

KENTUCKY WESLEYAN COLLEGE



KENTUCKY
WESLEYAN
COLLEGE
— 1858 —

ADJUNCT FACULTY HANDBOOK

2018-2019

WELCOME TO KENTUCKY WESLEYAN COLLEGE!

Whether you are new or a returning faculty member, you are an indispensable part of our community. As SACSCOC-qualified instructors, you bring not only academic credentials, but a broad range of experience from many career fields. Our students' learning experiences are enriched and multiplied beyond what could be provided solely by our full-time faculty. I want to personally thank you for your willingness to share your knowledge and talents with our faculty, staff, and students and for accepting the challenge of educating our students, thus helping them to find themselves.

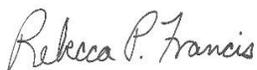
This handbook includes some: basic information about Kentucky Wesleyan's policies and procedures that may affect you; general guidelines on effective functioning in your role as an adjunct faculty member; and general information about the campus and its services for both you and your students. The policy and procedure summaries in this document are only guidelines; detailed information on Wesleyan's policies and procedures may be found at <https://intranet.kwc.edu/policies-procedures>. All Employees and the Appendices of the Employee Handbook found at <https://intranet.kwc.edu/human-resources/>. In addition to what may be found within the *Adjunct Faculty Handbook*, you may receive information that is more specific to the role of adjunct faculty in your division or academic program. Please do not hesitate to ask questions from your colleagues and your division chair/program coordinator.

On behalf of everyone in Academic Affairs, I wish you every success in your role and I am personally delighted that you have chosen to join Kentucky Wesleyan's community. If there is anything we can do to make your work here more productive, please feel free to ask. Peggie Greer, Rebecca Francis, and I will be most happy to assist you as you assume your responsibilities as an instructor for Kentucky Wesleyan.

Best Wishes,



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Vice President of Academic Affairs and
Dean of the College



Rebecca Francis, Ed. D.
Associate Dean of the College and Director of Online Programs



Peggie Greer
Academic Affairs Administrative Assistant

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EMPLOYMENT PROCEDURES

Certification – Accreditation Requirements

Kentucky Wesleyan is accredited by the Southern Association of Colleges & Schools Commission on Colleges (SACSCOC), which establishes teaching credential standards for all teaching faculty. For faculty **teaching undergraduate-level courses as the instructor of record**, the faculty member must hold a terminal degree (e.g., a Ph.D. D. Min, J.D., MFA) with a concentration in the teaching discipline OR hold a masters' degree and have completed at least 18 graduate credit hours in the discipline OR have completed 18 graduate hours in the discipline. In limited circumstances, individuals may have special skills or experiences that qualify them to teach in a discipline without meeting the above standards. For example, an individual who has performed professionally for an extended period may be justified to teach applied music courses or acting, even though they do not hold a graduate degree or do not meet the 18 graduate hours in the discipline requirement.

Materials Required for Adjunct Appointment

- A background check must be completed before any employee is hired. Please contact Human Resources for additional information.
- Copies of official transcripts are required and become part of the personnel file.
- A curriculum vitae or resume.

Normal Term of Employment

Kentucky Wesleyan employs an adjunct instructor to teach a course only when a full-time faculty member is not available to be assigned to the course. No guarantee of employment is made until registration for the course has been completed; an adjunct instructor will not be employed for a course canceled due to inadequate enrollment or for a course reassigned to a full-time faculty member.

TEACHING

Academic Calendar

A detailed academic calendar for each semester is posted at <https://intranet.kwc.edu/registrar>. Be sure to consult it, as assignment due dates and exams need to consider Kentucky Wesleyan's holidays and fall and spring breaks, when the campus is closed or classes are not scheduled, respectively. Please also be aware that the **last week of class is a "Dead Week"**. **During that time no assignments that are not on the syllabus at the beginning of the semester can be due, nor can exams be given after the first class period of a multiple day class.** The calendar is available at intranet.kwc.edu/registrar. The Registrar's website also provides a detailed exam schedule for each semester and summer session. All final exams must be given according to the official Final Exam Schedule.

Academic Alerts

Academic alerts are important notifications to the student, his/her coach and academic advisor that they are having difficulty in your class. They must be submitted if **the student is not attending and you have made several unsuccessful attempts to contact them, not submitting assigned work, doing poorly academically, or for any other reason that you feel needs to be**

reported. Academic alert forms (all electronic) are accessed <https://intranet.kwc.edu/academicaffairs/> (Academics).

Class Attendance and Reporting Policy for Verifying Student Attendance

As a courtesy to students and faculty, the Academic Dean's or the Disability Support Office contacts faculty on behalf of a student for the following emergencies, only if the student will be absent from classes for more than one week:

1. Hospitalization
2. Death in the Family
3. Jury Duty
4. Military Duties
5. Family Illness

Each faculty member has the privilege of establishing his/her own guidelines regarding class absence and missed work. The *Academic Bulletin, Academic Policies* section provides guidance for faculty to use in determining their class attendance policy and is available at.

<https://intranet.kwc.edu/academicaffairs/>

Attendance is an integral component of learning, successful completion of courses and the professional work ethic. Excessive absences in classes can result in lowered grades and reduction or loss of financial aid. Each student is expected to attend all classes, labs and other course-related activities for which she/he is enrolled. The attendance policy for each class is determined by the instructor and is stated in the course syllabus. It is the student's responsibility to know the policy on attendance for each course in which she/he is enrolled.

At the end of the first week of class, all instructors must verify that students on their class roster have been (or not been in attendance). Why is it so important to maintain accurate student attendance records and to verify student attendance? Many students receive financial aid funds based on classroom attendance. Verifying student attendance accurately and in a timely manner may prevent an overpayment of funds (tax dollars) to ineligible students. Financial aid funds (tax dollars) released by the College to ineligible students for any reason must be promptly repaid to the federal government by the College. Each term, all instructors are provided with the schedule for verifying student attendance (or non-attendance). It is very important that you verify attendance during the first week of class.

Faculty should notify the CARES team of students who are not in class so staff may reach out to them to see if additional services are needed. These notifications should be through the Academic Alert system via the CAMS portal or via Brightspace attendance function (for those instructors who have an attendance policy.) Both sites are checked weekly. Therefore all submissions must be made by Friday afternoon.

Course Goals and Student Learning Outcomes

Each academic program has defined a common core of material for coverage in its classes, as well as expected student learning outcomes. Faculty teaching courses must adhere to the goals of those courses and assess the student learning outcomes. The program coordinator will help adjunct faculty learn about all aspects of the academic program or courses that must be covered, including what aspects of the course must be assessed during the current year. Both traditional

face-to face and online courses cover the same content and have the same student learning outcomes for the course.

Also, if the course is part of the General Education curriculum of the college, you will be required to assess the appropriate general education student learning outcomes for the designated area of the curriculum the course meets. Again your program coordinator will provide you with the types of assessments required. Both traditional face-to face and online courses use the same assessment tools/methods.

Course Syllabus

The instructor will provide students with a syllabus of the course at the beginning of the semester. Please use the appropriate template found at <https://intranet.kwc.edu/academicaffairs> (Syllabi Templates) There is a template for General Education courses and a template for all other non- Gen. Ed. courses. The syllabus minimally will include the purpose of the course, student learning outcomes, an outline of the material to be covered during the semester (required readings), the instructor's requirements for student participation, assignments, the nature of the instructor's grading system, and the attendance policy for the course. Additionally, the Academic Integrity Policy and the Disability Support and Academic Alert statements, as well as instructors name, contact information (phone and email address), and office hours must be included. A copy of the syllabus should be filed with the Vice President of Academic Affairs Office.

Class cancellations/Adjunct Faculty Absences

Students are entitled to expect that all classes will meet on schedule for the prescribed length of class time. They have a right to expect consistency of instruction. Class schedules should be interrupted as little as possible by class cancellations. In addition, the instructor should assume ownership of his/her class in that any absences should be primarily handled by the instructor and communicated appropriately to the students and Academic Dean/Division Chair.

Obviously, both instructors and students may miss classes on occasion because of illness or other unplanned circumstances, but any alternate class arrangement should conform to the following guidelines and must be prearranged through the appropriate Division Chair. Under all circumstances, students should receive the hours of quality instruction to which they are entitled, and class cancellations should be rare.

The following steps should be taken regarding faculty absences:

- 1. The Academic Dean's Office should be notified when any faculty absence or class cancellation occurs.**
- 2. Anticipated absence:** An instructor who knows in advance that he/she will be absent may plan accordingly and must notify the Division Chair/Academic Dean before the anticipated absence. For example, an instructor who knows he/she will be absent on Thursday evening, may, with the consent of the class, extend Tuesday's class, may arrange for an alternate make-up class that is convenient for all the students, may shorten class breaks to make up the time, work with the Division Chair to arrange an exchange of class with another faculty member, or assign work that must be completed during the class absence, e.g. library work for a collaborative group project due for the class, etc. Whatever arrangements are made be sure to inform your Division Chair before your absence.

3. **Unanticipated absence:** The instructor must contact their Division Chair to discuss how the missed class work will be made up when an unanticipated absence (i.e., illness, family emergency) occurs.
4. **Extended absence:** For an extended absence (more than one class meeting), an absence for a pre-approved professional development activity, or other absences as approved by the Division Chair/Academic Dean, a substitute instructor is an alternative; however, other means of making up the class should be explored first (see 2 above). The instructor should notify the Division Chair of his/her intended absence and, if needed, the Division Chair will attempt to find an appropriate substitute to teach the class.

Class Relocations/Class Field Trips/Class Study Trips

Any change of class meeting location must be discussed with and approved by the Registrar, even if the location change is only for one class meeting. In case of an emergency, the college needs to be able to locate you and your students as quickly as possible.

If you want to take a class on a field trip, any plans for a student field trip must be discussed with and approved in writing by the division chair and other college administrators as appropriate **before the trip occurs**. The instructor must provide a complete list of students involved and the hours and date of the field trip. If your students are going to miss class meetings in other courses due to the field trip, you can and should notify faculty and staff. Your e-mail message should include a statement about the field trip purpose and a complete list of the students attending the field trip. Students attending college-approved field trips or other official college functions have excused absences. It is the student's responsibility to make up any coursework missed in any class due to participating in a field trip or college function. If a student whose name is on the approved field trip travel list does not attend the field trip, the instructor should notify other college faculty by sending an email. Field trips out of Daviess County require more details that must be provided before the trip is approved, as notification to our insurance agent or extra insurance coverage may be required. All students should sign an **insurance release form** which may be found at <http://intranet.kwc.edu/business-office/business-office-forms-information/> Contact the Study Abroad Office for assistance for trips outside of Daviess County.

Emergencies

A. Class Room Emergencies

If emergency personnel are required (fire department, ambulance, police), immediately call 9-911. Tell the dispatcher the nature of the emergency and the location. If possible, wait in a safe location for emergency personnel to arrive. Reports of all emergency situations and potential crisis should be forwarded to a college official (division chair/academic dean/campus nurse, etc.).

If a minor emergency/accident occurs during a daytime class, immediately contact the campus nurse, division chair or Academic Dean's office. Should the emergency occur during an evening/night class, immediately call campus security 270 929-8609.

B. Weather Related Emergencies

Tornadoes/Severe Storm Warnings will be disseminated by the weather service, city warning system or Campus *One Call Now* system. Students, faculty, and staff should take measures to

protect themselves. Move immediately to basements, center hallways or bathrooms if time permits. Go to <http://intranet.kwc.edu/policies-procedures/> Campus Emergency Procedures for a list of severe weather shelter areas on campus.

C. Campus Lock-Down Emergencies

Hostage incidents, campus shooters and other terroristic situations occur in college and schools across America. Every incident is unique and you should remain calm and use the best judgment possible in your actions for each situation.

Personnel will be instructed to lock-down/barricade themselves in offices, classrooms or other rooms as possible and move to the furthestmost point in the room away from windows and doors. Close the blinds for concealment, cover the door window, and turn off the lights. Avoid use of campus phones, cell phones, etc. unless specifically requested to assist with essential campus communications. The campus emergency notification and email system will be used to keep everyone updated on the situation.

Additional information on these and other emergency procedures may be found in the Campus Life/Safety at <http://intranet.kwc.edu/policies-procedures/>

Evaluations of Adjunct Faculty

The division chair or program coordinator will evaluate the performance of each adjunct faculty member. Evaluations may be based upon classroom observation, student evaluations, and/or any other pertinent materials or information. Continued employment of any adjunct faculty member is contingent upon that individual meeting or exceeding expectations.

Final Examinations

The college firmly believes that a comprehensive evaluation of a student's achievement in a course is a vital part of the educational process. Final examinations, project presentations, or other appropriate evaluations, are to be given at the time and in the location given on the Registrar's website. All courses must meet during the scheduled exam time as this time period is part of Kentucky Wesleyan's defined semester length for federal purposes. Any student who has three examinations scheduled in one calendar day and is unable to resolve the problem informally with the instructor or instructors may petition the Dean for relief. All examinations are to be retained for one year by faculty members. Students have the privilege of requesting conferences with the instructors in regard to their final grades.

Grades

A. Appeals

Students may **appeal grades** that they believe were awarded as a result of prejudicial, arbitrary or capricious behavior on the part of the instructor. Grading problems are best avoided by setting clear expectations for students about the relative value of each assignment in calculating the final grade and on the standards of evaluating assignments. Statements of grading policy must appear in the syllabus. Successful grade appeals are quite unlikely if you take these steps and keep adequate records. For complete information on grade appeals, please refer to the *Academic Bulletin*.

B. Change of Grade

Three circumstances can necessitate a change of grade:

1. The change of an "I" (incomplete) to a final letter grade;
2. Computational errors or improper transpositions;
3. A result of a decision from the College's official grievance processes.

A change of grade form is available from the Registrar. Change of Grade forms should never be presented to the Registrar's Office by a student. Students will receive a notification e-mail when any grade changes are processed.

C. Final Grades

A final grade for each student should be submitted by the published date, using Brightspace **Grades may not be e-mailed or given to students via telephone, and should never be discussed with parents or any other third party. In no case should the student's name or any part of their Social Security Number or College ID Number be publicly posted.** You are required to keep the class roster and copies of all final exams for twelve months and grades for seven years following the end of the course. A plus/minus system of grading is used by the College is published in the *Academic Bulletin* and is as follows:

A (100-93)	
A- (92-90)	Excellent scholarship
B+ (89-87)	
B (86-83)	
B- (82-80)	Good scholarship
C+ (79-77)	
C (76-73)	
C- (72-70)	Satisfactory scholarship
D+ (69-67)	
D (66-60)	Poor scholarship
E	Failure Due to Non-Attendance. The student's absences from class have outweighed any completed coursework, and passing the course is no longer possible.
F	Failure
P	Pass
W	Withdrawal from class within a designated period early in the semester
WP	Withdraw Passing. Withdrawal from a class after the designated drop period; requires permission of the Academic Dean. Grade of WP is appropriate if student is passing at the time of withdrawal.
WF	Withdraw Failing. Withdrawal from a class after the designated drop period; requires permission of the Academic Dean. Grade of WF is appropriate if student is failing at the time of withdrawal.
I	Incomplete. A temporary grade indicating the student's work is incomplete. The student has until the mid-term of the following semester in which to complete the work in order to receive a satisfactory grade. Failure to complete the work may result in the grade of "F." A grade of "I" indicates assigned work yet to be completed in a given course or absence from the final examination and is assigned only upon instructor approval of a student request. The "I" grade may be awarded only in exceptional circumstances beyond the student's control, such as illness, and only after 80% of the time allocated for the course has elapsed and substantial progress has been made toward completion of course requirements (with the exception of courses that do not fit within the traditional semester

calendar). **In cases of exceptional circumstances beyond the student's control, it is the responsibility of the student to approach the instructor to request an "I" grade and to provide documentation, including a written statement of when the work will be completed, to support the request. *The authority to award an "I" grade rests with the instructor whose decision is final.* A grade of "I" should not be assigned except upon request of the student and satisfaction of the conditions specific above.**

- X Absent from Examination. A temporary grade indicating the student was absent from examination. The Dean of the College must excuse the absence. A student failing to receive an excuse and failing to make up the examination will receive a grade of "F."

D. Mid-Term Grades

Providing timely information to students on graded work makes students aware of their performance so they can determine whether to seek additional help from the faculty member, tutorial services, their academic advisor, and/or withdraw from the course prior to the established deadline for withdrawal. Use Brightspace to post interim grades. These grades are not permanent and do not become part of the student's academic history.

Kentucky Wesleyan believes that regular assessment of students and feedback to them is essential to effective teaching and learning. **Therefore, faculty members must provide all students with evaluation of their progress in a course by the third week of the semester prior to mid-semester (or equivalent in a non-semester course)** so that students have information about their progress prior to the withdrawal deadline, which is in the eighth week of classes for traditional semester long classes and in the fourth week for online classes.

F. Posting Grades

Faculty are required to submit grades electronically through Brightspace, using the self-service secure Faculty Portal. **Instructors are not permitted to e-mail grades to the students or to the Registrar's Office.** A final grade for each student should be submitted by the published due date and time. Grades should never be discussed with parents or any other third party unless the student has signed a FERPA waiver (see the Registrar to determine if a waiver has been signed). In no case should the student's name or any part of their Social Security Number or college ID number be publicly posted. After submitting grades electronically, faculty should print out a copy of the posted grades for their records. Faculty are required to retain the class roster and copies of all final exams for a period of at least 12 months and a copies of the grades for seven years after the conclusion of the course. Instructors are not permitted to provide their confidential login information (user ID and password) to any other person to load grades for them (see Kentucky Wesleyan's policy on Information Technology Appropriate Use sections 3 and 7 in the *Information Technology Handbook* which may be found in the Policies and Procedures link under the Information Technology section.

The Registrar provides detailed instructions for faculty to load grades in Brightspace electronically. These instructions are e-mailed to the KWC faculty/staff e-mail address prior to the exam period and are available on the Registrar's website under "Faculty Resources." Assistance with loading grades is available from the Registrar's Office and instructions are on the Registrar's tab on PantherNet (go to the faculty Information and forms link on the left side of the page and then look under the handouts section).

It is important that all faculty members confirm their course assignments in Brightspace well in advance of the grading period. If any course that you are teaching IS NOT displaying in Brightspace contact the Division Chair to make certain you have been designated the instructor of record.

Office Hours

Adjunct faculty members are expected to keep definite office hours for student conferences. The Division Chair or the Academic Dean will provide an appointment space for meetings with students.

Student Evaluations of Teaching

Student evaluations of teaching are designed for the faculty member's self-improvement. These evaluations are administered each semester and should occur around the 80% mark in the term. The instructor should designate one student to read the instructions and collect the completed forms, place them in the envelope provided, seal the envelope, and return the packet of forms to the Academic Dean's Office (ADM 208). The results of student evaluations are returned to division chairs and then to the instructors after the completion of the term. For additional information on student evaluations, talk with your division chair. **Instructors should not be present** while students complete the evaluation instrument.

Student Registration/Class Rosters/Registration Overrides

Students must be properly registered. **If a student attending class does not appear on your class roster after the first week of class, the student should be sent to the Registrar's Office to resolve the problem.** No student should attend your class unless registered (due to liability issues for the College).

During the drop/add period (first week of class), a student may request adding your course. They must provide you with a drop/add form that you must sign approving the addition of the student. The student is responsible for returning the form to the Registrar's office. No adds will be allowed passed the official last date to add a course (census day).

Technology

Computers and printers are available for adjunct faculty use. If the office you are assigned to does not have technology available, the Library Learning Lab has computers and printers available for use during normal operating hours.

Textbooks

In principle, each faculty member should choose their own textbooks for the courses they teach. However, adjunct faculty members are frequently hired after textbook choices are made and may teach one section of a multi-section course, which limits adjunct faculty involvement in the text selection process. Whenever possible, adjunct faculty should be invited to participate with their full-time colleagues in the choice of textbooks for their courses. In multi-section courses, texts are most typically selected by a committee of full-time faculty teaching the course. For other courses, texts are selected and ordered by the faculty member. Adjunct instructors should check with the full-time instructors for textbook recommendations to ensure a continuity of instruction. Under no circumstances should a faculty member elect to omit the assigned text from the course

syllabus once the registration process is completed. Students in multi-section courses expect consistency of material and workload from section to section.

POLICIES

In this section are short summaries of many of the policies for which you as a faculty member and employee are accountable. Not all policies and/or employee responsibilities are included, so please see the Employee handbook section I for more details.

Academic Performance Enhancement & Retention Policy

This policy requires faculty to submit student attendance each week using the CAMS portal AND requires faculty to have a graded assignment with feedback to the student within the first three weeks of the course.

Animals on Campus

Animals are not allowed in any College buildings unless required to assist the owner with a disability or for educational or research purposes.

Campus Safety & Security

The Campus Emergency Procedures outline procedures and guidelines for various safety-related or emergency situations, as well as an emergency call list for key personnel. It is important that all employees are familiar with these procedures so that they may take the proper action in the case of an emergency. Please see the Campus Life/Safety for further details which is accessible on <http://intranet.kwc.edu/policies-procedures/> .

Credit hour and Semester Length

Both the Federal government and our accrediting body, SACSCOC, requires the college to have a policy on semester length and what constitutes a credit hour. Our policy is based on commonly accepted practices in higher education and is tied to time of instruction (both contact hours and time out of the class room in preparation for the class, as well as the number of weeks of instruction). Our semester length follows the Academic Calendar Federal Policy and the final examination period is a component of the semester length. Adherence to this time period is critical for the college to receive federal financial aid dollars for our students. For more detailed information, see Policies and Procedures on PantherNet and the academics section.

Employee Drug/Alcohol Use/Abuse Policy

The College prohibits the possession and abuse of alcoholic beverages, the possession of alcoholic beverage containers (either full or empty), and the unlawful manufacture, possession, use, dispensing, or distribution of controlled substances, illicit drugs or drug paraphernalia on College property or at College-sponsored functions. For additional details see Appendix D of the *Employee Handbook*.

Whistle Blower Policy

The College encourages employees to report concerns to their immediate supervisors. However, there may be times when this traditional reporting system is not possible or practical. For those times, the College has devised a whistleblower policy. This policy should not be used for issues such as personal or employment grievances, general compensation and benefit complaints, or opinions on

policy. Please review the Whistleblower Policy, available on the PantherNet, for additional information.

Information Technology

KWC provides electronic resources to support the mission of the college. The *Information Technology Handbook* outlines the appropriate use of these resources. For more detailed information on internet use, email privileges, copyright information, etc.

Intellectual Property

The general policy assigns Intellectual Property to the author or creator. The College, however, may assert ownership rights to Intellectual Property developed under the certain circumstances. See details of the full policy in Appendix A of the *Employee Handbook*.

Children on Campus

Kentucky Wesleyan College encourages safe, supervised campus visitations by children for the purposes of making decisions about their academic future such as: attending educational, cultural, or sporting events and camps and authorized use of facilities. Presence in classrooms is restricted to properly enrolled students or visitors with legitimate purpose, who may be adults or children. Instructors of record are responsible for ensuring that individuals who attend their classes are properly enrolled or have been invited for the purpose of making special announcements, guest lecturing, or other authorized reasons. Instructors are also responsible for addressing situations when unauthorized individuals attend their classes. An adult designated as responsible for the child is providing direct on-site care and attention to the child's health, safety, and welfare. An adult responsible for the child who is present but performing work, teaching, or other activities that distracts his/her attention from the child does not meet this criterion. Instructors have the discretion to make infrequent exceptions due to temporary, unforeseen emergencies. In these cases, children must remain in the classroom and are not allowed to sit in the hallway or be unsupervised in other locations on campus. For more detailed information, please see <http://intranet.kwc.edu/policies-procedures/> Campus Life/Safety, Children on Campus.

Missing Student Notification Policy & Procedures

Employees who have information that a residential student may be missing must notifying the appropriate College personnel. For commuter students, local law enforcement authorities should be notified. As appropriate, employees will be notified to assist in the search for a student. Please see the Missing Student Notification Policy in the *Student Handbook* and at <http://intranet.kwc.edu/policies-procedures/> (Policies and Procedures, Campus Life/Safety, Missing Student Notification Policy).

Privacy of Student Information

The amended Family Educational Rights and Privacy Act of 1974 (FERPA), is the Federal law which requires educational institutions to establish a written policy regarding the privacy rights, of students. It also requires institutions to make available a statement describing their procedures regarding students' privacy rights. No person outside Kentucky Wesleyan shall have access to, nor shall KWC disclose, any personally identifiable information from a student's education record, without the written consent of the student, except as permitted by law. The consent must specify the education record disclosed, the purpose of the disclosure, the party or class of parties to whom disclosure may be made, and must be signed and dated by the student. More detailed

information may be found at <http://intranet.kwc.edu/policies-procedures/> (Academics, Student Information Privacy Policy).

Contact the Registrar if you have a question about a student's FERPA form as you may receive questions from parents or others outside the college about a student's performance in your class. Direct any requests for other types of student information from persons outside the college to the Registrar.

Records Retention

The College is responsible for retaining paper and electronic documents in a safe and secure environment to ensure confidentiality, security, and archiving as well as proper document destruction once documents have served their purpose. For faculty, you must keep copies of any exams, papers or other assignments that are not returned to the student for one year. Copies of grades must be maintained for 7 years. These materials should be kept in your office unless you leave the institution and then they should be brought to the VPAA/Academic Dean's Office. Please see the policy for additional information at <http://intranet.kwc.edu/policies-procedures/> (Administration, Records Retention).

Response to Allegations of Copyright Infringement

All students, faculty, staff, contractors, and guests at KWC must comply with United States copyright law. Copyright is legal protection against copying, distributing, and adapting creative, original intellectual works. This protection is broadly interpreted to cover just about any expression of a creative, original idea rendered in a fixed format. Texts (including e-mail and Web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial owner of the copyright.

You may copy all or part of a copyrighted work and distribute, make derivative works, publicly display or publicly perform a copyrighted work only if:

- You have the copyright owner's permission; or
- You qualify for legal exception (most commonly applying to education or under provisions of "fair use").

Please refer to the policy for additional information. The policy may be accessed at <http://intranet.kwc.edu/library/library-policies/> (Copyright Policy)

Sexual Harassment & Assault

Kentucky Wesleyan is committed to providing a working and learning environment that is free from sexual harassment and it is the policy of the College that sexual harassment in any form will not be tolerated. Management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. All members of the College community, employees, and students are required to promptly report conduct that could be in violation of this policy. For more information, see the KWC Sexual Harassment and Assault Policy, included in Appendix C of the *Employee Handbook* and is available at <http://intranet.kwc.edu/policies-procedures/> (Campus Life /Safety, Sexual Harassment & Assault Policy).

Smoke Free Campus

The KWC campus is a smoke-free campus (effective 08/01/2011). Smoking includes smoking or holding a lighted or smoldering cigarette, electronic cigarettes (or e-cig), cigar, or pipe of any kind. This policy applies to all employees, students, and visitors while on campus. This policy applies to all areas of campus (including but not limited to campus buildings, parking lots, and sports and recreational facilities) and to all vehicles owned, loaned, leased, or rented by the College.

COLLEGE SERVICES

Kentucky Wesleyan provides a significant number of services to help students succeed during their tenure as students and in their life after college. Your awareness of these services will enhance your ability to help students be successful. This is only a partial list of services. Please check out the website for additional information about athletics, student life, freshmen orientation (KW 101), the four year graduation guarantee, the sophomore year experience, retention and freshman advising, study abroad, Wesleyan Fellows program, etc.

Campus Ministries

Kentucky Wesleyan College is intentional about creating an environment that engages students' minds and their hearts. The Campus Ministries Mission is to serve, love, and build relationships of eternal value. There are several ministry outreach opportunities for students to get involved with on campus. "Chapel" (A weekly worship service at noon on Wednesdays), "The Gap" (A focused time of prayer on Monday nights), "Stories" (A time for students to hear the testimonies of others on Wednesday nights.), "CROSS" (Christ Reaching Out Saving Students) and FCA (Fellowship of Christian Athletes) Campus Huddles..."The Link" (A huddle group for female students) and "Man Up" (A huddle group for male students)...all provide opportunities for students to grow in their faith and become servant leaders. The Campus Ministry Center is located in the back of Tapscott Chapel. Please contact Shawn Tomes, Director of Campus Ministries, with any questions, needs, and concerns you might have. Campus Ministries also hosts a confidential online prayer request service at <https://kywesleyan.wufoo.com/forms/r1k0xzbe0ufibsd/>

Career Development Office

Career Development provides students with information and skills necessary for becoming more marketable and finding satisfying employment in the global job market. The office facilitates a number of workshops and events each year for students and offers faculty an option of providing selected workshops for students through its "Don't Cancel That Class" program. Contact the Director for additional information. Additionally, the office helps faculty establish and facilitate relationships with the community in order to foster experiential education, specifically service learning within their courses.

Counseling Services

Kentucky Wesleyan College provides mental health counseling services for all students through the Counseling Services Office located in the Administration Building, room 290B. This office is staffed by the Director of Counseling who is a Licensed Clinical Social Worker. Services provided for a number of issues including homesickness, stress, eating disorders, substances abuse, family/personal relationships and other issues related to mental health.

Students may call the Counseling Service office directly to schedule an appointment at 270-852-3183. All information shared with Counselor is considered strictly confidential.

Disability Support Services

KWC's Office of Disability Services provides and coordinates accommodations for enrolled students with disabilities. Services are individualized to meet the student's needs based on their specific disabilities. The services provided by the ODS include, but are not limited to: testing accommodations, note-takers, readers, interpreter, access to assistive technology, books on tape, and others determined on an individual basis. Faculty are notified of the accommodations that students in their classes require.

Information Technology

Information Technology Services is committed to providing the technology resources needed. IT offices are located in the Library Learning Center. Contact the Help Desk at 270-852-3268 or helpdesk@kwc.edu, if you have problems with computers or technology equipment in the classroom.

Library Learning Center

The Library Learning Center (LLC) provides information and library services to meet the educational needs of the KWC community and to prepare students for the process of life-long learning. The library website <http://intranet.kwc.edu/library/> provides access to the catalog, electronic resources, connections to other libraries, media services, and other learning resources material 24/7.

Adjuncts are encouraged to contact the Information Desk to schedule a class visit or workshop to show your students how to use the wide-ranging resources. Check the library website for the current schedule of library hours of operation.

Media Services

The Library Learning Center provides and maintains audiovisual (AV) and multimedia equipment in classrooms and meeting rooms throughout the KWC campus. KWC faculty, staff and students may arrange for the classroom delivery of AV equipment and/or instructional media. All set-ups must be requested at least 24 hours in advance. The AV Request form may be found at <http://intranet.kwc.edu/help-desk/> (Help Desk Request Form).

Howard Greenwell Library

Greenwell Library provides information and library services to meet the educational needs of the KWC community and to prepare students for the process of life-long learning. The Library website <http://library.kwc.edu/> provides access to the catalog, electronic resources, connections to other libraries, media services, and other learning resources material 24/7.

Adjuncts are encouraged to contact the library Information Desk to schedule a class visit or workshop to show your students how to use the wide-ranging resources. Check the library website for the current schedule of library hours of operation.

Student Success Center

The Student Success Center, located in the Winchester Center, provides many free services to all KWC students including:

- + supplemental instructors/peer tutoring,
- + study sessions,
- + writing and reading assistance,
- + testing,
- + workshops,
- + services for students with disabilities.

Kentucky Wesleyan faculty recommend tutors for students who need help outside of class both in individual sessions and group study sessions. The Student Success Center recruits and trains these tutors and oversees their work. In addition, students can meet with Student Success faculty for assistance in writing and reading. Throughout the school year, the Student Success Center offers free workshops open to all Wesleyan students.

Center for Engaged Teaching and Learning (CETL)

The CETL, office located in the Library Learning Center, oversees Study Abroad, Undergraduate Research, Service Learning, and a variety of other services related to experiential learning. CETL also serves as a source to assist students prepare nationally competitive scholarship application, e.g., Goldwater, Truman, Fulbright, Rhodes.