



Part Time Faculty Manual

August 2017

** This document contains a number of external references to websites. **
** It is best viewed online. **

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YOUNGSTOWN STATE UNIVERSITY PART-TIME FACULTY MANUAL

Welcome to YSU!

We're happy to have you with us as a valued member and representative of the University community. The work you do is important, not only to you and your students, but to everyone at YSU and to the Youngstown area. This manual will help guide your journey and familiarize you with the University, including its policies, benefits, and resources, all of which serve to support our mission:

Youngstown State University—an urban research university—emphasizes a creative, integrated approach to education, scholarship, and service. The University places students at its center; leads in the discovery, dissemination, and application of knowledge; advances civic, scientific, and technological development; and fosters collaboration to enrich the region and the world.

The University:

- *Creates diverse educational experiences that develop ethical, intellectually curious students who are invested in their communities;*
- *Provides access to a broad range of undergraduate programs;*
- *Offers graduate programs in selected areas of excellence, including those that meet the needs of the region;*
- *Supports economic development through applied learning and research; Integrates teaching and learning, scholarship, and civic engagement;*
- *Fosters understanding of diversity, sustainability, and global perspectives; and Advances the intellectual and cultural life of the city, region, and world.*

If you have questions about the content of this manual, talk with your Department Chair or Course Coordinator; these individuals are your primary sources of support and information.

Wishing you a productive and satisfying experience at YSU!

Definitions

A Part-time Faculty Member is an individual under an assignment agreement with the University during an academic semester to teach a specified load that is ordinarily less than the normal teaching load for a Full-time Faculty Member. A Full-time Faculty Member is an individual on contract with earned faculty rank and attached to an academic department, whose primary duty is teaching and/or scholarship. A Department Chair is the administrative head of an academic department or school. An Academic Dean is the administrative head of a college.

Federal, State, and University Regulations

The *Ohio Ethics Commission* has issued an interpretation of Section 2921.42 of the Ohio Revised 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. Department Chairs, Deans, the Provost, and other University personnel may not sign a contract of employment for a relative or a business associate.

FERPA (Family Education Rights and Privacy Act) is a federal law regarding the privacy of student records. In general, any record (e.g., class schedule, attendance, grades, and academic transcript) must be kept confidential. Exceptions may be made for students verified to be under 18 years of age or who have signed a waiver; where there is cause for sharing such information among YSU faculty or staff; and to ensure safety. Please read the document, “[Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Colleges and Universities.](#)”

Please read the [FERPA Guidelines for Faculty](#) on the [University Registrar’s FERPA website](#). Specific questions about what to share or not share may be directed to the Office of the Registrar, which maintains all academic records.

“**The Code of Student Rights, Responsibilities, and Conduct**” addresses the rights, responsibilities, and obligations of students to conduct themselves in a manner that is compatible with the University’s purposes as an institution of higher education (p.2). It identifies the policies and procedures to which students and faculty are expected to adhere on campus, in the classroom, and in the conduct of the teaching and learning enterprise. Part-time Faculty should familiarize themselves with “[The Student Code of Conduct](#).” Article V of the Student Code of Conduct addresses [Academic Dishonesty](#).

University/Board of Trustees Policies: University administration, faculty, staff, and students are subject to [University Policies](#).

Discrimination/Harassment: Youngstown State University (“University”) is firmly committed to maintaining a working and study environment free of discrimination and all forms of harassment (including sexual harassment) of any employee, applicant for employment or student. Therefore, it is the University’s policy to prohibit all forms of harassment based on sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law. The University neither permits nor condones harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual’s work or academic performance, or that creates an intimidating, hostile, or offensive working or study environment. [View the Discrimination/Harassment Policy](#)

Any person claiming to be aggrieved by a discriminatory practice at the University may file a complaint with the Office of Equal Opportunity and Policy Compliance. Any such complaint filed will be kept confidential, to the extent possible. [View the Discrimination/Harassment Complaint Form](#).

Workplace Violence: any harm or threat of harm to a person or to property in the workplace. Workplace violence may include physical violence; sexual, emotional, and psychological intimidation; verbal abuse; possession of a deadly weapon; and/or use of University property or resources including telephone, fax machine, email, internet, or other means to threaten, harass, or abuse someone. [Download the Workplace Violence Policy](#).

The [Annual Fire and Safety Report](#) is provided as part of YSU’s commitment to safety and security on campus. It satisfies the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Recruitment and Hiring Procedures

Recruitment

In its mission statement, the University declares its strong commitment to diversity and equal opportunity. Such a commitment reflects its promotion of ethnic, gender, and academic diversity through, among other things, the recruitment of faculty representative of all populations.

YSU’s hiring and appointment procedures are consistent with this commitment to diversity. These procedures, outlined below, reinforce the University’s goal of recruiting a diverse and multi-talented group of Part-time Faculty to complement its Full-time Faculty and administration.

Hiring

Application Procedures: Persons who are interested in teaching as Part-time Faculty should check the YSU employment site at <http://jobs.ysu.edu> for available teaching positions. The application process will require applicants to submit documents indicated in

the posting in the applicant tracking system. Minimum qualifications ordinarily are a Master's Degree in a relevant field and relevant experience in the field and/or classroom. Exceptions must be approved by the Dean.

Review of part-time applicants' documents will be done in accordance with the departmental governance documents. 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.

The applicant must complete the application materials found on the [YSU Human Resources Forms for PT Faculty website](#).

Assignment Procedures: The assignment of a Part-time Faculty Member is initiated by the Department Chair or designee, who consults with the individual to be appointed and confirms his or her availability for the teaching schedule.

The Chair prepares an Assignment Agreement, secures the signature of the approved Part-time Faculty Member, signs the Agreement to formalize the recommendation, and forwards it through the proper University channels. Assignment Agreements are processed at the departmental level in accordance with deadlines established by the Provost's Office.

The Assignment Agreement specifies the courses to be taught, the number of associated Workload Hours, 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, a master's degree, or a doctoral degree. (The Juris Doctor or Bachelor of Laws degree is considered a master's degree for purposes of pay.)

New hire paperwork found on the [Forms for PT Faculty website](#) must be submitted promptly at this time.

Limits on Teaching: Part-time Faculty may ordinarily teach no more than six (6) Workload Hours per semester and no more than twelve (12) Workload Hours in an academic year. The Provost or designee is authorized to waive this limitation with justification. The employment of a Part-time Faculty member for a term or a portion thereof in no way assures, implies, or obligates the University to continued employment for that individual on any basis.

Reappointment: Reappointment is contingent on satisfactory evaluation and course availability.

Obligations

Use of the Portal: Part-time Faculty must have a user name and password 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.

Teaching: Part-time Faculty Members are required to conduct/teach their classes as scheduled. Absences from class must be reported to the Department Chair as early as possible to permit alternate arrangements. Only the Department Chair can authorize cancellation of a class, but if cancellation is called for, the faculty member is responsible for notifying students through the group e-mail function on Banner, which may also be used to inform students of make-up assignments. In the case of last-minute emergencies, the Chair or designee may notify students through YSU Mass Email System (YMES).

Syllabus: Part-time Faculty Members must prepare a syllabus for distribution to each class. The syllabus must be provided to students within 7 days of the beginning of the term. A printed copy of the syllabus must be placed in the file in the department office. Please consult the Department Chair to determine if the department has specific requirements for the syllabus and/or a standardized syllabus for any courses being taught. In general, the following information should be included on the syllabus:

- Information about the course, including CRN and course number, bulletin description, prerequisites, learning outcomes and any general education requirements the course meets.
- Contact information for the Instructor. This includes office hours and location, the departmental and/or personal phone number, and an email address.
- A statement indicating that all email communication between the University and students must be done using their @student.ysu.edu address and that they are responsible for checking their student email address regularly.
- A statement of the University's policy regarding students with disabilities, consistent with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

“Youngstown State University is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternative format upon request. In accordance with University procedures, if you have a documented disability and require accommodations to obtain equal access in this course; please contact me privately to discuss your specific needs. You must be registered with the Center for Student Progress Disability Services, located at 36 West Wood Street, and provide a letter of accommodation to coordinate reasonable accommodations. You can reach CSP Disability Services at 330-941-1372.

Youngstown State University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, religion or veteran/military status in its programs or activities. Please visit the [Electronic Information Technology Accessibility Compliance website](#) for contact information for persons designated to handle questions about this policy.”

See “[Guidelines for Creating a Complete and Accessible Syllabus.](#)”

- A statement of the University's policy on the grade of incomplete.

“An incomplete grade of **I** may be given to a student who has been doing satisfactory work in a course but, for reasons beyond the control of the student and deemed justifiable by the instructor, had not completed all requirements for a course when grades were submitted.

A letter grade may not be changed to an **I** (Incomplete) after the term has ended and grades have been recorded. A written explanation of the reason for the **I** (Incomplete) must be forwarded by the instructor to the Office of Records. This explanation will be included in the student's permanent record, with copies to the student and department chairperson.

For fall term courses, the final date to complete an **I** will be March 1 of the following term; for the spring term courses, September 1; for all summer term courses, October 1.

With approval by the instructor and the dean of the college in which the course is taught, the completion date may be extended. Courses not completed by the appropriate date will be converted to an **F**.” (See the *Undergraduate Bulletin*, <http://www.yzu.edu/ebulletin>.)

- Required materials for the course, including textbook(s) and supplies.
- Explanation of the Part-time Faculty Member's attendance policy.
- Schedule of assignments and tests/exams, including the final exam.
- Explanation of how grades will be determined.

Consultation with Students: Part-time Faculty must be available to meet with students during the semester to review their work in the course and to explain grades awarded. The amount of time needed and required for this purpose varies among different departments; the Part-time Faculty Member should consult the Department Chair on this matter. However, in no case should scheduled consultation periods (office hours) be less than one hour per week per course.

Evaluation: Part-time Faculty are evaluated by students during fall and spring semesters. They should consult with their Department Chair for details about the administration of and particular format of the current Student Evaluation Instrument. Some departments may also conduct independent evaluations based on classroom observation and review of course syllabus and materials.

Graded Work: Each student is to receive at least one piece of graded work (a test, essay, etc.) at least three weeks before the deadline for student withdrawal from the course. 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 (for spring courses, through the following fall term). Grade books and unreturned student work should be given to the Department Chair when Part-time Faculty are not returning the following semester.

Submission of Final Grades: Final grades are to be submitted online using Banner Self Service and are due 48 hours after the scheduled final exam. All students on the final grade roster **must** receive a grade. Grading options for courses are described in the University's [Undergraduate Catalog, Grading System section](#).

“Faculty assigns grades on the basis of achievement in the subject matter of the course and in accordance with accepted professional standards for that subject. The grade earned by a student thus represents the quality of work and is not based merely on competition within the class.

The grade of **A** represents exceptional work in which the student shows that he or she has firmly grasped and achieved the objectives of the course.

The grade of **B** indicates very good work and considerable grasp of the essentials of the course.

The grade of **C** indicates good work and a usable grasp of the essentials of the course.

The grade of **D** indicates a definite, but not necessarily coherent, knowledge of the course.

The grade of **F** indicates that the student has not achieved even a minimum grasp of the essentials of the course. This grade can also result from failure to withdraw officially from a course (see [Change of Registration](#) and/or [Withdrawal Process](#)).

Benefits

Paydays: Part-time Faculty are paid for fall and spring semesters in semi-monthly increments. Pay dates are the fifteenth and last day of each month. If a payday would fall on a Saturday or Sunday, payment is made on the Friday before the date. Faculty members are paid by direct deposit and may access the *Employee* link on Banner Self Service to view pay information, including pay stubs. Direct deposit forms are located on the Human Resources website. You may also sign up for Direct Deposit in the My YSU Portal. Click Banner Self Service, then the Employee Tab. Choose Pay Information, then Direct Deposit Allocation.

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 three (3) credit hours per term. The maximum benefit per academic year cannot exceed nine credit hours at 50% remission. Credit hours may be accrued and used during the fall and spring semesters of an academic year and the following summer term. The Office of Financial Aid and Scholarships administers this program (see Board of Trustees Policy 7015.05).

Sick Leave: Part-time Faculty Members earn sick leave at a rate of .0575 hours per Workload Hour per week. If Part-time Faculty Members are sick during the term they are teaching, they should file the [Request for Leave](#) form for each hour that work is missed.

Parking: Part-time Faculty can obtain a parking permit, at no charge to the individual, for any term they teach. Faculty must apply online using Banner Self-Service and choosing the *Personal Information* link.

Retirement: Part-time Faculty are enrolled in the Ohio State Teachers Retirement System (STRS). Participation of each individual is funded by an “employer contribution” paid by the University which equals 14% of gross pay, and by an “employee contribution” of 10% of pay. The University “picks up” the employee contribution by reducing the faculty member’s salary by 10% 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 contribution is withdrawn from STRS or the individual 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 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. Over 16 Workload Hours (67%) in one academic year is credited as one full year of service credit. (Note, however, that Part-time Faculty cannot teach more than 12 Workload Hours per academic year without approval from the Provost's Office.)

Under Ohio and federal law, there currently is no mandatory retirement age for Part-time Faculty. Individuals currently 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. A vested member is eligible for disability allowance and disability retirement. Survivor benefits are also available with the completion of 1.5 years of service credit. Various STRS brochures are available at the Human Resources Office, or you may access the [STRS employee website](#).

ID Cards: Part-time Faculty should secure an ID card from the Office of the Registrar in Meshel Hall. Because the ID includes a photograph, it is necessary to report to the Registrar's office in person. All Part-time Faculty need a validation sticker each semester.

Library and Recreational Facilities: Part-time Faculty 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 to use recreational facilities.

Membership in the Andrews Wellness Center may be purchased. Complete the [YSU Rec Center Membership Application](#) to join.

Discounts: Part-time Faculty receives a discount of 20% on 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 tickets to athletic events and the University Theater. The Athletic Business Office is located in Stambaugh Stadium; the University Theater is located in Bliss Hall.

Departmental Policies and Procedures

Given the numerous variations of detail in teaching assignments and pedagogical responsibilities, this *Manual* has not attempted to be a comprehensive guide to procedures and policies involving Part-time Faculty. Each department may promulgate policies and institute such procedures as are necessary, so long as they are not contrary to the provisions of the *University Policies* and this *Manual*.

It is the responsibility of the Department Chair to see that each Part-time Faculty Member is advised of all departmental matters not covered by this *Manual*.

APPENDIX A – RESOURCES

Campus Emergency 911 or (330) 941-3527

Campus Police x3527

From campus phones, dial extension. From off campus, dial 330-941 + extension.

Classroom Safety Procedures

Campus Map

Career and Academic Advising x3515, Kilcawley Center, 2nd floor, Room 2110

Center for Student Progress x3538, Kilcawley Center, West

Comdoc Copy Services x3690, Kilcawley Center, 1st floor

Health Services x3489, Kilcawley House, 1st floor

Human Resources x3122, Tod Hall, Room 359

Maag Library x3675

Mathematics Assistance Center x3274, Lincoln Building, Room 408

Media Services (classroom equipment) x3351, Cushwa Hall, lower level, B097

Payroll x1470, Jones Hall, Room 2032

Reading and Study Skills Center x3099, Maag Library, Lower Level, Room 154

Student Disability Services x1372, 36 West Wood Street

Tech Desk (Computer Services) x1595, Maag Library, 4th Floor

Writing Center x3055, Maag Library, Lower Level, Room 171
For appointments— ysu.mywconline.com

APPENDIX B – TECHNOLOGY

This page contains hyperlinks to information and instruction guides. Please refer to the online version of the *Part-time Faculty Manual* to view these details.

Technology is available for your use as a Part-Time Faculty at Youngstown State University. Please click the links for more information.

- **My YSU Portal**
 - My YSU Portal is the central location for information regarding your students, University news and connections to the resources listed below.
 - [Using YSU Password Self-Service](#) – To activate your account you will need a Banner ID and Username.

- **Banner Self Service**
 - [How to Register for Your Parking Permit Online](#)
 - [Update your Directory Information](#)
 - [Academic Overview in Banner Self Service](#)
 - [How to See Your Roster and Enter Final Grades](#)

- **Blackboard**
 - [Blackboard](#) Learning Management System self-help document

- **Email**
 - [Get Started with Outlook Web App for Office 365](#)
 - [YMES](#)

- **Starfish Student Retention System**

Starfish is the method YSU has adopted to identify and support student’s academic success. You will receive a progress survey at scheduled times throughout the semester. Please see the academic calendar for details. Review the links below to learn more about Starfish.

 - [Respond to the Progress Survey](#)
 - [Five Minutes to Learn about Starfish Early Alert](#)