

# JACKSONVILLE UNIVERSITY

## ADJUNCT FACULTY HANDBOOK

Updated March 19, 2024





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SECTION I: HISTORY, MISSION, AND ACADEMIC ORGANIZATION

HISTORY OF THE UNIVERSITY

CAO and faculty in the college, appoint an assistant or associate dean. Unit administrators may be designated at the departmental level. In colleges without a school structure, an assistant or associate dean is considered a unit administrator comparable to directors and shall be selected pursuant to the *Faculty Bylaws Part Two, Article V, Sections 1-4* (Selection of Unit Administrators). The role of the elected administrator is to, among other duties, evaluate the faculty.

## PROVOST, VICE PROVOST, AND EXECUTIVE DIRECTOR OF INSTITUTIONAL EFFECTIVENESS, STRATEGY AND RESEARCH

The Office of the Provost provides vision, leadership, and oversight for all areas related to Academic Affairs in order to ensure that the quality of student education is a top priority in all decision making. The Vice Provost and the Executive Director of Institutional Effectiveness,

## COLLEGES

### BROOKS REHABILITATION COLLEGE OF HEALTHCARE SCIENCES

Mission Statement:

## COLLEGE OF ARTS AND SCIENCES

### Mission Statement:

The College of Arts & Sciences will maintain and enhance academic programs that develop and foster knowledge of human cultures and the physical and natural world, intellectual and practical skills, personal and social responsibility, and interconnected learning.



## COLLEGE OF LAW

### Mission Statement:

The mission of the Jacksonville University College of Law is to provide quality legal education, focused on experiential learning and community partnerships, especially in the service of

# Linda Berry Stein College of Fine Arts

## Dean

School of Art &  
Design

School of Humanities

School of Performing Arts

Department of  
Music

Department of  
Theatre

Department of  
Visual Arts

Department of  
Digital Arts

Department of  
Nature, Culture and  
Heritage

Department of  
Philosophy

Department of  
Science

DAVIS COLLEGE OF BUSINESS AND TECHNOLOGY

Mission Statement:



college work completed. The following table defines the letter grades and reflects the conversion to grade points. JU operates on a 4.0 system (Academic Catalog 2020-2021 <http://ju.smartcatalogiq.com/en/2020-2021/2020-2021-Academic-Catalog/Academic-Information/Grades-and-Grading-System>).

Letter Grade Definition Numerical Equivalent (Grade Points)  
A Exceptional Work

## USING BLACKBOARD (Bb)/CANVAS

Posting grades on the electronic learning (LMS) platform (Bb or Canvas) is also encouraged to keep students informed of their progress. This also assists should students have a question about their grades at the end of the term or wish to appeal a grade.

## MID-TERM GRADES

Faculty are highly encouraged to submit mid-term grades as a means of officially informing students about their progress in each course. Submitting mid-term grades allows professional and faculty advisors to identify at-risk students.

## FINAL GRADES

All faculty are expected to adhere to the university grading policies as delineated in the Academic Catalog (Academic Catalog 2020-2021 <http://ju.smartcatalogiq.com/en/2020-2021/2020-2021-Academic-Catalog/Academic-Information/Grades-and-Grading-System>).

## OFFICE HOURS

Staying in contact with students is crucial. This helps build a learning partnership, good mentoring and enhances retention and ultimately student completion and success. Traditional face-to-face office hours are useful for traditional students, but as many students take on-line courses or have other commitments outside of class, other modes of communication and 'meeting' are recommended as well. All faculty should be available via face-to-face meeting, email, text, or other electronic means for several hours per week. A good rule-of-thumb is one-two hours per day (depending upon the class). Traditional office hours are posted on syllabi, and faculty should also publish their appropriate contact information on the syllabus for each class. Sample syllabi templates are available on the Center for Teaching and Learning website <https://www.ju.edu/ctl/new-faculty/index.php>.

## ETHICAL STANDARDS

All faculty are expected to adhere to the highest ethical standards of the profession. Faculty are the models for the behavior and ethical practices of our students. Faculty are expected to be honest, courteous, and respectful in their dealings with their colleagues and their students. Academic integrity and respect of intellectual property is expected in all aspects of teaching, research, scholarship, creative and professional activity.

In addition, the University will not tolerate discrimination based on sex, race, ethnic origin, gender, gender orientation, marital status, religious beliefs, or mental and physical characteristics.



## CRITERIA

### TEACHING EFFECTIVENESS

Teaching effectiveness is assessed by a review of the basic facts of a faculty member's teaching career. Adjunct and Pre-tenured faculty typically have classroom observations by appropriate supervisors or academic unit administrators. The IDEA Student Ratings of Instruction, which measures student perception of faculty teaching, is administered in the classes of all faculty each term. Division chairs or comparable unit administrators are expected to use the information provided by the ratings and comments, taking into account class size, whether courses are required or are electives, and whether the students are majors or non-majors. Particular attention is paid to broadly stated questions (i.e. overall teaching effectiveness). Simple ranking of faculty according to their scores is avoided, and, unless faculty scores deviate by one standard deviation above or below the average for the faculty as a whole, individual items are not used to designate a professor's performance as inferior or superior. In lieu of scores significantly higher or lower than the university average, ratings are taken at face value. The division chair, or comparable unit administrator (p 304 TD(c))-3.1 is (p 304 T7 o)-6.6(m)-6.3 (p)2.2 a(y)-4.6 ( s)-1.3(e)-3 (i (c) ceomple aers at -1.3 ( )10.6 (s)-1.3 (h)2.2 (e)-3 (ao)-6.6 (s)-1.3 (h)2.2 (n)2.2 (n)2.3 ldd ahan up 304(s)-1.3 ( a



## SECTION V: RESOURCES AND SUPPORT

The University provides numerous resources to assist faculty and students. Hyperlinks are provided to

All faculty must adhere to the policies and procedures of Jacksonville University as described in the [Employee Handbook](#).

## BENEFITS

Tuition benefits are available to all employees, although these plans vary depending upon full-time and part-time status.

The University also has an [Employee Assistance Program](#) to help employees and family members deal with stress and crisis events.

## COMPENSATION

Adjunct contracts, written at the school and college level at the beginning of each term, detail pay rates and courses for the term. Adjunct contracts do not imply a commitment for subsequent terms or additional courses. The deans, using guidelines detailed in the [Payroll Rates-Effective January 10, 2022](#) determine adjunct pay rates per credit hour.

Adjuncts and university employees, typically administrators who are teaching a course in addition to their normal duties, are compensated at \$1000/credit hour.

Rates for Labs, Clinics, and Studio courses are calculated as

$(\text{number of credits} + \text{number of contact hours})/2$ .

In the case of applied music, the contact to credit hour conversion is multiplied by \$50 per week taught.

### PAYROLL PERIOD

Faculty are paid semi-monthly on the fifteenth and the last day of the month.

Required documentation for new faculty hires can be found on the [Academic Affairs web page](#).

- [Forms](#)
- [Part-time and Adjunct Faculty](#)

When it appears there will be a need for one or more adjunct faculty, the University will advertise locally for candidates for the position or positions. An individual adjunct faculty member will teach no more than 9 credit hours per traditional academic term (fall and spring). In addition, the files of adjunct faculty who have taught for the University will be maintained as a potential source of future adjunct faculty. All applicants will be asked to submit a [Jacksonville University Faculty Employment Application](#) current and updated curriculum vitae, a record of prior teaching, and official transcripts from all attended institutions of their academic work. The division chair or comparable unit administrator working with faculty in the area in which the adjunct faculty is sought will select the top applicants and invite them to campus for an interview. Approval from the College Dean and Senior Vice President for Academic Affairs is required prior to hiring the adjunct. Employment is an agreement for one semester or term, executed between the adjunct faculty member and the appropriate dean of the college. If the adjunct has not taught at JU for over 18 months, all new documentation is required.

## QUALIFICATIONS

To teach in a discipline, all individuals must be academically qualified. Jacksonville University follows the guidelines of the Southern Association of Colleges and Schools Commission on Colleges. To ensure compliance all newly hired adjuncts must have a complete [Faculty Qualification Certification Form](#) in their hiring packet.

Standard 6.2.a (Faculty qualifications) of the Principles of Accreditation reads as follows:

For each of its educational programs, the institution justifies and documents the qualifications of its faculty members. When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- Faculty teaching general education courses at the undergraduate level: doctorate or

- Log of promotion and tenure
- Record of grievances. Only the final results of grievances wrM b

## SECTION VII: GENERAL INFORMATION & UNIVERSITY POLICIES

Hyperlinks for general information and resources are listed below. These are also be found at my.ju.edu with your faculty log in.

- [Academic Calendar](#)
- [Academic Catalog](#)
- [Academic Integrity](#)
- Alcohol policy (see Policies and