

**ADJUNCT FACULTY
GUIDEBOOK**

2008-2009

Buffalo State
State University of New York

Updated annually by the Academic and Student Affairs Office.
Available for download at www.buffalostate.edu/facultydevelopment.

BUFFALO STATE COLLEGE

Adjunct Faculty Guidebook

2008-2009

WELCOME TO BUFFALO STATE

Buffalo State welcomes you and wishes you great success in your instructional experiences.

The *Adjunct Faculty Guidebook (Adjunct Guide)* serves as a companion to the *Buffalo State Handbook for Faculty and Librarians (Handbook)* (www.buffalostate.edu/facultydevelopment). The *Handbook* is intended for use by all Buffalo State faculty and librarians, while the *Adjunct Guide* highlights issues of particular interest for non-tenure track faculty (full or part time).

An adjunct faculty appointment is at the rank of lecturer and can be full or part time. Adjunct faculty, while non-tenure track, do contribute significantly to the quality of the teaching-learning process at Buffalo State. The *Adjunct Guide* is intended to assist you in a smooth transition into the campus community, serving as a convenient supplement to the *Handbook* and thus organized according to the *Handbook* chapters

Please refer to the *Handbook*, available at www.buffalostate.edu/facultydevelopment, for information of interest to all faculty. In particular, Section 3, “Instruction Policies and Procedures,” is useful in preparing for the classroom and includes requirements and guidelines for writing syllabi. Section 7, “Responsibilities and Personnel Issues for Faculty and Librarians,” includes information for faculty regarding rank, tenure, responsibilities, and guidelines for promotion. Also, the *Policies of the Board of Trustees of the State University of New York, 2006 (Policies)* is available at www.suny.edu/Board_of_Trustees/PDF/Policies.pdf.

As an adjunct, you should check with your chair upon your appointment for specific requirements outlined by your department regarding such issues as course content expectations, student evaluation, student advisement, office hours, faculty meetings, course evaluations, etc. Some departments have their own handbooks for adjuncts. Your department chair is your supervisor, and you are encouraged to confer with your chair to suggest ways your instructional and departmental experiences can be enhanced. The tighter the communication among you, your department, and the college, the better the results for students.

1. Introduction

Please Refer to “Section 1” of the *Handbook*. Listed here are some of the basics for you to get started. The secretary in your department can be helpful in pointing you in the right direction and obtaining department chair signatures where needed.

As you consider your experiences as an adjunct and navigate the *Adjunct Guide*, please forward comments and suggestions for future editions to Patricia Alessandra, senior staff associate and commencement director for academics, at chambepa@buffalostate.edu, Cleveland Hall 519.

Getting Started

The Campus. In orienting yourself to campus, check out the 3-D campus map, www.buffalostate.edu/pdf/3dcampusmap.pdf, and the parking map www.buffalostate.edu/pdf/campusmap.pdf.

Tours. You can take advantage of both the virtual and flash tours provided at www.buffalostate.edu/flashtour.xml. Take a walk around campus and check it out. You may enjoy taking in the Maud Gordon Holmes Arboretum (www.buffalostate.edu/arboretum.xml) or the Whitworth Ferguson Planetarium (www.fergusonplanetarium.net).

WWW.BUFFALOSTATE.EDU. Browse the college Web site to acquaint yourself with the vast array of academic, collegial, professional development, and cultural opportunities provided for and by the Buffalo State community of faculty, staff, and students.

Parking. All vehicles parked on campus, except those in metered areas, are required to display valid parking permits. Faculty/staff parking permits are available in the Student Accounts Office, Moot Hall 260. See www.buffalostate.edu/parkingservices/x522.xml. Rules, regulations, and designated parking areas are available at www.buffalostate.edu/parking.xml.

ID Card. The Buffalo State ID card is the multipurpose photo ID issued to students, faculty, and staff at Buffalo State. Each card has a unique identification number assigned to the cardholder. It is the official ID for the use of college services and facilities. Go to www.buffalostate.edu/library/services/id.asp for procedures, hours, and usage.

Office Assignment. Departments frequently assign their adjuncts and full-time lecturers office space (typically shared office space) within the department's general location. Office assignments depend upon space availability and are determined by the department chair.

Office Key. It is necessary to complete a Key Authorization Card, which requires the chair's signature. Take the completed card to the Key Center in Clinton Center, Room 106. See campus map.

Faculty Mailboxes. Departments typically provide designated space for faculty mailboxes. Check with your department secretary for mail procedures for adjuncts.

Phone. Departments will make phone assignments. Adjuncts often share a phone line and voice mail. Where available, full-time lecturers may be assigned an individual phone and voicemail.

Computer. Departments typically assign computers to full- and part-time faculty. Printing may be on individual desk printers or on networked shared office printers. You should communicate with department secretaries if hardware/software issues arise. They can usually make arrangements fairly quickly for refurbished computers provided for adjuncts by Computing and Technology Services. See Computing and Technology Services (CTS)” on page 6.

Software for Home Use. All Buffalo State College employees (including adjuncts) are eligible to receive one copy each of most Microsoft titles, including the current versions of Office and Windows, for a fraction of the retail cost. The software is distributed through UB Micro Computer Store on the Amherst Campus (University at Buffalo). You must present a valid Buffalo State College ID card when picking up the software. Please contact UB Micro at 645-3554 for more information. The general Web site is www.ubmicro.buffalo.edu/1/.

E-mail. New accounts for faculty and staff must be requested by the department chair/secretary or the user’s direct supervisor. Requests can be submitted by calling the Computing Help Desk (878-4357). The following information is required when requesting user accounts:

- Employee’s full name (including middle initial)
- Employee’s start date
- Employee’s date of birth
- Type of position (e.g. faculty or staff)
- Funding source (e.g. Albany or Research Foundation)
- Accounts needed (e.g. NT, Exchange, Banner, Alpha)
- Employee’s department
- Employee’s building and room number
- Employee’s phone extension
- Employee’s device number

Faculty and Staff Directory. The online version is available at www.buffalostate.edu/findpeople.xml, or link directly from the buffalo state home page. Click on “Find People” in the upper right corner.

Departmental Procedures. Consult with the office support staff or chair in your department for specifics throughout the semester. Some departments have handbooks and/or bylaws for their adjuncts.

Word Processing Assistance and Secretarial Support. Generally, instructors are expected to undertake their own word processing needs. While departments are not able to provide extensive support for instructors, secretaries or work study students will

typically take messages for instructors and place them in office mailboxes and assist in other ways. Consult your chair for department office procedures.

Copy Center and Photocopying Class Materials. Consult with your department for guidelines and procedures for making requests for Copy Center services. You need to plan in advance, especially if you are on campus only once or twice a week. Make Copy Center requests ahead of time, and the materials should be waiting for you when you return to campus.

Some departments do allow faculty to make small quantities of copies using departmental copiers on an occasional basis. Check with your department for specifics.

See www.buffalostate.edu/campusservices/x615.xml for Copy Center guidelines for acceptable materials, services provided, copyrighted materials, and procedures for submitting requests and pickup. The Copy Center is located in the basement of Cleveland Hall, room 111.

Dining Facilities. Beverage and food services, including a variety of ala carte items and buffet offerings, are available in several locations on campus, including the Campbell Student Union, Java-U in the Barnes and Noble at Buffalo State Bookstore (lower level of the Student Union), and in the lobby area of the E.H. Butler Library.

2. About Buffalo State College

Refer to “Section 2” of the *Handbook*.

3. Instruction Policies and Procedures

Refer to “Section 3” of the *Handbook*. Highlighted below are a few items about which adjuncts often inquire.

Responsibilities – A Summary

- Meet all **scheduled classes** during scheduled times. In the event that a class or classes must be cancelled, or their meeting places changed, the department secretary **MUST BE NOTIFIED**. You should also, if possible, attempt to notify students via e-mail or ANGEL.
- Distribute your course **syllabus** to students during the first week of classes. Provide two copies to the department, or as your department requests. Review Section 3, pages 3.11-3.15 of the *Handbook* for syllabus content guidelines.
- Hold **office hours** as required by your department, according to full-time or part-time appointment expectations. Full-time faculty are generally expected to schedule office hours twice a week. Part-time adjuncts typically hold office hours before or after their scheduled class times.

- Conduct **student advisement** if required by your department, according to full-time or part-time appointment expectations and according to your contract. Adjuncts teaching only one class typically do not conduct student advisement.
- **Provide students with feedback** on their academic performance regularly during the semester. See pages 3.16-3.21 of the *Handbook*. As outlined in the *2007-2009 Undergraduate Catalog* (page 25), faculty are required to “inform students of their standing in each course by the end of the ninth week of the semester, or two-thirds of a summer session or intersemester.” This allows students to gauge their probable success in their courses prior to the published deadline for course withdrawals.
- Meet classes during assigned times for **Critique and Evaluation Period (CEP)** during the last week of the fall and spring semesters. It is college policy to conduct final student evaluations during CEP, and instructors are not to do so during the final week of classes. CEP schedules are listed by semester in the course schedules at www.buffalostate.edu/registrar/x473.xml.
- Attend **department meetings** if required by your department and according to full-time or part-time appointment expectations. Some departments do not include adjuncts in their meetings. Part-time adjuncts are not required to attend schoolwide faculty meetings, but may be encouraged to do so.
- Administer **course evaluations**, completed by students, at designated times.

Curriculum. Departments will provide instructors with expectations of students within their departments to help you develop your course content, assignments, and student evaluation procedures. The department can also share with you the Course Proposal used by the College Senate in its approval process (with course description and requirements), and can usually share with you syllabi from previous faculty offerings of the courses you plan to teach.

Ordering Textbooks and Supplies. Upon employment, new adjuncts should contact the Barnes and Noble at Buffalo State Bookstore for textbook and supply ordering information, as the times of hire may not meet the standard ordering deadlines. Call the bookstore at 878-5509 or visit the bookstore’s Web site, www.buffalostate.bkstore.com, for online ordering. Deadlines for ordering for each semester are:

- October 12 for the spring semester
- March 7 for Summer Session.
- April 4 for the fall semester.

Grading procedures. Final grading is done electronically through Banner. See www.buffalostate.edu/banner/faculty.xml. It is important to adhere to deadlines for submitting grades.

4. College Policies

Refer to “Section 4” of the *Handbook* for “General College Policies” and “Equity and Campus Diversity” policies. Updates to college policies also are announced through the weekly electronic *Bulletin*, published each Thursday during the academic year. Visit <http://bscintra.buffalostate.edu/bulletin/archives/index.html> for past issues.

5. Your Students

Refer to “Section 5” of the *Handbook* for a listing of resources to which you can refer your students for a range of services, such as academic support programs, special needs services, study abroad, health and wellness services, undergraduate research opportunities, student interest organizations, and more. Also noted are opportunities for you to recognize outstanding students by nominating them for awards of excellence.

6. Library, Technology, and Instructional Support

Refer to “Section 6” of the *Handbook* for a series of useful information. Highlighted here are a few basic topics that are of interest to adjuncts, who may not be familiar with campus procedures and opportunities.

Library. Visit www.buffalostate.edu/library/services/facstaff.asp for information on library services, borrowing privileges, placing materials on reserve, etc. Also visit www.buffalostate.edu/library/services/faculty.asp for a reference list of library and technology information helpful to new faculty.

SUNYConnect. Check out *SUNYConnect*, a joint initiative of the SUNY Provost’s Office of Library & Information Services and the libraries of the 64 SUNY campuses to share collections and services across SUNY. The project integrates the newest technology-based library and information systems with more traditional library resources to provide an extensive, up-to-date teaching and learning environment. Visit www.sunyconnect.suny.edu.

Computing and Technology Services (CTS) provides technical support to instruction, research, office automation, and the administrative and community service functions of the college. Access www.buffalostate.edu/cts for details.

The **Computing Help Desk** provides frontline support and documentation for all campus users with computing problems. Call 878-4357 Monday through Friday, 8:30a.m. to 4:30 p.m. The Computing Help Desk is located in the Information Commons area of E.H. Butler Library.

For training and instruction on how to use a particular program, contact Paul Reynolds in CyberQuad at 878-3361 or reynolap@buffalostate.edu. Visit <http://bscintra.buffalostate.edu/registration/classlist.asp?list=all> for training class schedules.

Exam Scanning/Scoring. Scanning and test-scoring services are available through Computing and Technology Services, Production Services in Twin Rise C-3. Call 878-5122. Check with individual departments for any specific request and retrieval procedures.

Classroom Technology and Support. Instructional Resources, located in the basement of Bulger Communication Center, provides equipment and support for classroom technology, distance education, and photography and video services. Access www.buffalostate.edu/offices/ir.

ANGEL (A New Global Environment for Learning) is Buffalo State's online course management system. ANGEL can enhance course management, assessments, and communication. ANGEL also can generate reports on various activities within your course. ANGEL provides space for you to post materials and resources your students may need while communicating with them through announcements and an internal e-mail account. Students can take assessments, participate in discussions, and submit assignments using a drop box. The student assignments can easily be inserted into a grade book. To learn more about ANGEL, visit <http://bscintra.buffalostate.edu/registration/classlist.asp> for dates and times of scheduled trainings. Please request ANGEL course sites at angelhelp@buffalostate.edu

7. Responsibilities and Personnel Issues for Faculty and Librarians

Refer to "Section 7" of the *Handbook*. Listed here are additional topics that are specific to adjuncts.

Appointment type (i.e., rank). Adjunct faculty appointments are at the rank of lecturer. Lecturer is a non-tenure-track position that can be full time or part time.

Notice of appointment.

Full-time lecturers are appointed by the provost and are typically notified one month prior to the start of a semester. Department chairs are the designated supervisors of their lecturers. Full-time lecturers should return signed contracts to the Academic and Student Affairs Office.

Part-time adjuncts are appointed by the dean's office of the school under which the hiring department resides. Department chairs are the designated supervisors of their adjuncts. Part-time adjuncts should return signed contracts to the dean's office.

A contract will specify academic title, department, effective/expiration dates, professional obligation (academic year), and compensation. Specific assignments will be outlined, such as course(s) to be taught, maintaining office hours, student advisement, etc. The contract will also state, for both full- and part-time faculty, that lecturers are obligated to participate in college assessment initiatives as deemed necessary.

Length of appointment. Part-time and full-time appointments may be offered for a semester or the academic year.

Promotion. Time served as an adjunct does not count toward tenure or promotion if the faculty member eventually is hired in a tenure-track position. Nor will time served count toward a reduction of a probationary period upon election to a tenure-track position.

8. Support for Scholarship, Research, and Creativity

Refer to “Section 8” of the *Handbook*.

9. Recognition Awards for Faculty, Librarians, and Staff

Refer to “Section 9” of the *Handbook*.

10. Salaries and Benefits

Refer to “Section 10” of the *Handbook*. The following are additional topics specific to adjuncts.

Compensation. The base salary for a three-credit course is \$2,300. Compensation is specified in each contract offered by the dean.

Paychecks. SUNY operates on a two-week pay period system, and payrolls lag by two weeks. Therefore, employees can expect to receive their first full paychecks approximately four weeks following the effective date of hire. See www.buffalostate.edu/offices/hr/admin.pdf for payroll schedule.

Benefits. Lecturers teaching two or more courses per semester are eligible for benefits. To learn about benefits, contact the Human Resource Department at 878-4821 or visit www.buffalostate.edu/offices/hr/benefits.asp.

11. Employee Resources

Refer to “Section 11” of the *Handbook*.