Adjunct Faculty Handbook
2013-2015
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DEFINITION OF ADJUNCT FACULTY

A faculty member who teaches ten or fewer credits per academic year at any MnSCU university other than Metropolitan State University. Adjunct faculty who teach at least four semester credits or two classes per year (even if the two classes total less than four credits) are part of the Inter Faculty Organization bargaining unit (even if they also belong to another bargaining unit) and are covered by the IFO contract.

Adjunct faculty may not exceed ten (10) credits per academic year. During summer session, workload may not exceed six (6) credits per session or sixteen (16) credits for the entire summer. Online courses count toward the academic year and summer session workload limits. If an adjunct faculty member teaches more than ten (10) credits during a single academic year, the faculty member’s status must be changed from adjunct to fixed term faculty and the individual’s pay must be supplemented to provide for full pro rata pay for the entire year based upon placement on the appropriate step in the salary schedule.
IDENTIFICATION NUMBERS

SEMA4 ID (State ID)
Every state of Minnesota employee is given a State ID number which does not change. You may find your SEMA4 ID number by calling or emailing the Human Resources Office (507.457.5005 or humanresources@winona.edu)

Use your STATE ID (SEMA4) number to log into the State of Minnesota Employee Self Service Website which gives you access to the following items:
- Insurance benefit sign-up
- View your pay stub
- Change your W-4
- Access copies of your W-2
- Enter and/or change your direct deposit
- View insurance beneficiary/dependent listings
- Enroll in tax sheltered annuity (403)b

Link: www.state.mn.us/employee

Initial Login: Your user name is your eight digit SEMA4 ID number and your initial password is the last four digits of an employee’s SSN followed by the letters MN and two exclamation points (For example, 1234MN!!). After your first sign-in, you can change this password at any time.

STAR ID (MnSCU ID)
The intent of the STAR ID is to eventually replace the Warrior ID, so that each MnSCU employee has one ID number, even if they are working for multiple campuses. Please note that this does not replace your STATE ID number. This number is used for access to such MnSCU Systems as E-Time, and Tuition Waivers.

Obtain this number by visiting the STAR ID website: https://starid.mnscu.edu/

WARRIOR ID (WSU Tech ID)
Every WSU employee gets a Tech ID number. You should receive this information with your New Employee Network Account and is also the number that will print on your WSU ID Card. You may also obtain this number by calling or emailing the Technical Support Center (507.457.5240 or Techsupport@winona.edu).

This number is used for access to many different systems across campus such as class lists, grading and door access.
BENEFITS AND COMPENSATION

Compensation
Effective July 1, 2014 adjunct faculty must be paid no less than $1,349 per class credit.

A graduate multiplier applies to compensation for graduate courses, including online graduate courses. A three (3) credit graduate course is equivalent to a four (4) credit undergraduate course, and a four (4) credit graduate course is equivalent to a five (5) credit undergraduate course. All other graduate courses are treated as one and one-quarter (1.25) undergraduate credits per graduate credit.

Insurance Benefits
Adjunct faculty are not normally eligible for insurance benefits. However, adjunct faculty who have separate teaching appointments at multiple MnSCU institutions (college and/or university) may be eligible to participate in the State Employee Group Insurance Program (SEGIP) if they work a combined total of at least fifty percent (50%) FTE during an academic year (Fall through Spring semester). To be eligible for insurance benefits based on multiple appointments, a faculty member must report all appointments to the human resources office for each reporting institution. If a faculty member becomes insurance eligible, they would be eligible to participate in the health and dental expense accounts, dependent care expense account plans, and/or to purchase optional life and disability coverage.

As noted in the definition section, a faculty member who works a total of more than ten (10) credits during an academic year at MnSCU universities ceases to be an adjunct faculty member and must be reclassified.

For additional information on benefits go the www.winona.edu/hr

Leave Benefits
Adjunct faculty are allowed to miss all or part of two class days each semester for illness or disability for themselves or their immediate family without loss of pay. “Immediate family” includes spouse, siblings, children, stepchildren, foster children, grandchildren, wards, grandparents, parents or parents of the spouse, or any individual who regularly resides in the adjunct faculty’s household. Unused sick leave does not carry over. In addition, adjunct faculty are entitled to up to one day of paid emergency/personal leave per semester.

Leave requests must be done through the Time and Leave Reporting application. This system allows faculty to submit leave requests, track approvals, find leave balances and review history of leave activity. This application can be accessed online: https://webproc.mnscu.edu/tlr/

Payroll
The State of Minnesota pays bi-weekly and each payroll period covers a two-week span starting on a Wednesday and ending on a Tuesday. Your direct deposit will take place on a Friday, ten days after the payroll period ends. Your pay will be spread out over the period of your appointment.

Direct Deposit Form
Payroll Website (eTimesheet resources, forms, calendars and contacts)
Required Training
New employees are required to complete the following training within the first 30 days of employment.

**Code of Conduct**
The Employee Code of Conduct establishes expectations for all employees and draws together commonly used employment-related policies and procedures, including ethics, nondiscrimination, fraud and other dishonest conduct and more.

**Sexual Harassment Prevention**
The goal of eliminating sexual harassment in the workplace must begin with prevention. This training is designed to help employees recognize and prevent sexual harassment in the workplace.

**Public Jobs: Private Data**
As employees of the Minnesota State Colleges and Universities, we are stewards of government data, including private information about students, employees, corporate clients, and others. Handling this information in a responsible manner requires careful attention, due diligence, and ongoing respect for the proper balance between privacy and public accountability.

Log in through the Desire2Learn website (D2L) [http://d2l.winona.edu](http://d2l.winona.edu) to complete these online training sessions.

**Tuition Wavier**
Adjunct faculty who are in the IFO unit (see definition on page 3) are entitled to tuition wavier benefits equaling the number of credit hours taught during the academic year. For purposes of tuition waiver, the applicable year begins on the first day of fall semester and ends the day before the succeeding fall semester. For example, if you teach one 3-credit course in fall semester, you are not eligible for the benefit during fall semester. If you teach another 3 credit course the following spring semester, you are eligible to use 6 credits of tuition waiver beginning in spring semester through the end of summer session. Tuition waiver benefits are non-cumulative and will not carry over into the next academic year.

Tuition wavier benefits may be used by the employee to cover tuition and fees (other than laboratory and special courses fees) for undergraduate or graduate courses, including doctoral courses at any of the MnSCU four-year universities. A faculty member’s spouse or dependent children may use any portion of the tuition waiver benefit not used by the faculty member. However, such benefits for spouses and dependents cover tuition only (not fees).

Register for classes in the normal manner. Prior to the 10th day of class, submit a waiver request through the online tuition waiver site: [http://www.winona.edu/hr/ tuitionwaiver.asp](http://www.winona.edu/hr/ tuitionwaiver.asp)
TEACHING RESOURCES

Course Syllabi
A course syllabus that provides information about the content of the course, textbook(s) and reading assignments, examinations, and access to the instructor beyond classroom hours is encouraged. Consult with the department chairperson for department policies and sample syllabi.

Office Hours
Regular office hours are not required of adjunct faculty; however, reasonable time may be allotted beyond classroom hours to meet with students, or communicate via email or telephone.

Grade System
The normal grade method according to the MnSCU system is: A, B, C, D, F. Other administrative indicators are: NC (no credit), P (pass), I (incomplete), IP (In Progress), AU (Audit), W (Withdraw). Grade Entry Tutorial: http://www.winona.edu/registrar/grades.asp

Finals Policy
The course instructor is encouraged to consult with the students, prior to giving the final, to determine the content of the final examination.

Because the semester extends through the final exam week, classes are expected to meet as designated in the final exam schedule. Courses of more than two credits will have final exam times determined by the day the class first meets for lecture each week. Final exams for classes beginning on Monday, Wednesday, or Friday will meet at MWF times. Final exams for classes beginning on Tuesday or Thursday will meet at TH times. Evening class final exams adhere to the published schedule for evening classes. All other classes follow the day class schedule. Examinations in classes offered for one or two credits will be given during the last regularly scheduled class period prior to the first day of the final examination schedule.

Final Exam Schedule
Incomplete and Change of Grade Forms

Permission Classes / “Blue Card”
Some courses require instructor permission before students are allowed to register for that class. In this case, students must gain permission from the instructor and then submit a signed Class Permit Form (also called a “blue card”) to the Warrior Hub, or have the instructor submit an override online. If the instructor does an online override, the student will need to go into web registration after the override has been completed and register for the course.

Reserve Books and Textbook Requisition

Winona
Prior to the beginning of the year you can submit your textbook requisition to the Winona State University Bookstore.

If you have any questions or need any assistance you can contact the bookstore by:
Email: wsu.bookstore@winona.edu
Phone: (507) 457-5319
Hours: M-F: 8:00am-5:00pm
Location: Lower Level of the Kryzsko Commons Building
Website:  [WSU Bookstore](http://www.winona.edu)

**Rochester**

Book order information is emailed to faculty when the semester schedule information is compiled. You may submit your textbook requisition online. Click “Faculty Adoptions” on the home page. To obtain your username and/or password or any other questions, contact:

If you have any questions or need any assistance you can contact the bookstore by:

- Email:  bookstore@ucr.roch.edu
- Phone:  (507) 285-7202
- Hours:  M-TH: 8:00am- 8:00pm & F: 8:00am- 4:30pm
- Location:  First floor of the College Center and the Hill Theater
- Website:  [Rochester Bookstore](http://www.winona.edu/rochester)

**Academic Calendar**

Academic Calendars are available online:  [http://www.winona.edu/calendars/](http://www.winona.edu/calendars/)

**Technical Support Center**

Information Technology Services (ITS) provides the technology-based foundation to support and empower the Winona State University (WSU) community to meet and exceed their educational and business needs.

- Email:  TechSupport@winona.edu
- Phone:  (507) 457-5240
- Location:  Somsen 207
- Website:  [Technology Support](http://www.winona.edu/technology)

**D2L (Desire 2 Learn)**

If you have any questions visit the help desk:  [http://www.winona.edu/wsuonline/services.asp](http://www.winona.edu/wsuonline/services.asp). The custom help desk provides FAQs, a student guide to D2L tools, as well as a live chat and ask a question feature.

**Email Address**

Your campus email address is your first initial and your last name (no spaces)@winona.edu

i.e., jsmith@winona.edu. The Technical Support Center creates your email account as soon as you are active in the personnel database. If you have any questions and/or concerns regarding your email account, or other services contact the Tech Support Center at (507) 457-5240.

**Laptop**

Check with your department chair and/or administrative assistant to see if you will receive a WSU laptop. If your position requires a laptop, an online request form may have been submitted by your department. If this has not already occurred, once you have your printed assignment go to the Tech Support website and complete your own form. Once the form has been submitted a Distribution Session can be signed up for by calling (507) 457-5240. These sessions are scheduled weekly in Somsen 207 until school starts.

Laptops must be returned to the Technical Support Center at the end of the last semester in which they are teaching. If not returned, laptops may be reported as stolen or legal action may be taken.
Media Equipment
Various media equipment is available to be checked out at the Technical Support Center.

Media Equipment Checkout

Teaching, Learning, & Technology Services
TLT provides learning opportunities and project support to faculty and staff members on both Winona and Rochester campuses. Contact them directly for more information regarding classroom support:

Teaching, Learning, & Technology Services Website

Winona Campus
Maxwell Hall 130B
(507) 457-2900
tlt@winona.edu

Rochester Campus
Room GL 135
(507) 285-7451
tlt@winona.edu

For additional resources see the online Faculty/Staff Toolkit: http://www.winona.edu/warriorhub/
CAMPUS RESOURCES

Warrior ID card
This card will also have your Warrior ID number on it, which you will need for various other uses on campus. How do I get my Warrior ID?

Winona
ID cards are made at the Campus Card Office located in Maxwell 227 to have your ID card processed. If you have any questions, contact Campus Cards at (507) 457-2480 or visit the Campus Card Website.

Rochester
Staff ID cards are made at the circulation desk in Goddard Library. Your ID photo will be taken in the library, and an ID card will be made while you wait.

Purple Pass
Your Warrior ID acts like a campus debit card when you deposit money onto it. You can purchase internal products and services throughout the Winona campus using it. Any questions please check out the campus card website: Purple Pass, or visit Maxwell 227 or call (507) 457-2480.

Keys
Winona
Keys that are requested for adjunct faculty need to be requested by the department office manager using the Key Request Form. Facilities will notify the employee that the key is ready and the employee must pick up the key and sign for it. Please request your key early enough so it will be ready on your first day at WSU.

Rochester
The form to request an office key for WSU-R offices may be obtained from your department office manager or online thru the Rochester Business Office (WSU-R Key Request form). They can help you complete the form but you will need to sign it. The department office manager will turn in the form after all signatures are acquired and inform you when the key is available for you to pick up in RCTC’s Business Office, SS 150.

Adjunct faculty members who have checked out keys must return them at the end of the last semester in which they are teaching. If not, you will be charged a replacement fee of $20. A bent or broken key will be charged $10 for replacement.

Phone
Additional instructions for both the telephone and voicemail systems are available on the ITS web page: http://learn.winona.edu/Outlook/Voicemail_Setup

Winona
If your department has not already set up a phone for you, contact the Technical Support Center (507) 457-5240 to request a phone line, voicemail and a long distance dialing code. To dial any campus phone number from your on-campus line dial the last four digits of the number. To dial any Rochester campus phone number from your Winona-campus line, you only have to dial 32 and then the last four digits of the number.
Rochester
If a phone has not already been set up in your department for you, please contact your department to request a phone line, voicemail and a long distance dialing code. To dial any Rochester campus phone number from your on-campus line, you only have to dial last four digits of the number. To dial any Winona campus phone number from your Rochester-campus line dial 33 and then last 4 digits of the number.

Parking
Winona
Parking permits are available for purchase at Parking Services for those choosing to park on campus. Applications are available online: Parking Permit Application

Email: parking@winona.edu
Phone: (507) 457-5062
Location: Maxwell 233, P.O. Box 5838 Winona, MN 55987
Website: Parking Services

Rochester
All students, faculty, and staff pay a parking/access/security fee. Faculty and staff pay a parking fee based on their status as employees. Parking is only allowed in designated parking lots or at parking meters. The far eastern portion of the East parking lot (space east of the concrete divider) and the most southern part of the West lot (space south of the concrete divider) has been designated for faculty and staff parking only. Faculty and staff wishing to park in these lots must display the parking sticker issued to them when they paid for parking. For further information, please contact:

Email: kziegler@winona.edu
Phone: (507) 285-7157
Website: Rochester Parking Information

Copy Machines
Winona
You will need a copy machine card in order to make any copies on a copy machine on campus. Your department should have a card that you can use. To request a new Department Copy Card or order duplicate cards, activate a current WSU Warrior ID with copy privileges, change a card, or delete a card, please complete a Copy Card Request Form and return it to the Campus Card Office.

Rochester
You may obtain a key to a copier suite and a copier code by contacting your WSU-R department manager. Copiers are available for faculty and staff use only and are activated by an access code, which is specific to your department. Copy machines are located in the General Faculty office suite, East Hall (EA) 201; Computer Science and Social Work office suite, Science/Technology (ST) 128; Business Faculty office suite, Student Services (SS) 313; Nursing office suite, Health Science (HS) 107 and the Student and Campus Services area, (SS) 128.

Integrated Wellness Center (Fitness Center)
IWC fitness center memberships are available to adjunct faculty via direct payment by check paid to the Cashiers office, second floor of Maxwell. Once a member of the fitness center he or she will need to bring their WSU ID for admittance. Restrooms and changing rooms are
available in the fitness center. Showers are available in the lower level of Memorial Hall. Online membership application form: http://www.winona.edu/fitnesscenter/membership.asp.

2014-2015 fees:
$100 per person for May to August Membership
$120 per person for January to August Membership
$150 per person for August to August Membership
$ 10 per 30 minutes for Message Therapy
Varied rates for personal training based on trainer

Campus Maps

Winona Campus
Rochester Campus

Safety and Security
At WSU, we watch out for one another. But we realize that a safe, secure campus isn't achieved through good intentions alone. WSU has plans and measures in place and is prepared to protect its students, faculty and staff, and its property.

Campus Security
Email: Security@winona.edu
Phone: (507) 457-5555
Location: Sheehan Hall, 264 West Mark St, Winona, MN 55987
Website: Security Services

Behavioral Assessment & Intervention Team (B.A.I.T.)
The primary mission of BAIT is to provide support and guidance for faculty, staff and administrators as “students of concern” emerge in classrooms, residence halls, student activities, performances and the greater Winona community.

Website: Bait Information and Form

Star Alert
Star Alert is an emergency alert system that sends text messages and email alerts during emergencies that threaten life or safety or severely impact standard campus operations. The notifications, called Star Alerts, are only used in emergency situations.

Websites: WSU http://www.winona.edu/staralert.asp
WSUR http://www.rctc.edu/security/ems.html

Severe Weather
Severe winter weather conditions may cause delays, individual class cancellations, events cancellations and/or the campus to close. WSU faculty members cancel their classes via an online program (http://www.winona.edu/classcancellation) available via desktop, laptop or smartphone. The cancellation will prompt an automatic confirmation email to the faculty member as well as to the students enrolled in the cancelled class, and the notice will be added to the list of cancelled classes linked from the orange “Severe Weather Alert” banner on the WSU homepage. Faculty members without internet access may contact their office manager and provide name, verification and course information.
Employee Discounts
The Human Resources Office of Winona State University knows it’s good to work for WSU! Included are various state discounts including Phone and MN Zoo Cards. Current discounts can be found online: [http://www.winona.edu/hr/employeediscounts.asp](http://www.winona.edu/hr/employeediscounts.asp)
REGULATIONS, POLICIES, & PROCEDURES

WSU Regulations / Policies
Winona State University posts regulations/policies online to ensure you ready access to well-developed and understandable policies. Links below are to a few that are frequently referenced by adjunct faculty.

- Academic Integrity Policy
- Alcohol and Other Drug Policy
- Faculty / Staff Regulations

MnSCU Policies and Procedures
As part of MnSCU, Winona State University must abide by policies and procedures they put in place. These policies and procedures are available online to ensure you ready access to well-developed and understandable policies.

- Equal Opportunity and Nondiscrimination in Employment and Education
- Report/Complaint of Discrimination/Harassment Investigation and Resolution
- Access and Accommodation for Individuals with Disabilities
- MnSCU Policies and Procedures

MMB Laws, Rules and Policies
As part of MMB, Winona State University must abide by policies and procedures they put in place. These policies and procedures are available online to ensure you ready access to well-developed and understandable policies.

- Appropriate Use of Electronic Communications & Technology Policy

U.S. Department of Education

- Family Educational Rights and Privacy Act (FERPA)