

WINONA

STATE UNIVERSITY

Adjunct Faculty Resource Guide 2019-2021

This guide is designed to be a reference for Adjunct Faculty who may not be on campus during core campus days/times. The terms and conditions of employment are governed by the collective bargaining agreement between the Minnesota State Colleges and Universities Board of Trustees and the Master Agreement for the Inter Faculty Organization (IFO) as well as University, Minnesota State and State of Minnesota policies and procedures. A copy of the bargaining agreement and reference to policies can be found at: <http://www.winona.edu/hr>.

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ABOUT WINONA STATE UNIVERSITY

Founded in 1858, Winona State University is the oldest member of the [Minnesota State System](#) of colleges and universities. Today Winona State University serves students across two campuses in [Winona](#) and [Rochester, Minnesota](#), as well as others throughout southeastern Minnesota and beyond.

For additional information see <https://www.winona.edu/aboutwsu>

NEW ADJUNCT HIRES

Welcome to Winona State University! We are so glad you have joined our learning community in an adjunct role. Your appointment is contingent upon receipt of required employment documents, sufficient enrollment, and available budget to meet the University's obligations. To assist you in getting started please utilize the [New Employee Checklist](#).

Required Employment Documents

If you are a new adjunct or are returning to Winona State University after an absence of three (3+) years from the hire date of your prior appointment you are required to submit the following to Human Resources:

- Official transcript of highest completed degree
- Identity and Employment Eligibility Documents required for completion of I-9.

Orientation with Human Resources

New Employee Orientation, hosted by Human Resources (HR), provides you with a comprehensive introduction to employment and benefits. We encourage you to view this orientation on upon hire. The programs provide an introduction to the university's values, history, services, resources and benefits, including insurance and retirement programs in which eligible employees may enroll.

- **New Employee Orientation - All Employees**
Upon hire new employees are enrolled in an online New Employee Orientation which covers history, campus resources, parking, payroll, benefits, policies, and procedures. Instructions for completing the D2L Brightspace course will be sent to your WSU email.
- **Benefits Orientation - Newly Eligible Employees**
Human Resource offers individual sessions on retirement and insurance benefits for newly eligible employees.

Required Training

New employees are required to complete assigned online trainings within 30 days of the courses being assigned. Instructions will be emailed to you upon hire.

ADJUNCT FACULTY

Adjunct appointments may be authorized to meet temporary staffing needs due to enrollment increases for which normal full funding is not provided, to meet temporary staffing needs when faculty are reassigned to other duties or who are on sabbatical, phased retirement or the annuitant employment program, or on other leaves of absence and/or to teach courses requiring special expertise and/or to meet special programmatic needs of departments where such expertise and needs cannot otherwise be provided by the faculty within the department.

- An adjunct will have a master's degree, specialized licensure or other special preparation or experience.
- Adjunct faculty may not exceed twelve (12) credits* per academic year. During summer session, workload may not exceed six (6) credits per session or sixteen (16) credits for the entire summer.
- A faculty member who teaches **twelve (12)** or fewer credits per academic year at any Minnesota State university other than Metropolitan State University. Adjunct faculty who teach more than **three (3)** semester credits or **two (2)** or more classes per year 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 appointments terminate at the end of the stated period and carries no implication of future employment.

** Grant funding or external third-party contracts may affect the credits cap. Contact Human Resources if you have specific questions.*

ACCESSING YOUR INFORMATION

Employee Home is a custom landing page where employees can access and manage information specific to them. Employee Home can be access thru the quick links on the HR Website: <https://www.winona.edu/hr/>.

Log in using your STAR Id and password. The preferred web browser is Mozilla Firefox or Chrome, or Safari. Once you log in you'll be able to see multiple tabs including dashboard, my profile, my jobs, and my settings.

Dashboard

Useful links such as State Employee Self Service, Retirement Plans, Employee Contracts and Access employee applications such as:

- **eTimesheet** – eTimesheet is our system for recording Leave. This system allows employees to submit leave requests, track approvals, find leave balances and review history of leave activity.

- **Tuition Waiver** – Employees eligible for tuition waiver must enroll in courses following the regular enrollment process AND prior to the 10th day of class, submit a waiver request through the online tuition waiver application.
- **Faculty Workload Management (FWM)** - This application tells you specific details on your faculty assignment, such as what classes you are teaching and the course dates.

My Profile

Maintain your personal information such as your address, emergency contact information, as well as experience, education and license information.

My Jobs

View assignment data back to 1997 and see your Tech Id (Warrior Id) and SEMA4 Id.

My Settings

Ensure Winona State is your default institution. You have access to all institutions which you've had an employee or student relationship

VIEW YOUR PAYSTUB

Log into the [State of Minnesota Self-Service](#) site using your SEMA4 Id and password. Then click *View Paystubs*. If you do not know your SEMA4 Id number go to **My Jobs** in Employee Home.

- To set up or change your direct deposit, select *Other Payroll* from the main menu, and then *Direct Deposit*.
- From the main menu, under *Other Payroll*, you will also be able to access your W-2, set up charitable deductions, access payroll forms and set up or change voluntary retirement savings plans.

BENEFITS AND COMPENSATION

Compensation

Effective fall semester 2019, adjunct faculty must be paid no less than **\$1,514** per class credit. Effective fall semester 2020, adjunct faculty must be paid no less than **\$1,567** per class credit.

For additional information see [Article 11](#)

Insurance Benefits

Adjunct faculty are not normally eligible for insurance benefits. However, adjunct faculty who have separate teaching appointments at multiple Minnesota State colleges and/or universities may be eligible to participate in the State Employee Group Insurance Program (SEGIP). 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.

For additional information see www.winona.edu/hr

Leave Benefits

Sick Leave: 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.

Emergency/Personal Leave: Adjunct and community faculty shall be granted up to one (1) day of such leave each semester.

For additional information see [Article 17](#)

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.

For additional information see <https://www.winona.edu/businessoffice/payrollfacultyandstaff.asp>

Professional Improvement Funds

Professional improvement funds shall be available to adjunct faculty for improving professional competence related to their teaching assignments. Funds are distributed to the universities on the basis of the number of adjunct faculty at each institution. Local procedures and criteria for the application and awarding of these funds to individual faculty members will be determined.

For additional information see [Article 19](#)

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. 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 most fees (not laboratory and special courses fees) for undergraduate or graduate courses, including doctoral courses at any of the Minnesota State 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 (no fees).

Register for classes in the normal manner AND prior to the 10th day of class, submit a waiver request through the online tuition waiver application.

TIPS AND TOOLS

To assist you in becoming part of our community we have centralized information on resources you need as a new or returning employee at Winona State University. Additional information on the following topics can be found at: <https://www.winona.edu/hr/newfacultystafftipsandtools.asp>

Identification Numbers

Email

Calendars

Parking

Teaching Resources

- Articulation Agreement
- Catalog (Undergraduate and Graduate)
- Classroom Capacities
- Course Outline Template
- Credit By Exam/Buy-Back Form
- Faculty/Staff eServices Log in
- Final Exam Schedules
- First Day Drop
- Grade Change Forms
- How to Read a DARS report
- Instruction and Credit Equivalencies Chart
- ISRS Recertification Form
- Major/Minor Declaration Information
- Registration Override (Blue Card)
- Room Reservation
- Student Data Privacy (FERPA)
- Transferology
- University Studies Program
- Waitlist Report
- WSU General Education Program
- WSU Student Record Retention
- Reserve Books and Textbook Requisition

Technical Support

- Technical Support Center
- D2L Brightspace
- Teaching, Learning, & Technology Services

Safety and Security

- Campus Security
- Behavioral Assessment & Intervention Team (B.A.I.T.)
- Star Alert
- Severe Weather

Workspace

- Copy Machines
- Keys
- Laptop
- Media Equipment
- Phone

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

Minnesota State Policies and Procedures

As part of Minnesota State, 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](#)
- [Minnesota State 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 \(FERPA\)](#)