



**WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
ADJUNCT FACULTY RESOURCE GUIDE**

REVISED, MARCH 2023

TABLE OF CONTENTS

Contents

A Message from the President	4
Introduction and Campus locations	4
Institutional Mission Statement	4
Institutional Vision	4
College Values	4
Institutional Strategic Priorities.....	5
SECTION 1 – INSTITUTIONAL GOVERNANCE	6
1.1 West Virginia Community and Technical College System	6
1.2 Institutional Board of Governors.....	6
Board of Governors Members.....	6
Section 2 – INSTITUTIONAL OPERATIONS	7
President’s Cabinet Members:	7
Section 3 – FACULTY CLASSIFICATIONS	10
Section 4 – RESPONSIBILITIES AND ADJUNCT WORKLOAD	11
Section 5 – CONTINUITY OF INSTRUCTION AND ATTENDANCE	13
5.1 Continuity of Instruction	13
5.2 Class Attendance	13
5.3 Professional Development	13
5.4 Faculty Evaluation	14
5.5 Staff Adjunct Faculty Teaching	14
Section 6 – ASSESSMENT, STUDENTS, AND CLASSROOM ORGANIZATION	15
6.1 Assessment.....	15
6.2 Student Class Lists	15
6.3 Student Attendance	16
6.4 Classroom Behavior	16
6.5 Student Rights and Appeals.....	16
6.6 Grade Reports	17
6.7 Grade Changes	17
6.8 Administrative Withdrawal of a Student.....	17
6.9 Mail Delivery and Email Address	18

Section 7 – FACULTY PORTAL/LEARNING MANAGEMENT SYSTEM.....	18
7.1 Adjunct Faculty Portal	18
7.2 Brightspace LMS	19
Section 8 – LINKS AND RESOURCES.....	20
8.1 College Catalog.....	20
8.2 Faculty Evaluations.....	20
8.3 Faculty Professional Development Request	20
8.4 Assessment.....	21
8.5 Master Course Guide and Syllabus.....	21
8.6 Employee Reference Manual	21
8.7 College Services and Assistance	21

A Message from the President

Congratulations on your employment with West Virginia Northern Community College! We would like to welcome you as a new member of our team and wish you a successful and enjoyable career. Each employee is important, and his or her performance contributes to the overall mission and success of our students and the institution.

The Faculty Handbook provides the faculty with useful information about policies, procedures, services, and activities at WVNCC. It is not intended to be an all-inclusive document but to serve as a guide to rules, administrative policies, and procedures as well as to relevant policies and procedures of The West Virginia Community and Technical College System.

Dr. Daniel Mosser
President

Introduction and Campus locations:

Wheeling Campus

1704 Market Street
Wheeling, WV 26003
Phone: (304) 233-5900

Weirton Campus

150 Park Avenue
Weirton, WV 26062
Phone: (304) 723-2210

New Martinsville Campus

141 Main Street
New Martinsville, WV 26155
Phone: (304) 455-4684

Institutional Mission Statement

West Virginia Northern is a comprehensive community college that provides affordable, quality education and training for all who wish to learn. Northern strengthens our community and empowers individuals to pursue fulfilling lives.

Institutional Vision

WVNCC will be a trusted and valued community partner in lifelong learning.

College Values

WVNCC values:

- Learner focused
- Diversity & Inclusion
- Lifelong Learning
- Teamwork
- Transparency & Integrity
- Excellence

Institutional Strategic Priorities

WVNCC will:

1. Invest in human capital.

Invest in recruiting, onboarding, training and employee development, cross-training, succession planning, and employee satisfaction.

2. Invest in technology to increase student success.

Invest in technology in key areas such as access, recruitment and admission, advising, instruction, increasing student digital literacy, and improving student engagement.

3. Implement an advising model that supports and improves student success.

Implement an advising model that addresses individual student needs, provides clear career pathways, and is adaptable to Early Entrance and nontraditional students.

4. Expand and improve workforce and economic development in our region and beyond.

Expand and improve workforce education programs to prepare students for a regional and global labor market.

5. Expand student diversity.

Enroll a more diverse mix of students.

Non-Discrimination Statement

West Virginia Northern Community College, pursuant to the requirements of Titles [IV](#), [VI](#), [VII of the Civil Rights Act of 1964](#), [Title IX of the Educational Amendments of 1972](#), [Section 504 of the Rehabilitation Act of 1973](#), and the [Age Discrimination Act of 1975](#), does not discriminate against applicants, employees, or students on the basis of race, color, religion, sex, disability, age, gender, ancestry, marital or parental status or national origin in its employment policies and/or educational programs or activities, including admissions to such.

Inquiries concerning this rule should be directed to Robert Brak, who is designated coordinator for Title IX and Section 504. His telephone number is 304-214-8901 and his office is in Room 119, B&O Building, Wheeling campus. His email address is rbrak@wvncc.edu

SECTION 1 – INSTITUTIONAL GOVERNANCE

The contents of this section are for informational purposes only and include descriptions developed by the administration.

1.1 West Virginia Community and Technical College System

The West Virginia Community & Technical College System (CTCS) coordinates community and technical colleges statewide, partnering with businesses to meet workforce needs and ensuring a meaningful education for our students. Community and technical colleges are an opportunity for West Virginians to get a college education for a reasonable price with on-the-job training in a variety of fields. Students can attend community colleges as an affordable way to work toward a bachelor's degree or to graduate and head right into a good-paying job. When employers partner with us to meet their workforce needs, students can be assured that those jobs are there when they graduate.

1.2 Institutional Board of Governors

WV Northern Community College Board of Governors (BOG) is charged with determining, controlling, supervising, and managing the financial business and education policies and affairs of the institution. The BOG consists of one faculty member, one staff member, one student, and nine lay members. Lay members are appointed by the Governor. Staff, faculty, and students hold elections from within their constituencies to select representatives to BOG. All BOG positions are voluntary.

Board of Governors Members

Chair: David Artman

Vice Chair: Shelly Carenbauer

Secretary: Larry Lemon

Jacob Altmeyer

Richard Barnabei

Liz Hofreuter

Ron Scott

Christine Mitchell

Faculty Representative: Christian Kefauver

Staff Representative: Hilary Curto

Student Representative: Carissa Robinson

Section 2 – INSTITUTIONAL OPERATIONS

2.1 Sources of Authority

The operations of the institution are mandated by several statutory, rule and policy sources. These include federal and state laws and regulations, WVCTCS policies, BOG institutional rules, and administrative procedures.

2.2 [Organization Charts](#)

Organization charts illustrate WVNCC's departments and their interrelationships within the College. The WVNCC organization chart is available on the College website.

2.3 [The President](#)

The President is the Chief Executive Officer of the institution. The President is appointed by the BOG subject to approval by the WV Council for Community and Technical College Education. He or she reports to the BOG and is responsible for the establishment and implementation of all institutional rules and goals as well as the acquisition of sufficient resources to achieve institutional goals.

2.3.1 The President's Cabinet

The President's Cabinet consists of the President, Vice Presidents, Chief Human Resources Officer, and Director of Marketing and PR. The President's Cabinet is a forum for discussion of institutional issues to be vetted before presentation to the larger community for discussion.

[President's Cabinet Members:](#)

Dr. Daniel Mosser, President

Dr. Jill Loveless, Provost

David Barnhardt, Director of Marketing and PR

Robert Brak, Chief Human Resource Officer

Janet Fike, Vice President of Student Services

Jeff Sayre, Vice President of Administrative Services/CFO

Purnima Sharma, Vice President Institutional Research and Effectiveness

Phil Klein, Vice President for Workforce Development

2.3.2 The President's Council

The President's Council normally consists of President's Cabinet and all supervisors and the chairpersons of the Faculty Assembly and the Staff Councils. The President's Council is a forum for development and discussion of institutional issues and is used to enhance dissemination of information throughout the institution. The President's Council is also used to provide continued training to supervisors within WVNCC.

2.4 Delegated Authority

The Board of Governors and the President have the authority to delegate duties to other employees.

2.4.1 President

The BOG has delegated the responsibility for final approval of the employment and termination of all employees to the President. These decision-making responsibilities cannot be “delegated” further by the President. However, the day-to-day management and supervision of employees must be assigned by the President to the appropriate supervisor.

2.4.2 Provost

Among those to whom the President has delegated major academic responsibilities is the Provost. The duties of this position include providing leadership for the development, maintenance and improvement of quality instruction and academic support services across three campuses.

2.4.3 Vice President of Student Care & Success

Oversee the leadership and college-wide visioning for planning, analyzing, and evaluating the College’s enrollments management functions.

2.4.4 Vice President of Administrative Services

Oversee the leadership and college-wide visioning for planning, analyzing, and evaluating the College’s financial operations.

2.4.5 Vice President of Economic and Workforce Development

Oversee the leadership and overall direction for the economic and workforce development area of the College including setting goals, developing programming for all three campuses and coordinating activities of all programmatic sectors within the area.

2.4.6 Vice President of Institutional Effectiveness

Oversee the leadership of the College Strategic Plan and Institutional effectiveness under the direction of the President.

2.4.7 Chief Human Resources Officer

Among those to whom the President has delegated major personnel responsibilities is the Chief Human Resources Officer. The duties of this position include but are not limited to advising the President on human resources rules, policies, regulations, best practices, coordinating the process of acquiring new employees, ongoing employee relations, and ensuring institutional compliance with state and federal laws as well as WVCTCS and policies pertaining to human resources.

The Chief Human Resources Officer is also responsible for ensuring all reasonable actions are taken to protect employee rights and privileges as well as coordinating in-service training and enrichment programs. The Human Resources Office is responsible for maintaining personnel files on each employee.

The Chief Human Resources Officer, as the designated Affirmative Action Officer, monitors and ensures that all institutional policies and procedures are in compliance with affirmative action laws, rules, and guidelines and advises the President on any matters that have potential affirmative action impact.

2.4.8 Director of Communications & Student Recruitment

Oversee and provide leadership initiative in the strategic and operational planning of the College's marketing efforts. Serve as the clearinghouse for approvals of materials intended for public dissemination. Direct the dissemination of information to various news media.

2.4.9 Manager/Campus Operations

Provide daily operations of the campus. Serve as the principal liaison with the community, local schools, agencies, and organizations within the campus service area. Implement strategies to continuously move the campus forward while working with internal and external stakeholders.

2.4.10 Supervisor

Supervisors have the responsibility of assigning the specific duties based on the written job description to the employee, defining how they are to be accomplished and specifying timelines for completion of individual tasks. The supervisor will provide day to day leadership and guidance to the employee. The supervisor will evaluate the performance and assist employees in any areas indicating a need for modification or improvement.

WVNCC has established guidelines for professional conduct, appropriate dress and how to interact with students, faculty, co-workers, other administrators, and the public both within and outside WVNCC. It should be the goal of all employees to provide effective, timely, and courteous service to all customers and other employees.

Employees are encouraged to seek assistance from their direct supervisor on any questions, suggestions or concerns. There may be situations which warrant the employee to speak directly with the department administrator regarding the question, suggestions, or concern. All employees are also permitted and encouraged to speak directly with the Chief Human Resources Officer and/or President if a situation warrants such.

2.5 Institutional Committees, Councils, and Associations

A link to all of the Faculty and Staff Councils and Committees, as well as institution driven committees can be found here: <https://www.wvncc.edu/about/faculty-and-staff-councils-and-committees/667>

Section 3 – FACULTY CLASSIFICATIONS

3.1 Full-Time Faculty

Faculty are not considered staff employees or subject to the classification program. Full-time faculty may fall into one of the following classifications:

3.1.2 Tenured

Tenured faculty members are those who have attained tenure status as determined by the College. Normally, tenured appointments are full-time (1.00 FTE or the equivalent, as determined by WVNCC) for the academic year.

3.1.3 Term

Faculty members who have been appointed for a specified term as defined by WVNCC. The appointment may be full-time (1.00 FTE or the equivalent, as determined by WVNCC) or part-time. While a full-time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty.

Faculty appointed to tenured or term positions at any institution shall be appointed in one of the following ranks: Instructor; Assistant Professor; Associate Professor; Professor.

3.1.4 Instructional Specialist

Faculty members who have been appointed minimally on a nine-month basis and an hourly workload. The appointment is for a specified term not to exceed three years. The instructional specialist is eligible to receive reappointment to additional terms. No number of term appointments shall create any presumption of a right to appointment as a tenure-track or tenured faculty. In addition to teaching, instructional specialists will have responsibilities for various academic support activities.

Faculty appointed to instructional specialists at any institution may be appointed to one of the following ranks: Instructor/Instructional Specialist; Assistant Professor/Instructional Specialist. Associate Professor/Instructional Specialist; Professor/Instructional Specialist.

Term faculty and instructional specialists hold appointments that are not subject to consideration for tenure, regardless of the number, nature, or time accumulated in such appointments. Term faculty and instructional specialist appointments are only for the periods and for the purposes specified, with no other interest or right obtained by the person appointed by virtue of such appointment.

3.2 Adjunct Faculty

Adjunct faculty serve as temporary faculty whose appointments are for a specific limited period. Adjunct faculty are eligible to receive reappointment; however, no number of appointments shall create any presumption of a right to reappointment or designation as tenured or full-time faculty. Adjunct faculty has instructional responsibilities consistent with the laws, rules, and procedures which guide all faculty.

Compensation for Adjunct faculty is determined according to credit hours or equivalent (contact hours), with credit hours not normally exceeding 9 hours per semester or 18 hours per academic year, excluding summer sessions.

Adjunct faculty have no guarantee of continuous employment. Adjunct Faculty are evaluated annually to determine continuation of employment options.

Section 4 – RESPONSIBILTIES AND ADJUNCT WORKLOAD

4.1 Teaching and Learning

All faculty have teaching and learning, professional development, and College service responsibilities. For part-time adjunct faculty, these responsibilities include the following:

The part-time adjunct faculty will:

1. Develop a course syllabus incorporating all elements of the master course guide, and consistent with catalog description, student needs, and other institutional guidelines.
2. Plan and implement strategies and activities to accomplish course objectives/outcomes.
3. Clarify assignments, expectations, attendance policy, grading policy, evaluation methods, and class procedures to students.
4. Evaluate students based on their achievements toward these objectives/outcomes.
5. Advise and assist students in matters related to course work outside the classroom.
6. Refer students who may need support services.
7. Meet each class during the scheduled hours, except as arranged with the agreement of the class.
8. Make arrangements for equipment and supplies, field trips, Web page, outline, or other special activities needed for a course.
9. Incorporate department assessment practices and instruments into courses as appropriate and requested.
10. Understand and use technology that will enhance the teaching/learning in the classroom.
11. Complete administrative responsibilities by activating and using the WVNCC adjunct email account for institutional correspondence with staff and students.

12. Use Northern on the Web (NOW) for: reporting first week attendance and final grades within established institutional procedures and deadlines; academic advising; student contact information; and other related processes.

4.2 Professional Development

At a minimum, all part-time adjunct faculty are expected to:

1. Keep up to date with information and practices in the discipline in which they teach.
2. Keep up to date with practices of the teaching profession.
3. Maintain currency in the use of communications and instructional technologies which will provide students with skills needed for the global workplace.
4. Participate in and utilize College provided workshops, materials, and/or online tutorials designed to assist faculty.

4.3 College Service

Like all faculty, part-time adjunct faculty represent the College to students and others. At a minimum, part-time adjunct faculty are expected to:

1. Understand and interpret the mission and vision of the College.
2. Understand and interpret the academic and student policies relevant to the courses they teach.
3. Know what academic support services are available and to utilize and refer students appropriately for that support.
4. Fulfill the pledge to students regarding excellence in teaching and learning; and
5. Maintain and uphold academic integrity and the College's work ethic in all aspects of their work.

4.4 Faculty Instructional Workload (Adjunct)

Adjunct faculty are typically contracted to teach no more than 9 credit hours per semester. An exception to this clause may only be approved and sanctioned by the President in accordance with the VP of Higher Learning (formerly the Provost).

4.5 Faculty Onboarding

Each new adjunct faculty member should work closely with his or her division chair and other faculty in his or her department. This relationship can provide peer consultation and foster a stronger liaison between adjunct and full-time faculty. Division secretaries and other Academic Affairs personnel should be contacted when necessary.

Section 5 – CONTINUITY OF INSTRUCTION AND ATTENDANCE

5.1 Continuity of Instruction

It is the responsibility of all faculty and the academic administration to ensure the continuity and integrity of the program of instruction. If the College is closed for a period of one week or longer due to emergency conditions, the semester schedule will be revised to allow for make-up of missed instruction.

5.1.1 Campus Closing (inclement weather, etc.)

West Virginia Northern is open to students at all scheduled times unless declared otherwise by the President. The College is closed only in instances of emergency and does not cancel classes often. Announcements regarding cancellation of classes or closing because of weather or other conditions will be made on television and radio stations in the area of the applicable campus as soon as possible. Text alerts and email notifications are also sent to ALL faculty and other areas of the college.

5.2 Class Attendance

Faculty members are expected to meet all scheduled classes; however, it is recognized that situations arise which make it impossible for faculty members to do so. For all non-emergency absences, arrangements shall be made with the appropriate Division Chair as to how course objectives will be met. Emergencies, such as illness, which necessitate absence from class, require at least the same days' notice to the appropriate Division Chair. If the faculty member teaches on either the Weirton or New Martinsville campuses, the faculty member must contact the Division Chair. The faculty member is expected to follow through until arrangements have been made. The faculty member must submit an absence form (see addendum section) to the appropriate Division Chair who identifies revisions, which will be made to assure the academic objectives, will be met.

5.3 Professional Development

Through ongoing consultation of faculty, academic administration and the President's office, the college will create a professional development program designed to enhance the professional level and teaching effectiveness of the faculty.

This will include a written institutional plan, including budget and other resources dedicated to professional development. The staff development program shall have a means of identifying

faculty needs, a schedule of activities to be made available during the fiscal year, on-line resources, appropriate organizational structures, procedures, standards, and criteria for on-going operation and assessment.

Continuous professional development will include adjunct faculty, full-time faculty, and classified staff.

5.4 Faculty Evaluation

All faculty members shall be evaluated regularly based on their primary responsibilities, utilizing multiple input and criteria. A list of behaviors which indicates a consistent set of guidelines for consideration by those involved in faculty evaluation processes are identified in five major areas of responsibility. Full-time faculty and adjunct faculty shall be evaluated on performance once per academic year (typically in the Fall semester of the academic year).

The evaluations are conducted by the Division Chair of the discipline in which the faculty member instructs.

5.5 Staff Adjunct Faculty Teaching

WVNCC recognizes that staff members may be qualified for adjunct faculty teaching and therefore have established an administrative procedure to provide direction to administrators and staff members who may wish to perform adjunct teaching assignments.

Qualified exempt administrators and exempt staff members who choose to teach as an adjunct faculty member may do so during non-working hours if it does not conflict with his or her normal work hours and the operations of the department and with approval from his or her supervisor. Use the proper approval form. On a rare occasion, WVNCC may approve exceptions to this administrative procedure for exempt employees.

Although WVNCC does recognize that some non-exempt employees may also qualify for adjunct faculty teaching we cannot permit non-exempt employees to have dual employment with WVNCC. According to the Fair Labor Standards Act, "Employees that perform nonexempt work as his or her primary duty, he or she will be considered non-exempt and must be paid overtime for all hours worked over 40 in a week."

Section 6 – ASSESSMENT, STUDENTS, AND CLASSROOM ORGANIZATION

6.1 Assessment

Consistent with its mission to provide high quality programs, which meet the needs of citizens, employers, and communities, West Virginia Northern Community College will implement assessment across the College. The purpose of assessment is to provide information regarding the curriculum, the learning environment, and student academic achievement. The resulting information is used to improve student learning, benchmark the accomplishment of strategic initiatives, and improve institutional effectiveness.

While all College personnel are involved in assessment, the faculty provide the pivotal component of the assessment of student academic achievement. They identify the outcomes in courses and programs as well as the measures for both formative and summative assessment, and conduct analysis, which results in recommendations for changes. Adjunct faculty are expected to participate in assessment activities.

6.2 Student Class Lists

Students must be officially registered prior to attending your course. If a student is not registered, s/he is not permitted to participate or attend class. As the instructor, you must check the class list and inform the student if his/her name is not on the list. Refer unregistered students to the Campus Service Center for assistance. Check your class list prior to the next class session to verify that the student has officially registered for the course.

If the student indicates they have pending financial concerns, they must resolve the issue prior to attending class. There are various ways for students to resolve their financial issues. Refer these students to the Campus Dean or counselor for assistance.

Faculty can view up-to-the minute class lists through NOW (Northern on the Web). Faculty are required to check their class lists throughout the semester. This will ensure that you have an accurate list of students at final grade time.

Northern on the Web can be accessed from the homepage at www.wvncc.edu by using the Adjunct Faculty Portal (instructions in Section 8).

6.3 Student Attendance

Lack of student attendance in class is the best indicator of potential failure. Students should be informed that they are accountable to the instructor for their attendance. Each instructor's policy must be in writing as part of the course syllabus and should be explained at the beginning of the course. If special attendance problems arise, the instructor should try to provide a reasonable accommodation.

Attendance records should be maintained by the faculty member and kept in case questions arise later. Records should be held at least a year.

Student attendance must also be documented within NOW Access from your employee portal.

6.4 Classroom Behavior

The College is committed to providing an atmosphere that is conducive to learning for all those enrolled, "for all who wish to learn." If disruptive behavior is encountered in the classroom, such behavior should be handled in a professional manner with the least amount of lost class time and stress to other members of the class.

While it is typically much more desirable to handle the situation privately with the student outside class, it may become necessary to ask the student to leave the classroom. Administrative withdrawal or other measures may become necessary.

If an incident occurs which needs immediate attention or additional College personnel support, contact the Campus Dean immediately. It would also be beneficial to be familiar with the Student Code of Conduct: <https://www.wvnc.edu/docs/StudentCodeofConductAppvd06.pdf>

6.5 Student Rights and Appeals

All faculty should be familiar with the student rights and responsibilities and to the College's appeals procedures. Refer to the Academic Affairs webpage, Faculty Resources, for current information. Note that all grade appeals or other academic appeals begin with the instructor. A student wishing to appeal their grade should first notify the instructor that they intend to file an appeal and state their case in writing to the instructor. If the instructor is unable to resolve, then a written statement from the instructor should be sent with the student's appeal to the appropriate Division Chair. If the Division Chair cannot resolve, then a written report should be sent to the office of the Vice President of Academic Affairs, with both enclosures.

6.6 Grade Reports

Official grade reports must be submitted electronically immediately following the final exam period. The faculty member should follow the instructions provided via email by the Registrar's Office each semester. Faculty has a responsibility to follow the College's written grading policies contained in the Catalog. Faculty should note the limited purpose of an "I" grade, which is only appropriate in rare instances when circumstances occur which are beyond the student's control at the end of the term, and which requires a written and filed contract between instructor and student identifying specific requirements to be met.

Students who have questions regarding their grades are told to contact their instructors. Concerns that cannot be resolved at this level are addressed through the Student Grade Appeals Policy.

6.7 Grade Changes

When necessary, the instructor initiates the change of grade. The change of grade form must be completed, signed, and submitted to the records office by the instructor. No grade change forms will be accepted from students.

6.8 Administrative Withdrawal of a Student

Students who are repeatedly absent from classes or who, in the opinion of the faculty member, will be unable to successfully complete course requirements, may be administratively withdrawn from courses. Faculty members should contact students with such problems and discuss possible solutions. Sometimes it is not possible to make contact or to solve the attendance problems, and it becomes evident that the only alternative is withdrawal.

The faculty member uses class lists and the Midterm Grade / AW tool in NOW to institute the procedures for administrative withdrawal. Students are then notified by the Records Office that they are administratively withdrawn from class. The students are given ten days to contact the instructor to discuss possible reinstatement in the class. The instructor must notify the Records Office in writing if the student is to be reinstated.

If after 10 days a student is not reinstated, the student will be formally dropped from the class. The Records Office makes their records available to the Veterans Coordinator. Students withdrawn by the end of the published last day to withdraw (or the equivalent period for shorter terms) will have a "W" grade recorded. Those for whom the process is not completed will receive an "F" mark for the course.

6.9 Mail Delivery and Email Address

Faculty members receive their mail in the College building in which they teach. For specific locations, please consult your Division Chair. Please check your campus mail on a regular basis for important information. Faculty will be assigned a college email address which *must* be used for notification to/from their students and to/from the college staff.

Mail for persons teaching at off-campus sites will be sent to the address supplied by the faculty member when employed.

Section 7 – FACULTY PORTAL/LEARNING MANAGEMENT SYSTEM











7.1 Adjunct Faculty Portal

Users are expected to use the College provided internet access and e-mail primarily for business and course work purposes and to conduct themselves in a professional manner when doing so. The College has many filters in place to prevent inappropriate content from being viewed or received; however, the College does realize with ever changing technology, the filters may not always prevent inappropriate content from filtering through.

The College shall provide on-campus internet access and a work e-mail address to employees to assist with their responsibilities. The College shall also provide on-campus internet access and a student e-mail account to assist students with legitimate academic, instructional, and necessary research course work.

Once logged onto the Adjunct Portal, all you need to do to access any of the services is click the corresponding button. Once clicked, the link will open a new browser window/tab and automatically log you into your account. After clicking one of the service buttons, closing the new window/tab will log you out and return you to the main menu.

External Services

COVID-19 Information
[Working On Campus Guidelines](#)
[Health Task Force Update](#)

[Computer and Internet Usage Rule](#)

7.2 Brightspace LMS

Brightspace is the Learning Management System (LMS) that is used by both faculty and students here at West Virginia Northern Community College.

[Brightspace Quick Start Guide](#)

Section 8 – LINKS AND RESOURCES

8.1 College Catalog

The current college catalog link can be found here: [2022-2023 Working Catalog](#)

8.2 Faculty Evaluations

The purpose of faculty evaluation is to support the continuous improvement of the teaching skills of the faculty of West Virginia Northern Community College and, if applicable, to inform the faculty member of his/her progress toward promotion in rank and/or tenure. It also gives faculty an opportunity to be recognized for performance above and beyond what is required in the faculty position description.

8.3 Faculty Professional Development Request

Professional Development funds most generally are awarded to full-time employee of the College, although the College may consider other employee categories beyond full-time employees if it is determined by the institution that it would benefit the institution and funding is available.

Professional development activities may be funded through grant funds, department budgets including department professional development funds, or from the general professional development fund. Because of the limited amount in the general professional development account, funding should come from grant funds and/or department funds prior to the general professional development account. Department supervisors must indicate on the request form if there are other funds available to pay for part or all the expenses and what the funding source is.

Professional Development Guidelines can be found here: [Professional Development Guidelines](#)

Professional Development Request Form: [Professional Development Form](#)

Professional Development With Travel Request Form: [Professional Development with Travel](#)

Tuition Reimbursement Form: [Tuition Reimbursement Form](#)

8.4 Assessment

West Virginia Northern's Assessment Office works with academic programs and Student Support units to document and analyze evidence of student learning. Our goal is to determine what students know, understand, and can do because of their educational experiences so that we may develop meaningful strategies to improve learning outcomes. In this way we support the college's broader mission of educating and empowering our community by providing access to high-quality learning opportunities.

The link to the College's Assessment Homepage can be found here: [Assessment Homepage](#)

8.5 Master Course Guide and Syllabus

Master Course Guide's are to be completed for every course instructed here at WVNCC. These guides provide the basic information for the course. The link to the guide can be found here: [Master Course Guide](#)

The Syllabus is a document that communicates information about a specific academic course or class and defines expectations and responsibilities. It is generally an overview or summary of the curriculum. The current syllabus template can be found here: [Syllabus Template](#)

8.6 Employee Reference Manual

A link to the West Virginia Northern Community College Employee Reference Manual can be found here: [Employee Reference Manual](#)

8.7 College Services and Assistance

In this section you will find links to all vital and necessary departments, policies, and procedures at West Virginia Northern Community College.

- A. WVNCC Website: [Website](#)
- B. WVNCC Board of Governors: [Link](#)
- C. West Virginia Legislative Code: [WV Code](#)
- D. WV Community and Technical College Council Education: [WVCTCS](#)
- E. BOG Rules- Approved: [Approved Rules](#)
- F. BOG Rules- Pending: [Pending Rules](#)
- G. Administrative Procedures: [Administrative Procedures](#)
- H. Human Resources Forms: [HR Forms](#)

- I. Human Resources: [Human Resources](#)
- J. Strategic Plan: [Strategic Plan, Mission, and Vision](#)
- K. Academic Affairs Forms: [Faculty Resources](#)
- L. Academic Affairs: [Academic Affairs](#)
- M. Student Services: [Student Services](#)
- N. Financial Aid: [Financial Aid](#)
- O. Academic Resource Centers: [Academic Resources](#)
- P. Admissions Office: [Admissions](#)
- Q. Business Office: [Business Office](#)
- R. Business Office Forms: [Business Office Forms](#)
- S. Registrar's Office: [Registrar's Office](#)

This resource guide is meant to assist our faculty in finding valuable information to perform their duties in a qualified and professional manner. The guide may be updated as new information or policies are implemented by the College.

8/25/2023