

WALLA WALLA UNIVERSITY

**Handbook
for
Contract Teachers**

Revised August 2011



General Information

Useful Phone Numbers

Note: All numbers begin with (509)527-

Academic Administration, Vice President <i>Administration Building, 3rd floor</i>	2431	Communicaitons & Languages <i>Canaday Technology Center, 1st floor</i>	2832
Academic Administration, Associate Vice-President <i>Administration Building, 3rd floor</i>	2395	Computer Science <i>Kretschmar Hall, 3rd floor, west end</i>	2751
Academic Advisement <i>Canaday Technology Center, 3rd floor</i>	2132	Education & Psychology <i>Smith Hall, corner of College Ave. and Whitman Drive</i>	2211
Academic Records <i>Canaday Technology Center, 3rd floor</i>	2811	Engineering <i>Chan Shun Pavilion, 2nd floor</i>	2765
Human Resources & Payroll <i>Hafner House 2nd floor</i>	2820/2190	English <i>Administration Building, 2nd floor</i>	2862
Library <i>College Ave. across from Kellogg Hall</i>	2134	Health & Physical Education <i>Winter Education Complex, 1st floor</i>	2325
Security Non-emergency	2222 2613	History & Philosophy <i>Administration Building, 2nd floor</i>	2065
Teaching Learning Center (Village Hall) Disability Support Services Writing Center	2313 2366 2313	Mathematics <i>Kretschmar Hall, 3rd floor</i>	2751
Bookstore <i>Corner of College Ave. and 3rd St.</i>	2441	Music <i>Melvin K. West Fine Arts Center</i>	2561
ACADEMIC DEPARTMENT OFFICES		Nursing: College Place <i>Winter Education Complex, 2nd floor</i> Nursing: Portland, OR, campus	2461 2330x7300; 503-251-6115
Art <i>Melvin K. West Fine Arts Center</i>	2180, 2913	Physics <i>Kretschmar Hall, 2nd floor</i>	2881
Biological Sciences <i>Rigby Hall</i>	2602	Social Work & Sociology <i>Winter Education Complex, 2nd floor</i>	2273
Business <i>Bowers Hall</i>	2951	Technology <i>Canaday Technology Center, 1st floor</i>	2712
Chemistry <i>Rigby Hall</i>	2761	Theology <i>Administration Building, 3rd floor</i>	2194

Our Mission

Vision

Walla Walla University is a community of faith and discovery committed to

- Excellence in thought
- Generosity in service
- Beauty in expression
- Faith in God

Philosophy

Walla Walla University (WWU) is founded on Christian teachings and values as understood and appreciated by the Seventh-day Adventist Church. Central to these teachings is the belief that every person is created in the image of God as a being of inestimable value and worth, imbued with powers of intelligence, stewardship, and creativity akin to those of the Creator. Walla Walla University, therefore, seeks in its mission to foster the unique gifts of every individual within this Christian community of faith and discovery. Committed to excellence in thought, the university seeks to impart a broad knowledge of the arts, sciences, and professions by careful instruction and open inquiry at both the undergraduate and graduate levels. Recognizing that God is the source of all truth, goodness, and beauty, the university seeks to convey to students a wisdom that translates academic achievement into responsible citizenship, generous service, a deep respect for the beauty in God's creation, and the promise of re-creation through Jesus Christ.

Contract Teachers Recruitment and Appointment

Contract teachers are employed on a one-time basis to fill a temporary, particularly urgent need; others teach on a routine, quarter-by-quarter schedule. Whether you teach one quarter or more often, we greatly appreciate your services. The following information is designed to help you meet the expectations of your students, the department, and the university.

In the recruitment of contract teachers, the chair of the department or dean of the school will search for and evaluate prospective candidates. Candidates are considered for appointment on the basis of Christian character, scholarship, professional preparation for and competence in a specific instructional field, and effective teaching potential. The terms of appointment are specified in the "Teaching Assignment Agreement," or contract.

Job Description

Contract teachers are directly responsible for the complete educational process related to the course(s) being taught. The immediate supervisors are the department chairs or deans. It is expected that contract teachers will respect the Seventh-day Adventist values and beliefs of Walla Walla University in teaching and interacting with students.

The department chair or school dean, or his/her designee, works with contract teachers for specific arrangements, including keys, supplies, computer access and copier and printing needs.

The contract teacher is expected to:

1. Fill out application through HR website, attaching CV/Resume.
2. Submit original transcripts showing highest degree completed to Academic Administration.
3. Teach all scheduled classes agreed upon by the teacher, department chair/school dean and the academic vice president.
4. *Prepare syllabi for all classes taught, and submit a copy of each syllabus to the department chair/school dean no later than the first week of the quarter. Distribute a syllabus to each student in each class on the first day of class.
5. Include in the syllabus the following statement: "If you have a physical or learning disability and need accommodations, please contact Sue Huett in the Teaching Learning Center, Village Hall, or call 2368. Accommodations for documented disabilities are arranged through the Disability Support Services (DSS) office. This syllabus and course materials are available in alternative format as appropriate to the disability. Accommodations are not retroactive. If you do not declare the disability to the DSS office, you may not receive appropriate accommodations."
6. State in the syllabus specific objectives by which student achievement can be assessed, and the grading scale to be used.
7. Publish and administer an attendance policy for all classes taught.
8. Meet every class on the day and time assigned. Schedule office hours as requested by chair/dean.
9. In the event of necessary absence from a class appointment, arrange with the department chair/school dean for a substitute.
10. Maintain a balance in requirements placed on students for the number of credits being earned. (Approximately 2 hours of study/homework for each hour in class.)
11. Comply with all academic policies as published in this handbook and in the academic bulletin.
12. Require that each student be registered before he/she can be admitted to class after the 4th day of the quarter.
13. Foster excellence in student scholarship.
14. Administer the prescribed student evaluations of teaching for *each* course taught.
15. Administer final examinations according to the published schedule, during finals week.
16. Submit scholastic progress reports and grades as required.
17. Notify the department chair/school dean in advance of special needs for teaching supplies and equipment.
18. Assist campus security by making sure the facilities and equipment are properly secured (i.e., locked or properly stored), particularly if teaching in the evening. Turn off lights and equipment before leaving.
19. Maintain teacher professionalism in comportment and dress, and student professionalism in classroom management and requiring civility.
20. Access and read wallawalla.edu email.
21. Respect the religious belief and traditions represented by the university.

Remuneration

The contract teacher's pay (or remuneration) is based on the academic degree and the number of credit hours of the course being taught.

Student Evaluation of Contract Teachers

Contract teachers **must** have each class they instruct evaluated each quarter. Evaluation materials will be provided for you by the Office of Academic Administration. Read the instructions contained in the evaluation packet and follow them precisely. A summary report will be sent to you within three months of the evaluation to assist you in professional growth. The report also goes to the chair/dean and Academic Administration. (If you wish to see a sample of the evaluation form, see your chair/dean.) The department chair/school dean may visit your classes and provide feedback about performance.

Length of Class Periods

The academic study load at WWU is computed in quarter hours, one quarter hour normally representing one 50-minute class meeting per week or three hours of laboratory work per week. Thus, a three-quarter hour class would meet three times each week for 50 minutes. For each quarter hour of credit earned, a student is expected to spend approximately two clock hours a week in outside preparation or three hours a week in supervised study or laboratory work. *If you must alter or rearrange the published class meeting times or days for any reason, please obtain permission from the department chair/school dean.*

Holidays and Vacations

Holidays and vacations are listed in the university's Academic Calendar or may be found at <http://www.wallawalla.edu/academics/calendars>

Week of Worship

There is one Week of Worship on campus each quarter, typically the second week of the quarter. The dates for Week of Worship are listed in the Academic Calendar. Classes meeting between 8:00 AM and 5:00 PM are typically shortened. Check with your department chair/school dean or posted schedules for specifics.

Illness

If you are unable to meet your class because of illness or an unavoidable situation, contact your department chair/school dean as soon as possible. Students need to be informed of the status of the class in the event you are unable to teach that class period. Ideally, you will have sufficient advance warning to cover your class(es) with a guest lecturer, proctored exam, or other activity.

Safety and Security/Emergencies

If any on-campus emergency occurs contact Campus Security at 509-527-2222 (dial x2222 from a campus phone). Call 911 if warranted based on personal judgment.

Identification Cards

Contract teachers are allowed to access the Winter Education Complex (WEC) with a valid ID card. This includes access to the entire facility and is valid for equipment check-out. A WWU ID card is issued by the Records Office, and also provides access to library materials.

Students with Disabilities

WWU is committed to providing an equal opportunity for full participation of all qualified individuals with disabilities. The university prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities.

Appropriate accommodations are coordinated through the Disability Support Services Office in the Teaching Learning Center. The Disability Services director will send written documentation to you (typically, with the student) when accommodations need to be made. Accommodations are not to be provided unless approved by the DSS office.

Review Week Policy (a.k.a. "Dead Week")

Review Week is the week before final exams each quarter. The policy governing classes during dead week is as follows:

- A. Review Week shall begin seven calendar days before test week begins and shall continue for seven calendar days.
- B. No new major assignments such as papers or projects shall be given after the beginning of Review Week.
- C. Quizzes will be allowed during Review Week over material presented no earlier than two class periods before the quiz.
- D. Generally, there shall be no in- or out-of-class tests during Review Week (a test being defined as an examination that is of greater scope than a quiz). If the teacher **and** students see the need for a unit or chapter test in order to help the students by:
 - 1. Reducing the amount of material presented in the final test,
 - 2. Avoiding a buildup of tests the week prior to Review Week, and/or
 - 3. Assisting in their grade achievement endeavors,then a test may be scheduled during Review Week, provided the teacher and two-thirds of the class agree.
- E. When it is necessary to move a regularly scheduled final test into Review Week, authorization must be obtained from the Associate Vice President for Academic Administration.
- F. A few classes have no designated test time in the published final exam schedule, for example lab courses and certain skills-based classes. In these cases, a final exam may be scheduled during Review Week at the discretion of the instructor and should be listed accordingly in the course syllabus.

Scholastic Progress Reports

At the third and sixth weeks of each quarter, there is a period of approximately ten days during which you are asked to submit electronic progress reports for at-risk students. Follow instructions in the reminder email that is sent to you. There reports are available electronically to the student, their advisor(s), and the residence hall dean.

Teaching Learning Center

The Teaching Learning Center (the lower level of Village Hall), is an academic support department dedicated to helping students progress academically by providing them with tutoring for specific courses, and general assistance with reading, writing and time management skills.

Incomplete Grade Policy

Please avoid giving incomplete grades if at all possible.

In the case of incomplete work due to justifiable cause (long-term illness) the instructor may assign a grade of Incomplete, allowing the student an extension of time to complete the course requirements. The Incomplete is not a permanent grade.

The instructor for the course also submits a default grade that the student will be assigned for the course if no further work is done in the allotted time, taking into account the course requirements. For example, an “I/D+” would signify that if no further work is done by the deadline, the grade will default to a D+ permanent grade.

Submission of all required work is due to the teacher, at latest, by three weeks before the close of the following term (excluding summer session for undergraduates). The teacher may set an earlier deadline. Extension requests, if necessary, are to be submitted to the Associate Vice President for Academic Administration.

Field Trip Policy

Field trips, tours, and other university activities must be requested in writing, and approved by the department chair/dean, then forwarded for approval to the Associate Vice President for Academic Administration. Requests should be submitted during the first two weeks of the quarter, or a minimum of two weeks before the field trip. The number of field trips should be kept to no more than one in a term.

Final Examinations

All students are expected to take final examinations as scheduled. Requests for exceptions are to be cleared with the Associate Vice President for Academic Administration at least three weeks prior to the close of the quarter. The instructor is not to permit out of schedule exams outside of the aforementioned process.

It is expected that an in-class exam, written exercise or final class session will take place as educationally appropriate during the final exam period for each class.

Grading System / Reports

A defensible grading plan is one that is shared ahead of time with your students, preferably in the syllabus, and once announced is faithfully followed. Please assign grades in accordance with the grading scheme outlined in your syllabus, complete the online grade submission form accurately, and submit your grades on time. For help with online submission of grades, check with your department office, or the Academic Records Office.

The following grades may be given by contract teachers:

A
A-
B+
B
B-
C+
C
C-
D+
D
D-
F

I/default grade- Incomplete

X -Unofficial Withdrawal (indicates the student discontinued class attendance prior to the fifth week, mid-term, but failed to withdraw officially)

S/NC – Satisfactory, or No Credit

Change of Grades

Only occasionally would a contract teacher have reason to change a grade.

In order to request a change of grade, a Change of Grade Request form must be obtained from, completed and submitted to the Academic Records Office.

You have only one term following the class to submit a grade change. After that, the instructor should consult with the Associate Academic Vice President.

Textbook and Bookstore Policy

Consult the department chair/school dean on ordering books for your class and for receiving a complimentary copy for yourself.

Guidelines for WWU Syllabi

Syllabi are required by Walla Walla University, as well as its regional accrediting bodies. As a minimum, your syllabus should contain:

The course description from the bulletin

A list of required textbooks and other materials

Your objectives for the students, expressed in performance terms

A brief description of class policies, including attendance expectations

A list of major assignments, projects and other learning expectations

A tentative, class-by-class topical outline, generally accompanied by reading assignments

A description of your testing and grading procedures

Other information you deem useful.

Copy of all course syllabi must be submitted to the department chair/dean as the quarter begins.

Alcohol/Drug Policy

The university holds that a drug-free lifestyle is essential and thus maintains policies that seek an alcohol-, tobacco-, and drug-free campus environment. Contract teachers are expected to practice this lifestyle while in the buildings, on the grounds, and on off-campus sites during any school-sponsored activity.

Discrimination/Harassment

The university seeks to maintain an environment that is free from all forms of discrimination, including harassment as defined our policy. Discrimination or harassment in any form that is prohibited by law or university policy will not be tolerated.

See hr.wallawalla.edu/harassment for the full Discrimination and Harassment Policy and Procedure along with other related resources, including training program. Contract teachers are required to complete online harassment training for faculty as a condition of employment.

Copyright Issues

WWU's Copyright Policies may be viewed at:

<http://www.wallawalla.edu/academics/governance/handbook/>.

Academic Integrity Policy

An integral part of the mission of Walla Walla University is to prepare its students to be responsible individuals with Christian values. The University expects all members of its community to have integrity, including a steadfast adherence to honesty. Faculty have a responsibility to foster integrity by example and instruction. Students have a responsibility to learn, respect, and practice integrity. All acts of dishonesty are unacceptable, including cheating, plagiarism, forgery, misrepresentation, falsification, prohibited collaboration, and prohibited use of files. Departments or schools may have specific criteria for behavior and skills suitable to their disciplines which will be communicated to students, typically in course syllabi.

- I. In any violation of academic integrity discovered before a student has completed a degree or certificate, teachers and administrators will follow this procedure:
 - A. A teacher with reasonable evidence of a violation will talk privately with the student.
 - B. If after the conference the teacher is convinced that a violation occurred, the teacher will consult with the department chair/school dean on the evidence and the action to be taken.
 - C. After consultation, the teacher may assign the student a failing grade in for the assignment and/or for the class.
 - D. If any action is taken, the teacher will write a report describing the offense and will send it to the Associate Vice President for Academic Administration (Associate Vice President for Graduate Studies for graduate students), who will keep it on file for tracking further academic integrity violations. Academic Administration may consult the file when writing college recommendations. The file will be destroyed five years after the offense, unless the student is still in attendance.
 - E. If the teacher or chair/dean desires further action beyond assigning the student a failing grade in the course, a request for such action, separate from the report, should be sent to

the Associate Vice President for Academic Administration (Associate Vice President for Graduate Studies for graduate students). Upon review of the report, this administrator may initiate a request for further action. Any requests for further action will be forwarded to the Academic Standards Committee (Graduate Council for graduate students), which has the authority to take all further actions, including expulsion. Records of actions taken by the committee will be included in the student's tracking file.

- F. If multiple offenses occur, the Associate Vice President for Academic Administration (Associate Vice President for Graduate Studies for graduate students) will submit this case to the Academic Standards Committee (Graduate Council for graduate students) for consideration of the student's expulsion.
- II. In any violation of academic integrity discovered after a student has completed a degree or certificate, the teacher, department chair, or school dean may recommend appropriate action to the Academic Standards Committee (Graduate Council for graduate students).

FERPA (Family Education Rights and Privacy Act)

In accordance with the Family Educational Rights and Privacy Act (FERPA), Walla Walla University has adopted policies and procedures to protect the privacy of education records. The policy can be found at: <http://www.wallawalla.edu/academics/bulletins/undergrad/current/>

Library Services and Information Resources

Peterson Memorial Library is the university's main library. Its home page at <http://library.wallawalla.edu> is the starting point for most library research at WWU. From here, you may access the library's online catalog, 22 full-text databases, 43 other databases or electronic reference resources, links to web sites that support the university's curriculum, and much more.

Course Bibliographies. If you are providing your students with a bibliography of books and/or articles you would like them to read, please check the library's online catalog and Periodicals A-Z to make sure the items are available in the library's collection.

If you require all of your students to look at the same titles, it is highly recommended that you place these titles on Reserve. If you have a short list of suggested titles, we recommend that you also place those on Reserve. We find students tend to focus on titles listed in their syllabi and/or assignment sheets even if you allow other options.

Should your syllabus include a list of professional journals you wish your students to use, please check the library's Periodical A-Z listing under the Journals link on the home page to see if the library owns or provides access to the periodical titles.

Don't have time to check your reading lists to see that materials are available? Let us do it for you. Contact the Access Services Technician at 2191 for further information.

Article Linking. Faculty can link directly from their Web or Desire2Learn pages to individual full-text articles in *Academic Search Premier*, *ERIC*, *ProQuest* and other databases. This is a great option for outside or required reading assignments. For more information, call 2153.

Faculty may check out books and periodicals for one academic quarter. Before the end of each quarter, faculty members receive a list of all materials on loan to them. At this time, all items must be brought back to the library. Items may be renewed at that time. Items not renewed or returned by the middle of the next academic quarter may be charged against a faculty member's account.

Instruction. Should your course assignments include a research paper, speech, group project, or other information gathering or fact-based assignment, a librarian can provide library instruction sessions tailored to your class needs. For additional information or to schedule a visit, contact the Instruction Librarian (2169).

Interlibrary Loan/Document Delivery provides access to resources, especially periodical articles, which are not available at Peterson Memorial Library or through Summit. The Interlibrary Loan (ILL) form is available under Search & Find on the library's home page. Additionally articles may be requested directly from certain databases such as *Academic Search Premier* and other databases.

Reserves. Materials can be placed on a short loan period at the request of a teacher. There are several loan period options available. Photocopied articles may be placed on reserve for one quarter only unless copyright permission has been secured for a longer period of time.

Summit Borrowing. Summit provides direct borrowing access to more than 22 million books and other materials owned by over 30 university and college libraries in Oregon and Washington. It is available on the Web at summit.worldcat.org. At present, periodical article borrowing is not included. Contract teachers may participate in Summit borrowing only during quarters they are actively teaching at WWU's Portland and/or College Place campuses. Summit is not available at the Montana MSW sites so faculty at these sites should request titles through interlibrary loan. Books borrowed through Summit are on loan for three weeks.

Web Page Service. Librarians, in consultation with faculty, will create course-related LibGuide Web pages with links to materials in the library's catalog, quality Web sites, and full-text articles from the library's databases. Please call 2153 or your liaison librarian at least four weeks in advance of the date needed.

Book Ordering. Each department is allowed its own library book budget. Should you need to order books or other resources for your class, please contact your department chair or school dean.

Liaison Program. There is one librarian that works with each Academic Department on campus to help with collection management, instruction, and other library questions. For more information about who to contact for your department, visit:
<http://wallawalla.libguides.com/liaison>.