College of Education and Human Development

Part-Time Instructor Support Manual

Version 1: August 2021

College of Education and Human Development Organization

Organization of the College
The College of Education and Human Development is comprised of seven academic units: Communication Sciences and Disorders (CSD), Counseling and Psychological Services (CPS), Early Childhood and Elementary Education (ECEE), Educational Policy Studies (EPS), Kinesiology and Health (KH), Learning Sciences (LS), and Middle and Secondary Education (MSE). Through these departments, the CEHD offers more than 50 degree programs, non-degree certificate, and credentialing opportunities at the undergraduate and graduate levels offered in various in-person, hybrid and online formats. These programs are designed for individuals who are interested in the teaching and working in human service professions.

Policies and Procedures Related to Assignment

Communication: Instructors are expected to interact consistently and in timely manner with students and colleagues. The GSU email is the official form of communication for GSU community members. As such, you must use your GSU email to legally convey GSU business with students and faculty.

Course Evaluation: Students must evaluate each course at the end of the semester. Results of the on-line evaluations will be available to you in the PAWS platform. The student evaluations may be used for self-reflection, evidence of teaching effectiveness, and/or in the PTI evaluation process.

Instructor Evaluation Process: Part-time instructors and/or GTAs will be evaluated at least once per academic year by a representative of the program for which you were hired. This process reviews the instructional effectiveness of the PTI. This evaluation may include: review if SEI data (midpoint, endpoint, etc.), observations, self-reflection, etc. The department chair and/or designated program coordinator will outline this process for program in which you are hired.

Course Scheduling: The CEHD Schedule is constructed by program chairs, program coordinators, and Dean's Office designees. The schedule is developed on a timeline in accordance with the Georgia State University Registrar's office. Adjustments to the schedule are made based on needs identified by the scheduling team. Courses may be cancelled due to low enrollment, depending on factors such as how often the class has been offered and the consequences to a student's progression if the class is cancelled. While all efforts are made to provide adequate notice, course cancellation may occur up to the last Friday before a semester begins.

Curriculum Management: The curriculum and program requirements are established and revised by program faculty. Part-time instructors adhere to the program requirements as outlined in course syllabi, program/department handbooks, and/or course materials. Part-time instructors consult with the appropriate departmental contact person to determine the extent to which variations from the curriculum and/or program requirements are permitted. Part-time instructors are also expected to conduct unit level key assessments and/or signature assignments as specified by program requirements.

Grading: Review the University and Department policy on grading prior to assigning and submitting grades. Adhere to the policy of the unit for which you were hired.

Incomplete (I) Grades: A grade of incomplete ("I") indicates that a student satisfactorily completed a substantial portion of the course work but, for NON-ACADEMIC reasons beyond the student's control, was unable to meet the full course requirements. Typically, only one major assignment or final exam is missing to consider an "I". The awarding of an "I" is at the discretion of the professor and is not a prerogative of the student. If you plan to issue an "I", there is a form which you and the student must sign and submit with the grade roll (available online at https://www.gosolar.gsu.edu/webforfaculty.htm). This form is a "contract" between you and the student in which you and the student agree on the work to be completed and the date by which it will be completed. It is best to have the student sign this form, even though it may be submitted without their signature. If the student's signature is not obtainable (e.g., due to hospitalization), check "Student has been notified" and date it. You should arrange with the student how they will get the work to you, take a test, etc.

When the work is completed and graded, you are responsible for submitting the "Grade Adjustment Request" per the protocol outlined by the department. To ensure that this is handled smoothly, provide all course grade information and forms for a student receiving an "Incomplete" or "In Progress" grade to the department chair or the program coordinator.

An "I" will automatically be changed to a grade of "F" if it is not removed by the end of the 2nd semester following which it was assigned. However, a grade may be assigned as soon as the student submits the required assignments/tasks. Please consult your home department for the appropriate protocol to complete this procedure.

Retention of Documentation: Retain roll books or other grade records and documentation/data for at least one calendar year.

Class Cancellation: If you must miss class, please notify department and/or program contact as soon as possible. If you have a substitute, let us know that person's name and contact number. Notify your students by using the appropriate correspondence via email and/or iCollege. A class should NOT be cancelled except when it is unavoidable and when NO substitute can be obtained by either the Department or yourself.

Review the COVID-19 Guidance regarding the GSU policy regarding course delivery modifications due to impacts of COVID-19 on instructors. Note that no changes may be made without the prior authorization or approval per this guidance.

Orientation: Each year the CEHD will hold an annual orientation to welcome new and returning Part Time Instructors into the community. This will provide a common access point, at the College Level, for all part-time instructors. This may serve as a source of professional learning and community building for these important members of our teaching community.

Professional Development: Various professional learning opportunities are routinely available through the College of Education and Human Development. These include Benjamin E. Mays Lecture, Principals Center Expert Leader Series, Research Wednesday, and Sources of Urban Educational Excellence Conference. The office of the Associate Dean for Faculty development will also provide professional development opportunities. You are encouraged to participate in these activities, as your availability permits.

Required Trainings: All Part-time Instructors are required to complete the following trainings in accordance with Board of Regents requirements: BoR Ethics Course, Cybersecurity, and FERPA Trainings. These trainings may be accessed here: Georgia State University Stacks.

<u>**University-wide Support and Services**</u>

Book Reserves: Resources including books and periodicals may be put on reserve in the library. Please contact the Library South Circulation Desk for more information at 404-413-2820 or 404-413-2840 or reserve them on-line at www.library.gsu.edu. Denise George (formerly Dimsdale) is the CEHD librarian. She is very willing to present an overview of library resources that might be helpful for you and/or students in your class. Please contact her for any questions at 404-413-2842 or denisegeorge@gsu.edu.

Center for Excellence in Teaching, Learning, & Online Education (CETLOE): advances the scholarship and practice of exemplary instruction at Georgia State University. Resources specifically for Part Time Instructors are available through CETLOE: Part-Time Instructor Development - CETLOE. For more information about the services and support provided, contact Jennifer Hall (jenniferhall@gsu.edu) CETLOE director of Part-time Instructor Faculty Development.

Diversity, Equity, and Inclusion Office: This resource provides a wealth of information about events, activities, programs, research projects, opportunities and resources to support our university community. Ongoing activities include Diversity Dialogues and Groundbreaker Lecture Series. More information can be accessed at the website: Diversity, Equity and Inclusion.

Key Access: Access to classrooms may require a key or keycode issued by the university. For classes that require a key, the department contact will notify PTIs when those resources are available. Any questions about the key distribution instructions should be directed to Key Control - 413-3233 (GSU Police Department entrance 15 Edgewood). Those with classes held in the College of Education & Human Development will receive an email from Shealyn Allman, the CEHD Curriculum and Course Scheduling Coordinator, with an access code. Please notify your department program coordinator and/or business manager to report any accommodations that might be necessary related to building/classroom access.

Panther Card: All part-time instructors and graduate teaching assistants must obtain a GSU Panther Card. It is an ID card, a library card, a debit card (Panther Cash), and an access card to buildings during and/or after normal business hours. The Panther Card is available to currently registered students, faculty, part-time instructors, staff and affiliates of Georgia State University. Cards may be obtained at a Panther Card location approximately 2 - 5 business days after all Human Resources paperwork has been processed. Please contact Auxiliary Services for more information at 404-413-9500.

Parking: After your paper work has been forwarded to Human Resources, you will need to take your Panther Card to Auxiliary Services (Room 200 of the Bookstore building) to obtain a Parking Permit. Unfortunately, GTAs are not provided parking passes at GSU, but can park in the student parking lots.

Personnel: If you have not taught for us in over a year, contact Human Resources (404-413-3300) and/or the appropriate department contact to make sure your paperwork is current.

Policies

Academic Honesty: Georgia State University's policy on academic honesty states that "…students be honest and that they submit for credit only the products of their own efforts." Here are resources to help you adhere to this policy. In addition, the Georgia State University Policy on Academic Honesty provides definitions, examples, and procedures for resolving matters of academic honesty. If you experience an issue related to academic honesty during your assigned duty, please contact the appropriate representative in your program/department. More information related to the policy on academic honesty are available here: https://education.gsu.edu/undergraduate-forms-and-policies/#academic-honesty

ADA Academic Accommodations: Instructors are required to provide accommodations to students based on the recommendations provided by the Access and Accommodations Center. Instructors can find more information about the services, supports, and resources available to them through the Access and Accommodations Center.

Disruptive Student Conduct: Disruptive student conduct is student behavior in a classroom or other learning environment (to include both on and off campus locations), which disrupts the educational process. Disruptive class behavior for this purpose is defined by the instructor. Review the Dean of Students resources related to Disruptive Student Conduct: Disruptive Student Conduct - Dean of Students. Contact your program/department representative regarding the procedures for documenting and/or addressing occurrences of disruptive student conduct.

Process for Seeking Adjustments Due to Pregnancy and Parenting: A student seeking an adjustment due to pregnancy or childbirth should discuss the request with their instructor. The instructor must grant the adjustments required by Title IX as described in this document. Instructors and students should address questions and requests for assistance to the Director of the Access and Accommodations Center at 404-413-1560. Know Your Rights (PDF) (gsu.edu)

University Family Educational Rights & Privacy Act (FERPA): The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA rights are provided only to University applicants upon actual acceptance to and subsequent enrollment for classes at the University.   Link to FERPA http://registrar.gsu.edu/academic-records/records-management/ferpa/.

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