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 classer 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.

Required Training
- Code of Conduct- www.winona.edu/hr/codeofconduct.asp
- Public Jobs: Private Data- www.winona.edu/hr/publicjobsprivatedata.asp
- Employee Right to Know- www.hr.mnscu.edu/new_employee/Training_for_new_emp.html
- Sexual Harassment- http://www.mnscu.edu/board/policy/1b03.html

Benefits- Based on the number of credits and/or the total workload you teach, you may be eligible for the following benefits:
- Tuition Wavier Benefits
- Leave Benefits
- Insurance Benefits

For more information regarding eligibility and benefit details, go to the Adjunct link at: www.winona.edu/hr

Tech Support/ Teaching, Learning, Technology Services
- Check with your department chair and/or administrative assistant to see if you'll receive a WSU laptop.
- Laptop hardware or phone set-up, contact Tech Support at: 507-457-5240
- Media Equipment, D2L assistance, Email set-up, contact TLT at: 507-457-2900

Campus Resources
- ID/ Purple Pass - Contact the Campus Resource Center in Maxwell 227. 507-457-2480
- Keys - Keys will be requested and picked up by the department administrative assistant.
- Parking pass - Contact the Parking Service in Maxwell 233. 507-457-5062
- Academic Calendar - Located at www.winona.edu/calendars/
- Campus Maps - Located at www.winona.edu/maps.asp
- Reserve Books and Textbook Requisition - Contact the WSU Bookstore at: wsubookstore@winona.edu
- Self Service Website - Check your paystubs, make changes to your W-4 or address, access your W-2, etc. Link available on the HR website at: http://www.winona.edu/HR/

Star Alert
Star Alert is an emergency alert system that sends text message and email alerts during emergencies that threaten life or safety or severely impact standard campus operations.
To sign up, go to: http://www.winona.edu/staralert.asp

For additional benefit information and teaching resources go to the HR homepage: www.winona.edu/hr