

ADJUNCT FACULTY HANDBOOK RHODE ISLAND COLLEGE

Summer 2016



“Adjunct faculty are important members of our college community and our faculty complement. As adjuncts, you have a profound impact on student learning and the student experience at Rhode Island College. This handbook is designed to help orient you to the resources and information for adjunct faculty and give you a running start on your RIC experience. Please do not hesitate to ask questions or provide suggestions on this handbook or any ways we can support your teaching. Thank you for the good work you do with our students.”

- Dr. Ron Pitt, Vice President of Academic Affairs

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I. GETTING STARTED AT RHODE ISLAND COLLEGE (RIC)

OFFICIAL APPOINTMENT

Welcome to Rhode Island College! We are very pleased that you chose to teach at RIC. You are a highly valued member of the RIC teaching community.

After the chair of your hiring department submits the appropriate forms, [Human Resources](#) will contact you (at the personal e-mail address you provided to your prospective department) with instructions about filling out an I-9 package. Your employment information will become part of the official RIC system once this package is successfully processed.

RIC E-MAIL ACCOUNT

With your official appointment, a new RIC e-mail address will be established for you. You will receive your login information, including an initial password, at the personal e-mail address you supplied to your department.

Please use your RIC e-mail address regularly as College policy states that RIC e-mail is an official means of communication with students, staff, and faculty. The College also uses RIC e-mail for campus-wide announcements including emergency notifications, class cancellations, professional development opportunities, and information about important campus events.

MyRIC

[MyRIC](#) is an online portal located on the www.ric.edu homepage which provides Rhode Island College students, faculty, and staff with access to the College's online systems (accessing class rosters/schedules, sending e-mail to students, submitting midterm and final grades, Blackboard, EMS, etc.). When your paperwork at Human Resources is complete, you will be given your MyRIC/RIC e-mail/network account login and temporary password.

Notification of the creation of your MyRIC/RIC e-mail/network account will be sent to your personal e-mail account from the [User Support Services HelpDesk](#). In the event a personal e-mail account is not available, you will be notified by phone. If you cannot be reached by e-mail or phone, notification will be sent via U.S. mail to your home address. If you have not received your account information by the first week of classes, contact the HelpDesk at 401-456-8803.

For more information on accessing MyRIC, please see the [Orientation for New Faculty](#) guide.



RIC ID CARD

As another part of your official appointment, you will be assigned an employee identification number (EMPLID) which you can use to request your RIC ID card at the [Office of Security and Safety](#) in Browne Hall (401-456-8201). Your RIC ID card is required for library services and can also be used:

- to access eClassrooms and labs on campus,
- as a debit card with campus dining services,
- for a faculty membership at our Recreation Center (which also requires a fee),
- for discounts at some campus performances and events, and
- for free admission to the [RISD Museum](#).

See [Section II](#) of this document for information about classroom access with your RIC ID card.

LIBRARY

Adams Library is located on the main mall. Your RIC ID card can be activated for library use through an [online activation form](#) or in person.



Once you have activated your RIC ID card, you can use it to borrow materials from Adams Library and the many other libraries in the HELIN Consortium (see the RIC Library's [website](#) for a list of additional catalogs and cooperating partners). Other library services include off-campus access to online resources and databases; the ability to put your class materials on course reserve, in either a hard copy or digital form; and laptop, iPad, and Nexus 7 loans. A full description of the RIC Library's services can be found here: [Resources and Services for Faculty and Staff](#).

PARKING

See [Parking Procedures at Rhode Island College](#) for instructions on obtaining a faculty parking permit and to access a campus map.

Parking lots on campus have been assigned to specific groups of the College community, including faculty/staff, and each is color coded differently. Only those vehicles whose parking permit matches the color-coded parking lot signage will be allowed to park in that lot (Faculty/Staff = Burgundy).

Faculty/staff parking is available in lots D, E1, E4, E5, E8, E9, E10, G, J (upper third), M, N, Q, R, S, U, V, and W. Parking also available in lot E3 (Recreation Center) after 5 PM.



Open Parking (Grey) Parking lots A, C, E2, and K, as well as street parking, represent open parking which is available to all groups with the exception of resident students.

ADJUNCT FACULTY UNION

Adjunct faculty members who teach six or more credits in a two-year period are automatically enrolled as members of the RIC/AFT Adjunct Faculty Union's bargaining unit. The union contract specifies the standard process of assigning courses each Fall and Spring according to seniority ranking. The contract also determines compensation according to level status and its corresponding rate for load credit hours taught. The Adjunct Faculty Union contract, constitution, and application form for level advancement can be viewed [online](#).

After six credits, union dues will be deducted from your wages each pay period. Union dues are \$15 per paycheck. For further information on the Adjunct Faculty Union, please contact the union president. Contact information is listed on the [home page](#) of the union contract.

II. PLANNING YOUR COURSES

TEACHING ASSIGNMENTS

Fall teaching assignments are typically made during the Spring semester, and Spring assignments are typically made during the Fall. Assignments are arranged by your department chair or program director in accordance with the seniority provisions in the Adjunct Faculty Union contract.

Sometimes courses are cancelled due to low enrollments, though occasionally special arrangements allow courses with low enrollment to be taught by adjunct faculty for reduced compensation. Such arrangements are managed by your department chair or program director; guidelines are stated in the "Assignments" and "Cancelled Assignments" sections of the [adjunct contract](#).

SYLLABI

Teachers must provide a syllabus to all students at the beginning of the semester, including (at minimum):

- a list of topics,
- a statement of overall learning objectives,
- a list of required texts,
- a schedule of readings,
- a list of activities and graded assignments,
- grading schema and policies,
- attendance policy (if any),
- contact information for the instructor,
- any boilerplate information required by your department (e.g. policies and procedures), and
- College student prohibited behavior statements as outlined in the [Student Handbook](#) (e.g. plagiarism policies).

Consult your department chair or program director for more specific requirements. Various degrees of discretion in course design are typical in different disciplines. Be sure that your version of your course accords with both the official description in the [Catalog of Rhode Island College](#) and with the [Academic Calendar](#).

MyRIC

Use the [MyRIC](#) portal to view your teaching schedule and class rosters and to assign grades. You can easily contact your students at their RIC e-mail addresses through the online class roster. MyRIC is also where you can request (for each course) an account on Blackboard, RIC's online learning management system.

BLACKBOARD

RIC uses [Blackboard](#) as its online learning management system (LMS). Blackboard can help you effectively deliver readings and other course materials, administer online exams, facilitate discussions, and more. A Blackboard site can be requested for each of your courses in MyRIC: click on the LMS request and then the "Save" button. It may take 1-2 days for your Blackboard course to be activated. Once activated, your Blackboard courses are accessed through the "[Online Services](#)" page. Workshops on using Blackboard and on various Blackboard features are offered each semester and during the summer by the [Faculty Center for Teaching and Learning](#) and [User Support Services](#); the workshop schedule is announced through RIC e-mail and posted [online](#).

Rhode Island College uses the following definitions for Modes of Instruction:

- Standard Classroom is a course that meets at a pre-determined time and place, in-person, on a regular schedule throughout the term. The course may include use of online learning management system(s).
- Hybrid is a course in which a portion of standard classroom instruction is replaced by online learning.
- Distance is a course in which all teaching and learning takes place online. There are no in-person meetings.

All General Education Connections courses must include at least 50% Standard Classroom instruction.

It is important that you work with your department chair to designate the Mode of Instruction in the course registration system so that students make appropriate course selections.

The [Faculty Center for Teaching and Learning](#) (FCTL) offers course design consultations, small group workshops, standardized template development for programs, and review of online courses. If you need assistance, please [contact the FCTL](#).

TEXTBOOKS AND OTHER COURSE MATERIALS

Textbooks can be ordered through the Campus Store by phone, [e-mail](#), or [online](#); for instructions, see the “[Faculty Adoptions](#)” link (under the “Textbooks” tab). Hard copy and digital reserves can be arranged through Adams Library; click the link for “[Reserves](#)” under the Services Menu, or call 401-456-8129.



CLASSROOMS AND TECHNOLOGY

Rooms are accessed via a number of methods (key, swipe card, tokens, or proximity card) depending upon the security system in place for each specific room. Your classroom assignments are listed in MyRIC. If your classroom is a technology-enhanced classroom, you will gain access using either your [RIC ID card](#) or a security token.

Check your classroom's access type, card or token, [here](#).

Before you can obtain your token or swipe card at Campus Security and Safety, your department chair notifies the Director of the Office of Security and Safety to let them know the location of the eClassroom or lab you are using for your class.

[RIC Card and Token Access](#)

If you have difficulty entering a room controlled by your RIC ID card, please report your problem to the [HelpDesk](#) (401-456-8803). Specifically, if you have problems gaining access to a classroom in the first week of classes, call the [Office of Security and Safety](#) (401-456-8201) and an officer will be sent to open your classroom.

Instructor's Stations in eClassrooms — Login Information

There is one username and password for all instructor computer stations. All instructor stations should have a sticker indicating “faculty” as the username. Please call the HelpDesk (401-456-8803) for the password. A HelpDesk staff member will either send the password to your RIC e-mail address or come to your classroom and help you log in.

IMPORTANT: To access locked rooms within your department or school, please see your department chair to request access and keys. If you are teaching in an electronic classroom with a black cabinet, you may need a key to unlock the cabinet. See your department chair or contact the HelpDesk for a key.



FINAL EXAMS

Your department or program may require a final exam for the course you have been assigned; otherwise, the inclusion of a final exam is left to the instructor's discretion. In either case, the period available for a final exam for your course (during the week after the last week of classes) is determined by the Records Office and is announced on its [website](#) and on MyRIC during the semester. You must notify your department chair or department secretary if you intend to schedule an exam (or not). For information about final exam scheduling conflicts and overloads, see section 3.8 of the [Handbook of Policies, Practices and Regulations](#).

CLASS CANCELLATIONS

Teachers are generally expected to meet with students for all scheduled sessions of their classes. If you unexpectedly need to cancel a session of class due to illness or emergency, contact your department chair, your

department secretary, and your students by RIC e-mail as soon as you reasonably can—before the session begins, if possible. Before canceling classes for attendance at professional conferences or other planned personal or professional activities, secure permission from your department chair or program director and arrange for make-up meetings or assignments.

When the College must cancel classes and other activities due to extreme weather, an announcement

is posted on the RIC [website](#); recorded at 401-456-9500; e-mailed to faculty, staff and students; and included in various television and radio broadcasts. Sign up for alerts at MyRIC to receive emergency text messages on your cell phone.

On occasions when the weather is inclement but not severe enough for a campus closing, teachers may choose to be lenient concerning attendance and deadlines.

CLASS ATTENDANCE

Establishing a class policy requiring attendance, with some effect on the course grade, is useful with RIC's largely commuting student population. Clearly state your attendance policy—complete with expectations and consequences—for students at the start of the semester and include it on your course syllabus.

OFFICE HOURS (or other availability)

Teachers are expected to be available to their students in a meaningful way outside of class time each week. Consult your department chair or program director for more specific requirements on office hours.

III. TEACHING YOUR COURSES

STUDENT ENROLLMENTS

Most students will register for your courses before the semester begins. During the first two weeks of class, students can add classes with open seats (or drop classes) on their own through MyRIC. Adding a course after the two-week deadline requires both special circumstances and your express permission; late addition forms may be completed by your department chair or, in certain cases, by your dean.

Each course has an official cap on enrollments (usually 30 or fewer); the caps are set by department chairs. If your course is full during the early weeks of the semester, you may allow one or two more students to be enrolled beyond the standard limit. This favor should be granted selectively in special circumstances, as relatively small class sizes are a distinguishing characteristic of studying at RIC. To register a student in your course beyond the standard enrollment limit, provide identifying information and special circumstances to your department chair.

ASSIGNING GRADES AND CHANGING GRADES

Teachers post students' grades through MyRIC. The online grade rosters identify students for whom midterm grades are required and graduating seniors for whom there is a slightly earlier deadline for final grades. Some students' graduation or enrollment status, employer reimbursement, and/or financial aid depend upon timely grade-posting. Each semester the Records Office e-mails instructions for posting grades, including any new changes to the system. Students view their grades online.

Teachers can change assigned final grades on the online roster for three weeks after the grade-posting deadline. After that, a hard-copy Change of Grade form must be completed (available from your department secretary). Most Change of Grade forms require the dean's signature in addition to that of the instructor. The exception is changes of grade from Incomplete (see [below](#)).



STUDENT WITHDRAWALS

Students can withdraw themselves from a course during the first two weeks of classes without a notation on the transcript, and they can voluntarily withdraw with a grade of *W* (withdrawn) until the final withdrawal date, which is approximately at midterm and is posted in the [academic calendar](#). Faculty may assign a grade of *W* on the midterm grade roster for a student who either never attended or who has stopped attending class for an extended period. Also, faculty may have students withdrawn from a class if they do not attend class for the first week and do not contact the instructor.

After the midterm grade, a *W* is given by a faculty member only when there are extenuating circumstances that have affected the student's attendance or participation. Academic difficulty in the course alone is not sufficient grounds for a *W*. Faculty are encouraged to assign the grade of *W* as soon as it is appropriate (and not wait until posting final grades) because a date is attached to the *W* and that date can have consequences for a student's financial aid. To withdraw a student after midterm grades but before classes end, send the information to your department chair who can withdraw the student for you.

GRADES OF INCOMPLETE

A grade of *I* (incomplete) may be assigned to a student at the end of the semester if the student initiates the request, has completed most of the coursework, and can complete the rest of the work with minimal faculty supervision by the last day of classes of the following semester, excluding summers. Teachers assign the grade of *I* in the grade roster at the end of the semester. (If you use the option of assigning an *I* with a default grade—which some chairs do not recommend—understand that the default grade is what the student will receive if he or she does *not* complete the work.) To change the *I* to the proper *A-F* grade when the coursework is completed (or not) by the end of the following



semester, the teacher delivers an official Change of Grade form to the Records Office by the last day of classes. If no Change of Grade form is submitted, the *I* automatically changes to an *F* (or the default grade).

COURSE EVALUATIONS

Anonymous student evaluations of instruction are to be conducted in every course, each semester. Forms and instructions are provided by your department a few weeks before classes end. Results are made available to teachers after grades have been posted. It is also common for adjunct faculty to have a class meeting observed by a full-time faculty member during the semester. These evaluations are important for your performance review. Talk with your department chair about scheduling your class meeting observations.

ACADEMIC INTEGRITY

RIC holds all students to the highest academic standards. RIC's standards concerning academic integrity are similar to those of many colleges and universities; teachers are expected to take reasonable preventive measures against academic dishonesty and to document and report all infractions to the Vice President for Academic Affairs when it happens. Definitions, policy, procedures, typical penalties, and appeals are explained in Section 3.9.1 of the [College Handbook of Policies, Practices and Regulations](#). See also: [Academic Integrity: Being Truthful Is Essential to Academic Freedom](#).

HARASSMENT

Rhode Island College prohibits sexual harassment and harassment on the basis of race, color, creed, national or ethnic origin, religion, disability, age, sexual orientation, gender identity or expression, or citizenship status. All teachers and other members of the RIC community are protected by and are expected to conform to the College's [policy of nondiscrimination](#); also see the Affirmative Action Office [website](#). Anyone who believes he or she may have been a victim of illegal harassment at RIC is invited to seek resolution formally or informally, as described in the [Complaint Resolution Policy](#).

If you suspect a student has been harassed, refer them to one of the College's [Contacts for Complaint Resolution](#).

DISRUPTIVE OR DISTURBED STUDENTS

If, at any time, a student engages in behavior that disrupts the conduct of a class or the teaching of a course, the student can be reported to the [Vice President for Student Affairs](#) at 401-456-8161. If the situation is an emergency, call the [Office of Safety and Security](#) at 401-456-8201, or extension 8201 from a campus phone.

Students who seem depressed, stressed, or who express personal difficulties may be referred to the [Counseling Center](#) in Craig-Lee Hall, 401-456-8094. At the Counseling Center, students receive personal counseling free of charge and with complete confidentiality. Student use of counseling services is entirely voluntary.

If you're uncertain about which campus office could best serve your student, you can refer them to [Learning for Life](#) (L4L), a multi-faceted community and College partnership that links students to a network of services, supports, and opportunities.

STUDENT COMPLAINTS AND GRIEVANCES

A complaint “may be any point at issue between a faculty member and a student in which a student feels that an abridgement of personal rights or benefits has occurred.” Students discuss complaints first with the teacher; if the complaint is not resolved to the student’s satisfaction, it can be brought to the department chair. A grievance is “a difference, presented in writing, that may arise between a faculty member and a student,” including (but not limited to) issues of grading, academic freedom, and harassment. Definitions and procedures for handling complaints and grievances (which begin with the teacher and may proceed through higher levels of administration) are explained in Section 3.11 the [College Handbook of Policies, Practices and Regulations](#).

In the case of grades, the department chair’s decision is final, unless upon appeal the cause of the grievance is found to be other than disagreement with academic judgment. Teachers can appeal decisions favorable to a student grievant by contacting their dean.

FERPA (Family Education Rights and Privacy Act)

[FERPA](#): This federal law protects the privacy of students’ education records (including grades, attendance records, class schedules, and such). According to the law, such information may not be released to anyone, even to parents, without the student’s written permission. If a person wishes to speak with you about a family member’s academic performance, please respond that such information cannot be shared without the student’s written consent and refer the person to the department chair.

IV. CAMPUS RESOURCES

EMERGENCIES ON CAMPUS

On-campus medical emergencies include serious injuries or illnesses occurring to students, faculty,

staff, or visitors of the College community.

Always contact 9-1-1 FIRST in case of life-threatening situations. For other emergencies, the most expedient way to summon help while on campus is to contact the [Office of Safety and Security](#) at **401-456-8201**. Give your location, name, and brief description of problem. If you think a rescue is needed, ***tell the officer to call for one***. The Office of Safety and Security will send an officer to the entrance of the College to meet the rescue and direct them to your location. If [Health Services](#) is open, another officer will transport a nurse with some emergency supplies to provide assistance until the rescue arrives or to transport the student or employee back to Health Services if appropriate.

Although the following examples of when to call for a rescue are not all-inclusive, they provide some guidance when trying to make a decision in a stressful situation.

In case of serious injury, CALL 9-1-1 FIRST. The 9-1-1 dispatcher will send a rescue squad and call the Office of Safety and Security. Serious injuries include (but are not limited to):

1. unconsciousness,
2. labored respirations or severe asthma attack,
3. uncontrolled bleeding,
4. severe chest pain, or
5. trauma such as head or spinal injuries, probable fractures.

Any time you have a poor general impression or a “bad feeling” about the person, trust your instincts and call for a rescue.

DISABILITY SERVICES CENTER

The Disability Services Center (DSC) is committed to providing accommodations for students with disabilities and supporting them in achieving their academic goals. Students are required to self-identify and meet with the DSC to receive reasonable accommodations. Students who are registered with the DSC are counseled to provide their professors with Request for Reasonable Accommodation letters and to discuss their needs. The DSC provides faculty with information and resources about implementing student accommodations. For more information, contact Disability Services at 401-456-2776 or visit DSC's [website](#).

FACULTY CENTER FOR TEACHING AND LEARNING

The Faculty Center for Teaching and Learning (FCTL) offers support for all teachers in the RIC community. FCTL professional development



events are designed for both the novice instructor fresh out of graduate school and the experienced professor who wants to share knowledge or learn something new.

Throughout the academic year and over the summer, the FCTL coordinates workshops, conferences, and seminars on the scholarship of teaching and learning. These opportunities include chances to investigate evolving teaching trends, share teaching strategies, and learn about emerging classroom technologies. During FCTL events, teachers continue to hone their craft and further develop their pedagogy. These offerings are announced to faculty through RIC e-mail — watch for the FCTL newsletter and weekly announcements.

In addition to professional development events, the Center supports faculty as they design their courses and syllabi, no matter the mode of instruction. FCTL staff members guide faculty as they consider their course objectives when developing class discussions, assignments, and quizzes. Support services are typically by appointment but walk-ins are welcome. The FCTL is located in Adams Library, room 406.

Visit the FCTL [website](#) for additional information and a schedule of upcoming events. Or contact the Center by phone (401-456-9984) or [e-mail](#).

LEARNING FOR LIFE

[Learning for Life](#) (L4L) provides support for students in all aspects of college life. If you have a student who is struggling with a personal, financial, or academic problem and needs help, please refer them to Learning for Life. At Learning for Life there is assistance with identifying and assessing students' needs and then connecting students to appropriate help and resources.

Learning for Life provides students with links to a wide range of services, supports, and opportunities that are in place to both fortify them for college success and remove challenges or obstacles that prevent education from remaining a priority in their lives. By connecting students with academic, social, life skills, financial, and career-related support, L4L helps them navigate a direct course to college completion.

If you sense that one of your students is struggling with a life issue and they need some help, Learning for Life offers a centralized resource for support. L4L provides a safe place for students to talk about personal issues and/or life challenges with an Educational Support Facilitator.

To refer a student to Learning for Life, tell them that they can contact L4L in the following ways: [e-mail](#), call 401-456-6320, or stop by one of the three L4L walk-in locations:

- Gender and Women's Studies Suite, Adam's Library 1B,
- The Career Development Center, Craig Lee 054, or
- The Unity Center, located in the Donovan Dining Center (first floor).

Open hours are 8:30am-4:30pm with extended hours some days. Walk-ins are very welcome.

SUSTAINABILITY AT RHODE ISLAND COLLEGE

The Rhode Island College community is dedicated to enhancing the environment of those who learn and work on our campus now and in the future. To that end, RIC is committed to environmentally friendly practices and implementing new initiatives that will decrease the College's carbon footprint and enhance our sustainability efforts.

Significant accomplishments include establishment of the [RIC Green Team](#) in 2009 and development of many green and cost-saving initiatives by campus offices and divisions related to waste reduction, recycling, energy efficiency, green cleaning, and sustainable planting. Green and sustainability studies programs have been developed for those entering the workforce to undergraduate and post graduate study including Green Business Practices, Urban and Community Farming, and the Sustainable Communities Initiative. An ongoing public sustainability speaker series was introduced in spring 2012.

Rhode Island College also maintains three beehives on campus. In addition to producing delicious honey, the bees pollinate plants on campus that bring an aesthetic value to RIC's landscaping. There is an educational component in the biodiversity that the bees can bring to the area. They can be studied in terms of their function and productivity in the area in which they operate. RIC's apiary and Bee Education Center are part of the College's Urban and Community Farming Initiative, which includes a campus garden and farmers market. The beehives are located between Buildings 7 and 8.

RIC's strength is in its commitment to exploring sustainability options with on- and off-campus partners. For more information, visit the [Green Initiatives](#) page or send input and suggestions by [e-mail](#).



IV. USEFUL CONTACTS

(For other offices, see “[A-Z Listings](#)” at www.ric.edu)

A. FACULTY NEEDS

Academic Affairs	456-8003	www.ric.edu/academicaffairs
Academic Calendar		www.ric.edu/academics/academic_calendar.php
Adams Library	456-8216	www.ric.edu/adamslibrary
Bookstore	456-8025	campusstore.ric.edu
Disability Services Center	456-2776	www.ric.edu/disabilityservices
Faculty Center for Teaching and Learning	456-9984	www.ric.edu/fctl
Human Resources	456-8216	www.ric.edu/humanresources
Office of Research and Grants Administration	456-8228	www.ric.edu/orga
Payroll	456-8695	www.ric.edu/payroll
Records	456-8213	www.ric.edu/recordsoffice
Security and Safety	456-8201	www.ric.edu/campuspd
User Support Services HelpDesk	456-8803	www.ric.edu/uss/helpdesk.php

B. STUDENTS' NEEDS

Adams Library	456-8216	www.ric.edu/adamslibrary
Counseling Center	456-8094	www.ric.edu/counselingctr
Disability Services Center	456-2776	www.ric.edu/disabilityservices
Health Services	456-8055	www.ric.edu/healthservices
Learning for Life (L4L)	456-8275	www.ric.edu/learningforlife
OASIS (Office of Academic Support and Information Services)	456-8083	www.ric.edu/oasis
Parking	456-8201	www.ric.edu/parking
Security and Safety	456-8201	www.ric.edu/campuspd
Unity Center	456-8791	www.ric.edu/unitycenter
User Support Services HelpDesk	456-8803	www.ric.edu/uss/helpdesk.php

Veteran Resource Center	456-8449	www.ric.edu/studentveterans
Writing Center	456-8141	www.ric.edu/writingcenter
Women's Center	456-8474	www.ric.edu/womens-center

V. ADDITIONAL INFORMATION

Policies and College Governance	www.ric.edu/administration/policies.php
Catalog of Rhode Island College	www.ric.edu/recordsoffice/catalog.php
Student Handbook	www.ric.edu/studentlife/handbook.php
Adjunct Faculty Union Contract	www.ric.edu/ricadjunct