

# Handbook For Part-Time Faculty

Writing Instruction Program  
Department of English  
Northern Kentucky University

<http://english.nku.edu>

<http://www.nku.edu/~nkuwip>

Revised: June 2008

Welcome to the writing faculty at Northern Kentucky University! We in the Writing Instruction Program hope you find your experience at Northern to be personally and professionally fulfilling. This handbook will provide you with an overview of the writing curriculum, teaching support services, faculty development opportunities, and personnel policies.

For additional information, please our web site: [www.nku.edu/~nkuwip](http://www.nku.edu/~nkuwip).

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**Useful Phone Numbers and Web Sites**

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Main Office	572-5416	
WIP Director: Jon Cullick	572-5506	<a href="http://www.nku.edu/~nkuwip">www.nku.edu/~nkuwip</a>
Chair: Danny Miller	572-5619	
Assistant Chair: John Alberti	572-5578	
Writing Center	572-5475	<a href="http://www.nku.edu/~laplearn">www.nku.edu/~laplearn</a>
Coordinator: Paul Ellis	572-5611	
Office of First Year Programs	572-5913	<a href="http://www.nku.edu/~firstyear">www.nku.edu/~firstyear</a>
Interim Director: Peg Adams	572-1493	
Part-Time Faculty Offices, LA 529	572-5244	
Information Technology	572-5272	<a href="http://it.nku.edu">http://it.nku.edu</a>
Audiovisual Equipment	572-5700	<a href="http://it.nku.edu">http://it.nku.edu</a>
Steely Library Reference Desk	572-5456	<a href="http://www.nku.edu/~library">www.nku.edu/~library</a>

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**Information in this handbook was correct at the time of publication. All information is subject to change.**

## **I. Writing Instruction Program Description**

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### **University Facts**

Northern Kentucky University is a metropolitan regional university. We have about 15,000 undergraduate students, which include about 2,000 first-year students. While most of our full-time students are traditional age (i.e., 18-24), we also have a sizable number of “non-traditional” students. About two-thirds of our students are first-generation college students in their families.

### **Mission Statement**

The mission of the Writing Instruction Program is to empower students to write effectively and creatively as college students, members of the work place, citizens in the democratic process, and lifelong learners. Our primary functions are to offer introductory and advanced writing instruction and to assist students with placement and referral to the university’s writing support services. We are also a resource for NKU faculty who want to incorporate and improve writing instruction in their courses, and we are a resource for other educational institutions in the Northern Kentucky region. In all we do, we endeavor to contribute to the intellectual, social, economic, cultural, and civic lives of our students by helping them to develop their skills in communicating with the written word.

*Our work is based upon these principles:*

1. Writing is a skill that all students can learn.
2. Writing is a form of discovering, thinking, and learning about ourselves and the world around us.
3. Writers develop by engaging in frequent practice for a variety of purposes, audiences, and situations.
4. Writers must individually discover or create strategies that work for them.
5. Writing and reading are closely connected, as reading informs writing.
6. Successful writers discuss their work, generate ideas together, and respond to each other’s work-in-progress.
7. Students develop as writers by learning how to locate, evaluate, and use a wide variety of ideas from print and electronic sources.
8. To write successfully in most contexts, students must become comfortable employing the rules and conventions of Standard American English.
9. Writing is an important means for citizens to participate in their government and contribute to their communities.
10. Writing is a powerful tool that must be used ethically.

## **WRITING PROGRAM ADMINISTRATION**

### **English Department**

The Writing Instruction Program is a part of the English Department, which is situated within the College of Arts and Sciences. The Chair of the Department is **Dr. Danny Miller**. The Assistant Chair is **Dr. John Alberti**.

### **Writing Instruction Program Director**

The Writing Instruction Program is administered by the director, who reports to the chair of the Department of English. The director is responsible for developing and coordinating the curriculum, staffing the writing courses, and recruiting, hiring, mentoring, and evaluating part-time faculty.

### **Writing Instruction Program Committee**

The Writing Instruction Program Committee is chaired by the WIP director and includes faculty from the Department of English and invited members from other departments or programs. The WIP committee acts as an advisory group for the WIP director.

### **Writing Center**

The Writing Center will assist students in understanding assignments, generating topics, organizing and supporting ideas, thinking and writing clearly, revising, editing, documenting sources, proofreading, and using computers. The Coordinator is **Paul Ellis**. Website: <http://www.nku.edu/~laplearn>. Students can make appointments on line at <http://tutortrac.nku.edu>.

### **Office of First-Year Programs**

The Office of First-Year Programs coordinates programs aimed at developing a richer college experience for first-year students. These programs include the Learning Communities program and the University 101 *Orientation to College and Beyond* classes. The Interim director of the Office of First-Year Programs is **Peg Adams**. Website: <http://www.nku.edu/~firstyear>.

### **Writing Faculty**

There are about 70-80 faculty teaching at all levels of writing. Of these, about 40 are part-time faculty.

### **Workshops and Meetings**

All writing faculty are encouraged to attend faculty meetings called by the director. The director will schedule a series of workshops and meetings during the year to give writing faculty options

of days and times for attendance. The purpose is to offer professional development, to create a greater sense of community, to promote communication among all writing faculty, and to provide greater input and involvement from part-time faculty. Topic ideas for workshops come from the faculty, so let the director know if you have an idea for a workshop.

### **Book Connection Program**

Each year's incoming first-year students are given a book to read over the summer chosen by a campus-wide committee of faculty, staff, and students. This program is directed by the Office of First-year Programs. The goals of the program are to build a sense of community among first-year students and faculty and to welcome new students to the academic life of the university by engaging them in a campus-wide discussion of a book of current interest. As a defining event for the program, the author of the selected book visits the campus early in the fall semester. In addition, a variety of campus-wide activities are planned.

Books in this program have included *Autobiography of a Face* by Lucy Grealy, *Honky* by Dalton Conley, *Nickel and Dimed* by Barbara Ehrenreich, *Kindred* by Octavia Butler, and *All But My Life* by Gerda Weismann Klein, *Restavec* by Jean-Robert Cadet, *Lost Mountain* by Erik Reese, and *Love My Rifle More than You* by Kayla Williams. All of these authors have visited the campus.

All faculty teaching first-year students are encouraged to use the Book Connection text as part of their course curricula, and this is especially true of writing and reading faculty in ENG 090, LAP 091, and ENG 101. For a free copy of this year's book, see the WIP director or contact the Office of First Year Programs (572-5913).

### **Learning Communities**

The Learning Communities program works to increase student retention and performance by creating clusters of two or three courses that a small group of first-year students take together. A learning community provides an excellent, supportive environment for writing instruction. For this reason, the Writing Instruction Program supports learning communities and is always looking for faculty interested in teaching in learning communities. We urge you to learn more about learning communities and let the director of the WIP know if you are interested.

## II. Curriculum and Course Descriptions

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### Model Syllabi

For complete information about the courses of the Writing Instruction Program, please see the model syllabi. They are available in electronic form on the WIP website.

### Curriculum Philosophy

In the developmental reading and writing programs, students work on increasing their fluency and familiarity with reading and writing, developing their writing processes, and becoming more aware of their needs as readers and writers.

In *ENG 101 College Writing*, students work on developing their writing processes as they are introduced to the conventions of academic discourse. Assignments generally move from experiential-based writing to more text-based and research-oriented writing.

In *ENG 291 Advanced College Writing*, students at the sophomore level and above work on text-based, research-oriented writing assignments designed to introduce them to the various ways writing is used across the university.

All of the writing courses in the Writing Instruction Program use a workshop model and share the philosophical beliefs of the Writing Instruction Program as outlined in the mission statement.

### Composition Sequence at NKU

As part of General Studies, all students must fulfill a Written Communication Requirement. This requirement may be met in one of three ways:

	<b>Option One</b>	<b>Option Two</b>	<b>Option Three</b>
<b>First Year</b>	ENG 101 College Writing	ENG 101 College Writing	ENG 151 Honors Freshman Composition (fulfills written communication requirement)
<b>Second Year</b>	ENG 291 Advanced College Writing	Writing Intensive 291W course in a particular major (PSY291W, EDU291W, HIS291W, CHE291W, PSI291W, MUS291W, BIO/ENV 291W)	No second course needed.

## Placement Procedures

ACT scores determine initial placement into the written communication sequence:

ACT Score	Placement
26 and above	ENG 151H or ENG 101
18-23	ENG 101
15-17	ENG 090, or placement into ENG 101 by means of writing placement essay test
17 and below	ENG 090 Writing Workshop (Developmental Writing)

At the beginning of every semester, the writing director will send an email announcement to all faculty, listing the names of students who should not be enrolled in ENG 101 due to placement issues. If one of those students is registered for your class, contact the director immediately.

In addition, if a student's level of writing leads you to believe that the student might not be placed in the correct course, contact the writing director immediately.

### Placement Test Option

Students scoring between 15 and 17 on the ACT and wishing to take ENG 101 may either retake the ACT or take a writing placement essay test (the COMPASS). The test is administered by the NKU Office of Testing and is supervised by the director of the Writing Instruction Program. If for any reason you feel during the first week of class that a student may have been misplaced, contact the director of the WIP as soon as possible.

### III. Class Management Information

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#### Syllabi

The department and university must have a copy of every faculty syllabus. Syllabi are submitted on line, on a web site called Digital Measures. In the first week of the semester, submit your syllabus by going to [http://access.nku.edu/sacs/tools\\_login.html](http://access.nku.edu/sacs/tools_login.html).

#### Norse Express

Norse Express is an on-line service that provides up-to-the-minute information on class registration and student records from any computer with Internet access. There is a version of Norse Express for both faculty and students. The faculty version of Norse Express allows you to check class registration, monitor drops and adds, and submit final class grades. All final class grades must be entered via Norse Express (see “Entering Final Grades” below).

#### Accessing Norse Express

Norse Express for faculty is available via any computer in the world with World Wide Web access. Go to the NKU Home Page at <http://www.nku.edu> and, from the pull-down menu on the upper right, select Norse Express. Or just go to <http://express.nku.edu>. On the Norse Express page, click *Faculty Services*.

At the “Log-In” page, you will be asked to type in your **Faculty ID** and your **PIN**. Your **Faculty ID** is your **Social Security Number**, and your **PIN** is your **birth date** written in two-digit numbers (e.g., 051261 means May 12, 1961). You will be given a menu of services, including the option to change your PIN.

After logging in, if you do not work on the web site for several minutes the system will automatically log you out and you must go through the above procedure to reestablish contact.

#### Class Rosters

Your class rosters are available on-line via Norse Express at <http://express.nku.edu>. Check your class rolls carefully to see who is attending, or to identify students who may be coming to class but are not officially registered. As students drop a course and make space available on the roll during the first week of class, new students may show up who will not be on the original roll.

#### Non-Attendance Reporting

Federal financial aid law requires us to check for students who enroll but do not show up, so if a student on your roster does not attend your class for the first three weeks, you must report the student. To report non-attendance, go to Norse Express and follow the directions on the screen.

## Students Wishing to Add Your Course

If your class is full, do not allow any additional students into it. We must keep writing classes small to make faculty more effective and to allow students to receive individual attention. You may tell students it is against department policy to add students to closed writing classes.

## Office Hours

Instructors should schedule at least one office hour per week. The day and time of the office hour should be listed on the syllabus.

## Faculty Absences

If you must cancel a class due to illness or emergency, contact the department's main office at 859-572-5416 or 859-572-5507. You should contact your entire class by email or Blackboard, if possible, and as soon as possible arrange for them to do work independently. If you know that you are going to be absent to attend a conference, be sure to make these arrangements with your classes ahead of time. If you are going to miss more than one class period, you will need to find a substitute from the other faculty in the department. The WIP director can assist you with this. In all of these cases, be very sure to report your absence(s) to the main office of the department.

## Midterm and Final Grades

Faculty must give all first-year students midterm grades. This policy is especially important if you are teaching ENG 101. Midterm grades must be entered in Norse Express. Go to the Norse Express main page at <http://express.nku.edu> and click on *Midterm Grades* (do not click on *Faculty Services*), and follow the directions.

All final grades must be entered via Norse Express. You may access the grading rosters during finals week and for the week after. Grades are due within two days of the end of finals week. Keep in mind that instructors cannot withdraw a student from the course, even if the student stops attending class and does not contact the instructor. Students who have disappeared from class but still remain on the grade sheet must receive a grade of F.

To enter grades via Norse Express, go to <http://express.nku.edu> and follow the procedures on the screen.

You may notice that the screen informs you that some students have already received grades. These are the students who have officially withdrawn from your course, and you will see a "W" next to their names on the roster. You do not need to enter any additional grade for these students; simply leave their boxes blank. You may not enter a grade of "W" on your own for students who have disappeared from class. If a student has not completed the course work, has stopped attending class, and has not officially withdrawn, you must enter an "F" for that student.

Once you have typed in all the grades, click **Submit** to enter your grades. If you discover you have made an error during the period when access to Norse Express grading is available, just go

back into Norse Express and follow the process for submitting grades. On the grade roster, type an asterisk in the box for the student whose grade you wish to change. Click **Submit**. You will then be able to enter the correct grade for the student.

### **Grade Changes**

If you need to change a student's grade after the Norse Express grading period is over, fill out a grade change form (available in LA 500) and place it in the department chair's mailbox. Grade changes must be approved by the Chair and the Dean's office.

### **Incompletes**

Incompletes are granted at the discretion of the instructor, but they also must be approved by the department chair and the dean of the college. A student may receive a grade of "incomplete" only in serious, documented circumstances (e.g. medical emergency), and only if he/she has already successfully completed the majority of the course work past the final withdrawal date. If an incomplete is granted, the student has until midterm of the following regular (i.e., non-summer session) semester to complete the remaining coursework. If this is not done, the student automatically receives an "F" for the course. It is the responsibility of the student to meet this deadline and to contact the instructor.

### **Grade Appeals**

Students disputing any grade given in the course should first consult with the instructor. If a student comes first to a department administrator, he or she will be referred to the instructor. If the student wishes to pursue the issue further, he or she should be directed to the Writing Instruction Program director, who will then advise the student on the next step in the grade appeal process: a written appeal to the instructor or department chair. The policy of the department is to uphold the integrity of the instructor's professional expertise. In any case, feel free to come to the Writing Instruction Program director with any questions about student complaints.

### **Plagiarism**

Most student plagiarism results from confusion about the conventions of citing research rather than a deliberate attempt to mislead the instructor. If, however, you suspect that a student has deliberately plagiarized material, contact the director of the WIP immediately to determine a course of action. Never accuse a student of plagiarizing if you do not have the original source that the student plagiarized from. A sample letter can be found in the appendix of this document. The complete NKU plagiarism policy can be found in NKU Code of Student Rights and Responsibilities (available on the Dean of Students' website at <http://www.nku.edu/~deanstudents>).

## **Returning Work to Students**

You may tell students who wish to pick up work after the end of the semester to provide you with a stamped, self-addressed envelope so that you may mail work to students. Student privacy regulations do not allow instructors to leave materials for students to pick up. It is usually a good idea to hold on to any leftover student work for at least one semester, at which time it may be thrown away (and preferably shredded—there is a shredder in the faculty work room).

## **Student Confidentiality**

If anyone contacts you about a student—and this includes parents—do not provide the information. Federal privacy regulations prohibit the release of grades or other academic information to anyone other than the student. Instructors may not give any information about a student's academic performance to a third party, not even the student's parents, without the student's written permission. If you receive an inquiry about a student from a third party, consult with the WIP director.

There is an exception to this rule. You may receive letters from the Athletics department, from Student Services, or from a scholarship source asking for information about a student's academic progress. Such forms must include a statement signed by the student to indicate that the student has given permission for this information to be released.

Instructors may not post grades in a public place, even using social security numbers. Students will have immediate access to final course grades via Norse Express as soon as they are posted. You may give students grades over the phones, but do not distribute grades via email, as email is not confidential.

## **IV. Resources for Writing Teachers and Students**

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### **Library Orientation**

The staff of Steely Library provides customized orientation sessions for your class. To schedule an orientation session or request more information, contact Steely Library as soon as possible before or at the beginning of the semester. Steely Library also has research information (sources, search strategies, etc.) at their web site, [www.nku.edu/~library](http://www.nku.edu/~library).

### **The Writing Center**

The Writing Center is located in Founders Hall. It is a free tutorial service for all NKU students who want or need to improve their writing. The Center works with students in all disciplines on any writing task and on any part of the writing process. Students using the Writing Center services work one-on-one with faculty or trained student tutors.

Please include information about the Writing Center on your syllabus. You may wish to recommend or require students to use the Writing Center. A mandatory tutoring session might be part of a procedure for students wishing to revise papers for a higher grade or for students who receive a D or below on their work. The Writing Center will send you a slip notifying you of each of your students who have used their services.

The phone number of the Writing Center is 572-5475. Website: <http://www.nku.edu/~laplearn>. Students may make Writing Center appointments on-line with the TutorTrac system: <http://TutorTrac.nku.edu>

### **Computer Classrooms**

Ideally, all students in writing courses should receive some computer-assisted instruction to learn and practice skills such as locating online sources, using the library's databases, and finding and evaluating web pages. Computer classrooms can also be used to create work periods in which students work on thesis statements or drafts in the instructor's presence.

The Office of Information Technology (IT) offers computer classrooms that can be reserved on a class-by-class basis in the ST building. To reserve a computer classroom, go to <http://rooms.nku.edu>. The first time you do this, select "Customer" and create a new account.

Students have access to the web and to email through the computer terminals throughout the campus. Given the availability of computer resources on campus, it is reasonable to ask all students to submit all papers typed on computers, to use their NKU email account, and to take regular part in a listserv if you wish.

You can even require students to submit drafts on line and respond to each other's drafts on line as well, through Blackboard.

## **Blackboard Accounts**

You are automatically given a Blackboard site for every class you teach. To activate and use those sites, go to <http://learnonline.nku.edu>.

## **Class Listserv**

If you are interested in setting up a listserv discussion group for your class, go to <http://it.nku.edu> and click *Email*. Or you can use Blackboard.

## **Audiovisual Equipment**

Most classrooms are equipped with VCR/DVD players and television sets. Many classrooms have computers and projectors. You may also reserve a wide variety of audiovisual equipment for your class by visiting the IT website (<http://it.nku.edu>, click *Hardware & Equipment*). All reservations must be made at least twenty-four hours in advance.

You can also reserve the “Smart Cart” (a laptop/VCR/projector unit) from the department’s main office. Keep in mind that not all classrooms at NKU have Ethernet outlets.

## **Overhead Projectors**

Almost all classrooms come equipped with an overhead projector. Transparency masters for making overhead transparencies on the photocopy machines and overhead markers are available in the supply cabinet in LA 500.

## **V. Office and Clerical Resources for Writing Faculty**

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### **Writing Instruction Program director's Office**

Jon Cullick is the WIP director. His office is in LA 545. His phone is 572-5506 and his email is cullickj@nku.edu. Feel free to come to him with any and all problems, questions, and ideas.

### **Department Office**

The department office is in LA 500. The department secretary and can help you with class rosters, textbook problems, and other class management issues. The academic assistant and can help you with issues related to your employment.

### **Part-Time Faculty Offices**

The main part-time faculty office is LA 529. All faculty offices have phones, computers, and desks. Since desk space is limited, instructors will need to share desks. These offices are usually unlocked during the day.

### **Mail**

Each part-time faculty will be assigned a space on the mail shelf in LA 529. (Full-time faculty mailboxes are in the hallway outside the Faculty Workroom.) Department letterhead stationery and envelopes can be found in the metal cabinet in LA 500. Outgoing mail can be placed in the mailbox in LA 500.

### **Computer and Email Access**

Computers are available in the part-time faculty office and throughout campus.

### **Email Accounts**

You are automatically given an NKU email account. Check it regularly. Be aware that students will send email to your NKU account, and NKU faculty and administrators will send announcements and memos to it, because that is the account they will find in the university directory. You can have your NKU email forwarded to another email address, if you wish.

After you get your ID, the university will create an account for you. Your email address will be posted on the online directory at <http://www.nku.edu>. Go to <http://webmail.nku.edu> to activate your account and, if you wish, have it forward email to another account).

### **Web Page**

Along with your NKU email account you may also create your own web page. Information about creating your own web page can be found at the IT web site: <http://it.nku.edu>.

## **Faculty Work Room**

The faculty workroom in LA 523 is available to all full-time and part-time faculty. In addition to the photocopy machines and printers, the lounge has a microwave oven, refrigerator, and coffeemakers. The coffee pool sells coffee and tea at 25¢ per cup.

## **Copying**

Part-time faculty share a general copy card for the photocopiers. Use the photocopiers for light jobs. Because they are expensive to operate, please do not use them for large jobs.

Materials to be reproduced for classes can be left in the appropriate box in LA 500. Fill out a work order form—you'll find a pad of these sheets on the counter—so the office staff will know what you want done and when you need it. Please give the office staff at least 24 hours to complete the request.

If you have a lengthy work to be duplicated, place it in the office-duplicating box and check "Copy Center" on the slip. Allow at least two days for Copy Center requests.

To save paper and money, please consider putting handouts on Blackboard rather than printing them.

## **Book Deliveries**

Check your mailbox often, at least every time you are on campus. Due to textbook thefts, the department staff can no longer let textbooks sit in faculty mailboxes. If a publisher mails an exam copy or desk copy of a textbook to you, it will be kept in the main office until the next day you are scheduled to teach. On that day, it will be put into your mailbox. *Example: You teach Tuesday evenings, but a textbook arrives for you on Friday; it will be kept in the main office and put into your mailbox Tuesday afternoon. Be sure to check your mailbox so the book will not have to be in there long.*

## **School Closings**

In case of inclement weather, you can find out if NKU is closed or on a delay by checking local radio or television news. You can also call the NKU weather line, "Norse Alert," at 859-572-6165.

## **VI. Student Affairs Information**

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### **The Office of Health, Counseling, and Testing**

Phone: (849) 572-5650

University Center 300

Website: <http://www.nku.edu/~hcp>

Given the small size of writing courses and the close working relationship that can develop between students and teachers, you may become aware of or have students confide in you about personal and psychological problems. If you are concerned about a student, you should refer them to the NKU Office of Health, Counseling, and Prevention Services, or contact the office yourself to talk with someone about how to respond to the student.

### **The Office of Retention & Assessment**

Phone: (859) 572-6497

University Center 352

Website: <http://www.nku.edu/~retention>

The Office of Student Retention & Assessment works with students who are not making academic progress and assists faculty in improving the motivation and performance of underachieving students. If a student stops coming to your class, take a few seconds to go to the retention website and report the situation. The retention office will try to contact the student to see if he/she is okay and, if necessary, they will refer the student to the appropriate services.

### **Disability Services**

Phone: (859) 572-6373

University Center 320

Website: <http://www.nku.edu/~disability>

Contact Disability Services if you are concerned about a student or if you have questions about how to accommodate a student who has informed you about a disability. The mission of Disability Services is to “provide reasonable accommodations and a supportive environment where students with disabilities have access and opportunity to succeed in their pursuit of a higher education. In addition, DS is available as a resource to faculty, staff and community agencies to provide education, consultation and guidance regarding disability issues. Our office is the main source of advocacy for students with disabilities in the development of the University’s policies, procedures, programs and curriculum.”

### **Sexual Harassment Policy**

NKU defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. If you suspect that sexual harassment has occurred towards a student or yourself, contact the Writing Instruction Program director or the department chair. A complete explanation of the NKU policy on sexual harassment can be found in the NKU student handbook on the Dean of Students website: <http://www.nku.edu/~deanstudents>.

## **VII. Employment Information**

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### **Hiring Paperwork**

To be employed at NKU, you must fill out a contact information sheet, a W-2 form, and an Employment Eligibility Verification form (I-9). For the I-9 you must present two forms of official identification, at least one of which is a picture ID, from this list: driver's license, state issued ID, military ID, passport, or birth certificate. You will need to give us official copies of your graduate transcripts showing highest degrees earned. See the hiring checklist in the appendix of this document.

### **Pay Schedule**

All part-time faculty will be paid in equal monthly installments, with the first check being issued at the end of August for the fall semester. During spring semester, the first check is issued at the end of January. Please be aware that if you are hired close to the start of the semester, your first paycheck might be delayed, in which case it will be added to the second month's paycheck. Payday is the last working day of the month. The last paycheck of the semester is issued when grades are turned in. You will receive a separate contract for each semester, which you must sign and return.

### **Part-Time Faculty Salary Structure**

The chart in the appendix represents the most up-to-date university-wide salary structure for part-time faculty. The salary increases annually, so these figures may not be accurate after the current academic year.

## Evaluation of Part-Time Writing Faculty

All part-time and most full-time faculty are evaluated campus-wide each semester by a student questionnaire. While these student evaluations can provide useful information, many faculty feel they provide an inadequate record of the complexity of the teaching and learning process. We believe that the quality of the program is best maintained by a developmentally based evaluation procedure that provides for extensive faculty reflection, input, and commentary. Thus, the purpose of the annual evaluation procedure is to provide faculty with an opportunity to reflect on teaching philosophy and to highlight successful teaching practice. For these reasons, the Writing Instruction Program uses a portfolio-based faculty evaluation system.

To be eligible for re-appointment, at the end of every academic year (for faculty hired on an annual basis), or at the end of each semester (for faculty hired on a semester basis) . . .

- Part-time faculty in their 1st, 2nd, or 3rd year in the department must submit a full teaching portfolio as outlined below. **If you are in your first, second, or third year in the department, please submit a teaching portfolio.**
- Faculty in their 4th year or higher in the department must submit only a reflective letter and not a full portfolio as long as they receive positive annual reviews. **If you have taught in the department more than three years, please submit only a reflective letter.** The reflective letter describes anything new in the past year: courses you taught, successes/challenges you experienced, professional development you did, conferences/workshops you attended, etc. You are welcome to include attachments if you wish.
- One “year” of teaching will be defined as teaching at least one semester in the year.

The WIP director will send email announcements each semester giving the deadline date for submission of these materials.

### 1. Teaching Portfolio

This portfolio serves as an equivalent to the Faculty Activity Report that all full-time faculty must submit. A portfolio consists of . . .

- A **reflective cover letter** explaining the significance of the materials included to the faculty member’s classroom performance. The reflective letter describes anything new in the past year: courses you taught, successes/challenges you experienced, professional development you did, conferences/workshops you attended, etc.;
- All **syllabi** for courses taught;
- Samples of exemplary teaching materials (hand-outs, assignments, etc.);
- Copies of two student essays with grades and instructor comments or an explanation of the evaluation/feedback system used;
- Sample student evaluation numbers and comments (first-time instructors are exempt from this requirement);

- Any other materials (letters of commendation and thanks, classroom visitation reports, etc.) that the faculty member considers relevant to an evaluation of his or her performance.

Although tentative course assignments may be made before the evaluation process is complete, all such assignments will be contingent on the outcome of the portfolio evaluation process.

Faculty need not assemble an entirely new portfolio for each semester. Once established, the faculty member may simply update materials from year to year.

## **2. Evaluation Criteria**

Evaluation of all P/T writing faculty will be done by the director of the Writing Instruction Program (who will report the results to the department chair) on the basis of the following criteria (in no order of importance):

- quality of each section in the teaching portfolio
- quality of the reflective cover letter
- student evaluations
- classroom visitation by your mentor, the WIP director, or others (optional)
- attendance at Writing Instruction Program meetings and workshops.

After reviewing relevant materials, the director will write a short evaluation of each part-time faculty member. A copy will be sent to the faculty member for response and suggestions for revisions. Any faculty member may request an interview with the director to discuss the results of the evaluation. A negative evaluation can be triggered by any of the following criteria: statistical averages on the student evaluation survey to questions 6 and 11 falling below 3.00 for all classes taught; failure to submit a portfolio; or submission of an incomplete portfolio.

## **3. Procedures for Negative Evaluations**

Any faculty member receiving a negative evaluation and desiring reappointment must request a meeting with the director of the Writing Instruction program. As the result of such a meeting, the faculty member may become eligible for reappointment for one semester on a probationary basis. During this semester the faculty member will meet regularly with the director to discuss the progress of the class. The director will also visit the faculty member's class at least once during the semester. The faculty member or director may request additional visits. At the end of the semester, the faculty member will go through the regular evaluation process again.

## **Applying for a Full-Time Position**

As temporary and renewable Full-Time writing faculty positions become available, such positions will be announced to all P/T writing faculty. Interested faculty must apply for these positions according to the following procedures, which became department policy in 2002:

### **Hiring, Review, and Reappointment Procedures and Policies for Lecturers in English**

(Revised 4/11/02; Writing Program Faculty Subcommittee)

A standing committee of three faculty members—the appropriate department administrator, a tenured faculty member, and a non-tenured faculty member—will be formed each year charged with screening and reviewing applications for temporary and renewable Lecturer positions in the department. Please refer to page 6 in the Northern Kentucky University *Faculty Policies and Procedures Handbook* for a general description of the qualifications for appointment to the Lecturer rank.

### **Hiring Procedures**

Temporary and Renewable Lecturer position openings will be advertised within the university and the local tri-state area. Each candidate must submit the following documents for consideration: a letter of application, curriculum vita, names and contact numbers of three references, a graduate school transcript, and a statement of teaching philosophy.

After the applications have been received, the committee will complete a paper screening of these submissions and create a pool of candidates to fill available positions.

After conducting personal interviews with finalists for each position, the committee will make recommendations for hiring to the department chair.

As stated in the *Departmental Handbook* for the Department of English, section IX A., “All faculty are governed by the policies and procedures outlined in the *Faculty Handbook*.” Please refer to sections I. C-E, I.J.5-6, and II.D for guidelines applicable to Lecturer status, contracts, and reappointment.

## **VIII. Other Faculty Benefits and Information**

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### **Parking**

The staff in the office (LA 500) will help you arrange for a parking permit. Parking fees will not be assessed for part-time faculty. Faculty must register vehicles with the Department of Public Safety and display a permit. It allows parking in designated faculty lots. Except for the first few days of classes or at peak hours (9-12 am), it is fairly easy to secure a parking space in one of the faculty lots. If you ever experience car trouble, Public Safety (572-5500) has an Automotive Assistance vehicle to provide help. To learn more about parking, please go to <http://parking.nku.edu>.

### **ID Cards**

After your hiring paperwork is done, go to the Allcard Office in the University Center. This gives you proof of faculty status along with library use, Health Center use, and bookstore discounts.

### **Library Privileges**

You will have faculty borrowing privileges at the Steely Library. Books may be checked out for the entire semester.

### **The A.D. Albright Health Center**

You are entitled to free membership in the Health Center with a university ID. card. The center offers a gym, an Olympic-size swimming pool, indoor running track, nautilus and exercise equipment, racquetball courts, a sauna, and a full array of recreation and health classes. Call 572-5197 for more information.

### **Free Tuition**

Part-time faculty members who have taught continuously in an academic year are eligible to take up to six semester credits of courses per semester tuition free. Please learn about this benefit—the conditions as well as the application procedure—on the Human Resources website: <http://access.nku.edu/hr>.

### **Appendices:**

1. Sample Letter to Student Responding to Plagiarism
2. Guidelines for Handling Classroom Disruption
3. Model Syllabi with additional guidelines and policies for ENG 101, ENG 200, & ENG 291
4. Pay Scale for Part-Time Faculty
5. Hiring Checklist