

## ACADEMIC INFORMATION TO BE REVIEWED

1. Review these current year academic catalog sections at [forms.ovu.edu](http://forms.ovu.edu) before the semester begins:

	<u>Page</u>
a. Mission Statement – Transforming lives through faith, learning, and mentoring-----	2
b. Developmental Course policy-----	21
c. Grade Appeals -----	36
d. Academic Integrity Policy-----	37
e. Grading and Quality Points-----	38
f. Incompletes -----	39
g. Final Exams-----	39
h. Add-Drop Policy-----	42
i. Class Attendance-----	46
j. Late Instructors -----	49
k. 2017-18 Academic Calendar-----	257

2. Review the following forms listed under Adjunct Forms at [forms.ovu.edu](http://forms.ovu.edu) before the semester begins:

- a. Absence Drop Form
- b. Academic Dishonesty Reporting Form
- c. Add Drop Form
- d. Final Exam Schedule
- e. Faculty Absence Notification Form
- f. Syllabus Naming, Saving and Uploading Instructions
- g. Syllabus Template
- h. Title IX Information
- i. Checklist for Adjuncts (complete top portion and return to [terri.butterfield@ovu.edu](mailto:terri.butterfield@ovu.edu))
- j. Expectations of Part Time Faculty (sign and return if you have not completed in the last two years)
- k. Faculty Member Evaluation Forms
- l. General Information – Main Campus
- m. Active Shooter Video
- n. Confidentiality Agreement
- o. Employee Handbook Signature Page
- p. Student Success Services

3. Upcoming Due Dates - Send information to Terri Butterfield, Exec. Asst. to Provost by first week of classes

- a. Up-to-date Resume
- b. Official Graduate Hours Transcripts (new adjunct)
- c. Your Contract signed and return (w/payroll forms, if new adjunct)

**Other Upcoming Due Dates**

- a. Syllabi – Submit to College Dean by end of first week of classes

4. New Adjunct Items to Complete:

- a. Complete Payroll forms found at [forms.ovu.edu](http://forms.ovu.edu) and return to Terri Butterfield ([terri.butterfield@ovu.edu](mailto:terri.butterfield@ovu.edu))
- b. Contact Terri Butterfield ([terri.butterfield@ovu.edu](mailto:terri.butterfield@ovu.edu)) for copier code or key to an adjunct office on campus
- c. Contact Hope Ash at [hope.ash@ovu.edu](mailto:hope.ash@ovu.edu) or 304-865-6258 for Vehicle Registration/Mail Box Needs/Photo ID
- d. Contact Stan Inman at [stan.inman@ovu.edu](mailto:stan.inman@ovu.edu) or 304-865-6114 for E-mail/Phone Needs
- e. Contact G.K. Pennington at [gk.pennington@ovu.edu](mailto:gk.pennington@ovu.edu) or 304-865-6128 for Sakai Needs

**Retirement Eligibility**

As an employee of Ohio Valley University, as the plan is currently written, you are eligible to participate in the university's 403(B) retirement plan thru Nationwide. Please check one of the choices below and sign:

- \_\_\_\_\_ I wish to participate at this time (Please contact payroll/benefits for step by step registration instructions).  
\_\_\_\_\_ I do not wish to participate at this time.

I have read and understand the above Academic Catalog sections, designated forms at [forms.ovu.edu](http://forms.ovu.edu), upcoming due dates, and retirement eligibility.

**I also agree to check my OVU e-mail regularly as well as use it for all University e-mails.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date