



**DEPARTMENT OF
COMMUNICATION**

**PART-TIME FACULTY
MANUAL**

Revised January, 2009

Welcome to the Department of Communication! We're happy to have you with us. Deb Yiannaki and I put together this manual to help you familiarize yourself with University and Department policies, benefits, and resources. It includes and updates important information from the Youngstown State University Part-Time Faculty Manual (2000) as well as information and policies specific to the Department of Communication.

*An electronic version of this manual, along with additional information about our department can be viewed at **communication.ysu.edu**.*

I hope you feel at home here. Please let us know what we can do to make your time with us more efficient and enjoyable.

Cheers,

A handwritten signature in black ink, appearing to read 'Cary Horvath', with a long horizontal flourish extending to the right.

Cary Horvath, Chair

Thank you to Ian Jobes and Joe Mamounis for help in formatting and printing this manual.

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Definitions

A part-time faculty member is an individual under contract to the University during an academic semester to teach a specific load that is less than the normal teaching load for a full-service faculty member. A Department Chairperson is the administrative head of an academic department. An Academic Dean is the administrative head of a school or college, and as such is the appointing authority for part-time faculty, subject to review by the Provost for Academic Administration for conformity with University Regulations and guidelines for budget administration.

Ethics Statement

The Ohio Ethics Commission has issued an interpretation of Section 2941.42 of the Ohio Criminal Code extending the law that prohibits public employees from issuing “public contracts,” including employment contracts, to family members or business associates, even if the public official will not derive a direct benefit to University faculty and employees. Department Chairpersons, Deans, or Provosts may not sign a contract of employment for a relative.

SECTION 1: Hiring and Recruitment Procedures**1a. Recruitment**

Affirmative Action: In its statement of Mission and Goals, the University espouses the principles of equal opportunity, affirmative action, and broad access to education.

Opening itself to a diversity of people and ideas is not simply a guiding principle for the University. Such opening is a fundamental part of the communication of the University to excellence and to the diversity that characterizes excellence in education. This commitment calls the University to promote ethnic, gender, and academic diversity through the recruitment of faculty representative

- Media Services**(classroom Equipment).....x3350
Cushwa Hall, lower level, B097

- Payroll**.....x1470
Jones Hall, Room 2032

- Reading and Study Skills Lab**x3099
Maag Library, Lower Level, Room 154
<http://www.as.ysu.edu/~writing/read.htm>

- Student Disability Services**x1372
Wick House
<http://www.ysu.edu/services/disabilityservices/>

- Tech Desk (Computer Services)**.....x1595
Maag Library, 4th Floor
<http://helpdesk.ysu.edu/index.htm>

- Writing Center**x3055
Maag Library, Lower Level, Room 171
http://www.as.ysu.edu/~english/wc/Writing_Center_Homepage.htm

of all populations, including those who have not traditionally come to Youngstown State University.

The following procedure is designed to complement the determination of Youngstown State University to fill positions with well-qualified individuals. The procedure, intended to assist the University in recruiting a diverse faculty, will be followed in seeking to fill all faculty positions.

Recruitment Plan: Each college and/or department should provide a recruitment plan to insure an adequately diversified and qualified pool of applicants. * In addition to departmental advertisements and postings deemed appropriate, positions will be posted in the Office of Human Resources. Periodically the Provost will place a focused advertisement to notify the public in the surrounding Youngstown area of how to apply for part-time teaching at the University.

*Deans and Director of Affirmative Action will periodically review the pool of part-time faculty of departments to determine adequacy and compliance with University policies.

1b. Appointment Procedure

Applications for Part-Time Positions: Persons who are interested in teaching as part-time faculty should indicate their interest to the Chairperson of the department in which they wish to teach, providing the Chairperson with a letter of application, a current resume (including names and addresses of references), and official copies of academic transcripts reflecting credentials for the teaching position sought. The Part-Time Faculty Application is located on the YSU Website under Employment at YSU and must be completed and submitted to the department.

Minimum qualifications for most positions are a Master’s Degree in a relevant field and relevant experience in the field and/or classroom. Exceptions would have to be approved by the Dean. Communication Studies requires the Master’s Degree as minimum qualification for part-time faculty appointments.

Review of part-time applicants’ documents will be

done by a departmental committee, who will identify qualified individuals and serve as an interview committee. Candidates deemed qualified by education, experience, and knowledge of appropriate instructional skills will be interviewed. Applicants must be approved by the Chair and the Dean before receiving the teaching assignment.

Appointment: The appointment of a part-time faculty member is initiated by the department chairperson (except in the case of spouse and relative), who consults with the individual to be appointed and confirms his or her availability for the teaching schedule desired. The chairperson prepares a contract, secures the signature of the prospective part-time faculty member, signs the contract to formalize the recommendation, and forwards it through the proper University channels. Contracts are processed at the departmental level in accordance with deadlines established by the Provost's office, generally in the eighth week of the semester proceeding the semester in which the teaching is to occur.

The Appointment is contingent upon producing documents within three working days after the effective date of appointment which establish identity and eligibility to be employed in the United States in accordance with the Immigration Reform and Control Act of 1986 (I-9 form).

Contract: The contract specifies the courses to be taught, the number of Workload Hours to be taught, the rate of pay, and the total gross salary to be paid. Pay is based upon an hourly rate for each Workload Hour, with different rates for individuals holding a bachelor's degree (\$650/WH), a master's degree (\$800/WH), or doctoral degree (\$1,050/WH). (The Juris Doctor or Bachelor of Laws degree is considered a master's degree for purpose of pay.)

Limits on Teaching: Part-time faculty may teach no more than six (6) Workload Hours in a given semester, and no more than twelve (12) Workload Hours in a given Academic year. The Provost is authorized to waive this limitation in rare and unusual circumstances. The employment of a part-time faculty member for a term in no way assures, im-

APPENDIX A – RESOURCES

-Campus Emergency	911
-Career and Counseling Services	x3515
Jones Hall, Room 1034	
http://www.yzu.edu/career-services/	
-Center for Student Progress	x3538
Kilcawley Center, West	
http://cc.yzu.edu/csp/	
-Comdoc Copy Services	x3690
Kilcawley Center, 1st floor	
-Health Services	x3489
Kilcawley Center, First Floor	
http://cc.yzu.edu/student-services/health/index.shtml	
-Human Resources	x3122
Jones Hall, Room 3025	
-Mathematics Assistance Center	x3274
Cushwa Hall, Room 3090	
http://www.as.yzu.edu/~math/student20_services_mac.htm	
-William F. Maag Library	x3675
http://www.maag.yzu.edu/	

4e. Security: Unless the next instructor is physically in the classroom, it is imperative that faculty secure/lock classrooms and equipment before leaving. The same rule applies to powering-down all equipment and lights.

Faculty are expected to attend any classroom safety workshops offered by the department.

4f. Student Rights and Responsibilities: All faculty are to read and understand students' rights to privacy, as protected by the Family Educational Rights and Privacy Act (FERPA). See Appendix D for FERPA guidelines.

Faculty should also familiarize themselves with students' rights and responsibilities, as explained by the Code of Student's Right, Responsibilities, and Conduct (<http://www.ysu.edu/thecode.pdf>).

If faculty encounter a student who is experiencing psychological problems, family problems, adjustment problems, or has other common concerns, they may refer the student to the Career and Counseling Center 330-941-3515. If a student's aggressive behavior may harm himself or others call YSU Police 330-941-3527 or 911, immediately. If possible, refer the student to the Code of Student's Rights, Responsibilities, and Conduct, and warn the student that you may notify the Disciplinary Board regarding their inappropriate behavior. Call 911 or YSU Police if a student experiences a serious medical problem, and needs assistance. An Escort Service is available for on campus assistance at 330-941-1515, and the student Ombudsman is Jack Fahey who can be reached at 330-941-3571. For more information on Counseling Services see Appendix E.

plies or obligates the University to continue employment for that individual on any basis. The chairperson should secure grade books and unreturned student work received from part-time faculty not returning the following term (see "graded work").

1c. Reappointment Procedures

Evaluation: Part-time faculty are evaluated by students during Fall and Spring semesters. In addition to University-wide student evaluations, the Department Chairperson and/or other department faculty should evaluate the teaching of part-time faculty according to departmentally established guidelines. Good personnel assessment procedures and practices should be followed, including sharing the assessments with the faculty member. Evaluation records are to be kept in the individual's part-time faculty file. All department chairpersons will keep a file of qualified part-time applicants in addition to the files of active part-time teachers.

Professional Development: Each department encourages appropriate professional development opportunities for part-time faculty, including department and University Faculty Development workshops and attendance at state and local meetings. Review of professional development will be part of assessment done by the Chairperson.

SECTION 2: Obligations

2a. Use of the Portal: Part-time faculty must have a user name and password in order to access the YSU Portal and Banner Self Service. These can be obtained by calling the Tech Desk at (330)941-1595. Banner Self Service must be used to access class rosters and to assign final grades. If assistance using Banner Self Service is needed, please contact your department chair or secretary/administrative assistant.

2b. Attendance: Each part-time faculty member is required to teach **each class session** as scheduled, for the entire class period. Any absence from class is to be reported to the De-

partment Chairperson as early as possible to permit alternate arrangements and/or advising students that the faculty member will not be able to meet the class. Call extension 3631 to report any absence from class. Your syllabus *must* state that students will be notified through Cue Mail if class is cancelled unexpectedly.

2c. Syllabus: Each part-time faculty member must prepare for distribution to the students in each course a syllabus, or course outline, which includes information about required texts, assignments, attendance policy, class cancellation policy, and the manner in which the grade for the course is to be determined. Exceptions to this rule are made in the case of standardized syllabi (e.g. COMST 1545). A copy of the syllabus must be presented to the Department Chairperson before its distribution to the students. (See Appendix B for syllabus guidelines in the Department of Communication.) Students are to be given the syllabus no later than the end of the first week of the semester. Secretarial assistance is provided by the department in the preparation of syllabi and other classroom materials.

2d. Consultation with Students: Part-time faculty must be available to meet with the students during the semester to review their work in the course and to explain grades awarded. The amount of time needed and required for the purpose varies among different departments; the part-time faculty member should consult the Chairperson on this matter. However in no case should scheduled consultation periods be less than one hour per week. Communication Studies requires that one regular office hour be held for each 3 SH course taught.

2e. Evaluation: Part-time faculty are evaluated by students during the Fall and Spring semesters. They should consult with their Chairperson for details about the administration of and particular form of the current Student Evaluation Instrument. (See Appendix C for the current instrument used.)

2f. Graded Work: Each student is to receive at least one

ulty are entitled to use the resources of Maag Library and the recreational facilities in Beeghly Physical Education Center and Stambaugh Stadium. A valid ID card is required to check out books, and also required to use the recreational facilities after the membership fee has been paid.

SECTION 4: Miscellaneous Departmental Policies and Procedures

4a. Photocopies: Department does not photocopy documents, including syllabi, for COMST 1545. We recommend that for all courses, part-time faculty post documents to Web CT where possible. COMST 1545 instructors should post documents to Web Com.

4b. Roster Omissions: Refrain from letting any student “sit-in” on a class if that student is not on your roster. Frequently compare student attendance with your roster and inform students of any discrepancies. It is important to print fresh rosters periodically, as students add and drop courses. Rosters are accessed through Banner Self Service.

4c. Overrides: An override will not be issued to a student to join a class if it exceeds the course or room limit. Exceptions to this policy are made in unusual circumstances in consult with the course director.

4d. Part-time Faculty Office: The CMST part-time office is located in MAAG Library, basement, Rm. 139, Extension 2051. The TCOM part-time office is located in Bliss Hall Rm. 2023, Extension 7247. Keys to the part-time faculty office are issued and returned each semester. Office resources such as phone, computer, printer, paper, DVDs, etc., should be used for teaching (not for personal use). Part-time faculty should hold office hours in the part-time faculty office, if possible. Locked mailboxes are located adjacent to the Department of Communication Office, Bliss Hall, Rm. 2000. Keys for these are passed out at the beginning and returned at the end of each semester.

hours as the equivalent of a full load for the year; thus an individual who teaches 12 Semester Workload Hours during a year is credited with one-half, or .5 years of service credit.

Retirement Age and Retirement Benefits: Under Ohio and Federal law there currently is no mandatory retirement age for part-time faculty. Individuals are vested for retirement purposes with STRS when they complete the equivalent of five years of service credit, as defined above, and reach age 60. One is vested for purposes of disability retirement with the completion of five years of service and for purposes of survivor benefits with the completion of 1.5 years of service. Various brochures from STRS are available in the office of the Director of Payroll and Fringe Benefits.

3e. Discounts: Part-time faculty receive a discount of 20% on all purchases of \$5.00 or more at the University Bookstore; a valid ID card must be presented at the time of purchase. Part-time faculty also receives discounts on purchase of tickets to University Athletic events and University Theater. The Athletic Business Office is located in Stambaugh Stadium and the University Theater in Bliss Hall.

3f. ID Cards: Part-time faculty should secure ID Cards from the Office of the Registrar on the 2nd Floor of Meshel Hall by presenting a copy of an executed part-time contract. Because the ID card includes a photograph it is necessary to report to the Registrar's Office in person. Validation stickers confirming validity of the ID card though the end of the semester are distributed by the Executive Director of Human Resources to Payroll, who distributes the stickers to faculty with a copy of their contract.

3g. Library and Recreational Facilities: Part-time fac-

piece of graded work (a test, essay, etc.) before the end of the sixth week of the semester. Any student work that is not returned to the student (e.g., a final examination) is to be retained by the instructor for one semester following completion of the course. Grade books and unreturned student work should be given to the chairperson when part-time faculty are not returning the following semester.

2g. Final exams: Classes are to meet during the scheduled final exam period, and final exams are to be given only during the final exam time scheduled for each course.

2h. Submission of Final Grades: Final grades must be submitted online using the Banner Self Service within forty-eight hours after the scheduled final examination. The grade system utilized is described in the University's *Undergraduate Bulletin*. All students on the final grade roster *must* receive a grade.

A grade of *Incomplete* may only be given to a student after the last day to withdraw, who has been doing satisfactory work in a course, but for reasons beyond his or her control and seen as justifiable by the instructor, had not completed all the requirements for the course. An *Explanation of Incomplete Grade Form* must be completed for each *Incomplete* grade assigned. These forms may be obtained from the department secretary/administrative assistant.

SECTION 3: Benefits

3a. Paydays: Part-time faculty are paid for Fall and Spring in 8 semi-monthly increments. Pay dates are at the fifteenth and last day of each month. Faculty members are paid by direct deposit and may access the Employee link on Banner Self Service to view information about payments made by the University.

3b. Fee Remission: Part-time faculty who teach two or more Workload Hours in a given semester at the University receive remission of one-half of the instructional fee for up to

six(6) semester hours of credit. This means that the maximum fee remission in any semester is the equivalent of three credit hours, or one-half of six, regardless of the number of hours taught during the year. Maximum benefit per academic year: 9 instructional hours. Benefit credit hours may be used within the semester earned or the ensuing semester within the same academic year, including summer. The Office of Financial Aid and Scholarships administers this program (see Board of Trustees Policy 7015.01).

Examples:

<u>Semester</u>	<u>Hrs. Taught</u>	<u>Fee Remission</u>
Fall	6	3
Spring	6	3
Benefit: hours that may be used during academic year		6

<u>Semester</u>	<u>Hrs. Taught</u>	<u>Fee Remission</u>
Fall	3	1.5
Spring	6	3
Benefit: hours that may be used during academic year		4.5

<u>Semester</u>	<u>Hrs. Taught</u>	<u>Fee Remission</u>
Fall	9	3*
Spring	6	3
Benefit: hours that may be used during academic year		6

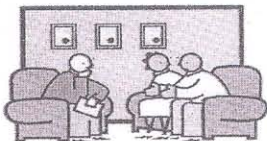
(*Benefit may not exceed ½ of six (6) instructional hours worked per term i.e., 3)

3c. Parking: Part-time faculty are given a parking permit that entitles them to use University Parking facilities for any term they teach. To obtain a permit, apply through the Banner Self Service, once your contract has been processed, and choose the Personal Information link.

3d. Retirement: The University contributes an amount equal to 14% of salary to STRS on behalf of each part-time faculty member.

Retirement System: Part-time faculty are enrolled in the Ohio State Teachers Retirement System (STRS). Participation of each individual is funded by an “employer contribution” of 9.25% of pay. The University “picks up” the employee contribution by reducing the faculty member’s salary by 9.25% and then paying to STRS the employee contribution on his or her behalf. (The net effect to the “pick up” is to permit the individual to defer State and Federal tax liability on the amount of the employee contribution until such time as the employee contribution is withdrawn from STRS or the employee retires.) The faculty member’s service during any academic year is reported to STRS at the end of the year, based upon an assumption of 24 Semester workload

Career & Counseling Services provides professional assessment, counseling, consultation, and referral services to *Youngstown State University* students. To achieve this mission, our work is guided by adherence to professional codes of ethics and standards of practice. Services are confidential except as provided by Ohio Codes.



If the counselor is not in the office or if the office is closed, and you need immediate assistance for a mental health emergency, please call one of the emergency numbers listed below:

YSU Police: 330-941-3527
(If on Campus)

Help Hotline: 330-747-2696
(If off Campus)

Youngstown STATE UNIVERSITY

Office of Career & Counseling Services
Room 1034, Jones Hall
YOUNGSTOWN STATE UNIVERSITY
One University Plaza
Youngstown, Ohio 44555

330-941-3515
www.yсу.edu/career-services

Counseling Services



Office of Career & Counseling Services
Youngstown State University
Room 1034, Jones Hall
330-941-3515
Website: www.yсу.edu/career-services

Youngstown
STATE UNIVERSITY

Services

Professional assessment, short-term counseling, consultation, and referral services are provided to the campus community. Issues commonly presented at Counseling Services include:

- Depression
- Anxiety
- Relationship Problems
- Family Conflicts
- Low Self-Esteem
- School and Work Problems
- Eating Disorders
- Lack of Emotional Control
- Sexuality Concerns
- Loss and Grief Issues
- Coping with Illness

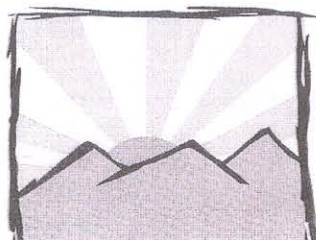
Appointments

Appointments can be arranged in person or by calling 330-941-3515, Monday through Friday between 8:00 am and 5:00 pm. The Office of Career & Counseling Services is located in Room 1034 of Jones Hall on the campus of *Youngstown State University*.

Keeping appointments is an important part of the counseling process. If you must miss a session, please call the Office of Career & Counseling Services at least 24 hours in advance to cancel or reschedule. Failure to keep three scheduled appointments will result in referral to outside agencies.

Confidentiality

Career & Counseling Services does not release information in counseling without the client's written authorization. Common exceptions to confidentiality include (as required by law) when the counselor determines that persons are at risk for child or elder abuse/neglect, suicide, or homicide.



Why Counseling?

Juggling life's responsibilities is a challenge that causes many people to feel anxious, confused, or overwhelmed. At *Youngstown State University*, the Office of Career & Counseling Services provides a comfortable environment in which to discuss problems and possible solutions.

Referral Guide

From time to time, faculty and staff may encounter students who experience psychological problems. Students may seek help in crisis situations, with adjustment problems, or for other common concerns. When students present problems beyond your abilities to help them, it is important to make a timely referral to the Career & Counseling Center. Please feel free to call Counseling Services or visit our website regarding any questions on how to refer.

A Word of Caution

Don't expect immediate results. Changing ways of thinking, feelings, behaviors, and learning new skills takes time. Patience and understanding are part of the helping process.

Call Career & Counseling Services at 330-941-3515 for assistance.