

# **Jacksonville State University**

## **Adjunct Faculty Handbook**

**Compiled by the Office of the Vice Provost**  
**With thanks to the Office of the Associate Dean, College of Arts and Sciences**  
Supersedes Adjunct Policies and Procedures  
Handbooks Prior to 8/25/2011  
Updated 11/18/15

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## **I. Introduction to the University**

### **A. History**

On February 22, 1883, the Alabama Legislature created the Jacksonville State Normal School as a two-year college for elementary teacher training.

In 1927, construction was begun on Bibb Graves Hall and Daugette Dormitory, which became the nucleus of the present campus.

In 1929, the institution was changed from a State Normal School to a four-year State Teachers College offering the baccalaureate degree. As the College grew, a diversified curriculum began to attract students majoring in fields other than education. By 1957, the institution had progressed to the point where the Legislature changed the name to Jacksonville State College. A master's degree program was initiated, with the first graduate degrees being awarded in 1959.

The institution grew rapidly through the next few years and was designated Jacksonville State University by the Alabama Legislature on November 22, 1966. The campus has now grown to be one of the premier educational facilities in Alabama, with 59 buildings occupying 318 acres and with a student body numbering over 9,500.

### **B. Accreditation Standards**

Jacksonville State University is accredited by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), a regional accrediting body for eleven of the Southeastern states. In addition, its professional programs are accredited by their respective national accrediting bodies.

### **C. Board of Trustees**

The Board of Trustees of Jacksonville State University has the authority and responsibility for the management and control of the activities, affairs, operations, business, and property of the University. Membership includes two members from the congressional district in which the institution is located; one member from each of the other congressional districts in the state, as constituted in 1967; the State Superintendent of Education; and the Governor. Trustees are appointed by the Governor, by and with the advice and consent of the Senate, and hold office for a term of twelve years, or until their successors are appointed. The names of those presently serving are provided in the current *JSU Undergraduate Catalogue*.

### **D. Administrative Organization**

The administration of Jacksonville State University is presently organized into three divisions headed by vice presidents for academic affairs, administrative and business affairs, and institutional advancement. In addition to the three vice presidents, the Director of Athletics and the Executive Director of the Division of Information Technology report

directly to the President. The Academic Affairs division is divided into five colleges (Arts and Sciences, Commerce and Business Administration, Education and Professional Studies, Nursing and Health Sciences, and Graduate Studies and Continuing Education), and the Dean of each college reports to the Provost and Vice President for Academic Affairs. The Department of Military Science (ROTC) reports to the Associate Vice President for Academic Affairs. The organizational structure of the other three divisions is presented in detail in the current *JSU Undergraduate Catalogue* under “Staff.”

Administrative officials of the Colleges include Deans, Associate Deans, and Department Heads.

## **E. Mission of the University**

Jacksonville State University is a public, comprehensive teaching institution that provides educational, cultural, and social experiences for a diverse undergraduate and graduate student population. As a student-centered university, Jacksonville State University strives to balance academic challenges with a range of support services for students’ academic, career, and personal goals. As an academic institution, Jacksonville State University seeks to produce broadly educated graduates with skills for employment, citizenship, and life-long learning. As a comprehensive university, Jacksonville State University supports scholarly and service activities consistent with its academic and professional strengths.

## **II. Part-Time/Adjunct Faculty Contractual Matters**

### **A. Philosophy on the Requirements for and Use of Part-Time Faculty**

All part-time faculty must meet the minimum requirement for course work at the graduate level, i.e., having completed at least 18 graduate semester hours of course work in the discipline to be taught and holding at least a master’s degree or holding the minimum of a master’s degree with a major in the teaching discipline. Part-time faculty members receive no fringe benefits other than FICA and do not accrue time toward, and are not eligible for, tenure or promotion. Part-time faculty may teach no more than twelve semester hours during a term (fall, spring, summer), and may work no more than 27 hours per week.

Part-time faculty members teach on a per-course basis as needed. Even though a course might initially be scheduled to be taught by a part-time faculty member, there is always the possibility that another course scheduled for the same term might be canceled, requiring a full-time faculty member to be used in place of a part-time person, or that insufficient enrollment in a course initially scheduled to be taught by a part-time faculty member might result in the courses being canceled. This applies to degree programs, day and evening programs, and locations. Part-time faculty members have specific duties and responsibilities as outlined in section “G” below.

### **B. Equal Employment Opportunity Statement**

From the [\*JSU Staff Handbook\*](#):

Jacksonville State University provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or veteran status in accordance with applicable federal laws. In addition, Jacksonville State University complies with applicable state and local laws governing nondiscrimination in employment in every location in which Jacksonville State University has facilities. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, benefits and training.

To further the principle of equal employment opportunity for all, Jacksonville State University has developed an Affirmative Action Plan. This plan, or relevant portions of the plan, is available for your inspection upon request. Please ask your supervisor or a member of the Human Resources Department for information regarding this plan.

Jacksonville State University expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, veteran status, or status in any group protected by state or local law. Improper interference with the ability of Jacksonville State University's employees to perform their expected job duties is not tolerated.

### **C. Sexual Harassment Policy**

Jacksonville State University provides a work and study environment for faculty, staff, and students free from all forms of sexual harassment, intimidation, and exploitation. For additional information, please see <http://www.jsu.edu/hr/sexualharassment.html>, consult the [\*JSU Staff Handbook\*](#) and/ or contact your Department Head, Associate Dean, or Dean.

### **D. Policy on Drug and Alcohol Use**

Jacksonville State University recognizes the potential impairment in performing one's job responsibilities due to the use of alcohol and other drugs. The university's policy on drug and alcohol use may be reviewed in full at <http://www.jsu.edu/hr/drugpolicy.html>.

### **E. Americans with Disabilities Act**

It is the policy of Jacksonville State University not to unlawfully discriminate on the basis of disability or handicap. For additional information, please contact your Department Head, Associate Dean, or Dean.

### **F. Type of Contract**

All faculty members are contract employees. Part-time faculty members receive a term contract for a designated period which automatically expires at the end of that period. Re-employment of the part-time faculty member, after expiration of a term contract, is at the discretion of the University and involves the execution of another contract.

Once the signed contract is returned to the University and prior to the beginning of classes for the term for which the contract is let, the faculty member must report to Human Resources (third floor of Bibb Graves Hall) for processing the necessary payroll paperwork.

## **G. Part-Time Faculty Rights and Responsibilities**

### **1. Classroom Management and Procedures**

For each course taught, part-time faculty must, at the beginning of each term, prepare a syllabus that explains the following:

- a. the course objectives
- b. special requirements for the course such as term papers, oral reports, field trips, etc.
- c. grading procedures
- d. attendance policy
- e. statement of office hours

**A copy of the course syllabus must be provided to the appropriate Department Head within the first two weeks of the term.**

Part-time faculty are expected to

- a. meet and conduct classes in a professional manner;
- b. grade and return test papers within a reasonable time;
- c. maintain adequate records of grades and be accountable in grading;
- d. allow students an opportunity to review grades;
- e. report grades of all students earning D's or F's on official midterm grade reports;
- f. be available for student consultation at least one hour per week before and/or after the class period for each three-hour course taught; and
- g. meet deadlines established by the Department Head, Dean of the College, Registrar, and Provost/ Vice President for Academic Affairs.
- h. work no more than 27 hours per week

### **2. Grading System**

Part-time faculty member shall refer to the current *JSU Undergraduate Catalogue* for the undergraduate grading system and the current *JSU Graduate Bulletin* for the graduate grading system.

### **3. Changing of Grades**

No grade except Incomplete (I) may be changed after the submitting of final grades except in the case of error. Within 6 weeks after the turning in of grades, an instructor desiring to change a grade other than an "I" must make written application through the appropriate department head to the Office of the [Registrar](#), stating the reason for the error and the need to change. Faculty members are accountable for accurate grading and recording. This procedure does not apply to removal of incompletes. To remove an

Incomplete and assign a permanent grade, faculty that do not have a College policy on Incomplete reporting may go to the Office of the [Registrar](#) to change the grade or send a signed memorandum to the Registrar to initiate the procedure.

#### **4. Tests and Examinations**

**General:** In fairness to students, instructors shall inform students of the nature of their methods of evaluation. The final examination is normally a comprehensive survey of the work of the whole semester.

**Final Examinations:** The [Registrar's Office](#) is responsible for the schedule of final examinations. The schedule is available online on the [Registrar's](#) web page. All final examinations shall be given at the scheduled time unless a change is approved by the Department Head. Change of Examination forms are available from the Department Head and should be filed at least five days in advance of the exam. Under extenuating circumstances, a faculty member may, however, reschedule an individual student's final examination for just cause.

#### **5. Make-Up Examinations**

Faculty members shall, at the beginning of the semester, acquaint their classes with their policy on make-up examinations. In some areas of academic work, course work and experience cannot be made up, and the faculty member should so advise. Students who miss announced examinations or announced classroom assignments for legitimate reasons may take a make-up examination, which shall be scheduled by the faculty member at a reasonable time and under reasonable conditions. The legitimacy of the excuse for missing the test is to be determined by the faculty member.

#### **6. Student Attendance**

Faculty members should consult with their Department Head to determine the departmental policy toward class attendance for students.

#### **7. Course Offerings and Content**

All course offerings shall be in accord with the general requirements of the University, the needs of the department's majors, and the needs of students. Faculty members are responsible for teaching at a standard appropriate to the level assigned to the course; for planning and presenting the course material; for establishing course objectives and requirements consistent with departmental policy and making them known to students; for using selected texts and supplemental materials; for preparing, administering, and grading tests and examinations; and for assigning grades.

#### **8. Absences**

Faculty members are expected to adhere to scheduled class meeting times. Absenteeism can be damaging to the University's educational mission. If a faculty member is unable to meet a class, he or she should contact the Department Head to make appropriate arrangements.

## **H. Part-Time Faculty File Documentation**

Files are maintained in departmental offices for all part-time faculty members. It is the responsibility of the part-time faculty member to provide the appropriate Department Head with all pertinent documentation. Official files are maintained in the Office of the Provost and Vice President for Academic Affairs.

## **I. Appointment Documentation**

All part-time faculty members must be approved by the appropriate Department Head, the Dean, and the Provost/Vice President for Academic Affairs. Prospective faculty members submit a CV, application and official transcripts to the respective academic department. Once appointed, adjunct faculty members received an approved contract along with directions for completion of additional documentation. Periodic reviews and re-evaluations are required.

## **J. Review of Part-Time Faculty**

Part-time faculty performance will be reviewed regularly by the Department Head. If the University needs some future additional part-time faculty, the outcome of these reviews will play an important role in determining whether the part-time faculty member may be re-employed with the University.

## **III. Administrative Matters**

### **A. Banner/ MyJSU/ Email / Blackboard Access**

Administrative processes, including distribution of class rosters and entering of grades takes place through MyJSU and the university's Banner system. Once work eligibility documents are accepted, HR will enter new adjunct instructors into the Banner system. The system will generate an email to the Department Head and appropriate personnel that the adjunct instructor is in the system and has access to MyJSU, Email, Banner and Blackboard.

### **B. Audio Visual Aids.**

Please see Department Head

### **C. Course Audit Procedures**

A person not regularly enrolled in the University may audit courses with the approval of the instructor of the subject, provided there is space available in the class desired.

Auditors must make application for admission and pay the \$30.00 non-refundable application fee as well as the \$25 per semester hour fee. Auditors are listed on the class roll but do not participate in classroom discussions, take tests or final examinations, or make reports, and will receive no credit or grades. Regularly enrolled students, taking at least three hours for credit, may audit courses without payment of an audit fee, but must secure permission of the instructor concerned.

Once a student registers for a course in an audit status, he/she may not change his/her status in that course to a credit basis.

#### **D. Cheating and Plagiarism**

In a University community, true knowledge can be gained only through honest means. All academic dishonesty is expressly prohibited (See: *JSU Student Handbook: Academic Honesty*). In the event that a student is suspected of using unauthorized material on an exam, copying information from the paper of another student during an exam, allowing another student to copy from his/her paper, illegally obtaining test materials, using commercially prepared or copied term papers, presenting another's ideas as his/her own, altering class records, etc., the faculty member, *in private*, should initially discuss the situation with the student. Depending on the outcome of the discussion, the issue will either be resolved between the faculty member and the student or the faculty member will report to the Department Head for the appropriate procedures. The faculty member should not assess any penalties before consulting with the Department Head. Also, the situation should not be discussed with anyone except the Department Head.

#### **E. Class Admission and Grade Reporting**

Initial class rosters are available online on or before the first day of class of each semester or term. Faculty members are to check rosters to determine accuracy. The names of students who have registered late will not appear on the initial roster; however, these names will appear on the final class roll which will be available on the first day following the final day to add classes or register for that term.

*Students attending the class who registered during the pre-registration or open registration periods, but whose names are not on the initial roll, must present proof of enrollment in the class, with a registration slip or add slip. If a student cannot provide proof of enrollment, he or she should not be allowed to remain in class, but should be directed to the Department Head or to the Dean's Office to clear up the situation. Any of these late-registering students whose names still do not appear on the final class roll should be directed to the Dean's office.*

Jacksonville State University uses an online system for recording course grades. During regular semesters (fall and spring), faculty are to report midterm grades for those students who have earned less than a grade of C. Faculty members receive instructions from the Registrar's office for recording and reporting these grades. Prior to the end of a term, instructions for final grade reporting will be received from the Registrar. Final grades will be

recorded and submitted following instructions provided. Please consult the Department Head for additional information, if needed.

#### **F. Class Length**

Faculty members are expected to hold class for the entire time scheduled. Short breaks are acceptable for extended evening classes; however, the break time involved should be kept to a minimum.

#### **G. Class Scheduling**

Scheduling of classes is the responsibility of the Department Head. No change in class time is to be made by a faculty member without the approval of the Department Head.

#### **H. Classroom Assignments**

Classroom assignments are made by the Department Head in conjunction with a master schedule of room assignments for the College. In the event that there is a need to change a classroom, the faculty member should clear the change with the Department Head. Prior to a classroom change, it must be determined that another free location exists to which a class may be moved.

#### **I. Clerical Services**

The departmental secretary is available to assist faculty with typing tests and handouts. However, requests of this nature must be made to give sufficient time for the tasks to be completed. Also, arrangements must be made to work within the 8:00 a.m. to noon, 1:00 to 4:30 p.m. time frame for submitting requests and picking up materials. Departmental offices close at 4:30 p.m.

#### **J. Closed Classes**

In the event that maximum enrollment is reached for a class and a student requests a seat to be added, the student should be directed to the Department Head. The Department Head has responsibility for setting and controlling class size.

#### **K. Conference Areas**

If possible, part-time faculty teaching on campus will be assigned temporary work space by the appropriate Department Head. Part-time faculty who teach at JSU-Gadsden or JSU-McClellan should consult with the respective Director for space arrangements. Where no designated work space is available, student conferences must be held in vacant classroom either before or after the regularly scheduled time for the class.

#### **L. Copyright Laws (From the *Faculty Handbook*)**

Faculty members are responsible for knowing and observing the laws concerning copyrighted material. Title 17, U.S. Code, Section 107, of the Federal Copyright Law, Revision of 1978, provides that "fair use" of copyrighted work, including use by reproduction for purposes such as "teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright." The four statutory criteria used to determine whether the use made of a work in any particular case is fair include the following:

A. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational uses.

B. The nature of copyrighted work.

C. The amount or substantiality of the portion used in relation to the copyrighted work as a whole.

D. The effect of the use upon the potential market for, or value of, the copyrighted work. Multiple copying for classroom use cannot exceed the number of pupils in a class; must meet strict tests of brevity, spontaneity, and non-cumulative effect; and must include a notice of copyright. "Brevity" is defined in strict and arbitrary volume terms, e.g., no more than 250 words from a poem, between 500 and 1000 words from works of prose but up to 2,500 words of a complete article. "Cumulative effect" limits copying by each instructor of a given item to only one course in the school, not more than nine instances of multiple copying for one course during one class term, and not more than one item from the same author nor three from the same collective work or periodical volume during one class term. Under the guidelines, copies may not 1) be used as a substitute for anthologies, compilations, or collective works; 2) be made of "consumables" such as workbooks; 3) be a substitute for purchases, be directed by higher authority, or be repeated with respect to the same item by the same teacher from term to term; 4) be the subject of a charge to the student beyond actual copying cost.

Videotaping of television programs for classroom use from commercial television programming should be tested by the above statutory criteria for fair use. Before videotaping television programs for classroom use from a public broadcasting agency, the faculty member should contact the local broadcasting station as to the list of programs schools may record off the air. Also, see Jacksonville State University Manual of Policies and Procedures.

Faculty members are responsible for obeying the laws concerning computer software use and for complying with the licensing agreements pertaining to each program or set of data. Applicable federal laws on use of computer software are available in the University Computer Center. Faculty members who have questions regarding the use of software should consult the Executive Director of Data Systems Management Division. University employees who wish to use copies of material created by others (printed material, videotape, computer software, or other materials related to electronic media) are responsible for determining its copyright status and should obtain written permission from the copyright owner before using the material except when the "fair use" criteria stated above are met.

## **M. Grade Appeal Procedures**

Part-time faculty should see the Department Head **before** any discussion with a student concerning a grade appeal.

#### **N. Identification Cards**

Part-time faculty members are not issued identification cards. However, access to the Houston Cole Library may be obtained by providing proper identification to the staff at the circulation desk in the main lobby of the Library.

#### **IMPORTANT NOTE:**

If the contents of this handbook conflict with or contradict any information in the *Faculty Handbook* or *JSU Undergraduate Catalogue*, the latter two documents take precedence.

#### **O. Student Conduct Issues**

The *Jacksonville State University Student Handbook* contains information about many of the services available to students, important administrative policies and procedures affecting students, academic regulations frequently referred to by students, and student conduct regulations. A copy is kept in each departmental office and is online at <http://www.jsu.edu/depart/handbook/>.

#### **P. Textbook Selection**

It is not typically the responsibility of the part-time faculty to participate in textbook selection. However, it is the responsibility of these faculty to require the students to use the particular textbook(s) and supplemental materials specified by the faculty making the selection. Part-time faculty should check with the appropriate Department Head as to the textbook(s) to be used for the particular course which he/she is to teach.

#### **Q. Campus Parking**

Campus drivers must use their designated parking zones. A parking map is available online (<http://www.jsu.edu/campus/parking.html>). Parking decals may be purchased by logging into MyJSU and selecting Faculty/Staff Parking Decals under Employee Links. After completing registration, the purchaser brings a Driver's License, Vehicle Registration (tag receipt) and online registration confirmation page to UPD, Salls Hall, Monday-Friday 8 a.m. – 4:30 p.m. to pick up the decal.

#### **R. Faculty Handbook**

Each Department Head has a *Faculty Handbook* in the main department office which serves as a ready reference and as a summary of Jacksonville State University academic faculty policies, work rules, and benefits. In addition, the *Faculty Handbook* is available online at <http://www.jsu.edu/depart/avpass/Handbook.htm>. Any questions concerning access to the *Faculty Handbook* or its policies shall be directed to the appropriate Department Head.

## **S. FERPA Information for Faculty (from the JSU Registrar's Office Web Site)**

The public posting of grades by any of the following methods without the student's written permission is a violation of FERPA:

- Student's name.
- Any part of the student's social security number.
- Student's institutional identification number. E-mailing grades is not recommended.

A student's written permission is required to e-mail grades to any account other than a JSU e-mail account, but this practice is not recommended by the College since there is no guarantee of confidentiality on the Internet even via the JSU e-mail account. Here is a suggestion for posting grades publicly while remaining FERPA compliant:

- Assign each student a code word or randomly assigned number known only to you and the student. Even a coded list, however, should not be posted alphabetically by student name.

Q. What do I have to do to comply with FERPA in returning examinations and other coursework?

A. Leaving personally identifiable, graded papers unattended for students to pick through is no different from posting grades in a hallway. If these papers contain personally identifiable information, then leaving them unattended for anyone to see is a violation of FERPA if the instructor has not obtained the written permission of each student to make his or her coursework accessible in this public manner.

### **BEST PRACTICES**

- Place each student's coursework in an individually sealed envelope with only the student's name printed on the envelope.
- Identify each student with a code word or randomly assigned number known only to the faculty member and the student. Identify all coursework by this code number.
- Return completed coursework during class.
- Have students collect their coursework from the departmental administrative assistant only after the administrative assistant has affirmed the student's identification via a photo ID.
- (Check to see if this service is available in your academic division first.)
- Obtain and maintain each student's written permission to distribute coursework in a public manner.

Q. A father has called me about his daughter's performance in my class. What may I tell him?

A. Regardless of the age of the student or who is paying the student's bill, it is a violation of FERPA to release non-directory information over the phone to a parent. In addition, it would be a violation of FERPA to release directory information to a parent if the student has requested a privacy restriction to be placed on his or her education records.

#### BEST PRACTICE

- Do not release any information via the telephone without seeking assistance from the Registrar's Office. Remember, the student may have placed a privacy block on his or her education records.

Faculty who teach hybrid or online courses or utilize electronic teaching tools such as Blackboard may wish to share students' e-mail addresses in a class with others who are in the same class. Is this FERPA compliant?

This is permissible as long as:

- The students have had an opportunity to request that their e-mail address not be disclosed.
- The faculty member does not share the e-mail address of any student who has requested a confidential block on his or her records.

This document supersedes all Adjunct Policies and Procedures Handbooks prior to / 8/20/2011 and updated 11/18/15

**Suggested reading available for check-out in 201 Bibb Graves Hall:**

**For Faculty:**

Greive, Donald E. *A Handbook for Adjunct/ Part-Time Faculty and Teachers of Adults*. 3rd Ed. Elyria, OH: Info-Tec, 1996.

Lyons, Richard, et. al. *The Adjunct Professor's Guide to Success*. Boston: Allyn and Bacon, 1999.

Menges, Robert J., et. al. *Faculty in New Jobs: A Guide to Settling in, Becoming Established and Building Institutional Support*. San Francisco: Jossey-Bass, 1999.

**For Department Heads and Deans:**

Greive, Donald E. and Catherine A. Worden, Eds. *Managing Adjunct & Part-Time Faculty for the New Millennium*. Elyria, OH: Info-Tec, 2000.

APPENDIX FOLLOWS:

**(Suggested add-ons from individual Colleges should be inserted here, and please remove this parenthetical statement.)**

College Mission Statement

College Organization and Administration

Forms specific to the College

Any other materials pertinent to the functioning of the College