



**WASHBURN**<sup>TM</sup>  
UNIVERSITY  
College of Arts and Sciences

**ADJUNCT FACULTY**  
**GUIDEBOOK**  
(updated Summer 2021)

# TABLE OF CONTENTS

Welcome from the Dean’s Office.....	3
About Washburn University .....	4
Mission Statements .....	5
How To Use This Guidebook .....	6

## **SECTION I – Adjunct Appointments & New Employee Procedures**

Dean’s Office .....	8
Academic Appointment Process .....	8
Required Faculty Records.....	8
Access to Services.....	9
Faculty Payroll.....	10

## **SECTION II – Academic Responsibilities & Policies**

Syllabus.....	12
Textbooks.....	13
Class Meetings & Instructor Absences .....	13
Student Attendance .....	13
Exams .....	14
Success Week.....	14
Student Records & Privacy.....	14
Late Enrollment in Courses.....	14
Withdrawal from Class.....	15
Auditors .....	15
Students With Disabilities .....	15
Grades & Grading .....	16
Incomplete Grades .....	16
Grade Changes.....	16
Evaluations .....	17
Copyright Policy .....	18

## **SECTION III – Faculty Support Services**

Setting up E-mail & Network Access.....	20
Material Support .....	20
Access to Campus Computers.....	20
Wireless Network Access.....	20
Technology Support .....	20
Online Education Support.....	21

Phone & Voicemail..... 21

Library Resources..... 21

Parking ..... 22

Campus Police ..... 22

Access to Facilities..... 22

Center for Teaching Excellence & Learning..... 23

University Mailing & Print Services..... 23

University Regulations ..... 23

**SECTION IV – Student Support Services**

Student Behavioral Problems & Academic Impropriety ..... 25

Student Services..... 26

Athletic, Art & Cultural Events..... 28

## WELCOME FROM THE DEAN'S OFFICE

With 19 departments spanning arts, education, humanities, natural sciences and social sciences, the College stands at the center of Washburn's educational programs. As an adjunct faculty member in the College, you play an essential part in maintaining the high quality of our academic programs.



We hope this manual provides answers to the most important questions you may have about your appointment as a member of the adjunct faculty. Please feel free, however, to visit with us or with your department chair whenever you have a concern. We want to help in any way we can.

Thank you very much for your contribution to the educational goals of our students, to the College of Arts and Sciences, and to Washburn University.

*Laura Stephenson*

Dean  
College of Arts and Sciences

## ABOUT WASHBURN UNIVERSITY

At Washburn University, Learning For A Lifetime is more than a motto. . . it's a call to action. Since 1865, the University has lived up to that call through educational excellence. Washburn's success is based on the highest standards for faculty, a commitment to individual student achievement, interactivity between campus and community and an emphasis on technology and the future.



Washburn University is located on a spacious, attractive campus in the capital city of the state of Kansas with more than one million square feet of modern academic and support space.

Campus Address: 1700 SW College, Topeka, Kansas, 66621  
Main phone number: (785) 670-1010  
Online Directory: <http://www.washburn.edu/directory/index.html>  
Main Website: <http://www.washburn.edu>

# UNIVERSITY MISSION STATEMENT

Washburn University enriches the lives of students by providing opportunities for them to develop and to realize their intellectual, academic, and professional potential, leading to becoming productive and responsible citizens. We are committed to excellence in teaching, scholarly work, quality academic and professional programs, and high levels of faculty-student interaction. We develop and engage in relationships to enhance educational experiences and our community.

—adopted by the Washburn University Board of Regents, 2013

# ARTS & SCIENCES MISSION STATEMENT

The College of Arts and Sciences seeks to engage students in a principled search for intellectual growth and development. In the same progressive spirit that motivated its founders, the College strives to provide all students an education in the liberal arts, so they may acquire, create, communicate, and integrate knowledge to enrich their own lives and be prepared for positions of responsibility and usefulness as active citizens of their local communities and our global society. The College profits from its capital city location, embraces diversity in its faculty and student body, and promotes a shared purpose through interdisciplinary opportunities, small classes, and individual instruction.

—adopted by the College of Arts and Sciences, 2015



## USING THIS GUIDE

This guidebook is intended to provide basic information, policies and instructions that adjunct faculty will find helpful.

To avoid overwhelming the reader with verbose language, this electronic guidebook makes frequent use of hyperlinks that connect the reader to web pages that contain additional information and resources. Text that is highlighted in **blue** or **orange** represent clickable links to these external documents. We hope that you find this guidebook a helpful nexus for all of these resources.

This guide also frequently refers to specific buildings and locations on the Washburn University campus. You can locate these sites on the [Campus Map](#).

# SECTION I

## ADJUNCT APPOINTMENTS & NEW EMPLOYEE PROCEDURES



## DEAN'S OFFICE

The [Office of the Dean](#) of the College of Arts and Sciences, in cooperation with the academic departments, coordinates all academic offerings within the College. The office is located in Morgan Hall, Room 209 and is open year round (except for scheduled holidays) Monday through Friday, 8:00 a.m. to 5:00 p.m. While most instructors address issues and questions to their department chair, the Dean's Office is always available to help our faculty.

## ACADEMIC APPOINTMENT PROCESS

Adjunct Faculty members are appointed to teaching assignments upon recommendation of the department chair and the approval of the Dean of the College of Arts and Sciences (CAS). Appointments are for one semester and may be renewed from semester to semester, according to curricular needs. Faculty members are responsible to their academic department chair and to the Dean of the College.

Contracts for instruction originate in the CAS Dean's Office, are initially approved by the Department Chair and acknowledge by the prospective adjunct. The College uses the Faculty Load & Compensation (FLAC) system, a paperless electronic contract system. Faculty receive an e-mail prompt to review and confirm their contract via hyperlink.

## REQUIRED FACULTY RECORDS

The University requires that all faculty vitae, official transcripts and references be made a part of the University personnel records in the Office of the Vice-President for Academic Affairs. Department chairs have the responsibility for ensuring that originals of these documents are sent to the CAS Dean's Office (Morgan 209) at the time recommendations for appointment are made or as soon after as possible.

Once the proper records have been received and approved, new adjunct instructors (and those who have not been employed by the University for several semesters) must complete employment forms, ideally several weeks before the start of the semester. This ensures the timely initiation of critical employment protocols, including payroll functions, course scheduling and enabling web/e-mail access.

The following forms are required of all adjunct instructors:

### **Employee's Oath Card**

State statutes require a notarized Employee Oath Card on file in the Payroll Office prior to the commencement of employment. Payroll checks cannot be released until this is on file. Personnel in the CAS Office can notarize these cards.

### **I-9 Form**

The University is required by law to verify the eligibility of employment of all instructors. You must present either present a single form of identification that establishes both your

identity and employment authorization (eg, a passport) or two forms of ID, one that establishes identity (eg, a valid driver's license) and one that establishes your employment authorization (eg, a social security card). The following links list all acceptable forms of ID:

**[LIST A](#)** → Establishes Identity/Employment-Authorization

**[LIST B](#)** → Establishes Identity

**[LIST C](#)** → Establishes Employment Authorization

To reiterate, all instructors must present either a single item from LIST A, or an item from both LIST B and LIST C in order to complete the I-9 form and be eligible to teach at Washburn University.

### **Part-Time Employment Information Form**

Provides academic and professional data for developing faculty profiles, recognizing professional and academic achievement, and maintaining historical records.

### **W-4 Form**

Indicates the number of tax exemptions claimed and remains in effect for payroll purposes until the employee requests a change.

### **Direct Deposit Form (optional)**

Deposits your check to your checking or savings account. This form can be filled out in the Payroll Office, Morgan Hall Room 212.

## ACCESS TO SERVICES

Once your paperwork has been processed, you will be entered into the Banner computer system and within one week you will be assigned a Washburn Identification Number (WIN). Once you have a WIN, you will be able to set up access to essential faculty services. There are three main services that you will need as a faculty member:

### **Faculty/Staff ID Card**

Once you have a WIN, you will need to acquire a Washburn iCard (university ID) from the [Ichabod Service Center](#), located on the main level of the Memorial Union. A faculty iCard provides you access to library materials as well as to a number of events and activities at Washburn.

### **Course Management System**

Washburn University uses two online systems to support our students. The MyWashburn Faculty Dashboard system allows you to view your class roster, access student academic/registration information and enter grades. The [Desire2Learn \(D2L\)](#) course management system used to post course information and educational content. D2L is the primary means of interacting with students enrolled in online courses, but is also very useful in face-to-face courses for posting course information, documents, syllabi and for reporting grades. Faculty are expected to use D2L for their courses, at a minimum to post the syllabus and grade information.

Your login and password to both MyWashburn and D2L will be provided to you once you have a WIN.

### **Networked Computer Access & E-mail**

You will be assigned a Washburn e-mail account (firstname.lastname@washburn.edu). Your Washburn University e-mail address will be the official address used by the University and your students for relaying important messages. E-mail can be accessed from any computer, on or off-campus, at <http://outlook.washburn.edu>

Washburn uses a "Single Sign-On" system, in which your Washburn E-mail address also serves as your network User ID, required to log in to any of the university's networked computers, including those in classrooms. If you need assistance in obtaining a Washburn e-mail account and password, go to the technical support window in Bennett 104.

If you prefer to forward your Washburn e-mail to an alternate e-mail address, contact Instructional Support Services (ISS) at 785.670.3000 for instructions on how to do so.

## FACULTY PAYROLL

The payroll for adjunct instructors is usually distributed in four equal payments during the Fall and Spring semesters. Distributions are normally at the end of the month. You may receive your pay through either direct deposit (see above) or by picking up your check at the Cashier's Office (Morgan Hall Room 103).

## SECTION II

# ACADEMIC RESPONSIBILITIES & POLICIES

# SYLLABUS

It is an expected academic practice to inform students of your expectations of them at the beginning of the term. To help accomplish this objective, all faculty must distribute a syllabus, which includes test dates and grading policy, at the start of the term. Questions concerning methods of instruction, curriculum, textbooks, performance standards, testing and grades should be discussed with the department chair at the beginning of your assignment and with students at an early class meeting. Faculty must provide a copy of the syllabus to the department chair at the start of the semester and post the syllabus on your course D2L page.

At a minimum, a good syllabus should provide the following:

## **Instructor contact information**

E-mail, phone number, office hours, etc.

## **Bibliographic information**

Required texts and supplemental materials.

## **Course objectives**

Specific goals for the course. In a general education course, student learning outcomes (SLOs) should also be listed.

## **Course topics and reading assignments**

A list of the course topics and reading assignments and accompanying dates.

## **Assignments and exams**

Due dates for assignments, examination dates and additional guidelines for completing coursework. You will find the [Academic Calendar](#) helpful in identifying holidays, final exam dates, and other important dates.

## **Grading standards**

A well-defined, transparent grading policy for the course.

## **Attendance policy**

Explanation of the instructor's view of attendance and how attendance affects grades.

## **Classroom Policies**

Any additional classroom policies (eg, no cell phones, rules about plagiarism, late work etc.)

## **University-Wide Policies & Services**

The Vice President for Academic Affairs (VPAA) has compiled a number of [universal additions](#) which are recommended for inclusion in all course syllabi, including Academic Misconduct Policies, Disability Services, Advising Resources and Withdrawal Policies.

## TEXTBOOKS

Instructors can adopt and order textbooks for their course through the [University Bookstore](#). Please select “**Find Your Books**” and “**Faculty Adoption**” to locate the textbook adoption form. Please note that for some courses with multiple sections, the academic department mandates that all instructors use the same book. Please consult with the chair of your department regarding textbook selection.

## CLASS MEETINGS

(Full Policy Language)

Instructors are expected to hold class according to the schedule determined for that semester. Unavoidable absences should be reported as soon as possible to the chair, so that alternative arrangements can be made in advance of a scheduled meeting time.

University classes may be canceled by the administration during inclement weather. Please check the university website or local television/radio stations for possible cancellations. If severe bad weather appears imminent, faculty are encouraged to plan work for their students that will help compensate for a potentially cancelled class.

In the event of severe weather during regular office hours, there is a notification system if classes need to evacuate to safe areas. However, during evening hours, when offices are not open, instructors are encouraged to check out and use weather radios during tornado season. Please notify the chair of your department if you would like to check out a weather radio.

University holidays and other important dates are reported in the [Academic Calendar](#).

## STUDENT ATTENDANCE

(Full Policy Language)

Students also are expected to attend classes on a regular schedule. Although attendance policies vary from one instructor to another, it is permissible to make attendance one element in the final grade. Circumstances which prevent attendance should be reported to the instructor, and arrangements should be made, when appropriate, to make up classroom assignments missed.

Faculty are encouraged, when possible, to make time available before or immediately following class for individual student conferences or advisement.

## EXAMINATIONS

[\(Full Policy Language\)](#)

Examinations, except the final examination, are generally scheduled within normal class meeting times at the discretion of the instructor. Final examinations are held during finals week, with dates/times coordinated by the University so as to prevent conflicts between courses. Final exams must be held during their scheduled time. Any deviation from the schedule must be cleared with the Dean of the College. It is not appropriate to give a final exam during the last week of class, with the exception of laboratory courses where this is a common and accepted practice.

Make-up examinations may be administered at the discretion of the instructor. Check with your department chair about procedures for make-up exams in your department.

## SUCCESS WEEK

[\(Full Policy Language\)](#)

The week prior to final exam week is designated [Success Week](#). This week is intended to be a prelude to finals, and instructors are discouraged from scheduling exams or due dates for major assignments during this time. There are several exceptions to this policy (e.g. laboratory classes), so please review the parameters for Success Week found at the link above.

## FERPA: STUDENT RECORDS & PRIVACY [\(Full Policy Language\)](#)

Student records are confidential; the [Family Educational Rights and Privacy Act of 1974](#) (FERPA) prohibits the disclosure of information from academic records without consent of the student. This means that grades may not be given out over the phone and that if grades are posted, it should be done using an identifier that cannot be linked with a student. Grades posted via D2L are visible only to the individual student and therefore this is the preferred method. Grades information can be sent to a student's official Washburn e-mail address, but not to any other private address.

## LATE ENROLLMENT IN COURSES

[\(Full Policy Language\)](#)

Faculty with students whose names do not appear on official class rosters (viewable via MyWashburn or D2L) should direct students to the Registrar's Office to get properly enrolled. Instructors are responsible for ensuring that unregistered students do not attend class after the third week. After the second week of classes, students may be added to class rosters only in exceptional circumstances. The university notifies faculty each semester about the proper process for late enrollment of students.

## WITHDRAWAL FROM CLASS

(Full Policy Language)

When a student wishes to withdraw from a course, the official record of that course on their transcript differs based on the date of withdrawal. The following applies to Fall and Spring semesters:

- Prior to the third week of class** → No grade is recorded for the course and the course does not appear on the student's transcript.
- Between the 3<sup>rd</sup> – 12<sup>th</sup> week** → A "W" is recorded for any dropped course. The course appears on a transcript but does not affect GPA.
- After the start of the 12<sup>th</sup> week** → Withdrawals are not permitted, and a grade must be assigned for the course. No change to or from Pass/Fail status is permitted after this point either.

The instructor is notified by e-mail whenever a student withdraws from a course.

The specific deadlines for withdrawing from courses (including summer deadlines) are found on the [Academic Calendar](#) for a particular term.

## AUDITORS

(Full Policy Language)

Some students enroll in a course because of interest in the topic but do not desire to earn credit. Auditors pay for the course and are included on the class roster. In some cases, a student may choose to switch to or/from auditor status; this may be done early in the term. Individuals over the age of 60 may [audit courses](#) free of charge.

## STUDENTS WITH DISABILITIES

The [University Office of Diversity and Inclusion](#) coordinates and provides services to students who have either a permanent or temporary disability. Students requesting such services must register with the office and those who request services for more than one week must present supportive documentation from a certified professional.

Students may request services based on their individual needs, including note-takers, readers, library assistance, recording devices, or other necessary accommodations. Some students may request special test-taking accommodations which the instructor should coordinate with Student Services.



## GRADES & GRADING

[\(Full Policy Language\)](#)

The essential purpose of grades is to differentiate accurately and appropriately between the students as to achievement in a particular course. An instructor must exercise great care in determining final grades of the student. Accurate record-keeping is essential in case a student should request a review or alteration of their course grade. For students taking a course Pass/Fail, the instructor must still enter the letter grade that the student earned and this will be converted to P or F by the registrar.

Washburn University's policy is to submit final grades for all students and mid-term grade checks for certain students (e.g. those in athletics). Mid-term grade checks are requested at intervals during the semester via an e-mail prompt. Final grades are entered online using the MyWashburn Faculty Dashboard. The grade roster can be accessed by clicking on the **Faculty** tab, then **Faculty Dashboard** and **Faculty Grade Entry**. The deadline for entering final grades is very important since it can influence graduation and financial aid for students. It is critical for instructors to submit grades on time. Typically, the deadline for submission of grades is 10:00 a.m. on the Wednesday following final examinations, but this can vary so please consult the [Academic Calendar](#) each term to determine when grades are due.

## INCOMPLETE GRADES

[\(Full Policy Language\)](#)

When faced with justifiable circumstances that prevent a student from successfully completing a semester (eg, serious injury or illness), a student may request a grade of Incomplete. Incomplete grades are issued at the discretion of the instructor and only with full expectation that the student could complete course requirements satisfactorily before the conclusion of the next academic term. A student must have completed at least three-fourths of the course requirements and have an overall passing grade at the time the Incomplete grade is requested. The instructor should discuss the situation with the department chair before granting the incomplete and outline all of the expectations to be met for the Incomplete to be converted into a letter grade. The instructor must convert the grade of Incomplete to a letter grade at least two weeks before the final examination period of the next semester or the grade of "I" will automatically be converted to a grade of "F".

## GRADE CHANGES

[\(Full Policy Language\)](#)

In certain exceptional circumstances a change in course grade may be necessary. This change is initiated by the instructor, but must be approved by the Department Chair and the Dean of the College. Appropriate forms are available in your department office.

Faculty are required to keep all tests and papers not returned to students for at least one year, in the event a student wishes to contest his or her course grade.

If a student contests a grade, the faculty member should first consult with the department chair, who will help them with the [grade appeal process](#).

## EVALUATIONS

([Full Policy Language](#))

Student perception surveys provide feedback and evaluation of instructors. The primary purpose of these evaluations is to help the chair and the instructors to identify strengths and areas for improvement in instruction. Student perception surveys are administered online via the [EvaluationKit](#) system, an online platform integrated into D2L. Instructors receive emails from student-perceptions@washburn.edu and notifications in Desire2Learn (D2L) when surveys are starting.

- Pre-notice emails are sent three days prior to the survey start date.
- Announcement emails are sent when the surveys open.
- Periodic reminders are sent to student non-respondents.
- Instructors receive updates on response rates.

Instructors can also login to EvaluationKIT with their Washburn email at [washburn.evaluationkit.com](http://washburn.evaluationkit.com) (using the [Forgot your password?](#) link when logging in for the first time):



or through D2L, [d2l.washburn.edu](http://d2l.washburn.edu), by clicking this link at the bottom of the D2L home page:

[Click here to access EvaluationKIT for course evaluation information and results.](#)

Response Rates:

- Instructors are sent response rate updates via email while the surveys are open.
- Alternatively, instructors can log in to EvaluationKIT to view response rates. In EvaluationKIT, click on Response Rate Tracker under the Results tab at the top of EvaluationKIT home page.
- View enrollment number, total responded, and response rate percentage beside each course.

### Results:

- Results are not released until after final grades have been submitted. Results are confidential. Enrollments of four or less and/or responses from only one student are not reported to instructors, although chairs will have access to these results.
- Results are sent to department chairs/deans/administrators, instructors, and other authorized recipients per academic unit.
- When logged into EvaluationKIT, click on Project Results under the Results tab at the top of EvaluationKIT.
- To view an individual course section report, click on the download icon under the Report column beside any course to generate the report, then select the report format.
- For support with EvaluationKIT, please email [student-perceptions@washburn.edu](mailto:student-perceptions@washburn.edu).

## COPYRIGHT GUIDELINES

[\(Full Policy Language\)](#)

Copyrighted materials may be reproduced for instructional purposes only under certain limited conditions. Instructors may make single copies of chapters, articles, essays or short stories, charts, graphs, diagrams, or pictures from books, periodicals or newspapers. Multiple copies for classroom use may be made - one copy per student - if copying meets the test of brevity, spontaneity, cumulative effect and contains a copyright notice. Your department chairperson will be familiar with the requirements of these tests as well as prohibitions for copying certain categories of published materials.

The University Libraries maintain [course reserves](#), in both hard copy and electronic formats, to support the instructional requirements of specific courses. Most materials can be made available electronically such that students can access the material using the internet. The Libraries will obtain permission of the copyright holder as needed.

## SECTION III

### FACULTY SUPPORT SERVICES

## SETTING UP E-MAIL, NETWORK ACCESS & ONLINE RESOURCES

Every faculty member will need access to university e-mail, networked campus computers and the MyWashburn/D2L course management systems. Please refer back to Section I (page 7) for instructions on how to set up these essential services.

## MATERIAL SUPPORT

Requests for instructional supplies, clerical services and textbook orders should be directed to the academic department.

## ACCESS TO CLASSROOM COMPUTERS

All classrooms are mediated with a computer and projection system for instructors' use. In order to log on to a classroom computer, you must enter your WUAD login and password.

Phone numbers for live tech support are posted beside the classroom media equipment. A list of additional equipment that is available for checkout can be found at:  
<https://support.washburn.edu/equipment/>

The numerous computer labs on campus have varying hours and days of availability - check the hours of operation posted by their door or check on the ITS website. Terminals are also available in Mabee Library during regular hours of operation.

## WIRELESS NETWORK ACCESS

Washburn uses the Cloudpath system to streamline registering devices on the WiFi network and provides a secure connection for users. You will need to register your personal device(s) in order to connect to WU-Secure wireless network. Step-by-step instructions are available at <https://www.washburn.edu/its/wireless/>.

## TECHNOLOGY SUPPORT

The [Information Technology Services \(ITS\)](#) unit at Washburn provides integrated technology services, to the students, faculty and staff of Washburn University. ITS staff members are available to help all faculty members with technology requests or issues.

Issues with classroom technology or computer support should be reported to the ITS Technology Support Center at extension #3000 or by an e-mail to [support@washburn.edu](mailto:support@washburn.edu). Alternatively, you may visit them in Bennett Hall, Room 104. Technology support operates seven days a week.

Other services can be requested through ITS, including multimedia production, satellite conferencing, videoconferencing, media duplication, video streaming, and webcasting. A [complete list of ITS services](#) is available and provides the various contact persons who can assist you with your needs.

Please note that ITS does not provide direct support for issues with online courses or the D2L system. Please see the section below for how to obtain support for your course D2L.

## D2L Support

Numerous resources to support instructors in using the D2L system are available in the "Online Faculty Resource Center" found near the top of the home page of D2L:



These resources include step-by-step instructions and how-to videos,

For one-on-one assistance in using D2L, contact Sue Taylor-Owens in the Center for Teaching Excellence and Learning (C-TEL) at [sue.taylor-owens@washburn.edu](mailto:sue.taylor-owens@washburn.edu) or 785-670-1856.

## PHONE & VOICEMAIL

Adjunct faculty who have no regular office assignments should list their departmental telephone number as the source for routing calls or messages. Individual voicemail accounts are not available for adjunct faculty, so we encourage you to employ e-mail as a primary means of communicating with students when you aren't on campus.

## LIBRARY RESOURCES

[Mabee Library](#), located between the stadium and Henderson Learning Resources Center, is a service-oriented library with librarians happy to help faculty and students with their

research and study needs. Their phone number is 670-1485. Among services of particular interest to faculty are:

**COURSE RESERVES** - Materials may be placed on closed, two-day or seven-day reserve, by course number, at the request of faculty. Most materials can be made available in electronic format.

**ARTICLE DATABASES** – Mabee Library subscribes to a variety of journals and provides access to electronic copies of articles through services such as AcademicOneFile. Quick access to these articles is possible via any on-campus computer or by using a special [login process](#) when off campus.

**INTERLIBRARY LOAN** - Available for finding materials which are not in Mabee Library, but which may be obtained through a nation-wide computer network for interlibrary loans.

**BIBLIOGRAPHIC INSTRUCTION** - A librarian will be glad to meet with a class to discuss research methods and materials. They also will instruct continuously on a one- to-one basis at the reference desk.

## PARKING

[Free parking](#) for faculty, students and the general public is available on campus in areas designated on the [campus map](#). Certain parking spaces, and some gated lots, are reserved specifically for faculty and staff. After 5 PM all reserved spaces and gated lots are free for use by anyone. To gain access to reserved spaces and lots, please request a faculty parking permit form from your department chair. Submit this signed form to the University Police Department (Morgan Hall Room 156) to receive your permit.

## CAMPUS POLICE

The [University Police Department](#) operates 24 hours a day, 365 days a year. To report an emergency or suspicious activity on campus, call extension #1153 or use one of the Help Phones located throughout the campus. These Help Phones can be identified by the poles with blue lights. Feel free to call them if you would like an escort while walking on campus at night. The University Police Department off-campus phone number is **785-670-1153**.

## ACCESS TO FACILITIES

Please make any requests for keys to buildings, laboratories, classrooms or offices through your department chairperson. Once you have been given an approval form, you may pick up your keys from the [Facilities Services Department](#), located between Petro Allied Health

Center and Moore Bowl. Keys must be returned by the end of the semester, unless you are teaching again in the subsequent term. Unreturned keys will incur a charge of \$12.00 each.

## CENTER FOR TEACHING EXCELLENCE & LEARNING

The [Center for Teaching Excellence and Learning](#) (C-TEL) is located in Morgan Hall Room 204 and is a resource for all Washburn instructors. C-TEL provides numerous services, workshops and sessions devoted to improving instruction, enhancing student learning, and promoting innovation in the classroom. Faculty interested in improving, developing or experimenting with their teaching methods are encouraged to contact C-TEL (extension #2835).

## UNIVERSITY MAIL & PRINTING SERVICES

The [University Mail and Printing Services \(UMAPS\)](#), located in the Ichabod Service Center (northeast Memorial Union), provides copy and print services, in addition to serving as the central distribution point for campus mail.

Mail for adjunct faculty is distributed through the department. Mail should be checked regularly for campus communications as well as for off-campus mail. Regular mail services are also available at the U.S. Post Office located on campus at Maintenance Building #1, 1924 SW College Ave (phone extension #1606).

## UNIVERSITY REGULATIONS

University regulations are found primarily in two documents:

**[Policies, Regulations and Procedures Manual](#)**

**[University Faculty Handbook](#)**

The latter document is the most pertinent to teaching faculty and is referenced multiple times in this handbook. The links above lead to these documents in their entirety.



## SECTION IV

### STUDENT SUPPORT & SERVICES

## STUDENT ISSUES

There are times when a faculty member needs to seek out additional support for themselves or their students. There are occasions when an instructor may encounter a problem with a disruptive student in the classroom or with unacceptable student behaviors outside the classroom. While we hope that you don't experience this, it is our goal to empower you to maintain a safe and effective learning environment for your students and yourself. No student has a right to intimidate or disrupt a class. Students might also come to you with a wide range of issues, or you might notice a student in need. In this section you have access to a wide range of services to help guide students to the best resources.

**In the case of an acute situation** (eg, a belligerent student, a student threatening harm to others, a student who threatens suicide), contact the **university police (extension 1153) or 911**. These officers are trained and equipped to deal with a variety of issues.

**In the case of a chronic pattern of student behavior** which has you concerned (e.g., emotional problems, inappropriate behavior, monopolizing class time), contact your department chair. He or she will work with you on resolving the problem and/or refer you to a university resource that can be of help. Consultation with your chair is important when dealing with these issues.

Key contacts for assistance with student behavioral issues:

### **Sending Alerts in NAVIGATE**

Navigate is a powerful student success software intended to improve retention and on-time graduation rates by identifying areas where students may need additional support to complete their degrees. One important feature allows instructors to submit alerts on students who are at risk of failing a class. Instructors are encouraged to submit an alert at the first sign a student is struggling. This [webpage](#) provides information about how to log into Navigate. Instructions to issue an alert for a student are available [here](#). A matrix describing the types of alerts and intervention strategies taken once an instructor issues an alert on a student is [here](#). The Center for Student Success (CSSR) provides training and support for Navigate. Contact Christina Foreman ([christina.foreman@washburn.edu](mailto:christina.foreman@washburn.edu)) for assistance or additional information.

### **UNIVERSITY BEHAVIORAL ASSESSMENT TEAM (UBAT)**

This interdisciplinary team addresses concerns regarding students, faculty, or staff behavior. There is a [form](#) on the UBAT webpage for non-emergency reporting. Imminent concerns should still go to Washburn Police x1153 or 911.

### **ACADEMIC IMPROPRIETY & STUDENT CONDUCT/BEHAVIORAL ISSUES**

[Joel Bluml](#)

Associate Vice President and Dean of Students of Student Life

Morgan Hall Room 240

Extension x2100

[Joel.bluml@washburn.edu](mailto:Joel.bluml@washburn.edu)

### **MENTAL HEALTH SERVICES**

Crystal Leming  
Director of Counseling Services  
Kuehne Hall, Suite 200  
Extension x3100  
[counseling@washburn.edu](mailto:counseling@washburn.edu)

Counseling office hours: M-F 8:00 am – 5:00 pm  
24-hour counseling by phone: Select option 2 when calling

## STUDENT SERVICES

Washburn University is committed to providing resources to empower students to reach their learning potential. In support of this goal we have established a variety of services to promote academic success.

### **Tutoring Services & Writing Center**

Washburn University partnered with [TutorMe.com](https://www.tutor.com), a 24/7 virtual tutoring and writing assistance program, to help connect undergraduate students with 24 hour a day access to professional tutors. Additionally, the TutorMe.com Writing Lab will provide feedback on written work, as well as answering questions about basic writing skills.

Use Navigate to submit an early alert referral to these services. Students should email [tutoring@washburn.edu](mailto:tutoring@washburn.edu) to set up an account.

Many departments have tutors for specific courses or disciplines. If you teach a specialized course, the best practice is to provide your students with tutoring hours in your department. The Mathematics & Statistics Department has a dedicated [math tutor lab](#), available for all students.

### **Academic Advising**

Declared majors are assigned a full-time faculty member as an academic advisor, to guide them through their degree program and assist their future career goals. Students who haven't declared a major see advisors in the [Center for Student Success](#), where they are assisted with class scheduling, course requirements, academic program planning, and selecting a major. Appointments can be made in three ways: The Navigate app to request an in person or remote meeting, stopping by the Advising Office in Mabee 201, or by calling extension x1942.

### **Career Services**

[Career Services](#) offers professionally trained counselors to assist with vocational testing, educational, and career counseling. This service includes assistance with mock interviews, cover letters, and resume building.

### **Counseling Services**

[Counseling Services](#) provides a variety of counseling services as well as resources and referrals to students free of charge. The services offered work to enhance mental health and support intellectual, personal, emotional and social growth. In addition to on campus counseling, there is also access to a 24/7 counseling service by phone.

### **Special Classroom Needs – Student Accommodations**

The [Office of University Diversity and Inclusion](#) coordinates and provides services to students who have either a permanent or temporary disability. This office also coordinates assistance for veterans if student accommodations are required.

Faculty may receive an email from the Office of University Diversity and Inclusion regarding students enrolled in their classes who need special accommodations. Faculty must comply with accommodations or contact the Student Services Office if for some reason an accommodation is not possible or assistance is needed in providing an appropriate accommodation. The Americans with Disabilities Act is law and reasonable accommodations are so required. Instructors should meet with any student identified as needing an accommodation to work out details related to the accommodation and to discuss issues of confidentiality. If you have questions, please contact either the Department Chair or the Disability Services Director.

[If students ask how they might request accommodations, you can refer them to the Student Request Form and the Office of University Diversity and Inclusion located in Morgan Hall 105 or call 785-670-1629.](#)

### **Washburn Student Services for Former or Active Service Members**

Many Washburn students served or are currently serving in the United States military. If students ask about services for Veterans not related to student accommodations refer them to the [Military-Student Success Center](#) or contact Chris Bowers at 785-670-1983 or email [chris.bowers@washburn.edu](mailto:chris.bowers@washburn.edu).

### **Student Health Services**

The [Student Health Services](#) center is an on-campus walk-in clinic available to all registered students and to faculty/staff located in Morgan Hall 140. Student Health Services abides by HIPAA regulations regarding the sharing of student health information.

### **Harassment/Discrimination**

Washburn University is committed to maintaining a working and learning environment free of harassment and discrimination. . Any student or faculty member who has concerns about harassment or discrimination is encouraged to contact extension x1509 or email [eodirector@washburn.edu](mailto:eodirector@washburn.edu).

Faculty are required to report an incident of discrimination, sexual harassment, or sexual violence to the Equal Opportunity Director/Title IX Coordinator. Faculty members are only required to report the name of the complainant, but may report more information at their discretion. An incident can be reported by [following this link](#).

### **International Student & Scholar Services**

The office of [International Programs](#) coordinates study abroad activities for students and coordinates the needs of Washburn's international student population.

### **Student Activities**

#### **Office of Student Involvement & Development**

A variety of on-campus events are hosted by the Office of Student Involvement and Development ([OSID](#)). Student organizations are also coordinated through this group using BodsConnect.

#### **Multicultural Student Organizations**

Washburn's Office of Diversity and Inclusion supports student organizations representing historically underrepresented students and includes a wide range of groups.

## ATHLETICS, ARTS, & CULTURE ON CAMPUS

As a cultural center in our city, Washburn University coordinates a wide variety of cultural, arts and athletic events.

### **Sporting Events**

For information on sporting events and ticket sales, visit [Washburn Athletics](#).

### **Art Exhibits**

The [Mulvane Art Museum](#) is located on the north side of campus near the corner of 17th and Jewell. With a permanent collection and changing exhibitions every 4-6 weeks, the Museum serves as a focus for students, faculty, and the community.

### **Musical Performances**

Numerous musical performances are available on campus for faculty, mostly free of charge. Concerts, recitals and other performances are coordinated through the [Music Department](#).

### **Theatre Performances**

The Andrew J. and Georgia Neese Gray Theatre, attached to Garvey Fine Arts Center, stages several productions each year, coordinated by the [Theatre Department](#). Faculty and students are admitted free of charge with Washburn ID.

### **International Culture Events**

[International Programs](#) coordinates and publicizes a variety of cultural events that occur on-campus and in the community.