- Dean of Instruction – Dr. Larry Nabors – 122 Hargett Hall – 662-720-7375
- Dean of Students – Kenneth Pounders – 125 Estes Hall – 662-720-7207
- Dean of Continuing Education – Angie Langley – 134 Stringer Hall – 662-720-7249
- Director of Enrollment Services – Lynn Gibson – 104 Estes Hall – 662-720-4075
- Records Office – Jan Taylor – 106 Estes Hall – 662-720-7187
- Director of New Albany Center – Billy Bolden – 662-692-1501
- Director of Corinth Center – Nelson Wall – 662-287-3247
- Business/Business Technology Division Head – 125 Gordon Hall - Susan Graham – 662-720-7424
- Engineering Tech./Occupational Ed. Division Head – 107 Dean Hall – Linda Sweeney - 662-720-7225
- Fine Arts Division Head – Jerry Rains – 20 Hines Hall - 662-720-7320
- Health Sciences Division Head – Rebecca West – 113 Childers Hall - 662-720-7236
- Humanites & Social/Behavioral Sciences Division Head – Kathy Green – 144 Anderson Hall - 662-720-7376
- Mathematics and Sciences Division Head – Kay Crow – 103 McCoy Hall - 662-720-7332
- Director of the Library – Carol Killough – Eula Dees Library – 662-720-7408
- Director of Human Resources – Lynn Vuncannon – 122 Stringer Hall – 662-720-7594

ACADEMIC ADVISING

Each student enrolled at Northeast is assigned an academic advisor. The student is encouraged to meet with their advisor periodically during each semester. The role of the faculty advisor is (1) to plan the class schedule, (2) to provide up-to-date information about careers, (3) to refer students to the proper sources for assistance, (4) to encourage students in their efforts to be successful, and (5) to approve academic programs for graduation from Northeast Mississippi Community College.

All colleges establish certain requirements that must be met before a degree is granted. These regulations concern such things as curricula and courses, majors, and campus residence requirements, advisors, counselors, faculty, and deans will help a student meet these requirements, but the student is responsible for fulfilling the degree requirements.

The student is responsible for being acquainted with regulations and procedures as stated in the college catalog and handbook, and other official publications of the college. For these reasons, it is important for each student to familiarize himself with these publications and remain currently informed throughout his college career.

ACADEMIC AND CLASSROOM MISCONDUCT

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal, or exclusion from the classroom, of any student engaged in disruptive or dangerous behavior. Further disciplinary action should be discussed with the supervising division head, off-campus director, or the Dean of Instruction.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct either directly or indirectly through participation or assistance are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a "0" for the exercise or examination or to assign an "F" for the course upon consultation with the Dean of Instruction.

If the student believes that he/she has been erroneously accused of academic misconduct and if his/her final grade has been lowered as a result, he/she may appeal the case through the appropriate institutional procedures (*Northeast Student Handbook 2006-2007, p. 50*).

TIGERLINE ACCESS

Tigerline is an excellent system by which an instructor can keep current on information relative to his/her class and the college from any location where there is Internet access. An instructor can pull up the class roll, download the class roster into an Excel spreadsheet, check the status of cut-outs and withdrawals, look up important background information on students in the class such as ACT and Accuplacer scores and previous course credit, and record mid-term and final grades. The instructions for accessing Tigerline are:

First access *www.nemcc.edu* and click TigerLine on the pull-down menu under Resources on the right side of the screen. Log into TigerLine by entering your social security number for your user ID and your password in PWD. Choose Faculty Services. From there you may make a selection according to what kind of information you are looking for. To see ACT and Accuplacer scores, choose Student Menu-For Faculty and then View Student Information. To see course history for a student, choose Adviser Menu-For Faculty and then Student Academic Transcript. To enter grades, select either Mid-Term Grades or Final Grades. You will be required to select the term and the CRN for your section before entering grades. You will only have access to your classes and your students. **Please remember to logout before you close your session** (exit at the top right of the screen.)

CLASS ROLLS AND ENROLLMENT AUDIT REPORTS

It is the responsibility of the faculty to keep student attendance records. Class rolls will be provided by the division head or the off-campus director at the beginning of the semester. These rolls should be checked carefully to insure that all students have completed the registration process. Up-to-date class rolls can be viewed electronically on Tigerline.

Any student who is attending class, but is not on the class roll, should be reported to the Dean of Instruction's Office.

State enrollment audits are done each year. Audit forms are provided and must be filled in very carefully with appropriate symbols according to established guidelines listed at the bottom of the form. The month and date of each class meeting must be listed at the top, each absence for each student, and if the student is no longer attending class, the last date of attendance and whether the student has been cut out or has withdrawn. The dates reported here must be consistent with those reported to the Records Office on class attendance and withdrawal forms. Then the **form must also be signed and dated** by the instructor. It is of utmost importance that these audit forms are turned in by the deadline announced by the Records Office. Always ask any questions you have about filling in these forms before you turn them in.

NORTHEAST CLASS ATTENDANCE POLICY

Students are required to attend all classes. Absences from class should be the result of unavoidable circumstances such as sickness, family deaths, hazardous road conditions, and so forth. Excused absences will entitle the student to reasonable opportunities to complete make-up assignments or exams. An absence is considered excused if the student is participating in a college activity that is sanctioned by the office of the Vice President of Instruction and Student Services. Doctor's excuses, notes from parents, and the like do not constitute an excused absence. (Excused absences will not protect the student from the consequences of excessive absences.)

Students who are absent from class more than 14% of the scheduled class meetings will be reported to the Records Office for excessive absences. The instructor of the class will inform the student of the existence of excessive absences upon the student's return to class. Students who are removed from class for non-attendance will have a status of CO (cut-out) and a grade of F recorded for the courses. Classes for which a student is listed as CO (cut-out) count as enrollment under federal financial aid regulations and are used by the Financial Aid Office in the computation of attempted hours for financial aid eligibility. Students who are cut-out of a class should process a class withdrawal for that class by the posted deadline in order to prevent a grade of F being recorded. A student who has been cut-out of class may appeal to be readmitted in the Dean of Instruction's Office in Hargett Hall.

Faculty will report excessive absences for students on the cut-out form. This form will be turned in weekly to the Financial Aid Office and the Records Office for the posting of the cut-out.

COURSE DROP AND ADD PERIODS

Students may drop or add courses during the drop/add period listed on the academic calendar in the catalog and in the semester schedule booklet. For the fall and spring terms, the add period is the first week of the semester and the drop period is the first two weeks of the semester. Faculty should check class rolls frequently during this period to insure that class rolls are accurate.

CLASS WITHDRAWAL

Northeast Mississippi Community College strongly supports activities that promote student success in classes and degree programs. With this goal in mind, the college provides a means for students to withdraw from individual classes. Students are encouraged to maintain their enrollment in all courses for the full semester. In cases where the academic load is too great to maintain, the student may reduce his/her load by withdrawing from one or more classes. Students are strongly encouraged to maintain full-time status (12 or more hours), if practical. **The class withdrawal period begins with the ninth week of class** (or equivalent period in summer and intersession) and continues up to one week prior to the beginning of final exams. The last day to withdraw from classes is December 1, 2006 for the fall semester and April 25, 2007 for the spring semester.

The student who desires to withdraw from class should contact the instructor of the individual course. The instructor should assist the student in completing the class withdrawal form. The withdrawal process is not complete until the student has paid the class withdrawal fee in the business office. The withdrawal process must be completed one week prior to the end of the semester. Students who are withdrawing from the final course for which they are registered should complete a College Withdrawal Form.

DISTRIBUTION OF E-MAIL

The primary method of communication with adjunct faculty is e-mail. All adjunct faculty will be issued an official Northeast e-mail address to be used during the semesters that they are employed by the college. All adjunct faculty members should check their Northeast e-mail daily.

EVALUATION OF ADJUNCT FACULTY MEMBERS

The purpose of the faculty evaluation process is to improve teaching and insure the quality of academic instruction. The evaluation will involve five parts including: formative evaluation, student evaluation of faculty, classroom visit, administrative evaluation of teaching personnel, and a final conference. The formative evaluation will be conducted during the adjunct faculty professional development or at the beginning of the semester by the appropriate division head. The off-campus director will coordinate the distribution and collection of the student evaluation of faculty packets. The appropriate division head or the off-campus director will conduct the classroom visit. The appropriate division head will conduct the final conference. Evaluation forms are included in the Appendix.

EXAMINATIONS

Faculty members are given the responsibility of administering and evaluating examinations. Secretaries or other non-professional staff are not permitted to administer examinations for faculty members, except in emergencies, with the approval of the division head or the Dean of Instruction.

Comprehensive final examinations are to be given in all NEMCC courses. If a departmental final examination is given on the main campus for a specified course, the

adjunct faculty member must use the same final examination. Security must be maintained in the administration of these tests. Absence from the final examination, except in cases of extreme emergency, results in a grade of “F” being recorded for the course.

Final examinations for night classes will be given during the last regularly scheduled class meeting.

FACULTY ABSENCES

Faculty members are expected to meet all classes as scheduled. Instructors who must be absent from class should file a request in advance with the appropriate division head or the Dean of Instruction for approval of the absence. It is the responsibility of the division head or the Dean to recommend arrangements to cover the absence of the faculty. Emergency absences due to illness, death, or other emergencies should be handled as expeditiously as possible and should be reported to the off-campus director, division head, or Dean. Excessive absences may result in a reduction of the salary agreement for the course.

CLASS ATTENDANCE DURING SNOW, ICE, OR INCLEMENT WEATHER

The college offices remain open during inclement weather. Students should listen to area radio or television stations and use their own discretion in attending classes when snow, ice, or other inclement weather conditions exist. The student is responsible for making up any work missed and for getting the information presented in the missed classes. If a student misses an exam, the student should make immediate arrangements concerning the missed exam. The division head or Dean of Instruction should be consulted for further information concerning makeup work required due to the cancellation of classes.

Normally, off-campus directors, division heads, or the Dean of Instruction will attempt to contact adjunct faculty when classes are delayed or cancelled. However, if you are uncertain, please call the office of the off-campus director, the division head, or the Dean of Instruction.

LIBRARY USE BY INSTRUCTIONAL STAFF

Each class must include appropriate library assignments.

Each student enrolled in English Composition will receive orientation in using the library; in addition, the professional library staff will assist all students in locating library materials.

The following policy for faculty must be adhered to in library use:

- With the exception of English, speech and career education classes, no classes may be dismissed to go to the library.
- In scheduling English, speech, or career education classes for library assignments, the appropriate form must be submitted to the Director of the Library and to the Division Head one week prior to the visit. Instructors must accompany classes during library visits.
- Instructors are encouraged to place materials on “Reserve” for class use. Reserve materials should be meaningful to the course and should increase student learning. The Director of the Library will assist the faculty in selecting the “Reserve” materials.

- Each faculty member should periodically check the library holdings within his/her discipline to determine the adequacy of materials. Faculty are responsible for suggesting materials that will enhance the library holdings.
- If a faculty member must be absent from class at a time when library assignments are in progress, students may be encouraged to use the library during the missed class period. However, the faculty member must personally notify the Director of the Library 48 hours in advance of the class time in order to determine if seating is available.
- All library assignments must have a purpose and must support the course objectives.
- Faculty members are encouraged to expand their scholarly preparation by periodically making personal use of the library.

FACILITIES ACCESS

Adjunct faculty members will be provided keys to access their classroom and building. Students must never be given access to your building or classroom keys. Nor should students be give access to any secured area of the building without your presence or supervision. All keys should be returned to the division head or off-campus site director at the end of the semester.

FIREARMS AND OTHER DANGEROUS WEAPONS

Mississippi law prohibits the possession of firearms or other dangerous weapons on college property.

FACULTY TEACHING SCHEDULE AND CONFERENCE TIME

Scheduled class meetings are an implied contract between the college and the student. Instructors are expected to meet for the duration of the scheduled class meetings. In extenuating circumstances the adjunct faculty member should contact the division head to make arrangements for the class to be covered.

Adjunct faculty and full-time faculty teaching at off-campus locations are expected to be accessible to students 30 minutes prior to the start of the class and 30 minutes at the conclusion of the class.

GRADING SYSTEM

A	Superior
B	Good
C	Satisfactory
D	Poor
F	Failure
I	Incomplete
W	Official Withdrawal
N	Audit
Z	Pass without grade points

Within each division, the grading scale will be standardized for each course.

At the beginning of the semester, each student will be given a clear and detailed explanation of how grades are determined and what standards must be met for each course.

The temporary grade “I” may be submitted only in the following cases:

1. Whenever the student was absent from the final examination for an acceptable reason.
2. Whenever the student has failed, because of acceptable reason, to complete all assignments.

It is the responsibility of the student to initiate action to remove an “I” that he has received.

If the “I” is not resolved by the end of the following semester, it automatically becomes “F”.

Grades submitted at the end of each term are considered final.

Posting of students’ grades is illegal and must not be done by any method.

FINAL GRADES

Final grades must be calculated and letter grades assigned according to the formula and scale set forth in the course syllabus obtained from the division head. Grades must then be turned in within 24 hours of the scheduled exam time, both on paper and through Tigerline. If you wish, you may simply print a paper copy of the Tigerline screen after you have entered your final grades and deliver it or mail it into the Records Office, or you can use the official grade sheet to turn in. Either way, **you must submit final grades both electronically and on paper within 24 hours following the final exam.**

For adjunct instructors, all final exam papers of your students should be turned in to the division head at the end of the semester to be kept on file. Also, if you have **books and keys** to buildings, labs, or classrooms on campus, those **must be turned in** as soon as the semester is completed. Those items are often needed for other instructors the next term. **For full-time instructors**, a copy of each final exam must be turned in each semester to be kept on file.

PRIVACY RIGHTS OF PARENTS AND STUDENTS

Northeast Mississippi Community College complies with all provisions of the federal law entitled, “Privacy Rights of Parents and Students.” Copies of a policy statement indicating the records affected by this law, the student’s rights and obligations, and the college’s rights and obligations may be obtained in the Records Office.

Northeast Mississippi Community College will release directory information about any student unless he/she has notified the Records Office in writing that he/she does not want any such information released. This written request must be filed within two weeks after the student registers. It should be noted that such a request will be followed to the letter. Any future requests from non-college persons or organizations for such directory information will be refused.

Directory information includes the student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees

received, honors and awards earned, the most recent educational agency attended by the student, and other similar information. (A complete copy of this policy is available in the Record's Office.)

Adjunct faculty members please note: This means that student grade or attendance information may not be released to parents with written permission from the student.

BRINGING CHILDREN TO CLASSES

The presence of children in the college classroom, especially small children, constitutes a distraction for the instructor as well as other members of the class and therefore compromises the effectiveness of the learning environment. The instructor should ask any student who brings a child to class to leave. Parents should not leave their children to be unattended in campus common areas such as empty classrooms, lounges, or hallways.

DUPLICATING SERVICES & ORDERING EDUCATIONAL SUPPLIES

Duplicating services are available on-campus in certain buildings and at each off-campus location. Adjunct faculty members must obtain a Northeast duplicating code from the appropriate division head in order to use the duplicating services.

Adjunct faculty members may obtain educational supplies through their respective off-campus director, division head, or the Dean of Instruction. Please notify the appropriate supervisor with sufficient lead time to obtain the supplies.

CLASS ORIENTATION OF STUDENTS

It is the responsibility of each faculty member to inform the students in his/her classes of several items during the first class meeting. Each faculty member should prepare a handout sheet for each class which reflects the following items for that particular course:

1. name and number of course and instructor's name
2. textbook to be used in the course
3. any supplemental materials or books to be used in the course
4. the methods of teaching to be used in the course
5. types of evaluation to be used in the course
6. the method of scoring and weight given to each evaluation
7. course requirements, such as term projects, parallel reading, number of tests to be given, and approximate dates
8. any other particular requirements for the course
9. contact information of the instructor

PAYROLL

All adjunct faculty are employed by the semester and will sign a salary agreement indicating the courses to be taught and the compensation to be awarded. Adjunct and overload pay is \$1450 for a 3-semester hour course and \$1930 for a 4-semester hour course.

Payment for the course will be at the end of the semester. Checks may be picked up in the Business Office in Stringer Hall or mailed to your home address upon request.

ADJUNCT FACULTY ORIENTATION

An adjunct faculty orientation will be held at the beginning of the fall and spring semesters and all adjunct faculty members are expected to attend. The orientation sessions will be scheduled to best accommodate the busy schedules of all persons involved. Important administrative and instructional guidelines are discussed and adjunct faculty will receive e-mail addresses and administrative passwords.

EMPLOYMENT OF RETIREES

Individuals who have retired from Northeast Mississippi Community College (or other State of Mississippi Service) may be reemployed in accordance with the Public Employees Retirement System of Mississippi, PERS, Regulation 34.

(See www.pers.state.ms.us/pdf/reg34.pdf)

All previously retired individuals reemployed under Public Employees Retirement System of Mississippi, PERS, Regulation 34 must provide a Certification/Acknowledgment of Reemployment of Retiree (PERS Form 4b). Personnel that are reemployed after retirement from State of Mississippi service will be employed under the policies and procedures of Northeast Mississippi Community College effective at the date of reemployment. **Employees must complete PERS Form 4b with 5 days of re-employment.** Forms are available in the Human Resources office or the Dean of Instruction's office.

PLACEMENT TESTING

When students are admitted to the college, their ACT scores are reviewed to determine if specific academic skills need improvement. Students with ACT English sub scores of 14 and below are required to complete the Write Placer test provided by Accuplacer. Students who score 6 or below on the Write Placer will be registered for ENG 1103, Introduction to Composition. Completion of this course with a passing grade will qualify the student for entry in ENG 1113 English Composition I. Students with an ACT score of 14 or below will be required to take Reading 1103. All students may take the Accuplacer test at the college or designated site at no cost.

Students with ACT Math scores of 18 or lower may be in need of instruction to enhance their mathematical skills. The college uses the Accuplacer Elementary Algebra test to accurately place students in the correct level of mathematics. Students who score 52.9 or lower will be registered for MAT 1203 Beginning Algebra. Students who score 53 to 83.9 will be registered in MAT 1233 Intermediate Algebra. Students who score 84 or higher will be registered in MAT 1313 College Algebra.

Also, students with an 84 or higher can be registered for MAT 1323 Trigonometry. Students who have an ACT sub score in Math of 22 or higher and Advanced Math and Trigonometry in high school can register for one of the following: MAT 1815, Calculus I; MAT 1333, Finite Math; MAT 1513 Business Calculus I; or MAT 1613 Calculus.

NORTHEAST MISSISSIPPI COMMUNITY COLLEGE

ADJUNCT FACULTY HANDBOOK

APPENDIX

Beginning of the Semester Quick Reference Checklist

1. Carefully **check roll** to be sure that each student is correctly enrolled in the class. Promptly report to a student if he/she is not on roll so that he/she can get the error corrected, pay fees, or whatever must be done so that the enrollment can be completed. Also, promptly report any student who is on roll, but not attending, to your division head. Be sure to continue to check attendance carefully against the most current class roll. These can change at the beginning of the semester as students make changes in their class schedules. The class roll listed on Tigerline will always be current.
2. **Be sure that every student in your class has been correctly placed and has all of the required pre-requisites in place.** The required pre-requisites should be listed on your course syllabus and in the college catalog. There is also **a policy for placing students in mathematics and English classes**, which must be very carefully followed. Mathematics and English instructors should download class rolls and check each student's ACT and Accuplacer scores, as well as previous course credit **before attending class the first time** in order to quickly identify any students who should be directed into a different class because of errors in placement. Deadlines for adding and deleting classes approach quickly and students need to get their schedules settled quickly for the best opportunity for success. Then re-check your rolls each time you meet in case new students have been added to your roster. Placement information should be checked immediately for any new students.
3. If you have need for **a change in the time or location of any class** (whether temporarily or for the entire semester) first request permission from the Division Head, and then make sure that the change does not present a problem for any student involved. Both the Division Head and the Dean of Instruction must then be notified of the change. Faculty members are not permitted to make changes in time or location without proper notification and permission.
4. **Make sure that each student has a copy and understands the course outline** containing information such as textbooks, conference periods, attendance policy, grading policy, testing policy, additional equipment required, optional materials available, etc. You and the students must follow these carefully.
5. Make students aware of **tutorial services available free of charge** through the Success Center in Waller Hall. Note that there are federal regulations about eligibility that may limit the resources for some students. However, Northeast personnel will make every effort to provide services to all students.
6. Make students aware of the **Student Success Center**. Plato software is available to assist students with many of our subject areas—math, biology, chemistry, physics, and so forth.

7. Make students aware of **availability of computers** in the library. Eula Dees Library hours are 8:00 a.m. – 10:00 p.m. Monday through Thursday, 8:00 a.m. – 4:00 p.m. Friday, and 7:30 p.m. – 10:00 p.m. Sunday night. Summer hours are 8:00 a.m. – 4:00 p.m. Monday through Friday. The library at Northeast at New Albany is open from 5:30 p.m. – 8:00 p.m. Monday through Thursday during fall and spring semesters.
8. We do stress that the **classes meet for the entire class period**. We believe that the student deserves to receive the most instruction and assistance possible during the time the class is scheduled. In summer classes that meet for three hours or longer or in evening classes, **a brief break** is in order, but should not take over 5 to 10 minutes away from the class period. **Be dependable, always present and on time**. Actually, you should always be a little early for class, and **be willing to meet with students outside of class** if they need extra help.
9. Always be firm, fair, and friendly in your dealings with students. If there is a problem, don't hesitate to **call for assistance or advice**.
10. **Do not allow students to address you by your first name**. Your proper title (Dr., Mr., Mrs., Miss) followed by your last name is appropriate.
11. **Dress professionally at all times**. No tennis shoes, jeans, sweat shirts, t-shirts, jogging suits, wind suits, etc.
12. Please do not eat or drink in the classroom in front of the students. **We do not allow our students to have food, beverages, or tobacco of any kind in classrooms**. Our buildings are smoke-free, but there are some designated **outside** areas for smoking. Smoking is prohibited inside. We also **discourage the use of cellular phones in the classroom**, and ask students to turn them off before class begins. In addition, **neither faculty nor students may bring children to the classroom or lab**. Students should not bring guests with them to class or lab.
13. The **College Bookstore** has textbooks for all classes as well as many other necessary items. The hours of operation are 8:00 a.m. – 4:00 p.m. Monday through Friday. The bookstore is also open on designated nights at the beginning of each semester. Check the class schedule booklet for the proper dates. The bookstore will buy back students' used books which are in print and in good condition on during final exam week.

Middle of the Semester Quick Reference Checklist

1. There are many **important deadlines** each semester. Be aware of the college calendar and always ask the Division Head if there is any question about holidays or class meeting times and dates.
2. The deadline for audit forms or midterm or final grades to be turned in are all extremely important and **must be carefully observed**. It is also extremely important that **attendance records** be kept very carefully and that those records be reported in a very timely manner, especially in the case that a student on roll is not attending class, or a student is attending class and not on roll. If a student exceeds the maximum number of absences allowed, that must also be reported very promptly. These things affect grade reporting, state funding (audits), athletic eligibility, scholarship eligibility, and financial aid, among others. All dates reported regarding attendance (cut-outs, withdrawals, audits) must be consistent.
3. **State enrollment audits** are done each year. Audit forms are provided and must be filled in very carefully with appropriate symbols according to established guidelines listed at the bottom of the form. The month and date of each class meeting must be listed at the top, each absence for each student, and if the student is no longer attending class, the last date of attendance and whether the student has been cut out or has withdrawn. The dates reported here must be consistent with those reported to the Records Office on class attendance and withdrawal forms. Then the **form must also be signed and dated** by the instructor. It is of utmost importance that these audit forms are turned in by the deadline announced by the Records Office. Always ask any questions you have about filling in these forms before you turn them in.
4. **Mid-term grades** must be entered on Tigerline by a published deadline each fall and spring semester. A paper copy of mid-term grades does not have to be turned in. Mid-term grades are merely a progress report for the student; grades are **not** computed for the first half and last half of the semester and then averaged for the final grade. Since mid-term grades are not mailed out unless there is a request, students may ask instructors or look on Tigerline to find out their mid-term grades.
5. Northeast expects that **each topic in the course syllabus will be covered thoroughly** by the end of the semester. **Only topics or assignments that are listed as optional on the course syllabus may be considered as optional**.
6. **Grade and return tests to students soon** – by the next class meeting whenever possible. It is helpful for them to see their results while the material is fresh on their minds. Always help them to see why they made mistakes and how they can improve next time. If they need extra help, make them aware of all of the avenues available. Unfortunately, you will not have time to re-teach topics in class, but you may want to meet with students who are having difficulty outside of class to review trouble spots.

End of the Semester Quick Reference Checklist

1. **All students** are to take a **comprehensive final examination** on the date it is scheduled. Early final examinations must not be given to classes or individuals without the express permission of the Dean of Instruction. **Comprehensive exams are mandatory.** You do not have the option of substituting a unit test. In some courses a **departmental exam** will be given. You will be informed if this is the case in the course you are teaching. In courses where departmental exams are used, data is collected, including item analyses, to use in ongoing studies of our students' progress and effectiveness of our curricula. All information about departmental exams (and all other tests) must be kept strictly confidential. You must not use your knowledge of the content of tests to "teach to the test." You should teach all of the topics on the syllabus and prepare the students so that they could answer questions on any of those topics at a moderate level of difficulty as presented in the assignments, and then test accordingly.
2. **Students must never be given access to your keys to the building.** Nor should students be given access to any secured area of the building without your presence and supervision.
3. **Posting of students' grades is illegal** and must not be done by any method.
4. **Final grades** must be calculated and letter grades assigned according to the formula and scale set forth in the course syllabus. Grades must then be turned in within 24 hours of the scheduled exam time, both on paper and through Tigerline. If you wish, you may simply print a paper copy of the Tigerline screen after you have entered your final grades and deliver it to the Records Office, or you can turn in the official grade sheet. Either way, **you must submit final grades both electronically and on paper within 24 hours following the final exam.**
5. **For adjunct instructors, all final exam papers of your students should be turned in** to the Division Head at the end of the semester to be kept on file. Also, if you have **books and keys** to buildings, labs, or classrooms on campus, those **must be turned in** as soon as the semester is completed. Those items are often needed for other instructors the next term. **For full-time instructors,** a copy of each final exam must be turned in each semester to be kept on file.



FACULTY MEMBER/DIVISION HEAD FORMATIVE EVALUATION AGREEMENT

Faculty Member's Name _____

Division _____

For each primary faculty role, indicate the agreed percentage to be assigned based on the individual teaching assignment, as well as the expected and planned activities in each role (be specific).

I. Teaching and Related Activities (70 – 90%) _____%

- A. _____
- B. _____
- C. _____

II. Advising and Related Activities (5 – 20%) _____%

- A. _____
- B. _____
- C. _____

III. Service/Scholarly Activities (5 – 20%) _____%

- A. _____
- B. _____
- C. _____

100%

Note: It is not necessary to list three items in each category. See attachment for suggested activities.

Faculty Member's Signature _____ Date _____

Division Head's Signature _____ Date _____

Possible Activities for Improvement of Instruction

I. Teaching and Related Activities

- Develop and assess new teaching techniques
- Develop ways to use new technology in the classroom
- Create an instruction based faculty web page
- Implement a new teaching style or approach
- Update your expertise in your content area (classes, workshops, conferences, etc.)
- Revise course content or curriculum
- Team with another teacher to visit one another's classes and discuss instructional strengths and weaknesses
- Develop a new course offering or a new delivery system for an existing course
- Develop a virtual course offering
- Carry out classroom research projects that reflect a particular teaching goal
- Use classroom assessment techniques to solicit student feedback on your teaching and use that feedback to improve effectiveness
- Review and revise library holdings in your content area
- Conduct professional development sessions on innovative teaching techniques
- Develop multimedia presentations for your classes
- Develop tutorial materials for your classes
- Mentor a new faculty member
- Take graduate level courses in your discipline
- Seek an advanced degree in your content area

II. Advising and Related Activities

- Develop a plan for increasing contact with your advisees
- Develop a program specific outline for your advising conferences
- Obtain up-to-date career information (salary, job outlook, etc.) for your advisees
- Develop or update a checklist of required courses for your advising area (perhaps one for each school to which your students commonly transfer)
- Seek specific scholarship information for transfer students in your advising area
- Assist with recruiting prospective students by letters, phone calls, etc.
- Assist with professional clubs and organizations related to your advising area
- Assist with reviewing and updating the Advisor's Handbook
- Develop advising links on your faculty web page
- Develop a multimedia presentation for your initial Orientation advisor's conference

III. Service/Scholarly Activities

- Serve on faculty, division, or college committees
- Sponsor or advise student organizations or clubs
- Assist in developing division policies or procedures
- Attend professional development activities, including conferences and workshops, to stay abreast of current educational trends and innovations
- Give a workshop/seminar for students and/or faculty
- Give scholarly presentations to local civic/community groups
- Pursue funding for special programs and/or innovations by writing grant proposals at the local, state, and federal level
- Hold office or serve on committees/boards in professional organizations
- Present and/or publish original research at professional conferences or in professional journals/books
- Participate in local, state, or national civic activities and organizations related to your discipline or as a representative of the college
- Participate in recruiting activities
- Present recitals or exhibitions of painting, sculpture, or other creative arts
- Review professional books and/or articles
- Participate in educational or scientific research projects
- Develop commercial coursework
- Provide consulting services for schools, colleges, organizations, or corporations



STUDENT EVALUATION OF FACULTY

The following questions will be rated on a 5-point Likert scale with choices of Strongly Disagree, Disagree, Neutral/Don't Know, Agree, Strongly Agree.

1. The instructor provided coursework objectives and classroom procedures at the beginning of the semester.
2. The instructor provides clear course requirements through the units of work such as assignments, due dates, and style instructions.
3. The instructor is knowledgeable about the subject matter of this course.
4. The instructor is well prepared for each class session.
5. The classroom atmosphere is good or conducive to learning: I feel comfortable in this classroom.
6. The instructor uses a variety of teaching methods such as tests, lectures, discussion, demonstrations, and group activities.
7. Students are encouraged to attend class.
8. Students are encouraged to learn independently, to think critically, and to make reasonable decisions.
9. The instructor meets class regularly.
10. The instructor begins class promptly.
11. The instructor provides adequate and timely feedback on student work.
12. Students are encouraged to participate in the class.
13. The instructor provides posted office hours, is available for conference appointments, and is available for assistance outside the classroom.
14. The instructor relates to students in a professional manner.
15. The class assignments contribute to my understanding of the subject.
16. The clarity and audibility of the instructor's speech are excellent.

The following open-ended questions will be included on the evaluation form.

1. The thing I enjoy or appreciate most about this course is:
2. The thing I enjoy least about this course is:
3. If I could change one thing in this class, it would be:
4. I would describe my overall experience in this class as:



ADMINISTRATIVE EVALUATION OF TEACHING PERSONNEL

Employee Name _____ SS# _____

Division _____ Evaluation Period From (mm/yyyy) _____ To (mm/yyyy) _____

Instructions: For each factor indicate the level of performance that best describes the employee's job performance during the evaluation period. Justifying comments are required for factors rated other than satisfactory. To determine the overall performance rating, add the total of all ratings and divide by the number of applicable factors rated. The form must be signed by the evaluator and the employee.

An employee's performance is measured based on the following five levels of performance.

- 5 Superior** indicates outstanding performance and contributions to the organization on a continuous basis during the evaluation period. Work being completed is at the highest level of performance and far exceeds the job requirements.
- 4 Commendable** indicates consistent performance at a level higher than expected and exceeds the job requirements.
- 3 Satisfactory** indicates an acceptable level of performance on the job. Goals and performance standards have been accomplished and job requirements have been met.
- 2 Needs Improvement** indicates that not all work is at an acceptable level and some but not all of the job requirements are being met. Considerable guidance and development of skills are needed.
- 1 Unsatisfactory** indicates an unacceptable level of performance. Immediate improvement is required. Continued failure to meet position requirements may be grounds for disciplinary action.

I. TEACHING AND RELATED ACTIVITIES

SUBJECT KNOWLEDGE

The demonstration of knowledge of the subject matter commensurate with the requirements of the courses being taught. Items to consider include subject knowledge compared to length of time in current position, efforts to acquire pertinent additional subject related knowledge, and willingness to share their professional knowledge and expertise with other educators.

- 5 Superior
- 4 Commendable
- 3 Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory
- Not Applicable

COMMENTS:

COURSE PREPARATION

The degree to which the instructor adequately prepares for instruction. Items to consider include reviewing and revising course syllabi, student goals, objectives, and course expectations; preparing and administering relevant learning experiences, using a variety of instructional methods (lectures, discussions, illustrations, etc.) to encourage student participation and independent learning.

- 5 Superior
- 4 Commendable
- 3 Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory
- Not Applicable

COMMENTS:

INSTRUCTIONAL MANAGEMENT

The degree to which the instructor adequately manages instruction. Items to consider include the communication of course goals and expectations to the students and assigning grades on the basis of these expectations; the construction and administration of student assessments and evaluations; timely feedback on student work; the use of assessment results to improve learning and the instructional process.

- 5 Superior
- 4 Commendable
- 3 Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory
- Not Applicable

COMMENTS:

STUDENT/FACULTY RELATIONSHIPS

The degree to which the instructor establishes and maintains good student/faculty relationships. Items to consider include whether the instructor relates to students in a professional manner, maintains a classroom environment conducive to learning, encourages students, and implements procedures that enhance retention.

COMMENTS:

- 5 Superior
- 4 Commendable
- 3 Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory
- Not Applicable

RECORDS MANAGEMENT

The degree to which the instructor maintains adequate records for instructional and administrative use. Items to consider include timely and efficient management of student records such as gradebooks, attendance, class withdrawals, withdrawal vanished forms, audit rolls, midterm and final grade reports.

COMMENTS:

- 5 Superior
- 4 Commendable
- 3 Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory
- Not Applicable

INTERPERSONAL SKILLS

The degree to which the instructor cultivates and maintains productive relationships with supervisor, co-workers, and others in completing assignments/tasks. Items to consider include the ability to effectively convey and receive pertinent information, the employee's receptiveness to new ideas, and the degree of cooperation.

COMMENTS:

- 5 Superior
- 4 Commendable
- 3 Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory
- Not Applicable

DEPENDABILITY/INITIATIVE

The degree to which the instructor can be depended upon to be available to work and to fulfill position responsibilities, including initiation of new projects. Consider whether the faculty member reports to work on time, communicates schedule changes promptly to supervisor, maintains regular attendance, meets all classes promptly and regularly, and maintains regular office hours.

COMMENTS:

- 5 Superior
- 4 Commendable
- 3 Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory
- Not Applicable

II. ADVISING AND RELATED ACTIVITIES

PREPARATION FOR ADVISING

The degree to which the instructor participates in orientation and provides advisees with current information regarding their particular program of study. Items to consider include required coursework, transfer requirements, scholarship opportunities, career opportunities and information.

COMMENTS:

- 5 Superior
- 4 Commendable
- 3 Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory
- Not Applicable

REVIEW OF ADVISEE RECORDS AND PROGRESS

The degree to which the instructor adequately reviews the advisee's records and checks on their academic progress. Items to consider include whether the instructor reviews records (ACT scores transcripts, placement scores, etc.) and uses this information to help students plan their curriculum; and whether the instructor periodically reviews the advisee's academic progress and implements procedures to enhance student success and retention.

- 5 Superior
- 4 Commendable
- 3 Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory
- Not Applicable

COMMENTS:

ADVISEE/FACULTY RELATIONSHIPS

The degree to which the instructor develops and maintains good advisee/faculty relationships. Items to consider include whether the instructor is available to advisees for advising conferences, shows concern/patience in assisting students with unfamiliar tasks, maintains student confidentiality, enhances retention of advisees, makes advisees aware of college clubs and organizations, encourages graduation and assists with recruiting of prospective students in their advising area by letters, phone calls, etc.

- 5 Superior
- 4 Commendable
- 3 Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory
- Not Applicable

COMMENTS:

III. SERVICE/SCHOLARSHIP ACTIVITIES

SERVICE ACTIVITIES

The degree to which the instructor fulfills the service role. Items to consider include whether the instructor participates in faculty, division, and college committee meetings; sponsors student organizations; participates in faculty orientation, advisor meetings, recruitment/retention efforts, summer orientation, registration, and other college events.

COMMENTS:

- 5 Superior
- 4 Commendable
- 3 Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory
- Not Applicable

SCHOLARSHIP ACTIVITIES

The degree to which the instructor fulfills the scholarship role. Items to consider include whether the instructor stays abreast of current educational innovations through professional development activities including conferences and workshops, pursues special funding through grant writing, pursues scholarly activities to enhance learning, and presents/publishes original research.

COMMENTS:

- 5 Superior
- 4 Commendable
- 3 Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory
- Not Applicable

CUSTOMER SERVICE (as in students, parents, NE Personnel, industry, etc.)

The degree to which the employee takes the extra step in extending service to each customer and employee. Items to consider include courtesy, responsiveness, professionalism, and the ability to solve customer problems and meet their needs, and projects a positive image of the college in the community.

COMMENTS:

- 5 Superior
- 4 Commendable
- 3 Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory
- Not Applicable

OTHER _____

(List any other pertinent factor not previously considered)

COMMENTS

- 5 Superior
- 4 Commendable
- 3 Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory
- Not Applicable

IV. OVERALL PERFORMANCE RATING

Total of All Ratings / Number of Applicable Factors Rated = _____

V. DEVELOPMENT PLAN:

Plan to achieve performance/professional goals or factors that have been rated as needs improvement or unsatisfactory. List development plan below for steps for improvements.

Goals/Factors	Specific action to be taken	Date to be completed

Evaluator Comments: (Additional sheets may be attached)

Evaluator's Signature

Date

Employee Comments: (Additional sheets may be attached)

Employee's Signature

Date

(Employee signature does not indicate agreement with evaluation. It only acknowledges that the employee was given the opportunity to discuss the evaluation with the evaluator.)



FACULTY MEMBER / DIVISION HEAD FINAL CONFERENCE FORM

Faculty Member's Name: _____ Date: _____

Division: _____ Academic Year _____

1. Did the instructor complete a Formative Evaluation Agreement in collaboration with their division head? _____ yes _____ no
2. Did the division head and instructor discuss the results of the Student Evaluation of Faculty? _____ yes _____ no
3. Did the division head and instructor discuss the results of the Administrative Evaluation of Teaching Personnel? _____ yes _____ no
4. Did the division head complete a classroom observation?
_____ yes _____ no _____ NA
5. Did the division head and instructor discuss the classroom observation?
_____ yes _____ no
6. Based on your participation in the classroom observation and the student evaluations, identify the strengths you bring to the classroom:
7. Based on the same sources, identify one or two areas you would like to target for development.
8. Indicate any supplies, equipment or resources that might help you improve instruction.
9. Identify ways in which your supervisors could help you improve instruction, develop professionally, and/or increase job satisfaction. (You may use the back of this form to continue your response.)

Faculty Member's Signature _____ Date _____

Division Head's Signature _____ Date _____