
School of Education Adjunct Playbook

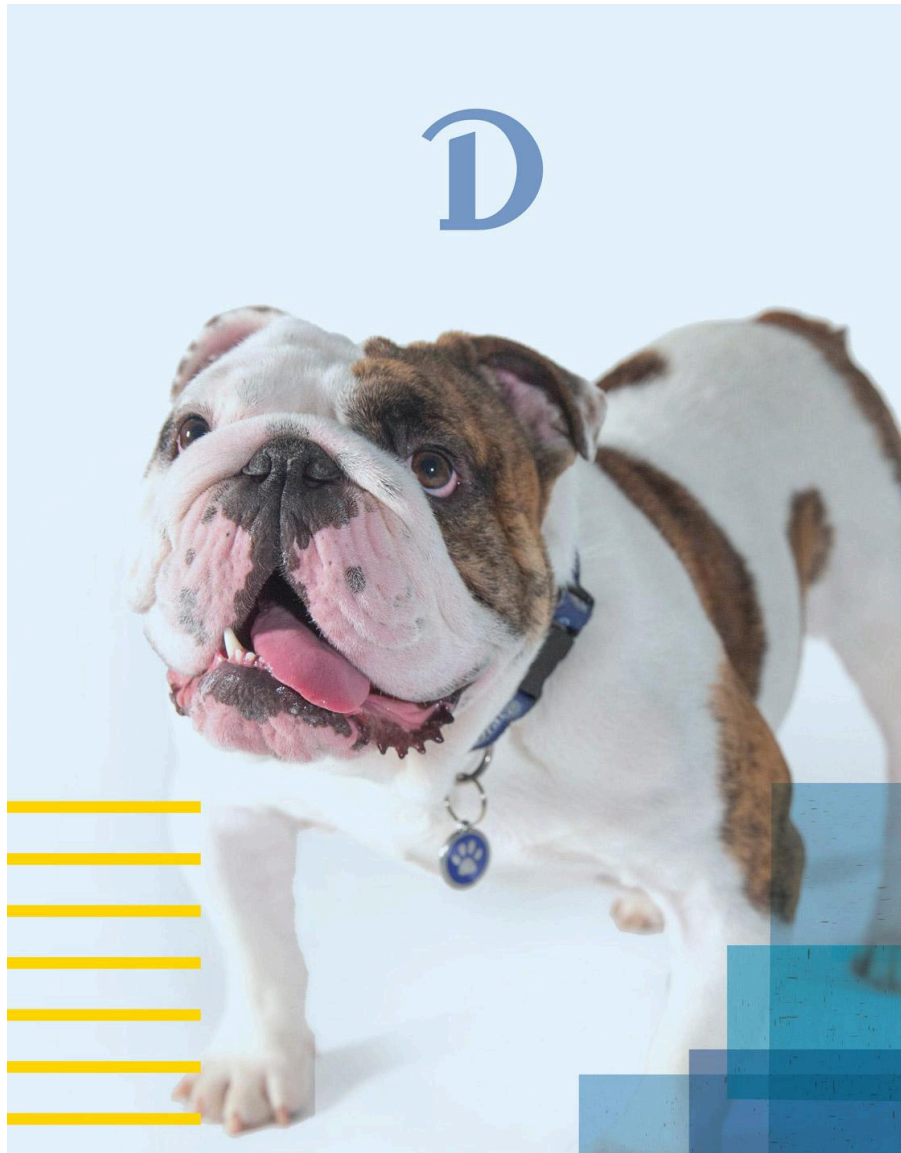


TABLE OF CONTENTS

- I. [Welcome from Dean Ryan Wise](#)
- II. [School of Education Vision & Guiding Principles](#)
- III. [School of Education Information](#)
 - A. [Contacts in Case of Questions/Concerns](#)
 - B. [Where to Find Supplies/Other Needs](#)
 - C. [Course Compensation](#)
 - D. [Independent Study Compensation](#)
 - E. [FAQ](#)
- IV. [Standards and Processes](#)
 - A. [Important Processes](#)
 - B. [Syllabus Items](#)
 - C. [Course Verification](#)
 - D. [Drake ID Badge](#)
 - E. [Parking Pass](#)
 - F. [Enrollment Verification](#)
 - G. [Textbooks](#)
 - H. [Grades](#)
 - I. [Classroom Set Up/Clean Up](#)
 - J. [Evaluations](#)

I. Welcome

Dear Drake University School of Education Adjunct Faculty Members,

Welcome to the SOE! Whether you have taught with us for years or are new to this role, I am thrilled that you have chosen to be a part of this work.

As you'll read, our mission is to prepare, support, and inspire our students to lead and serve in a constantly changing world. Adjunct faculty members help us achieve this mission by bringing a unique perspective and professional experience into the classroom.

My hope is that your service in the School of Education is a professional highlight. To help make that happen, we've created this playbook that will guide your efforts, answer your questions, and deepen your understanding of our approach. In addition, the playbook is designed to be a one-stop-shop for resources that you'll need to access.

I hope you find this document to be helpful. Please reach out if there is more we can do to support you. I wish you all the best in the year ahead.

Sincerely,

Ryan Wise
Dean

II. School of Education Vision & Guiding Principles

The School of Education Mission Statement: We prepare, support, and inspire our students to lead and serve in a constantly changing world.

Vision: Together we transform lives and strengthen communities.

Guiding Principles

- **Social Justice:** We take the stance that everyone deserves equitable social, political, and economic rights and opportunities and collectively struggle to imagine and create a better world for all.
- **Innovation and Improvement:** We take intelligent risks to create breakthrough improvement in results while strengthening core processes, practices, and outcomes in iterative, systematic effort.
- **Reflective Practice:** We actively seek to understand the connection among one's actions and experiences to self and practice to gain new knowledge and insights.
- **Collaboration:** We collegially work together in establishing shared goals in ways that could not be accomplished alone.
- **Care for Self and Others:** We promote and engage in the practice of supporting the physical and psychological health of ourselves and others.

How we Communicate in the School of Education:

- **Work Toward Productive Outcomes**
 - Be mindful of Drake's Core Values and the SOE's Guiding Principles
 - Be solution-oriented
 - Seek clarity in communicating your perspective and in understanding the perspective of others
 - Commit to engaging in and resolving challenging conversations
- **Be Intentional When Communicating**
 - Choose the most effective mode of communicating the message
 - Select the most essential recipients of the message
 - Consider the tone with which the message is communicated
 - Determine the length of the message appropriate to the situation
 - Seek support when in doubt about how to communicate the message
 - Consider the physical and psychological health of yourself and others when communicating
- **Assume Good Intent**
 - Offer grace to colleagues
 - Operate with a generosity of spirit

III. School of Education Information

A. Contacts in Case of Emergency or Concern

Included at this [link](#) is a chart of SOE contacts, job titles/positions, and how to contact them. Other important or specific contacts are below.

| Need/Situation | Name | Contact Information |
|---|------------------------------------|--|
| Locked classroom/Safety | Public Safety | 515-271-2222 |
| Tech Support | Information Technology Services | Room Related Emergencies (515-271-3002) 27/7 Support (515-271-3001) |
| Student Concerns (Attendance, Academics) | Associate Dean Catherine Gillespie | catherine.gillespie@drake.edu |

B. Where to Find Supplies/ Other Needs

Supplies can be located in a few different locations in the building. On the first floor, the double cabinets on the east side of the building behind the Teaching & Learning Support Specialist have supplies. On the second floor, there is a cabinet near Ellie Bullock with more supplies. If you have a need for anything specific or are unsure of where to find something, reach out for assistance.

C. Course Compensation

Adjunct faculty compensation is as follows:

- Master's degree adjuncts: \$3,000
- EdS degree adjuncts or adjuncts with six semesters or three years of service for the SOE: \$3,500
- Doctoral degree adjuncts: \$4,000

Compensation is set up in Drake's Faculty Load and Compensation (FLAC) system. Adjunct faculty are emailed prior to the start of each semester to review their compensation in FLAC. Instructors are paid at the end of the month for each month the course runs.

Courses with enrollment of less than ten students follow the grid below. This is for 3-credit courses; 1-credit and 2-credit courses follow it, proportionally.

| Class Size | Instructor Rate | | |
|------------|-----------------|------|------|
| 10+ | 3000 | 3500 | 4000 |
| 9 | 3000 | 3500 | 4000 |
| 8 | 3000 | 3500 | 4000 |
| 7 | 2675 | 3050 | 3425 |
| 6 | 2350 | 2600 | 2850 |
| 5 | 2025 | 2150 | 2275 |
| 4 | 1700 | 1700 | 1700 |
| 3 | 1275 | 1275 | 1275 |
| 2 | 850 | 850 | 850 |
| 1 | 425 | 425 | 425 |

D. Independent Study Compensation

Independent studies are paid at the rate of \$425/3-credit course. The compensation process for independent studies is the following:

The process for instructor compensation for independent studies is as follows:

1. Instructor emails the Records and Schedule Specialist a screenshot of the posted grade when the course is complete.
2. The Records and Schedule Specialist will enter that information into a spreadsheet.
3. The Budget Manager processes the independent study for payment.
4. Payments will be made at the end of the month. Grades received by the 12th of the month will be paid in the same month. Payments for grades received after the 12th may not be deposited until the following month.

E. FAQ

What do I do when my classroom is locked?

- For a locked classroom, please contact Public Safety at the number listed above if the time is after 4:30 p.m. M-F or on weekends.

What do I do if a student stops coming to class?

- If, after entering the enrollment verification, a student stops attending class or submitting work a Starfish attendance concern should be filled out. You can also notify Associate Dean Catherine Gillespie in the Dean's Office. Identifying non-attenders can be done by taking attendance during classes and making note of students who become habitually absent.

Where can I access the campus calendar?

- [Link](#)

What do I do if technology doesn't work in the room I'm in?

- Contact ITS to relay the information and they will troubleshoot the technology with you. If possible, get to the room ten to fifteen minutes early to try the technology before needing it.

How do I get articles from Cowles?

- This is the [link](#) to Cowles library's article database. There are a wide variety of different topics to narrow down a search to. If you have any difficulties finding a specific article, please reach out to Cowles using their Chat Now feature located on their webpage and someone in the library will assist you.



How do I find out what classroom I'm in?

- The following [screen recording](#) shows where to locate this information.

How do I use the printer/copying machine?

- The following [screen recording](#) shows how to sign in to PaperCut to print materials to the printers. And this [video](#) shows how to print from the printer as well as make a copy. If you have any questions, technology issues, or need something printed ahead of time feel free to contact an admin or staff member.

What do I do in case of inclement weather?

- At times of bad weather, Campus Safety may make an announcement that will affect classes. Those updates will come to all students and staff through the Bulldog Alert system. It is already set up for all those employed by Drake. However, if they have not made an announcement but you feel the weather is making it unsafe, you can cancel class by notifying all students ASAP and contacting an admin. A sign can be posted on the classroom door notifying students that may not have received the message in time.

If you would like to add or change settings for Bulldog Alerts, please use this follow the directions in this [screen recording](#).

IV. Standards and Processes

A. Important Processes

The important processes of the adjunct are as follows: filling out the enrollment verification form, verifying courses and notifying of changes, getting a Drake ID badge, sending textbook information to the bookstore, submitting grades at appropriate times, and notifying students of the professor evaluation system. Reminders of dates and other necessary information will be emailed out.

B. Course Verification

Before the semester begins, adjunct faculty need to check the course on the schedule and immediately notify any changes of time or instructor for the course. This must be done to make sure that the SOE has the correct information available. This [screen recording](#) shows how to find your teaching schedule.

C. Syllabus Items

The syllabi for each course is due before the course begins. The Teaching and Learning Support Specialist and the Leadership and Counseling Support Specialist will send out emails prior to the first day of the beginning of the semester.

The required items in the syllabus are (1) learning outcomes or objectives of the course; (2) student reading and assignment lists; (3) course calendar; (4) student grading criteria; (5) course and instructor evaluation plans; and (6) a non-discrimination statement policy.

D. Drake ID Badge

Upon starting the semester, adjunct faculty must go to the Student Services Center at Olmstead Center to get a [Drake ID](#). The linked webpage holds more information. This badge is necessary to check out materials from Cowles Library and the Curriculum library. It is also to identify personnel at all times and in case of emergency.

Benefits of an ID Card

- Checking out materials from Cowles Library & the Curriculum Library
- Printing materials/copying

- Discounted fitness pass at the Bell and Knap Centers
 - Other wellness perks
- Drake Bike Library
- Free and discounted tickets for Drake sporting events
- 15% discount at the Bulldog Shop
- Free admission to Art Exhibitions, Musical Performances, and Theatre Productions
- Subscription Access like the Chronicle of Higher Education, the New York Times, and the Wall Street Journal through Cowles Library
- Free Mango Language Access through Cowles Library
- Bulldog Bucks can be loaded and used at Drake dining facilities and local businesses linked [here](#)

E. Parking Pass

A [parking pass](#) is necessary for all parking in campus parking lots. During the school year, parking passes can be purchased by logging in to myDrake and selecting Parking Tag Registration. Passes are valid from August to August and come in a few different types. The Premium pass costs \$280 and covers yellow lots, Olmstead, red lots, and Ray Promenade. The Perimeter pass costs \$125 and covers all orange and yellow lots. The Evening/Weekend pass costs \$100 and is valid from 4:30 p.m. to 2 a.m. on weeknights and all day weekends. After purchasing parking passes an email confirmation will be sent when it is ready to be picked up at the Student Services Desk in Olmstead. If you have any questions, studentservices@drake.edu will be able to assist. The following [screen recording](#) will show how to locate the parking pass form.

F. Enrollment Validation

Enrollment verification is the process of identifying students that have not attended the first class or notified the professor of reasons for not attending. This form must be filled out within 7 days of the start of the class. This process helps the SOE drop students in a timely manner to avoid other issues with the University. This [screen recording](#) shows how to locate the form. This is also an [article](#) from the Registrar about how to fill out the form.

G. Textbooks

The textbook that is being utilized for the course being taught must be sent to the bookstore. This [screen recording](#) will show you how to locate the page and fill out the information. This helps the bookstore identify the need of the text and order an appropriate amount for the students taking the course. This information is necessary to prepare all students for the coursework in the class. For desk copies, please contact Zoey Perrigo or June Mitchell and they will request one from the publisher of the text.

H. Grades

The posting of grades for the course is necessary to see student progress. While grading in a timely manner is important, it's also necessary to have final grades posted before or at the due date. **Fall term 2023** grades are due on December 20th at 10:00 a.m. **Spring term 2024** grades are due May 22nd at 10:00 a.m. This [link](#) from ITS shows how to submit grades in Self Service and this [link](#) shows how to submit grades from Blackboard to Banner using Grades Journey. If you have any questions or concerns about submitting grades, please contact the [registrar](#).

I. Classroom Set Up/Clean Up

The classrooms in Collier-Scripps and other buildings on campus are set up in a specific classroom style. After your class or event has finished, please make sure that they are set up similarly to how it was found. If there happens to be a lot of trash or recycling, there are multiple larger containers that are available in the break room/kitchen area of each floor. If you have any questions about classroom set ups, please contact someone with any questions.

J. Evaluations

Towards the end of the semester, students are invited to evaluate their professor for the course. It is the professor's job to notify students of this process and to carry out its implementation. The link for the evaluation will be sent to students' Drake email address and the professor will be notified by email that the survey is ready. The professor should give the students time during class to complete the evaluation, if possible. After the survey, professors can view the results or request results from the department chair. The [linked document](#) is an example of the email and information you will receive when course evaluations are opening soon.