ADJUNCT FACULTY HANDBOOK

Academic Year 2022-2023

West Virginia University at Parkersburg

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Welcome:

Thank you for choosing West Virginia University at Parkersburg in which to use your time and talents. We know that high-quality teaching changes the world and it is our desire to change the world through dedicated professional and high-touch faculty who engage with our students.

We hope you have a wonderful semester or year of teaching with us. It is our goal to assist you with the tools and resources necessary to provide a student-centered learning environment for students who are eager to learn.

Please do not hesitate to call upon your academic dean or your program coordinator for any needed assistance. If I, or the college, can assist you in any way, please let me know. We are here to help you successfully teach and reach the students who come to change their lives through our institution.

Best regards,

David L. Lancaster, Ed. D.
Interim Vice President for Academic Affairs

GENERAL INFORMATION

Mission

West Virginia University at Parkersburg provides accessible, life-changing educational opportunities in a safe and supportive environment.

History

WVU at Parkersburg was founded in 1961 as the Parkersburg branch of West Virginia University. On July 1, 1971, it became Parkersburg Community College, the state's first comprehensive community college. The institution was renamed WVU Parkersburg and rejoined WVU as a regional campus in 1989. State legislation in 2008 created a statewide network of independently accredited community and technical colleges, and at this point, WVU Parkersburg became an independent institution while maintaining an affiliation with WVU A Guaranteed Admission agreement allows students to complete their initial one to two years at WVU Parkersburg before moving on to complete select four-year programs at WVU. In 1974, the college established it Jackson County Center in Ripley.

Governance

WVU at Parkersburg is under the jurisdiction of the West Virginia Community and Technical College System. WVU Parkersburg is governed locally by the WVU Parkersburg Board of Governors.

ADMINISTRATOR INFORMATION

Dr. Torie Jackson
Interim President
Office 1105, Phone: 304-424-8200
president@wvup.edu

Dr. David Lancaster
Interim Vice President for Academic Affairs
Office 1211, Phone: 304-424-8242
david.lancaster@wvup.edu

Alice Harris
Executive Vice President of Finance and
Administration
Office 1112, Phone: 304-424-8224
alice.harris@wvup.edu

Brady Whipkey
Vice President of Facilities/Chief of Staff to the President
Office 1105, Phone: 304-424-8200
brady.whipkey@wvup.edu

ADJUNCT FACULTY POLICIES & PROCEDURES

Attendance Verification Process
All students are required to attend class and all instructors should be taking attendance. Failure to adequately record attendance may result in an immediate (same semester) loss of a student's financial aid and possible withdrawal from class.

Payroll and Pay Periods for Adjunct Faculty
Payments are issued to adjunct faculty eight times during the fall and nine times during the spring semester, if all paperwork is received timely in the Human Resources Office.

Terms and Conditions for Adjunct Faculty
Faculty must have a signed contract and a completed semester supplement contract before commencing work each semester at the college.

- The cancellation of class may occur due to low enrollment, or the appointment of a class may be reassigned to a full-time faculty member before the first class meeting.

- Adjunct Faculty are responsible for holding class and final exams when scheduled and making arrangements through the division office when an absence is necessary.

- Time accumulated while employed on an adjunct faculty appointment does not affect any subsequent appointment to full-time faculty; it does not apply to any subsequent claim to tenure; and it does not affect any person's accumulation of full-time service to the institution or to the State of West Virginia.

- Adjunct contracts are normally paid on a salary basis and paid biweekly. On the rare occasion the appointment (contract will specify an hourly rate) is hourly, a time sheet will be required and turned into the Payroll Office on a biweekly basis. Blank forms are available in the division office and must be processed through the dean's office.

- Signed contract, new hire paperwork, employment application packet, resume and transcripts need to be in Human Resources prior to start date. Original transcripts must be sent directly to Human Resources shortly after offer of employment.

- Copies of course syllabi are expected to be filed with the division dean on or before the first week of classes.

Student Evaluation of Adjunct Faculty

Student evaluation of adjunct faculty is required as a component of the institution's performance appraisal process. All adjunct faculty will be evaluated in all classes.

(Answer Book Policy IV-7, which can be found at https://www.wvup.edu/about/policies-and-procedures/campus-procedures-guidelines/)

Division Dean Evaluation of Adjunct Faculty

The division dean will evaluate Adjunct faculty in consultation with program coordinators each year. Copies of the evaluation will be distributed and are expected to be signed and returned in a timely manner. (See Appendix for a copy of the evaluation form).

ACADEMIC DIVISION INFORMATION

DIVISION	ADMINISTRATIVE ASSOCIATE	COPIER CODE	DEAN	DEAN EMAIL
Arts and Sciences	Linda Dotson Humanities/Fine Arts/ Social Sciences 304.424.8253 Elizabeth Knick Math/Science 304.424.8299	10810	Dr. Jared Gump 304-424-8226	jared.gump@wvup.edu
Nursing and Health Sciences	Becky Ash 304.424.8300 Amy Richards 304.424.8000 ext. 611	2322	Kathy Frum 304-424-8326	kathy.frum@wvup.edu
Professional Studies	Lauriel Rader Business/Criminal Justice/ Communication & Media Studies 304.424.8289 Melissa Graham Education/Child Development/ Multidisciplinary Studies 304.424.8314	10210 10410	Dr. David Lancaster 304-424-8346	david.lancaster@wvup.edu
Workforce, Technical and Computer Information Science	Debi Lockhart 304.424.8365 Elizabeth Knick 304.424.8299		Michele Wilson 304-424-8355	michele.wilson@wvup.edu

WVU at PARKERSBURG COLLEGE POLICIES

Answer Book

The Answer Book is <u>the policy and procedures manual for the institution</u>. It contains information that is regularly updated and pertains to all applicable policies and procedures for the WVU at Parkersburg campus. The Answer Book can be accessed electronically at the following link: https://www.wvup.edu/about/policies-and-procedures/campus-procedures-guidelines/

The table of contents for the Answer Book is divided as follows:

1. Introduction I

2. Organizational Structure - III

3. Personnel - IV

4. Educational Programs - V

5. Student Services - VI

6. Administrative Services - VII

7. Miscellaneous - VIII

Course Syllabi

There is a Uniform Course Syllabus (UCS) for every course at the college. <u>Every course has standard required elements that must be included and kept in the syllabus.</u>

Generally, syllabi are organized in a standard way. To develop your teaching syllabus, it is generally a good idea to check the college website (www.wvup.edu) to determine if a uniform course syllabus exists for your course. The UCS is <u>not</u> the same as a teaching syllabus, but it will give the required objectives for the course, along with the topics to be studied and general assessment guidelines. A teaching syllabus contains most or all of the following sections:

- General course information, including the instructor's office hours and contact information.
- A course description
- Course objectives (which must include the departmental objectives)
- Evaluation criteria and grading policy
- Expectations (for the student, but may include a statement of faculty responsibilities for the course). If you have specific policies, such as no cell phones, they must be stated in the syllabus.
- Absence policy
- Additional required standard college information:
- Social Justice/disabilities statement (Suggested language below to include in syllabus)
  - *West Virginia University at Parkersburg is committed to social justice. I concur with that commitment and expect to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. Our College does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin. If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please make appropriate arrangements with Disability Services (304-424-8378).*
- Safety/evacuation statement (recommended). Suggested language:
  - *Emergency Evacuation - Upon activation of the building fire alarm, all building occupants must exit the building to a position of safety away from the building. If you will require assistance during an emergency evacuation, please contact the instructor so that arrangements can be made in advance. All students are encouraged to familiarize themselves with the locations of emergency exits. Information concerning emergency exits is posted in the classrooms.*

- If students have concerns or issues with faculty, see: https://www.wvup.edu/wp-content/uploads/2018/04/VI-3-STUDENT-CONCERNS.pdf

- Common requirements for additional syllabi information can be found at https://www.wvup.edu/wp-content/uploads/2020/05/Additions-to-Syllabi-202101.pdf

- Finally, it is a good idea to have at least the beginning of the course outlined for the students, along with major exam dates and grading procedures.

Final Examinations

During the final week of each academic semester, <u>All</u> courses shall meet for one 2-hour period at the date and time listed in the published syllabus. This period should be used for examination or any other appropriate activity designed to advance the student's education. If an instructor requires a written report or take-home examination in place of a final examination, it shall not be due before the final examination period scheduled for that course. Exceptions may be approved by the division dean upon written request by a faculty member. Whatever culminating activity is deemed appropriate by the instructor, it should not be scheduled at any time other than the date and hour listed in the syllabus. Any deviation from the due date of the culminating activity and/or final exam must be <u>approved in advance and in writing</u> by the division dean.

Course Policies

Attendance Verification Process
All students are required to attend class and all instructors should be taking attendance. Failure to adequately record attendance may result in an immediate (same semester) loss of a student's financial aid and possible withdrawal from class.

Class Admittance
West Virginia law requires that students' tuition be paid before they may attend class. A name on a class roster indicates that the student is officially registered and entitled to attend class.

Students whose names are not on your roster are not allowed to remain in your class. Students who believe they are registered but are not on your roster must go to the Record's Office, located in the Center for Student Services, to resolve the issue and return with the required authorization to remain in class.

Mid Term Grades
The Records Office will email the procedure to use for submission of midterm grades. All midterm grades must be submitted by the stated date and time via OLSIS (see next page for OLSIS information). Mid-term grades must be submitted for *ALL* students. All faculty are required to use Blackboard to record all grades.

Final Grades
The Records Office will email the procedure to use for submission of final grades. All final grades must be submitted by the stated date and time via OLSIS (see next page for OLSIS information). All faculty are required to use Blackboard to record all grades.

Incomplete Grades
The form to grant a grade of "Incomplete" is available in the Center for Student Services or the JCC Office. The signed form must be submitted to the Center for Student Services. The use of "Incomplete" is intended for extenuating circumstances and should be used on a very limited basis.

Grade Appeals
Students have the right to appeal final course grades that they believe reflect capricious or arbitrary academic evaluation. The grade appealed remains in effect until the appeal procedure is completed, or the problem is resolved. See Answer Book Policy D-47, Student Rights and Responsibilities at https://www.wvup.edu/wp-content/uploads/2018/03/D-47_Student_Academic_Rights_Responsibilities_1.pdf

Academic Early Alert
The Academic Early Alert/Intervention form can be found at the bottom of the forms page at https://www.wvup.edu/faculty-staff/forms/. This form should be submitted at the earliest indication a student is having difficulty in the classroom.

Academic Integrity
Faculty, students, and administrators share the responsibility to maintain the academic integrity of the college. It is essential that grades measure the achievement of the individual student. Academic dishonesty includes the following: plagiarism; cheating and dishonest practices in connection with examinations, papers and projects; and forgery, misrepresentation, and fraud. Cheating and plagiarism are not acceptable at all levels of college life. Review Board of Governors Policy D-46 Code of Student Conduct at https://www.wvup.edu/wp-content/uploads/2018/03/D-46-Code-of-Student-Conduct.pdf

Confidentiality and Student Records
The Family Education Rights and Privacy Act (commonly referred to as FERPA) ensures that a student's educational record will be treated as confidential. Within the West Virginia University at Parkersburg community, only those members (individually or collectively) acting in the student's educational interest are allowed access to student educational records.

Students, regardless of their age are protected under FERPA. Therefore, even parents of dependent students under the age of 18, must secure permission to view or have information released to them about their student.

The full text of the Policy can be found at Answer Book Policy VI-13 available at https://www.wvup.edu/wp-content/uploads/2018/04/VI-13-STUDENT-INFO-PRIVACY-ACT.pdf

WVU Parkersburg OLSIS for Faculty

Faculty OLSIS (On-Line Student Information System) is the WVU Parkersburg online student information system.   To set up your OLSIS account, follow these instructions:

From the college website www.wvup.edu, click on the Faculty OLSIS icon at the bottom of the page and follow instructions.

- Click on WVUP Faculty OLSIS Login to system.
- Type your WVUP ID in the User ID field. Type your personal identification number in the PIN field. Your initial PIN is your birth date in <u>six</u> digits. If you need any help, call the Center for Student Services (ext. 310).
- At your first login to the system, you will be required to change your PIN. It must be <u>a</u> minimum of six digits, and should contain both numbers and letters to keep others from guessing it. REMEMBER Your PIN protects your access.
- When you change your PIN, you will also be required to enter a security question and answer. Again, make this something that you will remember, but no one else is likely to know.
- When you first use the system, you will be required to read and accept the Conditions of Usage. Just follow the instructions.

Once you are in the system, explore the options that are available to you and become familiar with the system. When you are finished, be sure to exit and close the browser.

WVU at PARKERSBURG SUPPORT INFORMATION

Adjunct Faculty Resource Area – Room 0113
An Adjunct Faculty Resource Area is available on each campus for your use. The room is equipped with computers, printer and other instructional technologies.
The Jackson County Campus Adjunct Resource Area is in Room 203. If you need supplies, assistance, or access to these facilities, please contact the Academic and Student Affairs Office or the JCC Administrative Office.

Cafeteria – Room 1538
The cafeteria is open from 7:30 a.m. to 2:00 p.m. Monday through Friday.

Canceling Classes
It is not the prerogative of individual faculty members to cancel their classes because of inclement weather or to reduce the number of scheduled class hours for other reasons. The President, in cooperation with the Vice Presidents, will make such decisions. If a faculty member cannot meet a scheduled class because of weather conditions, he/she is to notify his/her division dean as much time in advance of the class as possible. For further information, see Answer Book Policy #VIII-2, https://www.wvup.edu/wp-content/uploads/2018/04/VIII-2CLOSING-3.pdf.

Library – Room 1332
Library services are provided to aid in classroom instruction, individual investigation, and research on the Parkersburg campus. Books and other resources are selected to meet the academic needs of the various instructional divisions and the general informational and recreational interest of the college community. Interlibrary loan service is available through the library.

Contact Kim Hitt or John Myers at 304-424-8260 for additional information. For faculty members, the loan period for most books is one semester. Materials may be recalled if another user needs them. Faculty members may apply for a borrower's card at the circulation desk. For more information, see the Appendix.

Center for Instructional Innovation
Prior the first day of class, all new adjunct faculty are required to complete training for the use of Blackboard for teaching purposes.

Help Desk
IT will assign email addresses to all new adjunct faculty. The assignment of a Google Mail (Gmail) email address will occur after new adjunct faculty information is provided by the Human Resources Office.

The IT Help Desk offers assistance with email, OLSIS, and Blackboard account login problems. Contact the IT Help Desk at 304.424.8215 or click on Contact IT Support at the bottom of the WVUP webpage.

Safety and Security – Room 1405
In case of an emergency in the classroom, contact the Campus Security Office by pushing the emergency call button (Bogen) in the classroom. Outside the classroom, emergencies should be reported to the Campus Security Office at 304-424-8235 or cellphone 304-834-7383.

WVU Parkersburg is committed to ensuring a safe and healthy learning and work environment on campus. A comprehensive Safety Plan is in place to coordinate immediate response to any threat to the campus environment. Faculty are responsible for being familiar with the college's Safety Plan located at: https://www.wvup.edu/current-students/safety-security/. The document provides detailed information regarding responses to various campus emergencies and the appropriate procedures to follow.

Plagiarism
In an effort to provide integrity in student learning and rigor in scholarly writing, free software is available for you to check citation accuracy of students' work and your own scholarly writing. You can navigate to the page by using the following path: https://www.wvup.edu/current-students/services/tutoring-center/subject-area-assistance-links/, Plagiarism Checker.

Professional Advising Center (PAC) – Room 1332
Full-time professional advisors are on duty Monday through Friday on the main campus. The PAC is open from 8:00 a.m. to 4:00 p.m. Monday through Friday. (Additional hours during Peak Advising)

Center for Student Services – Room 1107
The Center for Student Services includes the offices of Records, Admissions, and Financial Aid. The Center for Student Services is open from 8:00 a.m. to 4:00 p.m. Monday through Friday. (Additional hours during Peak Advising)

Tutoring and Testing Center – Room 1332
The Tutoring Center provides free tutorial assistance for students. Students can be tutored in all subjects. Drop-in service is available daily and students can receive two hours of tutoring per week. The Tutoring Center is open from 8:00 a.m. to 6:00 p.m. Monday through Thursday when classes are in session and 8:00 a.m. to 4:00 p.m. on Friday. Evening sessions are also available. Contact the Center for more information at 304-424-8295.

Veteran's Resource Center – Room 1532
This office coordinates the services for individuals using and/or having questions concerning Veteran's benefits. The Coordinator for Veteran's Affairs may be contacted at 304-424-8337.

WVU Parkersburg Web Site
For further information including academic courses, schedules, calendars, policies and procedures, please check our web site: www.wvup.edu

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action institution. WVU at Parkersburg does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin in the administration of any of its educational programs, activities, or with respect to admission or employment. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation under the WVU at Parkersburg Equal Opportunity/Affirmative Action Plan. Inquiries regarding Equal Opportunity/Affirmative Action, Section 504, or Title IX may be directed to Human Resources, 304-424-8290.

APPENDIX

WEST VIRGINIA UNIVERSITY AT PARKERSBURG
Adjunct Faculty
Employment Terms and Conditions

Dear

This Notice, which must be signed and returned within ten (10) working days, is to provide important information to potential part-time faculty members of West Virginia University at Parkersburg regarding instructional expectations and potential salary information. It does not imply immediate or future employment without a fully executed contract per term.

To ensure that you understand your rights, roles, and responsibilities in the academic community of WVU at Parkersburg, please review the information below. We look forward to working with you to create a first-class institution.

Employee:		**Division:**
Rank: ADJUNCT (Part-time)		**FTE**: NA
Start Date:	**End Date:**	**SALARY:** SEE BELOW
Adjunct faculty are required to sign a Contract each term to begin official employment		
EBO: WVU Parkersburg	**Benefits Eligible:** NO	
Work Location: ☐Main ☐JCC ☐Other	**Employee Status**: Part-time Temporary by term	

ADJUNCT FACULTY COMPENSATION PER CREDIT HOUR			
Associates $480	**Bachelors** $550	**Masters** $600	**Doctorate** $630
Clinical Nursing Faculty, Laboratory Course Instructors, and Adjuncts providing Supervision of Student Teachers	Refer to Answer Book Title: #IV-16A. III, Adjunct and Supplemental Employment of Instructional Personnel, or discuss with the department chair.		

ROLES AND RESPONSIBILITIES	
Course Development	Adjuncts are expected to prepare their own courses and are not compensated for course development. Adjuncts are expected to use the Blackboard Learning Management system.
Faculty Load Requirements	Classes are assigned, changed, and modified based on division need.
Office/Campus Hours	Adjuncts are expected to arrive 15 minutes before classes start and be prepared to remain 15 minutes after to assist students as needed.
Class Cancellations	Courses are sometimes cancelled due to low enrollment or other factors on short notice. Adjuncts are not paid for classes that do not run or are re-assigned.
Uniform Course Syllabi	Adjunct faculty are expected to use the Uniform Course syllabi and to adhere to all college policies and procedures.
Teaching Assignments	Classes and times are assigned at the prerogative of the institution to achieve the greatest possible enrollment and student success. Teaching assignments may be changed on short notice due to institutional factors.
Course Duration and Scope	Adjunct Faculty are required to hold class when scheduled (times/days) and make arrangements in advance through division offices for all absences.
Professionalism	All adjuncts are expected to exhibit high standards of professionalism and ethics.
Training	Adjuncts are required to complete training every year with the Center for Instructional Innovation and may be invited to participate in any college training without additional pay.
Start of Employment	No adjunct faculty member should commence employment until they have a fully executed contract.
Grades, Attendance, and Other Reports	Faculty are required to submit grades and/or other required reports by the established deadline each semester.
Other Expectations/Conditions	None unless noted here:

I hereby indicate my understanding of Terms and Conditions of Employment and agree to abide by and be subject to all its specified terms, conditions, roles, and responsibilities.

_____   _____
Faculty Member Signature   Date

_____   _____
Department Dean or Designee Signature   Date

ADDITIONS TO COURSE SYLLABI

For information pertaining to course syllabi and additions to the syllabi, use the following link:
http://www.wvup.edu/academics/office-of-academic-affairs/additions-syllabi/

Faculty must report class attendance in order for students to receive financial aid for the specific classes of enrollment for the current semester. If students do not attend per class attendance policies, they risk losing financial aid for this specific course.

Tutoring Center
The Tutoring Center is located in room 1332 and services are offered to students free of charge, Monday through Thursday. Peer tutoring is open for scheduled and group sessions as well as unscheduled drop-in sessions. Students can visit the Tutoring Center website for more information: https://www.wvup.edu/current-students/services/tutoring-center/

Campus Participation of Students with Felony and Sexual Offense Records
West Virginia University at Parkersburg and WV State Code §15-12-2(d) requires any individual who is listed on the Sex Offender Registry to provide that information on their application to the college and to campus police. A listing on the Registry or a felony record with convictions related to a specific campus or class activity may restrict individuals from participating in an assignment or activity pertaining to this class. Please notify the instructor if an assignment or activity is given that you cannot complete, and an alternative arrangement will be offered. Individuals who do not disclose this information will be in violation of the Student Code of Conduct and subject to disciplinary action or potential legal actions under Federal Law.

Campus Safety
Upon activation of the building fire alarm, all building occupants must exit to a position of a minimum of 100 ft. safely away from the building.
- If you will require assistance during an emergency evacuation, please contact the instructor so that arrangements can be made in advance.
- All students are encouraged to familiarize themselves with the locations of emergency exits. Information concerning emergency exits is posted by or in each classroom. Students and instructors should also be familiar with the Emergency Call buttons (College Paging System) that are located in each room on the main campus.
- Information regarding the system and instructions for each individual emergency can be found in the Safety Plan, accessible only on campus through the college website or by contacting faculty, staff, or administration.
- Questions regarding safety can be directed to the safety committee through the campus safety website at http://www.wvup.edu/safety/.

Honor Code for WVU Parkersburg
As a member of the college community, I will follow these practices:

Civility: I will show both common politeness to all members of the college community without exception to race, religion, creed, gender, disability, or orientation and seek to engage, support and improve the civic organizations, goals and values of the community.
Honesty: I will seek to always communicate truthfully, be it speaking, writing, or listening, with all whom I interact, both in and out of the classroom.
Inclusiveness: I will seek to understand the variety of cultures and worldviews that have shaped the human experience, create a safe place where members of different cultural and social backgrounds may feel welcome and to hold all members of the community to the ideals of this Honor Code.
Integrity: I understand that I am required to be ethically consistent; living up to the Honor Code at all times, in all situations, and with all members of our community.
Respect: I will conduct myself with dignity and interact with a sense of equality towards all students, all instructors and staff, and with worth towards myself.

Email Accounts for Students
All WVU Parkersburg students are required to use their college-assigned email account. Official communication from the college will be done through this email address. Students receive all communications from the college through WVUP-email. Students should go to www.wvup.edu and click on the WVUP-mail logo to login. More information about WVUP mail can be found at http://it.wvup.edu.

WVUP RUBRIC FOR CLASSROOM FACULTY EVALUATION

ANNOUNCED   UNANNOUNCED   REQUESTED

Term: _____   Faculty: _____

Course: _____   Class topic: _____

This rubric Is an observation intended to provide information about teaching effectiveness and will be used as po\art of the annual faculty evaluation process.

E=Excellent   **G=Good**   **S=Satisfactory**   **NI= Needs Improvement**   **NA= Not Applicable**

Content and Evaluation	E	G	S	NI	NA	COMMENTS
Presented material in an organized manner						
Used alternative explanations & relevant examples						
Made efficient use of class-time						
Demonstrates knowledge of course content						
Started & ended class on time						
Uses appropriate and varied assessment techniques						
Questioning & Critical Thinking Skills						
Encouraged student questions						
Listened carefully to student questions & responded appropriately						
Greeted students/class						
Demonstrated respect for students and their thoughts/concerns **Engages Students**						
Used multiple engagement techniques (Q&A, discussion, active learning, etc.)						
Communication						
Demonstrated confidence & enthusiasm						
Provides verbal and nonverbal feedback						
Use of Technology and/or Technological Platforms						
Other (be specific):						

Evaluator's Signature _____Date _____

Faculty Signature _____ Date _____

*The faculty signature indicates that he/she was seen and reviewed the document. It does not necessarily denote agreement**.**

LIBRARY RESOURCES AND SERVICES

⏰ **Library hours for academic year 2022-2023**
Mondays – Thursdays 8AM – 6PM
Fridays 8AM- 4PM
Closed Weekends
Hours are subject to change

🖥 **Obtaining a Library card**
- Patrons are required to have a WVUP library card or a card from a Mountain Library Network member library in order to check out materials. These libraries include Parkersburg Wood County Library, Roane Public Library, Pleasants County Library, and Jackson County Library.
- Patrons may obtain a WVUP library card at the Circulation Desk in the Library.
- Please have a WVUP I.D.
- A WVUP Library card is needed to access come electronic resources.

💻 **Computer/printing access**
- 20 workstations with Internet access and Microsoft Office
- Wireless network and printing
- Access to a copier
- Scanners
- Use your username and password for your WVUP email account to login to the computers.

📖 **Print book collection**
- 17,000 title print book collection
- The catalog is available on and off campus. Click on the "Search" link to access the catalog.

💻 **Electronic Book Collections can be found at the following link:**
- https://www.wvup.edu/current-students/library/library-electronic-books/

💻 **Electronic Periodical Databases**
- https://www.wvup.edu/current-students/library/library-off-campus-access/

🖐 **Other Electronic Resources**
- https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_endnotes_and_footnotes.html
- https://it.wvup.edu/wvup_forms/Interlibraryloanform.aspx
- https://wvuparkersburg.overdrive.com/
- https://www.loc.gov/
- https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html
- https://wvhistoryonview.org/

For additional information please call 304-424-8260, or visit the library homepage at www.wvup.edu/current-students/Library

☺ *The most valuable library resource is its knowledgeable and helpful staff.* ☺

Updated Fall 2022

Useful Links for Adjunct Faculty

A good general place to go for information is the faculty/staff information website: http://www.wvup.edu/faculty-staff/. Getting to know this site early is a good idea.

Specific sites that you are likely to use regularly include the following:

WVU Parkersburg Academic Affairs – https://www.wvup.edu/future-students/academics/

WVU Parkersburg Answer Book – https://www.wvup.edu/about/policies-and-procedures/campus-procedures-guidelines/

2022-2023 College Catalog – https://www.wvup.edu/current-students/course-catalogs/

WVU at Parkersburg Library – https://www.wvup.edu/current-students/library/

WVU Parkersburg Tutoring – https://www.wvup.edu/current-students/services/tutoring-center/

FALL 2022	
Monday, April 4	Priority Pre-Registration for current students
Monday, April 11	Open Pre-Registration begins
Friday, July 15	Priority Financial Aid Deadline
August 8 – 12	Professional Development and Assessment Week
Wednesday, August 10	Tuition and Fees due
Friday, August 12 – morning	Deregistration of unpaid accounts
Friday, August 12 – 4:00 p.m.	Registration closes for full term classes
Sunday, August 14 – 11:59 p.m.	Deadline to register for full term and online classes using OLSIS
Monday, August 15	Classes begin – Full, 1st Eight-Week and 1st Five-Week classes
Friday, September 2 – 8:00 a.m.	Deadline for Attendance Verification reports to be submitted
Monday, September 5	Labor Day Holiday; Campus closed
Friday, September 9	Students dropped for non-attendance; Financial Aid processing begins
Wednesday, September 14 and beyond	Financial Aid refunds will appear on refund cards or accounts
Monday, September 19	2nd Five-Week Classes Begin
Friday, October 7	Payment and registration deadline for 2nd 8-week classes
Monday, October 10	2nd Eight-Week Classes Begin
Monday, October 10 – 8:00 a.m.	Mid-Term Grades Due for 16-week classes
Friday, October 14	Last Day to Apply to Graduate in December
Friday, Oct. 14 – 10:00 a.m. to Noon	Assessment Day for All Faculty
Monday, October 24	3rd Five-Week Classes Begin
Monday, October 31	Priority Pre-Registration for Current Students – Spring & Summer
Friday, November 4	Last Day to Withdraw from a full semester class
Monday, November 7	Open Pre-Registration for Spring & Summer
Tuesday, November 8	General Election Day; Campus closed
November 21 – 25	Thanksgiving Recess
November 23 – 25	Thanksgiving Holiday; Campus closed
Monday, November 28	Classes resume
Friday, December 2	Classes end
Monday, December 5	Final Exams begin
Thursday, December 8	Final Exams End
Friday, December 9	Final exams for Friday only classes or makeup exams
Saturday, December 10	Commencement, 2:00 pm
Monday, December 12 – 8:00 a.m.	All Grades Due by 8:00 am; grade processing begins
December 23, 26, 27	Christmas Holiday; Campus closed
January 2	New Year's Holiday; Campus closed
SPRING 2023	
Monday, October 31	Priority Pre-Registration for current students
Monday, November 7	Open Pre-Registration begins
Friday, December 9	Priority Financial Aid Deadline
January 2	New Year's Holiday; Campus closed
January 3 – 6	Professional Development and Assessment Week
Thursday, January 5	Tuition and fees due
Friday, January 6 – morning	Deregistration of unpaid accounts
Friday, January 6 – 4:00 p.m.	Registration closes for full term classes
Sunday, January 8 – 11:59 p.m.	Deadline to register for full term and online classes using OLSIS
Monday, January 9	Classes begin – Full, 1st Eight-Week and 1st Five-Week classes
Monday, January 16	Martin Luther King Jr. Holiday; Campus closed
Friday, January 27 – 8:00 a.m.	Deadline for Attendance Verification reports to be submitted
SPRING 2023 continued on next page	

Friday, February 3	Students dropped for non-attendance; Financial Aid processing begins
Wednesday, February 8 and beyond	Financial Aid refunds will appear on refund cards or accounts
Monday, February 13	2nd Five-Week Classes Begin
Friday, March 3	Payment and registration deadline for 2nd 8-week classes
Monday March 6	2nd Eight-Week classes begin
Monday, March 6 – 8:00 a.m.	Mid-Term Grades Due for 16-week classes
Friday, March 10	Last Day to Apply to Graduate in May
Friday, March 10 – 10:00am to Noon	Assessment Day for All Faculty
March 20 – 24	Spring Break (Recess)
Monday, March 27	Classes resume
Monday, March 27	3rd Five-Week Classes Begin
Monday, April 3	Priority Pre-Registration for current students - Fall
Friday, April 7	Spring Holiday; Campus closed
Monday, April 10	Last Day to Withdraw from a full semester class
Monday, April 10	Open Fall Pre-Registration & continuing Summer pre-registration
Friday, April 28	Classes End
Monday, May 1	Final Exams begin
Thursday, May 4	Final Exams End
Friday, May 5	Final exams for Friday only classes or make up exams
Saturday, May 6	Commencement, 10:30 am
Monday, May 8 – 8:00 a.m.	All Grades Due by 8:00 am; grade processing begins
SUMMER 2023	
DATES COMMON TO ALL SESSIONS	
Monday, October 31	Priority Pre-Registration for current students
Monday, November 7	Open Pre-Registration begins
Wednesday, July 5	Last Day to Apply to Graduate in August
Twelve-Week Session May 15 – August 4	
Wednesday, May 10	Tuition and fees due
Sunday, May 14 – 11:59 p.m.	Deadline to register for classes using OLSIS
Monday, May 15	Classes Begin
Monday, May 29	Memorial Day Holiday; Campus closed
Tuesday, July 4	Independence Day Holiday; Campus closed
Thursday, July 20	Last day to withdraw from the session
Final exams for this session are scheduled for the last class day during last week of the session.	
Monday, August 7	All Grades Due by 8:00 am; grade processing begins
First Six-Week Session May 15 – June 23	
Wednesday, May 10	Tuition and fees due
Sunday, May 14 – 11:59 p.m.	Deadline to register for classes using OLSIS
Monday, May 15	Classes Begin
Monday, May 29	Memorial Day Holiday; Campus closed
Thursday, June 15	Last day to withdraw from the session
Final exams for this session are scheduled for the last class day during last week of the session.	
Monday, June 26	All Grades Due by 8:00 am; grade processing begins
Early Eight-Week Session May 15 – July 7	
Wednesday, May 10	Tuition and fees due
Sunday, May 14 – 11:59 p.m.	Deadline to register for classes using OLSIS
Monday, May 15	Classes Begin
Monday, May 29	Memorial Day Holiday; Campus closed
Tuesday, June 27	Last day to withdraw from the session
Tuesday, July 4	Independence Day Holiday; Campus closed
Final exams for this session are scheduled for the last class day during last week of the session.	
Monday, July 10	All Grades Due by 8:00 am; grade processing begins

Eight-Week Session June 12 – August 4	
Wednesday, June 7	Tuition and fees due
Sunday, June 11 – 11:59 p.m.	Deadline to register for classes using OLSIS
Monday, June 12	Classes Begin
Tuesday, July 4	Independence Day Holiday; Campus closed
Tuesday, July 25	Last day to withdraw from the session
Final exams for this session are scheduled for the last class day during last week of the session.	
Monday, August 7	All Grades Due by 8:00 am; grade processing begins
Second Six-Week Session June 26 – August 4	
Wednesday, June 21	Tuition and fees due
Sunday, June 25 – 11:59 p.m.	Deadline to register for classes using OLSIS
Monday, June 26	Classes Begin
Tuesday, July 4	Independence Day Holiday; Campus closed
Thursday, July 27	Last day to withdraw from the session
Final exams for this session are scheduled for the last class day during last week of the session.	
Monday, August 7	All Grades Due by 8:00 am; grade processing begins

FREQUENTLY ASKED QUESTIONS AND
INFORMATION FOR ADJUNCT FACULTY

How do I get an ID badge?

ID badges are obtained in the Campus Security Office, 1405.

What do I do if I hear a fire alarm or have an issue in the parking lot?

If you hear a fire alarm, you are to evacuate your classroom and go to designated areas outside. They are the memorial garden/clock tower and the lower level parking lot, just to name a few. If you have an issue in the parking lot, call Security Office at 304-424-8325 or cellphone 304-834-7383. When campus security personnel are not on duty, call boxes located in each parking lot on the main campus will connect directly to 911.

Where is the bookstore?

The bookstore is located in the main hallway, just beyond the Business Office, in Room number 1118.

Where is the lost and found?

The lost and found is located in the Security Office, in the Student Lounge.

Where are the offices for others in my division?

It may vary depending on your division. Some faculty are located in specific areas and some are not. Consult the faculty directory https://www.wvup.edu/faculty-staff/directory/.

Where can I meet other adjuncts?

There is an Adjunct Faculty Resource Area in the basement of the main building in Room 0113.

How will the school communicate with me?

Primary contact will be by WVU P e-mail. Phone calls may be used as a secondary communication.

What e-mail system will I need?

The current e-mail system used by the college is Google Mail. For assistance, the Information Technology office number is 0103 and the phone number for the help desk is 304-424-8215.

Where are computer terminals I can use?

Computers for Adjunct Faculty are located in the Adjunct Faculty Resource Area in 0113.

Is there wireless throughout the building?

Yes, the entire main building is wireless as well as the Caperton Center for Applied Technology and Applied Technology Center. There is also wireless access in the parking lots.

How can students contact us, how can we contact students?

You and students can contact one another either through WVU P e-mail or the telephone.

Why is it important to take attendance?

Attendance is a large component of Financial Aid eligibility and will be required to be reported by all faculty when asked.

Where can we find classroom supplies?
Classroom supplies can be obtained in your division office. Some general supplies may be available in the Adjunct Faculty Resource Area upon request.

How do I find out if school is canceled due to inclement weather or other reasons?
You are automatically signed up for the Emergency Alert System to receive a text message on your cellphone, message on your home phone and e-mail to confirm. Additional information can be found at https://www.wvup.edu/current-students/safety-security/emergency-alert-system-updates/

What are the deadlines during the semester (i.e. submit syllabus, report nonattendance, mid-term grades, final grades)? What do I need to do? Who can help? The Academic Calendar can be found at https://www.wvup.edu/current-students/student-resources/academic-calendars/. Consult your division for clarification.
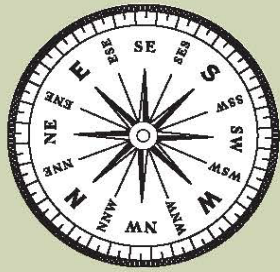
How are the rooms numbered?
See classroom maps at the end of the Appendix.

What classroom technology is provided?
For assistance with computers in the classrooms, contact the IT department at 304-424-8215.

Parkersburg
West Virginia University®

www.wvup.edu | 304.424.8310

PARKERSBURG CAMPUS MAP

1. Applied Technology Center
2. Ricky's Cafe & Cafeteria
3. Caperton Center for Applied Technology
4. Center for Student Services
5. College Activities Center
6. College Theater
7. Courtyard
8. Coplin Health Clinic
9. Eldon Miller Plaza
10. Energy Lab
11. Makerspace
12. Facilities & Storage
13. Walking Trail
14. Poor Farm Cemetery & Memorial
15. Success Epicenter (Ascend, Early Alert, Professional Advising Center, Library and Tutoring & Testing Center)
16. Science Laboratories
17. Student Lounge
18. Veterans Resource Center
19. Workforce & Economic Development

D Building Entrance
Elevator
E Emergency Call Box
P Parking
S Stairs

NICOLETTE RD

STAUNTON TURNPIKE | WV ROUTE 47

SWISHER LN

CAMPUS DRIVE

1545
1547
1549
1544
1544
1542

COLLEGE
ACTIVITIES
CENTER
1536

CAFETERIA
1546

1539
1537
1535A
1535B
1535

1532

1531

1329
1330

1325
1326

1321
1322

1317
1318

1314

1335C
1307
1306
1305
AUDITORIUM
1304

1305C
0305K
0305F
0305H

LOWER AUDITORIUM

SUCCESS
EPICENTER
1332

1123-A

1124

1122

1118
BOOK STORE

STUDENT LOUNGE
1403

1409 1407 1405

1110

1105A

1101

DEAN'S
OFFICE
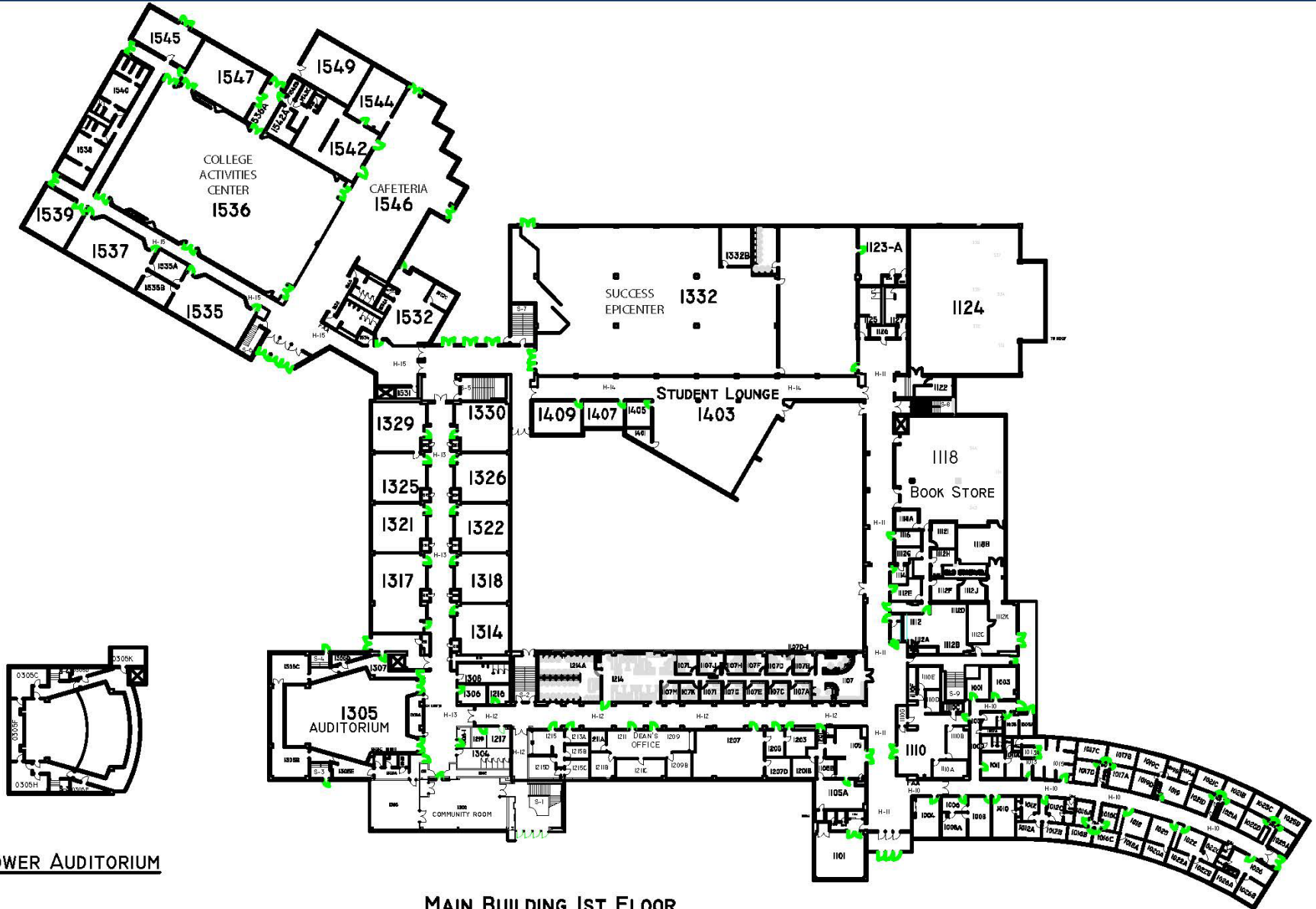
COMMUNITY ROOM

MAIN BUILDING 1ST FLOOR

OPEN

2539

2536

2534

2537

H-26

S-3

H-26

2531

2532

2533

H-23

2321A

2321

2326

2322C

2322A 2322B

2320

2317

2318

H-23

2312

2310

2316

2309

2307

H-23

H-22

2308

2317

2306

2305

2305

H-23

S-2

2214

2212

2210A

2210

2210B

2206

2204

2202

2208

2209

H-22

H-22

H-22

2215

2211

2205

2203

2201

S-9

B-1

MAIN BUILDING 2ND FLOOR

3335

3336

3323

3328

3324

3319

3305

3303

3302

3501

3500

S-1

H-33

H-33

H-33

H-33

MAIN BUILDING 3RD FLOOR

0125
0125.1 0125.2
0127
0131
H-01
0126 0128A
0126A 0128B
0128
0130
0132
0135
0124
0128C 0128D
0136
ELEC.
0124A
H-01
0138
0146.3
0148
0418
0414B
0414D
0404B
0404C
0404D
0413
0112.2
0112B
0137
0142
0144
0146
0146.2
0150.1
0150.4
0418A
0406F 0406E
0404C
0141
0136
0144.1
0144.2 0146.1
0146.2
0150
0416
0414A
0414E
0410
0112A
0143.2
0144.3
0145
0147.2
0147
H-01
0150.2
S-7
0404L
0404
0107
0112
0143
0145
0147
0150.3
0415A
0415
0413
H-04
0410B
0404A
H-04
0143.3
0147.3
VESTIBULE
0152
H-01
VOID

0104C1 S-8
0104C 0104B
H-01
0104A
0104
0103
TECH. WING

0102C 0103A
0102B
0100
0102A 0103B 0103C
0020C
0020A
0100A
0020B
0100B
0100D
0100C
0020D
0020E
MAIN BUILDING GROUND FLOOR
0010A
0010

0100E

0100F

BASEMENT

C229

C231

VOID1

C200

C227

C225

C201

C223A

C223

C204A

C224

C204

C202

C203

C206

C222

C212

CIR1

C207 C209A

C219B

C219A

C213

C221

C219

C217

C215

C211

C209

C219C

C215A C211A

Roof Hatch

JACKSON COUNTY CENTER

Floor plan labels:
- Stairwell
- Custodial Storage
- Maintenance Room 200B
- RR ♂ RR
- ♀ RR
- Classroom Room 209
- Room 215
- Classroom Room 206
- Room 213
- Room 211
- Mechanical Equipment
- Storage
- Study Balcony Room 200
- Room 205
- Classroom Room 204
- Room 207
- Room 203
- Room 201
- Room 202
- Room 200A
- Stairwell
- Elevator