Entering into Employment

When you received your letter of appointment, you were directed to meet with the staff of Human Resources. This involved the signing of tax forms, determination of benefit eligibility, and the like. Then the secretary in the Administrative Office in the building in which your department is housed helped you in matters of office assignment, phone number, e-mail, etc. The New Faculty Guide is available through the faculty secretaries, and is an invaluable resource for the practical details of life at Wheaton.

Contact information for various campus offices, taken from that Guide, is appended to this document. But what follow are guidelines designed to help you take your place within the Wheaton community not as an employee but as an instructor.

All part-time faculty should acquaint themselves with Faculty Legislation, Part One, Article IV: Part-time Faculty Appointments and Provisions.

Campus Involvement

Of course, all campus involvement depends on being able to park. You will find links at the end of this document for application for a parking decal and for details of parking maps and parking policies.

All part-time faculty need to balance their obligations in teaching a limited number of courses with their opportunities as a member of the Wheaton community. As an instructor, you are allowed to attend faculty meetings, although part-time appointments below half-time do not convey voting rights. You are also allowed to attend departmental meetings; check with your chair.

You are invited to give a presentation on your research at one of our faculty lunch talks, given usually one or two per week throughout the semester. The Provost’s Office sends out a list of available days and times at the beginning of each semester.

You are encouraged to join your colleagues for lunch in the Faculty Dining Room, to attend the Tech ‘N’ Talk lunch presentations (contact Scott Hamlin, Director, LIS, Academic Tech Support) and are welcome to participate in the wider activities of the College: concerts, lectures, etc.
Academic Supervision and Support

All adjunct faculty, whether full-time or part-time, are under the supervision of a colleague, typically the department chair, whose job is to serve as a teaching liaison, to guide them as colleagues through the expectations, both disciplinary and institutional, for the creation, administration, teaching, and evaluation of a course. Regular consultation with your advisor is crucial for success.

Communication and e-mail

It is crucial that you use your assigned Wheaton e-mail address so that you can receive all of the faculty-wide e-mails that are relevant to scheduling, deadlines, meetings, and the like. This also facilitates communication individually both with your colleagues and with your students.

If you have not already done so: To set up a Wheaton email account, go to http://inside.wheatoncollege.edu and select the ‘New students and new employees. Set up your account.’ link on the right side of the page. Enter your Wheaton ID# and follow the prompts to set up your password. Please contact the Tech Support Department at x3900 if you have difficulties with your email account.

Time and Effort Expectations

All faculty must keep regular office hours; typically, these are both published in the syllabus and posted on the office door. Students may request another time for a meeting, but it is understood that part-time faculty will only be on campus on the days that they teach and, if only teaching one course, will typically be available only before or after that class. It is therefore expected that you will receive and answer e-mails from students, though you are free to put some limits to this communication.

As for student time and effort: It is the rule of thumb that one hour of in-class time may require two to three hours of out-of-class preparation.

Syllabus Preparation

All faculty have considerable latitude in creating courses, in terms of content and structure, texts and readings, exams and papers. But take advantage of advice. The Provost’s web page (under Forms for Faculty) provides both a template of dates and deadlines to create the skeleton of a syllabus and Suggestions for Syllabus Content to help flesh it out. Your supervisor can help review your syllabus.

All syllabi must be submitted electronically to the Syllabus Archive. A description of the Archive and the procedures for submission may be found on the Provost’s web site: http://wheatoncollege.edu/provost/information/
Textbook Ordering

In accordance with federal guidelines (the Higher Education Opportunity Act, or HEOA), textbooks must be ordered well in advance of the start of classes: by April 15 for the fall semester and by October 15 for the spring semester. Your supervisor can assist with this, especially when the deadline comes before the beginning of your appointment. The Student Government Association has funds available for the purchase of textbooks for some courses that then may be put on reserve.

You may consult the Provost's webpage (Forms for Faculty) for further details on Textbook provisions of the Higher Education Opportunity Act (HEOA) and "Good Citizenship" rules for working with the bookstore.

Books and printed materials may be made available for courses through the Library as reserve readings; electronic materials can be made available through e-reserves. Consult the Library website for rules and procedures; when asking Library staff to make materials available, please allow a reasonable amount of lead time.

onCourse

Each course has a space assigned to it on onCourse, the Learning Management System used on campus. It is suggested that you upload your syllabus to this site, your list of required textbooks, any supplemental readings (to augment your library reserves), and all assignments and announcements. This facilitates communication between you and your students.

For questions about onCourse, contact Jeanne Farrell (LIS, Faculty Technology Liaison): x3629, Farrell_jeanne@wheatoncollege.edu; or Peter W. Kirlew (Sciences Liaison LIS, Academic Technology Support): x3927, kirlew_peter@wheatoncollege.edu.

Classroom Management

All part-time faculty should acquaint themselves with Faculty Legislation, Part Two—The Classroom; see also Faculty Handbook, Article B, Academic Policies and Procedures: Administration of Courses. Certain crucial items are spelled out below.

Honor Code

Wheaton is an Honor Code campus. At the matriculation ceremony, all students at the beginning of their Wheaton careers sign a book pledging to live by the standards of this code: As members of the Wheaton community, we commit ourselves to act honestly, responsibly, and above all, with honor and integrity in all areas of campus life. We are accountable for all that we say and write. We are responsible for the academic integrity of our work. We pledge that we will not misrepresent our work nor
give or receive unauthorized aid. We commit ourselves to behave in a manner which demonstrates concern for the personal dignity, rights and freedoms of all members of the community. We are respectful of college property and the property of others. We will not tolerate a lack of respect for these values. Students are required to attest in writing on all work submitted that the conditions of the Honor Code have been followed: "I have abided by the Wheaton College Honor Code in this work" (with signature). You may read more about the Honor Code and its traditions on the web site, under About Wheaton.

It is appropriate that each instructor take time to explain plagiarism and to clarify the precise manner of any discipline-specific applications of guidelines to uphold academic integrity. Taking the time to read the Honor Code aloud as a group is a powerful thing, and can help to create group solidarity in your class. What should you do if you suspect that there has been a violation of the Honor Code (cheating, plagiarism, etc.)? Talk to your supervisor, your department chair/program coordinator, or Dean Jack Kuszaj, Senior Associate Dean of Students, (x8218) about how to go forward.

Accommodations

Students with documented learning differences are entitled to reasonable accommodations. Students must present a letter from Denyse Wilhelm, Associate Dean of Studies & ADA/504 Coordinator, Disability Services, detailing the accommodation requested.

Absences and Class Cancellations

In an effort to give employees and those traveling to campus ample time to adjust their plans accordingly, it is Wheaton’s standard procedure to post any decision, either to delay opening or to cancel classes and other organized activities, to the web site, announcement line, and via email and text message by 6:00AM. While there may be circumstances that result in notification well before that deadline—or conceivably after due to unforeseen events—you should be aware of that internal timeline. The absence of such an alert after that time is an indication that the college will be open and operating, although faculty may elect to cancel classes individually if they feel that they cannot drive to campus safely. Here is a link to the college’s inclement weather policy:
http://wheatoncollege.edu/hr/2014/02/06/updated-inclement-weather-policy/.

Every faculty member should set out a clear and appropriate attendance policy in the syllabus; you may also wish to consult with your supervisor about general expectations within your department for handling absences or late-arriving or early-departing students. Students absent for reasons of illness or emergency are allowed to make up required work.
Students are allowed to miss classes for religious reasons without penalty. The principal religious holidays on which observant students of various faiths may be absent are given in the syllabus template. It is a courtesy on the student's part to notify the faculty member in advance; it is a courtesy on the faculty member’s part not to schedule exams, papers, field trips, film showings, etc., on those dates. All missed work must, of course, be made up.

Students are not allowed to miss class for athletic practices: student athletes are students first. Some conflicts may arise, however, with games, meets, and conferences. A schedule of all home and away games for all sports is distributed to all faculty at the beginning of the semester, though it is a courtesy for the student athletes themselves to contact faculty members individually in advance of any conflict. For any questions concerning conflict between sport and class, contact the Faculty Athletic Representatives (FARs): Kim Miller (miller_kim@wheatoncollege.edu) or Mark LeBlanc (leblanc_mark@wheatoncollege.edu).

Faculty who miss class because of illness or emergency must contact both the department chair and their faculty secretary. Missed class meetings must be made up. Faculty who will miss classes because of conferences need to secure approval of their department chair well in advance.

Classroom Conduct

Faculty are free to create their own rules for dress and deportment in class, as well as for issues surrounding the use of electronic devices in class. All such rules and expectations need to be clearly enunciated in the syllabus and in the classroom. The Suggestions for Syllabus Content document makes a number of recommendations for using the syllabus to create a working compact between instructor and students.

Support for Students with Academic Difficulties: WISE

All faculty have access to the web page Inside Wheaton by means of their Wheaton ID number and their e-mail password. For problems with Inside Wheaton access, contact Tech Support at x3900. Within this page is WINDOW, a role-dependent, employee-specific conglomeration of information: pay information, personal information, and, most important here, class lists, grade sheets, and the Course Schedule. For each student in a class list there is a link to WISE (Wheaton Identification Service), which may be used to contact the Advising Office in the event that you are concerned about a student’s academic performance. For information on how WISE works, see the page maintained by the Registrar's Office: http://wheatoncollege.edu/registrar/faculty/wise/
For issues regarding possible academic responses to various academic issues (extensions on assignments, incompletes, or withdrawal from class), do not act on your own. Consult first your Department Chair/supervisor before consulting the Advising Office (x8215).

**Referring a Distressed Student**

All faculty are encouraged to contact the Office of the Dean of Students and/or Counseling Services if they suspect that a student is distressed. Please consult the following Counseling Center site: [http://wheatoncollege.edu/counseling-center/referring-student/](http://wheatoncollege.edu/counseling-center/referring-student/)

Faculty are also required to report instances of sexual harassment. The Anonymous Tracking Form can be found at [http://wheatoncollege.edu/sexual-assault/sexual-assault-resource-team/](http://wheatoncollege.edu/sexual-assault/sexual-assault-resource-team/)

**Graded Work**

Students need to have a realistic idea of their level of performance in a class. You cannot base a course grade solely on one final exam or project. Students need to have graded work returned with comments on a regular basis. Typically, graded work is to be returned within a week of submission; typically, the return of graded work with comments is desirable before giving a subsequent assignment. Mid-semester grades must be submitted for first-year students doing work below a C (in spring 2014, by Friday, Mar. 7); the deadline for dropping a class is the end of the eighth week of class (Friday, Mar. 21). Submission of mid-semester grades for sophomores, juniors, and seniors, and for other levels of performance, is optional but desirable.

**Peer Tutors**

The schedules of subject tutors and of writing tutors are available through the Tutoring web page ([http://wheatoncollege.edu/tutoring/](http://wheatoncollege.edu/tutoring/)). You may wish to work directly with the subject tutors in your area to discuss particular issues and topics relevant to your class, and may let the Tutoring Office know your schedule of exams, or of essay due dates, if you think that there may be increased demand at certain times. Directing your students to writing tutors when necessary is a useful addition to your own comments on written work.

**Administration of Exams**

Because of the Honor Code, faculty may not proctor exams. Faculty may make themselves available outside of the room in which an exam is being taken in order to answer questions; in foreign languages, oral components of exams are conducted outside of the room in which the written exam is being taken.
Final Exams

Final exams are also unproctored. Final exams are not given on the last day of regular classes. Each class is assigned a time for a final exam during exam week. Faculty may elect to schedule an exam for that time (the classroom is not necessarily that in which regular course meetings were held), or they may give a self-scheduled exam. Self-scheduled exams are taken during exam week, at one of a number of possible time slots, as selected by the student. Self-scheduled exams must be completed and submitted to the Registrar’s Office before the beginning of exam week; exams are distributed under the guidance of the Registrar’s Office. There is a deadline for informing the Registrar’s Office about what sort of final exam (if any) a given course has. Of course, faculty may assign a final paper or some other evaluative instrument, but no regular classroom work can be assigned for exam week.

Submission of Final Grades

Faculty must submit grades electronically to the Registrar’s Office within the deadlines communicated to them by the Registrar’s Office.

Evaluation and Assessment

All faculty are required to distribute course evaluation forms, provided to them by the faculty secretaries. These are typically, though not always, given in the last week of class. The completed forms are collected by students and are to be returned directly to the faculty secretaries for scanning and tabulation. The forms will not be seen by you until after the submission of your final grades. The forms, along with a report of the tabulated results, will be returned to you for your review before they are to be forwarded by you to the department chair. The department will keep these evaluations as parts of larger, departmental evaluations; your mentor will review your student evaluations with you on an individual level.

Adjunct faculty are not required, but are encouraged, to fill out the annual faculty self-evaluation form. You may discuss this with your mentor or department chair.
Wheaton College
Campus Contacts

I: Academic/Classroom

*Academic Advising:*  
Main number: x8215

*Counseling Center:*  
Main number: x3905

*Disability Services:*  
Eileen Bellemore, Coordinator of Academic Support and Disability Services: X3794  
bellemore_eileen@wheatoncollege.edu

*Sexual Misconduct and Assault Resource Team (SMART):*  
Melissa Rideout, SMART Coordinator & Staff Counselor: x3905  
rideout_melissa@wheatoncollege.edu

*Book Orders:*  
Old Town Hall Bookstore at Wheaton College  
Jackie Calderone, Store Manager, x3430  
calderone_jackie@wheatoncollege.edu

*Classroom & Event Media Services:*  
LIS, Media Services Department  
Ellen Kane, x3806  
kane_ellen@wheatoncollege.edu  
av@wheatoncollege.edu  
Rapid Response Team x5600

*Tech Support/Computer Help Desk: x3900*

*OnCourse:*  
LIS, Faculty Technology Liaison  
Jeanne Farrell, x3629  
Farrell_jeanne@wheatoncollege.edu

*Computer Aided Teaching:*  
LIS, Academic Tech Support  
Scott Hamlin, x3767  
hamlin_scott@wheatonma.edu
II: Employee/Support

**Benefit Orientation:**
Human Resources Department  
Meghann Beaulieu, x8206  
beaulieu_meghann@wheatoncollege.edu

**ID Badge & Parking Sticker:**
Public Safety Department  
Link: Faculty/Staff parking decal application form  
Chuck Furgal x8213  
furgal_chuck@wheatoncollege.edu

**Keys:**
Physical Plant Dept., Locksmith’s Office  
Mary Pavao, x3880  
pavao_mary@wheatoncollege.edu

**Post Office Box:**
LIS, Office Services  
Fran Weldon, x3836  
weldon_fran@wheatoncollege.edu

**Telephone:**
LIS, Telecommunications Department  
Leanne Wood, x3412  
wood_leanne@wheatoncollege.edu

**Campus Housing:**
Business Services Department  
Kim Lavallee, x3433  
lavallee_kimberly@wheatoncollege.edu