



Note from Dean Lindblom:

The creation of a college policy manual has been on my high-priority list for several years. Below is intended to be the start of a fluid document that is updated each year. You'll note that several included sections below need work, most notably the Academic Integrity section. I plan to continue to strive for clarity and transparency for this and all sections of the CSM policy. Please provide any feedback and commentary you have on this and future versions of the manual.

Tim Lindblom

August 10, 2021

Policy Manual

Purpose

The purpose of the Policy Manual for the College of Science and Mathematics is to supplement University policy found in the Faculty Handbook and the Policies and Procedures Manual with information specific to the College. The contents of this manual are subservient to University policies and are provided in the interest of clarity and easy access. Any conflict between anything in this manual and University policy is resolved by following University policy.

Mission

Committed to Discovery. The College of Science and Mathematics at JSU offers a distinctive environment for investigation, learning, and discovery. In the classroom, laboratory, and field, our staff and faculty cultivate an atmosphere of inquiry. Alongside our students, we grapple with the big questions about our universe from a scientific perspective. With programs of study in three academic departments, we prepare undergraduate and graduate students to join the grand enterprise of discovery we call Science.

Vision

The vision will be created during the 2021-2022 strategic planning process.

Organization

The College contains three academic departments and three academic centers. Support staff serving College report to the dean. An organizational chart can be found in Appendix A.

Department and Center Mission Statements – *Should be updated 2021-2021*

Biology

The mission of the Biology Department is to be recognized throughout the Southeast for academic excellence in the biological sciences. The Department seeks to be the best department in the State, providing its students with contemporary content and meaningful exposure to scientific inquiry in the laboratory and field. The Department maintains excellence in its educational programs through required student/faculty scholarly activity and productivity. Its faculty are expected to grow professionally through interaction with professional societies and consortia. Through assessment of its programs and graduates, the Department strives to meet the changing needs of its students. In addition, the Department serves the University community by providing support courses for general education and in

health-related areas. It also seeks to provide strong and meaningful educational outreach throughout the Northeast Alabama community.

Center for Information Security and Assurance

The Mathematical, Computing, and Information Sciences (MCIS) Department's Center for Information Security and Assurance (CISA) provides an avenue for research and education in computer and network security, digital forensics, cryptography, risk assessment and mitigation, disaster recovery and management, security regulations and compliance, and information security management. CISA facilitates the partnerships and collaborations across disciplines at Jacksonville State University and community colleges in Northeast Alabama in the areas of critical and national need. CISA represents an exciting and clear vision toward contributing to the national information assurance infrastructure and manpower development.

Chemistry and Geosciences

The Department of Chemistry and Geosciences (CYGS) exists to provide quality education, student-professor research, and community service in the areas of chemistry, geography, geology, anthropology, and physics - to students, citizens, and organizations within the university's sphere of influence. The department functions as a unit within the College of Science and Mathematics. Our primary purpose is to provide programs of instruction at the graduate and undergraduate level that are rigorous, current and technically sound. Because the faculty in the department believe in learning through involvement, the department maintains a constant level of research and consulting activity of mutual benefit to faculty, students, and the community. The department represents a diversity of disciplines and will continue to serve a broad constituency. The department serves majors in chemistry and geography, and minors in anthropology, chemistry, environmental science, geography, and physics.

Mathematical, Computing, and Information Sciences

The purpose of the Mathematical, Computing, and Information Sciences department (MCIS) is to provide quality programs in mathematics, computer science and computer information systems on the undergraduate and graduate levels. MCIS currently provides three Bachelor of Science programs, two Masters of Science programs, and four different minors. In addition, MCIS provides all the field courses for the Bachelors and Master's of Science in mathematics education programs. MCIS programs place a strong emphasis on quality teaching and encourage research and other scholarly activities. The MCIS programs provide a balance between the theoretical and the practical. MCIS provides appropriate courses for its own majors and minors, as well as service courses in mathematics and computer science for all disciplines at JSU. MCIS provides undergraduate and graduate students access to modern computing laboratories.

JSU Herbarium

The Mission Statement of the JSU Herbarium is 1) to be a secure repository of regional plant specimens; 2) to foster teaching, research, conservation, and educational outreach programs in Alabama; 3) to continually expand the collection to better represent the diversity of vascular and nonvascular plants; and 4) to curate the collection at the highest possible standards. Above all, the Jacksonville State University Herbarium seeks to provide exemplary outreach in science education and research in rural Alabama.

JSU Planetarium

Needs to be renovated and perhaps then we can get a Mission statement.

Strategic Partnerships and Special Projects

To work closely with organizations, government, business, and the public to guide and provide sound programs and policies that encourage economic development through sustainable practices, the protection of natural, recreational, and cultural resource. The department has a particular emphasis toward the creation of jobs and education for all people.

Let this be your base of information for environmental protection, outdoor education, and adventure in northeast Alabama.

We strive to implement environmental, cultural, and heritage-based protection that fosters both economic development and growth. We believe our economy will strengthen through the promotion of smart growth and other positive forces, like environmental protection, tourism, and sustainability. Our work has led to the federal designations of places like the Little River Canyon National Preserve, the Dugger Mountain Wilderness, and the Mountain Longleaf National Wildlife Refuge.

Curriculum

The faculty are responsible for the content and quality of the curriculum. All curricular revisions should initiate with the faculty. CSM administration may suggest changes to the curriculum, but actual proposals must come from the faculty. The process for curricular proposals and approval is largely department specific but should conform to the following guidelines.

1. Before a change is forwarded to the dean for approval, the department must hold a vote of no less than 5 full time faculty and record the result in official minutes. In some departments, this may be a vote of the entire faculty while other departments may have discipline specific curriculum committees. In the latter situation, care must be taken to ensure that other departmental disciplines are consulted on all curriculum changes. Membership on the Curriculum Committee is determined by the department head.
2. Many courses in the College are used for the general education curriculum across campus. Great care and much consultation with units outside of the College is required when altering general education courses.
3. Curricular proposals will then be forwarded to the dean and reviewed by the CSM department heads and the CSM Adviser/Certification Officer for potential conflicts.
4. The dean may send proposals back to the department for revision.

Promotion and Tenure

Tenure is an essential element of the life of an teacher/scholar. It protects academic freedom and grants tenured faculty the ability to pursue truth and knowledge without the fear of censure or reprisal. Promotion is likewise an essential element of academic life. Promotion provides a mechanism to reward faculty who pursue excellence in teaching, scholarship, and service throughout their career.

The process to obtain tenure and/or promotion must be constructive and nurturing while also rigorous and fair. The following steps are designed to meet the attributes of a robust promotion and tenure process that provides guidance and support for tenure-track faculty. The following is subservient to the Faculty Handbook published on the Academic Affairs website.

The dean intends to conduct three promotion and tenure workshops for all newly hired assistant professors: first year, pre-third-year review, and pre-tenure review workshops. In addition, candidates should be familiar with all applicable promotion and tenure sections of the Faculty Handbook and accessory documents on the Academic Affairs website under *Faculty Resources*.

Assistant Professors seeking promotion and/or tenure

1. The third year FAR will be replaced by a thorough third-year review. Candidates will prepare a portfolio as they would for full review following the published P&T timeline. A review will be conducted by the department head with a special emphasis on progress towards tenure and promotion. The results of the third-year review will be forwarded to the dean and provost who may add addendum to the review.
2. At the time for full review, the portfolio should be updated and made available to departmental faculty above the candidate's rank for review, according to the schedule published on the Academic Affairs website. These faculty may elect to insert a confidential letter of review into the candidate's portfolio under Tab 1. These letters are confidential and not returned to the candidate at the end of the review process.
3. Departments may elect to create a promotion and tenure committee to streamline the review of portfolios by the faculty. P&T committee membership may be appealed by the candidate to the dean. If a committee structure is utilized, eligible faculty who are not on the committee may add additional letters of review to Tab 1 independent of the committee. The committee will conduct a review and hold a formal vote. Candidates with a majority vote will be given a recommendation for tenure and likewise, those without will not be recommended. In the case of a tie, the department head will vote to break the tie. An elected chair of this committee will write a letter stating the committee recommendation on tenure and/or promotion. This letter is provided to the department head and remains with the portfolio through the remaining steps.
4. The department head will compose an independent recommendation letter on the candidate for tenure and/or promotion that remains in Tab 1 through the remaining steps but is not returned to the candidate. Similarly, the dean will also insert a recommendation letter into Tab 1 for review by the provost and president.

Associate Professors seeking tenure or promotion

1. The review of portfolios from Associate Professors seeking promotion will follow the process outlined above beginning with step 2. Only full or distinguished professors will participate in the review process of associate professors. Faculty of equal or lower ranks may provide a nonconfidential letter to the candidate for inclusion in Tab 5 of Notebook 2.

Full Professors seeking Distinguished Professor

1. Full professors seeking the rank of Distinguished Professor are encouraged to meet with their department head and dean prior to creating the review documentation as outlined in the Faculty Handbook.
2. Outside review of Distinguished Professor applications is required. Nominations for outside reviewers by the candidate is allowed. The dean may elect to include all, some, or none of these reviewers in the process. At least one outside reviewer selected by the dean will be included in each review process.

Instructors seeking Distinguished Instructor

1. Instructors seeking the rank of Distinguished Instructor are encouraged to meet with their department head and dean prior to creating the review documentation as outlined in the Faculty Handbook.

Overload, Adjunct, and Working Retiree Compensation Guidelines

Guidelines for compensation for regular faculty overloads, adjunct faculty, and working retirees were issued by the provost on August 9, 2021. Included in the guidelines is a CSM specific compensation plan. The guidelines and CSM specifics are included in Appendix B.

Academic Integrity

The Office of Community Standards and Student Ethics is currently working on a university wide academic integrity policy in cooperation with several deans. Faculty will be included in the creation of this policy. For now, the statement issued by the dean at the beginning of the 2020-21 academic year is still in effect:

Finally, I'd like to highlight academic honesty during this pandemic. The transition to significantly more online learning, as well as the generally heightened level of anxiety, could lead to more shortcuts by students. Please take this into consideration when designing your assessments. Also know we are experiencing an increase in student complaints in the office. Please know that I take student comments seriously and always investigate claims. I also know that the student's perspective is always only a single point of view. If I ask you for information about a situation, please know that I am simply following best practices. If you have clear expectations and policies in your syllabus and treat students fairly and with some patience, kindness, and compassion, I will support you. Tracy and I will create a database of academic dishonesty in our office to identify repeat offenders. Please report all instances of academic dishonesty to your department head and Tracy promptly.

Syllabus Requirements

Per university policy, there are several requirements for all syllabi. Those requirements are found in Appendix C. Please make sure your syllabi are clear and concise but contain all the required elements. Most policies have been updated annually so be sure to update your syllabi each year.

Faculty Reporting Dates

Faculty are expected to report for duty according to the academic calendar. This year, the reporting period is August 12, 2021, until May 7, 2021. During the normal work hours and days of this period, faculty are expected to be readily reachable. If you have plans to travel or be otherwise unreachable, you will need to get clearance from your department head.

Office Hours and Student Responses

Faculty are expected to have reasonable and varied times for students to drop in and get help. Each department sets its own office hours policy. Please be sure that your office hours are posted and that you are available during those times. Also expected are prompt responses to student communication. Please try to respond to all student communication within a single working day. Please insist that your students use their JSU email address for all communication to stay compliant with FERPA regulations.

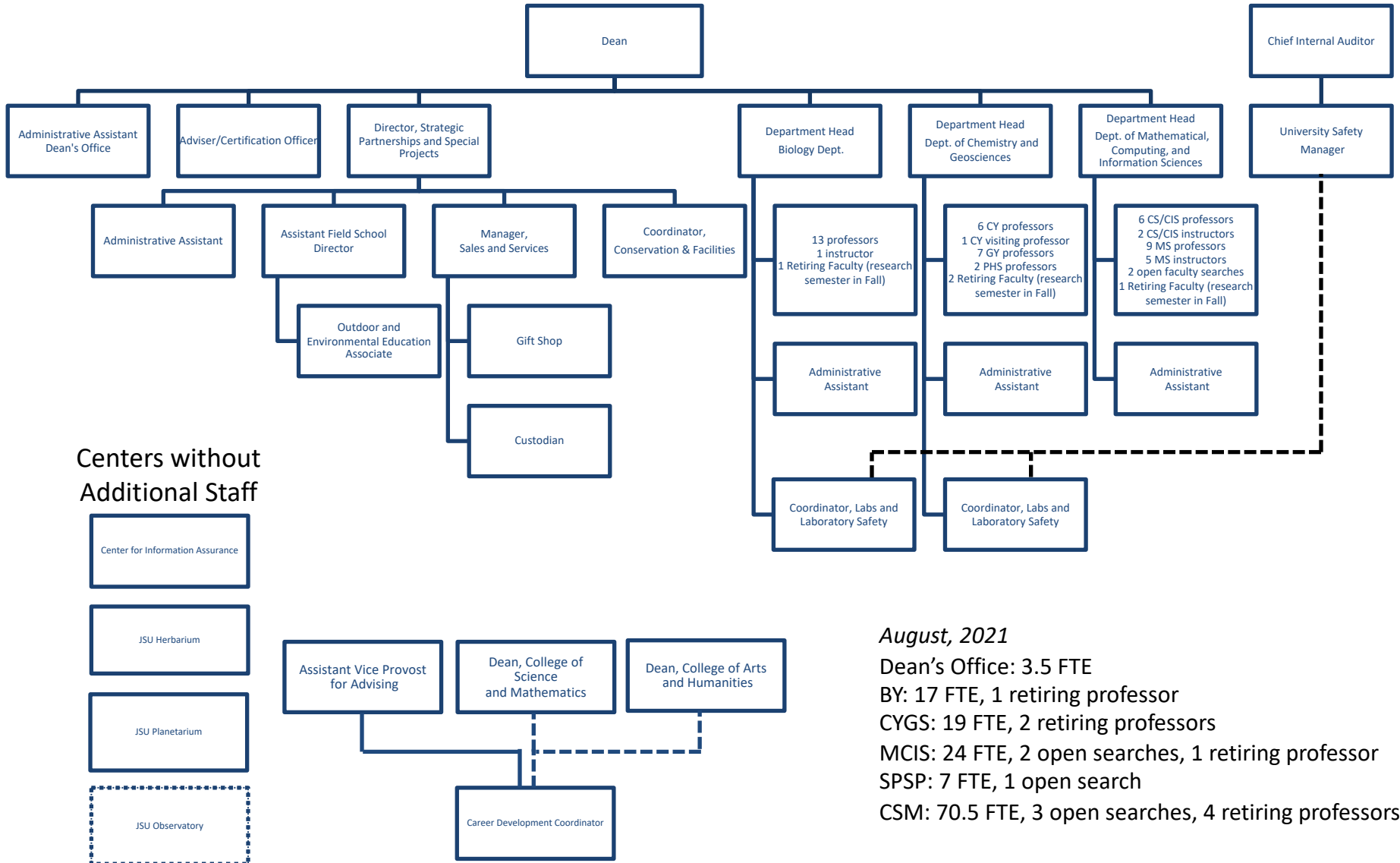
Participation in Commencement

Faculty are expected to participate in at least one commencement ceremony each academic year. Faculty that teach in the summer may be asked to participate in summer commencement ceremonies. Staff are highly encouraged to volunteer with commencement preparations and support.

Appendix A. CSM Organizational Chart

College of Science and Mathematics Organizational Chart

August, 2021



Appendix B: University and CSM Compensation Guidelines



Overview of Contracts for Full- and Part-Time Faculty (Revised August 9, 2021)

General Information

The following information provides guidance on preparing overload, adjunct, and working retiree contracts for fall/spring and summer semesters from Fall 2021 until further notice. For deadline dates associated with contract processing, please contact Kim Turner at kjturner@jsu.edu.

It is understood that departments may have unique situations and various approaches to workload allocation and calculation. **Each college is required to have an approved compensation plan on file in the Office of the Provost.** Deans should work with department heads and support staff to understand college/departmental specific compensation plans. Any other situation requiring additional explanation on the contract should be disclosed upon contract preparation.

For all classes, every effort should be made to have sufficient enrollment in each class before submitting contract. **The minimum enrollment in fall and spring terms is 10 at undergraduate and 8 at graduate. The minimum enrollment in summer terms is 8 at the undergraduate level and 6 at the graduate level** (below minimum requires prorating of contract). Enrollment approved at a lower capacity must be included in the college compensation plan and briefly explained on contract. See exceptions to Dual Enrollment below.

The contract originator should ensure the correct category is selected for the contract. This is important to categorizing costs for different units as well as understanding costs for different types of contracts.

Full-Time Faculty Parameters

Before overload compensation is assigned to full-time faculty, the department head should carefully review full-time teaching load and evaluate whether some courses are well below the expected enrollment. For instance, if a full-time workload of 12 hours consists of four courses with less-than-ideal enrollment, then an overload should be carefully considered before issuing. This is not referring to certain practica and internship-based courses that may require a lower ratio of student to faculty.

For faculty who teach outside their department for other programs, the department head responsible for the faculty member must be notified and must approve the additional workload before contract is issued. This can be handled electronically through the new contract routing process when the correct categorization is selected for the employee.

Any calculations previously used for overload, etc., should be replaced with the calculations below unless special situations (accreditation requirements, etc.) require alterations. Those alterations should be described and submitted as part of the college plan.

Compensation for first-time online or first-time for a course to be delivered hybrid or traditionally is no longer applicable. Course prep pay should not be considered a supplement or overload as all faculty are expected to prepare their courses as part of the faculty role. Extreme situations may occur which

warrant some type of compensation (e.g., faculty member must take FMLA due to sickness and another faculty member must prepare course within a limited timeframe). These situations must be approved by the department head and dean.

Occasionally, specific projects or administrative-type roles for which faculty are assigned may warrant some type of workload allocation. When this occurs, detailed information should be provided within the contract language. Additionally, careful consideration should be given to the amount of workload provided (e.g., equivalent to a 3-hour course). The correct category on the contract should be selected for these type projects. In some instances (e.g., program accreditation work, etc.), the dean should seek approval from the provost in advance.

Adjunct Faculty Parameters

Previously, some adjuncts who taught more than 6 hours were paid at a different rate. The new compensation structure is a flat rate with **no increase after 6 hours**. Additionally, in the past, certain adjuncts with extensive experiential and academic preparation may have been paid at a different rate. When the contract is prepared for this type of adjunct, the contract must note the differential pay rate is due to extensive academic and experiential qualifications and has been approved by the dean and provost. There will be consideration going forward for a different title for these type of adjuncts (e.g., distinguished adjuncts).

Adjunct faculty can teach no more than 12 hours per semester/term for fall, spring, and summer. This policy includes all parts of term combined (e.g., all summer terms combined should be 12 hours or less; Fall, Fall A, and Fall B constitute one term, etc.). Adjuncts can also teach in the winter term and can teach a maximum of three hours.

Working Retirees

Working retirees can earn no more than \$31,000 per calendar year at this time. This maximum compensation includes all compensation at any Alabama TRS Institution (e.g., working at JSU and GSCC). **Working retiree contracts for teaching should be issued by term, not annually**. It is the department head's responsibility to ensure the working retiree receives contracts in line with the maximum amount of earnings allowed. It is the employee's responsibility to understand the impact of working for multiple TRS Institutions.

Working retirees can work more than 12 hours per semester as they are primarily regulated by a maximum amount of earnings annually rather than hours taught per semester. However, there should not be an appearance of a permanent full-time position. Careful consideration should be given to when the working retiree should teach more than 12 hours.

The JSU working retiree allocation is currently \$31,000 annually and will not increase if/when the state increases the post-retirement calendar year salary cap.

Dual Enrollment (DE) Salary Information

JSU hires DE teachers as Adjunct Faculty if they are teaching in a private school or teaching an online class. These teachers include adjuncts, regular faculty, and working retirees. Adjuncts and working retirees serving in this role must complete the standard JSU process for hiring of adjunct faculty and must be SACSCOC-qualified in the teaching field. For the past two years, the following compensation has been used:

Adjuncts and Full-time Faculty for DE

- The base salary is \$2000 for a 3-hour class, or \$666.66 per credit hour.

- The minimum number for full contract is 8 students, and if there are 7 or fewer students, contracts are calculated at \$250 per student. (Note: this differs from the standard adjunct pay; the rationale is that DE classes are more than just academic offerings. These classes foster good relations with the schools, which are under pressure to expand such opportunities; they allow us to build a base for DE at schools, particularly small schools; and they are a means to recruit students for JSU; they keep our competition from community colleges and other universities out of these schools with their course offerings.)

Working Retirees for DE

- The base salary is \$2445 per 3-hour course or \$815 per credit hour.
- The minimum number for full contract is 8 students, and if there are 7 or fewer students, contracts are calculated at \$305.62 per student.

If DE classes are offered at a public school during the school day, an Alabama Ethics ruling will not allow teachers to receive a salary, since they are already paid a salary by the state/school for work during that time. These teachers are considered Affiliate Faculty, but they must meet the same requirements as adjuncts and must be SACSCOC-qualified in field. In these cases, the school is paid a fee of \$1500 per 3-hour class or \$500 per credit hour for a class delivered at the school, during school hours, by teachers from the school. These funds do not come from the academic departments.

DE J-STEAM Classes

- J-STEAM classes are to be taught by JSU Faculty as overload contracts. Please discuss with Amie Knight, Tim Lindblom, or Lisa Williams if a JSU adjunct is recommended for a J-STEAM class; approval of an exception will be required.
- J-STEAM classes are to be in-person classes, generally at a JSU location—campus, McClellan, Little River Canyon Center, and not usually at a high school.

Full-Time Faculty Overload Contracts

Standard Compensation--Full-time Faculty Overload

Hours/Enrollment*	Contract Amount
Undergraduate (full time load is 12 hrs)	
Overload of 3 hours or less UG	\$2000 for first overload course (3 hrs); if less than 3 hours overload, then \$666.66 per hour. This is considered the base overload.
Overload of >3 hours UG	\$500 per hour (after base overload is paid)
<i>If less than 10 students in a standard 3-hour course in overload contract</i>	\$200 per student
Dual Enrollment	\$2000 for 3-hour class; \$666.66 per credit hour
<i>If less than 8 students in a DE class in an overload contract</i>	\$250 per student
Dual Enrollment J-STEAM Class	\$3000 for 3-hour class; \$666.66 per credit hour, plus \$1000 J-STEAM supplement
<i>If less than 8 students in a DE J-STEAM class in an overload contract</i>	\$375 per student
Graduate (full time load if only teaching graduate courses is 9 hrs in some professional programs only; otherwise, full time load is 12 hrs even with mixed graduate and undergraduate assignments)	
Graduate pay scales are specific to college plans.	
*When enrollment numbers are low, contracts should be held as close to the last day to add as possible, so amounts are accurate. This would most likely result in a delay in processing and payment and should be explained to the faculty or adjunct.	

Part-Time Faculty Contracts

Compensation--Adjuncts

Hours/Enrollment*	Contract Amount
Per hour UG	\$2000 per three-hour course or \$666.66 per hour
Per hour Grad	Pay scale specific to college plan
Dual Enrollment	\$2000 for 3-hour class; \$666.66 per credit hour
<i>If less than 8 students in a DE class in an adjunct contract</i>	\$250 per student
*When enrollment numbers are low, contracts should be held as close to the last day to add as possible, so amounts are accurate. This would most likely result in a delay in processing and payment and should be explained to the faculty or adjunct.	

Compensation--Working Retirees

Hours/Enrollment*	Contract Amount
Per hour UG	\$2445 per three-hour course or \$815 per hour
Per hour Grad	Pay scale specific to college plan
Dual Enrollment	\$2445 per three-hour course or \$815 per hour
<i>If less than 8 students in a DE class in a working retiree contract</i>	\$305.62 per student
*When enrollment numbers are low, contracts should be held as close to the last day to add as possible, so amounts are accurate. This would most likely result in a delay in processing and payment and should be explained to the faculty or adjunct.	

Language for Contracts—Fall/Spring

Full-time Faculty—Overload Contracts

List course abbreviation, course number, section number, title (can be abbreviated), number of credit hours, number enrolled, and overload compensation. **Must list ALL classes** and enrollments taught by the faculty member on the overload contract, which will include their standard teaching load. So, if someone is teaching an overload, the contract should list at least 5 classes with enrollments, unless an exception exists.

Example: Regular load-EH101-001 English (3 credit hours) 14 enrolled; EH 102-006 English Composition (3 credit hours) 23 enrolled; EH102-020 English Composition (3 credit hours) 23 enrolled; EH426-001 Edgar Allen Poe (3 credit hours) 13 enrolled. Overload-EH322-007 Technical Writing (3 credit hours) 25 enrolled. Compensation is \$2000.00.

Adjuncts or Working Retirees

List course abbreviation, course number, section number, title (can be abbreviated), number of credit hours, number enrolled, WWW if online. Use appropriate rate in tables above. Example below is for adjunct, not working retiree. If an exception is in place for compensation, briefly document the rationale in the text box of the contract.

Example: HY201-001 American History (3 credit hours) 30 enrolled. Compensation is \$2000.00

Summer Contracts

Calculation of Summer Contracts for Full-Time Faculty

For full-time faculty, summer differential is calculated for summer courses by the following calculation:

Salary divided by 32 multiplied by the number of hours being taught across the summer

Example: $\$50,000/32 = 1,562.50 \times 3 \text{ hour course} = \$4,687.50$

Minimum enrollment for full-time faculty to receive full summer differential is 6 at graduate level or 8 at undergraduate level. **If the minimum enrollment is not met, the contract must be prorated** using a percentage of the differential to reflect the number of students.

If full summer differential for minimum enrollment of 8 students is \$4,687.50, then summer differential for 4 students would be \$2,343.75.

The maximum number of hours across all summer terms for summer differential pay is 9 hours. Anything taught over 9 hours will be paid at the overload rate, only after review and approval by the dean.

For adjuncts and working retirees, rates in charts above for fall/spring should be used. Department heads and deans should use caution when assigning courses to adjuncts and working retirees which do not meet the minimum enrollment. Consider adding students to another established section or advising student to register for the section in a regular semester.

Language for Contracts - Summer

List course abbreviation, course number, section number, title (can be abbreviated), number of credit hours, number enrolled, and summer differential compensation. Indicate whether the contract is prorated for the full-time faculty contracts. Other contracts for working retirees and adjuncts should be completed as above.

Example: HY201-001 American History (3 credit hours) 4 enrolled. Prorated compensation is \$2,343.75.

College of Science and Mathematics

The following are compensation guidelines for courses in the College of Science and Mathematics. Every effort has been made to consider all scenarios. However, unique circumstances beyond these guidelines may require negotiation with the dean and provost.

Ideally, all courses in the college would be taught by regular faculty under the targeted maximum enrollments. However, demand for courses often requires instruction beyond a department's regular faculty capacity. In some situations, the demand for courses is not fully realized until near, or sometimes after, the class start date. When necessary, priority of these assignments is first to adjunct faculty and instructors, and secondly to tenure track faculty. This is to prevent the consumption of time for scholarship and service by tenure stream faculty.

Graduate and undergraduate courses are compensated equally in the College of Science and Mathematics.

On occasion, regular faculty teach courses with extraordinary enrollments as part of their regular load. Typically, but not always, these larger courses are online where enrollment is essentially unlimited. Full-time faculty should be compensated for the enrollment but not the overload. For example, a faculty member teaching MS 110 as part of their regular 12-hour semester load to 50 students is entitled to \$750 in extra enrollment compensation. This typically only applies to online courses as face-to-face courses are usually limited by classroom size but may be applied to any course when appropriate. This enrollment compensation may also be used for summer courses when enrollment is high and instructor availability is low.

Adjunct faculty may also teach courses with extraordinary enrollments. Targeted maximum enrollments differ for regular and adjunct faculty because adjuncts often teach only a few courses at a time and the slightly higher compensation is necessary to recruit quality adjunct faculty.

Extra enrollment compensation for courses not listed below may be negotiated in advance with the dean and provost.

The College may, at times, hire doctoral level or other professionally prepared instructors to serve as adjuncts. These adjuncts serve as Distinguished Affiliate Professors (see 2.1.4.8 in the faculty handbook) and may be compensated beyond the guidelines below with permission from both the dean and provost.

Adjunct Faculty

Courses with Traditionally High Enrollments

BY 3-hour courses: 101, 102, 121, 122, 123

BY 4-hour courses: 263, 264

CY 105, 106, 115, 116

GY 250, 251

GL 241, 242

PHS 201, 202

CS 201

enrollment	3-hour compensation	4-hour compensation	Per hour rate
12-30	\$2000	\$2664	\$666
31-39	\$2750	\$3664	\$916
40-49	\$3500	\$4664	\$1166
50-54	\$4250	\$5664	\$1416
55-60	\$5000	\$6664	\$1666
>60	open new section		

Courses with Traditional Enrollment Caps

MS 110

MS 112

MS 113

MS 204

enrollment	3-hour compensation	Per hour rate
12-30	\$2000	\$666
31-39	\$2750	\$833
>40	open new section	

1 hour Laboratory Courses

BY 103, 104

CY 107, 108

GL 243, 244

GY 252, 253

PHS 203, 204

enrollment	compensation
10-24	\$1000
25-48	\$2000
49-72	\$3000
73-96	\$4000

Regular Faculty Overload Compensation

Courses with Traditionally High Enrollments

BY 3-hour courses: 101, 102, 121, 122, 123

BY 4-hour courses: 263, 264, 283, 322, 332, 373

CY 4-hour courses: 231, 232

CY 105, 106, 115, 116

GY 250, 251

GL 241, 242

PHS 201, 202

CS 201

enrollment	3-hour compensation	4-hour compensation*
12-60	\$2000	\$2750
61-79 (frequent)	\$2750 (overload + \$750)	\$3500
80-100 (uncommon)	\$3500 (overload + \$1500)	\$4250
100+ (exceptionally rare)	\$4000 (equivalent to 2 courses)	\$5500

*The four hour rate is marginally larger than the per hour rate, and slightly higher than that for adjuncts, due to the increased regular faculty supervision of GTAs or the direct teaching of the laboratory sections of 4 hour courses, as compared to adjunct faculty.

Courses with Traditional Enrollment Caps

MS 110

MS 112

MS 113

MS 204

enrollment	3-hour compensation
12-40	\$2000
41-55 (common)	\$2750 (overload + \$750)

1 hour Laboratory Courses

BY 103, 104

CY 107, 108

GL 243, 244

GY 252, 253

PHS 203, 204

enrollment	compensation
10-24	\$1000
25-48	\$2000
49-72	\$3000
73-96	\$4000

Appendix C: CSM Syllabus Requirements

College of Science and Mathematics Syllabus Requirements 2021-2022 Academic Year

Your syllabus should reflect your personality, teaching style, and individual course. However, there are some required and some highly suggested elements that should be in every syllabus. The minimal components to be included on the syllabus are listed below, with the text of required policies (which are included so that they are easy to copy and paste).

Required

- Course Prefix, number, section, title, location and date/time
- Contact information including office location/hours, phone number, and email address
- Course description including prerequisite courses that matches the course description in the catalog
- Course objectives that flow logically into the Student Learning Outcomes
- Student Learning Outcomes. These should be derived from the course objectives and should reflect the learning goals for students successfully completing the course. Each student learning outcome should be assessed each semester by an appropriate instrument.
- Clear and simple grading scheme with instructions on how to access current grades.
- Required texts, materials, software, etc.
- Class meeting schedule/calendar (including information about classroom rotation, if applicable)
- Attendance policy
- Communication policy/preferences
- Late or missed exam/work policy

Required University Policies/Statements

- COVID-19 Statement: To protect the health and safety of all employees, visitors, and students during the COVID-19 pandemic, Jacksonville State University has adopted mandatory face covering and social distancing requirements. Students must always wear face coverings (covering mouth and nose) when inside campus buildings (classroom, lab, common areas, etc.). Students do not have to wear a face covering when in assigned dorm room or when eating if a six-foot distance can be maintained. Students should maintain social distancing in classrooms, hallways, etc. Students violating these requirements will be referred to the Office of Community Standards and Student Ethics and will be sanctioned accordingly which could include fines, educational sanctions, disciplinary probation, housing probation, housing suspension without a refund and/or University suspension.
- Academic Honesty policy that includes the following statement: In a University community, true knowledge can be gained only through honest means. All academic dishonesty is expressly prohibited. This policy is applicable for campus and distance learning activities. Students who violate this Academic Honesty Policy will be subject to disciplinary actions which could range from a zero on an assignment to failure of the course; repeated offenses can

result in dismissal from the university. Records of academic dishonesty are kept in the School of Science Dean's office.

- Tutoring resources at JSU: All JSU students can access online tutoring assistance through tutor.com. To access tutor.com, log into Canvas and click the tutor.com link in the navigation pane. For more information about tutor.com contact Debra James at dmjames@jsu.edu. For assistance with writing, The Writing Center is available through online appointments: <http://www.jsu.edu/english/jsu-writing-clinic.html>
- Disabilities Support Services Statement: Any student with a documented disability needing academic adjustments or accommodations is requested to speak with Disability Support Services DSS and the instructor, as early in the semester as possible. All discussions will remain confidential. Disability Support Services is located in 139 Doughty Hall or students can call or email at (256) 782.8380, dss@jsu.edu.
- Military Connected Student Statement: The Office of Veteran Services serves all active duty, guard, reserve, veteran, and dependent students at JSU. If you have any questions about Veteran Services please contact (256) 782-8838, veterans@jsu.edu, or at the physical location in the basement of Doughty Hall. If you are a student currently serving in the military (Active Duty, Guard, or Reserves) with the potential of being called to military service or training during the course of the semester, you are encouraged to contact your course instructor no later than the first week of class to discuss the class attendance policy. The instructor may make accommodations for this absence or suggest that you take the course at another time.
- Title IX Statement: Jacksonville State University does not discriminate on the basis of sex in the educational programs or activities that it operates. JSU is required, by Title IX of the Education Amendments of 1972 and the Department of Education regulations to implement Title IX, not to discriminate in such a manner. This requirement to not discriminate in educational programs and activities extends to employment by the university and to admission thereto. This may include sexual harassment, sexual misconduct, domestic violence, dating violence, stalking and other conduct that is addressed in our "Sex-Based Harassment and Misconduct Policy." Anyone with knowledge of this type of conduct is asked to immediately report such incidents to the University Police Department at (256) 782-5050 or the Title IX Coordinator at (256) 782-5769. If an individual wishes to keep the information confidential, they should speak with a counselor at the Counseling Services office at (256) 782-5475 or a medical provider at JSU's Health Center (256) 782-5310. For more information about Title IX or to report a concern, please visit the JSU Title IX webpage at www.jsu.edu/titleix.

Required for all Courses with Online Components

- Any special requirements including reliable internet access, cameras, or software need to be explicitly stated. See the attached example from Dr. Amy Franklin on the use of Honorlock.

Required for all Courses with Laboratory Components (Note: some labs may actually not need this statement such as CS or Geography. But any lab with any chemical component, however slight, should include this statement.)

- Reproductive Health Statement: JSU teaching laboratories are made safe for students through planning, training, and supervision. However, some chemicals used in laboratories are known teratogens, which means they are hazardous to the developing embryo or fetus. Also, the dangers to the fetus for all chemicals are not known and some may pose a danger to infants and can be transferred via nursing. Students that are pregnant or think they may become pregnant during the semester should contact the professor for the course and/or the University Title IX coordinator (Jennifer Argo, jlargo@jsu.edu). A copy of JSU's Fetal Risk Management Plan can be found at www.jsu.edu/internalaudit/university-safety.html. It is strongly recommended that those who are or will become pregnant review the policy and make an informed decision about the risks of lab participation after consultation with their physician. A list of all chemicals used in this lab will be provided upon request. In all instances, a plan for successful completion of laboratory coursework will be created.

Highly Suggested

- Expectations of your students and expectations they may have for you
- Additional Text/Materials/Software information. In addition to the traditional information, are alternative sources such as eBooks, audio books, etc. acceptable?
- Additional Technology preferences: what technology is discouraged or allowable/encouraged in your classroom?
- List of assignments with attached point value and an explanation of assignment expectations
- Dates for all scheduled exams, quizzes, assignment due dates, trips, performances, etc.
- Tips for success
- Disclaimer: Syllabus and schedule are subject to change with notification to students.

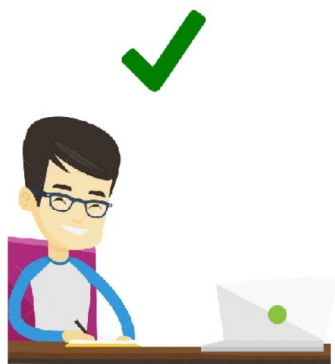
Highly Suggested for Classes with any Online Components

- Information or a link to information on system requirements for taking an online class. <http://jsu.edu/online/current-students/index.html>
- Information or a link to information for online support. <http://www.jsu.edu/online/help.html>

Example technology statement from Dr. Amy Franklin (thanks Amy!)

Exam Rules and Honorlock

1. An appropriate workspace is required. An appropriate workspace is a table or desk that has enough room so the webcam can, at all times, view the student's workspace as well as their hands and face. Students will need to sit at a table or desk that has enough room so they can sit back or to the side of their computer to allow the webcam to view their workspace (i.e. hands, face, scratch paper being used, etc.). If you need to, you can enlarge the view on your computer screen or lean in to read questions or enter answers. Note: Check the camera view once you are in Honorlock to be sure the camera can view your hands, face, and workspace. Honorlock will record your exam session and I will review all videos for rules compliance.



Example 1

This **IS** an appropriate workspace.



Example 2

This **IS NOT** an appropriate workspace.

2. You will need your JSU ID or driver license in order to complete the exam. You will be instructed to show your ID to the webcam.
3. You will need scratch paper and a pencil or pen. Note: You are to show your scratch paper to the camera before you begin the exam.
4. You will need a calculator. You may use a handheld calculator or the default calculator provided on your computer. Note: Online calculators or calculators that have been downloaded are not allowed. Cell phone calculators are not allowed. Graphing calculators are not allowed. Note: You are to show your calculator to the camera before you begin the exam.
5. You are not allowed to access any online resources such as math websites, videos, etc. during this exam.
6. You are not allowed to access any personal belongings during the exam. This includes cell phones, tablets, notes, books, etc.

Violation of any of these rules, at any point during the exam, will result in an exam grade of zero.

NOTE: You must have a reliable webcam and high speed internet in order to complete the exams for this class. The Honorlock internet speed requirements are 1.5 Mbps download and 750 Kbps upload. Also, beginning July 1st, Honorlock will no longer support Windows 8, Windows 8.1, Mac OSX 10.11 and Mac OSX 10.12.