



CHRISTOPHER NEWPORT

UNIVERSITY

Adjunct Faculty

Handbook

2023-2024

The Offices of the Deans warmly welcome you as an adjunct faculty member at Christopher Newport University. Our focus on the liberal arts and sciences is the foundation for our quality teaching and learning environment. The broad and deep education offered by the liberal arts and sciences provides a platform for future successes: Leaders of sound judgment; decision-makers who collaborate and cooperate; disciplined researchers; powerful teachers, creative engineers, inspired artists and designers; indeed, all who have the ability to view their disciplinary expertise through the demanding lens of change. This is the unique and powerful course of study advanced through liberal learning.

As a state liberal arts and sciences university, we endeavor to provide broad educational access while ensuring that the public good is well served. We are pleased to support your efforts in setting clear and challenging academic expectations for our students. The work we do in the classroom—your work—is the most important thing we do at CNU. We appreciate your efforts, expertise and willingness to help all of our students hone their skills, broaden their horizons, and deepen their disciplinary knowledge. As you review this Handbook and begin your work this semester, we ask that you let us know what we can do to assist you as a member of our academic team.

Warm regards,

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Nicole Guajardo, Ph.D.

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[The Adjunct Faculty Handbook](#) has been compiled to assist adjunct faculty with state and federal laws and University policies and procedures. It is not intended to supersede the [University Handbook](#). In matters of University policy questions, the *University Handbook* language will prevail.

Christopher Newport University reserves for itself and its departments, the right to supplement, withdraw, or change this handbook. Interpretations of matters in this handbook are the responsibility of the Provost or appropriate Vice President. The President of Christopher Newport University has final authority in the interpretation.

Christopher Newport University (CNU) is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination in admission, employment, and education programs or activities based on race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, marital status, military/veteran status, political affiliation, or any other status protected by law. The University complies with all applicable state and federal constitutional provisions, laws and regulations concerning discrimination. Anyone having questions concerning these laws should contact the [Director of Equal Opportunity](#).

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1. University Academic Calendar

[Academic Calendar - Public Information - Christopher Newport University](#)

2. Adjunct Faculty Absence

Professional responsibility and commitment to the university's instructional mission require that adjunct faculty meet all their classes. Should an adjunct faculty member become ill or need to be absent from a scheduled class, they must inform the department chair. Arrangements to have the class covered will be coordinated by the department chair.

3. Mid-Term and Final Grades

Submitting grades by the deadline is a contractual obligation. Deadlines for entering mid-term and final grades are provided in the [Undergraduate Catalog](#) and on the [Office of the Registrar's](#) website. All initial grades (mid-term and final) must be entered by the primary instructor via their CNU Live access. Please note that only the primary instructor will have access to enter these grades. Mid-term grades are required for **all freshmen** (indicated as such under the column labeled Class Standing on the grade entry sheet), **all FRF23** (indicated as 'FRF23' under the column labeled Cohort on the grade entry sheet) and **any students who have earned a course grade of a D+ or lower**.

Faculty also must submit three-week progress grades. Three-week grades are required for **all freshmen** (indicated as such under the column labeled Class Standing on the grade entry sheet) and **all FRF23** (indicated as 'FRF23' under the column labeled Cohort on the grade entry sheet).

The Offices of the Deans monitor grade entry to ensure all grades are entered on time. Grades that are not submitted by the published deadline must be reported to the Office of the Registrar through Atlas which is accessible through CNU Live. Questions regarding mid-term and/or final grade entry should be directed to the Office of the Registrar at 757-594-7155 or register@cnu.edu.

4. Final Exam Policy

a.) All courses (except those cited in b. or c.) must have a final comprehensive assessment or substantive culminating activity that is given or due in the exam period as scheduled by the Office of the Registrar. What constitutes a final comprehensive assessment shall be determined by the instructor's knowledge of disciplinary and pedagogical standards and expectations. The giving of final exams during the last week of classes is specifically prohibited (exceptions are notes in b.).

b.) Laboratory courses, applied music courses and ensembles, the first-year writing seminar, and capstone courses, as defined by each department, are exempted from requiring the final comprehensive assessment and culminating activity because of their unique pedagogical design.

c.) Instructors of courses other than those listed in b.) may receive a course exemption from this policy if they obtain written approval from the appropriate academic dean prior to the start of the course.

d.) Students with more than two examinations scheduled on a single day may request to have any additional examination(s) rescheduled. Such requests must be directed to the instructor(s) before the final exam period begins; at their discretion, instructors may resolve such conflicts using the conflict resolution period (but not the University reading/study day) or by other arrangement, such as allowing the student to take the exam in another course section or rescheduling the latest final on a given day. Students with other verifiable conflicts that would

force a rescheduling in the exam time may request such a change but the request must be approved by the dean after student consultation with the instructor and/or department chair.

e.) A student may be excused from taking an examination at the scheduled time by prior approval of the instructor. The student may be excused on the grounds of illness when it is verified by a physician and received by the instructor or department chair. The instructor must be notified as soon as possible if illness or any other emergency causes a student to be absent from an examination. If the instructor cannot be notified because the student is physically unable to do so, the Office of the Registrar must be notified as soon as possible and the Office of the Registrar will contact the instructor. Verification is required.

f.) Final comprehensive assessments and examinations are not returned to the students but must be retained by instructors for one year, during which time students have the right to review such materials with the instructor.

5. Safety in the Instructional Setting

Christopher Newport is committed to maintaining a safe working, learning, and living environment for faculty, staff, students, and visitors. In support of this commitment, all instructional activities must be conducted in conformance with applicable safety standards and processes. Faculty, staff, and students participating in instructional activities that include the use of hazardous materials and/or hazardous processes must be trained to recognize and respond to those hazards prior to the start of the activities.

Therefore, adjunct faculty engaging in such instructional activities:

1. are required to adhere to applicable safety standards, processes, and programs relevant to their role.
2. are required to report all incidents, near misses, or unsafe conditions that occur in the instructional setting to their Department Chair or Program Coordinator immediately.
3. may be required to participate in safety training relevant to their role.
4. may be required to provide and document safety training for students under their instruction.

Additional guidance will be provided by the Department Chair, Program Coordinator, and/or Dean. Information and support are also available from [Christopher Newport's Environmental Health and Safety Department](#).

6. Office of Title IX and Equal Opportunity (Responsible Employee Designation and Annual Training)

CNU is committed to providing an environment that emphasizes the dignity and worth of every member of its community because such an environment is necessary to a healthy learning, working, and living atmosphere. CNU's ***Discrimination, Harassment and Sexual Misconduct Policy*** sets out our unequivocal prohibition against any illegal discrimination/harassment by a student or employee to include sexual assault, dating/domestic violence, sexual exploitation, and stalking.

Responsible Employee Designation: All CNU employees, including full-time, part-time, and students, are Responsible Employees for purposes of reporting Sexual Misconduct as defined in Section D. This does not include employees of contractors. Student employees are Responsible Employees when they receive information while acting in their capacity as a CNU employee. Once in receipt of information regarding sexual misconduct, the responsible employee **must directly report** the information obtained regarding the alleged incident to the Director without delay and should otherwise respect the privacy of the individuals involved

(*Sexual Misconduct Responsible Employee Reporting Form* can be found at [Title IX and Equal Opportunity - Christopher Newport University.](#))

Annual Training: As part of CNU's comprehensive prevention program for all employees and due to your designation as a Responsible Employee, you are **REQUIRED** to complete annual training. (Each year for purposes of training is from July 1 through June 30.) This training is delivered in-person your first year, and then via an online training program in subsequent years. You will be required to complete your training, either in-person or online, within a designated time frame. Should you fail to complete your training within your designated time frame, you will not be eligible for continuation of employment.

7. Adjunct Faculty Performance Evaluation

At the end of each semester instructional evaluation surveys, IDEA, are distributed to students online. This evaluation procedure must be handled according to procedures determined by the Provost. Your department chair will evaluate the overall instructional performance using IDEA data, class observation, syllabus, grade distribution, etc. Department chairs are prepared to offer you help as the IDEA surveys are distributed. [Detailed information on the IDEA instrument](#) can be found on the CNU website. In their initial year and periodically thereafter, each adjunct faculty member undergoes a peer observation. This will be coordinated through the department chair.

8. University Honor Code and Business Ethics Policy

Integrity, credibility, ethical leadership and management of the highest order are the principles Christopher Newport University aspires to achieve everyday. These core values are absolutely essential to the University's successful attainment of our mission, which is to provide educational and cultural opportunities that benefit Christopher Newport students, the residents of the Commonwealth of Virginia, and the nation. The full [Honor Code and Code of Conduct and Ethics Policy](#) (#3005) can be viewed on the CNU Policies Website.

9. Employment and University Services

a. Classification System

Graduate Lab Assistant	No Masters Degree
Instructor	Masters Degree
Lecturer	Ph.D. or Highest Terminal Degree, restricted contract
Visiting Assistant Professor	Ph.D. or Highest Terminal Degree, restricted contract
Assistant Professor	Ph.D. or Highest Terminal Degree, tenure-track
Associate Professor	Ph.D. or Highest Terminal Degree
Professor	Ph.D. or Highest Terminal Degree
Retired CNU Professor	

b. Employment Contract

The employment contract and related employment forms will be issued prior to the start of a semester. The adjunct faculty member is expected to review, sign, and return the contract and forms by the deadline. It is a condition of employment that the adjunct faculty member provides official copies of transcripts and current vita. The submission of official transcripts is a requirement of the University's accrediting board, the Southern Association of Colleges and Schools and should be provided to the appropriate dean by the beginning of the employment. The adjunct faculty member must complete an I-9 form, tax forms, drug summary, direct deposit authorization, *CNULive Access Form for Adjunct Faculty*, criminal history background check authorization, and Emergency Information Contact form prior to employment. A Voluntary Veteran Status Form is also included if the adjunct wishes to disclose their veteran status.

- 1) Employment Eligibility Verification (I-9): The Immigration Reform and Control Act requires employers to have an I-9 form on file for every employee within three (3) days of the date of employment or employment must be terminated. Please complete Section A of the I-9 form and bring the partially completed form and the appropriate identification to the dean's office as soon as possible. A list of acceptable documents for identification is on the back of the I-9 form. If the adjunct faculty member's status is anything other than that of a citizen or national of the United States, please contact the office of the appropriate dean.
- 2) Tax Forms: Complete the VA-4, Employee's Virginia Income Tax Withholding Exemption Certificate; and W-4, Employee's Withholding Allowance Certificate. Please use all names exactly as they appear on your social security card.
- 3) Summary of the Commonwealth of Virginia's Policy on Alcohol & Other Drugs: Please read and sign the form. Your signature indicates your receipt of this policy summary of Policy 1.05, Alcohol and Other Drugs. Your signature is intended only to acknowledge receipt; it does not imply agreement or disagreement with the policy itself. If you refuse to sign this certificate of receipt, your supervisor will be asked to initial this form indicating that a copy has been given to you.
- 4) Direct Deposit Authorization: All new employees are required to use direct deposit.
- 5) CNULive Access Form: Adjunct faculty will utilize CNULive, the web based self-service function, to access class rosters and assign mid-term grades (when applicable) and final grades.
- 6) Criminal History Background Check: No form needs to be submitted to Human Resources. The Dean's Office will email Human Resources the employees name and email address. HR will submit the request electronically and the prospective employee will receive a link to complete the necessary information.
- 7) Race/Ethnicity Declaration: This form documents race and ethnicity required by the Department of Education.
- 8) Use of Electronic Communications and Social Media: This form articulates the expectations and policies that pertain to the acceptable use of electronic media and is required by the Department of Human Resources.

9) Emergency Information Contact Form: This form documents emergency contact information.

10) Veteran Status Form: This form is completely voluntary. The purpose of this form is to capture data of those employees who are veterans.

c. Pay Dates

Adjunct faculty members are paid eight times a semester. The pay dates are listed in the contract; the university does not create special pay dates other than those contractually specified.

d. Benefits

- 1) Adjunct/part-time faculty members receive limited benefits. These benefits include an employer contribution to Social Security and coverage for workers' compensation.
- 2) The adjunct faculty member with a valid CNU ID is invited to attend any theater production previews and sporting events open to faculty, staff, and students. Ferguson Center discount tickets are frequently available.
- 3) The adjunct faculty member with a valid CNU ID or a memorandum from the dean's office has access to the Freeman Center exercise facility.
- 4) Adjunct employment does not provide eligibility for health/life insurance or retirement.

10. Travel Regulations

The Commonwealth of Virginia has specific regulations on travel reimbursement. All questions should be addressed initially to the department chair before contacting the Business Office at (757) 594-7354 or <https://my.cnu.edu/businessoffice/facultystaff/>

11. Parking Decals

A decal is required for any and every vehicle parked on-campus, including but not limited to: resident and non-resident students, University faculty or staff, and visitors. Student, faculty, and staff decals are valid for the entire span of the academic year. Parking decals are \$25 for adjunct faculty earning less than \$20,000 for the academic year. For those adjuncts making \$20,001 or over for the academic year, the cost is \$125. For any additional questions, please [visit the Parking Office website](#) for detailed information on sales, designated parking lots, decal placement and current pricing. The Parking Office is located in the parking garage behind the Ferguson Center for the Arts.

Services Provided by the Academic Department, College and University

1. Resources/Services by the Department

To the extent possible, secretarial support will be provided through the department secretary. Please see the department chair and secretary for further information on supplies and other classroom needs.

2. Office Hours and Office Space

Upon request, adjunct/part-time faculty must be regularly available to students for consultation. Since office space is limited on campus, please discuss these needs for office space with the department chair. Every effort will be made to provide appropriate space for consultation with students.

3. Mailboxes

Mailboxes are located in the department office. Please check mailboxes regularly.

4. CNU Live Access

The University offers web-based access to class rosters, grade submission, and email through 'CNU Connect' located on the CNU.edu homepage. Please use the [Adjunct Faculty Information Sheet for Accessing CNU Live](#) listed under [Forms & Resources on the CNU Registrar's homepage](#).

5. Identification Cards

Adjunct faculty members may secure ID cards, free of charge, which may be used for admission to University functions, at the Information Desk in the David Student Union by presenting a copy of their contract and one form of official photo ID. Those adjunct faculty members teaching in classrooms with card swipe access will need to get a CNU ID card in order to access those classrooms. The Dean's office will notify you if you are teaching in a classroom requiring card swipe access.

6. Academic Computing Services

- a. CNU Live: The University's enterprise resource management system presents through its self-service function course enrollments, course rosters, web forms for reporting grades, information about your students, departmental financial information for department chairs, and a course management system.
- b. Training: Faculty and staff are encouraged to attend training sessions offered by [Information Technology Services](#). These training sessions include Google Communications Suite, Blackboard, and other best practices in instructional design. For training schedules and more information, please contact William White (757-594-8236 or william.white@cnu.edu).
- c. Smart Classrooms: Faculty members should contact Jan Dougherty (janna.dougherty@cnu.edu), Instructional Technologist, to be trained on smart classroom equipment usage. You may call her at 757-594-8263 to set up an appointment for training.
- d. Faculty Support Center: The Faculty Support Center is located in Ratcliffe 117. Faculty members are invited to drop in for one-on-one consultations on CNU teaching technologies.
- e. Equipment: The Media Center audio-visual pool is available for academic support to classrooms, labs, and lecture halls, as well as special events and student projects. Reservations are required for this service. Due to limited quantity of equipment, forty-eight hour phone notice or memo request is highly recommended and it is available on a first come first serve basis. Please call Johnnie Gray in the Library Media Center (757-594-8894) to make your equipment reservations.
- f. Production: Equipment is available to faculty for the production of audio-visual materials. Faculty who furnish their own supplies can make graphic materials and duplicate non-copyrighted audio or video cassettes. Digital video production and editing capabilities are available to support faculty instructional activities. Production plans must be made in consultation with the Academic Computing/Media Center staff.
- g. Copyright Information:
[Legal Information Institute - U.S. Code Collection](#)
[Copyright Law of the United States](#)
- h. Important Academic Computing Support Contacts:
William White (william.white@cnu.edu)
Course Systems Coordinator

7. Inclement Weather

Instructors do not have the authority to cancel classes due to inclement weather. The President or his designee may close the University for inclement weather or emergencies. Students, faculty, and staff will be informed. Announcements of whether the University will close or remain open are given on local television and radio stations. Announcements will be listed on the Daily Press 1-Line (928-1111). If the University closes during its normal hours of operation, the Provost and Vice President inform faculty and staff by email or issue a [CNUAlert](#).

The following TV Stations will be notified:

Channel 3	WTKR (CBS)
Channel 10	WAVY (NBC)
Channel 13	WVEC (ABC)
TV-27	WGNT (CW)

These FM radio stations receive our weather-related delay and closing announcements.

92.9	WFOG
94.9	FM WPTE
95.7	WVKL
97.3	WGH
98.7	WNOR
101.3	FM WWDE
104.5	WNVZ
106.9	WAFX

When normal business hours are affected, one of the following announcements will be given to the news media to broadcast:

- a. University Open
All classes in session. All students, faculty and staff report for work at their normal reporting time. No liberal leave authorized.
- b. Delayed Opening
Classes normally scheduled at that delayed time will begin at that hour -- i.e. if the delayed opening is at 10 a.m., all 10 a.m. classes will be in session while all classes prior to 10 a.m. are canceled.
- c. University Closed
All activities are canceled. All classes are canceled. All offices are closed. Essential personnel only report for work. No liberal leave authorized.
- d. Day Classes Canceled
Do not report if your classes begin between 8am-3:59pm
- e. Evening Classes Canceled
Do not report if your classes begin from 4pm-midnight

f. Day and Evening Classes Canceled

All classes canceled.

8. Emergency Procedures

Christopher Newport University is concerned about the safety and welfare of all members of the CNU family and their guests and is committed to providing a safe and secure environment. The University maintains a safe campus through the activities of the [University Police Department](#). The Department is staffed by sworn police officers, 24 hours a day, every day. Located at 12270 Warwick Blvd., the University Police Department business office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. After business hours, a University Police officer can be reached by calling the 24-hour University Police emergency telephone number (757) 594-7777. If you are not near a telephone, please use one of the emergency call boxes. These call boxes, which are easily identified by the illuminated blue light, are located across the campus. A police officer will be dispatched to your location. Please visit the website to [review all emergency procedures](#) and take advantage of the video training.

Importantly, we ask that you register for CNU's text messaging service: <http://cnualert.info/>

Sudden Illness or Injury

- a. Notify University Police at 757-594-7777 (from a campus telephone, 4-7777). Do not call 911 unless instructed by the University Police.
- b. Provide an exact location (building and room number if possible) where police should respond (University Police will contact Newport News Emergency ambulance for prompt and accurate response).
- c. Perform necessary first aid, if qualified.

University Fire Alarm System

The University fire alarm system consists of a horn signal in each building that can be activated from any pull box or from the alarm control panel. Everyone will evacuate the building upon activation of the fire alarm and University Police shall be notified of the situation. The University fire alarm system should be activated only in case of fire, fire drills, bomb threats, hazardous gas leaks or danger of explosion.

In the event of fire, the following actions should be taken:

- a. Activate the University fire alarm system in the building in which the fire is suspected by pulling the nearest fire alarm box.
- b. Notify University Police (757-594-7777). Tell the communication officer the type of emergency and exact location where the fire department should respond. University Police will contact the fire department and advise them of the exact location of the incident.
- c. Unless threatened by fire, smoke, or heat, the individual should use available fire extinguishing equipment and remain on the scene until assistance arrives. When in doubt, evacuate the building.

Faculty, staff, and students will comply with the following:

- a. Evacuate the building, closing office or classroom doors when exiting respective areas and taking all personal belongings.
- b. Follow orders issued by delegated authority. All persons who have evacuated buildings will move to an open grassy area away from the building and stay clear of roads and fire hydrants.
- c. Throughout the duration of a fire alarm all building patrons should remain calm, move promptly to a point well outside the building and follow directions provided by members of the administration and emergency personnel. Patrons having evacuated the building should not depart the campus until an

announcement has been made nor should they return to the building until notified by University Police, CNUalert or an appropriate administrator.

Power Failure

It is possible for the University to experience power outages, either a full outage or a partial outage. Both types of outages can be inconvenient but can also cause damage to computers and electric motors in equipment. Both outage types must be reported. In case of a power failure, emergency/battery lights will activate in most academic buildings, but will only operate for a limited amount of time.

In addition, the fire alarms will not operate without electricity. Under all circumstances, day or night, when it has been determined that the power will be off for an extended period of time, all buildings affected will be notified and evacuated.

- a. If the power outage occurs between the normal business hours of 7 a.m. to 4 p.m., Monday through Friday, contact Plant Operations at 594-7035. All computer systems should be turned off so a power surge will not damage the computer when the power is resumed.
- b. If the outage occurs after normal working hours, or during the weekend, University Police should be notified. University Police will notify on-call Plant Operations personnel.

9. Triple Library

- [Triple Library](https://cnu.libguides.com/libraryhours) (757) 594-7133 <https://cnu.libguides.com/libraryhours>
- [Library Services](#) (757) 594-7132
- Faculty Support Center (757) 594-7136 located in 117 Ratcliffe Hall

10. Ordering Textbooks for Classes

CNU no longer maintains a bookstore storefront; rather the University has opted for an online/virtual process to order all textbooks. The academic department chair and secretary place book orders for all adjunct instructors. Please provide a list of books and ISBN-13s to the academic department secretary who will see that book orders are placed timely. All other [information concerning book orders/textbook adoptions](#) can be found on CNU's website.