



**Viterbo University  
900 Viterbo Drive  
La Crosse, WI 54601  
608-796-3000**

**Adjunct Faculty Handbook**



900 Viterbo Drive  
La Crosse, WI 54601

Greetings,

Thank you for agreeing to serve Viterbo University students. Your role as an adjunct faculty member is extremely important in extending our University's Franciscan and educational mission of creating faithful servants and ethical leaders. I know you will work hard to provide the quality of teaching students have come to expect here at Viterbo and to help us achieve the assessment requirements of your department/school's student learning outcomes.

We hope you will find our online resources helpful as you plan your course. There are many individuals invested in your success, so do not hesitate to contact the department chair, dean, instructional designer, librarian, or director of student academic success for assistance.

Let me thank you in advance for your efforts to serve our students on their intellectual journey as they work to achieve their educational goals and objectives. If I can be of any assistance to you, please do not hesitate to contact me. My office is in Murphy Center 230; my phone number is 608-796-3080; and my email address is [bmgayle@viterbo.edu](mailto:bmgayle@viterbo.edu).

I am delighted to have you join our community of teaching and learning scholars and wish you well.

Warm regards,  
Barbara Mae Gayle, Ph.D.  
Vice President for Academic Affairs

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## Philosophy and Objectives

**Identity:** Founded and sponsored by the Franciscan Sisters of Perpetual Adoration, Viterbo is a Catholic, Franciscan University in the liberal arts tradition.

**Mission:** The Viterbo University community prepares students for faithful service and ethical leadership.

**Vision:** The University and its graduates will lead and serve with faith, wisdom and courage in contributing to the common good.

**Core Values:** In keeping with the tradition of our Franciscan founders, we hold the following core values:

- **Contemplation:** reflecting upon the presence of God in our lives and work
- **Hospitality:** welcoming everyone we encounter as an honored guest
- **Integrity:** striving for honesty in everything we say and do
- **Stewardship:** practicing prudent and responsible use of all resources in our trust
- **Service:** working for the common good in the spirit of humility and joy.

### History of Viterbo University:

Viterbo University had its beginnings in the early academic endeavors of the Franciscan Sisters of Perpetual Adoration (FSPA) <http://www.fspa.org> in 1890 as St. Rose Normal School which was organized to prepare Sisters to teach in elementary schools. The university is named after a 13th century Franciscan saint, St. Rose of Viterbo (Italy). The university has evolved from a normal school to a four-year liberal arts university with five masters programs in education, nursing, business administration, mental health counseling and servant leadership. It has been fully accredited by the Higher Learning Commission of North Central Association of Colleges and Secondary School, recognized by the U.S. Department of Education, since 1954. For a more complete history see <http://www.viterbo.edu/about/maps/history.aspx>.

## General Information

### Adjunct Faculty Responsibilities

**Faculty Responsibility:** Faculty members support the mission, values, and the philosophy of the university, assist in achieving the objectives of the university, maintain high professional standards in fulfilling their assignments at the university, and observe the norms of a professional person in their contacts with the administration, their colleagues, the students, and the community.

**Academic Freedom:** Viterbo University adheres to the statement on academic freedom made by the American Association of University Professors and the Association of American Colleges and set forth in Association of American Colleges Bulletin, March, 1940, Volume XXVI.

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and for the student to freedom in learning. It carries with it duties correlative with rights.

1. The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties: but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.
3. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances; hence, at all times, he/she should be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

The following is a statement to clarify the intent of Viterbo University in regard to section "2" above:

Although Viterbo University is a Catholic, Franciscan University, neither faculty nor students are limited to members of the Catholic Church. A Roman Catholic will be engaged as university chaplain. The university will promote a strong campus ministry program under the direction of the university chaplain. It will also encourage Bible study and the formation of denominational and interdenominational groups whenever the desire and needs of the students indicate this. Ministers who can direct these activities will be engaged whenever the number of students warrants it. As part of the orientation for new students at the opening of the academic year, the university chaplain will assist students with making contact with the church of their choice in the city of La Crosse.

The university recognizes religious freedom, and it is expected that this same freedom will be extended by faculty and students to one another and that the convictions of each person will be respected. The religious dimension of the university should be manifest in the manner in which all members of the university community relate to one another. Mutual concern, honesty in dealing with others, and respect for persons should be evident in all interpersonal relationships.

**Faculty Development:** Since quality teaching is Viterbo's first priority, the institution tries to provide assistance to those who want to improve their classroom effectiveness. Throughout the regular school year, there are a variety of faculty workshops and discussions. Adjunct faculty are welcome to participate in these activities. Instructors may also receive assistance in their teaching from full-time faculty through the Faculty Development committee. For more information, visit [http://www.viterbo.edu/uploadedFiles/administration\\_and\\_services/human\\_resources/CommitteesAndOfficersOfAssemblies\(1\).pdf](http://www.viterbo.edu/uploadedFiles/administration_and_services/human_resources/CommitteesAndOfficersOfAssemblies(1).pdf).

**Faculty Meetings:** Adjunct faculty are encouraged to participate in in-service activities at the beginning of the fall and spring semesters. In addition, many departments encourage adjunct faculty participation in regular faculty meetings. Ask your department chair or school dean about your department's policy and procedure.

## **Starfish Website Information**

### **What is Starfish Early Alert?**

Early Alert is designed to identify students who are having academic difficulty at any point in their education. Starfish is the early alert software system Viterbo has adopted to support our early alert efforts and is accessible through Moodle. After identifying these students, the Academic Early Alert team will attempt to address needs by providing the intervention needed to increase the likelihood of success. Faculty and staff contribute directly to retention by assisting with the early identification of students who are performing poorly in class, are chronically absent from class, or experiencing other problems that impact academic performance.

### **When to make a referral?**

If possible, please speak to the student about the concern. If there are no signs of improvement, log into Moodle and click on the Starfish link to submit an alert. Possible reasons for a referral may be one or more of the following:

- Performance not at course level
- Struggles to keep pace with the class
- Excessive absences/habitual tardiness to class
- Not performing well on tests
- Poor attitude and/or disruptive classroom behavior
- Low or no engagement in the classroom (sleeping in class, talking, texting, etc.)
- Pattern of late or missed assignments
- Personal/health/social concerns that impact academic performance

Starfish also allows you to also recognize students for their positive work through the use of the kudos system of notifications. These notifications consist of:

- Outstanding Academic Performance
- Mission Moment
- Keep up the Good Work
- Showing Improvement

**NOTE: Early Alert is not designed for urgent or emergency situations.**

### **Who can make a referral?**

ANY employee of Viterbo University.

### **How is a referral made?**

Log into your Moodle account and click on the Starfish link.

### **What happens after a referral is submitted?**

The student will receive an email and notification will be sent to the Early Alert Leadership Team. The intervention strategies recommended will vary depending on the situation reported.

### **What is the Early Alert Leadership Team?**

The Early Alert Leadership Team meets regularly to review referrals and develop a course of action to best address a student's needs. The leadership team includes the director of student academic success, director of the academic resource center, director of residence life, athletics academic liaison, and the academic advising coordinator. Other university personnel may be asked to attend meetings when appropriate. In accordance with the Family Educational Rights and Privacy Act (FERPA), information is shared on a need-to-know basis and does not become part of a student's permanent record.

## Academic Operations

**Academic Calendar:** The academic year calendar, including vacation periods, is published in the *Viterbo University Catalog* and on the Web page. Please notice dates for reporting withdrawals and “incomplete” grades.

**Contracts:** The Vice President for Academic Affairs issues contracts for adjunct instructors. All signed copies of contracts, plus transcripts and curriculum vitae, are to be returned to the Office of the Vice President for Academic Affairs, Viterbo University, Murphy Center, Room 230, 900 Viterbo Drive, La Crosse, WI, 54601. Payroll will not be processed for adjuncts until a signed contract and required paperwork is returned, regardless of class start date. All new adjuncts are subject to a background check prior to employment.

**Payroll:** Viterbo University employees are paid twice monthly, on the 6th and 21st of each month. When payday falls on a weekend or holiday, the checks will be issued on the closest working day. The normal pay period begins on the 1st and 16th of each month. New employees must have a completed W-4 and I-9 and direct deposit forms on file in the business office before a payroll check can be processed. New employees will also need to provide the appropriate documentation to verify employment eligibility (INS regulations).

If you have questions about your contract, you should contact the office of the Vice President for Academic Affairs (608-796-3080). If you have questions about your pay, contact the payroll clerk at 608-796-3854, in the Business office, Murphy Center, room 214. If you have other questions about financial issues that might affect you, contact the Director of Human Resources at 608-796-3930, Murphy Center, room 200.

**Use of Facilities:** Adjunct faculty are entitled to use the Amie L. Mathy Athletic Center, the Todd Wehr Library facilities, receive bookstore discounts, participate in food services open to full-time faculty, come to campus social events, and participate in community and departmental faculty meetings, in-service activities, and other special events.

**Parking Policies:** Employees of the university are faculty under contract with the university, or paid administrators and staff. Employees seeking to park their vehicles can choose from the Commuter/Employee parking lots-A, C, G, H, I, J and M.

Those lots designated as employee/commuter lots have the permit regulations enforced from 7 a.m. to 5 p.m. Monday through Friday (not on weekends, holidays or breaks). Unless prior arrangements have been made with Physical Plant, parking without a permit during the periods when the University is not officially in session is not permitted. For security reasons, no vehicle may remain in any commuter/employee lots between 3:00 am and 6:00 am.

**Travel Expense Report:** Viterbo University will reimburse employees and independent contractors for meal expenses incurred for out-of-town travel. Such travel must be for an approved university purpose, and must be properly documented in regard to date, time, place, and purpose. The travel expense report (**TER**) is available on the Viterbo website from the Business Office page ([http://www.viterbo.edu/administration\\_and\\_services/business\\_office/Forms.aspx](http://www.viterbo.edu/administration_and_services/business_office/Forms.aspx)), should be utilized to request reimbursement, and should be authorized by the appropriate budget officer. This website includes information on reimbursement for meals and travel. Faculty should talk with their department chair/program director for information about these types of teaching expenses.

**Emergency Response Plan:** Viterbo University has established a Viterbo University Emergency Response Plan to provide guidelines to assist those affected in dealing with crisis, coordinate with external entities, and provide resources to expedite the return to normal operations with minimal negative impact. Please familiarize yourself with the plan. The plan is posted in each room on campus.

**Reporting Crimes and Emergencies:** To help provide a secure and safe environment, all members of the Viterbo University community, including campus visitors, are expected, requested, and encouraged to report any criminal activity or emergency they observe. Personnel are available to respond to calls at these telephone numbers 24 hours a day, 7 days a week, and 365 days a year.

DEPARTMENT	SITUATION	PHONE NUMBER	LOCATION
Police, Fire, Emergency, Ambulance, or Other Medical Response	Emergency Requiring Immediate Response	911	.....
Viterbo Campus Safety	Immediate Response Needed	608-796-3911 or 3911 from campus phone	7 Student Development Center/ 936 Franciscan Way or Student Union Security Outpost
La Crosse Police Department	Non-Emergency	608-785-5962	City Hall, 400 La Crosse Street, La Crosse, WI
Viterbo Campus Safety	Evening and Weekend Non-Emergency	608-796-3912	Student Union Security Outpost
Viterbo Campus Safety	Weekday Non-Emergency	608-796-3913	7 Student Development Center/ 936 Franciscan Way
Campus Safety	In the Event of a Power Outage	608-780-1582	7 Student Development Center/ 936 Franciscan Way or Student Union Security Outpost

Viterbo University faculty, staff, students, and visitors are encouraged to report all crimes and public safety related incidents in a timely manner. The timely reporting of all crimes and suspicious activity allows campus safety to evaluate and improve methods for security and patrolling in an effort to develop improvements.

- Any suspicious activity or person seen on or loitering around campus, in or near the residence halls, apartments or theme houses, or in the parking lots should be reported to campus safety.
- All campus community members with reasonable suspicion that a person or situation may lead to a breach of security are expected to report such incidents. (Examples that warrant reasonable suspicion an unescorted guest in the residence halls; doors propped open with rocks, sticks, or similar devices; unauthorized personnel working on windows, doors or other physical plant areas; unauthorized individuals entering or using university equipment, offices, or rooms.)

**Reporting Crimes on a Voluntary, Confidential Basis** If you are a victim of a crime and do not want to pursue action within the university system or local criminal justice system, you may want to consider making a confidential report. With your permission, the Director of Campus Safety can write a report on the details of an incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the university can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime in regard to a particular location, method, or assailant, and alert the campus community of potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the university.

**Security:** Your safety and the safety of the entire Viterbo University community are of utmost importance to us. To report security related incidents or concerns on campus, call the Campus Safety and Security office at 608-796-3911, or use one of the Blue Light emergency boxes available throughout campus. If there is an emergency, call 911 to report the incident.

# University Services

## Technology

**Email Account:** All employees are expected to use their Viterbo email for university business. The Viterbo email is the primary method of communication from the university. Email accounts are automatically set up for faculty. Please respond to all student concerns within 48 hours or post what your standard response time will be on your syllabus or on your Moodle site. Contact the help desk at 608-796-3870 for information or email [helpdesk@viterbo.edu](mailto:helpdesk@viterbo.edu).

**Moodle:** Moodle is an educational course management system. Your Viterbo email and personal password provide entry into Moodle. Please note that Moodle works best with Firefox or Chrome as a search engine. An extensive online tutorial is available at <http://www.viterbo.edu/moodle/>. Training is also available through the Instructional Technology Support Specialist at 608-796-3867, or through [courserequest@viterbo.edu](mailto:courserequest@viterbo.edu).

All instructors are to post their syllabi and important course information on Moodle. If teaching a face-to-face class, this must be done by the first day of class, and at least two weeks prior to the beginning of online courses. All faculty are required to use the Moodle grade book for all courses. Be aware that “turn it in” on Moodle does NOT work with PDF files. All assignments should be submitted in Word format.

**On-line Courses:** All online instructors need to be pre-approved to teach online by taking the online teaching course or by having prior online teaching experience. Each instructor needs to set up and activate their Moodle site at least two weeks prior to the start date of the class, including posting the course syllabus (that has been constructed using the online syllabus template) which may be accessed at [http://www.viterbo.edu/administration\\_and\\_services/library/instructional\\_design/Resources\\_for\\_Teaching\\_Online.aspx](http://www.viterbo.edu/administration_and_services/library/instructional_design/Resources_for_Teaching_Online.aspx). Each semester, a new site should be established and the old site made unavailable or archived. Moodle sites should be uniform. If you have a question regarding the Viterbo Moodle sites, please contact the Instructional Technology Support Specialist at 608-796-3867 or email [courserequest@viterbo.edu](mailto:courserequest@viterbo.edu). The instructor contact information should be included on the Moodle course page; including response policy time of 24 hours weekdays and 48 hours on weekends, virtual office hours, and preferred mode of communication (cell phone, office phone, email, etc.). The course site should also include the course syllabus which should include all information required in the Viterbo academic online course syllabus template.

**Mail:** The department chair or school administrative assistant will make arrangements for mail delivery.

**VitNet:** Viterbo uses VitNet to access class lists and post grades. Your user ID and password are the same as your log in for email. Assistance is available at [http://www.viterbo.edu/uploadedFiles/administration\\_and\\_services/iit/Technology%20Guide.pdf](http://www.viterbo.edu/uploadedFiles/administration_and_services/iit/Technology%20Guide.pdf) or through the help desk at 608-796-3870 or email [helpdesk@viterbo.edu](mailto:helpdesk@viterbo.edu). You may also contact the registrar’s office at 608-796-3180.

**Audio-Visual Services and Equipment:** All classrooms on the Viterbo campus are equipped with multi-media podiums, which include a DVD, computer with Internet connection, and projection system. Classrooms in every building except nursing also include VCRs. All classrooms also have blackboards or whiteboards; most have overhead projectors or Elmo. If you need additional equipment on campus, contact the chair of your department or the Center for Adult Learning. If you have equipment needs at an off-campus location, please contact the site coordinator.

## Teaching Support Services

**Class Lists:** Class lists for students enrolled in your courses are available on VitNet as well as on the Moodle course site. If not, contact the registrar at 608-796-3184. Please check the official list against the students who actually attend class so you maintain an accurate record of the students and their attendance in your class. Any students who are on your class list but do not attend the first two classes or any students who are in your classes and not on your list should be reported to the registrar immediately. This has financial aid and tuition implications.

**Faculty Identification:** To use the Bookstore, the Amie L. Mathy Center, and other campus services, adjunct faculty may obtain a free photo identification card from the Physical Plant between 8 a.m. and 3 p.m., Monday through Friday, corner of 8<sup>th</sup> and Winnebago Streets.

**Books and Classroom Materials:** The federal government requires complete disclosure of all educational costs (including textbooks). Therefore, faculty must list the books required for their classes by the time of student registration. The Viterbo University bookstore is located on the first floor of the Student Union and contains all books for classes as well as writing supplies, college clothing, cards, and miscellaneous materials. Instructors should check with their department chair about obtaining desk copies of the texts assigned for the class. Textbooks are to be ordered directly from [Viterbo\\_bkstr@fhcg.follett.com](mailto:Viterbo_bkstr@fhcg.follett.com). You may request clerical and class materials through your school or department.

Viterbo participates in a book rental program for students. Please check to see if there are rental books available for your courses to assist students in containing their costs.

**Copy Services:** The Copy Center is located on the ground floor of the D.B. and Marge Reinhart Ethics Center. Each department has an account for course-related photocopying. Please get your original materials to be copied to the copy center staff at least 24 hours ahead of time, or 2-3 days during high volume traffic times (e.g., finals week). You may also submit your materials to the Copy Center online at: [http://www.viterbo.edu/administration\\_and\\_services/cmmc/copy\\_center/Copy\\_Center.aspx](http://www.viterbo.edu/administration_and_services/cmmc/copy_center/Copy_Center.aspx). You should contact your department chair or program coordinator for information about budget and identification numbers for copying purposes. You may also contact the copy center at 608-796-3055.

**Library Services:** Viterbo University's Todd Wehr Memorial Library is located on the first floor of Murphy Center. The library provides computing, research, and interlibrary loan services to staff, students, and faculty, including adjuncts. Copy machines, printers, and scanners are also available for use in the library.

Reserve shelves are available at the Information Services desk of the library. Books, articles, and other scholarly materials may be made available for student access by the faculty. The library also has an electronic reserves program for online or scanned content.

Library staff provide assistance to students and faculty with research assignments. Patrons are encouraged to make an appointment or contact the staff by phone, email, or online chat. In addition, faculty may request a research session for their classes, where a librarian will visit and explain information resources that can be used to fulfill class assignments. Librarians can also provide subject guides with resources for individual classes.

Viterbo's library is accessible on the university's home page, and at <http://www.viterbo.edu/library>. All library resources are accessible or discoverable from the library homepage. Most library full text

resources are available online from anywhere with your Viterbo login and password. Please contact the library with questions or requests at [reference@viterbo.edu](mailto:reference@viterbo.edu), or 608-796-3270.

## Student Support Services

**Counseling Services:** If you become aware that any student has emotional, personal or substance abuse problems, Viterbo University's professional counseling staff can provide professional assistance. Please refer the student to the Vice President of Academic Affairs, 608-796-3080, Director of Student Academic Success, 608-796-3085, or the counselor at 608-796-3808.

**Academic Resource Center:** The Academic Resource Center is located on the third floor of Murphy Center, room 332. Any student who needs academic assistance may be referred to the Center or the student may call 608-796-3190 to arrange for assistance. Services available to students include learning strategies, tutoring in all academic subjects, reading and writing improvement, academic counseling, and related services to assist students in their academic programs. Online tutoring is available upon request by students or teachers for online or off-campus classes.

**Students with Disabilities:** Viterbo University complies with the Rehabilitation Act and the Americans with Disabilities Act. The Learning Center provides services to students who have indicated that they have a disability. Students who have a diagnosed disability and require legitimate accommodations must complete an Application for Accommodations Based on Disability-Related Need and should contact the Learning Center at 608-796-3190. (This statement should appear on each syllabus.)

## Instructional Information

**Academic Integrity Policy:** Viterbo students are expected to adhere to a behavior of academic honesty befitting their enrollment at this Franciscan Catholic university. Students and faculty are responsible for promoting such behavior. Cheating, falsification of information, and plagiarism, among other forms of academic dishonesty, are violations of the ethical standards of the university. The willful violation of these standards will result in actions being taken against students who are caught engaging in such unethical conduct. Faculty members should explicitly state the penalty to be exacted for such behavior. The full academic honesty policy is available in the Viterbo University Student Handbook and on the Adjunct Faculty Moodle site under Course Documents. If a faculty member suspects academic dishonesty, it should be reported immediately to the chair of the department, who will advise the instructor of the necessary steps to enforce the policy. *All infractions of academic integrity must be reported in writing to the Vice President for Academic Affairs.* You may view the full Academic Integrity Policy at:

[http://www.viterbo.edu/academics/undergraduate\\_catalog/Academic\\_Integrity.aspx](http://www.viterbo.edu/academics/undergraduate_catalog/Academic_Integrity.aspx)

**The Academic Instruction Continuity Plan:** Viterbo developed a university-wide pandemic emergency plan. Faculty members need to be part of a process that ensures students can complete their coursework without either the student or faculty member being present in the classroom. Faculty members will be asked to report to the Vice President for Student Development at 608-796-3801 if a large number of absences are occurring in their classes. If university closure is deemed a necessity, the continuity of instruction is maintained by:

- Posting all syllabi each semester, complete with assignments, on Moodle.
- Automatic enrollment of each student on the course roster, the chair of the department, and the dean of the school in which the course is offered.

- Notifying students about the Moodle course site on the syllabus and requiring them to visit the site.

Further, in the case of an extended university closure, each faculty member is responsible for developing his or her own plan for:

- Personal Internet access
- Extending course instruction
- Accommodating students who may be ill or may lack Internet access.

**Standards of Instruction:** Faculty members engaged in teaching are expected to teach the courses as outlined in the university catalog and to confer with the department chair concerning the student learning outcomes and the syllabi to be followed. Faculty members are to conduct each class as scheduled unless special arrangements have been made with the Vice President for Academic Affairs. Classes should begin and end promptly. Faculty members are free to select the type of instructional procedure desired. They are urged, however, to evaluate and to update their instructional procedures constantly in order that instruction of a collegiate level is maintained. Online, formal student evaluations of classes are required for all faculty every semester and should be kept on file by the faculty member; informal student evaluations at other times during the semester are recommended, for example at mid-semester. Student participation in class through discussion furthers the mastery of the subject matter of the course. It is highly recommended that the textbook(s) used for a course be supplemented by requiring students to do reference and related reading.

Faculty are urged to use multiple methods of instruction to meet the varied styles of learning. Faculty teaching in the adult education program need to adapt their teaching strategies to the adult learner.

#### **Viterbo University Credit Hour Definition**

\*Regardless of format, all courses are required to meet the required credit hour standards by a combination of **instructional** time and outside work. Outside work could include additional outside reading, group work, service projects, field work, clinical rotations, among other learning activities. Viterbo defines one credit hour as 750 minutes over 15 weeks. In addition, for a 15-week undergraduate course, each credit requires that students spend two hours of work outside of class per week. Minimum class and outside work time are calculated according to this formula:

$$(750 + 1800) * \text{the \# of credits of a course} = \text{the minimum number of minutes of seat time and outside work required}$$

For example, a three-credit course requires a minimum of 7,650 total minutes. This standard for the total instructional and outside work time applies for all formats of instruction: 15-week on-site courses, 8-week partially online courses, and 8-week fully-online or blended courses. [NOTE: For all 7-week summer courses, the 8<sup>th</sup> week's activities must be completed in the 7<sup>th</sup> week.]

The following table illustrates how the instructional time and outside work time requirements should be met *for an undergraduate 3-credit course* in each format:

***Requirements for a 3-credit Course***  Course Format	Instructional Time Requirements		Outside Work Time Requirements	Total Time per week times number of weeks
	In Class (face-to-face) time <i>per week</i>	Online instructional activity time <i>per week</i>	(amount of time students will spend on outside activities <i>per week</i> )	
15-week on-site course	150 minutes (or 2.5 hours)	0 minutes (or 0 hours)	360 minutes (or 6 hours)	$(150+360)*15= 7650$ minutes
8-week partially online course	Weeks 1-7: 200 minutes (or 3.3 hours)  Week 8: 100 minutes (or 1.7 hours)	Weeks 1-7: 107 minutes (or 1.8 hours)  Week 8: 0 minutes	Weeks 1-7: 743 minutes (or 12.4 hours)  Week 8: 200 minutes (or 3.3 hours)	$[(200+107+743)*7] + [100+200] = 7650$ minutes
8-week fully online course	Weeks 1-7: 0 minutes (or 0 hours)  Week 8: 0 minutes (or 0 hours)	Weeks 1-7: 307 minutes (or 5.1 hours)  Week 8: 100 minutes (or 1.7 hours)	Weeks 1-7: 743 minutes (or 12.4 hours)  Week 8: 200 minutes (or 3.3 hours)	$[(307+743)*7] + [100+200] = 7650$ minutes
8-week blended course (will vary based on how many class sessions meet)	On-site weeks 1-7: 200 minutes (or 3.3 hours)  Online weeks 1-7: 0 minutes (or 0 hours)  Week 8: 100 minutes (classroom OR online)	On-site weeks: 107 minutes (or 1.8 hours)  Online weeks: 307 minutes (or 5.1 hours)  Week 8: 100 minutes (classroom OR online)	Weeks 1-7: 743 minutes (or 12.4 hours)  Week 8: 200 minutes (or 3.3 hours)	$[(307+743)*7] + [100+200] = 7650$ minutes

A four-credit course requires a minimum of 10,200 total minutes, including 3000 minutes of instructional time and 7200 minutes of outside work. This standard for the total instructional and outside work time applies for all formats of instruction: 15-week on-site courses, 8-week partially online courses, and 8-week fully-online or blended courses.

The following table illustrates how the instructional time and outside work time requirements should be met *for an undergraduate 4-credit course* in each format:

***Requirements for a 4-credit Course***  Course Format	Instructional Time Requirements		Outside Work Time Requirements	Total Time per week times number of weeks
	In Class (face-to-face) time <i>per week</i>	Online instructional activity time <i>per week</i>	(amount of time students will spend on outside activities <i>per week</i> )	
15-week on-site course	200 minutes (or 3.3 hours)	0 minutes (or 0 hours)	480 minutes (or 8 hours)	$(200+480)*15 =$ <b>10,200</b> minutes
8-week partially online course	Weeks 1-7: 250 minutes (or 4.2 hours)  Week 8: 100 minutes (or 1.7 hours)	Weeks 1-7: 164.3 minutes (or 2.7 hours)  Week 8: 0 minutes	Weeks 1-7: 1000 minutes (or 16.7 hours)  Week 8: 200 minutes (or 3.3 hours)	$[(250+164.3+1000)*7]$ $+ [100+200] =$ <b>10,200</b> minutes
8-week fully online course	Weeks 1-7: 0 minutes (or 0 hours)  Week 8: 0 minutes (or 0 hours)	Weeks 1-7: 414.5 minutes (or 6.9 hours)  Week 8: 100 minutes (or 1.7 hours)	Weeks 1-7: 1000 minutes (or 16.7 hours)  Week 8: 200 minutes (or 3.3 hours)	$[(414.5+1000)*7] +$ $[100+200] =$ <b>10,202</b> minutes
8-week blended course (will vary based on how many class sessions meet)	On-site weeks 1-7: 250 minutes (or 4.2 hours)  Online weeks 1-7: 0 minutes (or 0 hours)  Week 8: 100 minutes (or 1.7 hours) on-site OR online	On-site weeks 1-7: 164.3 minutes (or 2.7 hours)  Online weeks 1-7: 414.5 minutes (or 6.9 hours)  Week 8: 100 minutes (or 1.7 hours) on-site OR online	Weeks 1-7: 1000 minutes (or 16.7 hours)  Week 8: 200 minutes (or 3.3 hours)	$[(414.5+1000)*7] +$ $[100+200] =$ <b>10,202</b> minutes

## Examples of instructional time and outside work time activities

Syllabi should delineate “Instructional Time” from “Outside Work Time”. Instructional time is distinguished from outside work time by the presence of the instructor as a facilitator in activities of the course. If the instructor is not participating and facilitating an activity, it is considered outside work. Some examples of instructional time versus outside work time are as follows:

### Activities that are Considered “Instructional Time”:

- On-site class meetings and instructor-facilitated (in-person) discussions
- Instructor-facilitated online chats
- Instructor-facilitated discussion board interactions
- Streaming videos recorded and posted by the instructor
- Instructor’s voice-over power points
- Planned email discussions with the instructor (part of the pre-planned course activities, not simply responding to questions that may or may not arise)
- Quizzes and tests with feedback directly from the instructor
- Instructor-facilitated group work
- Online streamed lecture video from an expert in the field, with a related discussion facilitated by the instructor
- Other activities with active instructor involvement

### Activities that are Considered “Outside Work Time”:

- Writing papers
- Reading books and articles
- Preparing presentations
- Textbook assignments
- Watching videos
- Accessing and reading content on external websites
- Other activities that do not include direct instructor involvement

**Grading Policy:** The university catalog gives a description of the grading system at Viterbo. At the beginning of the course, each instructor will inform his/her students of the methods of evaluation to be used in the course syllabus. Examinations are one form of evaluation; however, the instructor may decide upon other means of determining how well the student has met the course objectives. The dean or chairperson will be happy to discuss appropriate student evaluation procedures with you. You are required to evaluate student learning often enough to facilitate effective learning through effective feedback. All evaluation should be related to the intended student learning outcomes on your syllabus. All grades are to be entered into Moodle Grade Book and are expected to be equally distributed among the various grades available. In other words, it is expected that an “A” grade truly represents superior work only.

In order to assist students in understanding their progress, those teaching in the traditional undergraduate program are required to submit mid-semester grades for all students. This is done through VitNet. Those

teaching in the Adult Education program do not need to prepare mid-semester grades, but are required to use the electronic grading record on Moodle to assist students in monitoring their progress in the class.

Evaluation of student work in terms of the final grade for a course should be done carefully so that the grade assigned is a fair estimate of the quality of the student's achievement. Thus, clearly articulating standards by which all assignments, including participation, must be contained in the syllabus. In collaboration with their chair or program coordinator, faculty members may determine to what extent class participation, assigned tasks, periodic examinations, and midterm and final examinations are to be counted in establishing the final grade. A final grade, however, should not be based solely on one or two examinations. All final grades are submitted electronically through VitNet. Your email address and password provide access to the VitNet system.

All grades are officially due by noon on the Tuesday of the week following the last week of classes and should be evenly distributed between A and F. Viterbo University takes grading seriously. We recommend giving an A only to those students whose work is truly superior.

<b>Grade</b>	<b>Meaning</b>	<b>Grade Points*</b>
<b>A</b>	<b>Superior work.</b> This indicates not only high achievement, but also an <b>unusual</b> degree of initiative.	4.0
<b>AB</b>	Between A and B	3.5
<b>B</b>	<b>Higher</b> achievement than average	3.0
<b>BC</b>	Between B and C	2.5
<b>C</b>	<b>Average and satisfactory</b> work	2.0
<b>CD</b>	Between C and D	1.5
<b>D</b>	Work <b>fulfilling minimum requirements</b>	1.0
<b>F</b>	<b>Failure</b> in the course	0
<b>W</b>	Withdrawal from the course	
<b>CR</b>	Credit granted	
<b>NC</b>	No credit granted	
<b>AU</b>	Audit (no credit)	
<b>I</b>	<b>Incomplete.</b> Student has been doing passing work but must still meet certain requirements before the grade can be determined. (An incomplete form must be filed with the registrar's office prior to the last class and must follow the proper requirements.) No incomplete is given if the student is failing the course.	
<b>U</b>	<b>Administrative F.</b> Given to students who do not officially withdraw from a course, but failed to participate in course activities through the end of the enrollment period.	*For each credit

**Course Syllabi:** Each instructor is responsible for keeping their course syllabus up to date or for preparing one if the course has not been taught previously. If the same course is taught by several instructors the department chair should provide a sample syllabus containing the learning outcomes for the course. A copy of the syllabus is to be filed with the Vice President for Academic Affairs and the department chairperson or the Center for Adult Learning. All syllabi must identify the intended student learning outcomes for the course and the method of assessing the outcomes. If the course is designated as a general education course, it must also contain the Foundation or Way of Thinking required outcomes. All syllabi must be posted on Moodle by the first day of the course for face-to-face courses, or two weeks prior to the start date for online courses.

The online form may be obtained by contacting the director of CAL, your dean, or the chair of the Committee on Online Learning.

**Core Curriculum (General Education):** In the tradition of our Catholic, Franciscan heritage and our firm foundation in the Liberal Arts, Viterbo University's core curriculum program prepares students to live and work in our global society, affirms the dignity of all people, embraces a passion for justice, reveres the natural world, and nurtures a spirit of inquiry and a love of truth. The Core Curriculum has three basic components. The Foundations core component provides basic skills that are essential for a student's discipline, upper-level courses, and as preparation to be broadly-trained citizens of the world. The Mission Seminars are tied closely to the mission of Viterbo and the mission of the general education program: Franciscan Tradition and Values, Living in a Diverse World, Serving the Common Good, and The Ethical Life. The Ways of Thinking courses engage students in a variety of disciplines so they understand and engage in the dialogue of the discipline. In addition, the courses provide students with the tools to acquire new knowledge when faced with new situations and intellectual contents with which to situate new knowledge.

[http://www.viterbo.edu/academics/undergraduate\\_catalog/Core\\_Curriculum.aspx](http://www.viterbo.edu/academics/undergraduate_catalog/Core_Curriculum.aspx)

If you are teaching a course that is part of the Core Curriculum, please check to make sure you are covering the outcomes expected for that component or mission seminar.

## **Classroom and Teaching Operations**

**Classroom Behavior:** You have a right to expect Viterbo students to behave in a mature fashion. They must respect your rights and those of others and may not disrupt the classroom environment. You have an obligation to all students to stop any behavior that would disrupt learning. Be prudent, be professional, and be discreet in handling such problems. If problems do arise, contact the Vice President for Academic Affairs at 608-796-3080 or the director of campus safety and security at 608-796-3913. If you believe the behavior warrants immediate attention for the safety of the student and others, dial 911.

**Moodle:** Moodle is an educational course management system. Your Viterbo email and personal password provide entry into Moodle. Please note that Moodle works best with Firefox or Chrome as a search engine. An extensive online tutorial is available at <http://www.viterbo.edu/moodle/>. Training is also available through the Instructional Technology Support Specialist at 608-796-3867, or through [courserequest@viterbo.edu](mailto:courserequest@viterbo.edu).

All instructors are to post their syllabi and important course information on Moodle. If teaching a face-to-face class, this must be done by the first day of class, and at least two weeks prior to the beginning of online courses. All faculty are required to use the Moodle grade book for all courses. Be aware that "turn it in" on Moodle does NOT work with PDF files. All assignments should be submitted in Word format.

**Faculty Attendance:** Adjunct faculty are expected to meet all of their classes. All faculty are expected to begin class on time, conduct class for the scheduled amount of time on the scheduled day(s), and provide teaching services, including time for students outside scheduled classes, in accordance with accepted professional standards. The university retains the right to terminate the contract of an adjunct faculty member for recurrent or unacceptable absences, for whatever reason.

An instructor who is to be absent from class should report the anticipated absence to the department chairperson and to the Vice President for Academic Affairs and make proper arrangements for the classes. If an instructor cannot meet a class, on account of illness or for any other emergency, the Vice President for Academic Affairs is to be notified as soon as possible, who in turn shall notify the department chairperson. The instructor should provide an alternative activity for students (posted on Moodle or sent via email directly to students) when class cannot be held due to instructor illness (and when a fellow instructor cannot cover the course).

If a substitute instructor is necessary due to anticipated absence, please contact the office of the Vice President for Academic Affairs. The payment for such a substitute for teaching services is the responsibility of the adjunct faculty member, not Viterbo University.

**Student Attendance:** Viterbo University assumes that attendance is necessary for students to obtain the full benefits of their education. Students are expected to attend all classes. Students who are absent from class not only miss a part of the subject matter of the course, but also diminish the opportunities for contributing to the learning environment. Students who develop patterns of absenteeism in class may lose their financial aid, according to federal guidelines. If you have a student who is not attending your class or seems unable to complete assignments in a timely manner, please call the Director of Student Success at 608-796-3085 or use our new Starfish Early Alert System. Students participating in Viterbo University sanctioned events like athletic competitions, special events or activities, etc., received excused absences even though they are required to make up the work they missed.

**Adult Education Attendance Policy:** Students in the Adult Education programs/courses who do not attend the first class session and who have not received an excused absence from the instructor for non-resolvable circumstances may be dropped from the class roster. Whenever the number of absences exceeds 15 percent of the total class meeting hours, the faculty member may issue a failing grade in the course. (In a seven week course, 15 percent of the total class meeting equals four hours, i.e., one class meeting.) Students are responsible to make up class work they have missed. The faculty member will decide how he/she wishes to have the work made up. Class participation points, however, cannot be made up; students will lose participation points for missing a class meeting. Students who arrive in class late and/or leave early may receive lower points on their participation scores. If you have a student who is not attending your class or seems unable to complete assignments in a timely manner, please call the Director of Student Success at 608-796-3085 or report that student using the Starfish Early Alert System.

**Drop/Add (Refund) Policies:** If there are students who don't attend the first class or if you have students attending class who are not listed on your roster contact the registrar at 608-796-3180 or the Center for Adult Learning at 608-796-3370 immediately. Students do have the option to drop/add on VitNet, so it is important to check the roster regularly.

**Incomplete Grades:** A grade of incomplete is given infrequently and only under **unusual** circumstances which cause a delay in a student's completion of a course. These unusual circumstances normally are such that they are **beyond** the student's control, such as a serious illness, death in the family. A grade of incomplete is not given as a result of inadequate planning, the student carrying too heavy a program, or failure to take a final exam without sufficient reason. The student must have completed 50% of the course work with a **passing** grade before the grade of incomplete will be considered. Arrangements for an incomplete must be made with the instructor prior to the final class. The form for an incomplete grade can be found online at [http://www.viterbo.edu/administration\\_and\\_services/registrar/Forms.aspx](http://www.viterbo.edu/administration_and_services/registrar/Forms.aspx). The removal of an incomplete grade is the responsibility of the student. If the incomplete is not removed and the replacement grade from the instructor is not on file in the Office of the Registrar by Monday of the 11th week of the following semester, it is recorded as a failing grade.

**Evaluation of Classroom Teaching:** Viterbo University requires that, each semester, all adjunct faculty provide student course evaluations for each class taught, whether face-to-face or on-line. In addition, the school dean or department chair may visit your class to conduct an observation. The dean or department chair will schedule a follow-up conference after such a visit to share observations with you. The purpose of an observation is to help colleagues improve their teaching.

**Inclement Weather or Class Cancellations:** Classes may be cancelled when conditions warrant. They will be posted online. In the event that all university classes are canceled, the La Crosse radio and TV stations will announce the closure, as well as the Viterbo homepage. Students may see if their particular class has been cancelled by going to the Viterbo homepage, under “Students” and check “Class Cancellations” on the right side of the page.

If you, as the instructor, make the decision to cancel a class on short notice due to weather, emergency, illness, or some other reason, the Vice President of Academic Affairs’ office must be contacted at 608-796-3080 or toll free at 1-888-Viterbo. The instructor must post that information on their Moodle site and offer an alternative activity.

**Classrooms:** It is important for instructors to use the classroom assigned for their course; this is true whether on the Viterbo campus or off campus. The classrooms have been designated relative to the size of the class and the materials needed for the course. If an instructor finds a classroom is not acceptable, he or she should contact the Registrar’s Office at 608-796-3180 or the Center of Adult Learning at 608-796-3370 to see if a change is possible. Do not change rooms on your own, as it can cause conflict with another class, confusion for the students, a change in rental fees, or make locating students or faculty difficult during an emergency.

**Office Space:** If you teach on a regular basis, please consult the school dean and/or department chair regarding office space and keys. At the end of the current semester, if you are not contracted to teach, turn in your key to the administrative assistant of physical plant. The physical plant phone number is 608-796-3920. Your final paycheck will not be released by the business office until you do so. Remove all your materials before you turn in the key.

**Commencement Ceremonies:** Viterbo University holds commencement exercises in December, May and July. Adjunct faculty are welcome to march in the faculty procession. If you do not have academic regalia, it may be rented from the bookstore at 608-796-3848. Please notify the bookstore well in advance of commencement. Notices about such rentals are published in *VU Today* before commencement.

**Off-site Policies:** Viterbo University has a policy of **not** providing beverages or food for students. Hotels where classes are held are responsible to provide ice water only.

Each classroom at the off-campus sites are equipped with, or has available, a blackboard or flipchart, TV, VCR, and overhead projector. At some sites it is necessary to reserve the VCR prior to class. If you are teaching in the undergraduate program and have other equipment needs, please inform your departmental chair, director, or the Center for Adult Learning. If you teach in one of the graduate programs, please contact the appropriate director of the graduate program.

**Implementation of Family Educational Rights and Privacy Act (FERPA):** The department of Health, Education, and Welfare has published regulations regarding implementation of the Family Educational Rights and Privacy Act of 1974. In light of these regulations, Viterbo University has adopted the FERPA policy. Students are entitled to review those records, files, documents, and other materials which contain information directly related to them which are maintained by the university. Any information other than the directory information designated by Viterbo University should not be released to anyone outside of the university without the specific permission of the student. This would include any grades given for the courses you are teaching within the university. Personally identifiable information will be released only to school officials who have a legitimate educational interest. Exclusions are found in the Personnel Policies and Regulations Handbook which is available from Human Resources.

## Personnel Policies

A complete description of all personnel policies is available in the Personnel Policies and Regulations Handbook which is available online at

<http://www.viterbo.edu/uploadedFiles/academics/services/CompleteHandbook.pdf>.

**Affirmative Action Statement:** Viterbo University is an Affirmative Action/Equal Opportunity Employer and is in compliance with Title IX of the Education Amendments of 1972. The University is committed to taking all reasonable steps to achieve a balanced workforce representing the labor market from which job applicants are recruited. There shall be no discrimination against any student and/or employee, or applicant for admission or employment, because of age, race, religion, color, handicap, gender, physical condition, developmental disability, sexual orientation, national origin, marital status, arrest and conviction record, military reserve duty, and use or non-use of lawful products. This policy pertains to all persons within the Viterbo University community. The university bases its employment decisions on bona fide job-related criteria, and ensures that all personnel decisions and actions, responsibilities, and benefits fully comply with the non-discrimination and affirmative action requirements of equal opportunity. In addition, the university ensures that all educational and auxiliary programs, facilities, and services are accessible to all students on a non-discriminatory basis, and are staffed, developed, and promoted in full compliance with the University's policies.

**Sexual Harassment Policy:** Viterbo University is committed to maintaining a learning and working environment which respects the dignity of all individuals, and is free from sexual harassment. Accordingly, Viterbo University will not tolerate the sexual harassment of one member of the university community by another, or by external parties/individuals providing services to Viterbo University. Sexual harassment is defined by the university policy as "unwelcome sexual advances, requests for sexual favors, and other physical conduct and verbal or expressive behavior of a sexual nature." Sexual harassment is considered a serious violation of the ethical standards of Viterbo's community.

**Alcohol, Tobacco, and Other Drug Policies:** Viterbo University is committed to providing a safe and healthy learning environment free of illicit drugs, tobacco, and the unlawful use or abuse of alcohol. The university recognizes that the use or consumption of alcohol, tobacco and other drugs can adversely impact academic achievement, personal development, health and safety. Individuals who violate university policy, local, state or federal regulations are subject to arrest and/or disciplinary sanctions including, but not limited to, required assessment, treatment, restrictions or expulsion. The Viterbo University Code of Student Conduct can be found in the Student Handbook.

**Prohibition on Consensual Relationships with Students:** Viterbo University seeks to maintain a professional and ethical educational environment. Actions of university employees (faculty members, including adjuncts, staff members, and administrators) that are unprofessional are inconsistent with the university's educational mission. A consensual dating or sexual relationship between any university employee and a student is deemed unprofessional and is therefore prohibited, unless the two persons are married. A violation of this policy may result in disciplinary action including dismissal for unprofessional conduct. In the event that a prohibited consensual relationship between an employee and a student is in existence at the time this policy is adopted, the employee must disclose the relationship to his/her supervisor or the Vice President for Academic Affairs and initiate arrangements to address any conflict of interest issues.

## Appendix

**Dean – College of Arts and Letters:**

Timothy Schorr                      FAC 440              796-3774              [tbschorr@viterbo.edu](mailto:tbschorr@viterbo.edu)

**Dean – College of Business and Leadership:**

Thomas Knothe                      BRC 105A              796-3376              [teknothe@viterbo.edu](mailto:teknothe@viterbo.edu)

**Dean – College of Education, Science and Mathematics:**

Ted Wilson                              MRC 401              796-3382              [tawilson@viterbo.edu](mailto:tawilson@viterbo.edu)

**Dean – College of Nursing, Health and Human Behavior:**

Mary Lu Gerke                      NRC 107              796-3664              [mlgerke@viterbo.edu](mailto:mlgerke@viterbo.edu)

**Center for Adult Learning:**

Alissa Oelfke                              FAC 115              796-3087              [aloelfke@viterbo.edu](mailto:aloelfke@viterbo.edu)