Adjunct Faculty

Definition

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.

BENEFITS AND COMPENSATION

Compensation

Adjunct faculty must be paid no less than $1,258 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.

Tuition Wavier

Adjunct faculty who are in the IFO unit 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 wavier 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 cover tuition only (not fees) for spouses and dependents.

Register for classes in the normal manner. Prior to the 10th day of class, submit a waiver request through the online tuition waiver site, available at: Http://www.winona.edu/hr/tuitionwaiver.asp

To sign up for a tuition waiver, you must have a STAR ID. To set up a star ID, go to https://starid.mnscu.edu/ Use your Warrior ID (listed on your ID card) to set up your STAR ID.

**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 up to one day of paid emergency/personal leave per semester. To request leave, complete an Excused Absence form and send to your Department Chair and Dean for signature.

Excused Absence Form

**Insurance Benefits**

Adjunct faculty are not normally eligible for insurance benefits. However, adjunct faculty who have separate teaching appointments at a MnSCU university and one or more MnSCU two-year institutions are 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). As noted below, 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. 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. Faculty members are eligible to participate in health and dental expense accounts, and dependent care expense account plans, and to purchase optional life and disability coverage if they are SEGIP insurance eligible.

**Self Service Website**

Log onto the State of Minnesota Self Service website. Your user ID is your SEMA4 ID (if you don’t have a SEMA4 ID, contact HR at 507.457.5005) and your password is set to the last 4 digits of your social security number. This is the website you will use to:

- Sign up for insurance benefits
- 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 a tax sheltered annuity (403)b

Self Service Portal

**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.

[Payroll Direct Deposit Authorization Form]

[Payroll]

**Required Training**

Follow the links and complete each training segment within the first 30 days of employment.

- [Code of Conduct]
- [Employee Right to Know]
- [Sexual Harassment]
- [Public Jobs: Private Data]

**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 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).

**Finals Policy**

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.

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

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 Form

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: wsubookstore@winona.edu
Phone: 507- 457- 5319
Hours: M-F: 8:00am-5:00pm
Located in Kryzsko Commons Building

WSU Bookstore

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:

bookstore@ucr.roch.edu
507-285-7202  
Hours: M-TH: 8:00am- 8:00pm  
F: 8:00am- 4:30pm  
It is located on the first floor of the College Center and the Hill Theater

Rochester Bookstore

Academic Calendar  
Academic Calendar Link

Tech Support  
Technology Support Website

Check with your department chair and/or administrative assistant to see if you will receive a WSU laptop.

Laptop-  
Set up an appointment to pick up your laptop by email to Laurie Hostettler@winona.edu  
**Laptops must be returned to Tech Support, Somsen 207, at the end of the last semester in which they are teaching.**

Media Equipment- Various media equipment is available to be checked out at the Technical Support Center in Somsen 207.

Set up D2L- If you have any questions about D2L, visit the D2L help desk.  
D2L Help

Set up 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.

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
For additional resources such as: Course Outline Template, How to read a DARS report, Room Reservation, Grade Change Forms, Web Faculty/Staff Tutorials for grades, class lists, etc. Go to the Faculty/Staff Toolkit Link at 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.

**Winona**
Stop into 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 contact the campus card website: Purple Pass or visit Maxwell 227. 507-457-2480.

**Keys**

**Winona**
Keys that are requested for adjunct faculty need to be requested by, signed for, and picked up by the department administrative assistant. Facilities will notify the employee when the key is ready. Employees must pick up the key in person. Contact your department administrative assistant and ask them to complete a Key Request Form and submit it to the Facilities Department. Please request your key early enough so it will be ready on your first day at WSU.
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 there will be a charge of $20. A bent or broken key will be charged $10 for replacement.

**Rochester**
The form to request an office key for WSU-R offices may be obtained from your administrative assistant. The assistant will help you fill it out and you will need to sign it. Your assistant will turn in the form after all signatures are acquired. Your assistant will inform you when the key is available to be picked up. You are responsible for returning the key when you vacate your office.

Faculty members who have checked out keys to their office must return them at the end of the semester or academic year if you will not be teaching during the next academic period.

**Phone**

**Winona**
If the office manager has not already set up a phone for you, contact the Technical Support Center at extension 5240 to request a phone line, voicemail and a long distance dialing code. To dial any campus phone number from your on-campus line, you only have to dial the last four digits. To dial any Rochester campus phone number from your Winona-campus line, you only have to dial 32, and then the last four digits.
Tech Support: 507- 457- 5240

**Rochester**
If a phone has not already been set up in your department for you, please contact your department administrative assistant 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. To dial any Winona campus phone number from your Rochester-campus line, you only have to dial 33, and then last 4 digits. Additional instructions for both the telephone and voicemail systems are available on the ITS web page.

**Parking**

**Winona**
Anyone wishing to use the parking facilities at WSU must register their vehicle by purchasing a parking permit. Application and registration can be done at Parking Services, 2nd floor Maxwell, or by printing out and sending the completed application to:

Parking Services
Maxwell 233, P.O. Box 5838
Winona State University
Winona, MN 55987

Parking Information
2013-2014 Employee Permit Application

Direct any questions or concerns pertaining to parking to:
Parking Services
Parking@winona.edu
507.457.5062

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:
Kristi Ziegler
kziegler@winona.edu
507.285.7157
Rochester Parking Information

Copy Machines

Winona
You need a copy machine card in order to make any copies on a copy machine on campus. Your department assistant should have a card that you can use. If you need your own card contact the Business Office at 507-457-5067.

Rochester
You may obtain a key to a copier suite by contacting your WSU-R administrative assistant (see the “Office Keys” section of this handout). Copiers are available for faculty and staff use only. They are activated by an access code, which is specific to your department. You may obtain the code by contacting your WSU-R administrative assistant. 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. The membership application form can be found here: http://www.winona.edu/fitnesscenter/membership.asp. 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. Equipment orientations, Personal Training and Massage Therapy are available. Orientations are free. The first 2-3 sessions of Personal Training are free. Massage costs $10 for every 30 minutes.

To join the Integrated Wellness Center there is a fee of:
$150 per person for one year (August '13 to August '14), or
$120 per person for January ’14 to August ’14, or
$100 per person for May ’14 to August ’14

IWC homepage: http://www.winona.edu/wellnesscomplex/.

Campus Maps
Winona
Rochester

Security and Safety

This document was created to assist faculty and staff in identifying “students of concern.” Within the brochure you will find resources to assist you in identifying those persons with behavior that should be reported to members of the University’s Behavioral Assessment and Intervention Team (BAIT). Contact information for members of the BAIT team is also included within the brochure.

Star Alert Emergency Notification System Link
Employee Discount Link

Regulations, Policies, & Procedures

WSU Regulations

Academic Integrity Policy Link
Alcohol and Other Drug Policy Link
MnSCU Policies

Equal Opportunity and Nondiscrimination in Employment and Education

Report/Complaint of Discrimination/Harassment Investigation and Resolution

Access and Accommodation for Individuals with Disabilities

Family Educational Rights and Privacy Act (FERPA)

Appropriate Use of Electronic Communications & Technology