



## **Adjunct Faculty Handbook**

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## WELCOME

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Welcome to Minnesota State College Southeast! This handbook has been developed as a guide to answer some of the many questions you will have about the College. Please review the handbook and keep it available as a reference. If you have any questions, please ask either your supervisor or a Human Resource employee.

This handbook should not be considered an employment contract. All policies and procedures are subject to change at any time by appropriate action of the College administration, the Minnesota State Colleges and Universities Board of Trustees, or the Minnesota Legislature. The collective bargaining agreements govern the employment relationship and supersede any information contained in this handbook.

## DEFINITION OF ADJUNCT FACULTY

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An adjunct faculty member is defined as a faculty member with a Part-time assignment of fewer than five (5) credits for a semester or a summer session. Such faculty do not accrue seniority and are not probationary (MSCF Article 2).

## IDENTIFICATION NUMBERS

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### SEMA4 ID (State ID)

Every state of Minnesota employee is given a State ID number which does not change. You may find your SEMA4 ID number by calling or emailing the Human Resources Office (507.453.2676 or 651.385.6409 or [humanresources2@southeastmn.edu](mailto:humanresources2@southeastmn.edu))

Use your STATE ID (SEMA4) number to log into the State of Minnesota Employee Self Service Website which gives you access to the following items:

- Insurance benefit sign-up
- View your pay stub
- Change your W-4
- Access copies of your W-2
- Enter and/or change your direct deposit
- View insurance beneficiary/dependent listings
- Enroll in tax sheltered annuity (403)b

Link: [www.state.mn.us/employee](http://www.state.mn.us/employee)

**Initial Login:** Your user name is your eight digit SEMA4 ID number and your initial password is the last four digits of an employee's SSN followed by the letters MN and two exclamation points (For example, 1234MN!!). After your first sign-in, you can change this password at any time.

### STAR ID (Minnesota State ID)

Every employee in the Minnesota State College and Universities System (Minnesota State) is given a Minnesota State ID which remains the same even if employed on multiple campuses. Please note that

this does not replace your State ID number. Obtain this number by visiting the STAR ID website: <https://starid.Minnesota State.edu/>

Use your Minnesota State ID (STAR ID) number to access to the following items:

- Employee Email
- Network Printers
- Desire2Learn (D2L)
- E-Time
- Tuition Waivers

Obtain this number by visiting the STAR ID website: <https://starid.minnstate.edu/>

### **TECH ID (School ID)**

Every MSC Southeast employee gets a Tech ID number. You should receive this information with your New Employee Network Account.

## **BENEFITS AND COMPENSATION**

### **Compensation**

Prior to accepting a Part-time appointment, the applicant(s) shall provide the college with information pertaining to current or anticipated employment at another state college. Rates for adjunct faculty range from \$525-1200 per semester credit as established in the 2013-2015 MSCF contract.

When an adjunct faculty member's workload increases to five (5) or more credits after the semester has begun, the pay rate shall be adjusted from a per credit rate to a proration of the appropriate position on the salary schedule (pro-rata) as established in the MSCF contract.

### **Insurance Benefits**

Adjunct faculty are not normally eligible for insurance benefits. However, adjunct faculty who had or will have separate teaching appointments at multiple Minnesota State institutions may be eligible to participate in the State Employee Group Insurance Program (SEGIP). A faculty member must report all appointments to the human resources office.

### **Payroll**

The State of Minnesota pays bi-weekly and each payroll period covers a two-week span starting on a Wednesday and ending on a Tuesday. Your direct deposit will take place on a Friday, ten days after the payroll period ends. Your pay will be spread out over the period of your appointment.

[Direct Deposit Form](#)  
[Payroll Calendar](#)  
[Electronic Timesheets](#)

## Required Training

New employees are required to complete the following training.

**Code of Conduct:** The Employee Code of Conduct establishes expectations for all employees and draws together commonly used employment-related policies and procedures, including ethics, nondiscrimination, fraud and other dishonest conduct and more.

**Sexual Harassment Prevention:** The goal of eliminating sexual harassment in the workplace must begin with prevention. This training is designed to help employees recognize and prevent sexual harassment in the workplace.

**Public Jobs: Private Data:** As employees of the Minnesota State Colleges and Universities, we are stewards of government data, including private information about students, employees, corporate clients, and others. Handling this information in a responsible manner requires careful attention, due diligence, and ongoing respect for the proper balance between privacy and public accountability.

Log into D2L Brightspace to complete the online training sessions.

[https://southeastmn.ims.mnscu.edu/?\\_ga=1.226541341.1657404114.1428668616](https://southeastmn.ims.mnscu.edu/?_ga=1.226541341.1657404114.1428668616)

## Tuition Wavier

Adjunct faculty are not normally eligible for tuition waiver. However, adjunct faculty who have separate teaching appointments at multiple Minnesota State institutions (college and/or university) may be eligible to participate based on the combined total. A faculty member must report all appointments to the human resources office for each reporting institution.

Minnesota State tuition waiver information: <http://www.hr.mnscu.edu/tuitionWaiver.html>

## TEACHING RESOURCES

### Course Syllabi

A course syllabus that provides information about the content of the course, textbook(s) and reading assignments, examinations, and access to the instructor beyond classroom hours is encouraged. Consult with the chairperson for department policies and sample syllabi.

### Office Hours

Reasonable time may be allotted beyond classroom hours to meet with students, or communicate via email or telephone.

### Grade System

The normal grade method according to the Minnesota State system is: A, B, C, D, F. Other administrative indicators are: NC (no credit), P (pass), I (incomplete), IP (In Progress), AU (Audit), CR (Credit by Examination) and W (Withdraw). Additional information on grading can be found in Section 224 of the MSC Southeast [Educational / Academic Procedures](#).

## Reserve Books and Textbook Requisition

Prior to the beginning of the year you should submit your textbook requisition to the appropriate bookstore.

### Winona Campus

Extension: 2686

Email: [nskroch@southeastmn.edu](mailto:nskroch@southeastmn.edu)

### Red Wing Campus

Extension: 6363

Email: [mschroeder@southeastmn.edu](mailto:mschroeder@southeastmn.edu)

## Academic Calendar

Academic Calendars are available online: <http://www.southeastmn.edu/Calendar.aspx>

## Technical Support Helpdesk

Information Technology (IT) provides the technology-based foundation to support and empower MSC Southeast users.

Email: [helpdesk@southeastmn.edu](mailto:helpdesk@southeastmn.edu)

Phone: (507) 453-2408

Location: Winona – Room 211 / Red Wing – Room 205

Website: [www.southeastmn.edu/IT](http://www.southeastmn.edu/IT)

### D2L (Desire 2 Learn) Brightspace

Visit the site directly at <https://southeastmn.ims.mnscu.edu>. If you have any questions about D2L Brightspace contact the helpdesk.

### Email Address

Your campus email address is your first initial and your last name (no spaces) @southeastmn.edu i.e., jsmith@southeastmn.edu. The Technical Support Center creates your email account as soon as you are active in the personnel database. If you have any questions and/or concerns regarding your email account, or other services contact the IT department at (507) 453-2408.

## CAMPUS RESOURCES

### MSC Southeast ID card

This card will also have your Warrior ID number on it, which you will need for various other uses on campus. How do I get my Warrior ID?

#### Winona

Staff ID cards are attained by making an appointment with the IT Department. The IT Department is located in room 211 or you can call 2408 to check availability.

#### Red Wing

Staff ID cards are attained by making an appointment with the IT Department. The IT Department is located in room 205 or you can call 6321 to check availability.

## Keys

Keys are requested by your supervisor prior to your arrival. Adjunct faculty members who have checked out keys must return them at the end of the last semester in which they are teaching.

## Phone

If your department has not already set up a phone for you, contact the Information Technology Department at (507) 453-2408 to request a phone line, voicemail and a long distance dialing code. To dial any campus phone number from your on-campus line dial the last four digits of the number.

## Parking

Faculty/staff pay a parking fee each fall. Fees are based on the faculty/staff member's selection of employee or reserved parking preference. Parking is only allowed in designated parking spaces.

For further information, please contact Nancy Skroch:

Email: [nskroch@southeastmn.edu](mailto:nskroch@southeastmn.edu)

Phone: ext. 2686

## Copy Machines

Copiers available for faculty and staff use and are located throughout the buildings. Instructions for use are posted near the machines.

## Safety and Security

At MSC Southeast, we watch out for one another. But we realize that a safe, secure campus isn't achieved through good intentions alone. MSC Southeast has plans and measures in place and is prepared to protect its students, faculty and staff, and its property.

Contact: Don Walski, Director of Security

Email: [dwalski@southeastmn.edu](mailto:dwalski@southeastmn.edu)

Phone: Winona until 6 pm (507) 453-2700

Red Wing until 6 pm (651) 385-6300

Both campuses after 6 pm (651) 764-1511

Website: <http://www.southeastmn.edu/security/>

## Emergency Notification System

MSC Southeast students, faculty, and staff are automatically signed up for Blackboard Connect which delivers emergency and campus closure information via text or email. If you'd like to manage the phone numbers and email addresses that receive alerts, visit the [Blackboard Connect Portal](#).

## **Fleet Vehicle Usage**

State employees must have an active, valid, appropriate driver's license if they drive a state-owned or leased vehicle. Every employee who will be driving or riding in a state-owned or leased vehicle must complete the Vehicle Use Agreement and Consent to Obtain Driving Record(s). If you need forms please contact Human Resources (507.453.2676 / 651.385.6409 / humanresources2@southeastmn.edu). Annual reviews will occur.

## **REGULATIONS, POLICIES, & PROCEDURES**

### **MSC Southeast Policies and Procedures**

MSC Southeast posts policies and procedures online to ensure you ready access to well-developed and understandable information.

- Section 100: [Student Affairs](#)
- Section 200: [Education / Academic](#)
- Section 300: [Administration](#)
- Section 400: [Human Resources](#)
- Section 500: [Finance and Business](#)
- Section 600: [Operational](#)
- Section 700: [Health and Safety](#)

### **Minnesota State Policies and Procedures**

As part of Minnesota State, MSC Southeast must abide by policies and procedures they put in place. These policies and procedures are available online to ensure you ready access to well-developed and understandable policies.

- [Equal Opportunity and Nondiscrimination in Employment and Education](#)
- [Report/Complaint of Discrimination/Harassment Investigation and Resolution](#)
- [Access and Accommodation for Individuals with Disabilities](#)
- [Minnesota State](#) Policies and Procedures

### **MMB Laws, Rules and Policies**

As part of MMB, MSC Southeast must abide by policies and procedures they put in place. These policies and procedures are available online to ensure you ready access to well-developed and understandable policies.

- [Appropriate Use of Electronic Communications & Technology](#) Policy