

# Cleveland State Community College

## ADJUNCT FACULTY **HANDBOOK**



**2010-2011**

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## 1.0 INTRODUCTION

### 1.1 Mission of the College

Cleveland State Community College is the public comprehensive community college authorized to provide post secondary academic and technical education to meet the educational advancement and workforce development needs of the people of Bradley, McMinn, Meigs, Monroe, and Polk Counties.

The College provides credit and non-credit instruction and support services responsive to changing needs of students, employers, and the community. Program emphases through the associate degree level include liberal arts/general transfer, business, technology, health, and public welfare. The College also promotes general literacy, adult continuing education, and specialized training to enhance community educational, cultural, and economic development.

Cleveland State is dedicated to effective program performance through a well-qualified faculty and staff, innovative assessment and delivery systems, and modern facilities. The College actively promotes lifelong learning through high quality programming and articulation with other educational institutions.

Cleveland State Community College, one of 45 institutions in the State University and Community College System of Tennessee, is governed by the Tennessee Board of Regents. The College openly welcomes all persons and does not discriminate on the basis of race, color, gender, age, or disability.

#### 1.1a **Vision**

Cleveland State Community College will be the regional two-year postsecondary institution of choice, giving learning its highest priority. The college will be recognized for academic excellence, student success, and service to the community.

#### 1.1b **Values**

The college values:

- Opportunity based upon access and high standards
- A safe and supportive environment for students in achieving their goals
- Cultural and intellectual diversity
- Shared responsibility that promotes teamwork and mutual respect
- Business, community, and educational partnerships.

### 1.2 General Education Requirements

Cleveland State Community College is committed to providing an education that will help students

function more effectively in society. This education will include an acquisition of self-sufficiency skills, the development of communications and analytical skills, a comprehension of the influence of science and technology on the individual and society, an appreciation for the arts' place in human society, a comprehension of the role of physical exercise for good health, an appreciation for humanity's place in the global environment and an understanding of the diversity of humanity and the inherent worth of the individual. These general education requirements can be located in the college catalog.

### 1.3 Procedures for Employment of Adjunct Faculty

Adjunct faculty are employed on a semester basis by the President upon the recommendation of the appropriate Dean and the Vice President for Academic Affairs. Before employment, each candidate is required to have a complete application packet in the Human Resources office. Items in the packet are outlined on the Adjunct Instructor Check-Off Sheet (see Attachment A) and include:

The employment contract (Attachment B) must be signed prior to teaching class. From time to time it may not be definite that a credit class will have sufficient enrollment until the conclusion of the late registration period and late drop/add period.

The adjunct instructor is requested to meet the class on the first class meeting as published in the schedule. From time to time a schedule adjustment may be necessary as any class scheduled to be taught by a part-time instructor may be given to a full-time faculty member if it is necessary to complete the faculty member's load. Any class may be canceled if there is not sufficient enrollment to justify the class. These instances sometimes occur after registration has been completed. Decisions are normally made before the second class meeting and all persons so affected will be notified as soon as possible. Payment will be prorated on instruction and related services which a part-time instructor may have rendered prior to a decision to cancel a class due to low enrollment or the assignment of the class to full-time faculty members.

### 1.4 Procedures for Payment

Adjunct payroll is made in three equal payments made during the last three months of the semester, with the last payment at the end of the month after grades, keys, roll books, course syllabus, textbooks and other appropriate materials have been turned in. All payments are made by direct deposit.

## 2.0 GENERAL COLLEGE INFORMATION

### 2.1 Academic Freedom/Responsibility

Through the provisions of academic freedom, the faculty member is entitled to freedom in the classroom in discussing the subject matter, being careful not to introduce into the teaching controversial matter which has no relation to the subject. The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other usual academic duties. Research for pecuniary gain must be based upon an understanding with the institution's administration. The faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When the faculty member speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a man or woman of learning and an educational officer, he/she should remember that the public may judge the profession and the institution by the faculty member's utterances. Hence, a faculty member should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that he/she does not speak for the institution.

### 2.2 Accidents, Illness, and First Aid; Incident Reporting

The following information is taken from Cleveland State Guidance Letter G-050, Procedures to be Followed in Case of Accidents Involving Personal Injury.

When accidents involving personal injury occur on campus, "911" should be called immediately. Campus security (Ext. 236 or 618-1720) should be notified after contact with "911" to assist in directing emergency vehicles to appropriate locations.

After appropriate assistance has been provided to the injured persons, the following procedures are to be followed in making an official report of accidents for the permanent record of the college.

Accidents involving personal injury to students of the college should be reported to the Office of the Vice President for Student Affairs. Accidents involving personal injury to guests of the college should be reported to the Office of the Vice President for Finance and Administration.

Accidents involving personal injury to employees should be reported to the immediate supervisor of the employee. It will be the supervisor's responsibility to file an employee accident report within twenty-four hours with the office of the Vice President for Finance.

### 2.3 Affirmative Action Policy

Cleveland State Community College is an affirmative action employer. A copy of the CSCC Affirmative Action Plan is available for examination in the Library and the Office of the Director of Human Resources. Employees may wish to consult CSCC Policy No. 5:01:02:00 and the Tennessee Board of Regents Policy No. 5:01:02:00 (<http://www.tbr.state.tn.us/>) as to policies relative to the equal opportunity and affirmative action programs. CSCC policy provides for uniform procedures for processing complaints of discrimination in employment practices.

### 2.4 Audio-Visual Aids/Equipment

A list of all available 1/2” video tapes for classroom use is available in the Library and on the Library web site on CougarNet. Additionally, there are class videos located on “The Stream” on CougarNet. Films, projectors, and other media or equipment may be obtained from Media Services. Since there are often many requests for the same items, a two-day advance reservation of tapes/equipment is requested.

### 2.5 Campus Guests; Children on Campus

Guests are welcome at Cleveland State; however, the following basic rules apply:

1. Unauthorized persons are not allowed in the buildings after regular college hours of operation.
2. Instructors must agree to classroom guests in advance of the visit.
3. Persons may attend conferences, workshops, or meetings on campus in accordance with arrangements previously made by the sponsoring entity.
4. The use of laboratories (including computer laboratories, art studio, etc.) is restricted to times when supervisory personnel are present. Students, faculty, and staff are not permitted to leave unsupervised minors on campus. In certain circumstances, children may be on campus for classes specially designed for their benefit (programs for the academically talented, field trips, etc.). At such times, the instructor or responsible adult will supervise the activities.

Before and after the class, an area will be designated for the children to await their parents’ arrival.

### 2.6 Closing of the College/Inclement Weather

In case of inclement weather or hazardous road conditions, the President makes the decision whether or not classes will be canceled. That decision is normally made by 5:45 a.m. and an announcement is

carried over all area radio and TV stations. Persons may also call the college switchboard at 472-7141 or check the Cleveland State website for weather announcements.

On a day or evening when classes are being conducted and weather conditions are questionable, students are advised to use individual judgment in attending. Students should be provided a reasonable opportunity to make up work missed for weather-related absences.

## 2.7 Conflict Of Interest

It shall be a breach of ethical standards for any employee, in the performance of his/her official duties, to participate directly or indirectly in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract, or subcontract, and any solicitation or proposal thereof, in which to his/her knowledge:

- (a) He/she or any member of his/her immediate family has a substantial financial interest; or
- (b) A business or organization in which he/she or any member of his/her immediate family has a substantial financial interest as an officer, director, trustee, partner or employee, is a party; or
- (c) Any other person, business, or organization with whom he/she or a member of his/her immediate family is negotiating or has an arrangement concerning prospective employment is a party.

The determination of whether a substantial financial interest exists shall be based upon the criteria identified in TBR policy 1:02:03:10, Conflict of Interest, item 4 (b) 1-3. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing or in any other advisory capacity.

It shall be a breach of ethical standards for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request, for ruling or in any proceeding or application request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal thereof.

## 2.8 Copyright Guidelines

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material (including computer software). Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.”

## 2.9 Emergency Conditions

Guidance Letter No. G-010 outlines procedures to be followed in the event of emergency situations. Please refer to the Cleveland State Community College website

## 2.10 Emergency Phones

Emergency phones are designated by red phones and are located in the following locations:

Administration Building	A118 (Copy/Mail Room)
Career Education Building	E 107
Coleman Community Services Building	C109
Lane Gymnasium	G107
Barker Humanities	H118 (Copy Room)
Library	Basement hallway
Science Building	S107
Technology Building	1 <sup>st</sup> Floor Lobby
Mathis Student Center	Basement-North Wall

Two Call Boxes are located on campus. One Call Box is located at the front entrance of the Administration Building on the right side of the building next to the glass doors. The second Call Box is located at the north end entrance of the Gym on the west wall.

## 2.11 Keys

Employees will be assigned keys as needed. Requests for keys must be submitted to the appropriate Dean’s office. The employee who receives and uses keys assumes the responsibility for the security of equipment and supplies in areas made accessible by the keys. Under no circumstance should keys be duplicated by an unauthorized individual and keys should not be “loaned” to unauthorized individuals. All keys must be returned to the Business Office when no longer needed or upon completion of contract.

## 2.12 Parking for Employees

Certain parking areas are reserved for employees. Parking Hang Tags must be secured from the Finance and Administration Office. Parking citations received by the faculty may be appealed to the Parking Appeals Committee. The committee meets on an as needed basis. Parking Ticket Appeal forms

are available in the Security Office and at the Switchboard. All appeals must be made within 15 weekdays from the date of the citation.

### 2.13 Refund Policy/Deadlines

In general, if a student withdraws from classes within fourteen calendar days from the first official day of classes (as published in the official academic calendar) or within an equivalent period for short-term courses, a refund will be made of 75% of the registration and/or tuition fees. Adjunct faculty members are requested to refer students to the specific guidelines for refunds as listed in the college catalog.

### 2.14 Sexual Harassment Policy

Generally, sexual harassment may be defined as unwelcome sexual advances, requests for favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of the individual's employment or of the individual's status in a program, course or activity;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individuals; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment.

Cleveland State Community College is committed to providing its faculty, staff, and students with an environment free of sexual harassment and harassment on the basis of race, color, religion views, veteran status, political affiliations and gender, age, national origin, orientation or disability. Harassment is a form of discrimination and is grounds for disciplinary action. It may also, depending on its nature, constitute a violation of federal law. Any faculty, staff, or student who has a complaint regarding harassment should contact the Director of Human Resources (A-107B) for information and assistance relative to the procedure for review of the complaint.

### 2.15 Student Rights and Responsibilities

Students have a right:

- To know what is expected of them in each course;
- To expect their course grade to reflect how well they met course expectations;

- To feel free to express themselves and have freedom of inquiry within the college community;
- To attend classes, study, and participate in student activities in an environment in which they feel safe and secure both physically and emotionally;
- To have reasonable access to faculty and to services provided by Cleveland State Community College.

Students have a responsibility:

- to attend classes and complete all assignments in a timely manner;
- To commit sufficient time for study and course preparation;
- To contribute to a climate of open inquiry;
- To be ethical and honest in all academic and student activity endeavors;
- To discuss with faculty and staff problems or issues which could affect their success in college;
- To make an appointment and see their advisor at least one time each semester.

# Information & Telephone Directory

Main Campus • 3535 Adkisson Drive • P.O. Box 3570 • Cleveland, TN 37320-3570 • (423) 472-7141 or (800) 604-2722

Athens Site • 2580 Ingleside Avenue • Athens, TN 37303 • (423) 472-7141, Ext. 463 or (423) 745-8486

Vonore Site (Tellico Educ. Consortium) • 59B Excellence Way • Vonore, TN 37885 • (423) 472-7141, Ext. 480 or (423) 884-6878

For Information About:	Department/Person	No. or Ext.	Building/Address	Room
<b>Academic Questions</b>				
Business and Technology		478-6224	Career Education Building	E 115
Health and Wellness and Nursing		478-6228	Career Education Building	E 207
Humanities and Social Sciences		478-6230	Humanities Building	H 119
Science and Mathematics		478-6232	Science Building	S 201
Academic Service Scholarships	Student Services	478-6218	Mathis Student Center	U 110A
ACCESS Center	ACCESS Center	478-6217	Mathis Student Center	U 118
Admissions and Records	Admissions and Records	478-6213/214	Adkisson Admin. Bldg.	A 112
Adult Services	ACCESS Center	472-7141, Ext. 393	Mathis Student Center	U 118G
ADVANCE	Business & Technology	478-6245	Career Education Building	E 106D
Advisor Assignments or Changes	Admissions & Records	478-6213	Adkisson Admin. Bldg.	A 112
Application/Catalog Requests	Recruitment & Enrollment	614-8734	Mathis Student Center	U 117
Athletics	Athletic Department	478-6219 or 271	Lane Gymnasium	G 112
Books and Supplies	Bookstore	478-6234	Mathis Student Center	U 101
Campus Tours	Recruitment & Enrollment	614-8734	Mathis Student Center	U 117
Change of Major	Admissions & Records	472-7141, Ext. 264	Adkisson Admin. Building	A 112
Choosing a Major/Career	ACCESS Center	478-6217	Mathis Student Center	U 118
Clubs and Organizations, Campus Events	Campus Recreation	614-8744	Mathis Student Center	U 110C
College Catalogs for Four-Year Institutions	ACCESS Center	478-6217	Mathis Student Center	U 118
Cooperative Education	Business & Technology	614-8718	Career Education Building	E 106C
Counseling (Personal)	ACCESS Center	478-6217	Mathis Student Center	U 118
Courses OnLine (WWW/TOCCC)	COE Multimedia	472-7141, Ext. 416	Library	L 122
Developmental Studies	Academics	472-7141, Ext. 297	Science Bldg.	S 201C
Disability Support Services	ACCESS Center	472-7141, Ext. 288	Mathis Student Center	U 118
Distance Learning Classes ("Smart Classroom")	COE Multimedia	472-7141, Ext. 416	Library	L 122
Drop/Add/Withdraw	Admissions & Records	478-6214	Adkisson Admin. Bldg.	A 112
Dual Enrollment	Recruitment & Enrollment	472-7141, Ext. 325	Mathis Student Center	U 117
Early Alert Letters/Questions	ACCESS Center	478-6217	Mathis Student Center	U 118
Evening Contact	Cynthia Brooks	472-7141, Ext. 397	Adkisson Admin. Bldg.	A 107A
Financial Aid	Financial Aid Office	472-7141, Ext. 284	Mathis Student Center	U 117
Fitness Center	Campus Recreation	614-8712	Lane Gymnasium	G 109
Foundation Scholarships	Inst. Advancement	478-6206	Coleman Bldg.	A 202
Freshmen Orientation	ACCESS Center	478-6217	Mathis Student Center	U 118
GED Official Test	ACCESS Center	478-6217	Mathis Student Center	U 118
Graduation	Admissions & Records	472-7141, Ext. 266	Adkisson Admin. Bldg.	A 112
Job Placement	ACCESS Center	478-6217, Ext. 361	Mathis Student Center	U 118
Law Enforcement Training Center	Law Enforce. Training	472-7141, Ext. 402	Technologies Building	T 121D
Library	Academics	478-6209	Library	
Non-Credit Courses	Continuing Education	472-7141, Ext. 270	Adkisson Admin. Building	A 202
Parking Permits	Information Center	472-7141, Ext. 306	Adkisson Admin. Building	
Perkins IV		472-7141, Ext. 314	Career Education Building	E 308E
Pre-College	Continuing Education	472-7141, Ext. 270	Adkisson Admin. Building	A 202
President's Office	President's Office	478-6200	Adkisson Admin. Building	A 101
Public Information	Marketing & Public Info.	478-6208	Mathis Student Center	U 102
Regents OnLine Degree	Student Services	472-7141, Ext. 393	Mathis Student Center	U 118G
Registration	Admissions & Records	478-6214	Adkisson Admin. Bldg.	A 112
Résumé Development/Job Search Preparation	ACCESS Center	478-6217	Mathis Student Center	U 118
Security	Fin. & Administration	478-6236 or 202	Security Building	
Small Business Development Center		478-6247	Technologies Building	T 126B
Student Insurance Information	Student Services	478-6218	Mathis Student Center	U 110A
Student Senate		472-7141, Ext. 441	Mathis Student Center	U 100
Student Services		478-6218	Mathis Student Center	U 110A
Testing Services	ACCESS Center	478-6217	Mathis Student Center	U 118
The Signal Student Newspaper		472-7141, Ext. 425	Mathis Student Center	U 110E
Trade Adjustment Act	ACCESS Center	472-7141, Ext. 393	Mathis Student Center	U 118G
Transcript Request Information	Admissions & Records	478-6214	Adkisson Admin. Bldg.	A 112
Transfer Evaluations	Admissions & Records	472-7141, Ext. 264	Adkisson Admin. Bldg.	A 112
Tuition Fees/Fines	Business Office	478-6239	Adkisson Admin. Bldg.	A 109
Tutorial Services	Math & Science	472-7141, Ext. 335	Science Building	S 212
Veteran's Benefits	Student Services	472-7141, Ext. 265	Mathis Student Center	U 117G
Video Courses/Lib. Services	Library	478-6209	Library	
Workforce Investment Act	ACCESS Center	472-7141, Ext. 393	Mathis Student Center	U 118G

### 3.0 INSTRUCTIONAL INFORMATION

#### 3.1 Absence of Instructor

If the instructor cannot come to class due to illness or other emergency, the Dean for the academic area must be notified immediately. Substitutes may be arranged, and the responsibility for payment of the substitute instructor belongs to the regular contracted part-time instructor. Other options such as re-scheduling the class or having extended time may be considered and approved by the appropriate Dean. If an instructor must be late in arriving at any class meeting, the Adjunct Faculty Coordinator must be promptly notified so that the students can be advised to wait.

#### 3.2 Add/Drop/Withdrawal Procedures

Students may add classes during the first week of regularly scheduled classes. Adding a class beyond this deadline is strongly discouraged and requires the approval and signature of the course instructor and appropriate Dean. Students may withdraw from classes during the first ten weeks of classes (For short or special courses, the deadline will be published on the course syllabus). Any requests beyond the drop deadline must be submitted with a written explanation and pertinent documentation (see Attachment E) to the Office of the Vice President for Academic Affairs, Administration Building, Room 102 (For specific deadlines, consult the current college catalog or schedule of class offerings).

Add/Drop/Withdrawal Forms (see Attachment F) may be secured by the student in the Records Office. It is the student's responsibility to return the completed form to this office. A fee for add, drop, or withdrawal will be assessed.

#### 3.3 Cancellation of Classes/Length of Classes/Rescheduling of Classes

Each instructor is expected to fully utilize the complete class time as it appears on the schedule. Under normal circumstances, classes should never be canceled, shortened, or postponed. In case of an unavoidable problem, the appropriate Dean must be notified. If the problem is identified after 4:30 p.m., the Evening Coordinator must be notified at 423-473-2397.

Any rescheduling of a class may be done only with the explicit permission of the appropriate Dean. The modified schedule must be determined to be "reasonable" by the Dean and must accommodate every student in the class without creating an undue hardship. Make-up schedules for classes missed due to inclement weather are established for the college as a whole and are generally announced in campus publications well in advance of the make-up dates. Instructors are also expected to announce these dates

in all affected classes. (For further details, see section 3.4 and Cancellation of Classes Due to Weather section of the Student Handbook in the current catalog.)

### 3.4 Computer Access for Students

Currently enrolled students may use computer laboratories in the Library and the Career Education Building for homework and practice at times when the College is open and there are no classes scheduled. Rules for computer lab usage are posted in the labs and are also printed in the College catalog. Computers in the Library are accessible during regular library hours.

### 3.5 Counseling/Academic Advisement

The college has the obligation to provide proper advisement for all students so that their degrees or interests are pursued without unnecessary or unwarranted course selections. All instructors find themselves in the role of advisors, either directly or indirectly, and it is absolutely essential that instructors deliberate carefully prior to suggesting courses to any students. Adjunct instructors are advised to refer students to full time faculty or the counseling staff in the ACCESS Center located in the Mathis Student Center.

### 3.6 Examinations

In general, the college operates on a fifteen week semester; the first fourteen weeks are for instruction; the fifteenth week is final exam week. Mid terms and all other exams are administered according to the Master Syllabus provided by the department. Final exams are to be given according to the official college schedule for exam week which is published in the college catalog instructors must provide close supervision of classes during all examination sessions.

Cheating, plagiarism, and other forms of academic dishonesty will not be tolerated. If such incidences occur, for action please refer to the General Regulations on Student Conduct and Disciplinary Sanctions section in the Student Handbook of the current college catalog.

### 3.7 Field Trips

Field trips must be planned at least one week in advance and approved by the appropriate Dean. A list of the students who will be traveling and the times that the students will be away from campus must be included with the request for travel authorization. When an instructor requests that students meet at another location for a regular class meeting, the students should be informed well in advance of the alternate location. Under no circumstances should students convene at the college for departure to the alternate location.

### 3.8 Grading Concerns

Grades are an integral part of the students' records of progress, and all instructors must exert their very best professional judgments in student evaluations. The class roll must contain sufficiently ordered and conclusive data to justify any grade issued. The class roll book **MUST** be turned in to the Adjunct Faculty Coordinator at the end of the semester. Great care must be exercised in the averaging of grades and in the maintaining of attendance records as all student complaints concerning grades will require reference to those records.

**Adjunct faculty should follow the grading and evaluation plan in the master syllabus provided by the department.**

Letter grades are used at Cleveland State Community College to indicate the quality of work achieved by students. The grade scheme must be on the syllabus. These numerical equivalents are provided as a comparison guide only.

Grade	Percentile	Quality Points Awarded Per Semester Hour
A Outstanding	95-100	4
B Above Average	85- 94	3
C Average	75- 84	2
D Passing but below average	65- 74	1
F Failing	0- 64	

Other markings which may appear on the grade reports and transcripts are the following:

3.8a **P (Pass)**-Indicates that a student has successfully completed a course. Credit indicated by "P" counts toward meeting graduation requirements but has no effect on the quality point average. The grade "P" is subject to the stipulations for Alternate Credit as published in the catalog.

3.8b **NP (No Pass)**-Indicates a student did not earn credit. This grade is not computed in the grade-point average. Students may not change from the P/NP option to another grading option once the option has been exercised.

3.8c **I (Incomplete)**-Indicates that the student has not completed all the work of the course for a reason acceptable to the instructor. **The adjunct faculty member is requested to give the "I" grade only under extraordinary, well-documented circumstances** (a suggested guideline for assignment of "I" is completion of at least 80% of the course requirements). The removal of the "I" is the responsibility of the adjunct faculty. A student who receives an incomplete should not re-register for the course, but **must contact the instructor no later than two weeks from the beginning of the**

**succeeding semester**, excluding summer, and must make up the incomplete within eight weeks from the beginning of the succeeding semester, excluding summer. Incompletes which are not resolved in this manner become “F.”

3.8d **AU (Audit)**-Indicates that the student elected to enroll in the course for no grade or credit.

“Audits” do not replace grades previously issued. Once the “audit” option has been exercised, a student may not change from audit to credit beyond the time stipulated in the catalog

3.8e **W (Withdrawl)**-Indicates that a student has officially dropped a course(s) during the official add/drop period as published in the Academic Calendar. A student may officially withdraw from any course(s) without receiving a failing grade until the end of the tenth week of classes (or as specified on the syllabus for special/short classes). Beyond that date, a student may withdraw only with approval of a committee appointed by the Vice President for Academic Affairs. A written petition must be submitted to the Office of the Vice President for Academic Affairs demonstrating that unusual conditions or hardships exist before any requests for late withdrawal will be considered.

3.8f **PR (Proficiency)**-Indicates that the student earned credit by taking a proficiency examination. The grade is not computed in the quality-point average; the hours earned by proficiency will be counted toward graduation.

3.8g **RE (Repeated Course)**-Indicates that the student is repeating a course upon approval of the faculty advisor. In computing the quality point average of a student who has repeated one or more courses, the college will count only the last grade received in the repeated course or courses and count hours attempted only once provided that the number of repeats in any single course does not exceed two (three attempts totaled). In the event that a student repeats a course more than twice, the grade in the third and subsequent attempts shall be used in determining the quality point average. Students may not repeat a course in which a “B” or higher grade was earned unless approved by the Vice President for Academic Affairs.

3.8h Changing of Final Course Grade

If an instructor finds it necessary to award an “I” for incomplete work or needs to correct a grade that was recorded in error, the “Change of Grade Form” (see Attachment H) must be used. The form is secured from the Registrar’s Office, completed by the adjunct faculty, approved by the Vice President for Academic Affairs, and returned to the Registrar’s Office.

### 3.8i Posting of Grades

Instructors may not discuss the records or grades of any student with anyone (including parents) except the student or an official of the college, unless the student issues a prior written statement authorizing such discussion. Similarly, student grades and/or progress may not be posted (including using social security numbers). (Federal Law) Student grades may be recorded on a secure password protected course management system Online@CSCC.

### 3.8j Reporting of Grades at End of Semester

Grades are to be reported online by using BANNER. Admissions and Records Office will notify via CougarNet the dates for entering grades on the BANNER. The instructor is to retain a copy in the completed roll/grade book.

### 3.9 Instructor Evaluation (See Attachment H)

Student evaluation of instruction is performed every semester (usually between the tenth and thirteenth weeks) in a maximum of two classes (the two largest classes). The evaluation packet will be provided by the division deans. The purpose of student evaluations is the improvement of the instructional process. Evaluations give the instructor a method of viewing himself/herself through the eyes of the class in general and suggest what steps might be taken to improve that perception. Student evaluations are anonymous and **should not** be performed with the instructor in the classroom; the completed forms should be returned in a sealed envelope to the Office of the Vice President of Academic Affairs **by a student volunteer**. Results of the evaluation will be made available to the instructor. They will be reviewed by the Dean of the area in which the course has been taught. Any problems will be discussed with the faculty member and suggestions for improvement will be developed.

### 3.10 Library Information

The library hours are as follows:

#### Fall/Spring Semester

<u>Days</u>	<u>Hours of Operation</u>
Monday-Thursday	7:30 A.M. - 10:00 P.M.
Friday	7:30 A.M. - 4:30 P.M.
Saturday	10:00 A.M. - 2:00 P.M.

#### Summer Semester

<u>Days</u>	<u>Hours of Operation</u>
Monday-Thursday	7:30 A.M. - 7:30 P.M.
Friday	7:30 A.M. - 4:30 P.M.
Saturday	closed

Additional information regarding Library (see Attachment I).

### 3.11 Mailboxes

Mailboxes are in the Administration Building. Mailboxes should be checked at least once a week for announcements and memoranda. E-mails, addressed to “Adjuncts,” will also be sent as a second means of communication and should be checked at least weekly. Adjunct are expected to use CSCC e-mail.

### 3.12 Institutional Effectiveness

As a result of internal interests in improving services and external pressures for accountability, the College has in place a number of programs designed to assess student satisfaction and performance. The College’s accreditation status with the Southern Association of Colleges and Schools (SACS), standing within Tennessee public higher education, and significant funding incentives are greatly affected by these evaluation programs. All instructors, including adjunct faculty, must be acutely aware of the impact of their performance upon these critical issues.

#### 3.12a Performance Funding

Each year, the Tennessee Higher Education Commission requires all institutions, including Cleveland State, to submit a host of performance indicators. A formula is used by the State to convert results of these assessments into incentive dollars. Measures include general education outcomes, retention and graduation rates, graduate exit exams, graduate job placement, student and alumni surveys, accreditation status, and goal completion. Students are strongly influenced by instructors’ support of these assessments. It is counter-productive for staff to dismiss the seriousness of seemingly bothersome or intrusive non-instructional activities such as in-class surveys. All adjunct faculty are therefore urged to speak to these issues from a position of full knowledge regarding their purposes and application in the pursuit of excellence at Cleveland State. The Office of Institutional Effectiveness, located on the second floor of the Administration Building, will gladly answer any questions regarding college assessment programs.

Similarly, instructor influence can be focused upon positive outcomes for the students and the College. Success of students in class is the result of competent instruction and timely interventions in student support. Retention and graduation rates, student performance on exit exams, transfer and employment success, and other long-term outcomes are direct products of good teaching and actions that promote student self-esteem.

### 3.12b General Education

Cleveland State Community College is committed to providing its students with life skills. This goes beyond the individual courses and disciplines. It is very important that instructors read the statement of general education presented in the catalog and tailor their courses to maximize general education content. (For Cleveland State's general education core requirements, see Section 1.2.) Each course syllabus must reflect the integration of the general education objectives. Whenever possible or applicable, instructors should encourage students to think critically, solve problems, effectively express themselves orally and in writing, use computers, apply logical relationships of subject material to the current environment, and work together in appreciation of differences in beliefs and cultures.

### 3.13 Roll books; Class Rosters/Grades

**A record of attendance and grade must be kept as a permanent record. A copy of this record, whether it be roll book or spreadsheet, must be turned into the Adjunct Coordinator at the end of the semester. Class attendance must be checked regularly; all grades must be recorded.**

Class rolls will be retrieved from BANNER and attendance recorded. Attendees must be verified against the actual enrollment and any discrepancies must be reported to the Admissions and Records Office immediately.

### 3.14 Syllabi and Course Outline (Attachment K)

A syllabus must be prepared for each class in accordance with a master syllabus provided by the Deans of the appropriate academic areas. Some rearrangement of course material is permitted but requirements pertaining to academic standards must not be altered. All syllabi must incorporate General Education Goals (See 1.2), and list the withdrawal and refund dates (if different from those in the catalog). **The syllabus must be distributed and explained at the beginning of the semester and represents a “contract” between the instructor and the students. (See Attachment J). A copy of the syllabus must be filed with the Adjunct Coordinator and with the Dean of the Department.**

Because adjunct faculty are obligated to be accessible to students for purposes of academic assistance, a statement detailing specific accessibility should be added to the syllabus. Our goal's for 100% of our classes to have an Online@CSCC presence to communicate with students and make yourself available to students

Adjunct instructors are encouraged also to include a telephone number and e-mail address on the syllabus and give clear instructions on where to access class materials and information for the students

### 3.15 Textbooks

Students should purchase all required texts at the beginning of the semester because the bookstore usually returns unsold texts after the first two weeks. Instructors are provided with desk copies by the office of the Dean; these copies must be returned to the issuing office.

### 3.16 Tutorial Services

Free tutoring services are available for all Developmental Studies classes. In an effort to increase success and retention rate, the College encourages the use of tutorial services in other subject areas as needed. Information on tutorial services is available from the ACCESS Center

### 3.17 Typing and Copying Services

Limited secretarial services will be available in the division dean's office, but will be subject to prior job responsibilities that the department secretaries may have at that time. Typing services require an adequate "lead" time of at least three days or longer if extensive typing is needed. Please check with the Dean to obtain the department's copy code for making copies.

# Attachment A

# CLEVELAND STATE COMMUNITY COLLEGE

## ADJUNCT INSTRUCTOR CHECK-OFF SHEET

NAME \_\_\_\_\_

\_\_\_\_\_ Application

\_\_\_\_\_ Official Transcript (s)

\_\_\_\_\_ Documentation of Work Experience/Technical and Performance Competency/Other Certification

\_\_\_\_\_ Responsibilities of Adjunct Faculty

\_\_\_\_\_ Employment Eligibility Verification (Form I-9)

\_\_\_\_\_ Employee's Withholding Allowance Certificate (W-4)

\_\_\_\_\_ Personnel Information for CSCC

\_\_\_\_\_ Certification Regarding State Employment

\_\_\_\_\_ Certification of Faculty Proficiency in English

I hereby certify that the folder is complete according to the above check-off sheet and that \_\_\_\_\_ meets all academic/work experience, etc. qualifications to teach the following course(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Vice President for Academic Affairs

\_\_\_\_\_  
Date

## Cleveland State Community College

### Responsibilities of Part-Time Faculty

1. Provide an application for employment, W-4, 1-9, Official Academic Transcripts/Degrees, proficiency certificates and other appropriate documents.
2. Familiarize him/herself with and follow all stipulations of the Adjunct Faculty Handbook.
3. Develop a course syllabus in collaboration with the supervisor, according to the standard college wide syllabus format. The approved syllabus must be distributed to each student at the beginning of the term. A copy must be filed with the Academic Support Office and with the Dean of the department.
4. Maintain high standards of instructional quality.
5. Use the textbooks, supplies and manuals approved for the courses as specified in the syllabus. Exceptions must be approved by the supervisor.
6. Be on time for all scheduled classes and be adequately prepared to teach for the entire length of all classes. This includes the first class through the last class.
7. Notify the supervisor of all absences, in advance if possible. Instructors who are absent may assist in locating qualified substitutes. Payment of substitutes is the responsibility of the absent part-time instructor. If an instructor must be late for any class meeting, the college must be promptly notified so that the students can be advised to wait.
8. Keep complete and accurate student attendance and performance records in the approved roll book provided by the college. Grades must be reported in an approved and timely manner according to prescribed instructions.
9. MUST turn in roll book at the end of the term.
10. Maintain confidentiality of all student records.
11. Be responsible for leaving the facility and equipment in as good a condition as it was found.
12. Be accessible to students for purposes of academic assistance according to guidelines specified in the Adjunct Faculty Handbook.
13. Provide accurate college information of referrals to students and prospective students.
14. Do Not permit unauthorized persons to attend class.
15. Do Not pay for any materials purchased without prior authorization on the appropriate form.

Any class scheduled to be taught by part-time instructor may be given to a full-time faculty member if it is necessary to complete the faculty members load. Any class may be canceled if there is not sufficient enrollment to justify the class. These instances sometimes occur after registration has been completed. Decisions are normally made before the second class meeting and all persons so affected will be notified as soon as possible. No payment will be made for instruction and related services which a part-time instructor may have rendered prior to a decision to cancel a class due to low enrollment or the assignment of the class to full-time faculty members. Contracts apply to only one term; there is no exception of further employment. I understand and accept the responsibilities of a part-time faculty member.

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 Name

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 Date

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Verification** (To be completed and signed by employee at the time employment begins.)

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

**I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.**

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) \_\_\_\_\_
- An alien authorized to work (Alien # or Admission #) \_\_\_\_\_ until (expiration date, if applicable - month/day/year)

Employee's Signature	Date (month/day/year)
----------------------	-----------------------

**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

**Section 2. Employer Review and Verification** (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

**CERTIFICATION:** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_\_\_ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name <b>Joan M. Bates</b>	Title <b>Director, Human Resources</b>
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) <b>Cleveland State Community College, 3535 Adkisson Drive, Cleveland, TN 37311</b>		Date (month/day/year)

**Section 3. Updating and Reverification** (To be completed and signed by employer.)

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
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C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: \_\_\_\_\_ Document #: \_\_\_\_\_ Expiration Date (if any): \_\_\_\_\_

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
--	-----------------------

## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

### LIST A

Documents that Establish Both  
Identity and Employment  
Authorization

### LIST B

Documents that Establish  
Identity

### LIST C

Documents that Establish  
Employment Authorization

	OR	AND
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	
	5. U.S. Military card or draft record	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	
	6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	8. Native American tribal document
9. Driver's license issued by a Canadian government authority		6. U.S. Citizen ID Card (Form I-197)
<b>For persons under age 18 who are unable to present a document listed above:</b>		
10. School record or report card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
11. Clinic, doctor, or hospital record		
12. Day-care or nursery school record		
		8. Employment authorization document issued by the Department of Homeland Security

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)**

# Form W-4 (2009)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2009 expires February 16, 2010. See Pub. 505, Tax Withholding and Estimated Tax.

**Note.** You cannot claim exemption from withholding if (a) your income exceeds \$950 and includes more than \$300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

**Basic instructions.** If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earner/multiple job situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

**Head of household.** Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or

dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

**Two earners or multiple jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

**Nonresident alien.** If you are a nonresident alien, see the Instructions for Form 8233 before completing this Form W-4.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 919 to see how the amount you are having withheld compares to your projected total tax for 2009. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

## Personal Allowances Worksheet (Keep for your records.)

**A** Enter "1" for **yourself** if no one else can claim you as a dependent. A \_\_\_\_\_

**B** Enter "1" if: B \_\_\_\_\_

- You are single and have only one job; or
- You are married, have only one job, and your spouse does not work; or
- Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.

**C** Enter "1" for your **spouse**. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) C \_\_\_\_\_

**D** Enter number of **dependents** (other than your spouse or yourself) you will claim on your tax return D \_\_\_\_\_

**E** Enter "1" if you will file as **head of household** on your tax return (see conditions under **Head of household** above) E \_\_\_\_\_

**F** Enter "1" if you have at least \$1,800 of **child or dependent care expenses** for which you plan to claim a credit F \_\_\_\_\_

(**Note.** Do **not** include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)

**G Child Tax Credit** (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. G \_\_\_\_\_

- If your total income will be less than \$61,000 (\$90,000 if married), enter "2" for each eligible child; then less "1" if you have three or more eligible children.
- If your total income will be between \$61,000 and \$84,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child plus "1" **additional** if you have six or more eligible children.

**H** Add lines A through G and enter total here. (**Note.** This may be different from the number of exemptions you claim on your tax return.) H \_\_\_\_\_

For accuracy, complete all worksheets that apply. H \_\_\_\_\_

- If you plan to **itemize or claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you have **more than one job or are married and you and your spouse both work** and the combined earnings from all jobs exceed \$40,000 (\$25,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

Cut here and give Form W-4 to your employer. Keep the top part for your records.

Form <b>W-4</b> Department of the Treasury Internal Revenue Service	<h2 style="margin:0;">Employee's Withholding Allowance Certificate</h2> <p>▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074  <div style="font-size: 2em; font-weight: bold; text-align: center;">2009</div>
1 Type or print your first name and middle initial. <span style="float:right">Last name</span>		2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 _____
6 Additional amount, if any, you want withheld from each paycheck		6 \$ _____
7 I claim exemption from withholding for 2009, and I certify that I meet <b>both</b> of the following conditions for exemption. <ul style="list-style-type: none"> <li>• Last year I had a right to a refund of <b>all</b> federal income tax withheld because I had <b>no</b> tax liability <b>and</b></li> <li>• This year I expect a refund of <b>all</b> federal income tax withheld because I expect to have <b>no</b> tax liability.</li> </ul> If you meet both conditions, write "Exempt" here ▶ 7 _____		
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (Form is not valid unless you sign it.) ▶		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional) 10 Employer identification number (EIN)

**Deductions and Adjustments Worksheet**

**Note.** Use this worksheet *only* if you plan to itemize deductions, claim certain credits, adjustments to income, or an additional standard deduction

- 1 Enter an estimate of your 2009 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 7.5% of your income, and miscellaneous deductions. (For 2009, you may have to reduce your itemized deductions if your income is over \$166,800 (\$83,400 if married filing separately). See *Worksheet 2* in Pub. 919 for details.) . . . 1 \$ \_\_\_\_\_
- 2 Enter: { \$11,400 if married filing jointly or qualifying widow(er)  
\$ 8,350 if head of household  
\$ 5,700 if single or married filing separately } . . . . . 2 \$ \_\_\_\_\_
- 3 **Subtract** line 2 from line 1. If zero or less, enter "-0-" . . . . . 3 \$ \_\_\_\_\_
- 4 Enter an estimate of your 2009 adjustments to income and any additional standard deduction. (Pub. 919) . . . . . 4 \$ \_\_\_\_\_
- 5 **Add** lines 3 and 4 and enter the total. (Include any amount for credits from *Worksheet 8* in Pub. 919.) . . . . . 5 \$ \_\_\_\_\_
- 6 Enter an estimate of your 2009 nonwage income (such as dividends or interest) . . . . . 6 \$ \_\_\_\_\_
- 7 **Subtract** line 6 from line 5. If zero or less, enter "-0-" . . . . . 7 \$ \_\_\_\_\_
- 8 **Divide** the amount on line 7 by \$3,500 and enter the result here. Drop any fraction . . . . . 8 \_\_\_\_\_
- 9 Enter the number from the **Personal Allowances Worksheet**, line H, page 1 . . . . . 9 \_\_\_\_\_
- 10 **Add** lines 8 and 9 and enter the total here. If you plan to use the **Two-Earners/Multiple Jobs Worksheet**, also enter this total on line 1 below. Otherwise, **stop here** and enter this total on Form W-4, line 5, page 1 . . . . . 10 \_\_\_\_\_

**Two-Earners/Multiple Jobs Worksheet** (See *Two earners or multiple jobs* on page 1.)

- Note.** Use this worksheet *only* if the instructions under line H on page 1 direct you here.
- 1 Enter the number from line H, page 1 (or from line 10 above if you used the **Deductions and Adjustments Worksheet**) . . . . . 1 \_\_\_\_\_
  - 2 Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However**, if you are married filing jointly and wages from the highest paying job are \$50,000 or less, do not enter more than "3." . . . . . 2 \_\_\_\_\_
  - 3 If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet . . . . . 3 \_\_\_\_\_
- Note.** If line 1 is *less than* line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4-9 below to calculate the additional withholding amount necessary to avoid a year-end tax bill.
- 4 Enter the number from line 2 of this worksheet . . . . . 4 \_\_\_\_\_
  - 5 Enter the number from line 1 of this worksheet . . . . . 5 \_\_\_\_\_
  - 6 **Subtract** line 5 from line 4 . . . . . 6 \_\_\_\_\_
  - 7 Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here . . . . . 7 \$ \_\_\_\_\_
  - 8 **Multiply** line 7 by line 6 and enter the result here. This is the additional annual withholding needed . . . . . 8 \$ \_\_\_\_\_
  - 9 Divide line 8 by the number of pay periods remaining in 2009. For example, divide by 26 if you are paid every two weeks and you complete this form in December 2008. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck . . . . . 9 \$ \_\_\_\_\_

Table 1				Table 2			
Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from <b>LOWEST</b> paying job are—	Enter on line 2 above	If wages from <b>LOWEST</b> paying job are—	Enter on line 2 above	If wages from <b>HIGHEST</b> paying job are—	Enter on line 7 above	If wages from <b>HIGHEST</b> paying job are—	Enter on line 7 above
\$0 - \$4,500	0	\$0 - \$6,000	0	\$0 - \$65,000	\$550	\$0 - \$35,000	\$550
4,501 - 9,000	1	6,001 - 12,000	1	65,001 - 120,000	910	35,001 - 90,000	910
9,001 - 18,000	2	12,001 - 19,000	2	120,001 - 185,000	1,020	90,001 - 165,000	1,020
18,001 - 22,000	3	19,001 - 26,000	3	185,001 - 330,000	1,200	165,001 - 370,000	1,200
22,001 - 26,000	4	26,001 - 35,000	4	330,001 and over	1,280	370,001 and over	1,280
26,001 - 32,000	5	35,001 - 50,000	5				
32,001 - 38,000	6	50,001 - 65,000	6				
38,001 - 46,000	7	65,001 - 80,000	7				
46,001 - 55,000	8	80,001 - 90,000	8				
55,001 - 60,000	9	90,001 - 120,000	9				
60,001 - 65,000	10	120,001 and over	10				
65,001 - 75,000	11						
75,001 - 95,000	12						
95,001 - 105,000	13						
105,001 - 120,000	14						
120,001 and over	15						

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. The Internal Revenue Code requires this information under sections 3402(f)(2)(A) and 6109 and their regulations. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may also subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws, and using it in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

# Cleveland State Community College

P.O. Box 3570, 3535 Adkisson Drive

Cleveland, TN 37320-3570

(423) 472-7141

Please fill out the information listed below. This is for our payroll and personnel files. Please print.

## PERSONNEL INFORMATION

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Birthdate \_\_\_\_\_

Marital Status:  Single  Married  Widowed  Divorced

Sex:  Male  Female Number of Children \_\_\_\_\_

Veteran:  Yes  No

Race:  Asian Pacific Island - U.S. Citizen  
 American Indian/Alaska Native - U.S. Citizen  
 Black - U.S. Citizen  
 Hispanic - U.S. Citizen  
 White - U.S. Citizen  
 Asian Pacific Island - Foreign Citizen  
 American Indian/Alaska Native - Foreign Citizen  
 Black - Foreign Citizen  
 Hispanic - Foreign Citizen  
 White - Foreign Citizen

## EMERGENCY INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Relation \_\_\_\_\_

## EDUCATIONAL LEVEL

Highest Degree Earned \_\_\_\_\_

Major \_\_\_\_\_

Date Earned \_\_\_\_\_

State Acquired \_\_\_\_\_

I certify that I am not employed by the State of Tennessee or any other agency of the state.

\_\_\_\_\_

Name

\_\_\_\_\_

Date

# Cleveland State Community College

## CERTIFICATION OF FACULTY PROFICIENCY IN ENGLISH

### INSTRUCTIONS

1. In compliance with TBR Policy No. 5:02:01:03, this certification form will be completed for each individual appointed to a teaching position or recommended for tenure.
2. This proficiency certification will be made by the Vice President for Academic Affairs. The completed form will be filed in the appointee's personnel file.

Name \_\_\_\_\_

Position \_\_\_\_\_

I certify that in my opinion the appointee can communicate effectively with students in the English language.

---

Vice President for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

# Attachment B

TENNESSEE BOARD OF REGENTS  
OF  
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE  
CLEVELAND STATE COMMUNITY COLLEGE  
NOTICE OF EMPLOYMENT OF  
ADJUNCT FACULTY

TO:

This is to confirm your temporary appointment as an adjunct faculty member in the \_\_\_\_\_ area for the \_\_\_\_\_ to teach the following course (s): \_\_\_\_\_

at a salary of \$ \_\_\_\_\_ per semester, effective \_\_\_\_\_, 20\_\_ subject to the terms and conditions hereinafter set forth and your acceptance thereof:

1. This agreement is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents, and the requirements and policies of Cleveland State Community College.
2. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and be payable as follows: \_\_\_\_\_. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of Cleveland State Community College.
3. This appointment and the above stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as an adjunct faculty member of Cleveland State Community College.
4. As an adjunct faculty member you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit.) Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
5. Finalization of the pending assignment will be subject to the course(s) sufficient enrollment and/or other administrative considerations. Should the class(es) not have a sufficient number of students register, this contract automatically becomes void. Cleveland State Community College also reserves the right to terminate this agreement and transfer the class(es) to a full-time faculty member.
6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
7. Classes will begin on \_\_\_\_\_, 20\_\_ and will end on \_\_\_\_\_, 20\_\_, including examinations. In the event you cannot meet the class(es) at any scheduled time, you must immediately contact your Department Head. Any absenteeism will be reflected in your rate of pay.
8. The class roll(s) will serve as the official record of attendance and catalog description(s) as the official record of contract hours taught. Paychecks will not be issued until all personnel requirements have been met. The final paycheck will not be issued until all contractual obligations have been met.
9. This agreement may be terminated without advance notice.
10. You are required to notify the Director of Human Resources should you become employed at another state agency/institution.
11. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. I also agree to notify the Office of Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.
12. The following special conditions shall govern this appointment:
13. Pursuant to the policies of the Tennessee Board of Regents and this institution, I agree to promptly disclose to Cleveland State Community College all Intellectual Property (including inventions, copyrightable works, computer software, technical know-how and trademarks) conceived, invented, authored, or reduced to practice ("developed") by me, either solely or jointly with others, during the term of my employment with this Institution. I acknowledge and agree that all Intellectual Property developed by me in the scope of my employment with this Institution is to be considered a work for hire, and shall be the sole and exclusive property of this Institution. I further agree to assign all rights in Intellectual Property developed by me to this Institution as required under the policies of Tennessee Board of Regents and Cleveland State Community College and to execute and deliver all necessary documents and otherwise provide proper assistance to enable the Institution to obtain, maintain and enforce its rights in the Intellectual Property.

You must signify your acceptance of this appointment under the terms and conditions set forth by signing this notice and returning it to the Office of Adjunct Faculty within fifteen days after the date of this notice.

\_\_\_\_\_ Date

\_\_\_\_\_ President

**THIS INFORMATION MUST BE COMPLETED BY THE EMPLOYEE  
BEFORE PAYROLL CHECKS WILL BE PROCESSED**

**I accept the appointment as described above. I understand that this appointment is not approved until all signatures have been obtained. I am \_\_\_\_/\_\_\_\_ am not employed as a regular part-time or regular full-time employee at another state agency or institution. In order to process a payroll check, federal regulations require disclosures of your retirement system(s). If none, please write in "none".**

\_\_\_\_\_ Retirement System

\_\_\_\_\_ Appointee Signature

\_\_\_\_\_ Date Signed

*An Equal Opportunity/Affirmative Action Employer*

# Attachment C

**AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS  
CLEVELAND STATE COMMUNITY COLLEGE**

I hereby authorize Cleveland State Community College to initiate credit entries to my account(s) indicated below and the depository named below to credit the same to such account. The Bank listing for (1) is a checking account and all money after all deductions, taxes, and other deposits will be deposited here. If you prefer the deposit to be sent to your saving account, please leave (1) blank and enter the information on (2).

This authority is to remain in effect until Cleveland State has received written notification from me of its termination in such time and in such manner as to afford Cleveland State a reasonable opportunity to act on it or till termination of employment.

NAME \_\_\_\_\_ S.S. # \_\_\_\_\_

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

HOME PHONE # \_\_\_\_\_ CLSCC EXTENSION # \_\_\_\_\_

1) DEPOSITORY (BANK) NAME \_\_\_\_\_ CHECKING \_\_\_\_\_ 100% \_\_\_\_\_

BANK TRANSIT/ABA NO. \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_

2) DEPOSITORY (BANK) NAME \_\_\_\_\_ SAVINGS \_\_\_\_\_ 100% \_\_\_\_\_

BANK TRANSIT/ABA NO. \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_

– PLEASE ATTACH A VOIDED CHECK –

# Attachment D

*A Constituent College of the Tennessee Board of Regents*

# Cleveland State

COMMUNITY COLLEGE

Attention: All Cleveland State Adjunct Faculty

Cleveland State policy states that all adjunct faculty pay a \$5.00 campus access fee each semester. This fee entitles the adjunct faculty member access to the campus facilities. This fee should be paid in the first full month of employment at Cleveland State. If preferred, the access fee may be paid at the Business Office window. If authorized, Cleveland State will deduct this access fee automatically from your March paycheck, if you authorized for spring semester, or October paycheck, if authorized for fall semester. If are are not getting a paycheck in the month noted above, you may pay your access fee at the Business Office window.

Please check one of the following:

\_\_\_\_\_ I authorize Cleveland State to deduct the Campus Access Fee as described above.

\_\_\_\_\_ I choose to pay the Campus Access Fee at the Business Office window.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security #

# Attachment E

# Cleveland State Community College

## Add/Drop/Withdrawal Form

*Please verify all deadlines in the college catalog, schedule of classes and/or on your course syllabus.*

### Procedures:

1. Complete **personal information** in **section A**.
2. If **dropping or withdrawing** from a course(s) **complete section B**. If you are requesting withdrawal after the withdrawal deadline you must also complete a **Request for Approval of Late Withdrawal** form located in the Admissions and Records Office.
3. If **adding** course(s) **complete section C**. If you are requesting to add course(s) after late registration, please obtain the signature of each individual instructor and the appropriate Division Dean(s).
4. Complete the **signature and date** portion in **section D**.

### Section A

Name \_\_\_\_\_ Student I.D.# \_\_\_\_\_ Effective Semester \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Receive Financial Aid?  Yes  No

Reason for Request \_\_\_\_\_

### Section B – Courses to be Dropped or Withdrawn

Call No.	Dept.	Course No.	Sec. No.	Sem. Hrs.	Course Title	Instructor's Signature	Last Date Attended

### Section C – Courses to be Added

Call No.	Dept.	Course No.	Sec. No.	Sem. Hrs.	Course Title	Instructor's Signature

Semester hours change from \_\_\_\_\_ to \_\_\_\_\_

### Section D

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Division Dean \_\_\_\_\_ Date \_\_\_\_\_

### – Administrative Use Only –

Records Office Personnel \_\_\_\_\_ Date \_\_\_\_\_

Business Office Personnel \_\_\_\_\_ Date \_\_\_\_\_

Additional Fees Charged \_\_\_\_\_ Refund Due \_\_\_\_\_ No Refund Due \_\_\_\_\_

Refund Check No. \_\_\_\_\_ Total = \$ \_\_\_\_\_ \$ \_\_\_\_\_ X \_\_\_\_\_ % = \$ \_\_\_\_\_

\$ \_\_\_\_\_ X \_\_\_\_\_ % = \$ \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Admissions & Records - original  
Student - yellow  
Business Office - pink

# Attachment F



# CLEVELAND STATE COMMUNITY COLLEGE

*A Constituent College of the Tennessee Board of Regents*

## REQUEST FOR APPROVAL OF LATE WITHDRAWAL

I understand that the deadline for withdrawing from a class has passed and that permission for late withdrawal will only be granted in **VERY** exceptional cases and will require supportive documentation.

In formal paragraph form justify your request. Attach all appropriate documentation (i.e. hospitalization, etc.). You must explain (1) why you wish to withdraw from the class **AND** (2) why you did not withdraw during the appropriate withdrawal period. If more writing space is needed, please use the back of this form.

*I hereby declare that the above is a factual and accurate statement of the conditions for my request. I wish to withdraw from the following class:* \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Soc. Sec. No.

\_\_\_\_\_  
Date

Recommendation for late withdrawal (failure to obtain signature in the following order **WILL STOP** the process):

1. To be completed by instructor of course.

\_\_\_\_\_  
Last Day of Class Attendance

\_\_\_\_\_  
Passing/Failing as of this date

\_\_\_\_\_  
Number of Classes Missed Prior  
to Last Date of Attendance

\_\_\_\_\_  
I do/do not recommend late withdrawal.

\_\_\_\_\_  
Signature of Instructor of this course

\_\_\_\_\_  
Date

2. \_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
I do/do not recommend late withdrawal. \_\_\_\_\_

Date

3. Committee's decision: \_\_\_\_\_

\_\_\_\_\_  
Committee met on: \_\_\_\_\_ Committee chair signature: \_\_\_\_\_

4. \_\_\_\_\_  
Signature of Dean of the Faculty

\_\_\_\_\_  
Date

White – Admissions and Records  
Canary – Students  
Pink – Dean of Faculty  
Goldenrod – Committee Chair

# Attachment G

## CLASSROOM TEACHING EFFECTIVENESS SURVEY

Using the computer answer sheet provided, please indicate your instructor's classroom teaching effectiveness by rating items 1 through 17 below on a scale of 1 to 5 (with "1" indicating "NO" or "Strongly Disagree" and "5" indicating "YES" or "Strongly Agree"). If you feel an item does not apply to your class or you have no opinion, then leave the corresponding answer space BLANK on the answer sheet. (NOTE: Don't forget to mark your answer to item 18 according to the scale provided for that item only.)

1	2	3	4	5
I.....	I.....	I.....	I.....	I.....
NO Strongly Disagree				YES Strongly Agree

NO ANSWER MARKED = "NO OPINION" OR "DOES NOT APPLY"

PLEASE THINK ABOUT EACH ITEM SEPARATELY!

1. I received a syllabus or other list of objectives and requirements during the beginning of the course.
2. My instructor is available for help during posted office hours or by appointment.
3. My instructor collects enough information (through tests, papers, homework, or other work) to measure what students have learned.
4. My instructor keeps me informed of my performance by returning assignments and tests within a reasonable period of time.
5. My instructor appears to have a thorough knowledge of the subject.
6. My instructor is usually well-prepared for class.
7. My instructor explains the material clearly.
8. My instructor makes good use of examples and illustrations.
9. My instructor demonstrates enthusiasm for the subject.
10. My instructor seems genuinely concerned that students learn the material.
11. The assignments and exercises help students to understand the subject.
12. Students in this course are free to express their opinions and ask questions.
13. My instructor treats students with respect.
14. There were agreements between what was taught in the course and what appeared on the tests.
15. My instructor grades assignments and tests fairly.
16. My instructor informs students of additional information and learning resources when needed.
17. I would enjoy taking another course from this instructor.
18. My instructor's OVERALL PERFORMANCE in this course has been:

- |   |   |               |
|---|---|---------------|
| 1 | – | Poor          |
| 2 | – | Below Average |
| 3 | – | Above Average |
| 4 | – | Very Good     |
| 5 | – | Outstanding   |

## LABORATORY TEACHING EFFECTIVENESS SURVEY (for labs or clinicals)

Using the computer answer sheet provided, please indicate your instructor's laboratory teaching effectiveness by rating items 1 through 17 below on a scale of 1 to 5 (with "1" indicating "NO" or "Strongly Disagree" and "5" indicating "YES" or "Strongly Agree"). If you feel an item does not apply to your laboratory or you have no opinion, then leave the corresponding answer space BLANK on the answer sheet. (NOTE: Don't forget to mark your answer to item 18 according to the scale provided for that item only.)

1	2	3	4	5
I.....	I.....	I.....	I.....	I.....
NO				YES
Strongly				Strongly
Disagree				Agree

NO ANSWER MARKED = "NO OPINION" OR "DOES NOT APPLY"

PLEASE THINK ABOUT EACH ITEM SEPARATELY!

1. I received a syllabus or other list of objectives and requirements during the beginning of the lab.
2. My instructor is available for help outside of lab during posted office hours or by appointment.
3. My instructor collects enough information (through tests, assignments, practice, or other work) to measure what students have learned.
4. My instructor keeps me informed of my performance by returning my work or tests within a reasonable period of time.
5. My instructor appears to have a thorough knowledge of the subject.
6. My instructor is usually well-prepared for lab.
7. My instructor explains the material clearly.
8. My instructor makes good use of examples and illustrations.
9. My instructor demonstrates enthusiasm for the subject.
10. My instructor seems genuinely concerned that students learn the material.
11. The assignments and exercises help students to understand the subject.
12. Students in this lab are free to express their opinions and ask questions.
13. My instructor treats students with respect.
14. There were agreements between what was taught in the lab and what appeared on the tests and evaluations.
15. My instructor evaluates my work fairly.
16. My instructor informs students of additional information and learning resources when needed.
17. I would enjoy taking another lab from this instructor.
18. My instructor's OVERALL PERFORMANCE in this lab has been:

- |   |   |               |
|---|---|---------------|
| 1 | – | Poor          |
| 2 | – | Below Average |
| 3 | – | Above Average |
| 4 | – | Very Good     |
| 5 | – | Outstanding   |



# Attachment H

We enjoy working with you to make sure that our students have appropriate access to information resources - whether in the "antique" book format or an electronic resource on the Internet. We hope to meet individually with you to review your class information & research needs.

## Your Resources

- **24/7 to your desktop**
  - **WebVoyage** - our new online catalog indexes and locates a variety of resources including books, ebooks, e documents and e journals. Check out "Your Account"
  - **Databases** - full content of journals, graphics, art and photo materials
  - **Ebooks** - 78,000 via netLibrary, StatRef, Oxford, Gale or Safari
- Our **book collection** - reviewed by faculty for content and timeliness Check with Mary Evelyn
- **Core of paper journals** - monitored to justify continued purchase Check with Mary Evelyn and Suzanne

We appreciate your suggestions for continued development of any and all resources available to the campus. One of your update resource tools available is **ChoiceReviewsonline**. It provides a monthly desktop review of current resources, both books and internet resources, tailored to your specified profile. Call Janet for password

## Your Classroom

- **Research Literacy sessions** to develop students' skills in your subjects/assignments. Available also from the distance learning facility, off campus sites or within D2L

To make sure that your class receives the maximum benefit from their time, please request such sessions with a minimum of two weeks notice. Please let us know ahead of time when you are scheduling class time in the library. Check with Alan or Janet

- **Research Literacy Assessment** giving students a gradable, interactive option to refresh their basic research skills. Look for **SearchPath** (Available within D2L on request. Check with Alan)
- **Reserve** - where items may be housed to meet a short term, high volume use for large numbers of students. Books, journal articles, or videos/DVDs which meet the requirements of copyright "fair use," may be placed on reserve. Call Terri **Check for possible electronic reserves!!** Call Alan
- **Class specific resource pages** developed in conjunction with you for your class assignments and needs -available to be linked from our home page and your D2L shell. Check with Alan
- **Two computer labs** - 1) for Internet and database research 2) for word processing and some class software Check with Alan regarding software issues.
- **Textbook collection** - available for student use in library only. Available copies are provided by faculty/departments.

## Your Research/Professional development

- Your requests (Interlibrary loan) for book and journal materials, not held locally or accessible electronically, will be borrowed for you. One of your library perks! Check with Slade
- **CETAL Resource Room** - with multimedia workstation for course development and research
- **Chronicle of Higher Education** - daily electronic copy available on your campus desktop

Our staff is recognized across campus for their supportive, friendly, patron oriented service. We appreciate your support and value your input.

Mary Evelyn Lynn, Library Director  
Sarah Copeland, Records Coordinator  
Terri Engebretson, Circulation/documents  
Alan Goslen, Public Services Librarian  
Suzanne Ratcliff, Secretary

**Evenings**  
Janet Caruth, Acquisition Librarian  
Slade Scoggins, Interlibrary loans

Email: [library@clevelandstatecc.edu](mailto:library@clevelandstatecc.edu)  
Telephone: 209 or 478-6209  
<http://cougarnet.clevelandstatecc.edu/> Click on Library tab for your resources.

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## Guide to Electronic Resource Access for Faculty & Staff

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### Library tab on CougarNet:

**Library Home Page:** <http://www.clevelandstatecc.edu/academics/departments/library/index.asp>

**Faculty Services:** <http://www.clevelandstatecc.edu/academics/departments/library/services.asp>

**Off campus access:**      **User Name:** library      **Password:** resources

### Multi-database search portal:

- **AGent:** This search engine can search up to 10 databases at a time.

### Books and other Materials:

- **Voyager catalog:** This catalog lists the books, videos, etc. in the Cleveland State library. Soon it will also provide links to our other electronic books for one stop searching.
- **NetLibrary:** This collection of more than 78,000 electronic books is available online. To use more advanced features, you may set up a personal account.
- **Safari:** The TBR collection contains 200 books for CIS students and faculty.
- **Stat!Ref:** A collection of Medical and Nursing reference books and textbooks.

### Databases and other Electronic Resources:

- **Tennessee Electronic Library (TEL):** This is our primary set of databases. These InfoTrac databases include 17 journal and newspaper indexes with many full text articles. It also provides links to Literature Resource Center and Testing & Education Resource Center.

**Literature Resource Center:** Contains biographical information, overviews, full-text literary criticism and reviews about nearly 130,000 writers in all disciplines.

**Testing & Education Reference Center w Career Module:** Searches for colleges, graduate schools and technical schools. Provides practice college entrance and professional exams such as NCLEX. Includes career assessment and resume development.

- **H. W. Wilson databases:** OmniFile Mega Full Text (FT) and its component databases: Applied Science FT, Art FT & Retrospective, Biological & Agr Index Plus, Business FT, Education FT, Gen Science FT, Humanities FT, Legal Periodicals FT, Reader's Guide FT, and Soc Sciences FT.
- **AccessScience:** Includes the McGraw-Hill Encyclopedia of Science & Technology, research updates, articles from *Science News*, and biographies of Nobel Prize winners.

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## Guide to Electronic Resource Access for Faculty & Staff

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- **Choice:** (Faculty & Staff Use) Book reviews of academic books and web sites.  
URL: <http://www.choicereviews.org>. Contact Janet Caruth to obtain an individual password
- **Chronicle of Higher Education:** The Chronicle is available **only** on campus from any networked computer. Off campus access requires a personal subscription.
- **CINAHL and the Nursing and Allied Health Collection:** *CINAHL* provides indexing and abstracts for 1,700 journals with links to 400 full text journals from EBSCO's *Nursing and Allied Health Collection Comprehensive* and *Health Source Nursing/Academic Edition* with *Lexi-PAL Drug Guide* which provides drug descriptions.
- **CQ Researcher:** Contains 44 in-depth articles per year about contemporary social topics.
- **Encyclopaedia Britannica**
- **JSTOR (Arts & Sciences I, and Language & Literature):** A full text/page image archive of academic journal articles.
- **Learning Express Library:** Practice tests and tutorials for entrance and licensing exams.
- **New York Times:** 1851-2005 via ProQuest Historical Newspapers and 1981-current via [www.nytimes.com](http://www.nytimes.com).
- **Oxford Reference Online:** Contains the Oxford English Dictionary (OED) and many subject dictionaries and reference books in most academic disciplines.
- **Points of View Reference Center:** Contains thousands of full-text sources that provide multiple perspectives about current social and scientific issues.
- **PsycArticles:** 50+ full text research journals from the American Psychological Association.
- **Tennessee Newspaper Collection:** Provides full-text coverage of the *Chattanooga Times-Free Press*, *The Commercial Appeal*, and the *Knoxville News-Sentine.*

Reference Assistance: Phone: ext. 423      E-mail: [library@clevelandstatecc.edu](mailto:library@clevelandstatecc.edu)  
Public Services Librarian: Alan Goslen, e-mail: [agoslen@clevelandstatecc.edu](mailto:agoslen@clevelandstatecc.edu)  
Acquisitions Librarian: Janet Caruth, e-mail: [jcaruth@clevelandstatecc.edu](mailto:jcaruth@clevelandstatecc.edu)  
Library Director: Mary Evelyn Lynn, e-mail: [melynn@clevelandstatecc.edu](mailto:melynn@clevelandstatecc.edu)  
Phone: (423) 478-6209 or 472-7141 ext. 209

# Attachment I

Course Title (Dept and Course No., Course Title)  
Semester Year  
Credit Hours

**I. INSTRUCTOR:**

(Instructor's name, office number, telephone number and e-mail).  
(Schedule of office hours should be communicated to students ASAP)

**II. TEXT:**

(Including title, authors): publishing company, edition and supplementary materials)

**III. COURSE OVERVIEW:**

(Including at least course objectives, course outline and/or assignments)

**IV. LEARNING OUTCOMES:**

**V. ASSESSMENTS:**

(Including general or specific comments as to how learning outcomes will be assessed through the following methods)

(Suggestion: "Learning outcomes will be assessed through the following methods:")

**VI. EVALUATION AND GRADING PROCEDURES:**

**VII. ATTENDANCE POLICY:**

**VIII. DISABILITY STATEMENT:**

If because of a documented disability, you require assistance or reasonable accommodations to complete assigned course work (such as modifications in testing, readers, special equipment, etc) you must register with Disability Support Services and modify your instruction within the first two weeks of the semester. Disability Support is located in the Office of Student Development & Testing (U118, 423-478-6217 or 423-172-7141).

**IX. WITHDRAWL INFORMATION:**

**X. ACADEMIC INTEGRITY:**

Cleveland State students are required, as a condition of good standing and continued enrollment, to conduct themselves properly in class. Such proper behavior includes academic honesty, civility and respect for others and private property. Please refer to the Student Handbook portion of the catalog for further information.

**XI. Other:**