



Instructor Handbook

1002 North 1st Street, Vincennes, IN 47591

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TABLE OF CONTENTS

About Vincennes University	3
Accreditation.....	3
Vincennes University Mission Statement:.....	3
Vincennes University Vision Statement:.....	3
Vincennes University Values:.....	3
VU Dual Credit Overview	4
Accreditation.....	4
VU Dual Credit Programs.....	4
Early College Program	7
Core Principles of an Early College:.....	7
Early College Models.....	7
Teaching Modalities.....	8
Program Cost.....	8
Curriculum Standards	8
Assessment.....	8
Course Syllabus.....	8
Textbook/Course Materials.....	9
Classroom/Lab/Equipment Approval.....	9
Advanced Placement (AP).....	9
Credit from Two Institutions for the Same Class.....	9
Early College Instructors	9
Qualifications and Approval.....	9
Education Plans.....	10
Application and Credentialing Deadlines.....	11
Instructor Responsibilities.....	12
Dual Credit Faculty Liaisons	14
Instructor Onboarding: Getting Started	15
New Hire Process.....	15
Faculty ID.....	15
MyVU Access.....	15
Blackboard Access.....	18
Web Grading.....	19
Assessment	22
General Education Assessment.....	22
Accessing Assignments.....	23
Submission Due Dates.....	24
Professional Development	24
Attendance Policy.....	24
Absences.....	25
Stipends.....	25
Travel Policy	25
Travel Vouchers.....	25
Mileage.....	26
Same Day Travel.....	26
Overnight Travel.....	26
Student Rating of Instruction	27
SurveyDIG.....	27
Accessing Results.....	27
Faculty Performance Reviews	27
Adjunct Faculty Performance Review.....	27
Course Improvement Plan.....	27
Additional Resources	28

About Vincennes University

Vincennes University (VU) is Indiana's first college. William Henry Harrison, the ninth U.S. President, founded VU in 1801 while serving as governor of the Indiana Territory. VU was incorporated as Vincennes University on November 29, 1806. The University has grown from a humble one-room school to a beautiful campus of over 200 acres. VU offers more than 180 programs, including baccalaureate programs, is a leader in developing Early Colleges statewide, and offers instruction at military sites throughout the nation.

Accreditation

Vincennes University and many of its programs meet the quality standards of external accreditation.

Vincennes University is accredited by The Higher Learning Commission (HLC). Vincennes University maintains its accreditation with HLC through the Standard Pathway process.

[Statement of Accreditation](#)

In addition to the HLC accreditation, several of VU's programs have earned recognition by specialized accreditation organizations. For a full list of VU's specialized accreditations, [click here](#).

Vincennes University Mission Statement:

Vincennes University develops people and enhances communities through accessible high-quality education programs, strategic partnerships, and active engagement.

Vincennes University Vision Statement:

Vincennes University is a premier learning institution, widely recognized for leadership in innovation and delivery of successful educational experiences. A broad range of program offerings and a commitment to superior service ensure the University's role as an important link in Indiana's economic and cultural vitality. VU is a diverse community whose members all share responsibility for supporting the University's mission and are respected for their contributions.

Vincennes University Values:

- Personal growth and academic excellence for our students, faculty, and staff
- Collaborative relationships with our stakeholders and communities
- An environment that encourages open dialogue and cooperation
- Continuous improvement through data-informed planning and evaluation
- Cultural enrichment, diversity, and individual freedom

To view the VU Mission Statement, Vision Statement and Values click the link below.

<http://catalog.vinu.edu/content.php?catoid=31&navoid=2443#our-mission-vision-and-values>

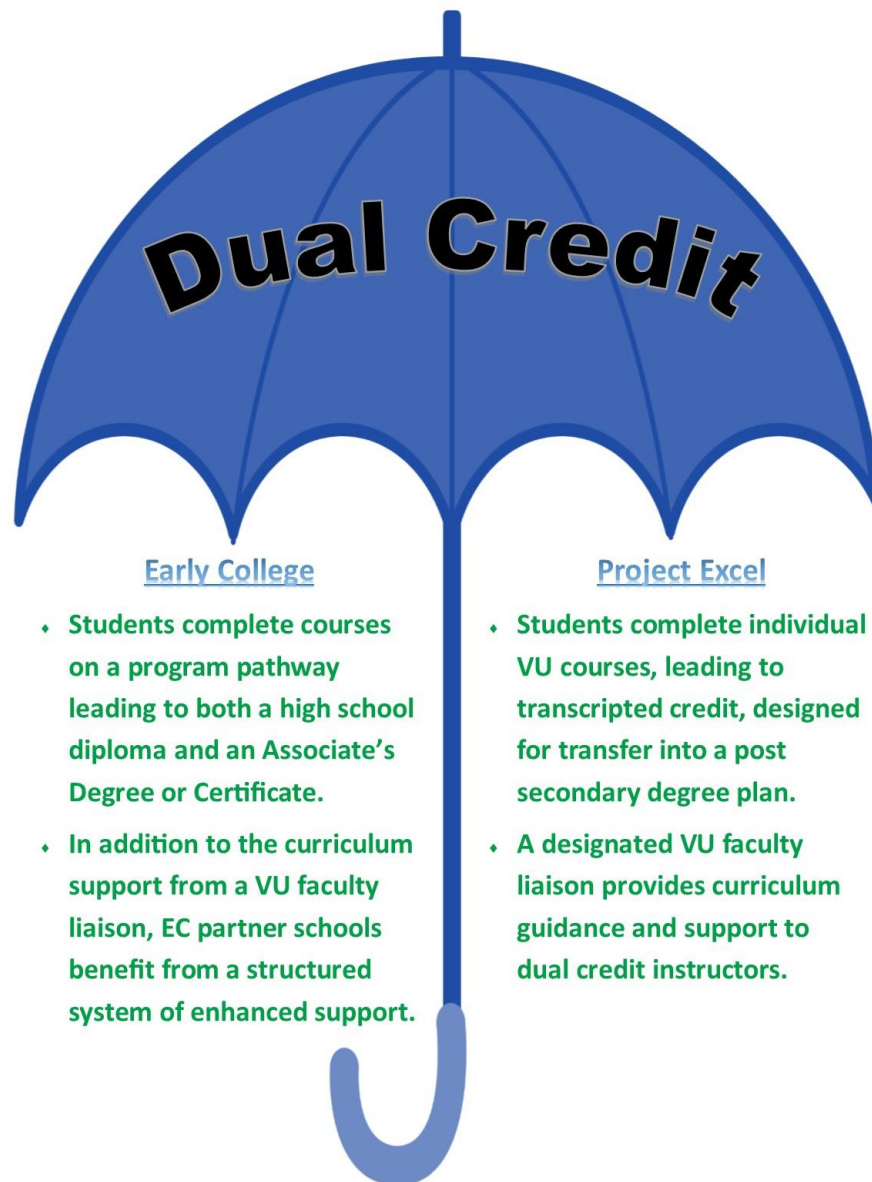
VU Dual Credit Overview

Accreditation

Vincennes University's dual credit programs are accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP).

VU Dual Credit Programs

Vincennes University offers two dual credit programs: Early College and Project EXCEL.



	Project EXCEL (PE)	Early College (EC)
Definition/Focus	Project EXCEL is a dual credit program by which qualifying high school students enroll in an approved VU dual credit course at their high school or career center and earn high school and college credit, concurrently.	Early College is a dual credit program blending high school and college curriculum in a rigorous, yet supportive, program condensing the time it takes to complete the first two years of college while earning a high school diploma.
Models	VU approved instructors offer courses face-to-face during the regular high school day.	Traditional <ul style="list-style-type: none"> • School within a School • Whole School CTE
Course Delivery	Face-to-face instruction	Face-to-face instruction Online instruction
Faculty Credentialing	PE instructors must be: <ul style="list-style-type: none"> • employed by the high school, and • fully vetted and approved in accordance with VU faculty credentialing requirements. 	EC instructors must be: <ul style="list-style-type: none"> • employed by the high school, or • approved VU adjuncts, or • approved distance education, and • fully vetted and approved in accordance with VU faculty credentialing requirements.
Availability	PE dual credit courses are currently available to qualifying high school students at schools with an approved VU instructor. A complete list of available courses may be found on the Course Listing and Placement Chart on the PE website .	Traditional EC models and select CTE partnerships begin with 9 th grade students to prepare them for the rigors of college. Select dual credit courses may be offered beginning in 9 th or 10 th grade.
Legislative Policy	Indiana law requires each high school to offer a minimum of two dual credit courses to ensure students have the opportunity to gain college-level experience. Students must earn a C or better in order to enroll in another course within the same discipline.	EC goes beyond the state minimum requirement to offer enough dual credit courses that students can, potentially, earn a certificate of program completion, a certificate of graduation, an associate degree, or complete up to two years of coursework toward a bachelor's degree while in high school.
Cost	Courses taught by a VU approved high school instructor: <ul style="list-style-type: none"> • \$25/credit hour* Select CTE courses are offered for free through a VU established Career and Technical Waiver. A list of these courses may be found on the PE website . *Course fees may be waived for students who qualify for the National Free and Reduced Lunch Program.	Courses taught by a VU approved high school instructor: <ul style="list-style-type: none"> • \$25/credit hour* Courses taught by a VU adjunct: <ul style="list-style-type: none"> • \$75/credit hour Courses offered online: <ul style="list-style-type: none"> • \$75/credit hour Select CTE courses are offered free. Select EC partner schools absorb the majority of college course costs, rather than transferring these expenses to students or their families. *Course fees may be waived for students who qualify for the National Free and Reduced Lunch Program.
Degree Pathways	PE courses all earn VU transcribed credit, but do not, typically, comprise the majority of a student's high school coursework.	EC offers up to two years of dual credit coursework toward an Associate Degree or Certificate of Graduation. Curriculum pathways vary by school.
Target Audience	PE courses are open to any qualifying high school junior or senior. Eligible sophomores are permitted to enroll in <u>select</u> PE courses.	EC is open to all students, but is tailored for first-generation college-goers, minorities, and socioeconomically disadvantaged students underrepresented in postsecondary education.
Culture	PE courses prepare students for the academic rigor of college coursework while the student remains in a supportive high school environment.	EC blends the high school and college curricula into one academic program, using multiple courses leading to specific curriculum pathways. The model creates a college-going culture by integrating students' high school and college experiences intellectually and socially.
Support Systems	All PE instructors are assigned a VU faculty liaison, responsible for providing curriculum guidance and support. The faculty liaisons also provide a required curriculum orientation to new instructors, conduct periodic site visits, and coordinate annual discipline-specific professional development sessions.	EC provides students with a structured system of enhanced support at each partner school. The level of support varies by location and partnership type. EC instructors also have assigned VU faculty liaisons, responsible for the same level of support given to PE instructors.

	Project EXCEL (PE)	Early College (EC)
Utilizes faculty liaisons	✓	✓
Utilizes site administrators	✗	✓
Offers face-to-face instruction	✓	✓
Offers online instruction	✗	✓
Offers transcribed college credit to qualifying high school students	✓	✓
Requires instructor orientations prior to teaching	✓	✓
Requires site visits by faculty liaisons	✓	✓
Requires annual discipline-specific professional development	✓	✓
Follows VU faculty credentialing requirements	✓	✓
Utilizes approved high school instructors	✓	✓
Utilizes VU adjuncts	✗	✓
Bills students directly	✓	Third Party
Offers Career & Technical courses	✓	✓
Select courses are free through VU Career & Technical Waiver	✓	✓
Cost	<ul style="list-style-type: none"> • \$25/credit hour <p><i>*Course fees may be waived for students who qualify for the National Free and Reduced Lunch Program.</i></p>	<ul style="list-style-type: none"> • \$25/credit hour - Courses taught by a VU approved high school instructor <p><i>*Course fees may be waived for students who qualify for the National Free and Reduced Lunch Program.</i></p> <ul style="list-style-type: none"> • \$75/credit hour - Courses taught by a VU adjunct • \$75/credit hour - Courses offered online
CTE Courses	Select CTE courses are offered for free through a VU established Career and Technical Waiver. A list of these courses may be found on the PE website .	Select CTE courses are offered for free through a VU established Career and Technical Waiver. A list of these courses may be found on the PE website .

Early College Program

Vincennes University is a statewide leader in early college partnerships. The Early College program provides students with the opportunity to take dual enrollment coursework that leads to certificates of graduation or associate degrees while working toward high school diplomas.

Core Principles of an Early College:

1. Targeted Student Population: Underserved students such as first-generation, low-income, and students of color.
2. Curriculum & Plan of Study: From college-preparedness to career-ready.
3. College-Going Culture: An environment that builds the expectation of post-secondary attainment.
4. Rigorous Instruction: Challenge and high expectations in every class.
5. Supports for Student Success: Academic, social, and emotional supports.
6. Collaboration & Partnerships: Higher education, family, community, and industry partnerships.
7. Leadership & Staffing: Defined roles and responsibilities.
8. Data Collection, Analysis, and Use: Continual assessment and improvement of program elements.

Vincennes University Early College students can:

- Earn college credit at a fraction of the cost.
- Earn a high school diploma and an Associate's Degree or Certificate.
- Participate in VU's graduation ceremony.
- Upon high school graduation, complete an A.S. degree on campus in half the time.
- Continue on in one of VU's exceptional Baccalaureate Degree programs.
- Obtain successful employment upon graduation.

Early College Models

1. Traditional

a) School within a School

This model is an additional program within a large high school. Not every student in that high school participates in Early College.

b) Whole School

This model is such that the entire student body of a high school is participating in the VU Early College program.

2. Career and Technical Education (CTE)

Early College CTE partnerships offer various models depending upon that nature of the partnership. There are CTE partnerships where students have the potential of earning an A.S. Degree, as well as CTE partner schools that focus mainly on Certificates of Completion (CPC) or a Certification of Graduation (CG). Most CTE partner schools offer both Early College and Project EXCEL dual credit courses. Courses that are part of a defined Early College curriculum pathway run through Early College. Courses outside of these curriculum pathways run through Project EXCEL.

Teaching Modalities

The Vincennes University Early College program offers instruction in various modalities.

1. **Face to Face (F2F) Instruction** – Courses are taught in a traditional classroom setting by a VU approved high school or VU instructor.
2. **Online Instruction**
 - a. **Traditional Online** – Early College courses are taught online by a VU adjunct. There is no classroom instructor.
 - b. **HELPHS** – Hybrid Educational Learning Program for High Schools – Early College courses are taught online by a VU adjunct lead instructor. A facilitator is present in the classroom only to proctor and monitor the class. Classroom facilitators are not credentialed instructors; therefore, they do not teach or deliver course curriculum.

***Early College students should not be enrolled in regular Vincennes University Distance Education courses. Students will not receive the Early College tuition rate.**

Program Cost

- Courses taught by a VU approved high school instructor: \$25 per credit hour*
- Courses taught by a VU adjunct: \$75 per credit hour
- Courses offered online: \$75 per credit hour plus current textbook cost
- Select CTE courses are offered free of charge

**Course fees may be waived for students who qualify for the National Free and Reduced Lunch Program.*

Visit the Vincennes University Early College [website](#) to view the most recent CTE Tuition Fee Waiver Course List.

Curriculum Standards

Assessment

In addition to keeping with the Higher Learning Commission (HLC) and National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation criteria, Vincennes University embraces assessment as a fundamental tool for continuous quality improvement. The institution's assessment of academic and co-curricular programs is evidence-based, using quantitative and qualitative measurements of students' demonstration of program learning outcomes, and supports data-driven decisions to improve VU's services and processes for all students.

Course Syllabus

The course syllabus used in each VU dual credit course must be the same or equivalent to the corresponding course taught on the VU campus, including learning outcomes, course objectives, grading standards, evaluation, and assessment. Syllabi must be provided to and adhered by all students participating in the class.

- Summer, Fall, and Yearlong Syllabi Due: May 1
- Spring Syllabi Due: November 1

Textbook/Course Materials

Each VU academic department determines whether a dual credit course must be taught using the same textbook and course materials as used on campus or whether another college-level textbook may be utilized. Determination and approval varies by course and department.

Classroom/Lab/Equipment Approval

Select dual credit courses require approval of the classroom, lab, and/or equipment prior to the course running for dual credit. A Classroom/Lab/Equipment Approval Form is completed and submitted by the VU faculty liaison prior to the start of the faculty application process.

Advanced Placement (AP)

Providing that the VU curriculum and standards are followed and all VU dual credit policies and procedures are adhered to, the approved dual credit instructor may choose to incorporate Advanced Placement (AP) curriculum as an addendum to the VU course outline and syllabus.

Students have the option to take the AP exam and/or earn dual credit through Early College with the understanding that the AP curriculum is to be incorporated as additional course content. Students who wish to earn dual credit must register for the dual credit course at the beginning of the corresponding semester. Students may not enroll for dual credit past the registration deadline, nor opt for dual credit should they not pass the AP exam with an acceptable score.

Credit from Two Institutions for the Same Class

Approved VU dual credit instructors may NOT offer dual credit for another institution to students within the same class being taught for Vincennes University dual credit. The same/comparable course may be offered through another institution provided the courses are offered independently from one another, at different class times, and do not have the same students enrolled in both courses.

Early College Instructors

Early College instructors must be fully vetted and approved in accordance with VU faculty credentialing requirements. Early College instructors may be:

- Employed by the high school, or
- Approved VU adjuncts, or
- Approved VU distance education (online) instructors

Qualifications and Approval

1. Faculty approval for all VU dual credit instructors are processed in accordance with the same credentialing requirements established for faculty members on the VU campus, as established by Vincennes University and developed in accordance with the qualifications and guidelines set forth by the Higher Learning Commission's requirements for faculty appointments.

- a. General Education/Non-Occupational Courses** Traditional credentials for general education/non-occupational courses are a master's degree in the discipline or a master's degree with 18 graduate hours in the discipline (not pedagogy driven).
- b. Career and Technical Courses** Credentials for career and technical courses typically include a bachelor degree in the subject area or an associate's degree in the subject area with a minimum of 2 years' occupational experience. Consideration

for these courses will also be based on licensures, certifications, and years of professional experience.

2. Only approved VU dual credit instructors are authorized to deliver course content for Early College courses. VU does not allow an approved instructor to serve as the instructor of record while another individual delivers course content. For courses that are taught by more than one instructor, all instructors (including teacher assistants/aides) must be approved VU dual credit instructors. In such cases, one instructor will be designated as the primary instructor and will be responsible for submitting student grades; however, all instructors will be considered instructors of record for each course. Vincennes University dual credit programs do not allow student teachers to deliver course content.
3. In order to begin the approval process, each instructor must submit the following items to their Early College site administrator:

Required:

- A current, detailed resume
- Copies of all undergraduate and graduate college transcripts – must be legible and indicate all completed coursework and degree(s) earned (official transcripts required upon approval)
- All applicable licensures/certifications related to the discipline

Early College instructor applications must be approved by the Site Administrator, Dean of Academic or CTE Early College, department chair, college dean, and the Provost.

Please note that official college transcripts may be required upon approval & must be issued directly to Vincennes University from the granting institution.

Education Plans

Approval may be considered when an instructor is close to meeting the traditional or tested experience credentialing requirements and submits an education plan that outlines the coursework and/or other credentials (i.e. licensure/certification) to be obtained. The education plan, including a timeline for completing the credentials, must be developed and submitted with the original faculty approval application. Approval will only be considered for individuals who are willing and able to complete the required credentials within the specified timeframe below and who demonstrate ongoing progress (i.e. submit an updated transcript for review or other documentation) to fulfill his/her commitment under the approved education plan.

To be considered for approval, the instructor must meet the criteria in the appropriate category:

Course Type	Degree Attainment/Credentials
General Education or Non-Occupational	Have a master's degree with a minimum of 6 graduate hours in the discipline or related area OR a minimum of a bachelor's degree and at least twelve graduate hours in the discipline or related area; AND be willing and able to earn the required credentials for traditional approval requirements within three years (or less as determined by the department).
Professional	Have a minimum of an associate's or bachelor's degree (varies by program area) in the discipline or related area; and be willing and able to earn the required credentials for traditional or tested experience approval requirements within three years (or less as determined by the department).
Career and Technical or Occupational	Be willing and able to earn the credentials required (generally a certification or licensure) for traditional or tested experience approval requirements within one year.

- Proof of progress toward completion of all necessary coursework (i.e. unofficial transcripts or grade reports showing successful completion/grades) must be provided to the Vincennes University Early College office **at the end of each semester a course is completed**. Failure to do so may result in the suspension of teaching privileges until progress is submitted.
- Should there be changes to the intended courses on your approved education plan (course cancellation, change of course, etc.), notify the Early College office as soon as possible so we can confer with the appropriate department chair as well as maintain accurate records. Any added courses not on the previously approved education plan will need to be approved by the department chair prior to enrollment.
- Upon completion of all courses outlined in your approved education plan, submission of **official** transcripts indicating successful completion is required.

Application and Credentialing Deadlines

Early College site administrators are responsible for submitting credentialing materials to the Early College office by the following dates:

- March 1 for summer, fall, and yearlong courses
- October 1 for spring courses

Prior to final approval to teach a VU Early College course, new instructors must:

- Submit all required HR paperwork
- Have all requested official transcripts sent directly to VU-Early College
- Participate in a required orientation session with the assigned faculty liaison

Once approved, all requirements must be completed no later than:

- May 1 for summer, fall, and yearlong courses
- December 1 for spring courses

**Based upon faculty liaison availability during summer months, select disciplines may accept late faculty approvals with a deadline of August 1 for all requirements listed above.*

Instructor Responsibilities

Early College instructors must agree and adhere to all program guidelines and requirements as set forth by Vincennes University, Early College, and the National Association for Concurrent Enrollment Partnerships (NACEP). Teaching privileges may be revoked for any Early College instructor who does not comply with all policies, procedures, and requirements established by Vincennes University and Early College.

1. Submission of all required human resource paperwork prior to teaching a course through Early College and as requested thereafter.
2. Submission of all required official transcripts from the granting institution directly to the Vincennes University Early College office no later than midterm of the first term teaching.
3. When applicable, provide documentation (i.e. unofficial transcripts) of progress toward the completion of necessary coursework identified on an approved education plan at least annually. Upon completion of all necessary coursework, official transcripts will be submitted to the Early College office.
4. Participation in a required orientation session for each course with the designated faculty liaison prior to teaching the course for dual credit. The instructor is responsible for contacting the faculty liaison to schedule the orientation session.
5. Ensuring that the high school has adequate facilities, equipment, and resources to support the Vincennes University Early College course prior to teaching the course for dual credit.
6. Providing a copy of the course outline and syllabus to your Early College site administrator, demonstrating equivalency for course content, objectives, assignments, grading standards, assessments, and outcomes as established for the corresponding course on the VU campus.
7. Utilizing textbooks and course materials as required and/or approved by the corresponding VU department Faculty Liaison. The instructor (or their high school representative) is also responsible for ordering instructor desk copies/course materials directly from the publisher.
8. Verifying and submitting a signed class roster(s), sent to you by the Early College office, for each course/section each term in which the course is offered, by the applicable deadline.
9. Communicating student withdrawal from a course to the Early College site administrator in a timely manner.

10. Posting student grades electronically in accordance with the guidelines and time frames set forth by Vincennes University and Early College.
11. Submitting copies of student work, exams, assessments, and/or grades as requested by the faculty liaison and/or Early College office.
12. Providing students with class time, computer/internet access, and instructions to complete the course evaluation at the conclusion of each course/semester.
13. Retrieving all electronic correspondence sent by the Early College office from the email address(es) provided during the faculty approval process. The faculty member is also responsible for working with the school's information technology personnel to ensure that there are no firewall issues restricting the delivery of email correspondence from the Early College office.
14. Participation in periodic classroom visits with the designated faculty liaison, including a required visit during the first year in which the VU Early College course is taught for dual credit. Subsequent visits will be determined and scheduled by the faculty liaison and shall occur no less than every three years.
15. Participation in a required annual professional development session related to the course, subject area, and/or other educational topics deemed appropriate for the teaching of Early College courses. This session will be coordinated by the faculty liaison and participation is a requirement of NACEP, Early College's accrediting body.
16. If you are unable to teach the VU dual credit course and are likely to be absent for 10 consecutive days or more, you or another school representative must notify the Early College representative immediately. Early College will consult with the school regarding the situation and, based upon the circumstances, will determine whether Vincennes University credit will still be available to students. A long-term substitute teacher with background and experience in the content area may apply for an emergency approval for the remainder of the semester or year in which the course is being taught. Once approved, Early College staff and faculty liaisons will work with the substitute teacher to ensure that the approved syllabus for the University course continues to be followed and that appropriate assessment and pedagogy is employed in the teaching of the course content.
17. Early College instructors must abide by all guidelines as set forth in the Vincennes University Confidentiality/Non-Disclosure Agreement and in accordance with the college FERPA guidelines. Early College instructors may provide confidential student information to the school or to a student's parent provided that they have a consent form signed by the student that allows the information to be released to the individual or entity requesting the information.

Dual Credit Faculty Liaisons

In accordance with program policies and NACEP, HLC, and ICHE guidelines, all VU dual credit courses must have a VU faculty liaison to provide curriculum oversight and support to dual credit instructors.

1. Faculty liaisons may be full time, adjunct, or retired VU faculty members as appointed by the college dean or department chairperson and will follow all policies and procedures outlined in the [Dual Credit Faculty Liaison Handbook](#).
2. Faculty liaisons will provide dual credit instructors guidance concerning course objectives, grading standards, learning outcomes, classroom activities, assessment, evaluation, teaching methodologies, and other topics related to maintaining the academic integrity of the Vincennes University dual credit course. The final decision as to whether the academic content of the dual credit course meets University standards is the responsibility of the faculty liaison.
3. Faculty liaisons will be available to respond to questions from dual credit instructors and will provide recommendations for solutions to issues as needed.
4. Faculty liaisons will plan and conduct an orientation session for each first-time assigned dual credit instructor for the purpose of providing information relative to institutional philosophy, course objectives, and content.
5. Faculty liaisons determine whether the same textbook and course materials used on campus must be used in the dual credit course. At the discretion of the department, another college level textbook may be approved. Determination and approval varies by course and department.
6. Faculty liaisons will conduct an annual professional development session for assigned dual credit instructors for the purpose of providing information regarding curriculum/textbook changes, new or innovative technologies being utilized in the corresponding on-campus course, and other policies and procedures that may affect the delivery of the dual credit course.
7. Faculty liaisons will conduct site/class visits, including a required visit during the first year in which the VU dual credit course is taught. Subsequent visits will be determined and scheduled by the faculty liaison and shall occur no less than every three years.

Questions or concerns regarding your faculty liaison should be directed to the Dual Credit Program Coordinator, Kasey Miles, at kmiles@vinu.edu or 812-888-5132, or to your Early College site administrator.

Instructor Onboarding: Getting Started

New Hire Process

Once approved to teach VU dual credit courses, instructors will receive a Welcome email detailing next steps. Complete the new hire process as outlined in the instructor approval email.

A. New Hire Packet

- Complete the VU New Hire Packet in its entirety.

Throughout the year there may be opportunities in which stipends and/or travel reimbursements may be paid; therefore, direct deposit information is requested.

- Submit the completed New Hire Packet to your site's VU Early College administrator.
- Once submitted and processed, instructors will receive an email containing their VU ID and MyVU log in credentials.

B. Official Transcripts

- Send all requested official transcripts to the VU Early College office.
- Transcripts are only considered official when sent to VU directly from the granting institution.

C. Orientation

- Prior to teaching a dual credit course, instructors must complete an orientation with their assigned VU faculty liaison.
- Orientations should include discussions about the course syllabus, textbooks, pedagogy, grading, assessment, etc.
- Instructors who teach more than one discipline will have a liaison for each discipline and must complete an orientation with each liaison.

Faculty ID

All Vincennes University faculty, staff, and students are assigned a VU ID known as an "A Number," a nine-digit ID that begins with the letter "A." Upon receipt of the instructor's completed new hire packet, the instructor will be loaded into VU's Banner system and an A# will be generated. Instructors will receive an email from the Management Information Center (MIC) containing their A number and MyVU log in credentials.

MyVU Access

MyVU is the internal campus web site with access to faculty information, student information, and employee information. Once new hire paperwork is submitted and instructors are entered into the VU Banner system as faculty, an email containing MyVU log in credentials will be sent to the instructor's preferred email address as indicated in the new hire packet.

To access your MyVU account, go to: <https://www.vinu.edu/home>

Click on MyVU and enter the Username and Password that was emailed to you.

To change your MyVU password, log in to your account and click the “Change your MyVU password” link under Faculty Information.

For security purposes, MyVU passwords must be changed every 180 days.

Faculty Information



Contact Information, etc:

- [Preferred Email Address, Telephone Number, Voice & Text Messaging Number used for EAlerts,](#)
- [Mailing Address, Emergency Contact](#)
- [Need a .edu email address?](#)
- [Change your MyVU password](#)
- [Lotus Notes Email, Web Version](#)
- [Faculty & Advisor Self Service](#) - Advise, register, TAPS (Tracking Attendance & Performance for Students), enter grades, and more

Advising/Registration

- [Catalog](#) and [Class Offerings](#)
- [Advisors Menu](#) (DegreeWorks), [Advising Center](#), Advisee Listing
- [Student Profile](#)
- [DegreeWorks](#) (Degree Plan & Evaluation)
- [Register a student for classes, Curriculum and Instruction](#) and [Faculty Resources](#)

Instructional

- [New Faculty Orientation Info \(Onboarding\)](#)
- [Your Detail Class Schedule, Class Listing, Week at a Glance](#)
- [Blackboard](#) (Online Courses)
- [Library](#)
- [Fall 2019 Final Exam Schedule](#)
- Enter ([Midterm](#) or [Final](#)) Grades
- [You can help with Sexual Violence Prevention](#)
- [View Your Course Evaluation Results](#)

Employee Information

**visible to VU paid adjuncts only*



Contact Information, etc:

- [Preferred Email Address, Telephone Number, Voice & Text Messaging Number used for EAlerts, Mailing Address, Emergency Contact](#)
- [Need a .edu email address?](#)
- [Change your MyVU password](#)
- [IBM Lotus Notes Email, Web Version](#)
- [Employee Self Service](#) - Employee user interface to your personal information, pay and benefit information, and more

Pay & Benefits

- [Enter time card data \(Kronos\)](#)
- View [pay stub, benefits, deductions and tax forms](#)
- [Payroll Deduction New Form 2019 \(All Donations\)](#)

Other

- [Online Receiving](#)
- [Professional Development Committee](#)
- VU Workshop [Sessions, Recordings](#) and [Surveys](#)
- Go2Knowledge Online [Webinars](#)
- [Course Fees by Detail Code](#)
- [Living Well: VU Employee Wellness](#)
- [You can help with Sexual Violence Prevention](#)

Blackboard Access

Blackboard is VU's official learning management system. Dual credit instructors who wish to utilize Blackboard may do so by following the instructions outlined below.

1. **Login** – Instructors can access Blackboard by logging in to MyVU. From the homepage, click the Blackboard link located in the top left corner of the screen.
2. **Request Site** – Each semester, a request form must be submitted to request a new empty Blackboard shell site and student population.
3. **Course Content** –
 - a. **New Course Content** – For brand new courses, instructors must import the basic course menu structure to their empty site, then they may begin loading course content.
 - b. **Copying Content** – Twenty-nine days prior to the start of the course, the empty course shell will appear in your Blackboard course list. Content from your previous template or course may be copied into the new shell site at that time. If you are copying content from a VU campus instructor's course, the VU instructor (in most cases, your liaison), must communicate their approval to the Center for Teaching and Learning.

For additional Blackboard information, request forms, and tutorials, visit the [Center for Teaching and Learning](#) website.

Web Grading

All faculty are responsible for submitting final course grades (no mid-term grades will be posted). Notices on the submission deadlines are emailed to all faculty by the Early College Office each semester.

High School vs. VU Grades

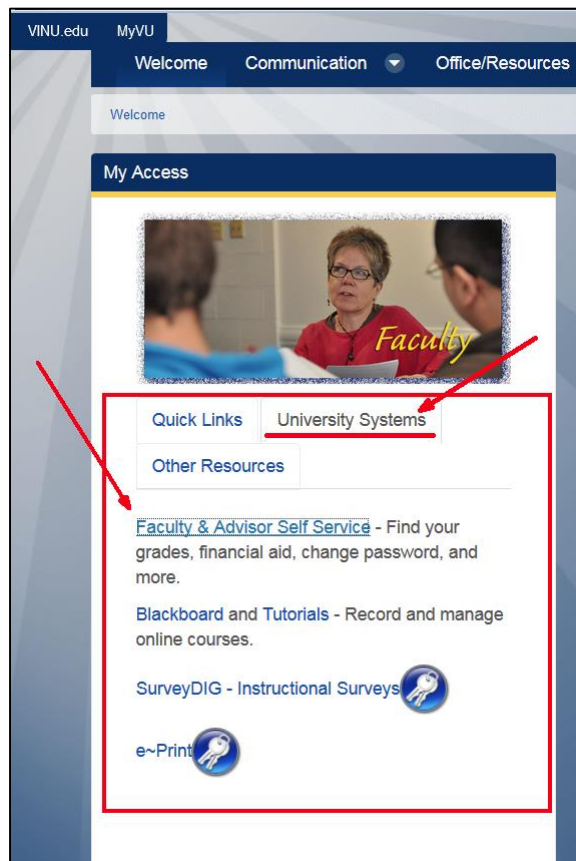
Instructors may manage student grades however they feel is most beneficial. For instance, some instructors may choose to keep two grade books; one for high school grades and one for VU grades. When entering final student grades, however, instructors must use the [VU grading scale](#).

Entering Final Grades

SELF SERVICE BANNER is accessed by logging into MyVU. Go to <https://www.vinu.edu/home> and then click MyVU. Type your MyVU “User Name” and “Password”.

NOTE: Final grades for yearlong courses cannot be entered until the grading window for Spring semester courses is open.

- 1. Log on to MyVU using your assigned Username and Password.**
- 2. Access Faculty Services – You can use the *University System* tab or the *Quick Links* tab to enter *Faculty & Advisor Self-Service Banner*.**



3. Select “Final Grades.”


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Faculty Services

Faculty [Detail Schedule](#)
[Week at a Glance](#)
[Term Selection](#)
[Summary Class List](#)
[Detail Class List](#)
[Track Attendance and Performance of Students](#)
[Midterm Grades](#)
[Final Grades](#) ←
[Office Hours](#)
[Syllabus Information](#)
[Active Assignments](#)
[Assignment History](#)
Student [Information Menu](#)
Register students, view student phone/address information, view advisee listing
[Look Up Classes](#)
[Add or Drop Classes](#)

4. Select the term (Fall should be selected for yearlong courses).

 **VINCENNES UNIVERSITY**
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Select Term

Select a Term: ↓ ←

RELEASE: 8.5.4.3

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5. Select the course to be graded.

The screenshot shows the Banner system interface for Vincennes University. At the top left is the university logo and name. Below it are navigation tabs for 'Personal Information', 'Faculty Services', 'Employee', and 'Finance'. A search bar is present with a 'Go' button. The main heading is 'Select a CRN'. On the right side, the user's name 'Rebecca K. Little', the semester 'Summer 2016', and the date 'Aug 09, 2016 04:42 pm' are displayed. A dropdown menu for 'CRN:' is set to 'ENGL 102 002: English Composition II, 30036 (10)'. A red arrow points to this dropdown. Below the dropdown is a 'Submit' button. At the bottom, there is a link '[Enter CRN Directly]' and a footer with 'RELEASE: 8.3' and '© 2016 Ellucian Company L.P. and its affiliates.'

6. Enter grades and last date of attendance (LDOA) if required.

- Banner requires a Last Date of Attendance for final grades of "F" or "W".

7. After entering grades on the web grade roster, be sure to click SUBMIT on each page of the roster.

Did they submit? If there were no errors, you will receive a message, "The changes you made were saved successfully." Proof each grade roster. Be sure every student received a grade.

HINT: If your roster will not save successfully, look for a grade of "W" or "F" with no last date of attendance listed. Once the last date of attendance is entered, you should be able to save your roster.

Grade Changes

If you need to **change a grade** during or after the grading period but Banner prohibits the change, submit the change on a Supplemental Grade Change form. A copy of the form can be obtained through your Early College site administrator.

Missing Grades

If you need to **add a missing grade** during or after the grading period but Banner prohibits the entry, submit the missing grade on a Supplemental Grade Change form. A copy of the form can be obtained through your Early College site administrator.

Incomplete Grades

All **Incomplete "I" grades** must be submitted on a Supplemental Grade Change form. Incomplete grades are only permitted if all of the following criteria has been met:

- An extenuating circumstance, such as extreme illness, has prohibited the student from completing the course.
- The student has completed more than 60% of the course.
- The student agrees to complete the remaining coursework by midterm of the following semester.

- The Incomplete is approved by the Dean of Early College and the appropriate VU College Dean.

If the student does not complete coursework by midterm of the following semester, the “I” grade will automatically become a “W” and the student must re-enroll and pass the course to establish credit.

Contacts for Questions/Problems

- General questions – Your Early College site administrator
- Can't remember user name or password – MIC (812) 888-4332
- Account is disabled – MIC (812) 888-4332
- Problems accessing MyVU or self-service Banner – MIC (812) 888-4332
- Questions about the grading process or specific grading situations – Your Early College site administrator

Assessment

In addition to keeping with the Higher Learning Commission (HLC) and National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation criteria, Vincennes University embraces assessment as a fundamental tool for continuous quality improvement. The institution’s assessment of academic and co-curricular programs is evidence-based, using quantitative and qualitative measurements of students’ demonstration of program learning outcomes, and supports data-driven decisions to improve VU’s services and processes for all students.

HLC 4.B. The institution demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning.

4.B.4. The institution’s processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty and other instructional staff members.

NACEP Assessment Standard 1 (A1) The college/university ensures concurrent enrollment students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.

VU’s assessment paradigm encourages collaboration among the faculty and staff and is guided by the program mission statements and focused learning outcomes reflecting the structure and content of the curriculum. The assessment process values faculty and staff autonomy and creativity while providing the institution with valuable data to drive improvement efforts.

General Education Assessment

The University Core Curriculum (UCC) is an integral component of the learning process at Vincennes University. The UCC encompasses learning outcomes that the faculty of Vincennes University have established as a minimum expectation of students graduating from Vincennes University. The UCC Outcomes along with the Indiana Statewide Transfer General Education

Outcomes describe the knowledge, skills, abilities, and attitudes students should demonstrate upon program completion. These courses help prepare our students for future careers and educational pursuits.

The first two outcomes below represent “UCC Basic Skills” outcomes and the final three represent “UCC Liberal Education” outcomes.

Students who successfully complete the UCC will be able to:

- Engage in articulate expression through critical reading and effective written, oral, and digital communication.
- Apply quantitative reasoning and a variety of numeric data to solve problems in a variety of disciplines.
- Evaluate ethical behavior as an individual and as a member of local and global communities.
- Apply critical and creative thinking skills to solve problems.
- Integrate knowledge and perspectives of different disciplines to answer complex questions.

Critical/Ethical/Integrative Thinking

Each semester a UCC course with a critical/ethical/integrative thinking outcome is taught, student artifacts are collected, evaluated, and assessed. A list of courses can be found by visiting the Vincennes University Curriculum and Instruction website. Artifact submission is required of all VU instructors regardless of location or course delivery method. Instructors will use a common, course-specific assignment provided by the appropriate VU department.

Written Communication (ENGL 101)

Student artifacts for ENGL 101 (English Composition I) will be collected each semester to assess Written Communication. Artifact submission is required of all VU instructors regardless of location or course delivery method. All ENGL 101 instructors will use a common assignment provided by the VU English Department.

Quantitative Reasoning

Each semester MATH 102 (College Algebra) and MATH 103 (Quantitative Reasoning) are taught, instructors will use a common final exam provided by the Vincennes University Math Department. Upon completion of the final exam, data is collected, evaluated, and assessed. Copies of the final exams, answer keys, and data reporting sheets will be distributed to instructors by the Early College Office.

*For more information on General Education and University Core Curriculum, click [here](#).

Accessing Assignments

To access critical/ethical/integrative thinking and ENGL 101 assignments and supplemental materials, contact your faculty liaison or visit the VU Curriculum and Instruction website:

1. Log in to your MyVU account.
2. From the Offices/Resources drop down box, select “Curriculum and Instruction.”
3. From the University Core Curriculum drop down box, select “University Core Curriculum Resources.”

NOTE: Assignments are listed in alphabetical order by course type (i.e. lab science, science, social science, humanities, and fitness/wellness).

Submission Due Dates

Artifact submission due dates do not change and should be incorporated into course schedules.

- Fall Courses: December 15
- Yearlong Courses: May 15
- Spring Courses: May 15
- MATH Courses: Due immediately upon completion of the final exam.

Professional Development

All dual credit instructors, in accordance with NACEP and HLC guidelines, must participate in annual, discipline-specific professional development.

HLC 3.C.4. The institution has processes and resources for assuring that **instructors** are current in their disciplines and adept in their teaching roles; it supports their professional development.

NACEP Faculty Standard 3 (F3) Concurrent enrollment instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.

Attendance Policy

Instructors are required to attend VU professional development annually; including instructors who are not teaching for dual credit during the academic year.

Instructors who teach one discipline are expected to participate annually in discipline-specific professional development provided by Vincennes University.

Instructors who teach two disciplines are encouraged to attend annual professional development provided by Vincennes University for each discipline, if time permits*. If an instructor is unable to attend both discipline-specific sessions, the instructor may alternate years for each discipline. Instructors must communicate with the faculty liaison of the discipline for which they will not be in attendance to obtain any pertinent materials or information related to the discipline.

Instructors who teach more than two disciplines should attend as many discipline-specific sessions as scheduling permits*. If an instructor is unable to attend one or more sessions per year, the instructor may alternate years. Instructors must contact the faculty liaison(s) of the discipline(s) for which they cannot attend to obtain any pertinent materials or information related to the discipline.

*When VU professional development is offered virtually only, instructors who teach more than

one discipline are required to participate in all of their discipline-specific professional development sessions.

Absences

Instructors who are unable to participate must send a rationale to the Early College office for approval prior to the session date. Lack of or late rationales will result in an unexcused absence.

Instructors who are unable to participate in a full session due to extenuating circumstances must submit a request for pre-approval of late arrival or early departure to the Early College office.

Failure to attend the required professional development session for two or more consecutive years without an excused absence prior to the session date may result in a suspension of teaching privileges for the following academic year.

Stipends

Early College instructors who attend face-to-face professional development on the Vincennes campus will be eligible to receive a \$100 stipend, providing they are an approved Early College instructor and participate in the full session unless extenuating circumstances allow for a pre-approved late arrival or early departure.

Instructors who attend professional development sessions held via webinar or other virtual format in which the instructor is not required to travel away from their school or home location will receive a \$25 stipend. This stipend is intended to keep the instructor active within the VU system. If an instructor becomes inactive in the VU system, they will be required to go through the full HR paperwork process again.

Travel Policy

Instructors may qualify for travel reimbursement when traveling to campus for an orientation or professional development.

Instructors who utilize a school vehicle or receive compensation from their high school or home location do not qualify for VU travel reimbursement.

Travel Vouchers

Travel vouchers can be found on the Early College website under Faculty Resources. Completed vouchers must be submitted to the Early College Office. The Travel voucher must include:

- Banner ID (A#)
- Instructor Name
- Home Address
- Claimant signature
- Department (Early College)
- Complete travel information, including dates of travel, and From and To Destination.

Travel Vouchers can be found on the [Faculty Resources](#) page of the Early College website.

Mileage

If a personal car is driven, mileage reimbursement for in-state travel is .40 cents per mile. Instructors must complete a VU Travel Voucher and provide odometer readings or attach a copy of MapQuest or Google Maps mileage. Standard Mileage is also acceptable. The VU Standard Mileage Chart can be located on the Early College website under Faculty Resources.

Same Day Travel

Same day travel is travel that does not include an overnight stay. To claim mileage for same-day travel, a Same Day Travel Voucher must be completed and submitted to the Early College office within five days of travel.

- If travel begins before 10:00 a.m. and ends after 7:00 p.m., instructors who are paid by VU may claim reimbursement for per diem in the amount of \$20.00.
- Per IRS regulations, per diem for travel without an overnight stay is taxable.

Overnight Travel

For travel that includes an overnight stay, an Overnight Travel Voucher must be completed and submitted to the Early College office within five days of travel. Reimbursable expenses for overnight travel may include:

- Mileage (include odometer readings or MapQuest/Google Maps mileage)
- Lodging
- Per Diem
- Parking Fees
- Tolls
- Cab fare, etc.

Receipts are required for all expenses.

Lodging Expenses – All Vincennes hotel reservations must be made through the Early College office.

Subsistence - List times of departure and arrival. To claim per diem, enter the applicable dollar amount. Meals provided or included in the cost of meeting/seminar should be listed and may not be claimed (ex. professional development lunch).

- Breakfast \$8
- Lunch \$10
- Dinner \$20

Day of departure –

There is no breakfast subsistence on the day travel begins.

Departure prior to Noon - \$30

Departure after Noon - \$20

Day of return –

Return before Noon - \$8

Return between Noon and 7:00 p.m. - \$18

Return after 7:00 p.m. - \$38

Student Rating of Instruction

SurveyDIG

Students have the opportunity to provide anonymous feedback to faculty through the SurveyDIG system. Faculty will receive an email when the survey becomes available. Approximately 2-3 weeks before the end of the course, the survey link will be emailed to the students' university preferred email address. The university would like for faculty to take 10-15 minutes of class time for students to complete the survey. SurveyDIG is mobile-friendly. Students who are unable to complete the survey during class time may still complete the survey outside of class.

Accessing Results

After the survey has closed and final grades have been submitted, faculty can view student feedback summaries on MyVU.

1. Log in to MyVU
2. Quick Links tab
3. Select "View Your Course Evaluation Results"
4. Click on "Instructor Dashboard: Course Evaluation Reporting"
5. Select the course term. (Choose the Fall term for yearlong courses)
6. Set Output to "Results" and click Search

An Instructional Video can be found at: <https://tinyurl.com/surveydig18>

**access instructions begin at 5:26*

Faculty Performance Reviews

In accordance with HLC accreditation criteria, Vincennes University is required to implement annual faculty performance reviews, regardless of location or modality.

HLC 3.C.4. Instructors are evaluated regularly in accordance with established institutional policies and procedures.

Adjunct Faculty Performance Review

An annual Adjunct Faculty Performance Review (AFPR) is completed for all active adjunct faculty. Early College site administrators will complete the AFPR for each instructor and will share the results with the instructor.

Course Improvement Plan

A Course Improvement Plan (CIP) must be completed by new faculty to establish baseline data. Thereafter, CIP's are only required for instructors whose aggregate SurveyDIG data has met the low score threshold.

The timeline for Review and Plan completion will be communicated each year by your Early College site administrator.

Additional Resources

For additional Early College resources, contact your Early College administrator or visit the Early College website at www.vinu.edu/web/earlycollege.