



## **ADJUNCT INSTRUCTOR HANDBOOK**

### **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.

### **MOYES COLLEGE OF EDUCATION VISION, MISSION, AND STRATEGIC GOALS**

*Vision:* We aspire to prepare transformative professionals who positively impact society.

*Mission:* The Moyes College of Education prepares professionals for excellence in serving individuals and communities through meaningful relationships, inclusive culture, immersive learning opportunities, and creative advancement of knowledge.

#### *Strategic Goals:*

- Faculty and staff collaborate among departments and programs to enhance student, faculty, and staff interactions.
- Faculty and staff are responsive and sensitive to the needs of students through effective and timely communication and providing opportunities for belonging.
- Program faculty consider reach and accessibility of course and/or programs.
- Students complete at least one practicum or internship prior to graduation
- College leadership recognizes greatness by implementing college level faculty and staff awards and awards for exemplary graduates and alumni.

### **ETHICAL PRACTICES**

Adjunct instructors are expected to meet all PPM requirements found online at <https://www.weber.edu/ppm> . Pay special attention to 9-2 through 9-8.

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.

## ADJUNCT INSTRUCTOR CHECKLIST

Use this form to guide your orientation to teaching at Weber State University. Use the college catalog (online at [www.weber.edu](http://www.weber.edu)), the college and department website <http://weber.edu/COE/>, the full-time faculty, the department administrative specialist and the department chair as resources. Additional resources can also be found at <https://weber.edu/adjunctfaculty>. In preparation for your teaching, make sure you are aware of policies and have completed employment procedures as follows:

Hiring		Make sure all your paperwork in HR is complete
		Make sure all your payroll paperwork is complete
		Obtain a W# and email address
		Obtain faculty ID card (get the prox version if needed, get department chair signed prox card form to take to the ID office)
		Sign your adjunct contract
Orienting		Meet the office staff
		Access names and numbers of key personnel
		Get a parking pass if needed
		Find out about your classroom, teaching station, and keys/door codes
		Learn about mail, printing, copying, scheduled meetings
		Discover library resources and computer labs
		Understand institutional/program mission
Planning for class		Access Canvas site
		Discuss syllabus with department chair/program director
		Meet with full time faculty who are teaching the same course for information on assignments, rubrics, and other resources
		Order textbook if needed (and get a copy for yourself)
		Obtain tests if available
		Discuss demographics, needs of students, probable class size with department chair/program director
		Receive training on classroom procedures: rolls and attendance, schedules, grading policies, class cancellations, final grade submission, course evaluations, Starfish flags and kudos, testing centers
		Submit completed syllabus to the department chair
Teaching		Respond to student communication in a timely manner
		Report classroom issues to the department chair
		Use a variety of instructional approaches to promote engagement
		Follow FERPA requirements
End of semester		Submit grades electronically prior to the deadline
		Submit program assessment data as needed
Anytime		Reach out to administrative specialist, program director, department chair, or full time faculty for assistance

## FREQUENTLY ASKED QUESTIONS (FAQs)

- **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, 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, travel, or other reasons is not acceptable. Please notify the department administrative specialist and program director if you must miss for an important obligation. Also, notify the department administrative specialist 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 through 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 and credit hours taught each semester. Compensation for courses taught face to face is set at a variable rate per credit hour designated by the university. Compensation for courses taught online is typically 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. The payment schedule can be found at [https://weber.edu/financialservices/General\\_Information.html#deeplink2](https://weber.edu/financialservices/General_Information.html#deeplink2)

- **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, check on when and if parking is monitored. 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. Parking passes are available for a fee found at <https://www.weber.edu/financialservices/Parking Permits.html>  
To be approved for an A permit, you must get approval through the Dean's office.  
*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 have a consistent time for students to contact you. If you have access to office space, this could be in person, on campus. If not, you might meet electronically or before or after class. Please indicate these means of access on your syllabus and inform the department administrative specialist so she can direct students to you.

- **Do I have an office on campus?**

Some departments have adjunct instructor shared office space. You may leave materials in the shared space but recognize it may not be secure. Contact the department administrative specialist the availability of office space.

- **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 administrative specialist 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](http://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 administrative specialist.

- **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 administrative specialist. 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 administrative specialist and sold at the campus bookstore. Confirm with the department administrative specialist 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 <https://weber.edu/adjunctfaculty/benefits.html>

- **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> or by calling 801.626.7667 with your questions. Also, many trainings are available through Training Tracker in the eWeber portal. Other support is available through [WSU Online](#), and the [support desk](#).

## COLLEGE AND DEPARTMENT CONTACTS

### Moyes College of Education

**Kristin Hadley**, Dean. 801.626.6273, [kristinhadley@weber.edu](mailto:kristinhadley@weber.edu), ED226/SW302K

**Cass Morgan**, Associate Dean. 801.626.6730, [cassmorgan@weber.edu](mailto:cassmorgan@weber.edu), SW404D.

**Carol VandenAkker**, Administrative Specialist. 801.626.6272, [carolvandenakker@weber.edu](mailto:carolvandenakker@weber.edu), ED228.

**Paul Dykman**, IT Specialist. 801.626.7610, [pauldykman@weber.edu](mailto:pauldykman@weber.edu) (or call 801.626.7777).

### Department of Child and Family Studies

**Wei Qiu**, Department Chair and Professor of Early Childhood. 801.626.7386, [weiqiu@weber.edu](mailto:weiqiu@weber.edu), ED209. Handles all department administrative issues and teaching assignments.

**Danielle Orozco**, Administrative Specialist. 801.626.7151, [danielleorozco@weber.edu](mailto:danielleorozco@weber.edu), ED204. Handles employment materials, book orders, input of schedules, copies, supply orders, and other logistical issues. Office hours are 7:30 AM to 4:30 PM Monday through Friday.

**Teri Henke**, Chair of the Early Childhood and Early Childhood Education Programs. 801.626.7228, [terihenke@weber.edu](mailto:terihenke@weber.edu), ED243. Coordinates the scheduling of Early Childhood courses.

**Ryan Dunn & Keith Osai**, Co-Chairs of the Family Studies Programs. 801.626.7274, [charlesdunn@weber.edu](mailto:charlesdunn@weber.edu), [keithosai@weber.edu](mailto:keithosai@weber.edu), ED211 and ED209. Coordinate 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.

### Department of Exercise and Nutrition Sciences (ENS)

**Jennifer Turley**, Department Chair & Professor of Nutrition. 801.626.6933, [jturley2@weber.edu](mailto:jturley2@weber.edu), SW302F. Handles all department administrative issues and teaching assignments.

**Jennifer Sumner**, Administrative Specialist. 801.626.6741, [jennifersummer@weber.edu](mailto:jennifersummer@weber.edu), SW302M. Handles employment materials, input of schedules, book orders, copies, supply orders, and end-of-course evaluations. Office hours are 8:00 AM – 4:30 PM.

**David Aguilar-Alvarez**, Nutrition Program Director. 801.626.8867, [daguilaralvarez@weber.edu](mailto:daguilaralvarez@weber.edu), SW302G.

**Saori Hanaki**, Exercise and Sport Science Program Director. 801.626.6626, [saorihanaki@weber.edu](mailto:saorihanaki@weber.edu), SW302E.

**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.

## **Department of Health, Physical Education, and Recreation**

**Chad Smith**, Department Chair & Associate Professor of Physical Education. 801.626.7084, [chadsmith6@weber.edu](mailto:chadsmith6@weber.edu), SW307D. Handles all department administrative issues and teaching assignments.

**Marcia Kawa**, Administrative Specialist. 801.626.6691, [marciakawa@weber.edu](mailto:marciakawa@weber.edu), SW307A. Department. Handles employment materials, input of schedules, book orders, copies, supply orders, course evaluations, student overrides, reports, databases, Chitester, etc. Office hours are 8:00 AM – 4:30 PM.

**Mandy Kirkham-King**, Physical Education Program Director. 801.626.6889, [mandykirkhamking@weber.edu](mailto:mandykirkhamking@weber.edu) SW307E.

**Chris Eisenbarth**, Health Program Director. 801.626.6316, [ceisenbarth@weber.edu](mailto:ceisenbarth@weber.edu), SW307H.

**Cass Morgan**, Outdoor & Community Recreation Education Program Director. 801.626.6730, [casmorgan@weber.edu](mailto:casmorgan@weber.edu), SW404D.

**Ryan Zimmerman**, Physical Education Activities Supervisor. 801.626.6633, [ryanzimmerman@weber.edu](mailto:ryanzimmerman@weber.edu), SW307C.

**Derek DeBruin**, Recreation Manager. 801.626.6715, [derekdebruin@weber.edu](mailto:derekdebruin@weber.edu), SW404C.

**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.

## Department of Teacher Education

**Clay Rasmussen**, Department Chair and Associate Professor of Teacher Education. 801.626.8653, [clayrasmussen1@weber.edu](mailto:clayrasmussen1@weber.edu), ED235. Handles all department administrative issues and teaching assignments.

**Lisa Karle**, Administrative Specialist. 801.626.7171, [lisakarle@weber.edu](mailto:lisakarle@weber.edu), ED234. Handles employment materials, input of schedules, and other logistical concerns. She is your first line of inquiry. Please introduce yourself when you are on campus. Office hours are 8:30 AM to 4:30 PM.

**Louise Moulding**, Director of the Master of Education program. 801.626.7665, [lmoulding@weber.edu](mailto:lmoulding@weber.edu), ED225.

**Penée Stewart**, Director of Graduate Certificate in Teaching (GCT). 801.626.7402, [pstewart@weber.edu](mailto:pstewart@weber.edu), ED222

**Melinda Bowers**, Administrative Specialist for Graduate Programs. 801.626.6278, [melindabowers@weber.edu](mailto:melindabowers@weber.edu), ED224

**Karen Lindley**: 801-626-6279, [klindley@weber.edu](mailto: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.