In this manual, you will find general information about the College, information to help orient you as a new faculty member, links to relevant policies, and a summary of the resources available to support you in the classroom.
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1 MESSAGE FROM THE PROVOST

Dear Colleagues,

It is a privilege to serve as the Chief Academic Officer at Champlain College, to advocate for excellence in student learning and to champion the faculty who are dedicated to providing a relevant, rigorous education for our students.

This Faculty Handbook serves as a valuable tool for new and continuing members of the faculty of Champlain College. It documents Champlain’s collaborative approach to shared governance by articulating responsibilities for initiating and approving College policies; and it describes the roles of faculty, administration, and board members in College operations. It also serves as a repository for the many policies and procedures that govern and affect faculty life.

In this Handbook, you will find statements of faculty rights and responsibilities, descriptions of resources made available by the College to support faculty professional development, academic affairs policies, personnel policies especially pertinent to faculty and select College and student academic policies.

The Faculty Handbook reflects a collaborative approach toward governing the College. Faculty and administration share ongoing responsibility for improving the Handbook as we work together to foster an academic culture that supports the professional and scholarly achievements of faculty and students.

Respectfully,

Laurie Quinn, Ph.D.
Provost and Chief Academic Officer
2 GENERAL INFORMATION ABOUT THE COLLEGE

2.1 Mission
Champlain College endeavors to be a leader in educating today's students to become skilled practitioners, effective professionals and engaged global citizens. Champlain's agile and entrepreneurial approach to higher education uniquely blends technology leadership, market savvy, innovation and fiscal responsibility with a commitment to liberal learning, community involvement and "the human touch." This distinctive approach permeates the delivery of relevant, rigorous student-centered programs in business, arts, applied technology and public service.

2.2 Vision
By 2020, Champlain College will be the finest small, professionally and globally focused college in the United States.

2.3 Values
Distinctive Excellence • Sustainability • Innovation • Human Touch • Global Engagement
• Diversity and Inclusion

Every endeavor should have a vision and tone. Through ongoing discussion and consensus, the members of the Faculty Welfare Committee, the President, and the Provost agree that John Gardner’s vision of “vital professors” captures the spirit of this Manual and should continue to guide future editions:

Vital professors typically are individuals who challenge students academically and contribute to their overall development. Usually they participate in the governance and intellectual life of their institution and are involved in the debates of their discipline or professional field. Vital professors are curious and intellectually engaged. They enjoy the respect of their colleagues and are effective in the multiple roles of members of the academic profession. Perhaps most significant, vital professors grow personally and professionally throughout their academic career, continually pursuing expanded interests and acquiring new skills and knowledge. Adjectives that would apply to vital professors include: enthusiastic, caring, dedicated, vigorous, creative, flexible, risk-taking, and regenerative.

2.4 History of the College
Champlain College began in downtown Burlington in 1878 as Burlington Collegiate Institute, founded by G.W. Thompson. The Institute was renamed Burlington Business College and operated under E. George Evans’ direction from 1884 to 1920 when it was purchased by A.
Gordon Tittemore. He ran the school until 1956 when C. Bader Brouilette, in partnership with Albert Jensen, acquired the College. Brouilette became the president and two years later established the institution as Champlain College, offering associate degree programs.

Champlain College purchased Freeman Hall in 1958 and moved to the Hill Section of Burlington. In 1965, the College opened its first dormitory in a restored Victorian building on historic South Willard Street. Champlain built Joyce Learning Center in 1970 to support its growing student body. Brouilette remained president until his retirement in 1977 when he was succeeded by Dr. Robert Skiff. During Skiff’s presidency, the College acquired several buildings that were converted to dormitories and constructed the Hauke Family Campus Center in 1989. In 1991, the College introduced its first bachelor degree program.

Today, Champlain offers bachelor degree programs in 30 fields of study including information technology, creative media, business, and education. Dr. Roger Perry became the sixth president of Champlain in 1992, and under his leadership Champlain established one of the country’s first online academic programs. During the 90’s, Champlain also offered academic programs at satellite campuses in Israel, United Arab Emirates and India. The first master’s degree program was launched in 2002. During Dr. Perry’s tenure, the campus expanded to include the Robert E. and Holly D. Miller Information Commons (1998), the S.D. Ireland Family Center for Global Business and Technology (2004) and the IDX Student Life Center (2005).

In 2005, Dr. David Finney became Champlain’s seventh president. From 2005-2009, Champlain began offering an MBA as well as a Master’s in Managing Innovation & Information Technology, created a new master plan for the campus, instituted the Emergent Media Center and Champlain Center for Digital Investigation, and opened study-abroad campuses in Montreal, Canada and Dublin, Ireland. Champlain also acquired Woodbury College and in doing so added two graduate-level degree programs in Mediation and Law. In 2009, Champlain launched its Master’s program in Digital Investigation Management and in 2010 began offering its MFA in Emergent Media program.

Building on Champlain’s history of professionally oriented education, a rigorous core liberal arts curriculum was introduced to supplement and support the concentrated areas of traditional undergraduate professional study. This four-year program fosters skills in critical and creative thinking, effective communications, the development of a global perspective and ethical reasoning, among other invaluable competencies. To complement the core curriculum, the College created LEAD (Life Experience & Action Dimension), designed to develop students’ social, financial, career and leadership skills.

Today, Champlain College educates 2,000 traditional undergraduates, 900 full-time and part-time adult students and 500 graduate students from 47 states and 30 countries, and continues its long tradition of being a leader in preparing highly educated, deeply skilled and personally confident professionals.
2.5 College Competencies

The College has established these skill areas as the foundation of the educational experience at Champlain College, regardless of the student’s major. The goal is to help the Champlain College graduate develop into an ethical self-guided learner:

Life is a process of continuous development — learning in its broadest sense never ends. Developing facility in the competencies helps Champlain graduates continue to grow and develop after college by giving them the tools to take charge of their own learning, to identify what they need to learn and how to do it. This self-directed learning is combined with the ability to examine one's own assumptions and obligations to others, and to act accordingly with autonomy, integrity and intention.

We believe that each of these skills is best developed through consistent practice, application and instruction. As a result, each faculty member is expected to design courses with these competencies in mind and incorporate instructional and developmental activities in these areas wherever possible and consistent with the goals of the course and program. The College Competencies are:

- Technology and Information Literacy
- Science and Quantitative Literacy
- Inquiry
- Analysis
- Integration
- Creativity
- Communication
- Collaboration
- Global and Cultural Understanding

See the following link for a description of the competencies.

http://www.champlain.edu/faculty-and-staff/academic-affairs/teaching-and-support-resources/college-competencies

2.6 Purpose of the Adjunct Faculty Resource Manual

The Adjunct Faculty Resource Manual is a compilation of multiple sources of publications and websites, consolidated to provide information to adjunct faculty regarding the policies and procedures related to the operation of the academic operation of Champlain College. It is also designed to offer guidance in matters of concern to adjunct faculty and to improve communication throughout the College. Throughout the manual, there are links to relevant sections in the full-time Faculty Handbook and to the Champlain website. In some cases, summaries of relevant sections are provided for convenience. The use of links and summaries minimizes the likelihood of multiple handbooks having different versions of a policy or out-of-date information.
The policies and procedures contained in this manual supersede those issued by Champlain College in any and all previous publications, policy memoranda or statements, and administrative directives. In the event that contradictions occur between the requirements or privileges provided in the *Adjunct Faculty Resource Manual* and those provided in a faculty member’s letter of appointment, the provisions of the letter of appointment shall be followed. In the event that contradictions occur between policies that appear in the full-time *Faculty Handbook*, those provided in the full-time *Faculty Handbook* shall be followed.

The Champlain College “*College Catalog,*” as well as policies and procedures posted on the College’s internet site, intranet site, and shared folders also contain information on rules and regulations related to the operation and management of the College. Some of these publications are noted as an official part of this handbook, and may be reprinted here. The most current version of these external procedures, as they appear on the College website, takes precedence over this manual. The College reserves the right to alter, amend, or suspend terms of policies summarized in this manual. Policies that also apply to full-time faculty will be amended or modified according to the procedures outlined in the full-time *Faculty Handbook*.

### 2.7 Organization and Governance

The ultimate authority for Champlain College rests with the Board of Trustees that operates the College under a charter from the State of Vermont. The Board is self-perpetuating and elects its own chair and officers. While the Board has ultimate authority, it is advised by the President to whom it has delegated much responsibility.

The President is the Chief Executive Officer of the Corporation and reports directly to the Board and is a voting member of the Board. The President, as academic and administrative head of the College, has responsibility for all the affairs of the institution. The President is advised by many constituents and looks to them for recommendations. He/she has the ultimate responsibility for approving recommendations and forwarding them to the Board as appropriate.

The Provost and Chief Academic Officer, Senior Vice President for Finance and Administration, Vice President of Advancement, Vice President of Enrollment Management, and Vice President for Enrollment and Student Life, Institutional Effectiveness Director, and President’s Executive Assistant report to the President. The Secretary of the Corporation reports to the Chairperson of the Board of Trustees.

The academic operation of the College is structured into six units, each headed by an academic dean who reports to the Provost. The units are Communication & Creative Media, Robert P. Stiller School of Business, Education & Human Studies, Information Technology & Sciences, and the Core Division. Some of the divisions assign administrative duties, with release time, to full-time teaching faculty. Depending on the division, these program administrators may have the
title of program director, assistant dean, associate dean, program chair, or program coordinator.

While the ultimate responsibility for governance of the College rests in the Board of Trustees, as delegated to the President, faculty share in institutional governance through the Faculty Senate and through College and Division committees.  
(Source: full-time Faculty Handbook, July 2014 edition.)

2.7.1 Faculty Senate
Adjunct faculty members have representation in the Faculty Senate. As of the academic year 2011, adjunct faculty are represented by one member with voting privileges from each academic division. A copy of the Senate Bylaws is available in the full-time Faculty Handbook, July 2014 edition and on Clearspace (see the section on Clearspace in this manual).

3 GETTING ORIENTED

3.1 Champlain.edu
The most efficient way to start getting oriented to Champlain College is to spend some time on the College’s website at https://www.champlain.edu.

As is the case with most college websites, you can learn a great deal on the “About Us” page at http://www.champlain.edu/about-champlain

3.1.1 Directory
If you are looking for directory information on college personnel, there is a Find People Search box at the bottom right of the Faculty & Staff webpage. Course descriptions are available in the College Catalog on the web.

3.1.2 The Academic Calendar
The academic calendar is posted on the Registrar’s page at: http://www.champlain.edu/academics/undergraduate-academics/academic-and-career-support/registrars-office

Important dates for faculty and administration are at http://www.champlain.edu/faculty-and-staff/academic-affairs/academic-calendars

3.1.3 Campus Map
The direct link is at http://www.champlain.edu/maps-and-directions. If you are looking for directions to the campus, enter 251 South Willard Street, Burlington, VT into your map search or GPS.
3.2 New Faculty Orientation
The Provost has primary responsibility for orienting first-year faculty to the policies, regulations, and procedures of the College. The orientation, usually held two weeks prior to the first week of classes each semester, will include familiarizing new faculty with personnel policies; faculty rights, obligations, and responsibilities; the role of faculty in governance; relevant student policies; expectations; and support services for faculty and students.

An informative resource is the Academic Affairs website, which contains policies, procedures, and contact information. [http://www.champlain.edu/faculty-and-staff/academic-affairs](http://www.champlain.edu/faculty-and-staff/academic-affairs)

3.3 Academic Divisions
Champlain is organized into six academic units: Robert P. Stiller School of Business, Communication & Creative Media, Information Technology & Sciences, Education & Human Services, the Core, and Continuing Professional Studies (CPS). CPS is Champlain’s Online Education division for adult learners. See [http://www.champlain.edu/academics/academic-divisions](http://www.champlain.edu/academics/academic-divisions).

3.4 Human Resources and Organization Development
Human Resources offices are located in Champlain’s campus at 175 Lakeside Avenue in the Miller Center. The main telephone number for HR is 802.651.5800. All new adjuncts are invited to attend an orientation in HR in August, January, or May depending on the date hired. [https://my.champlain.edu/page_authrequired](https://my.champlain.edu/page_authrequired) (you must sign in to your account to access).

3.5 Parking Permits
Parking permits are issued by zone and can be bought through an online purchase at ThePermitStore.com. Details on parking and regulations can be accessed at [http://www.champlain.edu/faculty-and-staff/campus-information/transportation-and-parking](http://www.champlain.edu/faculty-and-staff/campus-information/transportation-and-parking).

3.6 Shuttle Service
Champlain runs a shuttle service that you may use to get from the main academic campus and the Lakeside campus. You can find out where the shuttle is, in real time, by accessing [http://shuttle.champlain.edu](http://shuttle.champlain.edu). You can also follow the path of the shuttle on flat screens that are available in several buildings including Miller Information Commons, IDX, and Freeman. All schedules for shuttles from satellite lots, including Spinner Place, are located on the College Web site at [http://www.champlain.edu/faculty-and-staff/campus-information/transportation-and-parking](http://www.champlain.edu/faculty-and-staff/campus-information/transportation-and-parking).

People with Champlain College ID’s are able to use shuttle options during the day and the University of Vermont (UVM) CATS off-campus shuttle for extended hours and weekends. The schedule is available at [www.uvm.edu/tps](http://www.uvm.edu/tps). The CATS shuttle loop serves the hill section.
between downtown Burlington, UVM and Champlain College. Buses depart Royall Tyler Theatre on UVM’s campus on the hour and the half hour. The Champlain College stop is at Maple Street near Bader Hall. Other stops on the route are designated by street signs. The CATS 24-hour shuttle schedule hotline number is (802) 656-8000.

### 3.7 Alternative Transportation
Champlain encourages alternative means of transportation. There are a number of programs including the Bike/Walk rewards program and CarShare Vermont. See [http://www.carsharevt.org/campus-rates](http://www.carsharevt.org/campus-rates) for more information. Learn more at [http://www.champlain.edu/faculty-and-staff/campus-information/transportation-and-parking](http://www.champlain.edu/faculty-and-staff/campus-information/transportation-and-parking).

### 3.8 College Identification Card
Upon completion of your onboarding process a College Identification Card will be available to you the week prior to the first day of classes. To request an ID please follow the instructions below. You can either pick up your ID at the New Faculty Orientation, or by stopping by the Student Life Office in Skiff Hall if you prefer to have your photo taken (802.860.2704.)

To request your ID electronically please submit a previously taken photo. Your photo needs to meet the following criteria:

- Individual head shot;
- No hats or sunglasses;
- Color photo, ideally with a light-solid color background;
- .jpg format

Title your photo firstname.lastname and email it to newstudentids@champlain.edu. Include in the body of your email “Champlain Faculty” as well as your mailing address. It will normally take 24 hours to process your card.

### 3.9 Benefits to Adjunct Faculty
Adjunct faculty have access to the following benefits:

- With Champlain ID, free rides on CCTA buses for free, including any of the CCTA LINK routes (Montpelier, Middlebury, St. Albans) and LINK commuter routes (Milton and Richmond Park & Rides). See [www.cctaride.org](http://www.cctaride.org) for bus information.
- 403(b) Retirement Plan, you can contribute pre-tax dollars. Contact Debra Dayman, Benefits Director at dayman@champlain.edu.
- With Champlain ID, access to Champlain’s library, Miller Information Commons.
- Champlain College Employee Assistance Program. 1-800-828-6025. [www.LifeScopeEAP.com](http://www.LifeScopeEAP.com)
- Free coffee in the IDX Student Center cafeteria. (Daily until 11:00 a.m., bring your own mug).
- Discounted 25- Meal Plan- See Enrollment Service Center - Perry Hall http://www.champlain.edu/parents/dining-services/meal-plans-and-pricing
- One free audited course per calendar year, space available basis. See the Adjunct Faculty course registration form on the HR website. https://my.champlain.edu

3.10 e-Mail Account
Once you are hired, the Division Operations Manager will send a request to IT to set up your e-mail account. IT will determine your username (usually, but not always, first initial last name@champlain.edu). Instructions for logging on and using the system will then be sent to your personal e-mail account. Please note that access to your email account begins 60 days prior to the first day of classes.

You are encouraged to check your e-mail every day during the semester, even on days you are not teaching. This is the primary mode of campus communication, as well as communication between you and your students outside of class times. You should keep all copies of all e-mails with or about your students until the semester is over. A paper trail is crucial to demonstrate outreach to a student in the event of a complaint or grievance. You can create a subfolder for each course to store these e-mails. You can also create a class mailing list by using the distribution list function in Outlook.

3.11 Off-Campus Computer Access
You have web access to your Champlain accounts from any web browser. Just go to My.Champlain.Edu, sign in with your regular user name and password. If you are on a private computer, click that choice the click “GO.” Next choose Webmail, WebAdvisor, or Canvas depending on what you need to do.

3.12 Office Space
Some of the academic divisions are able to provide office space for adjunct faculty. Check with the operations manager in your division to find out whether any space is available for you. While you are encouraged to make yourself available to students outside of class time, adjunct faculty are not required to maintain office hours.

3.13 Library (Miller Information Commons)
Champlain College’s library (Miller Information Commons) is an award-winning library. During the 2011/12 academic year, the Library was honored with the Association of College and Research Libraries Excellence in College Libraries award. See the video on NECN. Library hours and a staff directory are on the Library’s website at http://www.champlain.edu/academics/library.
3.14 Campus Alerts
Champlain College has partnered with Rave Mobile Safety to provide an emergency alert system capable of delivering messages to your Champlain College and personal email addresses, as well as your land line and cell phone. See the Campus Closing policy in http://www.champlain.edu/faculty-and-staff/campus-information/emergencies-and-closures-fac.

If you would like to receive emergency notifications, see the link below for more information:

http://www.champlain.edu/faculty-and-staff/campus-information/emergencies-and-closures-fac/sign-up-for-alerts

3.15 Diversity and Inclusion
A central value of Champlain College is diversity and inclusion. Champlain’s 2020 Strategic Plan identifies “fostering an inclusive and diverse community” as one of its strategic goals. The Office of Diversity and Inclusion is available as a resource to the Champlain community. The ODI office is in the IDX building. See http://www.champlain.edu/about-champlain/vision/diversity-and-inclusion/office-of-diversity-and-inclusion for more information.

4 COURSE-RELATED INFORMATION

4.1 Syllabus
The College has a series of required elements which must be included in your syllabus. In addition, there are optional elements which you may choose to include. Some divisions have other requirements; you should check with your operations manager for specifics. See the syllabus guidelines at http://www.champlain.edu/faculty-and-staff/academic-affairs/teaching-and-support-resources/policies-and-procedures/syllabus-guidelines.

Some faculty provide their personal telephone numbers for students to be able to contact them. If you prefer to not give out your personal telephone numbers, you can arrange to have a “voicemail-only” account. Contact Jen Perlee (Perlee@champlain.edu) in Systems Support by email and request the account.

4.2 Cancelling Class
Faculty members should cancel classes only in case of illness or for other good cause. If you are unexpectedly unable to teach your class, please notify your Division Operations Manager. Please update Canvas about any work they are responsible for completing before the next class.

If you know ahead of time that you will not be able to teach one of your classes, you should find a substitute for your class. Contact colleagues that teach the same or similar courses, your
program administrator, or your Division Operations Manager. (You can also send an email to colleagues within your Division; ask your Division Operations Manager how to do this.)

4.3 Classroom Etiquette
Please be considerate of faculty who will be using a classroom after you: erase the board, be sure the furniture is in its original set up (there should be a picture in each room showing the layout), turn off the projector, raise the screen and pack up the overhead projector.

If you find broken furniture or non-functioning equipment or any other classroom issue that needs to be addressed, contact Kellie Nadeau in Academic Affairs at 802.860.2729 or knadeau@champlain.edu.

4.4 Faculty/Staff Web Portal (http://www.champlain.edu/faculty-and-staff)

4.4.1 Webmail
Nearly all campus communication is done via e-mail, including contact with students, colleagues, announcements of important meetings, etc. We also recommend that you require your students to use their Champlain e-mail and to check it daily. All communication with students MUST be done through Champlain email – never via a personal or other employer account. If you have another e-mail account that you prefer to use, you can set up your Champlain e-mail to forward to it.

4.4.2 WebAdvisor
WebAdvisor gives students, faculty and staff access to our databases. Instructors utilize WebAdvisor for all scheduling, roster, and database needs that arise before, during and after the semester.

Faculty Information
Class Roster - This is your official class roster. This is updated immediately with all individual student add/drops during the first few weeks. You will not receive a paper copy.
Grading - This is where you will post midterm and final grades. The ARC will send out instructions and deadline information via e-mail. It is crucial that you input your grades correctly and that you meet the grading deadlines. Note you need to enter both the term and type of grade – i.e. midterm or final. See the section in this manual on grades for the grade scale.
Search for Sections - A tool to find all instructors and which courses/sections they teach. Core faculty can use this to find out their cohort partners. Cohort partners each have the same section numbers for their course. For example, COR 110-03 is partnered with COR 115-03.
My Class Schedule - Lists all your courses/sections for an easy conversion to a calendar. This also lists your room assignments.
Student Profile - Input a student’s ID from the Class Roster to retrieve their academic information (adviser, year, major, contact information, etc.). However, it is much easier to see this information by bringing up your class roster and simply clicking on the student's name.
FERPA - Where to find information on the Family Educational Rights and Privacy Act. Before talking with a parent or other outside individual you MUST check here to see if the student has
signed a release and who is named in that release. If the person inquiring about the student is not listed, you are NOT permitted to release information. See the section on FERPA Guidelines.

Email My Class Section - Use this to make an Email list for each of your classes in Outlook. While this tool allows you to e-mail your students directly from this point, we have noticed that it does not retain a copy of your sent e-mail. So, we recommend that you copy this list over into an Outlook distribution list and that you retain all e-mail correspondence with your students (your own sent e-mails, their e-mail responses) until after the semester ends.

Workday (employee information)
This new human resources program contains your personal information – contact information, address, etc. and the ability to update. You will also be able to see payroll information. The college organizational chart can also be accessed here.

4.4.3 Canvas Learning Management System
Canvas is a web-based course management and collaboration portal that enables educators to manage course materials and to communicate quickly and effectively with their students. Canvas is a tool for storing course content, information and assignments; discussion boards; course communication tools; assessments; and access to faculty member accounts. Every course is automatically provided with a Canvas shell.

Canvas can function both as a complement to traditional courses and as a site for distance learning. Champlain College has integrated Canvas into the institutional practice in the event that the main campus would have to be shut down for a significant period of time (pandemic event, martial law, extreme weather emergency). For more information, click here.

Champlain’s Business Continuity policy (see section 8 in this manual) requires all faculty to post their syllabi and to engage in activity on Canvas.

4.4.4 Chalk & Wire / Eport
In the Resource Tab located on my.champlain.edu portal, you will find the link to open Eport Chalk&Wire. Chalk&Wire is an online portfolio used for institutional assessment of student progress during their four years at Champlain. Each student has an individual portfolio. Each core course has required assignments that are to be placed in EPort at prescribed times during the semester. You are then required to assess the assignment(s) based on the rubric within the portfolio. You will receive training and specific instructions about Eport before the beginning of the semester. For technical help, contact Ellen Zeman at (802) 651-5912 zeman@champlain.edu or e-mail eporthelp@champlain.edu. Check the adjunct space on Clearspace for helpful hints on helping your students work with Eport and for managing the assessment process.

4.4.5 Clearspace
Clearspace is an online database/network/server space where you can upload, download, or just view shared course materials that the faculty have deposited for all their teaching needs.
and interests. Therefore, Clearspace is a tool that may be helpful for finding a wide variety of content pertaining to your class. It is sortable by instructor, documents, class section, etc. for collaborative and instructional ideas during the semester. You can find shared documents, topical conversations between instructors, and a wealth of supplemental teaching materials from your faculty colleagues.

The web address for Clearspace is: https://share.champlain.edu/clearspace/login.jspa
See Appendix 2 for detailed instructions on accessing Clearspace. Help is also available online at may be found at http://www.champlain.edu/Documents/support_svcs/ClearspaceII_Workbook.pdf

The space for Core adjunct faculty is https://share.champlain.edu/clearspace/community/depdiv/core/adjunctinfo

4.5 Teaching Support

4.5.1 Champlain College Support Services Team
The Support Services Team is the consolidation of the former departments of Media Services and the Computer Help Desk. It provides a single point to access information related to computer and audio-visual needs. They can be contacted at 802.860.2710 or by email at ChampSupport@Champlain.edu. See http://www.champlain.edu/faculty-and-staff/campus-information/technical-support-fac and also see http://champsupport.wordpress.com/tutorials/ for a complete list of tutorials available from Support Services.

4.5.2 Laptop Carts
Laptop carts are available in most classroom buildings. Each cart contains 20 laptops and can be brought into the classroom for student exercises. In order to gain access to the carts, you must do the training located on the Support Services web site. Go to the Support Services Tutorial page at http://champsupport.wordpress.com/tutorials/ and select “Laptop Cart Training and Assessment.”

4.5.3 Shared Drives
The college maintains several shared drives on the campus server. Many college documents, as well as syllabi, are posted here. You will also have a personal space on a shared drive which you can use to store files and as a backup. For information on accessing these drives from on campus and from home, go to the Support Services site http://www.champlain.edu/support-services.html.

4.5.4 Center for Instructional Practice
The Center for Instructional Practice (CIP) offers faculty both casual and structured opportunities for collaboration and instructional design. Faculty can make an appointment for one-on-one instructional design sessions with the Center Director (CIP@Champlain.edu or 802.751.5965). The Center reflects Champlain’s focus on excellence in teaching through reflective practice. Watch your email while classes are in session for Teaching Tips each week from the CIP.
4.6 Grades

4.6.1 Midterm Grades.
In conjunction with frequent evaluations, mid-semester grades help students know their level of progress. Faculty members submit mid-semester grades for each student to Advising and Registration at the end of the 8th week of classes for all 15-week courses. Grades are to be submitted using the on-line grade entry process. These grades are internal only and do not appear on student transcripts.

- S = Satisfactory, C- (70 or better)
- U = Unsatisfactory but passing, D+, D or D- (60-69)
- F = Failing (below 60)

See the College Catalog.
(Source: full-time Faculty Handbook, July 2014 edition.)

4.6.2 Final Grades.
Final grade due dates are available on the list of deadlines circulated by the Advising & Registration Center each semester. Grades are to be submitted using the on-line grade entry process. Champlain College uses the following scale:

- A = 93 and above 4.00
- A- = 90-92 3.67
- B+ = 87-89 3.33
- B = 83-86 3.00
- B- = 80-82 2.67
- C+ = 77-79 2.33
- C = 73-76 2.00
- C- = 70-72 1.67
- D+ = 67-69* 1.33
- D = 63-66* 1.00
- D- = 60-62* 0.67
- F = below 60 0.00

*Some individual majors have exceptions; contact your academic dean for information.
(Source: full-time Faculty Handbook, July 2014 edition.)

4.7 Final Exam Schedules
Faculty must convene a class during the final testing period. Faculty will be notified by Email as to when and where the final exam schedule will be posted. Final examination information, by instructor and by subject, is listed on the College website each semester.

http://www.champlain.edu/current-students/academic-information/registrars-office/final-exam-schedule
4.8 Plagiarism Prevention
The College provides faculty with access to Turnitin.com, a service that allows you to upload student work and have it matched against an extensive database to check for plagiarism. You can also set up your class so that students upload work before they give it to you and thereby identify any questionable passages in their papers and learn from documentation errors.

You can access Turnitin.com from My.Champlain.edu, using your regular user name and password. Click on the Champlain tab in the Resources section and then click on Turnitin under the Academics heading. This will take you directly to Turnitin.com and into your account if you’ve already set one up OR it will direct you through the process of setting up an account.

4.9 Evaluation of Instruction
Student evaluation of instructional effectiveness is obtained through administration of the IDEA evaluation form. Students rate their achievement on objectives that faculty identify as essential or important in the course. The IdeaCenter (http://www.theideacenter.org/) is a valuable source for faculty with guidance on identifying objectives as essential / important and on effective strategies for achieving objectives. See http://www.champlain.edu/faculty-and-staff/academic-affairs/teaching-and-support-resources/policies-and-procedures for additional information.

The CIP can help you reap valuable information about your teaching and your students’ perceptions from your evaluations.

5 ACADEMIC AFFAIRS POLICIES

5.1 Student Safety in Academic Setting
Faculty should provide instruction in safety procedures to students who are engaged in academic activities (e.g., in classrooms, laboratories and/or off-campus activities that are officially and directly related to instruction) where a known potential danger is present. Unsafe conditions of equipment or facilities should be reported by faculty to the Provost (or an appropriate designee). (Source: full-time Faculty Handbook, July 2014 edition.)

5.2 Minimum Enrollment Class Cancellation
Champlain College’s minimum class enrollment is six (6) students. If class enrollment falls below this minimum, the class may be cancelled. The Division Dean will work with faculty to determine if an under-enrolled class should be held or cancelled. The College may also offer faculty the option of pro-rated payment for an under-enrolled class, especially if the class is needed by students in order to graduate or complete studies in their major. (Source: full-time Faculty Handbook, July 2014 edition.)
5.3 Academic Honesty
In addition to skills and knowledge, Champlain College aims to teach students appropriate Ethical and Professional Standards of Conduct. The Academic Honesty Policy exists to inform students and faculty of their obligations in upholding the highest standards of professional and ethical integrity. All student academic work is subject to the Academic Honesty Policy.

It is the student’s responsibility to understand and comply with College-wide policy as well as any assigned work -- including examinations, tests, quizzes, term papers, reports, themes and other exercises. Every student shall conform to a strict standard of academic honesty.

Any attempt to deceive a faculty member or to help another student to do so will be considered a violation of this standard.

The student’s work must match the instructor’s intended purpose for an assignment. While the instructor will establish the intent of an assignment, each student must clarify outstanding questions of that intent for a given assignment. It is the responsibility of the student to understand and follow the intent articulated by the instructor.

A complete version of this policy is in the full-time Faculty Handbook, July 2014 edition.

See Appendix 3 for the form used to report academic honesty violations. http://www.champlain.edu/Documents/academic-affairs/Academic_Honesty_Violation_Form_Final2.pdf

5.4 Faculty-Authored Books
Champlain College faculty members may adopt books or textbooks they have authored or edited only upon demonstrating to the dean of the division in which the course is offered that the selected material: (1) is relevant to the objectives of the course (2) supersedes other available work in the field and (3) generally does not constitute the majority of books/texts for the class. (Source: full-time Faculty Handbook, July 2014 edition.)

5.5 Relationships between Faculty and Students
In general, Champlain College prohibits sexual or romantic relationships between faculty and students, and considers such relationships to be inappropriate and contrary to a professional code of conduct that is expected of faculty in an academic community. The only exception to this prohibition would be in situations where a faculty member and a student were in a relationship before the student began his or her studies at the College. Such situations would be handled in accordance to the “Related Persons as Students” policy stated immediately below. (Source: full-time Faculty Handbook, July 2014 edition.)
5.6 Related Persons as Students
Faculty members should avoid being placed in a position of authority over relatives or significant others concerning their teaching or advising. In the event that avoidance of conflict is not possible, or unfair to the student, the faculty member must disclose the relationship to the academic dean who must approve exceptions to this policy and who will oversee the evaluation process of the student.

For the purpose of this policy, a “related student” is a spouse, civil union partner, child, child of a civil union partner, stepchild, ward, foster child, parent, parent of a spouse or a civil union partner, sibling, or sibling of a spouse or civil union partner.
(Source: full-time Faculty Handbook, July 2014 edition.)

5.7 Graduate Faculty Qualifications
It is expected that graduate faculty, whether regular full-time or part-time will have a terminal degree or appropriate credentials in the field they will be teaching. The graduate Program Director determines whether a faculty member with documented, professional experience but without a terminal degree is qualified to teach in the program. If possible, faculty with terminal degrees shall constitute a vast majority (70% or more) of the faculty in a particular program. All graduate faculty members are expected to remain current and involved in their disciplines, engaging in such activities as presentations, research and publication, conference attendance, membership in professional societies, professional work in their field of expertise, performances, and/or other scholarly activities. This policy applies in a general way to all programs; individual programs may develop specific policies as appropriate for their field and for their respective professional accreditation standards.
(Source: full-time Faculty Handbook, July 2013 edition.)

5.8 Research on Humans
In accordance with federal regulations (see 45 CFR 46.109) Champlain College’s Institutional Review Board (IRB) will have the exclusive authority to:

- Approve, require modifications in (to secure approval), or disapprove of all research activities involving human subjects conducted at Champlain College.
- Suspend or rescind approval of research involving human subjects not conducted in accordance with the IRB’s requirements or that has been associated with unexpected serious harm to subjects.

The complete policy on Research on Humans is in the full-time Faculty Handbook, July 2014 edition.

5.9 Course Withdrawals
There are two ways in which students may be officially withdrawn from a course: A student may voluntarily withdraw or be involuntarily withdrawn by the instructor. A student’s lack of attendance does not result in an automatic withdrawal from a course. See the academic policy on Student Attendance.
These include, but are not limited to, violations of the College’s Standard of Conduct, disciplinary problems, or damaging the College’s relationships with internships or project sites.

A grade of “W,” “WP” or “WF” is recorded, as determined by the date of the withdrawal and the student’s academic status at the time, or by the circumstances of the withdrawal. (Source: full-time Faculty Handbook, July 2014 edition.)

5.10 Final Testing Period
Faculty must convene a class during the final testing period. Faculty will be notified by Email as to when and where the final test schedule will be posted.

Note: Refer to the Academic Affairs section of the College Catalog for policies relating to graduation requirements, course withdrawals, retaking courses, etc. (Source: full-time Faculty Handbook, July 2013 edition.)

6 PERSONNEL POLICIES

6.1 Official Personnel File
Each employee’s official electronic personnel file is maintained by the Human Resources and Organizational Development Office. The Human Resources Associate Vice President is responsible for taking reasonable steps to ensure the confidentiality of personnel files. Since personnel files are electronic, they can be accessed only in the HR office; however, HR staff can make copies and email it to you at your request.

An employee is entitled to know what documents are in his/her official personnel e-file and to review them periodically, with an appointment. The only exception to this is a reference obtained in confidence from previous employers or supervisors. No employee may remove documents permanently from the personnel file, but employees may request to have single copies reproduced for personal use or emailed to them.

Each employee is responsible for keeping their personnel file current and reporting changes in personal information to the extent that such changes are relevant to employment and benefits administration, such as changes in an employee’s name, address, telephone number, marital/civil union status, dependents, emergency contact information and educational courses or additional training completed. Name changes require a certified certificate or court document. Degree changes require an official transcript be sent to the HR office.

Except for verification of dates of employment, no information concerning an employee will be released outside the College unless the College receives: the employee’s written consent; a valid subpoena; a court order; or some other appropriate documentation demonstrating that disclosure is required by law. Furthermore, except as the law may otherwise require, the
Human Resources and Organizational Development Office will not respond to requests from prospective employers or other third parties for information regarding past employees, unless the employee has signed a release authorization requesting the office to provide requested information.

HR Policy No. 102 2/6/2008
http://www.champlain.edu/Documents/Human-Resources/Acces to Personnel Files.pdf
(Source: full-time Faculty Handbook, July 2014 edition.)

6.2 Complaints of Misconduct

All faculty members have an obligation to comply with the rules and regulations of the College and its divisions and programs. These rules protect the rights and freedoms of all members of the academic community. Complaints of misconduct should be resolved in a manner designed to conform to legal requirements, ensure due process, avoid unnecessary damage to parties involved, maintain confidentiality, and to protect a complainant from retaliation.

In particular, the faculty member is obligated to live up to the standards of academic freedom as outlined in the full-time Faculty Handbook. Disciplinary action may also follow when the faculty member engages in other conduct unbecoming a member of the faculty, such as any action which interferes with the regular operations of the College or the rights of others, any serious violation of the law, or any other conduct prejudicial to the teaching, research, or welfare of the College, and so forth.

Procedures involving academic grievances filed by a student are defined in the Student Handbook (see Academic Grievance Policy & Procedure). In cases where the complaint could involve a violation of federal or state law, administrative officers must refer the matter to the appropriate authorities for disposition within the applicable legal framework.

Any officer of the College, any member of the faculty or staff, or any student may file a complaint against a member of the faculty for conduct prohibited by the rules and regulations of the College, or its divisions and programs.

Summary suspension pending investigation and hearing is an extraordinary remedy, but nothing in this statement shall be interpreted as precluding such action by the President or the Provost of the College, or the Dean of the Division involved (who must have the assent of the President or Provost of the College), whenever, in the judgment of either, suspension is necessary in the interest of the College community.

The complaint shall be filed with the Dean of the faculty member’s Division. Complaints must be in writing, signed by the person filing the complaint. A copy of the signed, formal complaint will be given to the individual charged.

When a complaint is filed against a member of the faculty, the faculty member shall be given an opportunity to respond, verbally or in writing, to the complaint. An effort shall be made to
resolve the matter informally under the direction of the Dean of the member’s Division or with a committee, appointed by the dean, of the faculty of that Division. The informal process may include investigation, mediation, conciliation, and consultation between and among appropriate parties, including the complainant, the person against whom the complaint is made, and his or her immediate supervisor.

Penalties for violations of the rules and regulations of the College and its divisions and programs shall include, but are not limited to, the following:

a) Verbal or Written Reprimand - a warning or reproof that is not placed in the faculty member’s personnel file
b) Censure – a formal, written reprimand of a faculty member’s actions that is placed in the faculty member’s personnel file.
c) Termination of the teaching contract.
d) No opportunity to teach at the College in future semesters.

To protect to the maximum extent possible the privacy and the reputation of individuals involved in the complaint process, these procedures will be considered confidential throughout and continuing through the appeal process. Breach of confidentiality by any party to the grievance will be considered unethical conduct. All public statements about the complaint and the proceedings shall be made through the President’s Office. The complete grievance file shall be maintained in the Human Resources Office.

(Source: Policy in the full-time Faculty Handbook, July 2014 edition edited to be relevant to adjunct faculty.)

7 STUDENT ACADEMIC POLICIES

7.1 Accommodations
Academic accommodations and support services are available through the Counseling and Accommodations Services for students who have documented learning or other disabilities. The Center is staffed by professionals trained in understanding and managing learning, physical and mental health challenges. Champlain College will make all reasonable accommodations for the disability of an otherwise qualified student or applicant for admission. In order to be eligible to receive academic accommodations or other accommodations in residence halls, classrooms or extracurricular activities, students must provide documentation and meet with one of the designated counselors in the Counseling and Accommodations Services office. It is the responsibility of the student to provide the documentation, meet with the appropriate counselor and provide each faculty member with the accommodation forms. More detailed information regarding the College’s accommodations procedures is available from the Counseling and Accommodations Services. Students managing special learning, physical or
emotional challenges are provided with reasonable accommodations, but are also held to the same standard of academic achievement as all other students.

Students with grievances related to an accommodations-related determination or procedures for, or provision of, accommodations, are encouraged to resolve the complaint with the Counseling and Accommodations Services (865-5484) whenever possible. If the student’s grievance is directly related to the actions of the Counseling and Accommodations Services, they may immediately file a grievance with the Vice President for Enrollment & Student Life in student-related matters (865-6429). Such grievances will be handled as described in the College’s Grievance Procedure for the Counseling and Accommodation Services. See the College Catalog for more details.
(Source: full-time Faculty Handbook, July 2014 edition.)

Note: Remind your students, orally and in the syllabus, that they should let the Counseling Center know about needed accommodations early in the semester and certainly not after an accommodation was needed.

7.2 FERPA Guidelines
The federal Family Educational Rights and Privacy Act of 1974 (FERPA) establishes guidelines for limiting access to and the disclosure of information contained within student education records to third parties unless an exception applies, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. See the FERPA policy in the College Catalog. Useful information is available online at http://www2.ed.gov/policy/gen/guid/fpco/faq.html.
(Source: full-time Faculty Handbook, July 2014 edition.)

7.3 Student Attendance
Students are expected to attend all of their classes. Not doing so may jeopardize their academic success. If illness, accident or similar circumstances make it impossible for a student to attend classes, the student should notify the appropriate faculty member(s). Instructors should provide students with a written attendance policy. A student’s lack of attendance does not result in an automatic withdrawal from a course. Students must officially withdraw themselves using the policy and procedure described in the College Catalog.
(Source: full-time Faculty Handbook, July 2014 edition.)

7.4 Verification of Student Attendance
It is crucial to verify class attendance of all students in order to comply with federal regulations about distribution of financial aid. In order to verify that students are attending class, and therefore are eligible for any financial assistance that has been awarded, faculty need to log in to the grading section of WebAdvisor. For each section that you are teaching, indicate any student who has never attended class by clicking on the “Never Attended” box for that student.
on the Final Grading Screen. You will get instructions at the beginning of each semester reminding you of the need to identify students who have never attended.

7.5 Student Academic Grievance Procedure

The purpose of this policy and procedure is to provide Champlain College students the opportunity for review of the facts pertaining to an academic decision affecting the student. Procedures are designed to provide objective and fair treatment of both students and faculty and to resolve disputes in a timely manner.

An academic grievance is a claim that a specific academic decision or action that affects the student’s academic record or status has violated published policies and/or procedures or has been applied in a way that prejudicially treats the student on the basis of any non-academic status or characteristic. The assignment of grades is not generally considered a justifiable grievance under this policy unless the previously described factors can be shown to have adversely impacted that grade or evaluation. Only the Provost (chief academic officer) has the right to file an administrative grade change should a grievance involving a grade be accepted.

For the complete policy, see the College Catalog.

Classroom Behavior

Each instructor is responsible for maintaining an in-person and/or online classroom environment that facilitates effective teaching, learning and safety. The classroom environment should be such that it prepares students for behavior that is expected in the professional and corporate environments in which they are preparing to live and work.

Inappropriate classroom conduct which disrupts in-person or online classroom or laboratory activities is a violation of the Champlain College Standard of Conduct. Examples of disruptive conduct include, but are not limited to, the following:

- Tardiness, leaving and returning during class, or leaving class early without permission from the professor;
- Any unauthorized use of electronic devices such as cellular phones, pagers and music devices in the classroom or laboratory;
- Personal conversations during class;
- Abusive language or epithets directed towards other persons;
- Posting inappropriate online posts;
- Refusing to comply with the directions of the instructor.

Disruptive and disrespectful behavior on the part of any student will not be tolerated. The instructor has the responsibility to determine appropriate standards of behavior in the class as long as the requirement does not infringe upon the individual’s rights. Science laboratory classrooms that may introduce a safety hazard to the student under certain circumstances may inherently require strict regulation of safety protocol in addition to normal rules of behavior.
An instructor may require that a student leave the classroom or laboratory – in-person or online space – if the student is disruptive and does not heed a verbal or written first warning. In an online class, an instructor may use his or her discretion to delete inappropriate posts. Return of the student to the classroom or laboratory may require a written pledge by the student to abide by the rules of expected classroom decorum or safety.

Continued inappropriate conduct or safety violations will be grounds for expulsion from the course in question for the remainder of the semester. Should a faculty member determine that a disruptive student should be dismissed from a class for the remainder of the semester with a failing grade, there shall be a written statement to the student, citing the student’s right of appeal under the standard grade change procedure or the Academic Grievance Procedure (see relevant sections in the College Catalog) and with copies to the Registrar, the student’s Faculty Advisor, the student’s Dean and the Provost and Chief Academic Officer. Further action may also be taken under the College’s Conduct Review Board process (see the Conduct Review section in the College Catalog).

(Source: full-time Faculty Handbook, July 2014 edition.)

8 SELECT COLLEGE POLICIES

8.1 Business Continuity
Champlain College takes precautionary measures to ensure that student learning and instructional processes can continue in a “virtual environment” even during an extended emergency such as severe weather, contagious disease, physical infrastructure failure, campus closure, or similar incident. Continuation of classes in a virtual environment also means that payment to instructors can be maintained during the emergency for all classes that continue either online through a College-provided learning management system, or through some other process that has been approved by a division dean.

In the event of such an emergency, faculty members are expected to continue teaching in a virtual environment. For appropriate courses, Champlain College’s eLearning department, along with each academic division, will provide each instructor with a skeleton course that has been created in the College’s learning management system. In some cases, the Division Dean may determine that no virtual environment is appropriate or available for a course, and in that event may cancel the remainder of the course or take other appropriate steps.

In order for this emergency preparedness plan to be effective, it requires that faculty do the following prior to the start of each semester:
• Be prepared with basic skills in managing an emergency course online using the College’s learning management system.
• As needed, participate in basic training provided by the College and attain basic competency in managing an online course.
• Become familiar with your online course, when available, by logging in and preparing yourself to manage your students’ learning process in the online course.
• Become familiar with the College’s emergency communication channels and how to access its ELearning support systems.
• If you are using an alternative virtual process approved by the Division Dean, become familiar with the use of that process.

At the beginning of each semester, instructors will need to:
• Upload the course syllabus.
• Engage with each class in at least one virtual activity during the first two weeks of the semester, or as soon as practicable, to ensure that students know how to access the online course (eLearning will provide you with ideas if you need them) or alternative course delivery.
• Be prepared, if notified, to contact all students and continue the class in the online learning management system provided by the College or in the alternative virtual process approved by the Division Dean. In order to assist this effort, you should consider posting an announcement to the class as part of your initial activity.

In the event of such an emergency, instructors will be notified of the schedule by which classes will continue in a virtual environment. The delay between campus closure and the start of virtual classes will be no less than one week in order to allow time for both students and faculty to travel, as required, and make final preparations. Upon notification, this requires that you:
• Make any final adjustments to your lesson plans in preparation for use of your virtual environment.
• Begin, at the appropriate time, to engage with each class and monitor students’ progress by engaging with the class no less than four times per week.

The eLearning department is providing the following training and support opportunities for Academic Continuity faculty:

1. Step-by-step instructions can be found on the eLearning website at http://www.champlain.edu/faculty-and-staff/academic-affairs/teaching-and-support-resources/elearning-for-facultyhttp://www.champlain.edu/faculty-and-staff/academic-affairs/teaching-and-support-resources/elearning-for-faculty. If you have any additional questions, please email elearning@champlain.edu.

2. One-on-One training by eLearning staff members is available for faculty by appointment. To set up an appointment, please contact elearning@champlain.edu, or 802.383.6655.

(Source: full-time Faculty Handbook, July 2014 edition.)

8.2 Confidentiality
Members of the faculty should make themselves aware of various confidentiality requirements imposed by the College and by federal laws, e.g., The Family Educational Rights and Privacy Act of 1974 (FERPA). Members of the faculty are expected to use good judgment in determining which affairs of the College are confidential and to make conservative decisions in case of doubt. College legal counsel, with the permission of the Provost and Senior Vice President for
Finance and Administration, can be consulted for advice in this regard. See the section on FERPA Guidelines.
(Source: full-time Faculty Handbook, Section 8.11, July 2014 edition.)

8.3 Use of Copyrighted Material
The College, as an educational institution that is both a consumer and producer of information, supports the College community’s responsible and good faith exercise of fair use of copyrighted materials in pursuit of the College’s educational mission. The College is committed to complying with laws protecting the rights of copyright holders, while recognizing that those rights are limited by fair use and other provisions of copyright law. The College provides information and resources to educate members of the College community about copyright law, the rights of copyright holders and the exercise of fair use. The faculty, staff and other College employees, the students of the College, and all members of the College community have an obligation to make informed and responsible decisions regarding their use of copyrighted materials and are obligated to comply with copyright law.
(Source: full-time Faculty Handbook, July 2014 edition.)

8.4 Investigation of Concerns Relative to Business Practices
The purpose of this policy is to establish procedures for submitting complaints or concerns regarding financial statement disclosures, accounting or business practices, finances, internal controls or auditing matters, or suspected violations of Champlain’s Code of Business Conduct. For other issues see the Assistant Vice President of Human Resources for advice on the mechanism for reporting.

This policy applies to all employees and students of Champlain College.

Whistleblower: A person who reports potential wrongdoing with respect to the College’s financial statement disclosures, accounting or business practices, finance, internal controls or auditing matters, or potential violations of the College’s Code of Business Conduct, to the College’s administration and/or Board.

The College’s internal controls and business policies and procedures are intended to prevent or detect improper activities with respect to the College’s financial statement disclosures, accounting or business practices, finances, internal controls or auditing matters, and/or suspected violations of Champlain’s Code of Business Conduct. Nonetheless, the College welcomes information concerning potentially undetected improper activities of this sort. The College, therefore, encourages employees, students, alumni, parents and others to report in good faith, their concerns about suspected improper activity as described in this policy. No individual who, in good faith, reports a matter covered by this policy, shall suffer harassment, retaliation, or adverse employment, academic or education consequence as a result.

A complete copy of this policy is in the full-time Faculty Handbook, July 2014 edition.
8.5 Academic Freedom

Academic freedom is essential to the integrity of intellectual inquiry and scholarship, to the dissemination of knowledge, and to the search for truth and wisdom. It is the foundation upon which all of the intellectual activity of the College rests. Champlain College affirms the vital role of diverse perspectives in helping students to grow and succeed in the educational environment. The administration, faculty, staff and students share responsibility for fostering a climate that is favorable to the free exchange of ideas and to the examination of conflicting ideas and interpretations using generally accepted disciplinary standards of inquiry. Freedom of speech and expression extends to all members of the academic community, subject to commonly accepted limits as described below and in other College policies, such as, for example, the College’s Nondiscrimination and Harassment Prevention Policy.

Faculty members are free to pursue scholarly interests without fear of censure, discipline or reprisal. This freedom extends to the display, publication and performance of creative work. Faculty may speak freely on all matters of College governance, and may speak, work, or act as an individual in the public arena without fear of institutional discipline or restraint.

A fundamental goal of higher education is the development of students’ skills of analytical and critical inquiry. To this end, faculty are free to teach and discuss any aspect of a given topic pertinent to the course as a means of teaching students to explore and evaluate competing perspectives and interpretations as they learn to make their own informed judgments. Faculty have a concomitant responsibility to teach students to evaluate knowledge claims using generally accepted standards of evidence, and to promote respect for competing views offered by others. Students have the right to a safe classroom environment in which they explore controversial ideas in an atmosphere characterized by openness, tolerance and civility, and where they will be graded on the intellectual merits of their work.

The College endorses the principles of academic freedom. Specifically, the College affirms the following AAUP statement:

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.
3. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for
the opinions of others, and should make every effort to indicate that they are not speaking for the institution.


The protection of academic freedom and the requirements of academic responsibility apply to all full-time and part-time faculty members teaching at the College.

(Source: full-time Faculty Handbook, July 2014 edition.)

8.6 Intellectual Property

The purpose of the Intellectual Property and Copyright Policy is to ensure that works embodying intellectual property rights created at Champlain College are identified and that their ownership is determined fairly so that the works can be used and disclosed consistent with the College’s educational mission and activities. Although the typical application of intellectual property laws will result in Champlain College owning the intellectual property rights in works created by faculty members, Champlain College recognizes a customary exception to College ownership of traditional faculty-produced academic materials.

See Appendix 3 of the Full-time Faculty Handbook for the complete policy. The Faculty Handbook is available on the Provost’s website.

(Source: full-time Faculty Handbook, July 2014 edition.)

8.7 Discrimination, Harassment, and Hazing Prevention

Champlain College is committed to providing its staff, faculty and students the opportunity to pursue excellence in their academic and professional endeavors. This opportunity can only exist when each member of our community is assured an atmosphere of mutual respect, free from unlawful discrimination and harassment. This policy outlines expectations regarding how individuals who are members of the Champlain College community are to treat others in order to ensure such an atmosphere of mutual respect and a safe environment for our students, faculty and staff.

The Discrimination, Harassment, and Hazing Prevention policy applies to all administrators, employees, admissions or employment applicants, students, members of the Board of Trustees, agents of the College, and volunteers involved in College-related activities. The policy also applies for and to those who do business with the College in their interactions with members of the College community, and to other visitors.

The complete policy is available in the College Catalog and in the full-time Faculty Handbook, July 2014 edition.
8.8 Statement on Professional Ethics
The College affirms the AAUP “Statement on Professional Ethics,” originally adopted in 1966 with revisions in 1987 and 2009. The Statement is presented here in its entirety and applies to all members of the faculty, full-time and adjunct:

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student’s true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom. http://www.aaup.org/AAUP/pubsres/policydocs/contents/statementonprofessionalethics.htm?PF=1

(Source: full-time Faculty Handbook, July 2014 edition.)

8.9 Campus Smoking Policy
Indoor smoking is banned in all College buildings. As of September 2012, outdoor smoking is banned on campus within 25 feet of all entries, outdoor air intakes and operable windows. From 7 a.m. to 7 p.m., outdoor smoking is banned on the central campus except in a designated area.

9 REFERRING STUDENTS TO CAMPUS SERVICES
Champlain College provides its students with increased levels of academic and motivational support to get the most out of their valuable investment and build skills for a successful future.

9.1 Career Services
Career Services is located in the Garden House at 328 Maple Street. The office helps students develop essential skills and resources for a lifetime of career management. http://www.champlain.edu/student-life/campus-life/student-services/career-services

9.2 Accounting & Math Lab
Champlain's Accounting & Math Lab provides tutorial and homework assistance for students taking math and accounting courses. The lab is located on the second floor of the MIC Library in the Tower Room. http://www.champlain.edu/current-students/academic-information/academic-support-programs_current-students/accounting-and-math-lab

9.3 Writing Center
The Champlain Writing Center is dedicated to creating a culture of writing across campus that values inquiry, creativity and public service. We are a free service for students, faculty and staff working on any writing project, ranging from academic essays, to creative writing to public writing. http://www.champlain.edu/current-students/academic-information/academic-support-programs_current-students/writing-center
9.4 Counseling Center
Champlain College’s Counseling and Accommodation Services Office offers a full range of confidential mental health services and reasonable academic and physical disability accommodations to all Champlain students. Services include individual counseling, group counseling, assessment and treatment by a psychiatric nurse practitioner, medication management, psychiatric and medication referrals, substance abuse treatment referrals, academic and physical ability accommodations, and alcohol & drug education programming. [http://www.champlain.edu/current-students/campus-services/health-and-wellness/counseling](http://www.champlain.edu/current-students/campus-services/health-and-wellness/counseling)

9.5 Early Warning System
The College uses a web-based early warning system for all students, including those studying online. Any faculty member can easily send a note about student progress to the student’s faculty advisor. Faculty can send warnings, status reports, and “kudos” to the faculty advisor without needing to know who the advisor is. Warnings also generate a message to the student to talk to the faculty member and to the faculty advisor. Contact your operations manager to get the web link and a system password.

9.6 Academic Coaching
Champlain College’s academic coaches work individually with students on motivation, time management, personal accountability and other skills, and then partner with the student to set plans for success. [http://www.champlain.edu/current-students/academic-information/academic-support-programs_current-students/academic-coaching-program](http://www.champlain.edu/current-students/academic-information/academic-support-programs_current-students/academic-coaching-program)

9.7 ITS Peer Assist Lab
The ITS Peer Assist Lab provides tutoring and homework assistance to students taking Information Technology courses. No appointment is necessary, and there is no charge for help. The lab is located on the first floor of West Hall. [http://www.champlain.edu/current-students/academic-information/academic-support-programs_current-students/its-peer-assist-lab](http://www.champlain.edu/current-students/academic-information/academic-support-programs_current-students/its-peer-assist-lab)

9.8 Division Tutors
Some of the divisions provide program and course-specific tutors as needed. Contact your operations manager or program administrator for information.

9.9 LEAD
LEAD is the third dimension of Champlain’s Integrated Education, the required four-year Student Life program. LEAD focuses on engaged citizenship, lifelong career management and financial sophistication programs and activities and events. For more information, contact Jennifer Sweeney, Director of LEAD.
10 OTHER IMPORTANT INFORMATION

10.1 Public Safety
Campus Public Safety is located in Skiff Hall. Contact 802.865.6465 or dial 6465 from any campus phone. If you need to get in a locked classroom and the division operations manager is not available, you can call Security.
http://www.champlain.edu/current-students/campus-services/campus-safety

10.2 Emergency Number
For emergency numbers dial 911 or 7-911 from any campus telephone.

10.3 Other Important Phone Numbers
Main College Number 802.860.2700
Academic Affairs 802.860.2729
Advising and Registration 802.865.6425
Computer Help Desk 802.860.2710
Accommodation Services 802.651.5961 or 802.865.5484
Human Resources and Organizational Development 802.651.5800

Our phones also have a directory feature and you can search by name on the “corporate directory.”

You can also find telephone numbers using the Address Book in Outlook. Every employee’s phone number is included in the directory information.

Or you can use “Find People” on the Faculty & Staff portal (bottom right of the first web page)
http://www.champlain.edu/faculty-and-staff

10.4 Payroll
Adjunct faculty are paid on a bi-weekly basis on Fridays. Pay dates are available in workday; you will need to login using your username and password.
Workday can be accessed on the Faculty & Staff portal under “Links that require Log In”
http://www.champlain.edu/faculty-and-staff

10.5 Registrar’s Office
Professional advisors are available at the Registrar’s Office to answer questions about academic programs, register students for classes, and make referrals to College and off-campus resources as needed.
http://www.champlain.edu/current-students/academic-information/registrar-office

10.6 Dining
The dining hall in the IDX Student Life Center offers multiple food stations with choices of pizza, salad bar, international menus, deli sandwiches, beverages, and desserts. The view of Lake Champlain and the Adirondacks from the dining hall is spectacular.
Jazzman’s Café in the Hauke Center offers sandwiches, beverages, smoothies and more in a relaxed café setting.
11 CHECKLIST FOR NEW ADJUNCT FACULTY

11.1 Human Resources and Organization Development
☐ I have submitted a complete employment application, including college transcripts.
☐ I have completed all necessary forms.
☐ I have received, signed and returned my appointment letter for the academic term.
☐ I have received a Champlain College ID card.
☐ I have received a parking permit, if needed.

11.2 Academic Division
☐ I have met the division dean.
☐ I have met the division operations manager.
☐ I have met the program administrator.
☐ I know where the photocopier is and how to use it.
☐ I have a key to the adjunct office space (if available).
☐ I know how to access the Adjunct Faculty Resource Manual.
☐ I have a Champlain College e-mail account.
☐ I have a voicemail-only account (if desired).
☐ I am familiar with WebAdvisor.
☐ I know how to access my class roster(s).
☐ I have located my classroom(s).
☐ I know where to make copies.
☐ I have a key for access and a code to use the copier.
☐ I know where to get or who to ask for supplies for my course.

11.3 College Support
☐ I have attended an orientation for new adjunct faculty.
☐ I know about the teaching resources available through the Center for Instructional Practice.
☐ I can locate the library and I know its hours of operations and services.
☐ I know where computer labs are located.
☐ I know how to use the technology in my classroom.
☐ I know how to contact the services available for students (counseling, math and accounting lab, writing center, and career services).
12 DIVISION/SCHOOL-SPECIFIC INFORMATION

12.1 Robert P. Stiller School of Business
Dean: Wesley Balda
Operations Manager: Julie Eldred
   eldred@champlain.edu
Ireland Building 110
802.860.2725

12.2 Communication and Creative Media
Dean: Paula Willoquet-Maricondi
Operations Manager: Amy St. Louis
   astlouis@champlain.edu
802.651.5924

12.3 Continuing and Professional Studies
Executive Director: Jayson Boyers
Academic Dean: Mika Nash
Operations Manager: Jonathan Hebert
   jhebert@champlain.edu
Miller Center at Lakeside
802.860.2794

12.4 Core
Dean: Elizabeth (Betsy) Beaulieu
Operations Manager: Linda Goodrum
   lgoodrum@champlain.edu
Aiken 300
802.860.2753

12.5 Education and Human Services
Dean: Laurel Bongiorno
Operations Manager: Jean-Marie Severance
   severance@champlain.edu
Freeman 200F
802.860.2732

12.6 Information Technology and Sciences
Interim Dean: Robert Marino
Operations Manager: Susannah Eriksson
   Eriksson@champlain.edu
West Hall 203
802.865.5441
Fax 802.865.6446
APPENDIX 1: ORGANIZATION CHART

President and Provost Levels – see Workday (requires login)

APPENDIX 2: CLEARSPACE BASICS

Logging In: https://share.champlain.edu/cearspace/index.jspa
(You might want to bookmark.).
Use your Champlain email login name (no need for @champlain.edu) and password.

Navigation (Suggestions for how to get around-use whichever works for you):
Use the tag cloud at the lower left of the main page ("Popular Tags")
Click "view all" to see all Clearspace tags if the one you want isn't visible.
Type a search term in the box at the upper right.
Click on one of the Browse options below the search bar on the upper right.
Click on one of the recent or popular discussions or activity on the right side.
Click on a recent blog post on the left side.
Click on one of the New/Your Stuff/History/Browse buttons on the menu bar across the top.

What Clearspace Is and Isn’t
Clearspace...
Is not a learning management system
Is not (just) a discussion board
Is not a substitute for face to face collaboration
Clearspace...
Is a way to share ideas about teaching
Is a way to share class materials
Is a way to supplement other communication
Serving suggestions (good uses)...  
Collect opinions about teaching a class
Share assignments with other faculty
Discuss classroom strategies
Create collaborative documents
Archive teaching examples and ideas

Groups
Use a group if...
You have a group of people with a common objective, like faculty
 teaching different sections of the same course
You want wide and easy access to the discussions and materials
Your priority is ease of use, breadth of dissemination, and flexibility
You don't have a specific product or deadline in mind

Projects
Use a project if...
You have a specific product and deadline in mind
You have a limited number of people you need to involve in the process
You have discrete tasks to perform and specific people to perform them
You don't want wide access or visibility

Tagging
Tagging is an essential part of using Clearspace
Tags help you organize your information for maximum utility
Tag clouds can grow over time, and adapt to new needs
Everyone using Clearspace needs to understand the tagging protocol appropriate for their use
Tags should be descriptive, pithy, and accurate
It's a good idea to build a common set of tags for each group or project
Consistency is vital
Prepare a list of tags before beginning Clearspace activities, but add to the list as you go

Tracking Activity
You can track individual activity on Clearspace
Tracking is useful if you have particularly active users or users in leadership positions
Tracking allows you to follow individuals and what they contribute
You can also opt in for email alerts for new material in your Clearspace project or group

The important thing to remember here is that fast and accurate retrieval of information depends on consistent and accurate input tagging of documents when we create them.
APPENDIX 3: ACADEMIC HONESTY VIOLATION REPORT FORM
http://www.champlain.edu/Documents/academic-affairs/Academic Honesty Violation Form_Final2.pdf

APPENDIX 4: LINKS TO ADDITIONAL COLLEGE POLICIES
The following policies are considered to be appended to the Adjunct Faculty Resource Manual.

Campus Closing in Inclement Weather
http://www.champlain.edu/faculty-and-staff/campus-information/emergencies-and-closures-fac

Bias Incident Protocol
http://catalog.champlain.edu/content.php?catoid=15&navoid=379#Discrimination_and_Harassment

Drug, Alcohol and Weapons Abuse
http://www.champlain.edu/Documents/Human-Resources/Drugs_Alcohol_and_Weapons Policy.pdf