Handbook for Contract Instructors

Revised August 2014
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Our Mission
Walla Walla University
Seventh-day Adventist Higher Education

Core Themes
We are 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 Instructors Recruitment and Appointment

Contract instructors 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 instructors, 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 “Contract Instructor Agreement,” or contract.

Job Description

Contract instructors are directly responsible for the complete educational process related to the course(s) they teach. The immediate supervisors are the department chairs or deans. It is expected that contract instructors 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 instructors for specific arrangements, including keys, supplies, computer access and copier and printing needs.
The contract instructor is expected to:

1. Fill out an online faculty employment application, attach a CV/Resume.
2. Request official transcripts for your highest degree completed to Academic Administration either have emailed to cheri.wolcott@wallawalla.edu or mailed to 204 S. College Ave., College Place, WA 99324.
3. Teach all scheduled classes agreed upon by the instructor, 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. Follow the syllabus guidelines include all required policies. See Appendix A.
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. Class should meet on the day and time assigned.
9. Schedule office hours as requested by chair/dean.
10. In the event of necessary absence from a class appointment, please notify the department chair/school dean or the associate academic vice president in advance.
11. 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.)
12. Comply with all academic policies as published in this handbook and in the academic bulletin.
13. Require that each student be registered before he/she can be admitted to class after the 4th day of the quarter.
14. Foster excellence in student scholarship.
15. Administer the prescribed student evaluations of teaching for each course taught.
16. Administer final examinations according to the published schedule, during finals week.
17. Submit scholastic progress reports and grades as required.
18. Notify the department chair/school dean in advance of special needs for teaching supplies and equipment.
19. When appropriate, 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. Also when appropriate, turn off lights and equipment before leaving.
20. Maintain instructor professionalism in comportment and dress, and student professionalism in classroom management and requiring civility.
21. Access and read wallawalla.edu email.
22. Respect the religious belief and traditions represented by the university.

Remuneration

The contract instructor’s pay (or remuneration) is based on his/her highest academic degree and the number of credits of the course being taught.
Student Evaluation of Contract Instructors

Contract instructors **must** have each class they teach evaluated each quarter. Evaluations are conducted online through CampusLabs and directions will be emailed to you. A summary report can be accessed by you to assist you in professional growth. The report also goes to the department chair/school dean and Academic Administration. 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 credit hours, one quarter credit hour normally representing one 50-minute class meeting per week or three hours of laboratory work per week. Thus, a three-credit class would meet three times each week for 50 minutes each time. For each credit 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](#).

**Week of Worship**

There is one Week of Worship on campus during Autumn and Winter quarters, 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 instructors 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. The ID card also provides access to library materials A WWU ID card is issued by the Records Office.
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 (DSS) Office in the Student Development 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 instructor 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 instructor 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. Reports are available electronically to the student, the adviser(s), mentor, vice president for student life and mission, and the residence hall dean.

Student Development Center

The Student Development 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 instructor, at latest, by three weeks before the close of the following term (excluding summer session for undergraduates). The instructor may set an earlier deadline. Extension requests, if necessary, are to be submitted to the Associate Vice President for Academic Administration.

Domestic Student Travel 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 per 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 instructors:

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 instructor have reason to change a grade.

In order to request a change of grade, a Change of Grade Request form must be obtained, 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.

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 instructors 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 in our policy. Discrimination or harassment in any form that is prohibited by law or university policy will not be tolerated.

See the Discrimination and Harassment Policy and Procedure along with other related resources, including a training program. Contract instructors are required to complete online harassment training for faculty as a condition of employment.
Copyright Issues

WWU’s Copyright Policies may be viewed in the Governance Handbook, Appendix J.

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, instructors and administrators will follow this procedure:
   A. An instructor with reasonable evidence of a violation will talk privately with the student.
   B. If after the conference the instructor is convinced that a violation occurred, the instructor will consult with the department chair/school dean on the evidence and the action to be taken.
   C. After consultation, the instructor may assign the student a failing grade for the assignment and/or for the class.
   D. If any action is taken, the instructor 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 instructor 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 instructor, department chair, or school dean may recommend appropriate action to the Academic Standards Committee (Graduate Council for graduate students).

Family Education Rights and Privacy Act (FERPA)

In accordance with the Family Educational Rights and Privacy Act, Walla Walla University has adopted FERPA policies and procedures to protect the privacy of education records.
The WWU Libraries consist of Peterson Memorial Library on the College Place campus as well as branches at the Portland School of Nursing and the Masters in Social Work campuses in Billings and Missoula, Montana. From here, you may access Research Central (the library’s online catalog and Summit Borrowing), full-text databases, electronic reference resources, and much more.

**Information Literacy (Library Instruction)**

Recent studies indicate that students who make use of library resources and services have higher GPA’s. Help your students improve theirs through classroom partnerships. 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 for your campus. (CP -2153, Portland – 2330x17306, Missoula – 406-829-1495, and Billings – 2745).

**Course Bibliographies**

Are you providing your students with a bibliography of books and/or articles you would like them to read? If so, please make sure the items are available in the university libraries’ collection by checking Research Central. For journal articles, please check Full Text Finder (formerly A to Z Full Text Finder), located under the Databases tab on the WWU Libraries’ home page. Should your syllabus include a list of professional journals you wish your students to use, Full Text Finder will also indicate if the libraries own or provide access to the periodical.

**Article Linking**

Faculty can link directly from individual full-text articles in Academic Search Premier, ERIC, ProQuest and other databases to their web pages or D2L courses. This is a great option for outside or required reading assignments. For more information, contact a CLEAR (Center for Library Education and Research) Librarian (2169) at Peterson Memorial Library.

**Reserves**

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

Faculty may temporarily place library materials or items from their personal library on short loan periods (i.e. Reserve). There are several loan period options available ranging from an hour to multiple days.

Please plan ahead when using this service as it takes up to a week for us to completely process reserve items. Contact the Public Services and Resource Sharing Manager at 2191 for additional information.

**Liaison Program**

One faculty librarian is assigned to each Academic Department on campus to help with collection management, information literacy instruction, and other library questions. For more information about who to contact for your department, click here. Liaisons are each responsible for several departments.
**Web Page Service**
CLEAR 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. See examples on our *LibGuides website*. Please call 2153 or your liaison librarian at least four weeks in advance of the date needed.

**Materials Checkout**
The faculty loan period for items in the libraries’ main collections is three months, or the end of Spring Quarter, whichever occurs first. Before the end of Spring Quarter, faculty members will receive a final list of all materials on loan to them. *All items on this list must be physically returned to the library.* Items not renewed or returned by the start of Summer Quarter may be charged against a faculty member’s account. A discussion of fees associated with the Walla Walla University libraries is included in the university’s *Financial Bulletin*.

**Summit Borrowing**
Summit borrowing, made available through membership in the Orbis Cascade Alliance, offers direct access to over 28 million items, including books, eBooks, sound recordings, and films, held by libraries at 38 other universities and colleges located in Washington, Oregon, and Idaho. Faculty may request Summit items after signing in to *Research Central*. To search Summit directly, use the drop-down menu to change from “WWU & Summit” to “Summit (NW Libraries)” before searching and then use the “Availability and Request Options” tab to request an item. Materials are typically delivered within 5 to 7 business days. Books borrowed through Summit are on loan for six weeks. At present, periodical article borrowing is not included.

Contract instructors 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 (see below).

**Interlibrary Loan/Document Delivery**
For access to resources, especially periodical articles, which are not available at Peterson Memorial Library or through Summit, use ILL/Document Delivery. The Interlibrary Loan (ILL) forms are available through the Interlibrary Loan link on the library’s home page. Additionally, databases such as *Academic Search Premier* allow you to make requests directly from an article citation.

**Book Purchasing**
Please contact your department chair or school dean for approval before requesting the libraries’ purchase specific materials (books, eBooks, DVDs, periodicals, etc.)