Adjunct Faculty Handbook

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1.1 COPPIN'S STORY

Coppin State University is a model urban, residential liberal arts university located in the northwest section of the City of Baltimore that provides academic programs in the arts and sciences, teacher education, nursing, graduate studies, and continuing education. An HBCU (Historically Black Colleges and Universities), Coppin has a culturally rich history as an institution providing quality educational programs and community outreach services. Coppin offers 53 majors and nine graduate-degree programs. A fully accredited institution, Coppin serves Baltimore residents as well as students from around the world, with flexible course schedules that include convenient day, evening, and weekend classes and distance learning courses.

Coppin was founded in 1900 at what was then called Colored High School (later named Douglass High School) on Pennsylvania Avenue by the Baltimore City School Board who initiated a one-year training course for the preparation of African-American elementary school teachers. By 1902, the training program was expanded to a two-year Normal Department within the high school, and seven years later it was separated from the high school and given its own principal.

In 1926, this facility for teacher training was named Fanny Jackson Coppin Normal School in honor of the outstanding African-American woman who was a pioneer in teacher education. Fanny Jackson Coppin was born a slave in Washington, D.C. She gained her freedom, graduated from Oberlin College in Ohio, and founded the Philadelphia Institute that was the forerunner of Cheyney State University.

By 1938 the curriculum of the normal school was lengthened to four years, authority was given for the granting of the Bachelor of Science degree, and the name of the Normal School was changed to Coppin Teachers College. In 1950, Coppin became part of the higher education system of Maryland under the State Department of Education, and renamed Coppin State Teachers College. Two years later Coppin moved to its present 38-acre site on West North Avenue.

In acknowledgment of the goals and objectives of the College, the Board of Trustees ruled in 1963 that the institution's degree-granting authority would no longer be restricted to teacher education. Following this ruling, Coppin was officially renamed Coppin State College, and in 1967 the first Bachelor of Arts degree was conferred. In 1988, the College became part of the newly organized University of Maryland System (now the University System of Maryland).

Coppin's first president was Dr. Miles Connor, who was appointed in 1950. The institution's second president was Dr. Parlett Moore, who was appointed in 1956. Dr. Calvin W. Burnett was appointed as Coppin's third president in 1970. Coppin's fourth president, Dr. Stanley F. Battle, was appointed on March 3rd, 2003. Dr. Reginald S. Avery was appointed as Coppin’s fifth president on January 14th, 2008. Dr. Mortimer H. Neufville was appointed as Interim President, on January 23, 2013, and president on July 10, 2013. Dr. Maria Thompson our 7th president was appointed on July 1, 2015.

Faculty members of Coppin State University are well qualified as confirmed by all of the accrediting agencies that evaluate our academic programs. The student population is comprised of nearly 4,000 students enrolled in day, evening and weekend undergraduate/graduate courses. Many are Baltimore residents from very diverse ethnic, religious and socio-economic backgrounds. Coppin has graduated thousands of alumni who are making a tremendous impact in the State of Maryland in various fields, particularly Human Services. Now, and in the years to come, Coppin State University will continue to help bring the dreams of its students to fruition through its educational programs, reach beyond its campus to help the community, and serve the citizens of Baltimore, the State of Maryland, and the nation.

The Adjunct Faculty Handbook

This handbook is designed to provide relevant information to improve onboarding and consistency in practices for adjunct faculty. The Adjunct Faculty Handbook contains useful information on operational policies, procedures and other issues applicable to the Employment of Adjunct Faculty at Coppin State University.
1.2 MISSION STATEMENT

Coppin State University, a historically black institution in a dynamic urban setting, serves a multi-generational student population, provides innovative education opportunities, and promotes lifelong learning. The University fosters leadership, social responsibility, civic and community engagement, cultural diversity and inclusion, and economic development.

INSTITUTIONAL IDENTITY

Founded in 1900, Coppin State University is a comprehensive Historically Black Institution (HBI), originally founded for teacher education. Named in 1926 in honor of Fanny Jackson Coppin, an outstanding African-American educator, CSU has reaffirmed its dedication to excellence in teaching and student success. The institution offers 53 academic programs: 32 baccalaureate, 11 masters, and nine certificate programs. The University also offers one doctoral degree.

VISION

Coppin State University aspires to be an exemplar of public, urban higher education by:

- Educating our multigenerational student body through community engaged teaching and learning.
- Focusing on research and creative activities to enhance student learning; and
- Becoming a leader in developing and using data analytics for continuous excellence in student success.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (SLOs)

Oral and Written Communications
Analytic Reasoning
Information Literacy
Social and Self Awareness
Reflective Practice
Responsible Citizenship

STRATEGIC PLAN AND GOALS

Increase Enrollment
In addition to recruiting students directly from high school and transfers from community colleges, university enrollment efforts will target working adults seeking degrees/certifications for career advancement and economic gain.

Academic Transformation
Enhance the academic enterprise to ensure that students are community engaged, graduate in four years or less, and are prepared to succeed in their future careers and other post-graduation opportunities.

Student Experience
Address the needs of our multigenerational student population by creating an environment that supports learning outcomes inside and outside the classroom.

External Relationships
Develop partnerships with community organizations, industry professionals, corporations and incubator facilities to expand student career paths and networks.

Resource Development and Stewardship
Build upon relationships with alumni as well as public and private stakeholders to strengthen fundraising capacity and ensure stewardship of human, financial, and facility resources.

Information Technology
Maintain and strengthen IT infrastructure required to further enable the current innovative uses of technology for operational educational excellence.

Middle States Reaffirmation
Strengthen assessment infrastructure required for Middle States reaffirmation (site visit in 2018).

Data-Supported Decision Making
Develop a campus-wide culture of continuous excellence by leveraging the use of descriptive and analytical data.

Communications & Marketing
Tell the Coppin story in a way that enhances the public perception of the University, helps drive enrollment and increases fundraising results.
CSU STUDENT PROFILE

The institution serves differently-prepared, multigenerational students, covering an age span of 17 to 65 and older, who are from a variety of cultural backgrounds. The average age of the Coppin student is 26. Approximately 34% of the student population are between the ages of 30 and 59 and 75% are female. Seventy-three percent (73%) of the total student population are Pell grant recipients. Approximately 13% of CSU’s students are classified as first-time, full-time students who moved directly from high school to college. On the other end of the spectrum, sixty-one percent (61%) of CSU’s students are working adults with young families while 68% are first-generation college students. Moreover, 19% are transfer students from other four-year institutions or community colleges.

ADJUNCT FACULTY MEET & CONFER ASSOCIATION

The Coppin State University Adjunct Faculty “Meet & Confer” Association is a not for profit association organized in compliance with the University System of Maryland Policy on the Employment of Adjunct Faculty in the University System of Maryland (December 3, 2010). The group was formed in Fall 2012 to implement policies to ensure that Adjunct Faculty have regular opportunities to meet with administration, either through existing shared governance bodies or as distinct advisory groups.

The CSU Adjunct Faculty Association operates and functions as a professional association of part-time adjunct faculty employed by Coppin State University. In accordance with Article I section I of the CSU Adjunct Faculty Association Constitution the group is authorized by its certification to engage in any and all activities that promote the educational process and the welfare of its members. As representatives of the Adjunct Faculty of Coppin State University, the association seeks to better serve the educational needs of its students by promoting and striving for a harmonious working relationship with the campus leadership, fulltime faculty, and the USM Board of Regents.

ACADEMIC UNITS & PROGRAMS

Program offerings include liberal arts, sciences, technology, education, mathematics, business, nursing, health information management, health sciences, social and behavioral sciences, and criminal justice. CSU provides flexible course schedules that include day, evening, weekend, and online classes.

The four academic units are:

1.5 Academic Programs & Departments

College of Arts & Sciences
- Humanities
- Mathematics & Computer Science
- Natural Sciences
- Teaching and Learning
- Instructional Leadership & Professional Development

College of Business
- Accounting & Information Management Systems
- Sports and Entertainment Management
- Management and Marketing

College of Behavioral & Social Sciences
- Psychology, Counseling & Behavioral Health
- Criminal Justice
- Applied Social & Political Sciences
- Social Work
- Interdisciplinary Studies

College of Health Professions
- The Helen Fuld School of Nursing
- School of Allied Health

Specialized Accreditation
The institution is ranked as a Carnegie Master’s Comprehensive (MA I) institution. CSU programs reflect excellence in the discipline-specific accreditations from the National Council for Accreditation of Teacher Education (NCATE), Commission on Collegiate Nursing Education (CCNE), the Council on Rehabilitation Education (CORE), the Council on Social Work Education (CSWE), the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM). Additionally, the Accreditation Council for Business Schools and Programs (ACBSP) accredits the College of Business.
Section Two

POLICY ON EMPLOYMENT OF ADJUNCT FACULTY

Coppin State University Policy on the Employment of Adjunct Faculty, 2011 (based on USM Bylaws Section II-1.07 Policy On the Employment of Adjunct Faculty in The University System of Maryland. Approved by the Board of Regents on December 3, 2010).

This policy establishes standards for Coppin State University related to search processes, appointments, contracts and conditions of employment of adjunct faculty. The goal is to assure high quality instruction by individuals with appropriate credentials and experience and to provide a set of policies that will lead to continuous improvement in the status of adjunct faculty at Coppin State University. The policy applies to all adjunct faculty members of CSU who are:

1. Employed to provide instructional services only excludes committee or advisement,
2. Neither tenured nor eligible for tenure; and
3. Appointed to teach specific courses and compensated on a course-by-course basis.

2.1. ADJUNCT FACULTY I & II DESCRIPTIONS

For the purposes of this policy, adjunct faculty are designated as one of the following:

Adjunct Faculty I: All adjunct faculty except those faculty members who meet the criteria for designation as “Adjunct Faculty II; and who have not completed course outcomes assessment and program outcomes assessment training.

Adjunct Faculty II: Adjunct faculty members who are determined by CSU to have a consistent record of high-quality instruction. The Adjunct Faculty II status is granted to adjunct faculty members who meet the following criteria:

- After establishing a record of teaching consecutively for three or more semesters or six courses for at least two years at CSU.
- Supported by performance evaluations of at least 3.5 or higher on a scale of 1 to 5 over the course of multiple semesters at CSU.
- Upon written request by adjunct faculty and recommendation of the department chair, dean and Provost of Coppin State University.

2.2 RECRUITMENT AND SELECTION OF ADJUNCT FACULTY

A. Credentials: Each department chair or designee shall publicize, in writing, standards for the academic degrees, professional certifications, or professional experience required for appointment as an adjunct faculty. These qualifications may vary depending on the level of courses to taught and the professional program’s requirements. A minimum of a Master’s degree in the field/discipline or equivalent experiences as designated by the Office of Academic Affairs, dean or chair is required to teach undergraduate courses; and a minimum of a doctoral degree is required to teach all post-graduate courses.

B. Selection Procedures: Coppin State University President or designee shall assure that each department, academic center or academic unit has written procedures for selecting adjunct faculty. These procedures shall include certification of credentials, and shall reflect the commitment to Coppin State University and the University of Maryland to equal opportunity and affirmation action.

Before an adjunct faculty member begins teaching, s/he is required to:

1) Submit an Adjunct Faculty Department Application, Demographic form, and official transcripts, Maryland Tax Form, W-4 federal form, direct deposit form and others as needed;
2) Attend an orientation session with the head or designee from the applicable department, academic center or academic unit; and,
3) Sign a contract.
2.3 APPOINTMENT & ASSIGNMENT

A. Contracts and Letters of Appointment

Each adjunct faculty member will receive a written contract or formal letter of appointment prior to the beginning of the assignment, which includes:

1. Position title,
2. Contract term,
3. Per-course compensation, if any,
4. Description of the assignment/ courses teaching,
5. Institution benefits, if any,
6. Performance evaluation policies and procedures,
7. Explanation of the implications of the cancellation of a course before its start date (minimum enrollment is 11 for all courses).

After designation as Adjunct faculty I, a faculty member

1. Shall receive a compensation increment of at least 10% of its minimum annual per-course compensation for adjunct faculty at Coppin State University consistent with State and USM budget policies.
2. Shall be given priority consideration to the extent operationally feasible, for future teaching assignments in the subjects for which the faculty member has had consistent instructional experience at Coppin State University.
3. May be eligible for up to a one (1) year contract that assures the faculty member assignment to a fixed number of classes during the term of the appointment.

The designation of a faculty member as Adjunct Faculty II will not prevent the faculty member from competition for or selection into a position as salaried PTNTT or other faculty.

B. Teaching Assignments

The appointing department chair or academic designee shall provide adjunct faculty with reasonable and adequate notice of projected teaching assignments prior to the start of classes.

1. The dean, department chair, or designee shall provide notice seven (7) days before the start of class, to the extent feasible. Departments or an academic unit reserves the right to alter or cancel teaching assignments on short notice if changes in class, course enrollment, reduction in resource availability, or other extenuating factors occur.

2. The Academic Affairs Office shall compensate an adjunct faculty member 10% of the payment amount specified in the contract or appointment letter if the University cancels a class to which an adjunct faculty member has been assigned less than 20 days before the class start date; and has been unable to offer the faculty member re-assignment to a comparable class.

2.4 ADJUNCT MAJOR RESPONSIBILITIES

Adjunct faculty I and II are required to:

- Sign and return contract of hire within one week of issuance;
- Attend and participate in orientations, meetings, or professional development specifically designed for adjuncts;
- Use only the syllabus of record as distributed by the hiring department understanding that any modifications to the syllabus must be approved by the department chair;
- Maintain all student records (i.e. attendance, grade, and record assignments) in accordance with all regular faculty expectations;
- Submit grade and attendance records in the Eaglelinks Student Information System during mid-term and at the completion of the teaching semester.

Notice of Policies and Procedures. Upon signing a contract or otherwise accepting an appointment, the adjunct faculty member will receive access, electronically or in print, to the institution’s Faculty Handbook and institution or University System of Maryland policies, including those policies explaining the benefits for which the faculty member may be eligible.
2.5 COMPENSATION AND BENEFITS

Every effort will be made to ensure that adjunct faculty compensation is competitive in accordance with available fiscal resources. The Office of Human Resources (OHR) must receive and process all documents before an employee’s start date. The Human Resources Office will provide adjunct faculty with all dates and other related compensation information prior to the start of the semester. An institution may also provide designated institutional benefits to adjunct faculty at the discretion of the President.

Teaching appointments are paid a flat rate for each course taught. Adjunct faculty tentatively receive three (3) payments during a 15 week semester.

Sabbatical and Terminal Leave: Adjunct faculties are not eligible for sabbatical leave or for terminal leave, regardless of length of service.

2.6 PROFESSIONAL DEVELOPMENT AND WORKING CONDITIONS

Support for Teaching:

The academic department chair or designee shall provide each adjunct faculty member with the support necessary for the execution of the appointee’s duties, which may include access to Coppin State University’s website, Blackboard class management system or other electronic resources, including the following:

- Information on the department’s policies, requirements, and goals for each course, along with access to examples of past course syllabi (if applicable).
- Official schedule of classes, including academic calendar and time frames of class meetings;
- Assistance in the selection of textbook(s) and supplemental materials for the course(s), if these are not otherwise selected by a department.
- Coppin State University e-mail account along with access to on-campus computer facilities, and
- For adjunct faculty teaching face-to-face classes on campus:

- Telephone or other voice access, as appropriate;
- Necessary office supplies’
- Procedures for copying of course materials’
- Appropriate space for meeting with students during scheduled office hours and
- Procedures for On-campus parking

Professional Development:

Professional development opportunities for adjunct faculty shall be supported to the extent feasible and may include invitations to departmental institutional and external faculty development events.

2.7 PARTICIPATION IN THE CAMPUS COMMUNITY

Integration into Institutional Life: Adjunct Faculty are invited to participate in the scholarly intellectual, academic and social life aspects of the department, academic unit, and broader Coppin State University campus.

2.8 SHARED GOVERNANCE

Coppin State University Office of Academic Affairs shall:

1. Provide opportunities for adjunct faculty to communicate their concerns to campus administration
2. Provide advice in the development and implementation of policies and procedures related to adjunct faculty;
3. Provide opportunity for adjunct faculty to participate fully in shared governance through the formation of an adjunct faculty advisory committee that meets at least twice annually with campus administration, either within existing faculty shared governance bodies or as a separate body, with representatives elected by the adjunct faculty members.
2.9 PERFORMANCE EVALUATION PROCESS FOR ADJUNCTS

The President or designee shall assure that each department or academic unit has approved written procedures for evaluating adjunct faculty performance on a regular schedule, as required by Board of Regents Policy I-120.

1. Department chair or designee shall evaluate the teaching of adjunct faculty members in a manner that identifies high-level performance, according to Coppin State University or departmental standards, and share with the adjunct faculty.
2. Adopt standards and protocols for the periodic evaluation of a faculty member’s status as Adjunct Faculty II;
3. May provide additional compensation or other benefits to Adjunct Faculty II;
4. Determine the compensation increment for Adjunct Faculty II based upon the minimum compensation for adjunct faculty in a particular school, department, or other academic unit and
5. Administer alternative adjunct faculty promotion and compensation systems, provided that they meet or exceed the requirements of this section.
6. Evaluations shall be kept on record in a personnel file and shall be consulted when decisions about promotion, compensation, and any subsequent appointment are made

2.10 GRIEVANCE AND APPOINTMENT RIGHTS

Grievance Procedure: With the exception of those policies and procedures that relate to the appointment, rank and tenure and tenure-track, adjunct faculty shall have available the same grievance procedures as all other faculty, consistent with the USM Policy on Faculty Grievances, No. I-400.

2.11 TERMINATION OF ADJUNCT FACULTY

If an adjunct faculty member is not meeting satisfactory expectations as determined by the department chair, during a teaching assignment, the adjunct faculty can be removed from the designated teaching assignment. The adjunct must appeal the removal status within one week of the removal through an informal hearing headed by the dean of the division. The dean of the division is to establish an ad-hoc committee consisting of another dean, and a department faculty to hear the appeal. The adjunct faculty member shall be removed from the teaching assignment while continuing to be paid, pending the outcome of the hearing.

2.13 SUBSEQUENT APPOINTMENTS

The decision whether to re-appoint an adjunct faculty member after the term of the faculty member’s contract remains within the discretion of the department chair or designee.

1. Consistent with CSU Adjunct Faculty Policy, 2011;
2. Provided that the decision was not made for unlawful reasons or in retaliation for the faculty member’s exercise of grievance rights or shared governance activities.

Additional Information About Adjunct Faculty Contracts

✓ Adjunct faculty can be appointed to one or more courses (no more than eleven credit hours), except under special circumstances as permitted by the Vice President for Academic Affairs.

✓ Adjunct faculty will receive a contract for each course assignment that must be signed/returned to the department prior to the start of classes. Adjuncts cannot begin teaching until contract(s) have been processed.

✓ Adjunct faculties are employed contingent upon student enrollment. If an assigned course is cancelled due to low enrollment (fewer than eleven (11) students), the adjunct’s contract is also canceled.

✓ Adjunct faculty employment is subject to “bumping” by full-time faculty if it is necessary to fulfill their obligations as full-time faculty.

✓ Adjunct faculties are not automatically eligible to teach the same course the next or subsequent semesters.

✓ Adjunct faculty may take on additional assignments, such as independent studies, with the approval of the Department Chair and Dean. They will receive a contract for each individual assignment.
SECTION THREE:
ADJUNCT FACULTY INFORMATION

3.1 Office/Workspace:
Some departments have designated office and workspace for adjunct faculty to share. In addition, office space is designated in each School/building for adjuncts to work, collaborate, and meet with students.

3.2 Syllabus:
Adjunct faculty members are required to use the standard department syllabus of record and any deviation from the syllabus of record must be approved by the department chair (CSU Adjunct Faculty Policy, 2011).

Using the Master Syllabus and any other supplemental materials, prepare a course outline or syllabus for your course(s). Course outlines or syllabi should be shared with the Department Chair or Coordinator. After approved, the departmental administrative assistant will assist adjunct faculty members in securing copies of their syllabi. Syllabi should be distributed at the first class meeting.

3. Blackboard:
Use Blackboard to distribute syllabi and other instructional materials to students. New and returning adjuncts with no online experience should sign up for Professional Development and technology workshops offered at the beginning and throughout the semester.

STUDENT ATTENDANCE POLICY

Students are expected to attend class regularly and punctually. However, the Institutional Undergraduate Class Attendance Policy (IUCAP) allows students to have a specified number of unexcused absences: students are allowed unexcused absences up to two times the number of lecture hours for a course.

The instructor determines whether a student absence is excused or unexcused. A student who has unexcused absences exceeding two times the number of lecture hours for a course has surpassed the number of allowable unexcused absences and is in violation of the IUCAP. The student who exceeds the allowable number of unexcused absences may receive a grade of AW or FX based on unsatisfactory class attendance. The instructor is authorized to issue a grade of AW (when the unexcused absence occurs within the withdrawal period) or FX (when the unexcused absence occurs after the withdrawal period). The Institutional Class Attendance Policy is universal unless an individual class attendance policy permits fewer absences. The grade of AW or FX is considered official and effective upon receipt of the Grade Notification Form by the Office of Records.

Students who receive official grades of AW or FX forfeit the right to withdraw themselves from those classes despite the withdrawal date.

NOTE:
The Institutional Undergraduate Class Attendance Policy refers to the number of lecture hour not the number of class meetings. For 3-credit MWF classes, there is equivalence, and the number of allowable un-excused absences is six (6). For 3-credit TR classes (which meet 75 minutes each day), each class meeting equals One-and-one half lecture hours, and the number of allowable unexcused absences is four (4). For 3-credit evening classes which meet once a week, each class meeting equals three lecture hours, and the number of allowable un-excused absences is two.

Each instructor establishes his or her own policy regarding penalties for excessive absence. Class attendance is compulsory for all students at Coppin State University.

ILLEGAL CLASS ATTENDANCE
The Class Roster is the official document used by Coppin State University to verify a student’s enrollment in a course. Faculty members are responsible for taking attendance in their classes to ensure that students are appropriately enrolled. If a student is not listed on a class roster and is attending class, the faculty member must instruct the student to report to the Office of Records and Registration before the official deadline to add courses. A student
who is not on an official class roster cannot be allowed to attend class. Professors are required to verify a student’s enrollment in their classes and to maintain accurate records.

3.4 CLASS/GRADE ROSTERS

Adjunct faculty can obtain an updated class roster from the administrative assistant within your respective academic department.

Mid-term roster
In an effort to improve students’ retention, the University requires professors to submit mid-term grades for students. All grades are entered by professors through EagleLINKS self-service.

Final grade roster
Final grade rosters are available to faculty during the final grading period. Professors are required to enter final grades through EagleLINKS self-service 48 hours after the administration of a final examination. Professors cannot enter grades for students who are not legally enrolled in their classes. Final grade should only be entered on grade rosters generated from EagleLINKS. Please Note: EagleLINKS is the official student information system for the University.

3.5 Textbooks:

After course assignment, the department chair will provide adjuncts with textbooks and other material. Adjuncts must receive approval from their Department Chair before making any changes to the textbook.

3.6 Bookstore:

Visit the Bookstore to ensure that textbooks and supplemental materials are available for your students. The course textbook is obtained through your Department Chair or designee. Adjuncts must use the textbook that has been selected for them. No other text may replace the official text for the class.

3.7 Classroom Assignments:

Locate your classrooms to be prepared for the first day of classes. All Coppin classrooms are SMART Classrooms (technology enriched rooms) so adjuncts should familiarize themselves with these rooms. Adjuncts are prohibited from changing rooms without the permission of the Department Chair or designee.

GRADE POINT AVERAGE (GPA)

To compute your GPA for the semester, multiply the credit (quality) hours of the course by the quality points assigned to the grade, add the total credit (quality) hours, add the total number of quality points, divide the total number of quality points from all courses by the total number of credit (quality) hours which were attempted. The quality points assigned to grades are A=4.00, B=3.00, C=2.00, D=1.00 and F=0.

See example below.

Course Credit Hrs. Grade Total Points
Eng. 3 X A (4.00) 12.00
P.E. 2 X F (0.00) 0.00
Math 3 X C (2.00) 6.00
Read 3 X D (1.00) 3.00
Biol. 4 X B (3.00) 12.00
Orie. 1 X A (4.00) 4.00

The total quality points (37) divided by the total credit hours (16) gives a GPA of 2.31. Quality hours are only associated with courses which receive credit toward graduation. PS, CS, I, W, and NR are not computed.

3.8 Photocopying and Supplies

Adjuncts can complete a Duplicating Request Form and send copy requests via department mail, drop off, or email to administrative assistants at least 2 days before the materials are needed.

3.9 Parking and Transportation:

All vehicles MUST display a valid Coppin State university in order to park on campus.

Daytime Parking
Reserved Monthly Permit $30.00 per month
Unreserved Monthly Parking $15.00 per month
**Evening Parking**
As a contribution to the academic mission of the University, Auxiliary Services covers the permit charge for evening adjunct faculty. Evening adjunct faculty parking permits are only good after 4:00pm. To receive a parking permit hangtag, adjunct faculty members must provide the Parking and Transportation Department (located in Talon Center, Room 132) with a copy of her/his course schedule signed by the appropriate Dean or Chairperson. This should accompany the vehicle registration information (and receipt of payment if required) from the Cashier’s Office located in Miles Connor Building, Room 203.

**Visitor Parking**
Pay Station meters are located on lots B, C, F and H, for guests who do not possess a valid CSU parking permit. For more information: 410-951-3556.

**3.10 Separation Procedures**
Should an adjunct decide to separate from the University, the adjunct will meet with the department chair to discuss the separation and to submit a letter of resignation. A copy of the letter of resignation will be sent to the Dean and Office of Human Resources. All university property must be submitted to the department chair on the last day of work. All students’ grades must be entered into Eagle links if at the end of the semester. Adjuncts who leave before the semester ends, must submit their grade book, and Human Resource will be contacted to process their final pay. A meeting should be scheduled as soon as possible so that the chair can plan for a replacement.

**3.12 Use of College Equipment, Materials, Space and Funds**
The computer and network systems belong to Coppin State University and may be used for business or educational purposes only. Adjuncts must comply with all software licenses, copyrights and all other state and federal laws governing intellectual property.

- Adjuncts may not install software onto the network without first receiving express authorization to do so from the Vice President of the Information Technology Division.
- Adjuncts must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.
- Adjuncts must not encroach on others' access and use of CSU’s computers. This includes but is not limited to: the sending of chain-letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs; running grossly inefficient programs when efficient alternatives are known by the user to be available.
- Office supplies and work materials are for College use only. College telephones may be used for personal phone calls, but they must be kept to a minimum. Accepting or placing collect calls is not allowed.

**Password Protection** – Adjuncts are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. A computer user authorized to use a password-protected account may be subject to both civil and criminally liability if the user discloses the password or otherwise makes the account available to others without permission of the Vice President of the Information Technology Division.

**3.13 Academic Freedom**
In its basic form, academic freedom allows the instructor freedom in research and in teaching. However, the statement cautions that instructors should not introduce controversial topics that bear no relation to their subject. Students are also guaranteed similar rights under the conditions of academic freedom.

**3.14 Academic Integrity**
Academic Integrity means that the College expects its students to be honest in their academic work. Because the College values academic integrity, violations of academic honesty are serious. For these reasons,
adjunct faculty members are required to provide students with a statement about Academic Integrity within each course syllabus, to make reasonable efforts to minimize academic dishonesty, and to respond appropriately to violations. Similarly, students are responsible for knowing what academic integrity means and for practicing it in all aspects of their work at the institution. Statements in the Student Code of Conduct should serve as a guide on how to report and deal with suspected instances that violate Academic Integrity.

3.15 Accidents and Other Campus Emergencies

Security is maintained by the Department of Public Safety. The Public Safety Office is located in the Physical Education Complex (PEC) Building, Room 272 B. Public Safety can be reached at 410-951-3900. If adjuncts find themselves locked out of the classroom or need special assistance with an unruly student or other emergency, they should contact Public Safety by using the telephone in any classroom.

3.16 Civil Disturbances

In the event of civil disturbances on campus, immediately notify Public Safety. Do not interfere and keep students in the classroom until notified by College officials or emergency personnel.

4.17 Fire

The person discovering a fire should sound the alarm at the closest pull station and call Public Safety immediately giving the location of the fire and the name of the caller. Fire extinguishers are strategically placed only for use against minor fires (trash can, desk top, etc.) If the fire is in a lab area, and the fire is mixed with chemicals, do not attempt to fight the fire. Evacuate everyone immediately to a safe location and follow the contact instructions being sure to notify the emergency officials that the fire is in a lab area that contains chemicals. In case of a fire alarm, evacuate the classrooms and office areas in accordance with fire instructions.

CODE BLUE EMERGENCY CALL BOXES

There are Code Blue Emergency Call Boxes positioned throughout the campus for your safety. The emergency call boxes (phones) are in place to assist the Coppin community in times of emergency. There are two buttons, on the phones: the black button labeled “info” sends an audible and visual communication to the campus Police Department. The red button labeled “need help” activates the emergency blue light and also allows for audible and visual communication to campus police who monitors these call boxes. Please use them if you find yourself in an emergency.

BLACKBOARD CONNECT EMERGENCY TEXT MESSAGING SYSTEM

The university uses Blackboard Connect for its mass notification system. In the event of an emergency, campus closing, or severe weather event, authorized campus officials will use Blackboard Connect to send a text message to your cell phone, a voice mail to your home phone, and a message to your Coppin e-mail. Your cell phone and home phone numbers will be retrieved from EagleLINKS. It is im otherwise, you may not be able to receive messages.

3.18 Announcements

Adjunct faculty members should be aware of the relevant sources for news and information. They can access and receive these announcements in a variety of ways.

- The College website is the primary source for information. The website is updated regularly, and adjuncts should logon to view the latest news.
- In cases of inclement weather, adjuncts should also tune into local radio and television channels for continuous updates. The campus may be closed for the day or a few hours. Adjuncts should be prepared to keep in touch with students electronically so that no classroom time is lost.

Adjuncts are also encouraged to register with OIT for text messages to their cell phones and other mobile devices. Adjuncts may contact the College directly through the Information Technology Help Desk at 410-951-3888.
Division of Academic Affairs

College Retention Centers

COLLEGE OF ARTS AND SCIENCES & EDUCATION (Dr. Takona)

Name: Teacher Education Advisement and Recruitment Center
Location: 3rd Floor GHJ Building (Room 307)
Telephone: (410) 951-4209 / (410) 951 4208

Target: Pre-education majors as well as the unknown/undeclared

COLLEGE OF BEHAVIORAL AND SOCIAL SCIENCES (Dr. O’Bryant)

Name: CBSS Advisement, Retention and Recruitment Center (ARRC)
Location: 3rd Floor, Health & Human Services Building (Room 351)
Staff/Phone: (410-951-3526)
(410-951-3564)

COLLEGE OF BUSINESS (Dr. Williams)

Name: College of Business Advisement Center
Location: 8th Floor GHJ Building (Rooms 818, 820, and 821)
Telephone: (410) 951-3449

PARLETT LONGWORTH MOORE LIBRARY
Parlett Longworth Moore Library supports the instructional program and provides an environment conducive to general intellectual enrichment and continued learning. The library provides space for classrooms, meetings, visual exhibits, special programs and receptions, and offices. The library has over 40 public workstations to allow access to the Internet and various other networked resources along with two smart classrooms. In addition, there are two open computer laboratories with over 50 workstations. Parlett L. Moore Library is a member of the Library Information Management System (LIMS) of the University System of Maryland and Affiliated Institutions (USMAI), a collaborative effort that permits state higher education institutions to share resources. LIMS provides a USMAI union on-line public access catalog that contains more than 1,400,000 titles.

LIBRARY HOURS
The Hours are:
Monday – Thursday 8:00am -11:00pm
Friday 8:00am – 5:00pm
Saturday 10:00am - 4:30pm
Sunday & Holidays Closed

SERVICES THAT SUPPORT RETENTION AND GRADUATION

Over the years, CSU has implemented a number of programs to improve and enhance retention and the overall student experience.

Summer Academic Success Academy (SASA) -
The Summer Academic Success Academy is an intensive, six-week campus-based, residential program that prepares students for the transition from high school to college. At-risk students have the opportunity to develop confidence and earn college credit prior to the start of the fall semester. SASA students receive information on financial literacy, career planning, personal growth, and other campus resources and support services.
First-Year Experience (FYE)

The First-Year Experience program serves as the advisement hub for first-year and sophomore students. Students receive intrusive advisement and guidance through the completion of the first 30 credits of their General Education curriculum. The FYE is designed to assist the freshman students in their matriculation to upper division courses and acceptance into majors.

Academic Success Centers (ASC)

The academic advising enterprise is integrally important to retention. Each semester through the Student Hold system, students are required to meet with his/her advisor in the major or in the designated College ASC. The ASC are housed within each of the academic division/schools provide more local level support to students within the respective academic departments. The purpose of the Academic Success Centers is to make student retention data – baseline and progress data readily available to all schools and colleges through use of the Civitas Analytics and Retention Dashboard software systems. The ASCs are staffed by full-time academic advisors and retention coordinators who monitor student progression, perform registration outreach, and direct students to support services needed for success. Launched in spring 2017, the new system of advisement uses data collected through current practices.

Connecting Ladies across Campus (CLAC)

One of CSU’s newest programs, CLAC is designed to build self-esteem in female students with the ultimate goal of empowering them in womanhood, sustaining academic excellence, and building personal and professional relationships that may lead to successful careers. Paired with a mentor from the University’s faculty or staff, CLAC supports CSU women of all backgrounds.

Our House Community Mentoring Program

An intensive mentoring program aimed at increasing student retention and graduation rates. Our House provides mentoring for incoming freshmen through a combined peer mentoring and staff mentoring program. Run as a pilot in AY2014, results show a higher freshmen to sophomore retention rate and academic achievement when compared to the University.

Honors Living Learning Community (LLCs)

The LLC integrates academic learning and residential community living for Honors Scholars and entering first-year and transfer students pursuing a healthcare major. These students have the opportunity to become a part of a learning community within the residence halls. A service-learning component enhances the living learning experience for the students and assists in the development of civic responsibility and awareness.

The Freshmen Male Initiative (FMI)

The Freshman Male Initiative program (FMI) was designed to improve the persistence and graduation rates of male students. Since the inception of the pilot program in 2009, FMI has had a positive impact on retention. This program was open to all incoming male students during their first year of college. Activities included mentoring by faculty and campus staff, workshops on financial literacy and campus life, intrusive academic advisement, and regular exposure to academic and student support services.

College of Health Professions’ Nursing Living Learning Community

The College of Health CSU HFSON Living Learning Communities (LLC) is designed to help students during their first two years as they transition to the University. Students integrate curricular and residential life in a collaborative environment with other pre-nursing and nursing students. The LLC allows for educational instruction to be changed from "learning in a silo" to community centered learning. HFSON Living Learning goals include: 1) fostering lifelong learning; 2)
facilitating student's transition to the University; and 3) promoting student persistence.

**Disability Support Services (DSSP)**
Housed under the Division of Academic Affairs, Disability Support Services (DSSP) has been charged to create an accessible university community to ensure that students have equal access to all University programs, activities, and services. Policies and procedures are developed to provide students with as much independence as possible and to promote self-advocacy. The services to faculty, staff, and students on disability issues address the needs of individuals to improve the quality and effectiveness of services; advocate for the upgrading and maintenance of accessibility to all facilities; promote access to technology resources; and provide students with disabilities the same academic opportunities as non-disabled students in all areas of academic life.

**Center for Adult Learners (CAL)**
The Center was formed with the adult learner in mind, given that the average age of the CSU student is 26 years of age. The goals of the CAL include the following: to increase educational opportunities for first-generation college students; to strengthen the level of engagement in the culture of academic rigor; to provide a campus climate in which adult learners demonstrate satisfaction with their program of study and go on to assume careers in their disciplines or continue matriculation into graduate or professional schools; to provide a model to be replicated on a larger-scale for the University; and to inform teaching and learning effectiveness through assessment.

**Career Services Center**
The Career Services Center works closely with faculty in respective discipline to deliver programs and services that enable students to develop life-long skills in career planning, thus enhancing their ability to make informed career decisions. Students are encouraged to visit the Career Center for further exploration, where annually, companies and other organizations provide internships, practicum experiences, and career opportunities to Coppin State University students.

**The Center for Counseling and Student Development**
The Center provides quality counseling and mental health services to students experiencing personal, developmental, and psychological issues or distress. They assist students in crisis, intervene in potentially life threatening situations, provide quality outreach programs and offer other important additional services. These services address the developmental concerns of students while emphasizing prevention and professional consultative services that increases the understanding of challenges faced by students and promotes psychological well-being.

**Child Development Center**
Child care services offered through the James E. McDonald Child Development Center support students, employees of the University, and the community with the purpose of providing a safe, nurturing, and educational program that focus on developmentally appropriate experiences for children. The Center addresses both the need of the campus community as well as provides quality service to the surrounding community. CSU’s early childhood education majors complete experiential learning at the Center, contributing to their academic preparation.

**Community Health Center**
The CSU Community Health Center (CHC) is a primary care facility which is operated by the College of Health Professions. The goal of the CHC is to improve the health of students and residents from the surrounding community. Services are provided by nurse practitioners, faculty, and students of the College of Health Professions, and in some instances, by a physician. All professional personnel are properly licensed by the State of Maryland. The Center provides readily accessible, low-cost, high-quality care to CSU’s students, faculty, staff, administration, and residents of the neighborhood surrounding the University.

**The Math Center**
The Math Center’s services are available from 8am until 6:30pm Monday through Friday throughout the calendar year and offers particularized support for the non-traditional student who is new to higher education or has been away from higher education for two or more years. The Math Center staff trains students who are proficient in varied levels of mathematics to work with students in varied levels of mathematics. For information please call 410-951-3555.
The Writing Center
Offers support from writing the basic essay to the research paper (MLA, APA and Chicago Style) in courses across disciplines. The Center provides students support with researching, writing and navigation of assigned (reading) texts throughout the year. The Writing Center staff is available from 8:30am until 6:30pm throughout the calendar year. All papers are submitted to TURNITIN as part of the center’s services; however, students are responsible for releasing their work to course instructors for further review. For information please call 410-951-3555.

College Student Handbook All adjunct faculty should download a copy of the current Coppin State University Student Handbook from the School Webpage. It explains many policies affecting student and instructor responsibilities. Adjuncts will also find information on add/drop procedures, class attendance, auditing a course, types of course withdrawals, academic grievance procedures, etc. Adjuncts should refer to this booklet if a student asks about how to complete a process or what a particular term means to them.

SECTION IV. CAMPUS SERVICES

Athletic Events
All events are free to students with a University ID. Faculty and staff will be charged. For athletic schedules or additional information, contact 410-951-3737 or visit the Official Eagle Athletics website at www.coppinstatesports.com.

Bookstore
The Coppin State University/Barnes & Noble bookstore supports the academic mission of the University. The University Bookstore sells new and used textbooks, e-textbooks, supplies, clothing, magazines, study guides, greeting cards, personal care items and snacks. Textbooks are also available for rent. A wide-range of Coppin State University imprinted merchandise is carried: T-shirts, shorts, sweatshirts, cups and more. The CSU Bookstore is located on the ground floor of the Tawes Building.
Regular Store Hours are:
• Monday through Thursday from 8:30 am to 5:30 pm
• Friday from 8:30am to 5:00 pm.

For Information: Call CSU Bookstore, 410-951-1222 (Phone); 410-728-6349 (Fax)

Wellness Center
Use of CSU’s wellness facilities is offered to regular and contingent II employees at no charge. Contact the Wellness Center at 410-951-6891 for membership information.

Parlett L. Moore Library
Parlett L. Moore Library, named for Coppin’s second president, Parlett Longworth Moore, supports instructional programs and provides an environment conducive to general intellectual enrichment and continued learning. The library provides space for classrooms, computer classrooms, meetings, visual exhibits, special programs and receptions, and offices. The library has over 40 public workstations to allow access to the Internet and various other networked resources.

The Parlett L. Moore Library is a member of the Library Information Management System (LIMS) of the University System of Maryland and Affiliated Institutions (USMAI), a collaborative effort that permits state higher education institutions to share resources. LIMS provides an USMAI union on-line public access catalog that contains more than 1,400,000 titles.

For More Information:
Please visit Parlett L. Moore Library at http://www.coppin.edu/library or call the reference desk at 410-951-3430.

DINING SERVICES
There are multiple on-campus dining options available to employees.

Grill Works    Tawes Center 1st Floor 410-951-6555
Main Dining Hall Talon Center  410-951-1236
Subway Sub    Tawes Center 1st Floor 410-951-2366
References

Action Brief on Policies Regarding Adjunct Faculty in Maryland Public and Private Colleges and Universities: Recommendations of the MHEC Faculty Advisory Council to the Commissioners, June 2016.

Board of Regents Policy I-120.

Coppin State University, “CSU Faculty Staff Computer Use Internet Access Policy Fall.” Web 11 Nov. 2015 PDF file.


USM Policy on Faculty Grievances, No. I-400.

University System of Maryland Bylaws, Section II-1.07 Policy on the Appointment of Adjunct Faculty in the University of Maryland System in Maryland. Approved by the Board of Regents on December 3, 2010. Retrieved from: http://www.usmd.edu/regentbylaws/.