

KENT STATE UNIVERSITY  
AT TRUMBULL

ADJUNCT FACULTY  
MANUAL

Revised: 2022

## TABLE OF CONTENTS

History and Degree Programs	3-4
Terms of Teaching Assignment	4-6
Teaching	7-12
Offices, People, Services, Miscellaneous	13-19

## HISTORY AND DEGREE PROGRAMS

### HISTORY

Kent State University has a long tradition of service to the needs of the community. Founded in 1910, Kent Normal School had as its primary mission the training of teachers for Ohio's public school system. During the 1930's, Kent State achieved University status after adding the Liberal Arts College and College of Business Administration. After World War II, Kent State created academic centers throughout Northeastern Ohio to provide courses in a variety of subject areas.

In 1954, Kent State University initiated a program to expand the education of students. The University offered classes at Warren G. Harding High School known as the Warren Academic Center. The expansion to "meet the special requirements of the area" continued through the 1960's as Kent State, aided by local fund-raising, built seven regional campuses in Northeastern Ohio. The Kent Regional Campus system provides a range of courses, associate degree programs, baccalaureate programs, and a variety of continuing education courses and public service activities. Until 1970, the Trumbull campus continued to operate in four leased facilities. In fall 1970, classes began at the Trumbull Campus.

From 1996 to 2018, the Trumbull Campus housed a Workforce Development and Continuing Studies Center. The Center has provided technical training, customized training programs, apprenticeship coursework and Tech Prep Programs for local companies. The workforce development training programs included both employee and pre-employment training in partnership with the university, business and industry, and local/state governments. In fall 2000, the Technology Building opened and was designed to support a variety of technology degree programs.

Today, Kent State Trumbull spans 438 acres with the following four academic buildings: Classroom/Administration, Library/Theatre, Technology, and Student Services. It includes a two-acre natural resource in Lake Anne. The campus is also home to the Ohio Basic Police Academy and a Corrections Training Facility. Kent State Trumbull is part of the eight-campus network of Kent State University.

Kent State Trumbull offers certificate programs, associate degree programs and baccalaureate programs, including the following:

### ASSOCIATE DEGREE PROGRAMS

Associate of Applied Business

Accounting Technology

Business Management Technology

Cybersecurity

Information Technology

Office Technology

Medical Billing Concentration (online)

Associate of Applied Science  
Criminology & Justice Studies  
Criminology & Justice Studies  
Peace Officers Training Academy Concentration  
Veterinary Technology  
Associate of Arts  
General Studies  
Associate of Science  
General Studies  
Associate of Technical Studies  
Individualized Degree Program  
Environmental Management (Open to anyone who has completed a green industry apprenticeship or journeyman training program)

### BACHELOR'S DEGREE PROGRAMS

Bachelor of Technical and Applied Studies  
Bachelor of Arts Communication Studies  
Applied Communication Concentration  
Bachelor of Arts in English  
Bachelor of Arts in Criminology and Justice Studies  
Bachelor of Arts in Psychology  
Bachelor of Arts in Theatre Studies  
Bachelor of Business Administration in Management  
Bachelor of Science in Information Technology  
Bachelor of Science in Insurance Studies (online)  
Bachelor of Integrative Studies  
Bachelor of Science in Nursing  
Bachelor of Science in Nursing for Registered Nurses (online)  
Bachelor of Science in Public Health (online)  
Bachelor of Science in Respiratory Care (online)

### TERMS OF TEACHING ASSIGNMENT

### ADJUNCT FACULTY AT KENT TRUMBULL PHILOSOPHY

A campus is known and judged by the quality of its faculty. Likewise, the outcomes of academic courses are determined by the quality of the material presented to the student. Kent Trumbull is committed to the highest quality of education possible by enhancing the critical and creative skills of both traditional and nontraditional students. Intellectual breadth and depth are strongly emphasized in the curriculum.

Teaching excellence, supported by highly qualified faculty and staff members who are professionally active and current in their fields, is primary to this institution. In working with students, both faculty members and administrators are committed to providing a humane, responsive, and intellectually stimulating environment in which everyone can learn and work productively, while respecting the dignity of each. We are proud that many students and faculty have found Kent Trumbull to provide a warm and friendly learning environment.

Adjunct faculty are an essential component in Kent Trumbull's teaching effort. The Campus seeks to identify the most qualified faculty available and commits itself to provide the resources and support for them to function in a true academic fashion. Adjunct faculty often bring a unique perspective to Kent Trumbull: they often provide expertise in areas not covered by resident faculty, as well as current "real world" experience in applied dimensions of the various disciplines. Many adjunct faculty have taught at Kent Trumbull for many years with an excellent record of teaching.

### QUALIFICATIONS

Adjunct faculty should possess credentials similar to those held by resident faculty. Precise qualifications vary with departments, but the normal minimum requirement is a Master's Degree in the subject matter. The academic departments of Kent State University grant approval for adjunct faculty to teach on a case-by-case basis. The teaching load limit for adjunct faculty is typically 9 credit hours (i.e., 3 classes) per semester

### FLASHLINE AND EMAIL ACCOUNT

All adjunct faculty will be assigned an official Kent username and password that can be used to log on to FlashLine and their kent.edu email account. It is important to note that the kent.edu account is recognized as an official form of communication by the University. Faculty should use their kent.edu email for all correspondence with the administration and with students. During the academic terms in which they are teaching, adjunct faculty are expected to routinely check their kent.edu email, as all official communication from the University will be sent through kent.edu addresses. Again, it is also required that adjunct faculty communicate through the kent.edu email system and not through personal or other work email addresses.

### TERMS OF EMPLOYMENT

Once departmental approval to teach is granted, the Assistant Dean will meet with the adjunct faculty member to offer a teaching assignment.

All adjunct faculty contracts are online. Adjunct faculty will receive an email at their kent.edu accounts, stating their assignments are ready. Please note that it is mandatory to log in to kent.edu and acknowledge contracts. Failure to do so will result in payroll not being processed. It will not be possible to ask for a special check if individuals neglect to follow this procedure but would like to be paid on the regular dates. These individuals will have to wait for the next scheduled pay to receive their back pay. There will be no exceptions. Adjunct faculty are expected to begin checking their kent.edu email accounts and must use their kent.edu accounts to communicate with students.

### RENEWAL LETTER

At the end of each academic year an instructor will be requested to state in writing that she/he wishes to be considered for a teaching assignment in the following year. If an instructor neglects to submit this notification letter, she/he will not be included in the current adjunct teaching pool.

## STATE TEACHERS RETIREMENT SYSTEM

All adjunct faculty employed by Kent State University are eligible to join the STRS. Membership in the retirement system is mandatory if an instructor is teaching 3 hours or more. Retirement contributions based on a percentage of the stated salary amount will be deducted from all adjunct faculty paychecks by the Payroll Office. Adjunct faculty who no longer desire to teach in Ohio can redeem their contributions to STRS.

Other withholdings, such as Federal Income Tax, FICA, and State Income Tax, will be processed in preparing paychecks. City Income Tax, which may be due, is not deducted. The faculty member is responsible for payment of such taxes and may request a quarterly estimate and payment to be made to the appropriate taxing authority.

See the following link for information on STRS: <https://www.kent.edu/hr/state-teachers-retirement-service-strs>

## PAY DATES

The University processes payroll checks for teaching faculty on the 15th day and the final day of each month. If the 15th day or the last day of each month falls on a Saturday or Sunday, paychecks are processed on the Friday preceding the date. All paychecks are direct deposited. Again, it should be noted that to be paid in a timely fashion, adjunct faculty will need to acknowledge their contract electronically in their FlashLine account.

## BENEFITS

Adjunct faculty are entitled to a tuition waiver for themselves and for up to 4 semester hours of coursework. For information on tuition waivers, see the following link: <https://www.kent.edu/policyreg/administrative-policy-and-procedures-regarding-tuition-benefits>

Adjunct faculty are welcome to attend all social functions and are invited to participate in the graduation ceremonies.

For a complete list of benefits and relevant information, see the following link: <https://www.kent.edu/hr/benefits>

## PARKING

Adjunct faculty may park in any parking lot.

## FACULTY INFORMATION FORM

The Faculty Information Form is to be completed and returned to the Faculty Secretary as soon as possible. This form will be sent via e-mail at the start of the semester. The information requested consists of pertinent personal data, and the form includes spaces for listing office location and office hours. A master list of official locations and office hours is compiled and distributed to various departments on Campus. All other information is kept confidential.

## TEACHING

### STUDENTS

Students at Kent State Trumbull are heterogeneous in background and life experiences. Many students are part time, and many are not recent high school graduates. Students' backgrounds, abilities, and ages vary.

### CLASS MANAGEMENT

The following items are seen as minimal expectations of any college instructor. For the most part, they involve actions and procedures easily undertaken and readily assessed.

- Regular and reasonable office hours (at least 3 hours per week).
- A clear and concise syllabus (see SYLLABUS).
- Punctuality in starting and ending classes.
- Reasonable notification of and provision for faculty absence. The Assistant Dean's office must be notified of all class absences.
- Provision of reasonable makeup procedures for legitimately missed exams and other graded work.
- Evaluation of work with adequate and constructive comments written on the students' papers or delivered orally to the whole class as is appropriate to the character of the test or assignment.
- Evaluation of work within a reasonable time frame that allows the student to benefit from the instructor's comments prior to the next assignment.

### BASIC PEDAGOGY

While the intellectual and judgmental skills essential for acceptable teaching are more open to interpretation than class management techniques, effective teaching should demonstrate the following qualities:

- Content, assignments, and approach reasonable to the level, aims, and nature of the course.
- Concern for appropriate teaching techniques.
- Effective use of class time.
- Adequate class and course preparation.
- Testing and grading practices that relate directly to course content and assignments.
- Communication skills appropriate to the level of students and subject matter in the course.

It is the responsibility of faculty members to remain current in the materials covered in their own course and to be knowledgeable about developments in their discipline, especially as regards changes in cognate courses within the department or school curriculum.

### FACULTY-STUDENT RELATIONS

Interpersonal relations inevitably are difficult to prescribe and evaluate, and yet, they set the tone and environment for the learning experience. In this regard, the Trumbull Campus views the following as essential.

- Courtesy, civility, and respect.
- Establishing a climate wherein questions, relevant comments, and intellectual interaction are encouraged.
- Nondiscriminatory treatment of students with reference to their personal or social backgrounds, preferences, or characteristics.
- Recognition of the dignity of students and establishing an environment of tolerance.

### FACULTY MENTORS

The Assistant Dean may assign a faculty mentor to an adjunct instructor. The Assistant Dean can also provide such assistance. This mentor will serve as a guide through the semester's work in such areas as syllabus design, class attendance policy, test construction, and assignment of grades. Mentors may make arrangements for a visit by an administrator or faculty member to attend at least one class session and evaluate the quality of instruction and share suggestions on classroom management, basic pedagogy, and faculty-student relations where appropriate.

### FACULTY ABSENCE

Instructors are expected to meet all their class sessions as part of their contract. Should an emergency require that an instructor miss a class meeting, this absence should be reported (in writing if possible) to the Office of the Assistant Dean in time so that alternate plans can be made for the class session.

If a planned absence should occur, please ensure that the class has been notified and work has been assigned to make-up for the lost class periods. The Office of the Assistant Dean must be notified as well.

The class should be notified by email of any absence. Under no circumstances should a faculty member allow another person to serve as a substitute in their classroom or administer a test without prior approval from the Assistant Dean's office. Adjunct faculty who miss class must report the time off in their FlashLine account. For assistance, contact the Assistant Dean's office.

### TEXTBOOKS

Adjunct faculty may find that some textbooks have been ordered for them before they meet their classes. Many departments select texts for various classes according to departmental policy; other departments allow the instructor to select their textbooks. Contact the Assistant Dean for information regarding departmental policies well in advance of the start of the semester. All texts are ordered through the Campus Bookstore. If no text has been ordered, it may be ordered through the Barnes & Noble website. On FlashLine, click on the Faculty & Advisors/Faculty Dashboard, and then click on the BNC Adoptions & Insights Portal link. Ordering a desk copy of a textbook is the responsibility of the faculty member.

### SYLLABUS

All instructors are required to prepare and distribute a syllabus for each class. The process of writing a syllabus clarifies the structure, organization, and content of the course. Each semester, the Assistant Dean



will send a Syllabus Checklist. A copy of the syllabus should be distributed to each student during the first- or second-class period. Please submit a copy of the syllabus to the Office of the Assistant Dean. The syllabus will typically be reviewed by a full-time faculty member from the appropriate curriculum area. Comments may be provided to the instructor concerning the review.

The syllabus should be consistent with the Basic Data Sheet for the course. Copies of Basic Data Sheets are available from the Office of the Assistant Dean. If adjunct faculty need further assistance in writing their syllabi, they should contact their assigned faculty mentor or another faculty member in the area in which they are teaching. The Assistant Dean can provide appropriate faculty members to contact.

### STUDENT ATTENDANCE

Regular attendance in class is expected of all students in the University. The individual instructor has both the responsibility and the prerogative for managing student attendance. The instructor's policy regarding attendance for each course should be written in the course syllabus and communicated to the students during the first week of the term. The policy may take alternate forms within the bounds of appropriate instructional techniques.

### STUDENT CLASS ABSENCE

It is the student's responsibility to inform the instructor of upcoming absences, when possible, and to arrange for make-up work. While classes are conducted on the premise that regular attendance is expected, the University recognizes certain activities and events as legitimate reasons for absence from class. These include, for example, illness, death in the immediate family, religious observance, academic field trip, concert, lecture speaker series, and participation in an approved concert or athletic event. Even though any absence can potentially interfere with the planned development of a course, the student bears the responsibility for fulfilling all course expectations in a timely and responsible manner. Instructors will, without prejudice, provide students returning to class after a legitimate absence with the appropriate assistance and counsel about completing assignments and class materials. For information on student class absence, see the following link: <https://www.kent.edu/policyreg/administrative-policy-regarding-class-attendance-and-class-absence>.

### ACADEMIC ENGAGEMENT VERIFICATION

Each semester, faculty are required to report that students have begun their coursework by completing the Academic Engagement Verification Roster (AEV). For information on the AEV requirement, please see this link: <https://www.kent.edu/registrar/academic-engagement-verification-roster#gen>.

### EARLY ALERT SYSTEM

The Early Alert System is designed to give faculty an opportunity to provide Academic Advisors with information about students who may be having difficulty in courses, may not be attending classes, or may not be doing well on exams and assignments. Once the Early Alert is completed, an Academic Advisor contacts the student to discuss options for improving her/his performance.

To begin the Early Alert notification through FlashLine, click on the Faculty & Advisors/Faculty Dashboard, and then click on the Early Alert System link. Select the term and the course and complete the information for the appropriate students.

### STUDENT COMPLAINT PROCEDURE

There is a formal procedure that a Regional Campus student may use to resolve a complaint after all attempts at informal resolution have been unsuccessful. If students ask about how to handle a complaint, the University Policy on Student Complaints in Regional Campuses is available in the Office of Academic Affairs or online: <https://www.kent.edu/policyreg/administrative-policy-and-procedures-student-complaints>

Instructors should try to resolve complaints about their classes informally if possible. Students may be referred to the Assistant Dean for assistance.

### STUDENT CONDUCT CODE

This code, described in detail in the Digest of Rules and Regulations, delineates the parameters of individual behavior expected of a university student and methods of addressing violations of these standards. For information regarding Regional Campus student conduct hearings, see the following link: <https://www.kent.edu/policyreg/administrative-policy-regarding-administration-student-conduct>

University Policy 3-01.8 defines cheating and plagiarism and discusses a range of possible sanctions that are available to faculty. If an instructor suspects or discovers that a student is guilty of such academic dishonesty, she/he should report the violation to the Assistant Dean. For information regarding the University policy on cheating and plagiarism, see the following link: <https://www.kent.edu/policyreg/administrative-policy-regarding-student-cheating-and-plagiarism>

### GRADES

Student proficiency in coursework is recorded by letter grades. The use of plus or minus grades is at the sole discretion of the instructor.

<b>A, A-</b>	These grades denote excellent scholarship.
<b>B+, B, B-</b>	These grades denote good performance.
<b>C+, C, C-</b>	These grades denote fair or average performance.
<b>D+, D</b>	These grades denote poor (unsatisfactory but passing) performance.
<b>F</b>	This grade denotes failure.
<b>AU</b>	The AU denotes that students have registered to audit a course.
<b>IN</b>	The IN (Incomplete) grade may be assigned to a student who is unable to complete the last three weeks of a semester because of factors beyond her/his control (e.g., illness). Adjustments should be made for summer sessions. It should be given only to a student who is doing passing work. Appropriate documentation is generally required to support the extenuating circumstances. It is the responsibility of the student to arrange to make up incomplete work. Incompletes must be made up within one semester (not including summer sessions). Once the coursework is

	completed, an appropriate grade should be assigned. In the event the instructor assigns an IN grade without a default grade, the default grade will be F.
<b>IP</b>	The IP grade is given to students to indicate that research, individual investigation, or similar efforts are in progress and that a final grade will be given when the work is completed.
<b>NF</b>	The NF (Never Attended F) grade denotes that the student never attended one class session nor did the student formally withdraw from the course. The NF grade will count as an F.
<b>NR</b>	The NR grade indicates that the instructor did not submit a grade.
<b>S</b>	The S grade denotes satisfactory completion of a course in which a regular grade is not appropriate.
<b>SF</b>	The SF (Stopped Attending F) grade indicates the student stopped attending the course and did not formally withdraw. The SF grade must be accompanied by a date of last attendance in the course.
<b>U</b>	The U grade denotes unsatisfactory performance in a course for which a regular grade is not appropriate.
<b>W</b>	The W grade indicates course withdrawal.
<b>Y</b>	The Y grade indicates a passing grade in a pass-fail course or a course in which students have elected the pass-fail grading option.
<b>Z</b>	The Z grade indicates failing performance in a pass-fail course or in a course in which students have elected a pass-fail option.

For complete information on grading policies and procedures, click on the following link:  
<http://catalog.kent.edu/academic-policies/grading-policies-procedures/>

### GRADE CHANGES

Grades will not be changed by allowing students to do additional work (e.g., retaking exams, redoing papers, submitting extra credit work, etc.) or by using criteria other than those applied to all students in the class. Grade changes can occur in the rare event that a grade has been inaccurately entered. After the online grading window is closed, grade changes must be submitted electronically through the grade change workflow. The workflow may be accessed through FlashLine on the Faculty & Advisors/Faculty Dashboard; then the link for Grade Change Workflow can be clicked. An explanation must be provided for the grade change.

### GRADING STANDARDS

Instructors should maintain firm standards with respect to the grades they use to evaluate students' performance. They should be clear about their standards and be firm and consistent in how they award grades. They should make certain that their standards are fair and understood by all. Instructors should maintain grade books for a period of at least 1 year.

### MIDTERM GRADES

Although a formal midterm exam is not required, a midterm grade is required between the fourth and seventh week. A grade must be posted for all students in lower-division undergraduate courses (00000, 10000, and 20000). Midterm grades are not included as part of a student's permanent record. Students can access their midterm grades through FlashLine. Some forms of graded exercise should be planned

prior to midterm so that the evaluation is appropriate and meaningful. Midterm grades must be posted on FlashLine no later than the date stipulated by the Provost's Office and can be posted through the Faculty & Advisors/Faculty Dashboard via the link for the Midterm Grades Roster.

### CLASS ROSTERS

Class rosters are available through FlashLine, via the Faculty & Advisors/Faculty Dashboard and then the link to Class Rosters. The rosters should be checked for accuracy and to confirm that students are enrolled properly in classes. If a student is not listed on the roster, he/she cannot and should not be permitted to attend class. The student should contact Student Services for assistance.

### FINAL EXAMINATIONS

All courses offered for credit require a substantial final examination. "Final examination" means a formal examination or an equivalent appropriate activity used in evaluating student performance. In the case of courses that do not meet as formal classes (e.g., individual investigations, research, individual music instruction), or that do not use the lecture as a standard format, alternative activities (e.g., research papers, performances, presentations, portfolios) would be the norm. Other exceptions to the formal examination should be rare and justified on pedagogical grounds.

The content and weighting of each examination/activity is the responsibility of the faculty member teaching the course, except where a block final or standard final is established by the department or school. Faculty members are expected to include information regarding the nature and weighting of the final exam/activity on the course syllabus.

All faculty are required to give the final examination during final exam week. The Final Examination schedule for the Trumbull Campus is published each semester and is accessible on the Trumbull Campus Homepage by clicking on the following link: <https://www.kent.edu/trumbull/schedule-classes-final-exams>. It is essential that instructors adhere to these scheduled times.

For more information on final exams, consult the following link:

<https://www.kent.edu/policyreg/administrative-policy-and-procedures-regarding-final-examinations>

### FLASH SURVEYS

Kent State University uses an electronic Flash Survey to assess student perceptions of the course. The survey is sent via e-mail to students enrolled in every course toward the end of each semester. For information regarding Flash Surveys, see the following link: <https://www.kent.edu/flashsurvey/faculty-faq-0>. Faculty members will be e-mailed a link to access the results of the surveys, including written comments, during the following semester.

## OFFICES, PEOPLE, SERVICES, MISCELLANEOUS

### CAMPUS INFORMATION

Information regarding campus offices and departments may be found at the following link:  
<https://www.kent.edu/trumbull/offices-and-departments>

Please check the official University Calendar for specific holidays and beginning/ending dates for individual semesters using this link: <https://www.kent.edu/academic-calendar>. This, as well as other pertinent information, is listed on the Kent State University at Trumbull website:  
<https://www.kent.edu/trumbull>

### INFORMATION DESK AND SWITCHBOARD

The Information Desk and Switchboard is located on the upper level of the Classroom /Administration Building, to the left of the main doors. The Information Desk/Switchboard may be contacted at 330-847-0571.

The Receptionist at the Information Desk and Switchboard will be glad to provide general information about the Campus as well as forward phone calls to a specific department or individual. To contact the desk, dial "0" from any Campus phone.

### SUPPLIES

Grade books may be obtained from the Faculty Secretary in office 129. The Faculty Secretary can be contacted at ext. 58992

General supplies, such as dry-erase markers, paper clips, file folders, etc. may be obtained from office 201B in the Classroom/Administration Building, near the Information Desk and Switchboard (phone 330-675-8975). The staff member will be glad to leave the requested supplies at the Information Desk for faculty members to pick up.

Other supplies may be obtained from the Campus Bookstore, located in the commons area on the ground floor of the Classroom/Administration Building. Contact the Assistant Dean's office in order to get approval for purchases at the Bookstore.

### OFFICE OF THE DEAN

The office of the Dean is located beyond the Information Desk and Switchboard on the upper level of the Classroom/Administration Building. Contact ext. 58820 for assistance or to make an appointment to meet with the Dean.

### OFFICE OF THE ASSISTANT DEAN/ACADEMIC AFFAIRS

The office of the Assistant Dean/ Academic Affairs is located beyond the Information Desk and Switchboard on the upper level of the Classroom/Administration Building. The Assistant Dean

works in conjunction with the faculty. Please contact ext. 58822 for assistance or to make an appointment to meet with the Assistant Dean.

### ADJUNCT FACULTY OFFICE SPACE

Room 140, located on the lower level of the Classroom/Administration Building, is reserved for use by the adjunct faculty. There are computers and a printer in this room for their use.

Additionally, there is a phone available in the office. Dial “0” for the Switchboard and dial “8” for an outside line. Use the 5-digit extensions for all intra-Campus calls as well as between other Regional Campuses and the Kent Campus.

### EMAIL, COMPUTER ACCESS, COPYING

Kent State will provide faculty members with an email account and access to the Campus computer network system. Contact the Computer Center for an assigned computer account. This account will give access to various software programs, applications like Canvas, and the capability to send and receive e-mail messages, and to print documents.

The Trumbull Campus Computer Center will provide a faculty member with an individual access code that can be used for work-related printing in the designated printers/copiers.

### FACULTY SECRETARY

The Faculty Secretary is in room 129 on the first floor of the Classroom/Administration Building. The Faculty Secretary will be glad to type and arrange for copying course syllabi, exams, and any other course materials. Contact ext. 58992.

Word Processing Procedure: Work Order Request Forms may be obtained from the Trumbull Campus website, by clicking on the Faculty & Staff Resources link. Either the printable or online form must be filled out in its entirety and attached to the work when it is submitted.

A minimum of two working days is required for the Faculty Secretary to process work. Confidential materials, such as examinations, should be handed directly to the Faculty Secretary or placed in the after-hours depository box, located outside the office door. Routine materials may also be left in this box or placed in the Word Processing mailbox, located in the Mail Room, behind the Information Desk and Switchboard. A notification slip will be placed in the faculty mailbox when the materials have been completed. Please notify the Faculty Secretary’s Office in advance if another individual will pick up materials. Otherwise, no exams will be given to anyone other than the faculty member who made the initial request.

The Faculty Secretary also collects office hour information, contact information, and syllabi for accreditation purposes for the Assistant Dean’s office.

## BOOKSTORE

The Bookstore is located in the commons area on the lower level of the Classroom Building. For general Trumbull Campus Bookstore information, use this link:

<https://www.kent.edu/trumbull/bookstore>

## CAFETERIA

Throughout Fall and Spring semesters of the academic year, a full-service cafeteria is open. The cafeteria is in the Commons Area, on the lower level of the Classroom/Administration Building. Sandwiches, salads, and hot meals are available. Also, food and beverage vending machines are available at any time.

## LIBRARY

The Trumbull Campus Gelbke Library (ext. 58866) is available to meet the needs of students, faculty, and staff by providing quality academic resources. Books and journals are available. Any materials not in the Library can be obtained through KentLINK, OhioLINK, and Search Ohio. These resources, in most cases, are available both nationally and internationally.

Audio-visual equipment may be reserved through the Library. Books and other materials on reserve for classes may also be arranged through the Library.

## COMPUTER CENTER

The Computer Center is available to students, faculty, and staff. It is located in room 122 on the lower-level of the Classroom/Administration Building. In order to use campus computer services (including FlashLine and e-mail), please see the Computer Center for a username.

## LEARNING CENTER

The Learning Center is available to all students enrolled at Kent State University. It is located in the Library. Some of the services provided to students on the Trumbull Campus include tutoring, assistance with understanding course assignments and completing course projects, guidance in reading and study skills, on-line tutoring through the Online Writing Lab (<https://www.kent.edu/trumbull/owl>) and eTutoring, American Sign Language resource room, computer and internet access, resource library and quiet study areas, testing, workshops, and CLEP testing.

The Learning Center also has resources like audio tapes, current textbooks, general reference books, handouts, software, study guides, video tapes, and DVD's.

Tutoring: Learning Center tutors provide both individual and small-group instruction for students in many areas, including, but not limited to accounting/business, biology/chemistry/physics, computer technology, English/technical writing, ASL and foreign languages, mathematics (all levels) and reading and study strategies.



Make-Up Tests: In addition to providing services to students, The Learning Center assists faculty by monitoring make-up tests to students. Faculty must arrange for students to make up a test by completing an Exam Cover Sheet, which can be obtained and submitted online at [https://kent.qualtrics.com/jfe/form/SV\\_cu3my6fMLL6iIXD?Q\\_JFE=qdg](https://kent.qualtrics.com/jfe/form/SV_cu3my6fMLL6iIXD?Q_JFE=qdg)

Learning Center requirements for make-up tests:

- All students must make an appointment 48 hours prior to test time by registering at the Learning Center Reception Desk, or by phone at 330-675-8868.
- All students must arrive 15 minutes prior to test time with a current photo ID.
- Once testing has begun, no student will be admitted into the test room.
- No children will be admitted into the test room.
- Students must complete the test before the Learning Center closes.
- If a student misses a test appointment, the student must make arrangements with the instructor to take the test.

## STUDENT ACCESSIBILITY SERVICES

Kent State University at Trumbull is committed to improving access to all aspects of University life. Students with a documented disability will be provided assistance in order to enhance their academic potential and to minimize any physical and attitudinal barriers they might encounter. Types of disabilities of students who receive services through Student Accessibility Services (S.A.S.) include, but may not be limited to, chronic health and medical disabilities, hearing disabilities, mobility disabilities, physical disabilities, psychological/psychiatric disabilities, specific learning disabilities, temporary disabilities, and visual disabilities.

Eligibility of students for such services is based on documentation. Students are encouraged to make an appointment with the Coordinator of SAS, at ext. 58932. Once services are arranged by the Coordinator of SAS, the student will provide his/her instructor with an SAS--Classroom Accommodation Letter, which will state the nature of the accommodations which must be made to enable the student to have equal access to course material. Information contained in this letter is confidential and should not be discussed or shared with anyone without the student's written permission.

Note: At no time is it appropriate for the instructor to alter course expectations for an SAS student. In addition, faculty cannot unilaterally decline to provide accommodations to a student. Faculty are encouraged to contact the Coordinator of SAS for assistance in making their course accessible to all students.

## STUDENT SERVICES

This office provides the following services to students: academic advising, admissions, financial aid, fee payments, FLASHcards (student ID's), records, registration, scholarship information, Veterans' benefits, and deposit of money on FLASHcards for computer printing access.

The Director of Student Services can be contacted at ext. 58935. Please visit the Student Services webpage at the Trumbull Campus website (<https://www.kent.edu/trumbull/academic-advising>) for Hours of Operations and the availability of academic advisors.



## FLASHLINE

FlashLine is used by students to register for classes, add or drop classes, access midterm and final grades, confirm class schedules, and access their email account. FlashLine may be accessed at: [www.trumbull.kent.edu](http://www.trumbull.kent.edu) via clicking on the "FlashLine Login" at the top of the page.

## CANVAS

Canvas is used by many faculty to host their courses. To access Canvas, visit the Kent State Canvas webpage (<https://kent.instructure.com/>). Students may obtain course materials, course grades, and other course-related information through Canvas as provided by faculty.

## EMERGENCY PROCEDURES

In case of an emergency, most areas around the Campus have posted phone numbers and emergency response procedures detailing specific instructions tailored to the type of emergency encountered.

You may also notify the Campus Information/Switchboard operator (Dial "0" from a campus phone or 330-847-0571). The switchboard operator on duty will, in turn, notify the appropriate agencies/people depending on the nature of the emergency. The operator will have a current list of personnel who are CPR certified.

For additional information, please see the Kent State University at Trumbull website at: [www.trumbull.kent.edu](http://www.trumbull.kent.edu) and click on "Campus Safety" at the bottom of the page.

## SECURITY AND SAFETY

The Security Department provides a full range of fire, safety, and security services. Security Officers regularly patrol the building and grounds. They may be uniformed or in plain clothes but are readily identifiable. They patrol on foot and in marked and unmarked vehicles.

Members of the Campus Security Department also offer related services like escorts, vehicle jumpstarts, lost and found, and preferential parking for people with temporary disabilities. Security may be contacted on campus at ext. 58832 or off campus at 330-675-8832.

## DISRUPTIONS

Although disruptions have been extremely rare at Kent Trumbull, faculty members should be aware of the following guidelines as contained in the policy register (<https://www.kent.edu/policyreg/administrative-policy-and-procedures-regarding-class-disruptions>):

- In the event of classroom disruption, under no circumstance is a member of the faculty expected to take physical action to control a disturbance. Faculty should also make every effort to discourage students from taking physical action against disrupters.

- Disruption of classes by students. Class order and discipline are the responsibility of the class instructor insofar as possible. In the event of a disruption, the following procedure should be followed:
  - The instructor should ask the student(s) causing the disruption to cease and desist. Identification of the student(s) involved should be attempted.
  - The instructor should notify the disrupter(s) of possible suspension and/or dismissal from the class and of further possible action under rule 3342-4-02 of the Administrative Code (the student conduct code), or the Revised Code, or both.
  - If disruption does not cease, the instructor should order the disrupter(s) out of the classroom and inform those involved that failure to do so will subject the disrupter(s) to student conduct sanction and/or criminal arrest.
  - If the disruption continues, the university police should be immediately notified to resolve the problem.
  - The instructor should not dismiss the class unless there is reason to believe that physical harm to person(s) or property is possible, or unless by allowing the students to remain, the disruption would increase.
  - The instructor should subsequently notify the chairperson and/or academic dean of the incident to coordinate and facilitate the student conduct referral process.
  - Security will work with the Campus Dean and faculty member involved to determine whether or not the problem can be resolved at the Regional Campus level and whether or not to recommend suspension or dismissal of the student(s) for the remainder of class.

The Campus Dean and faculty member will determine whether or not to recommend possible dismissal from the University to the Vice President for Regional Campuses.

In the event of disruption by outsiders (students not registered in the class):

- Ask the intruder(s) to leave, and attempt to identify the person(s).
- Inform the intruder(s) that the intrusion is in violation of the Student Conduct Code and/or the Ohio Revised Code and subject to suspension and/or dismissal from the University and/or subject to civil prosecution.
- If the disruption continues, the instructor should dismiss the class for the day.
- Notify the Office of the Dean immediately and meet with the Campus Dean to determine procedures for the next class meeting. The Campus Dean and the faculty member will determine whether or not to request the presence of law enforcement officers.

EMERGENCY CLOSING DUE TO INCLEMENT WEATHER

A decision to cancel classes will be made by the Campus Dean. You may sign up to receive text alerts about class cancellations by going to the following website:

<https://www.kent.edu/flashalerts>

Announcements of Campus closings will also be made on the Campus website at <http://www.trumbull.kent.edu> and on local radio and television networks.

Be certain that the announcement is for the closing of the Trumbull Campus, and not of the Kent Campus or other regional campuses.

## SEVERE WEATHER WARNINGS

When a severe weather warning is issued, go to a first-floor area designated as a Severe Weather Shelter Area (Tornado/Storm Shelter) by campus signs or by a campus map.

## THEFT

### Personal Property

- A Theft of Property Report should be completed in the Security Office, Room 187 in the Theatre/Library Building.
- If the victim decides to contact the Champion Police Department, the Security Office and the Campus Dean should be informed as soon as possible.

### State Property

- Determine what was stolen and when it was first noticed missing.
- Report the theft to the Campus Dean.

## SEXUAL HARASSMENT

It is the policy of Kent State University to maintain an educational and employment environment that is free from sexual harassment. A substantiated violation of this rule by a student, employee or anyone under the University's control or jurisdiction will result in prompt remedial action using the processes and sanctions provided by the University Policy. Sexual harassment is unfavorable or unwelcome treatment made without consent and based on a person's gender or sex, that is severe or pervasive and has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creates an intimidating, hostile or offensive working, academic, or university environment. Sexual harassment includes, but is not limited to:

Unwelcome gender bias, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic performance.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creates an intimidating, hostile, or offensive employment, academic, or living environment.

For purposes of this policy, verbal, and/or physical behavior includes but is not limited to sexually oriented jokes, insults, taunts, obscene gestures, embracing, touching, and pictorial communications such as pinups, posters, and cartoons. For further information see

<https://www.kent.edu/policyreg/administrative-policy-regarding-complaints-title-ix-sexual-harassment>