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UNIVERSITY

EDUCATION BUILT FOR LIFE

Adjunct Handbook



Office of Academic and Student Affairs

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MISSION, VISION, AND CORE VALUES

Upper Iowa University Mission

"Upper Iowa University provides quality educational opportunities accessible through varied delivery methods to inspire success and empower lives."

Upper Iowa University Vision

"Upper Iowa University will be known for academic excellence and continual innovation in student-centered learning."

Upper Iowa University Values

"Integrity, Excellence, Accessibility, Respect, Stewardship"

Academic Affairs Mission Statement

"The *academic* mission of Upper Iowa University is to offer a transformative educational experience by providing meaningful academic, community, and professional activities for all students."

*(Mission and Values Adopted by Upper Iowa University Board of Trustees February 2016.)
(Vision Adopted by Upper Iowa University Board of Trustees June 2023.)*

CHAPTER 1. INTRODUCTION

- 1.0 This section of the Adjunct Faculty Handbook is designed as a guide for Adjunct Faculty and their Department Chairs/Program Directors, providing information which is essential to a better understanding of the role of an Adjunct Faculty Member at Upper Iowa University (UIU or University). This publication is intended for use in Adjunct Faculty Orientation and serves as a ready reference for institutional life and procedure, clarifying Adjunct Faculty responsibilities and privileges. Adjunct Faculty will also receive detailed information about the onboarding process.
- 1.1 This is not the sole document for Adjunct Faculty guidance. The Faculty Handbook, Employee Handbook, the University Catalog, and other official documents, as they are issued, serve as a collective body of information to which Adjunct Faculty and Administration look for information relative to institutional policy, procedure, and guidelines.
- 1.2 This document and its information are subject to review and/or revision. The provisions of this document are not retroactive; this document supersedes all previous ones. Adjunct Faculty Members who have questions regarding the content in this publication are encouraged to consult with their Department Chair/Program Director (listed on the employment contract).

CHAPTER 2. ACADEMIC AFFAIRS STRUCTURE

- 2.0 The University's academic structure is reflected in graduate and undergraduate divisions, which are further subdivided into various departments. Adjunct instructors report to and are evaluated by the Department Chair or Program Director.
- 2.1 Adjunct faculty report directly to the Department Chairs/Program Directors and the Academic Dean. A current "*Department Chair & Program Director Membership List*" is available on the Office of Academic Affairs page in myUIU.

CHAPTER 3. ADJUNCT FACULTY DUTIES AND RESPONSIBILITIES

- 3.0 Teaching is an Adjunct Faculty Member's sole assignment. As such, an Adjunct Faculty Member is evaluated based on teaching effectiveness, which is delineated on the Adjunct Instructor Teaching Rubric Evaluation (see Appendix B).
- 3.1 Academic Freedom
- 3.1.1 Every reasonable effort will be made to respect Academic Freedom with Adjunct Faculty Members.
- 3.2 Academic Policies and Procedures
- 3.2.1 The University Policies can be found on the University website and is the best resource for the most up-to-date policies and procedures. To access all policies and the associated supplemental forms, go to [www.uiu.edu/About/Policies & Reports](http://www.uiu.edu/About/Policies%20&%20Reports). All employees are expected to adhere to policies.
- 3.3 Assessment of Programs
- 3.3.1 The University is committed to quality educational opportunities. To ensure academic programs and curricula are designed and delivered to meet the needs of students, each academic program, including the General Education Program, has developed ongoing assessment plans to measure instructional efficacy. **All faculty members are expected to provide information to help with these efforts.** For detailed information, ask your Department Chair, Program Director, or Academic Dean for the most current Assessment Handbook.
- 3.4 Attendance Update
- 3.4.1 Registration for each course must be validated by a student attending at least one of the first four class sessions. Please refer to section 3.5, Learning Experiences, for additional details on explanations and the validation process for attendance. For course meetings twice per week, students must attend the first-, second-, or third-class session. For courses meeting once per week, students must attend either the first week or post to the learning management system (LMS). Adjunct Faculty Members are required to validate enrollment when courses begin.

Failure to do so will result in a grade of NA (Never Attended) and the removal of the student from the course.

3.4.2 Adjunct Faculty Members are expected to teach class as scheduled. Students are responsible for all assignments, papers, and examinations, even when ill or when representing the University officially off-campus. Adjunct Faculty Members are required to monitor attendance through the submission of student work and the attendance register in the LMS. The instructor must be able to provide the last date of attendance. Students are responsible to arrange for make-up work when they must be absent from class because of certified illnesses, emergencies, or because they are representing the University in an approved activity. These arrangements are to be made before the incurred absence except, of course, in emergencies. Students in a face-to-face (F2F) class are expected to attend class. ONLY in instances where medical documentation exists will a student's attendance be allowed virtually (online, Zoom, or other means approved by instructor). If a student does not attend class in person but attends virtually without medical documentation, they should be counted as absent.

3.5 Learning Experiences

3.5.1 Upper Iowa is a nationally recognized leader in education, offering undergraduate and graduate degrees. Upper Iowa University offers a variety of learning experiences. Not all courses are offered in every learning experience.

3.5.1.1 **Face-to-Face Course:** A learning experience where course outcomes are met through the delivery of content and learning materials in person by the instructor at a regularly scheduled time.

Validation of attendance for a face-to-face course occurs when a student is present for a regularly scheduled class during the designated time.

3.5.1.2 **Hybrid Course:** A learning experience where course outcomes are met through the delivery of content and learning materials in person by the instructor at a

regularly scheduled time each week, as well as a weekly online academic interaction.

Validation of attendance for a hybrid course occurs when a student is present for a regularly scheduled class during the designated time and/or has an academic interaction in the learning management system with a discussion post, reply to a discussion post, quiz completion, or assignment submission.

3.5.1.3 **Video Conference (VC) Course:** A learning experience where course outcomes are met through the delivery of content and learning materials by the instructor at a regularly scheduled time each week, as well as a weekly online academic interaction. The instructor will originate the course at one UIU location. Students may join the course at the origin location or from another UIU location via a video conferencing platform.

Validation of attendance for a VC course occurs when a student is present for a regularly scheduled class during the designated time and location and/or has an academic interaction in the learning management system with a discussion post, reply to a discussion post, quiz completion, or assignment submission.

3.5.1.4 **uiulive Course:** A learning experience where course outcomes are met through the delivery of content and learning materials synchronously through an online video conferencing platform (i.e., Zoom), as well as asynchronous academic interaction through the learning management system (i.e., uiuLearn,). Instructors and students may attend the synchronous portion of the course virtually from any location during the scheduled course meeting day and time. At a minimum, uiuLive courses will meet synchronously once every 14 days of the session/semester. Some courses may require proctored exams that can be done via an online proctoring service.

Validation of attendance for a uiuLive course occurs when a student is present for a scheduled synchronous class session during the designated time and/or has an academic interaction in the learning management system with a discussion post, reply to a discussion post, quiz completion, or assignment submission.

- 3.5.1.5 **Online Course:** A learning experience where course outcomes are met through the delivery of content and learning materials asynchronously through an online learning management system. Some courses may require proctored exams that can be done via an online proctoring service.

Validation of attendance for an online course occurs when a student has an academic interaction in the learning management system with a discussion post, reply to a discussion post, quiz completion, or assignment submission.

- 3.5.1.6 **Self-Paced Course:** A learning experience where course outcomes are met through the delivery of content and learning materials independently through one-on-one interactions with an instructor over a six-month period at a pace determined by the student. Self-paced courses can be either web-based using the online learning management system or paper-based. Some courses may require proctored exams that can be done via an online proctoring service.

Validation of attendance for a self-paced course occurs when a student submits a completed assignment/unit for grading.

- 3.5.1.7 **Applied Learning Experience Course:** A learning experience where course outcomes are met through the direct application of knowledge, skills, and abilities in a real-world experience.

Validation of attendance for an applied learning experience course occurs when the student has an academic interaction in the learning management system with a discussion post, reply to a discussion post, quiz completion, or assignment submission.

3.5.1.8 **UIU Works For You Course:** A learning experience where the objectives are met through the delivery of content and learning material asynchronously or sometimes synchronously on an infrequent basis. Students should expect the academic support of lecture materials provided asynchronously to the learner. If the class has a required lab/hands-on component, then the learner will either complete the same task and assignment solo using videos to support their instruction, virtually by completing the activity in the field following instructor direction, or by meeting on the pre-determined meeting dates for the lab posted on the schedule at the time of class registration (2-3 dates typically per session-long class).

Validation of attendance for a UIU Works For You course occurs when the student has an academic interaction in the learning management system or when the student is present for a synchronous component of the class during the designated time.

3.5.1.9 All learning experiences must align with the university's Assignment of Credit Hours Policy (AA-102.2) based on the number of credits assigned to the course.

Validation of attendance for a UIU Works For You course occurs when the student has an academic interaction in the learning management system or when the student is present for a synchronous component of the class during the designated time.

3.5.1.10 All learning experiences must align with the university's Assignment of Credit Hours Policy (AA-102.2) based on the number of credits assigned to the course.

3.6 Simple Syllabus

3.6.1 The University uses the Simple Syllabus platform for consistency with our syllabi, which is required for all faculty members to use. Some items in the syllabus are locked down to ensure consistency of course learning outcomes for a consistent student experience. Training has been

recorded and is available through the Center for Excellence in Learning and Teaching (CELT) under myUIU > Academic Affairs > CELT.

3.6.1.1 Syllabi are due to submit two weeks prior to the first day of class.

3.6.1.2 All faculty members **must** use the current syllabus platform. The current template is available on myUIU – Academics – Academic Affairs or by contacting the Department Chair/Program Director.

3.6.1.3 Course descriptions can be found in the [Academic Catalog](#).

3.6.1.4 Current course outcomes, program student learning outcomes, departmental requirements, current course textbooks, and resources are available by contacting the Department Chair/Program Director.

3.7 Curriculum

3.7.1 Full-time Faculty Members are responsible for moving the curriculum through the Faculty Governance process. Adjunct Faculty Members may work with Department Chairs or Program Directors to make recommendations for curriculum changes.

3.8 Inclement Weather

3.8.1 The UIU consistently strives to make weather-related decisions that prioritize the well-being of students. In cases of adverse weather conditions, the Center Director or Regional Director will make all decisions by 3 p.m. On the Fayette Campus, the Weather Committee will convene well in advance, and alerts will be promptly sent out. When a UIU location stays open, Adjunct Faculty Members should use their best judgment when deciding whether to travel to class. *In any situation where a class (not just weather-related) is not held as normally scheduled, the Adjunct Faculty Member should notify the Center Director, the Department Chair, the Program Director, the Academic Dean, and the students.* To help students achieve the course learning outcomes (CLO), instructors must upload the weekly instructional materials to the Learning Management System (LMS). This ensures that students can access the necessary resources for their progress.

3.9 Student Academic Performance Issues

3.9.1 Adjunct Faculty Members are required to provide feedback to students regarding assignments and academic concerns weekly at a *minimum*. Adjunct Faculty Members may contact students to express academic concerns and offer assistance. Additional outside tutoring or assistance is available through University resources. These resources include:

3.9.1.1 Office of Academic Success

3.9.1.2 Support Our Students Referral Form

3.9.1.3 Tutor Center

3.9.1.4 Online Writing Center

3.9.1.5 Library Assistance

3.10 Updated Gradebook/Grade Recording Policy

3.10.1 All graded work available must be posted in the uiuLearn Gradebook by Sunday at 11:59 p.m. (CT), one week before the "last date to withdraw," as well as posted by Sunday at 11:59 p.m. before the final week. *Instructors are required to implement +/- grades in their courses. The instructor's course syllabus will outline the +/- grading scale and assigned percentage associated with each grade.*

3.10.2 Directions on how to submit grades, arrange for incomplete grades, and complete grade changes will be sent by the Registrar before finals. Grades are due by noon on the Monday after finals.

3.11 Working with the Center for Excellence in Learning and Teaching (CELT)

3.11.1 CELT assists Upper Iowa University's faculty members to improve their teaching and optimizing learning in their courses by providing instructional design, training, and professional development opportunities. CELT can support faculty in personalizing their courses to maximize the student learning experience.

3.11.2 Working with a Learning Management System (LMS) may be challenging at first, but there are resources to help. All Adjuncts are expected to use uiuLearn as a tool in managing the classroom, student assessment, and communication.

3.11.3 Contact CELT for help with the items below.

3.11.3.1 Planning your course.

3.11.3.2 Designing and building your course in uiuLearn.

3.11.3.3 Online teaching best practices.

3.11.3.4 Other questions about your course.

3.11.4 Faculty Academy

3.11.4.1 An autonomous system built into uiuLearn that offers opportunities for faculty to gain professional development and collaborate with colleagues. The Faculty Academy provides opportunities to support your professional development through:

3.11.4.1.1 UIU trainings.

3.11.4.1.2 Professional Development opportunities.

CHAPTER 4. ADJUNCT FACULTY MEMBER EVALUATION

4.0 Performance evaluation for Adjunct Faculty Members will be based on teaching effectiveness, including but not limited to: student course surveys, peer observation, and course observation.

4.1 Student Opinion Survey (Student Course Evaluation)

UIU collects student feedback regarding courses and instruction. Student participation is voluntary, but the institution highly encourages students to complete the surveys.

The electronic course evaluation form is directly emailed to students, available through uiuLearn, and can be used for students completing evaluations, Faculty accessing reports, and administrators reviewing results. After each course, students are allowed to evaluate the course and the instructor. The results of the Student Opinion Survey (IDEA) will be made available to the Adjunct Faculty member after 14 days from the end of each session.

4.2 Performance Evaluation

4.2.1 During the first session, an Adjunct Faculty member teaches a course, the Department Chair/Program Director or Designee will use the Adjunct Instructor Teaching Rubric ([see Appendix B](#)) to observe and provide constructive feedback. Renewed Adjunct Faculty Members will receive subsequent observations minimally every three years unless necessitated by concerns, using the same form.

CHAPTER 5. TERMS OF EMPLOYMENT

5.0 Account Deactivation

5.0.1 If an Adjunct does not teach at the University for a year or more, all UIU accounts will be deactivated. This includes University email, myUIU, any RAVE notification that has been set up, library resources, and uiuLearn. This process will allow the University to continually focus on standard processes regarding system access security throughout the institution. Should the adjunct faculty member be rehired after one year, they will need to submit another application.

5.1 Dismissal

5.1.1 If concerns are noted from the results of the Student Opinion Survey (Student Course Evaluation) or Adjunct Instructor Teaching Rubric, remediation or dismissal may occur. UIU is strongly committed to remediating Adjunct Faculty performance where practicable. Such remediation efforts may include mentoring, additional classroom observations, or Professional Development. Continued concern regarding performance or serious conduct issues will result in dismissal.

5.2 Nature of Adjunct

5.2.1 Adjunct Faculty Members are employed per session with no guarantee of continued employment. To meet a full-time Faculty teaching load, a class may be reassigned to the full-time Faculty Member, and the Adjunct's letter of appointment will be rescinded. A course taught by an Adjunct Faculty Member with an enrollment of fewer than eight students will be taught using the low enrollment rate of compensation for five to seven students or one to four students; the course will be canceled and re-contracted at the directed study rate of compensation per student at the discretion of the Academic Dean. If a course is subject to low enrollment at any time, the Adjunct Faculty Member can decline the teaching assignment, but only before the start of the session.

5.3 Professional Development

5.3.1 UIU is committed to continuous improvement in all areas, including professional development activities by its Adjunct Faculty. The University provides professional development opportunities and will inform Adjunct Faculty of their availability via UIU email. Adjunct Faculty Members are strongly encouraged to participate. In addition to university-based professional development, any professional development activities, both in the field of expertise and in the field of education in general, are highly encouraged. Evidence of professional development may be requested for accreditation purposes.

In education, research has shown that teaching quality is among the most important factors in raising student success. For adjunct faculty members to be as effective as possible in teaching, expanding one's knowledge and skills is essential to implement the best educational practices. UIU faculty members must learn to help students learn at the highest levels. The University uses professional development to strengthen educators' performance levels. Professional development is also the only way educators can understand so they can better their performance and raise student achievement.

5.4 Shadow Sections

5.4.1 A responsive course schedule reflects real-time demands students may have prior to the start of a session. Planning for unanticipated demand, UIU documents what are called "*shadow sections*" – classes not officially on the schedule until such time as sufficient student numbers justify opening an additional section. Shadow sections are created to ensure Adjunct Faculty Members are prepared to teach the course *if* activated. The course can be activated any time before the first week of the session. Should it become necessary to activate the course section, Adjunct Faculty Members will be contacted to allow as much preparation time as possible.

5.5 UIU Email

5.5.1 The University **requires** employees to utilize the email address assigned by UIU for **all** email communications via the [email policy](#).

5.6 UIU Meetings

5.6.1 Adjunct Faculty will receive notices of select UIU meetings. Adjunct Faculty are encouraged to participate. Committee participation of Adjunct Faculty Members is not expected nor compensated but is welcome.

CHAPTER 6. BENEFITS

Upper Iowa University values the contributions made by our Adjunct Faculty Members. Although the nature of adjunct teaching seldom rewards faculty members, UIU provides limited benefits.

6.0 Retirement

6.0.1 Adjunct Faculty Members are able to contribute to a retirement plan. Non-matching contributions into the Teachers Insurance and Annuity Association of America (TIAA) are available for those individuals interested in setting up a retirement account. Human Resources can provide further information if interested.

6.1 Coursework

6.1.1 Adjunct Faculty Members can enroll in up to one to two courses annually for individual professional development. Courses cannot be low enrolled, and the enrollment cannot exceed the course capacity.

6.1.2 Adjunct faculty who have taught at least one session in the academic year are eligible to take up to two courses at no cost with UIU in that same academic year. Please contact Human Resources (HR) for more information. The following restrictions apply:

6.1.3 Course enrollment is subject to availability beyond the number of tuition-paying students.

6.1.3.1 Student enrollments supersede (take priority) faculty enrollments.

6.1.3.2 Adjunct faculty may not enroll in low enrolled courses.

6.1.3.3 Adjunct faculty cannot enter courses that are at capacity.

6.1.3.4 All learning experiences are available for enrollment, *except* self-paced.

6.1.4 The adjunct faculty member is only eligible for this benefit (dependents cannot take the courses).

6.1.5 Adjunct faculty can only enroll one day prior to the start of the course.

6.1.6 Adjunct faculty must be in good standing with performance evaluation as an adjunct.

- 6.1.7 All course requirements to be admitted to the class must be followed. For example, admission requirements have been met, prerequisites have been met, etc.
- 6.1.8 If an adjunct faculty member separates from the University, they will be allowed to complete the current course in which they are enrolled.

APPENDIX A. ADJUNCT INSTRUCTOR TEACHING RUBRIC
 (not part of Adjunct Handbook)



**Adjunct Instructor Teaching Rubric
 Evaluation**

Instructor:	_____	Course, Session:	_____
Department:	_____	Learning Experience:	_____ <i>[Select from the following: Face to Face, Online, uiuLive, Hybrid, Self-Paced]</i>
Date of Observation:	_____	Next Evaluation Due Date:	_____
Confirmed Faculty Qualification Review (FQR) on file:	Yes	No	

Guidelines for Use:

This rubric is to be completed by the Department Chair/Program Director or Designee. The completed rubric should provide context to aid in the continued development of the adjunct instructor.

Adjunct instructors should expect to be observed during their first session of teaching with UIU and minimally every three years thereafter. After an observation, the Department Chair/Program Director or Designee should meet with the adjunct instructor to go over the rubric and any areas of concern that may be noted. At the conclusion of the meeting, both parties will sign to indicate that a discussion took place. This acknowledgment by the adjunct instructor indicates that the discussion took place, but may not indicate agreement. If an adjunct instructor is in disagreement, they should provide a written document that explains their reasoning and submit it for inclusion with the Adjunct Instructor Teaching Rubric in their personnel file with Human Resources (HR). Adjunct Faculty are contracted for one session at a time, serious concerns or repeated concerns may lead to nonrenewal at any point.

_____	_____
Department Chair/Program Director or Designee	Date
_____	_____
Adjunct Instructor	Date

Item	Elements <i>(this is not an exhaustive list)</i>	Evaluation
Content Expertise	<ul style="list-style-type: none"> • Demonstrates command of subject matter. • Exhibits knowledge about recent trends, findings, or principles within the discipline. • Uses relevant examples or demonstrations. • Links content to other areas within the field of expertise, to other fields or workplace environments. • Possesses appropriate licensure or certifications when applicable. 	<p><i>[Select from the following: Unsatisfactory, Needs Improvement, Meets Expectations, Exceeds Expectations]</i></p>
Instructional Delivery Skills	<ul style="list-style-type: none"> • Demonstrates interest and enthusiasm in the subject and the student learning process. • Demonstrates effective communication skills: writing, speaking, and listening. • Elicits student participation. • Provides feedback pertaining to assignments and tests in a timely fashion. 	<p><i>[Select from the following: Unsatisfactory, Needs Improvement, Meets Expectations, Exceeds Expectations]</i></p>
Course Management	<ul style="list-style-type: none"> • Actively engages in course management. • Processes course-related forms such as grade records, incomplete grade forms, finals grades, etc., in a timely fashion. • Effectively utilizes the LMS. • Completes general education rubrics when applicable. • Adheres to instructional time guidelines (Credit Hours Policy). 	<p><i>[Select from the following: Unsatisfactory, Needs Improvement, Meets Expectations, Exceeds Expectations]</i></p>
Performs to faculty standards and expectations appropriately	<ul style="list-style-type: none"> • Adheres to current syllabus template requirements. • Teaches courses as scheduled. • Is available and responsive to administrative contacts and students within 48 hours. • Provides weekly feedback and/or communication on student work in all modalities. • Uses assigned course text and/or access codes. • Uses technology effectively. • Encourages students to complete the student opinion survey and provides class time whenever possible. • Utilizes active engagement strategies. • Participates in mandatory assessment. • Adheres to all deadlines. • Complies with attendance policies and procedures. • Attends or completes all required training. • Holds a final class. 	<p><i>[Select from the following: Unsatisfactory, Needs Improvement, Meets Expectations, Exceeds Expectations]</i></p>
Suggestions for Growth		
Comments		