# ADJUNCT INSTRUCTOR HANDBOOK

**JERRY AND VICKIE MOYES COLLEGE OF EDUCATION**  
**WEBER STATE UNIVERSITY**

## Table of Contents:

<table>
<thead>
<tr>
<th>CONTENT</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Adjunct Instructors</td>
<td>2</td>
</tr>
<tr>
<td>Moyes College of Education Mission and Goals</td>
<td>2</td>
</tr>
<tr>
<td>Ethical Practices</td>
<td>2</td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
<td>3</td>
</tr>
<tr>
<td>Adjunct Instructor Orientation List</td>
<td>6</td>
</tr>
<tr>
<td>Adjunct Faculty Checklist</td>
<td>7</td>
</tr>
<tr>
<td>Appendix A: Vital Contacts for the Department of Child and Family Studies</td>
<td>8</td>
</tr>
<tr>
<td>Appendix B: Vital Contacts for the Department of Teacher Education</td>
<td>9</td>
</tr>
<tr>
<td>Appendix C: Vital Contacts for the Department of Health Promotion and Human Performance</td>
<td>10</td>
</tr>
</tbody>
</table>
WELCOME ADJUNCT INSTRUCTORS

We highly value our adjunct instructors and gain much from our association with you. Please use this resource as a tool to assist your teaching and learning activities to support the mission and goals of the Jerry and Vickie Moyes College of Education at Weber State University. Please use the appendices for vital contact information for the department that you are teaching for.

MOYES COLLEGE OF EDUCATION MISSION AND GOALS

The Moyes College of Education is committed to developing and maintaining healthy and responsible individuals, families, and schools in a global and diverse society through roles related to the preparation and support of practitioners and educators, service to campus and community, and the discovery and advancement of knowledge.

Students completing baccalaureate programs in the Jerry and Vickie Moyes College of Education will be granted either the Bachelor of Arts or the Bachelor of Science degree. The College also grants Masters degrees in Curriculum and Instruction and Athletic Training.

The College supports the five Weber State University overarching goals.
1. To create an outstanding, learner-centered experience in a multi-campus environment,
2. To support students, faculty and the community through technology, administrative systems, outstanding service and the physical campus,
3. To develop a campus environment of support and engagement for students, faculty and staff,
4. To foster connections and support with/from external communities,
5. To enhance the campus environment through inclusion and diversity.

ETHICAL PRACTICES

Adjunct instructors are expected to meet all PPM requirements found online at: https://www.weber.edu/ppm

Adjunct instructors should avoid conflict of interest situations such as:
1. Having a client or business associate in a class.
2. Having a child or other relative in a class.
3. Maintaining a personal relationship with a student.
4. Promoting personal business.
FREQUENTLY ASKED QUESTIONS (FAQ’S)

• What does being an adjunct instructor entail?
Your task is to facilitate student learning in a specific content area. How this student learning takes place is variable and up to you as long as the specified learning objectives are followed in organizing student experiences. If you are teaching a 3 credit hour semester course, students will spend three contact hours per week in the classroom with you for 14 weeks (Spring and Summer) or 15 weeks (Fall), unless you are teaching an accelerated 7-week class or a special workshop. Semester beginning and ending dates and holiday dates are available through the academic calendar online at: http://apps.weber.edu/calendars/. In general, you should keep your students in class for the entire time it is scheduled. Repetitive early dismissing of class by the instructor or frequent missing of class for illness or travel, or other reasons is not acceptable. Please notify the department secretary and fill out the Absence From Campus form at least a week in advance if you must miss for an important obligation. Also, notify the department secretary if you are ill or must attend to an emergency situation.

• Do I get to choose how I will teach my class?
Universities are committed to the value of academic freedom, meaning that how you choose to teach your course is largely up to you. Please keep in mind, however, that all our courses have specific learning objectives and outcomes identified by our full-time faculty as important and instrumental in the students' educational programs. Whether multi sectioned or not, each course must provide for meeting the required objectives and outcomes. Typically you will be provided with a syllabus and copies of support packet materials as developed and used by the full-time faculty. Alternatively you may receive course materials through WSU online canvas. Please feel free to adapt courses to your teaching style and strengths while maintaining regard for the designated objectives and outcomes. You will assign the same textbooks as assigned by the full time faculty.

• How much and when will I be paid?
Compensation for adjunct faculty is based on the number of courses taught each semester. Compensation for course taught face to face is set at a variable rate per credit hour designated by the university. Compensation for course taught online is set at a per student credit hour rate designated by the university. Direct deposit of paychecks is available for adjunct faculty and may be arranged through the payroll office. Payments usually begin one month after the term begins and occur on the 3rd and 18th of each month throughout the term. The exact payroll dates are available through the payroll office and can be accessed online at: http://departments.weber.edu/accounting/accounting/check_distribution.htm

• What about parking?
Parking at WSU is a challenge as it is on most university campuses. If you are teaching in the evening on campus, parking is free after 4:00 PM. If you are teaching at the Davis Center or any of the other satellite campuses, parking is currently free.
If you are teaching in the daytime and will only be on campus for an hour or so we recommend you pay to park in the visitor parking lot in front of the Browning Center. Free parking is available at the Dee Events Center and there is a shuttle bus to campus. Parking passes are available for $83/$53/$20 per year and are usually sold near the end of spring semester. Please be warned that if you park anywhere on campus before 4:00 PM without a permit, you will be ticketed and will be liable for the violation.

- **Do I keep office hours?**
  You should minimally keep 2 office hours per week as an adjunct instructor and provide some means for students to contact you when necessary. Please indicate these means of access on your syllabus and inform the department secretary so she can direct students to you.

- **Do I have an office on campus?**
  Each department has adjunct instructor share office space. In this office you will have access to a computer and phone. You may leave material in the shared space but recognize it may not be secure. Contact the department secretary for the location of the adjunct instructor office.

- **Should I be using a WSU email account and how do I get one?**
  Every adjunct **MUST** have a WSU email account in order to keep up with department activities and in order to access class rolls and submit grades. See the department secretary for procedures. Once you have your username and password you can get your class rolls and information through the faculty portal online at: www.weber.edu. When communicating with students via email, use the official WSU email system or the WSU online Canvas communication tools.

- **How do I receive mail on campus?**
  You will have an individual or a shared mailbox in department mailroom as assigned by the department secretary.

- **How will I be evaluated as an instructor?**
  Your students will be asked to fill out a course evaluation on the classes you are teaching each semester. New adjunct instructors will be evaluated at midterm and at the end of the semester. Aggregated data and student comments from these evaluations will be available to you and the department chair as soon as possible after the end of the semester. If you teach for Continuing Education, they will conduct the evaluations. These evaluations are an important (but not the only) measure of your success as a WSU instructor. At the beginning of each semester a copy of your syllabus or syllabi should be given to the department secretary. We look at these syllabi to be sure that instructors are following minimum student performance criteria established for their courses. A full-time faculty member may also visit classes from time to time. Such visits are designed to provide you feedback regarding your teaching and course content. You will be notified ahead of time if a visit to your classroom is planned.
• **How do I get resources, materials, test questions, etc. for my class?**
Typically one of the full-time faculty members will spend time with you before you teach your first semester to acquaint you with the materials, textbook, standards and resources available to you. You will receive a copy of the textbook already selected for the course you will teach and a copy of available teaching resource materials. Textbooks for students can be ordered by the department secretary and sold at the campus bookstore. Confirm with the department secretary that your books have been ordered. You will be given sample syllabi and names of suggested tools to enhance classroom instruction. You may use the classroom media stations after a brief training period. Please schedule training **BEFORE** your planned use. Copies of materials must be requested at least three days prior to the day they are needed.

• **What benefits do I receive as an adjunct instructor?**
During a semester when you are actively teaching you have the benefits described online at: [http://www.weber.edu/adjunctfaculty/](http://www.weber.edu/adjunctfaculty/).

• **Will I be hired again for next semester?**
Adjunct employment is on a semester-to-semester basis only and teaching one semester does not guarantee employment of or options to teach in future semesters. However, we try to develop a core group of outstanding adjunct instructors and use them as often and as much as our budget allows. Each semester you will be contacted if teaching opportunities are available. Please recognize that scheduling is based on student need and demand with preference given to full-time faculty. Teaching assignments are often made months to a year in advance. Individual adjuncts are limited to teaching two 3-credit courses per semester.

• **What other support is available?**
The **WSU Teaching and Learning Forum** is a great resource for you. Connect to them online at [http://www.weber.edu/tlf](http://www.weber.edu/tlf) or by calling 801-626-7667 with your questions. Also, using training tracker through the faculty portal is helpful to sign up for valuable training at WSU.
ADJUNCT INSTRUCTOR ORIENTATION LIST

Use this form to guide your orientation to teaching at Weber State University. Use the college catalog (online at www.weber.edu), the department web site http://weber.edu/COE/, the full-time faculty, the department secretary and the department chair as resources.

I. Human Resource Related
   • Employment Application Package Complete
   • Teaching Approval/Certification Process Complete (if applicable)
   • Faculty ID card obtained
   • Other

II. General Instructional
   • Understanding of Institutional/Program Mission
   • Demographics, Needs of Student Population, Probable Class Size
   • Class Rolls, Student Attendance Procedures
   • Classroom Procedures; Schedules, Breaks, Housekeeping
   • Grade Submission Procedures
   • Faculty Evaluation Procedures
   • Release of Student Information
   • Books/Bookstore Logistics/ Sources of Required Materials and Supplies
   • Student Retention and Counseling Procedures
   • Security/Reporting Incidents/ Parking Procedures
   • Library Logistics/ Media Center/ Computer Labs
   • Auxiliary Resources: Printing, Word-processing Audio Visual, etc.
   • Regular Sources of Information: Email, meetings, etc.
   • Other

III. Department/Division/Program Specific
   • Room Keys/ Room Access/ Room Locations and Availability
   • Required Forms and Reports
   • Mailbox/ Materials Distribution System
   • Office Space/ Procedures and Availability
   • Specialized Facilities and Equipment
   • Introduction to Key Personnel
   • Faculty Development Resources: Mentors, Workshops, etc.
   • Other

Notes:
ADJUNCT INSTRUCTOR CHECKLIST

Be sure you have remembered to do all of the following.

1. Acquire the names and contact information for the department chairperson and the dean.
2. Complete all the paperwork for official employment.
3. Meet with the department chair and full-time faculty who teach the course you have been assigned.
4. Request a course syllabus and become acquainted with outline, goals, and objectives of the course.
5. Obtain handouts and/or course supplementary packets.
6. Obtain tests if available.
7. Obtain a personal copy of the course text.
8. Be familiar with the department and/or college attendance and tardiness policy.
9. Be prepared to submit grades on time during the final exam week. Make a note of semester ending date and the date grades are due.
10. Be familiar with the department/college grading policy.
11. Acquire contact information for instructional aide materials and equipment, films, videotapes, and software.
12. Obtain student evaluation procedures and packet from the department secretary.
13. Find out which full-time faculty members have taught the course.
14. Find out from full-time faculty information on resources, references, student assignments, rubrics, etc.
15. Be sure the syllabus is updated relative to new materials and technology.
16. Include a variety of instructional strategies so the course does not become repetitious.
17. Attach an up-to-date schedule to the syllabus so dates when assignments are due and when the course begins and ends are clear.
18. Acquire computer support information.
19. Set up GroupWise account.
20. Check with the secretary regarding the procedures for using the testing center.
21. Find out how to submit grades electronically.
22. Feel free to request assistance at any time.
APPENDIX A

VITAL CONTACTS
Department of Child and Family Studies

Carol VandenAkker, 801-626-7151, carolvandenakker@weber.edu, department secretary, handles employment materials, book orders, input of schedules, and other logistical concerns. She is your first line of inquiry. Call Carol to setup an appointment for a department orientation. She can make copies for you if materials are turned in at least 3 days ahead of time and can get tests to and from the testing center if assistance is needed. Please introduce yourself when you are on campus. Office is open 7:30 AM to 4:30 PM.

Paul Schvaneveldt, 801-626-6597, pschvaneveldt@weber.edu, department chair, handles all department related information.

Wei Qui, 801-626-7386, weiqiu@weber.edu, and Carrie Ota, 801-626-6959, carrieota@weber.edu, co-chair the Early Childhood/Early Childhood Education Committee and coordinates the scheduling of Human Development and Early Childhood courses.

Joyce Buck, 626-6880, jibuck1@weber.edu, chairs the Family Studies Committee and coordinates the scheduling of Family Studies courses.

Other faculty: Other full time faculty members who teach your assigned courses will orient you and share course materials. Please feel free to contact them for help and support.
APPENDIX B

VITAL CONTACTS
Department of Teacher Education

Lynda Olmstead, 801-626-7171, lolmstead@weber.edu, department secretary, handles employment materials, input of schedules, and other logistical concerns. She is your first line of inquiry. Call Lynda to setup an appointment for a department orientation. Please introduce yourself when you are on campus. Her office is usually open from 8:30 AM to 4:30 PM.

Jack Mayhew, 801-626-6268, jmayhew@weber.edu, department chair, handles all department related information.

Peggy Saunders, 801-626-7673, psaunders@weber.edu, director of the Master of Education in Curriculum and Instruction program.

Fran Butler, 801-626-7410, fbutler@weber.edu, coordinator of the special education licensure program.

Lynda Goucher, 801-626-6278, lgoucher@weber.edu, secretary for the Master of Education program.

Karen Lindley, 801-626-6279, klindley@weber.edu, media support supervisor. She coordinates textbook orders, and can make copies for you if materials are turned in at least 3 days ahead of time.

Other faculty: Other full time faculty members who teach your assigned courses will orient you and share course materials. Please feel free to contact them for help and support.
APPENDIX C

VITAL CONTACTS
Department of Health Promotion and Human Performance

Jennifer Turley: 801-626-6933, jturley2@weber.edu, Department Chair & Professor of Nutrition. Handles all department administrative issues and teaching assignments.

Danielle Orozco: 801-626-6691, danielleorozco@weber.edu, Department Secretary. Handles employment materials, input of schedules, book orders, copies, supply orders, course evaluations, student overrides, reports, databases, etc. Can assist with Chitester if needed. Her office hours are 7:30 – 4:30.

Lisa Pedersen: 801-626-6742, lpedersen@weber.edu, Facility Coordinator/Budget & Administrative Support. Handles building issues, building schedule, input of schedules, pay issues, etc.

Other faculty: Other full time faculty members who teach your assigned courses will orient you and share course materials. Please feel free to contact them for help and support.