



Welcome to the University of Rio Grande and Rio Grande Community College (URG/RGCC). Adjunct faculty, along with your full-time colleagues, are vital to the success of our institution and to the realization of our mission.

Rio Grande is known for its outstanding student-centered programs and its nurturing environment. Our faculty are dedicated to excellence in teaching and personal attention. This academic culture is ensured through small classes and the faculty commitment to work with every student to reach his/her potential.

As URG/RGCC adjunct faculty, you bring current, real-world experience to the classroom that can help students relate classroom experiences to the demands of the workplace.

Please be assured of our support as you assist your students in reaching their educational goals and as you grow professionally and find new avenues of service within our institution and elsewhere.

This handbook is designed to help you become more familiar with our policies, procedures, and services. Do us a favor and help us evaluate its effectiveness. As you have ideas about additional information that would be helpful to adjunct faculty, please contact the Human Resources Office (cnourse@rio.edu or 740-245-7228).

As you prepare to teach at URG/RGCC or anytime throughout the semester, please do not hesitate to contact your School Chair, your Dean, the Provost, or the Director of Human Resources, if you need assistance in any way.

Best wishes for a successful semester and continued association with URG/RGCC.

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I. INTRODUCTION

Mission Statement

The University of Rio Grande/Rio Grande Community College is America's unique private/public institution of higher education designed to provide learners the opportunity to attain a high-quality, high-value education. Our personalized, learner-centered environment promotes successful lives, careers, and responsible citizenship.

Functional Mission Statement

The University of Rio Grande/Rio Grande Community College (URG-RGCC) is a unique partnership between a public community college with a four-year comprehensive university. Deeply rooted in Appalachian history, both institutions are committed to encouraging life-long learning, personal and professional growth, critical thinking and problem-solving skills, and effective written and oral communication skills to students from the southeastern Ohio area, the state, the nation, and the world.

Rio Grande Community College, created in 1974, offers:

- Associate's degrees for students in professional studies and the liberal arts and sciences, as well as certificates in career and technical areas.
- The first two years of courses for bachelor's degrees.
- Developmental courses along with the necessary support to enhance academic skills.
- Appropriate business and industry partnerships and training for economic development in the surrounding four-county community college district.
- Linkages with high schools that promote uninterrupted high school to college articulation.
- Opportunities for community involvement in the decision-making processes.

The University of Rio Grande, founded in 1876, offers:

- Access to a broad array of associate's, bachelor's and master's degrees.
- An effective balance of career preparation, liberal arts, and practical training in a nurturing environment characterized by a focus on the unique needs of the individual.
- Opportunities for intellectual and personal growth in a close-knit campus community.
- Small business entrepreneurial training and partners with RGCC to enhance economic development opportunities in the region.

Both URG and RGCC are committed to:

- Encouraging the development and enhancement of integrity, morally and ethically responsible behavior, respect for diversity, and service learning among students and employees.
- Nurturing basic professional values such as a hard work ethic, basic honesty, self-discipline, perseverance, interpersonal cooperation, and social responsibility among students and employees.
- Providing equal opportunity for students and employees, whatever their age, gender, religious background, ethnic or cultural heritage.
- Providing opportunities for any student with special needs to receive an education equal to that of any other student.

- Offering courses through distance and distributed learning at the certificate, undergraduate and graduate levels.
- Providing opportunities for students, employees, and members of the communities served by the institutions to be engaged intellectually, aesthetically, socially, and physically outside the classroom setting.
- Maintaining a highly motivated and academically qualified full-time faculty dedicated to excellence in teaching, advising, and personal attention.

A Rio Grande education instills self-confidence and motivation and prepares students for the challenges of living a fulfilling life, reaching career and pre-professional goals, and being responsible citizens in a culturally diverse, global community.

URG/RGCC VISION

URG/RGCC will become a learner-centered community. It will provide support, developmental activities, and modern equipment for faculty, staff, and students. This support will enable the faculty and staff to increase the learning and academic achievements of the students. URG/RGCC will provide an environment where learning is the priority and excellent teaching is honored. The institution will respond quickly to regional, state, national, and international needs.

To realize this vision, all members of the URG/RGCC community must emphasize the following:

- **Teaching-learning.** We will implement a campus-wide coordinated effort to help students make learning a priority and achieve academic success. We will emphasize critical thinking and reflective thought. Our increase in the depth and breadth of instruction will result in graduates better prepared for the world of the future.
- **Technology.** We will encourage the use of educational technology to facilitate teaching and learning.
- **Assessment.** We will continue and increase our efforts to evaluate the effectiveness of teaching and learning by both traditional and innovative means.
- **Transfer.** We will continue to work with other degree-granting institutions in the State of Ohio and outside to establish mutually satisfactory terms for transfer.
- **Faculty and staff development.** The institution will be committed to increasing the level of faculty and staff development in order to enrich both our professional and personal lives.
- **Economic development.** We will provide a rapid response to the needs of local businesses, industry, and organizations to provide courses, programs of study, certification and retraining of employees for new business opportunities.
- **Communication.** We will promote open communication with all stakeholders, such as members of the boards of trustees, administration, faculty, staff, and students. Open communication promotes accountability and responsibility for teaching-learning.

II. ACADEMIC POLICIES AND PROCEDURES

Academic Integrity

Statement of Academic Integrity

As educational institutions, the University of Rio Grande and Rio Grande Community College seek to nurture a high standard of academic honesty and integrity in students, faculty, and staff. Rio expects all persons to present and represent their own original work and to fully and properly credit sources of information used in the preparation of their own original work.

It is the responsibility of every student to familiarize themselves with Rio's academic integrity standards, along with the course syllabus, as claims of ignorance, unintentional error, or the demands of academic work do not excuse violations.

Examples of some common violations (this is not an exhaustive list):

- **Plagiarism:** to take ideas, writings, sayings, etc. from another person or source and pass them off as one's own.
- **Cheating:** to behave dishonestly on an assignment or examination. Rio considers using materials, study notes, information, etc., when completing academic work without permission to be cheating. Some examples include
 - copying another student's work, with or without the other person's knowledge;
 - without permission, using a textbook, smart phone, tablet, or other means to access information during an assignment, test, quiz, exam, or project;
 - knowingly viewing a test, quiz, exam or other assessment before the test is administered, and communicating with others during a test, quiz, exam or other assessment to gain information to improve one's grade;
 - having someone else complete an assignment or write a paper on your behalf.
- **Academic Misconduct:** Tampering with grades or obtaining and/or distributing any part of a test or examination. Some examples include:
 - Obtaining a copy of a test, examination or other assessment without authorization before the test, examination or other assessment is administered;
 - Distributing a copy of a test, examination or other assessment, either for money or for free, before the test, examination or other assessment is administered;
 - Changing a grade or grades in a gradebook, on a computer, or on an assignment;
 - Continuing to complete a test, examination or other assessment without authorization after the allotted time.
- **Duplicate submission:** Submitting the same paper in two or more different classes without permission of the instructors.
- **Facilitating Academic Dishonesty:** Knowingly allowing another person to take work you have done and pass it off as his or her own.

- **Fabrication:** Inventing or misrepresenting information. For example, listing sources in works cited you did not use in your paper or, in the Sciences, creating or altering data.
- **Impersonation:** To represent oneself as someone else for the purpose of fraud. In an online or hybrid course, if someone other than the student completes assigned work on behalf of the student. This could also occur in a face-to-face or hybrid setting.
- **Collusion or unauthorized collaboration:** When a student working on an assignment on which they should work alone enlists help from another student, students, or other persons to complete the assignment.

Any person committing an act of plagiarism, cheating, impersonation, unauthorized collaboration, or other form of academic dishonesty is subject to the fullest measure of consequences, up to and including course failure and suspension. Repeated violations will subject the student to automatic academic suspension with failing grades for not less than one academic year. Failing grades assigned because of academic dishonesty are not eligible for forgiveness under the Academic Forgiveness Policy.

ACADEMIC INTEGRITY PROCEDURE

When a faculty member believes a student has committed a violation of the academic integrity policy, the faculty member will notify the academic deans. The deans will notify the faculty member as to whether the student has any prior infraction(s) of the Academic Integrity Policy. Then the faculty member shall discuss with the student the evidence and allow the student a chance to respond. If, after discussing the issue with the student, the faculty member believes the student did NOT violate the Academic Integrity Policy, then the issue is closed. If the faculty member believes the student did violate the Academic Integrity Policy, then the faculty member may determine an appropriate sanction or select one or more from these options:

1. Require the student to revise and resubmit the work;
2. Require the student to retake the quiz, test, or exam;
3. Require the student to write an additional paper or take an additional exam; and/or
4. Lower the grade for the paper or exam (including to a failing grade) without opportunity to regain the lost credit.

The faculty member will report the situation and the proposed sanction to the dean. The dean shall review the evidence and either support the sanction or suggest other alternatives.

If the student agrees to the sanction(s) and the faculty member is satisfied with student's response, then the issue is closed.

If the student denies the allegation, then the faculty member will immediately forward all evidence and a written statement to the academic dean of the college in which the course is offered. Within five (5) regular academic days of receiving the written statement from the faculty member, the dean will attempt to meet separately with both the faculty member and the student. If the academic dean decides the evidence does not adequately support the charges against the student, then she/he shall so notify both the faculty member and the student in writing. If the academic dean decides that evidence adequately supports the charges against the student, then the dean may discuss with the faculty member an appropriate sanction including one or more from those listed above. The dean may also determine that the infraction warrants a more severe sanction and

require the student receive a failing grade for the course and not be allowed to withdraw from the course to keep the grade off their transcript. Failing grades assigned because of academic dishonesty will not be eligible for Forgiveness under the Academic Policy.

Within five (5) regular academic calendar days, the dean will notify the student, instructor, and the Office of the Registrar in writing of her/his decision and the sanction. If either the student or the faculty member is not satisfied with the dean's decision, then within five (5) regular academic calendar days of the dean's decision, the student or the faculty member may appeal the dean's decision to the Vice President for Academic Affairs, and request him/her to convene an Academic Integrity Panel.

Academic Integrity Panel:

- A. The Academic Integrity Panel will consist of voting members as follows: one (1) faculty member from each School, elected to the current Academic Policy Committee, the Vice President of the Student Senate or an elected delegate, and a justice of the senate judiciary. The Vice President for Academic Affairs, or his/her designate, will inform both parties of the makeup of the panel no later than five (5) regular academic calendar days before the hearing. If either party feels that a particular School's representative may be biased, then he/she may ask, by two (2) regular academic calendar days before the hearing, that the School's other representative be used instead. If both parties contest both of a School's representatives, then the Vice President for Academic Affairs shall choose another representative from the School. The chair will only vote in the event of a tie.
- B. The Academic Integrity Panel must meet within ten (10) regular academic calendar days of the request.
- C. The dean involved will provide all documentation and records of previous meetings to the Academic Integrity Panel before the panel meets.
- D. The student and instructor of record may be present to present their cases.
- E. The Academic Integrity Panel shall issue a written decision within ten (10) regular academic calendar days of the meeting and send copies to the student, instructor, and the Office of the Registrar.
- F. Office of the Registrar's staff will place a copy of the panel's decision in the student's file.
- G. The Academic Integrity Panel's decision is final. There is no other level of appeal.

Course Syllabus

As an adjunct faculty member, you are expected to provide a syllabus for your course to each student enrolled in the class. You may obtain an approved course syllabus template from the appropriate School Secretary, the Academic Affairs Office or by going to the Office of the Provost on SharePoint and clicking on URG-RGCC Syllabus-New Format-2009-Template-Blocks1234 in the Documents folder.

Assessment

The University of Rio Grande/Rio Grande Community College is accredited by the Higher Learning Commission which requires ongoing assessment. The specific pathway the institution follows is the Academic Quality Improvement Program (AQIP). Here is Rio's AQIP Vision Statement:

URG-RGCC will become a learner-centered community. It will provide support, developmental activities, and modern equipment for faculty, staff, and students. This support will enable the faculty and staff to increase the learning and academic achievements of our students. We will

provide an environment where learning is the priority and excellent teaching is honored. The institution will respond quickly to regional, state, national, and international needs.

AQIP was developed to allow a college or university to demonstrate how it “meets accreditation standards and expectations through sequences of events that align with those ongoing activities that characterize organizations striving to improve their performance.” Please contact the chair of your school for information and procedures for these projects.

Textbooks

Orders for textbooks are placed through the University of Rio Grande Bookstore, located in the James A. James A. Rhodes Student Center. Please contact your School Chair to determine if the order has already been placed for your class. If the textbooks have not been ordered, your School Secretary may assist you with the process.

Class Lists

Class lists may be viewed at any time through Student|Space. You may access this system on or off-campus at <https://hope.rio.edu/studentspace/signup.aspx>. Students may register through the fifth day of the regular term or 2nd business day of the Summer Sessions.

If students approach you to obtain permission to enroll in a course that has been closed, consideration should be given to quality instruction and adequate seating before permitting a student to join. You must provide written permission to the Office of the Registrar by signing the Add Form or Registration Form for the student, no later than 5:00 p.m. of the 5th business day of the semester or 2nd business day of Summer sessions.

Instructions for Student|Space for Faculty are available through the Office of the Registrar or online at <https://hope.rio.edu/studentspace/signup.aspx>. If you need assistance accessing the system or obtaining a current class list, please contact your School Secretary or the Registrar.

Final Examinations

Final examinations are scheduled at the close of each semester. Scheduled exam dates/times are established by the Academic Affairs Office and may be found on the Academic Calendar, published schedules, and **www.rio.edu**. Exams must be held on days and times as published unless faculty request and receive approval for exception by the Academic Dean.

There must be a class meeting during the scheduled final examination period for each class. Generally, a final examination which may or may not be comprehensive is given. Other forms of evaluation equivalent to final examinations are acceptable and welcome.

Neither final examinations nor their equivalent, or segments thereof, are to be given during the last week of the course without the approval of the Academic Dean.

At the start of the semester, each faculty member should indicate to students the date and time of the final examination. If an alternative to a final examination is appropriate, the requirements for that activity must be given. Faculty must clearly state in the course syllabus the relative weight of the final examination/evaluation in the course.

The administration of final examinations is mandatory in all courses where there is a final examination. Where other equivalent evaluations are required, attendance is also mandatory.

NOTE: Faculty and students are encouraged to get together, in whatever manner appears most suitable, for a follow-up to final examinations taken during the previous examination period. The educational benefits of

reviewing and returning the final examinations/evaluations should be available to all students.

Student Records and Privacy

The Family Educational Rights and Privacy Act of 1974 sets forth requirements designed to protect the privacy of student educational records. This law governs access to records maintained by educational institutions and the release of information from those records. The University of Rio Grande/Rio Grande Community College guarantees both the privacy and the confidentiality of all student education records and a student's right to access those records according to the Family Educational Rights and Privacy Act. Student educational records are maintained only by members of the University with legitimate educational interest in the student. For more information related to the release of students' records and their rights to privacy, please contact the Registrar.

Grades and Grade Rosters

It is suggested that you contact your School Chair or program coordinator regarding assigning grades. Your grading policy must be included in your course syllabus.

Access will be available to Student|Space for Grade Assignment at Midterm and Final grading periods. You will receive a reminder with instructions via campus email. Please notify Human Resources if you have a change in name or address to ensure you receive campus mailings. You must submit both mid-term and final grades for all of your courses.

Students who appear on the class list as registered in Student|Space but have stopped attending class should be given a grade of NF for the course.

If you need to change a grade already submitted, the appropriate form must be completed at the Office of the Registrar. Please refer to the Course Catalog for "Grading Policy."

Incomplete Grades

A temporary grade of I (incomplete) may be assigned, at the discretion of the instructor, when a student has not completed all requirements for a course at the end of the term. Students request an incomplete from the instructor and must meet the following criteria:

- Incompletes will only be granted for extenuating circumstances, such as illness, accident, etc. which will prevent the student from completing the course; an incomplete grade cannot be given to avoid a failing grade in the course.
- Appropriate documentation (i.e. medical) must accompany the Incomplete Grade Request.
- Students must have completed at least 75% of the course with a passing grade when requesting an incomplete.
- The student must request an incomplete from the instructor. It is the responsibility of the student to make up incomplete work.
- The instructor must complete the Incomplete Grade Request form and submit to the Registrar's Office.

- Requests must include a valid reason why the work cannot be completed, a list of assignments to complete, a schedule for when the work will be completed, and the grade to be assigned if the work is not completed.
- Assignments should be completed as soon as possible, preferably within a few weeks.
- An incomplete grade is not part of a student's GPA, nor is it a passing grade to be considered for academic standing, federal financial aid eligibility, academic eligibility, or other purposes.
- Students cannot move on in a course sequence if a prerequisite has an incomplete grade (i.e. students cannot move on to ENG 11203 with an incomplete in ENG 11103).
- The faculty member, in consultation with the Registrar, can make an exception to the incomplete grade request process if extenuating circumstances warrant such an exception.
- **Fee: \$70 An academic Dean or the Registrar can choose to waive the incomplete grade fee.**

A temporary grade of I (incomplete) assigned to a required course in the nursing program must be removed within the first week of the following semester in order for the nursing student to continue enrollment in the School of Nursing.

The Incomplete Grade Request form is located on Rio's main website under the Important Documents link on the Registrar's office.

Non-Attendance Report

At the beginning of each semester you will be asked to do a non-attendance report. You will receive an email reminding you of the due date.

Performance Criteria, Procedures, and Responsibilities

The same high standards of teaching performance are expected of adjunct faculty as full-time faculty: "Effectiveness in teaching should involve challenging and motivating students as well as encouraging a sense of curiosity and enthusiasm for learning." All adjunct faculty are expected to meet performance criterion for teaching.

Classes may be visited by the School Chair, peer faculty, or an academic administrator at Rio Grande. Summaries of student evaluations and reports of class visits will be reviewed by the College Dean and the Vice President for Academic Affairs, if appropriate. These results will be shared with each lecturer.

Class Cancellation

Classes may be cancelled only for sickness, personal reasons, or off-campus faculty development (i.e., conferences, etc). Adjunct faculty MUST notify the Dean of the College in which they are teaching, preferably one week in advance unless it is an emergency situation. For planned absences, the adjunct faculty is responsible for planning an assignment or other activity during the time of the absence.

Class cancellations for other reasons not mentioned above may result in disciplinary action.

Except for unusual circumstances, an instructor's pay will be proportionally reduced for three (3) or more absences from classes and reported to Human Resources and College Dean.

Field Trips and Off-Campus Events

Adjunct faculty must notify in writing the Dean of the college in which they are teaching of any off-campus field trips or activities. Each student involved in the off-campus field trip or activity must complete and sign a liability waiver. A waiver form must be completed prior to the event for each field trip or off-campus activity. A copy of the waiver form must be sent to the Dean's office. See your School Chair for more information.

Severe Weather and Emergency Closing Policy

On occasion, severe weather conditions may cause employees difficulty in getting to work on time. Even when situations such as these occur, many essential functions at the University such as the provision of heating and lighting, law enforcement and public safety, snow removal, food service, health services, and other activities must continue in order to serve the students.

Severe weather may also cause classes to be "cancelled", and on rare occasions, the entire campus may be "closed." "Closing" the campus is defined as "canceling" classes and "closing" administrative/ academic offices. When only classes are "cancelled," employees are expected to make every effort to report to work if they can do so safely. When the campus is "closed," only designated emergency employees are expected to report to work.

The President and the executive staff will make the decision to "cancel" classes or "close" the campus if weather or other conditions warrant limiting University activities. The Vice President for Marketing and Enrollment Management's staff will communicate the decision to "cancel" classes or "close" the University. They will make every effort to notify local television and radio stations by 7:00 a.m. on the day of the closing, utilize the emergency text messaging system, and will also post the information on the University's web site. Information for any student, faculty, or staff member who would like to subscribe to Rio's emergency texting system within Nixle is available on Rio's website under Nixle/Emergency Texting System link on the Campus Police page. Since the media may not always report the correct status, employees should rely on the University's Information line at 740-245-5353 and web site at www.rio.edu.

III. EMPLOYMENT, COMPENSATION AND ORIENTATION

Employment Status and Definition

Adjunct faculty are assigned the rank of instructor; work on a part-time, intermittent, and temporary basis. Adjunct faculty are classified as exempt employees of the University of Rio Grande, not Independent Contractors, as defined by the Internal Revenue Service. Teaching assignments are made on a term-by-term basis. Continued employment is not guaranteed. A background check will be performed prior to employment.

The teaching function is the primary function of an adjunct faculty staff member at the University of Rio Grande. As such, the adjunct faculty member will be held accountable for the teaching obligation as it contributes to the attainment of the mission of the institution.

Adjunct Faculty Member Instructional Load Restrictions

- All Adjunct Faculty are considered part-time employees and shall work a maximum of 20 instructional load hours per year (9.75 instructional load hours per semester).
- All worked performed by adjunct faculty will not exceed an average of 27.5 hours a week.
- Adjunct Faculty shall keep track of all hours worked per week during a semester and will be required to demonstrate adherence to the University's maximum hour restrictions. A failure to maintain accurate record of hours worked or to comply with the work restrictions detailed above may result in discipline up to and including termination "for cause" under the Adjunct Faculty contract and PPM.

Employment Contracts and Assignments

Prior to the start of each term, School Chairs provide the names of adjunct instructors and the classes they will teach to the College Dean's Office. The Dean's Office will notify the Office of Human Resources of the intent to hire and develop an employment contract to be signed by the appointee, Dean, and Provost. All adjunct contracts must be returned to the Human Resources Office. If this is the first time teaching, all required employment forms must be signed in Human Resources Office prior to any work is performed.

Class assignments will be made by the Academic Deans.

New Hire Orientation

Newly hired adjunct faculty should contact the Human Resources Director to schedule an appointment to complete paperwork. No contracts will be processed without proper paperwork.

All new adjunct faculty will be asked to complete the following forms:

- W4 Federal Income Tax Withholding
- Employee's Withholding Exemption Certificate (State income tax)
- Village of Rio Grande Income Tax Withholding
- Authorization Agreement for Automatic Payroll Deposit
- HRS Data Sheet
- INS 1-9 Form
- Confidentiality Statement

You will need to bring the following documents and information to your appointment session:

- Voided check or routing number and account number for a savings account (for direct deposit program).
- Drivers license, social security card (a birth certificate can be used in lieu of SS card and a valid or expired passport will substitute for both the license and social security card/birth certificate) OR any document from List A or one each from List C on the reverse of the INS 1-9 Form.

You are required to attend one online Adjunct Orientation session while employed at the University of Rio Grande.

Address, Banking, and Name Changes

Please report address, banking, and name changes to Human Resources so that your pay is deposited into the correct bank account, and so that W2s, employment contracts, and other information are mailed to the correct address before the 20th of each month.

Canceling/Modifying Contracts

The University reserves the right to cancel an employment contract and to modify compensation due to low or no enrollment. Classes with fewer than six (6) students will be prorated or possibly cancelled.

Academic Affairs is responsible for notifying adjunct instructors, Human Resources, and Department Chairs if a contract has been cancelled or modified.

Contract Discrepancies

Please contact your School Chair immediately if you have a question regarding your employment contract when you receive it. Your School Chair will ask Academic Affairs to research your concerns and issue a revised contract if necessary.

Direct Deposit

The University only pays through its direct deposit program. You may select the financial institution of your choice, and money can be directed into one or two accounts with that institution, or to one account each with two separate institutions. Money can be directed into a checking or savings account.

All future pay continues to be deposited into the designated account(s) until you notify Human Resources by completing a new Authorization Agreement for Automatic Payroll Deposit form.

Pay Schedule

You will be paid on the last working day of each month. If the last day falls on a weekend or a holiday, you will be paid on the last working day before the last day of the month. Pay is electronically deposited into your bank account, and a pay stub is available online.

Generally, adjunct faculty are paid in three or four (3 or 4) equal installments each term. Compensation for teaching fall term is paid in September, October, November, and December. Compensation for teaching spring term is paid in January (depending on the start date of the term), February, March, and April.

Summer adjunct teaching assignments are normally paid as follows:

Summer I – June

Summer II – July

Summer 10-week – June, July, and August

Payroll Deductions

The University of Rio Grande is required to withhold federal, state, and Village of Rio Grande income taxes, as well as Social Security and Medicare (F.I.C.A.) taxes from your pay. The University contributes an equal amount of F.I.C.A. taxes on your behalf.

You are encouraged to review your pay stubs carefully. The amount of compensation may not meet the minimum threshold for federal and state income tax withholding. If this is the case, and you wish to have taxes withheld, you can designate an amount by completing a new W4 or state withholding form.

IV. BENEFITS

Parking

Parking permits are required to park on the University of Rio Grande's campus. Campus Police distributes the initial parking permit.

While students are required to purchase parking permits, permits are provided to you at no cost and cover one academic term at a time. You may park in any Faculty/Staff parking lot and are responsible for adhering to all parking regulations. Parking regulations are distributed at the New Hire Orientation and may also be obtained from the Campus Police Department. Parking tickets can be paid at the Police Department.

University ID Card

You are encouraged to obtain a University of Rio Grande ID Card from Campus Police. You can use the ID Card to access the library and use the recreational facilities.

Workers Compensation

All adjunct faculty with an active assignment are covered under the University's Bureau of Workers Compensation (BWC) insurance. If you have a work-related injury or illness, first obtain appropriate medical attention and then contact Human Resources to complete the necessary BWC paperwork.

Academic Calendar

The Academic Calendar is distributed to all faculty and staff at the beginning of each academic year. Adjunct faculty will receive a copy of the Calendar in their orientation packet received from Human Resources.

Dining on Campus (Cafeteria & Food Court)

The University offers one dining facility where faculty and staff can purchase food and beverages. The Marketplace is located in the Davis University Center.

Cash on Campus

The University has one ATM machine located in the entranceway of the Davis University Center.

Retirement Benefits

Adjunct faculty and the University contribute F.I.C.A. taxes to Social Security so employees may be building credits for SS benefit purposes.

University Athletic, Social, and Cultural Events

You are welcome to participate in many of the social, cultural, and academic programs offered at the University of Rio Grande. Many of these events are free, and some require an admission fee. If you have a question regarding your ability to attend a specific event or function, please contact the sponsoring office directly for more information.

V. CAMPUS SERVICES AND RESOURCES

Office Space

Your home department may have space available for you to meet with students. Contact your School Chair for availability of office space.

Keys

You may be provided keys to access specific offices on campus. Your home department will make the request for the appropriate keys through the Administrative Services Office. Keys are the property of the University of Rio Grande. You will be required to sign for keys upon issuance and they must be returned to Administrative Services when you separate from the University.

Jeanette Albiez Davis Library

The Jeanette Albiez Davis Library has holdings in excess of 570,000 items, including 94,197 volumes, 446,409 units of microforms, and 2,412 audio-visual materials. Davis Library subscribes to over 230 current paper periodicals and maintains a collection of approximately 30,000 government documents as a selective U.S. Government Documents Depository.

During the regular academic year, the Library is open seven days a week for a total of seventy-three hours. Through its home page on the World Wide Web (<http://library.rio.edu>), Davis Library offers students and the Rio academic community access to a growing local collection and up-to-date electronic information resources along with online help to meet research and study needs. These include the Library's local public access catalog, RioCat, which provides indexing to its entire collection and OhioLINK, a consortium of Ohio academic libraries offering remote access to collections across the State, as well as access to a wealth of research databases and thousands of electronic journals.

Through OhioLINK (<http://www.ohiolink.edu>), students can request books from other member libraries and receive them within a few days. Thousands of journal articles are available full-text through OhioLINK and can

be printed or saved directly to a workstation. Rio students may also visit and use other OhioLINK libraries throughout the State simply by presenting their valid Rio Grande student I.D. card.

Additionally, as a charter member of the Online Computer Library Center (OCLC), and OHIONET, a statewide network of OCLC participating libraries, Davis Library can provide students, faculty, and staff with access to virtually anything they may wish to use for their research through its traditional interlibrary loan service using online request forms. Davis Library's interlibrary loan service can access the collections of libraries throughout the nation and the world.

The Library's computer network supports word processing, spreadsheet, e-mail, and web browsing for student use. For handicapped students, there are handicapped parking areas adjacent to the Library with full access to the facility through the main entrance via ramp walkways and mechanically assisted doors. Aisles are handicapped accessible. An elevator provides access to all three floors. The Library is equipped with handicapped accessible rest rooms on the main floor. Davis Library is affiliated with the Talking Book Program and has access to books and periodicals on record, cassette tape, and in Braille and large print.

Davis Library is central to academic life at the University of Rio Grande/Rio Grande Community College (URG/RGCC). Its mission is to support and meet the informational needs of both campus and community users. In addition to providing quality collections and services that are easily accessible, the Davis Library also provides opportunities for social and cultural growth and enlightenment throughout the Ohio Appalachian region. The Davis Library is a place where people share ideas and information.

The Friends of the Davis Library help promote the Davis Library within the community both on and off campus. Friends create awareness of the Library's operations and needs. Through fundraising efforts and its Bookplate Donation Program, Friends help encourage the growth of Davis Library's collections, programs, and services. By organizing and sponsoring a wide variety of activities and events that are beyond the scope of the Library's budget, Friends also helps to enhance the library's commitment to outreach and public service.

Jenkins Center for Student Success

The Jenkins Center for Student Success, located in the James A. Rhodes Student Center, provides academic support for students at no additional charge. Staff services include study techniques, individualized tutoring in most subject areas upon request, and computerized tutorial programs.

Microsoft Office software, e-mail, and Internet accessibility are available for student use.

Support is also available in the Jenkins Center for Student Success for those students whose disability condition is defined by the Americans with Disability Act of 1990 (ADA) and/or Section 504 of the Rehabilitation Act of 1973.

In addition, advising assistance for at-risk students is available. Resources include computers, visual aids, tape recorders, calculators, and additional resources upon request.

After-Hours Support

Many of the offices on campus close at 5:00 p.m. Monday through Friday. Emergencies should be directed to the Campus Police.

Print Shop

Located in the lower level of Davis Library, the Print Shop offers services that include:

- Digital quality copies in both color and black & white.
- Specialties such as business cards.
- Color prints.
- Transparencies.
- Envelopes of various sizes.
- Variety of paper.

The Print Shop is open Monday - Friday, 8:00 a.m. to 5:00 p.m. Please contact the Print Shop for additional details and specific costs for copying.

Post Office

The University Post Office collects and distributes mail for the campus community. Please check with your School Secretary for pickup and delivery times.

Bookstore

Located in the James A. Rhodes Student Center lower level, the Rio Bookstore sells textbooks, office supplies, University clothing, and snacks. With your University ID, while on an active teaching assignment, you can receive 10 %– 15% off purchases with the exception of textbooks, computer software, and snacks. You may access the bookstore's web-site at bookstore.rio.edu.

Campus Police Department

Located on East College Avenue, the Campus Police Department is responsible for providing seven-day-a-week, 24-hour patrol of the campus, including parking lots, residence halls, athletic facilities, and surrounding campus properties. The Police Department staff issues parking decals for specifically assigned parking areas of campus.

Fire prevention is accomplished by trained maintenance employees who maintain, service, test, and inspect extinguishers, sprinkler systems, and alarm systems.

Emergency telephones used to report a crime, fire, or other types of emergencies are strategically located throughout campus and are marked with a yellow call box on a white pole, with a blue light on top. The call box rings directly into the Campus Police Department or to the portable radio carried by the Police Officer on duty.

Campus buildings, lobbies, and residence halls have free telephone access.

The Campus Police Department also maintains a Lost and Found Section.

Key Phone Numbers

To dial on-campus only requires the last four (4) digits of an individual's telephone number.

Department Listings

ACADEMIC AFFAIRS	245-7215
ACCESSIBILITY	245-7439
ADMISSIONS	245-7208
ALUMNI RELATIONS	245-7431
ARTS & LETTERS School of	245-7364
ARTS & SCIENCES, College of.....	245-7182
ATHLETICS, Office of	245-7293
BOOKSTORE	245-7274
BOYD HALL.....	245-7501
BUSINESS, Evans School of	245-7373
BUSINESS OFFICE	245-7226
CAMPUS COMPUTING & NETWORKING, Office of	245-7365
CAMPUS POLICE, Office of.....	245-7286
CAMPUS SPORTS & RECREATION	245-7493
COMMUNITY COLLEGE, Office of Rio Grande	245-7236
DAVIS HALL	245-7393
ECONOMIC EDUCATION.....	245-7367
EDUCATION, School of	245-7328
ENGINEERING TECHNOLOGY, School of	245-7301
FINANCIAL AID, Office of	245-7218
FINE AND PERFORMING ARTS, Office of.....	245-7364
FITNESS CENTER.....	245-7495
HEALTH & BEHAVIORAL SCIENCES, School of	245-7254
HEALTH SERVICES, Office of	245-7350
HOLZER HALL.....	245-7282
HONORS PROGRAM	245-7258
HOUSEKEEPING, Office of	245-7378
HOUSING & SUMMER CAMPS	245-7396
HUMAN RESOURCES, Office of	245-7228
INSTITUTIONAL ADVANCEMENT, Office of	245-7200
INSTRUCTIONAL DESIGN & MEDIA SERVICE	245-7411
JACKSON CENTER.....	740-577-3555
JENKINS CENTER FOR STUDENT SUCCESS Office of	245-7366
LIBRARY	245-7005

MCARTHUR CENTER	740-645-7993
MADOG CENTER FOR WELSH STUDIES.....	245-7145
MAINTENANCE AND GROUNDS	245-7348
MANAGEMENT INFORMATION SYSTEMS.....	245-7219
MARKETING & COMMUNICATIONS	245-7225
MARKETPLACE	245-7502
MATHEMATICS & NATURAL SCIENCES, School of	245-7397
MEIGS CENTER	740-992-1880
MOULTON HALL.....	245-7290
NEW STUDENT ADVISING, TESTING & CAREER SERVICES, Office of	245-7279
NURSING, Holzer School of	245-7302
POST OFFICE	245-7355
PRESIDENT, Office of	245-7204
PRINT SHOP	245-7238
PROFESSIONAL & TECHNICAL STUDIES, College of	245-7373
REGISTRAR, Office of the	245-7369
SCHEDULING	245-7200
SPORTS INFORMATION, Office of	245-7213
STUDENT ACTIVITIES	245-7396
STUDENT SERVICES, Office of	245-7350
STUDENT SENATE, Office of.....	245-7677
SWITCHBOARD.....	245-5353
VETERANS	245-7353
WELLNESS HALL	245-7471

VI. COMPUTING RESOURCES AND OTHER TECHNICAL SUPPORT

Responsible Use of Information Technology Resources

Technology resources provided by the University of Rio Grande are made available to students, faculty, staff, and approved guests primarily as tools for enhancing and facilitating teaching, learning, and scholarly research. These resources include, but are not limited to, hardware and software either owned or leased by the University, and consulting time and expertise of the University of Rio Grande employees.

Use of the resources for instructional and administrative activities directly related to the mission of the University shall have priority over personal or recreational use of resources.

Many of the technology resources of the University are shared among the entire University community. Activities involving these resources must be in accord with the University policies found in Policy & Procedure Manual, the Student Handbook; all relevant local, state, federal laws, and international agreements; and all contracts and licenses.

Additionally, use of personal equipment that is connected to the data or telecommunications infrastructure of the University is also subject to these policies.

Campus computers and the network to which they are connected are referred to as “RioNET.” Many offices provide technology & support services which are based on RioNET and communications through the Internet. Rio Grande is connected to the Internet via an AT&T fiber optic service terminating in Columbus, OH at the Ohio Super Computer Center & OAR.net. There are both wired and wireless connections available throughout campus.

University Computers / Personally-Owned Computers

The University Campus Computing & Networking office only supports University-owned equipment and software. A computer system will be made available to part-time faculty in the office they have been assigned.

Personally owned equipment may be used on campus and connected to either the wired or wireless RioNET, but the University does not provide support and repair services.

Public computer labs are located in the Jenkins Center (James A. Rhodes Student Center) and the Davis Library. A computer testing center is also located in Rhodes Center and managed by the New Student Advising Office, Testing & Career Services. Instructional computer labs are located throughout campus and are scheduled through the School secretaries. If you are teaching a class that will require the use of a computer lab, contact your School Chair who will let you know how to take care of this task.

Establishing Email/Network Accounts

At the time of completing your new hire paperwork, you may request RioNET & Student|Space accounts through Human Resources. RioNET is managed by the Campus Computing & Networking Office. RioNET usernames and passwords are used for computer/network login, e-mail & Blackboard access.

Passwords should be changed before first use of RioNET. On campus users will be prompted to change passwords on first use – off-campus users should use the “Password Portal” at <https://mail.rio.edu/ipassword>. Information on your RioNET username and password will be provided to you by Human Resources or your School Chair. Your RioNET email account is only to be used for academic and administrative duties associated with your employment responsibilities with the University.

Student|Space is managed by the Management Information Systems Office.

NOTE: RioNET and Student|Space usernames and passwords are NOT the same.

Off-Campus Access Procedures

You are able to access the University's Internet resources, check your email, manage instructional content on Blackboard and submit grades from off-site computer locations.

Start by going to the University's Internet web site at <http://www.rio.edu> and you will find links to Student|Space and Blackboard in the top right corner of the webpage. Many Internet resources are becoming increasingly dependent on higher bandwidth "Broadband" connections. While e-mail and other services do function adequately on dial-up connections, Broadband is HIGHLY recommended for instructional use off-campus

Campus Computing & Networking (CC&N)

Support for computing & networking services are provided to faculty, staff, and students by the staff of CC&N, located on the ground floor of Moulton Hall:

Kingsley Meyer - Director,(7365), kmeyer@rio.edu

Michael Snider - Network and Systems Administrator, (7095), msnider@rio.edu

Allen Hudson - Assistant Network and Systems Administrator, (7481), ahudson@rio.edu

Caleb Bevan – Computer Support Specialist, (7418), cbevan@rio.edu

Instructional Design & Media Services (IDMS)

Support for instructional Podiums, video conferencing, and multimedia systems are available from the IDMS office located on the ground floor Wood Hall.

Assistance with IDMS equipment is available from Mike Thompson (7411) miket@rio.edu.

Blackboard is an online course management system available to all full-time & adjunct faculty. Assistance with online course instructional materials is available from Randy Simpson (7230) rsimpson@rio.edu.

Telephone

Check with your School Chair to determine if you will have access to a campus telephone and a voice mail account. University telephones may only be used for academic and administrative duties associated with official University business. Problems with your telephones may be directed to the campus Switchboard attendants (Dial 0).

To dial on-campus only requires the last four (4) digits of an individual's telephone number. Off-campus and long distance calls are permitted. You must dial nine (9) to access an outside line. Please note that ALL calls are monitored by Call Accounting Software and the caller can be held accountable for excessive use of phone resources.

VII. UNIVERSITY POLICY STATEMENTS

The complete language for the following policies can be obtained by visiting the University's Intranet web site. Once there, click on *Policy and Procedure Manual*, Chapter 4 which contains the following policies.

- Sexual Harassment/Sexual Assault
- Drug Free Work Place
- Equal Employment Opportunity (EEO).

The University of Rio Grande is an equal opportunity employer. All employment decisions shall be made on the basis of individual qualifications and merit, and where appropriate with seniority being considered as one factor, without regard for sex, religion, age, handicap, race, or national origin in compliance with the Equal Employment Opportunity Statement adopted by the Board of Trustees.

Sexual Harassment Policy Statement

It is the University of Rio Grande's position that employees, students, vendors, and visitors should have a working, learning, and visiting environment free from intimidation, hostility, or other offensive conditions. It is the policy of the University that any type harassment shall not be condoned or permitted. Individuals found to be in violation of this policy shall be subject to appropriate disciplinary action, including written warning, suspension, or dismissal, within the guidelines of the *Policy and Procedure Manual*, *Student Handbook*, and other appropriate authority.

Legal Position on Harassment

The University strongly disapproves and expressly prohibits any form of harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability status as a Vietnam-era veteran, or special disabled veteran or any other characteristic protected by applicable federal, state, or local laws.

Definition of Sexual Harassment

The University prohibits sexual harassment of its employees, students, or visitors in any form. It is our policy to provide an employment environment and a campus environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature constituting sexual harassment as defined and otherwise prohibited by federal and state law.

Specifically, no University of Rio Grande faculty member, administrator, staff member, or student shall threaten or insinuate, either explicitly or implicitly, that the refusal of an employee or student to submit to sexual advances will adversely affect the academic standing of a student or an employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Other sexually harassing conduct at the University whether committed by instructors, supervisors, or non-supervisory personnel is impermissible and prohibited because it creates an intimidating, hostile, or

offensive environment. This includes, but is not limited to, inappropriate conduct of a sexual nature, including verbal conduct; touching, or solicitation where there has been an indication that such conduct is unwelcome.

Any proven conduct, as described above, by a University of Rio Grande employee may result in disciplinary action, up to and including discharge.

Procedures for Cases Involving Alleged Sexual Harassment

The Affirmative Action Officer (Director of Human Resources) shall be responsible for the dissemination of this policy.

Each vice president, dean, director, administrative officer, or supervisor of an operational unit is to cooperate with the Affirmative Action Officer within his/her area of responsibility. These officials shall also be responsible for referring complaints to the Affirmative Action Officer when harassment or reprisal for reporting harassment is alleged to have occurred.

It is the University's policy to investigate thoroughly and remedy any known incidents of harassment. In order to accomplish this, however, harassment must be brought to the attention of the University's Administration.

Accordingly, employees who feel aggrieved because of harassment have an obligation to communicate their problem immediately; an employee or student who has a complaint of harassment should report the incident to the Affirmative Action Officer (Director of Human Resources) who will investigate the allegations. Every effort will be made to insure the privacy of the complainant and the accused.

An individual that believes that he or she has been subject to unlawful harassment, or witnessed unlawful harassment should promptly file a written report of that fact with the Director of Human Resources. If the individual alleges harassment against the Director of Human Resources, the individual's immediate supervisor or manager, vice president, or dean, the individual need not report the incident to the alleged harasser and, instead, may report the incident to the Office of the President of the University.

The written report should identify the alleged incidents of harassment, the alleged perpetrators of the harassment (if known), and any witnesses to the harassment. The report will be kept confidential to the extent possible with a thorough investigation and any remedial action required. If the investigation reveals that harassment has occurred, discipline will be recommended by the Affirmative Action Officer or the President, and disciplinary action will be taken. Thereafter, the disciplinary action may be grieved through the grievance procedure by the employee against whom disciplinary action has been taken.

Publication on Sexual Harassment

This policy shall be published and available to all employees and students in the *Student Handbook* and the *Policy and Procedures Manual*. The policy will be distributed to new employees through new employee orientation with additional copies available from the Affirmative Action Officer.

Sexual Harassment Training

The University of Rio Grande has taken steps to prevent and correct harassment of any form in the work place. The University provides training for employees, supervisors, and students regarding harassment issues.

Training for supervisors is in the following areas: defining harassment; knowing State and Federal laws; identifying harassment and illegal discrimination; understanding grievance procedure; applying University Policy; taking appropriate corrective steps; and counseling.

Training for employees and students on identifying and coping with discrimination and sexual harassment following the University's policy; maintaining their rights; knowing grievance procedure; defining sexual harassment to include sexual harassment; knowing State and Federal laws, and disciplinary/enforcement policy is provided annually.

The University encourages individuals who believe that they have been victims or witnesses of harassment to come forward and report such harassment. The University will not take any adverse action against an individual who, in good faith, comes forward to report harassment, regardless of whether the allegation is substantiated.

Likewise, the University will not take any adverse action against any individual who cooperates in any investigation of a report of harassment.

Sexual Harassment Referrals

Referrals for counseling are available for all parties involved in a harassment Issue. The counseling facilities of the University, as well as other facilities in the community, the names of which may be obtained from the Office of Human Resources, are available to all parties.

Drug Free Work Place Policy

The policy of the University of Rio Grande is to make a good faith effort to establish and to maintain continuously a drug-free campus community.

The unlawful manufacture, distribution, dispensing, possession, or use of an illegally controlled substance is prohibited on the campus of the University of Rio Grande.

The manufacturing, distributing, dispensing, possessing, or using of an illegally controlled substance is grounds for immediate dismissal.

1. It is the responsibility of the employee to notify his/her immediate supervisor of any criminal drug statute conviction for a violation occurring in the campus community no later than five (5) days after such conviction.
2. It is the responsibility of the supervisor to notify the administration of any violations of this policy so that appropriate action may be taken.

Drug awareness information is available to all employees and supervisors.

Individuals are urged to contact the Counseling Center, Director of Health Services, or Office of Human Resources for appropriate drug counseling, rehabilitation, and employee assistance information.

The University will provide drug awareness information to each newly hired employee and conduct a drug awareness program on an annual basis.

Crime Prevention and Campus Crime Statistics

University police department is a pro-active agency that provides community oriented policing to the Rio Grande community. Members of the community are encouraged to report criminal or emergency situations to the department by calling campus extension 7286 or 7375, or (740) 245-7286 or 7375.

During the academic term, callers may dial "0" from any campus extension to reach the University switchboard, whose operators will transfer calls directly to the department. When the office is closed, calls are transferred to the Gallia County 911 Center who then dispatches the officer(s) on duty.

The department maintains direct radio contact with the Gallia County Sheriff's Department, the Gallia County Emergency Medical Services, and the Rio Grande Fire Department, and telephone contact with the Gallipolis Post of the Ohio State Highway Patrol.

Further, the department communicates regularly with all other local law enforcement agencies, facilitating an exchange of crime-related reports and statistics. This information is made available in the annual Right to Know brochure, and in as-needed crime alerts published by the department.

Crime Statistics are available at
<http://www.rio.edu/student-services/page.php?ID=campuspolice>

Emergency Numbers

Emergency - Campus Security Office 24 hours/day	245-7286
Campus Police (non-emergency)	245-7375
Snow Emergency	245-5353
Rio Grande Fire Department.....	9-911
Gallia County EMS.....	9-911
Gallia County Sheriff Department	446-1221
Gallia State Highway Patrol Post	446-2433
Holzer Medical Center	446-5000

