

Northern Kentucky
University

Handbook for

Part-Time Faculty

THE UNIVERSITY

History

Northern Kentucky University, the newest of Kentucky's eight state universities, was founded in 1968. However, the roots of Northern can be traced back another twenty years. In 1948, a two-year Extension Center of the University of Kentucky was located in the First District Elementary School in Covington. Then, as Northern Community College, the Center moved to the Park Hills area of Covington in 1962. Six years later the General Assembly of Kentucky authorized the creation of a four-year college, Northern Kentucky State College (NKSC). A board of regents and a consultant were appointed by the Governor to assist in planning the new school. In September 1970, NKSC began offering courses for students pursuing a bachelor's degree. Also, technical and semi-professional two-year programs leading to the degree of Associate of Applied Science were offered in accounting, technology, nursing, and professional secretaryship. In 1971, third-year courses were added to the curriculum with the degrees of Bachelor of Arts and Sciences being initiated in business, education, and most of the basic arts and sciences. Also in 1971, Salmon P. Chase College of Law, formerly an independent law school in Cincinnati, merged with Northern Kentucky State College. The first building on the new campus in Highland Heights was completed in time for fall semester 1972. In addition to the opening of Louis B. Nunn Hall, fourth-year courses were added to the curriculum in 1972. The first bachelor's degrees were awarded in May 1973, and course offerings have been continually expanded to meet the needs of a growing student body. On February 25, 1976, Governor Julian Carroll signed House Bill 180, making Northern Kentucky State College a university. Full status was recognized on June 19, 1976, ninety days after the close of the legislation session. Major construction of the Highland Heights campus began in 1972 and continues today.

Mission

Northern Kentucky University has a singular mission within the Commonwealth as a metropolitan and regional institute. Northern Kentucky University offers community college, baccalaureate, graduate, and professional programs addressing the educational needs of a large and diverse population. Through such programs, the University educates students to be productive citizens, to prepare them for success in careers and occupations, and to pursue a commitment to life-long learning. As an educational, cultural and social center, the university stimulates economic development and fosters the academic, artistic and personal freedoms vital to a free society.

Enhancement of Instruction

Teaching and learning are the primary foci of the University. The University offers a broad range of instructional and support services to promote the curricular and extracurricular development and success of its students. Community college programs address the needs of underprepared students, while extensive evening offering and

alternative means of course delivery expand opportunities for part-time, in-service commuting students.

PART-TIME FACULTY

Introduction

Faculty are professionals employed by Northern Kentucky University (“the University”) to perform teaching and other academic responsibilities commensurate with the two missions and goals of the University. “Professional” is constructed to mean a person who, because of competence in a discipline, has the ability and responsibility to impart knowledge through effective teaching and other assigned activities. The policies in this Handbook are those ordinarily published in a faculty handbook and are representative policies. They are not intended to be all-inclusive.

Part-Time Faculty

Part-time faculty are faculty members who teach less than a full course load each semester, as determined and assigned by the University, and who do not hold probationary or tenured positions.

Qualifications for Employment

Part-time faculty hold the rank of a lecturer, or they may hold ranked adjunct positions. Under normal circumstances, a master’s degree (or equivalent, as determined by factors such as work experience, publications, and national or regional reputation in the field) is required as the minimum qualification for a part-time faculty member.

Term/Conditions of Employment

Part-time faculty are hired to teach classes which are dependent upon approved appropriate enrollment by class section. Department chairs ordinarily hold full responsibility for the hiring of part-time faculty in consultation with their respective deans and with the oversight of the Assistant Vice President for Academic Affairs. Determination of approved class section enrollment is made by the Department Chairperson/Director of the Unit and the College Dean. Part-time faculty are issued Personal Action Request (PAR) Faculty – Part-time Forms and are asked to verify the information and sign the form returning it to the appropriate Department Chairperson. This document will initiate payment to all part-time faculty teaching at NKU.

Faculty and University Policies

It is the responsibility of every part-time faculty member to know the various policies of the University as set forth in this Handbook and in other recognized sources of University policy. Additional policies will be adopted from time to time that also require faculty participation or compliance, such as policies set forth in the Student Handbook, including

the grade appeal and sexual harassment policies. It is the responsibility of the division that generates a new policy to notify all those to whom it applies. Each department and college is a depository of a complete set of University policies that apply to faculty.

At the time a part-time faculty member is hired, he/she will receive copies of the then-current Part-Time Faculty Handbook and Student Handbook. Thereafter, faculty will be notified of and have access to new or revised policies in a timely manner.

Legal Defense and Indemnification/Notice Requirement

Article IV. of the By Laws of the Northern Kentucky University Board of Regents provides in the proper case that a part-time faculty member “be afforded a legal defense and indemnification for any acts or actions taken in good faith and within the scope of his/her official duties while on the official business of the University.” (See Article IV., By Laws of the Board of Regents of Northern Kentucky University, in Appendix B of this Handbook. Article IV. Also includes requirements for timely notification by the part-time faculty member; see Appendix B.) However, faculty are cautioned that conduct that is determined to be not within the scope of employment is not within the protection of that By Law.

Professional Ethics and Responsibilities

The part-time faculty member, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him/her. The primary responsibility to the part-time faculty member’s discipline is to seek and to state the truth as he/she sees it. To this end, the part-time faculty member devotes energies to developing and improving scholarly competence. The part-time faculty member accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge as well as to practice intellectual honesty. Although subsidiary interests may be followed, these interests must never seriously hamper or compromise the part-time faculty member’s freedom of inquiry.

As a teacher, the part-time faculty member encourages in students the free pursuit of learning. The part-time faculty member holds before students the best scholarly standards of the particular discipline. He/she demonstrates respect for the student as an individual, adheres to the proper role as an intellectual guide and counselor, makes every reasonable effort to foster honest academic conduct, and assures that the evaluation of students reflects their true merit. The part-time faculty member respects confidential nature of the relationship between part-time faculty member and student. He/she avoids any exploitation of students for private advantage, acknowledges significant assistance from them and protects their right to hold and support dissenting viewpoints in matters of opinion.

As a colleague, the part-time faculty member has obligations deriving from common membership in the community of scholars. He/she respects and defends the free inquiry of his/her associates. In the exchange of criticism and ideas the part-time faculty member

shows due respect for the opinions of others. The part-time faculty member acknowledges academic debts and strives to be objective in professional judgment of colleagues. The part-time faculty member accepts his/her share of responsibilities for the governance of the University.

As a member of the University, the part-time faculty member seeks above all to be an effective teacher and scholar. Although the part-time faculty member observes the stated regulations of the University, provided they do not contravene academic freedom, he/she maintains a right to criticize and seek revision. The part-time faculty member determines the amount and character of the work he/she does outside the University with regard to his/her paramount responsibilities within it and in accordance with the requirements set forth in Section IV., Policies and Expectations for Outside Activities. When considering the interruption or termination of his/her service, the part-time faculty member recognizes the effect of that decision upon the program of the University and gives due written notice of these intentions.

As a member of the community, the part-time faculty member has the rights and obligations of any person under the laws of the United States and the Commonwealth of Kentucky. The part-time faculty member measures the urgency of these obligations in the light of his/her responsibilities to his/her discipline, students, profession, and to the University. As a person engaged in a profession that depends upon freedom for its health and integrity, the part-time faculty member has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

The primary professional obligation of a part-time faculty member is to be an effective teacher and scholar. Other specific obligations of a part-time faculty member in abiding by professional standards include, but are not limited to, the following:

1. Obligations to students

- a. providing a syllabus for each course taught in accordance with the guidelines for syllabi contained in the Code of Student Rights and Responsibilities;
- b. meeting classes as scheduled;
- c. adhere to posted office hours as prescribed by departmental policies;
- d. being available to advise, counsel, and/or assist students;
- e. meeting the final examination schedule;
- f. refraining from coercing students into enrolling for his/her courses.

2. Obligations to the Community:

- a. defending and respecting academic freedom and respecting the opinions of others;
3. Obligations to the community:
 - a. promoting conditions of free inquiry and furthering public understanding of academic freedom;
 - b. assisting the University in meeting its community-service mission.

Violation of professional ethics will subject a part-time faculty member to disciplinary action.

Academic Freedom

Northern Kentucky University strongly adheres to the long-standing tradition and practice of academic freedom. In order for the University to fulfill its mission and be of service to society, the recognition of the free search for truth and its free expression is paramount. The University has an obligation to recognize and protect freedom of inquiry, teaching, and research in all facets of the academic community. The right of academic freedom will be the right of every part-time faculty member.

The University recognizes that all part-time faculty members are private persons and members of their respective learned professions. When they speak or write as private persons, they have the same rights and obligations as other private persons. Although part-time faculty members are free, in public activities and statements, to identify their University affiliation, they have special obligations to be accurate, prudent, and respectful of others so that no false impression of University sponsorship or endorsement is created.

While the University will vigorously defend the concept of academic freedom, no special immunity from the law will be sought for administrators, faculty, students, or staff. The University does not, however, assume the authority of prosecutor or judge of criminal or civil misconduct that is beyond the jurisdiction of the University or that is not directly related to legitimate University interests. That is the prerogative and duty of appropriate law enforcement agencies and the courts.

If anyone at the University violates the law, that person is subject to the penalties of the law as are all other persons. In general, the University will not impose administrative sanctions for acts that violate the law beyond the civil or criminal penalties imposed by the appropriate law enforcement agency or court. However, some acts that violate the law are also acts that endanger the physical or emotional safety and well-being of students, faculty, other members of the University community, or visitors, or are acts that endanger the safety of University property; persons who commit these acts may also be subject to appropriate University sanctions, consistent with due process.

The University recognizes the need for all parties charged with the responsibility of allocating University resources (money, space, personnel, equipment, library resources, etc.) to make such decisions in a fair and unbiased manner, consistent with established University priorities. Resource allocations made with punitive motivations against an academic unit or individual part-time faculty member for positions taken in controversies within or outside the academic freedom. The University will not condone or support such a decision and will make every reasonable effort to correct any inequity that such a decision produces.

POLICIES AND PROCEDURES

Class Attendance (Student)

The NKU Catalog states:

Classroom participation is essential to the educational process in many disciplines. However, students may not be penalized with a lowered grade merely on the basis of non-attendance unless class participation is clearly essential to the educational goals of the course. If this is the case, students must be informed of the necessity to participate in classroom activities. This information must be given to them no later than the fifth day of the semester.

In any case, students are responsible for the familiarity with material disseminated in class and are not released from this responsibility because they cease to attend. It is assumed that students will be aware of the calendar deadline for officially withdrawing from a course. If students do not officially withdraw prior to this deadline, and fail to successfully complete the required course work, a failing grade will be recorded.

If attendance/participation is a requirement of your class, you must indicate this to your students, and you must describe how you are going to evaluate attendance and participation on the course syllabus. Be very specific.

Class Roster

As the instructor of record, you will receive a schedule and a class roster for each class indicating: name of student, student number, major, classification, address, and telephone number. It is important to keep in mind that this information may be held confidential by the student and, therefore, not subject for release to the general public. You may expect a class roster for the first class meeting, and at the end of the first, third, and eighth weeks of classes. These later dates correspond to the last day to register or to enter a course, last day to drop a course without a grade, and last day to drop a course with a grade of W, respectively.

Syllabi

A syllabus must be distributed to the students on the first day of class, whenever possible, but definitely must be given within the first two class meetings and a copy filed with the Chairperson of your department. The purpose of the syllabus is to inform the students of your expectations concerning their performance during the semester. Both University and the student regard the syllabus as a quasi-legal contract specifying the terms and conditions under which the course will be taught.

In the class syllabus, be as descriptive as possible; a list of chapters and assignments is not enough. A statement of educational goals and standards, a class attendance policy, an outline specifying your grading policy and scale, make-up policies for missed exams, a schedule of exams and quizzes, the weighting for each quiz, test, or other assignment, and penalties for cheating and/or plagiarism must be included.

Withdrawal Procedures

During the semester, students may come to you for a signature which will enable them to withdraw from the class. Basically there are two forms used at NKU to facilitate this process. Both are illustrated in **Appendix C**.

The first form is titled “**Drop/Add**” and is used at the beginning of the semester and during the first eight weeks. Even though the form asks for a signature of the faculty, the signature is for notification purposes only. The faculty member cannot deny withdrawal for any reason during the first eight weeks.

After the first eight weeks of class, however, the student must request withdrawal using the “**Application for Late Withdrawal**”. From the ninth week on, the withdrawal must be approved by the faculty member, the Chairperson of the Department, or the Assistant/Associate Dean of the college. Withdrawal at this time is allowed only in situations which are beyond the student’s control (i.e., illness, work conflict or other serious personal problems). A late withdrawal will not be approved simply because a student is failing a course. The student must provide a written documentation on letterhead stationary signed by the attending physician or employer. The withdrawal is not official until signed by the Assistant/Associate Dean in the college of the student’s major program.

Entering a Class Late/Enrolling in a Closed Class

A student must also use the “**Drop/Add**” form to ass a course during **Late Registration**. **Students may not be admitted to a class after late registration.**

The registrar requires the **approval** of the departmental Chairperson to admit students into a closed class. Admission to a closed class is only at the discretion of the chair and this request is often not approved.

Student Evaluations of Faculty

Near the end of every semester, student evaluations of faculty take place throughout the University. These evaluations are forwarded to the Dean's office until grades are submitted. After being processed by Computer Services, they are returned to the faculty, with additional copies to the departmental Chairpersons and the Deans of the appropriate college.

Teaching evaluations are taken seriously by the University and are intended to help faculty improve classes and teaching. Excellent evaluations are usually the consequence of an instructor's commitment to creating a positive learning environment which would include sincere concern for students, careful course planning, and interesting class sessions. Instructions for and a copy of the evaluation form used are presented in **Appendix D**. At the appropriate time your Chairperson will inform you of the evaluation procedures to be used.

Grading

The Family Educational Rights Privacy Act of 1974 protects the dissemination of student grades. **You must not** post student grades with names or social security numbers.

Final Grades

Final grades **must** be submitted directly to your department by the deadline announced by the Registrar's Office each semester. Please do not mail your grades since this will delay receipt. A delay in submission of final grades will halt processing of all grades. A copy of the final grade roster is included as **Appendix E**, along with copies of the "Exceptions Report" in **Appendix F**. A final note: if a student does not attend class for the last few weeks of the semester, do not automatically issue an incomplete, or "I" grade. Students must request an incomplete grade for a valid reason. For students who do not request an incomplete, compute the grade on the basis of work completed and submit that grade on the final roster.

Incomplete Grades

Incomplete or "I" grades may be given only at the student's request and at the discretion of the instructor. However, use this grade sparingly as the student must locate you after the close of the semester to complete the missing work. Due to the status of your appointment, you may or may not be teaching a class the following semester. The student has until the middle of the next semester to remove an incomplete grade. After that, a grade of A, B, C, D, or F must be assigned by completing the "**Grade Change Form**."

Grade Changes

Occasionally a faculty member may make an error in reporting a grade. If this should happen, a correction may be made through the use of a "**Grade Change Form**"

(Appendix G). The form must be submitted to the departmental Chair for approval and forwarding to the dean's office.

Grade Appeals

If a student does not feel that the grade awarded is an accurate appraisal of his or her work, he or she may decide to lodge a **“Formal Grade Appeal.”** The student initiates the process by following the Appeal of Academic Matters Procedure as outlined in the NKU Code of Student Rights and Responsibilities. Your department Chairperson will have a current copy of this handbook for your use. The form for **“Appeal for Academic Matters”** is shown in **Appendix H.**

For the most part, grade appeals take place when the faculty member is thought to be arbitrary in assigning a grade, or in violation of procedures outlined by the syllabus. Part-time faculty are expected to make themselves available to the departmental Chair in order to help resolve grade appeals expeditiously.

As you evaluate student work throughout the semester (and to minimize the possibility of a grade appeal), keep the following in mind.

1. **Do not promise extra credit** for class participation. Invariably, some students seem to feel that they warrant extra consideration if they speak up only a few times in class. If class participation is to be used as part of the course grade, it must be systemically evaluated. Periodic feedback to students as to how you are evaluating their participation would also be helpful.
2. **Be clear on your make-up policy.** Students may protest the use of an essay make-up if you used multiple choice in class. However, if you clearly state in your syllabus that make-up exams could include an essay, the problem will be avoided.
3. A detailed analysis of all credit issued during the semester should be kept. Be extremely cautious, however, about changing the weighting of the different components of the course **after** the semester is under way.
4. Be sure to grade and hand back work before the ninth week (last chance to receive a **“W”**) of the semester. In the past, students have complained that they would have dropped the course had they known more about their performance.
5. Do not make a concession to one student that you do not extend to all students. Your main concern should be that all students are treated the same in your course. If you offer extra credit, re-evaluation of grades and/or the opportunity to reschedule an exam or extend deadlines, etc., to one student you must formally extend the same privileges to the entire class.

Full Class Periods

Please observe the full scheduled meeting time for classes so that students don't feel their education is "short-changed." Students sometimes complain about instructors' tardiness and short class sessions. Tardiness of instructor, canceling classes, and short class meetings are also a potential basis for grade appeals.

Office Space

An attempt will be made to provide part-time faculty with appropriate offices when space is available. Please discuss this matter with the Chair of your department.

Office Hours

You will need to schedule a time each week when you are available to students outside the classroom. Your office hours should be published in your class syllabus and should be for at least one hour in length. Your departmental Chairperson will be able to give you some guidance as to how to best meet this requirement.

Salary Payments

Part-time faculty are paid over a 4-month period during the semester. For the **Fall Semester**, part-time faculty are paid in September, October, November and December. For the **Spring Semester**, part-time faculty are paid in February, March, April, and May. Be sure to provide all requested information with your department so that you are placed on the payroll.

Hanging Parking Stickers

You will need a hanging parking sticker permit which can be obtained on the 2nd floor of the Administration Center. Before requesting a parking permit, you should obtain a vehicle registration card from your Chairperson, verifying your part-time employment. There is no charge to you for this permit, and it may be transferable if it is necessary to use another vehicle.

Identification Cards

I.D. cards, valid for one semester only, can be obtained through the departmental Secretary. They may be used for borrowing books from the library or for getting discounts on various University functions.

Final Exam Schedule

Please consult your departmental Chair regarding the department's policy on requiring final examinations. A copy of the schedule for final exams and the current semester along with a list of important dates is available at the conclusion of the handbook.

Canceling a Class Because of Bad Weather

The “**Severe Weather Policy**” is described in **Appendix I**. Please note that the decision to close classes during inclement weather is made by campus authorities. Do not assume that class should be canceled due to poor driving conditions unless you receive official notification. Class cancellations due to bad weather are rare.

STATEMENT OF GENERAL POLICY

The University will not tolerate sexual harassment. In its policies and procedures the University seeks to deal effectively with the problem and to preserve the rights and privileges of all involved in cases of alleged sexual harassment.

2.11.3.2 Definition of Sexual Harassment

- A. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, physical, or non-physical conduct of a sexual nature when:

submission to such conduct is a basis for employment or academic decision, or such conduct unreasonably affects an individual's status and well-being by creating an intimidating, hostile, or offensive work, or academic environment. The harasser may be faculty, staff, or a student.

- B. Sexual harassment may be considered in these two major categories. The first type of harassment is the “*quid pro quo*” overt pressure by another person in the workplace for sexual favors. The second category of harassment is more subtle and by definition involves a cumulative effect which constitutes the harassment. Any single incident of this type might not be judged harassment, but continuation of the behavior creates an atmosphere which is uncomfortable and intimidating.
- C. Sexual harassment is a form of sex discrimination and a violation of civil rights as covered under Title VII, 1964, Civil Rights Act, and Title IX, 1972, Educational Amendments. These federal acts protect the civil rights of employees and students in an educational institution. The University is, therefore, obligated to treat such complaints seriously.

Appendix C – Drop/Add Form

Appendix C – Application for Late Withdrawal

Appendix D – Instructor and Course Evaluations

Appendix E – Final Grade Roster

Appendix F – Grade Exceptions Report

Appendix G – Grade Change Form

Appendix H – Appeal of Academic Matters

APPENDIX I

NKU's "**SEVERE WEATHER POLICY**" states that the University will remain in full operation during winter months with the rare exception of severe weather conditions which are determined extremely hazardous for travel.

The decision to close the University and/or cancel classes will be made by the President. The decision to cancel day classes may be made prior to 6 a.m. during the school week; evening classes will be cancelled by 3 p.m.

NKU's Department of Public Safety will monitor weather reports and road conditions on a 24-hour basis in the greater Cincinnati area. The Severe Weather Policy plans are:

PLAN A All classes, business and administrative offices at NKU's campuses are canceled and closed. Only designated essential university personnel are required to report for work.

PLAN B Classes at NKU's campuses are canceled. However, all other university business will be conducted as usual and all non-faculty personnel are to report to work.

PLAN C Evening classes are cancelled for the evening. Only designated essential Personnel are required to report to work.

University cancellations or delays include all students, faculty and staff, except designated maintenance and emergency personnel who will report to work as required.

Radio and television stations will be requested to state "Northern Kentucky University" by name followed by a brief status report instead of using Plan A, B, C, etc. If NKU is not among the list of schools broadcasted, faculty, staff and students can assume that the University will be in full operation.

During severe weather periods, callers can also dial **572-5566** and receive a recorded message concerning the University's operational status. Callers are requested to use this number instead of calling Public Safety, which must keep its telephone lines open for emergencies.

Radio and television stations broadcasting school closing information this year are:

WINK	(94.1 FM)	WNKU	(89.7 FM)
WGRR	(103.5 FM)	WACZ	(1360 AM)
WEBN	(102.7 FM)	WSAI	(1530 AM)
WKRQ	(101.9 FM)	WCIN	(1480 AM)
WVAE	(94.9 FM)	WCKY	(550 AM)
WSKS	(96.5 FM)	WLW	(700 AM)
WAQZ	(107.1 FM)	WDJO	(1230 AM)
WUBE	(105.1 FM)	WLWT-TV	(Channel 5)
WRRM	(98.5 FM)	WCPO-TV	(Channel 9)
WOFX	(92.5 FM)	WKRC-TV	(Channel 12)