



ADJUNCT FACULTY HANDBOOK

Spring 2010 Edition

ACKNOWLEDGEMENTS

The Spring 2010 edition of SUNY Ulster County Community College's Adjunct Faculty Handbook is an update to the Fall 2006 and original Spring 2004 editions. The College wishes to recognize Chris Collins, President of the Adjunct Faculty Association, Judith Golub, Vice President of the Adjunct Faculty Association, and Mark Rothe, former Secretary/Treasurer of the Adjunct Faculty Association for their time consuming and diligent work in compiling both editions of this document. The College also wishes to recognize Dolores Quiles, former President of the Faculty Association and Michelle Rodden, former Secretary of the Faculty Association for their invaluable contributions to the original Adjunct Faculty Handbook. This handbook is a testimony to their commitment to the many dedicated adjunct faculty who serve the SUNY Ulster community.

To: New Part-Time Faculty
From: Donald C. Katt, President

Welcome to SUNY Ulster and thank you for agreeing to teach with us. It is my hope that you find this experience enriching and rewarding.

SUNY Ulster is an open door, comprehensive community college. We offer an array of associate degrees, certificates and diplomas. Students may be planning to transfer to a four-year campus to complete their baccalaureate degrees or go directly into their careers of choice upon program completion. Our curriculum is rich with both traditional liberal arts courses and with career and technical courses.

We want to see each student be successful. The most important activity is the learning that takes place with your direction and leadership. Please remember that there are offices and academic support areas that are designed to assist you and your students to ensure academic success. Also, please take the time to utilize the services of the library (including "SUNY Connect", which is an incredible series of data bases available to faculty and students via the Web), instructional media, and "The [Teaching] Place". If this is your first time teaching, I highly recommend *Teaching at Its Best*, a book written by Linda B. Nilson and available in the library.

Some departments use a mentoring system that will pair you with an experienced SUNY Ulster instructor, and some reserve that responsibility for the department chair. Whichever is your situation, I encourage you to ask questions, raise concerns, and keep your colleague apprised of your progress.

Please call the Dean of Academic Affairs or me directly if you feel either of us could be assistance to you. Again, welcome to SUNY Ulster!



SUNY ULSTER COUNTY COMMUNITY COLLEGE

OFFICE OF THE DEAN OF ACADEMIC AFFAIRS

To: New Part-Time Faculty

From: John Ganio, Dean of Academic Affairs

Welcome to SUNY Ulster's teaching community. As the Dean of Academic Affairs it is particularly gratifying to observe the dedication and professionalism of our adjunct faculty. You have now become part of this special group, and I wish you every success in this new role.

We all share a common goal, facilitating the academic promise of our students. By working together I am confident that we will continue to achieve this challenging yet fulfilling goal.

Welcome once again, and please call me directly if I may be assistance to you in any way.

We are the Executive Committee of the Adjunct Faculty Association and welcome you to SUNY Ulster. It is our hope that you will make use of all the facilities and resources at your disposal. To achieve that purpose we have created this handbook for your convenience. It contains information covering many areas to familiarize you with policies and functions on campus.

SUNY Ulster is one of the rare colleges in the United States where the adjunct instructors can participate in shared governance. There are two associations on campus which represent faculty – the Faculty Association and the Adjunct Faculty Association. Each has a governing board and advocates for its own faculty, however, the Faculty Association is our official bargaining unit. We have representation at the bargaining table, in the Faculty Senate and at administrative meetings of the college. In order to be an official member of the organization, you must sign a voting card. One has been included at the end of the handbook for your use. You can just fill it out, sign it and interoffice mail it to any of us on the Executive Board. This membership entitles you to all the benefits available to official association members (supplementary retirement plans, health insurance options, etc.) Fees are charged to members and non-members both, based on contractual obligations. Information is available from any of us on the Executive Board.

We are here to advocate for you and it is our hope that you have a successful stay here.

Best Regards,

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ADJUNCT FACULTY POLICIES & PROCEDURES

ABSENCES

If an adjunct instructor has to be absent due to illness or other emergencies, the Department must be notified. If unable to reach the Department Secretary or Department Chair, the instructor should notify the Dean of Academic Affairs Office at extension 5040.

The College has a policy that allows for one sick day or personal day for adjunct instructors without losing pay.

If adjunct instructors are unable to teach a class, regardless of the reason, they may;

- have the class covered by an approved substitute. It is the adjunct instructor's responsibility to arrange for substitute coverage by approved instructors. Please contact the Department Chair to discuss this and to obtain approval
- hold make-up class periods. (Please consult with the Department Chairperson for approval before a make-up is scheduled and the Registrar's Office to ensure that the classroom or lab is available).

ACADEMIC FREEDOM

As a member of the community, the faculty member has the rights and obligations of any citizen, and measures the urgency of these obligations in the light of the responsibilities of a citizen engaged in a profession that depends upon freedom for its health and integrity. The faculty member has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

ACCOMMODATIONS AND SERVICES FOR THOSE WITH HANDICAPPING CONDITIONS

The following accommodations are available:

- All classrooms on the Stone Ridge campus are wheelchair accessible except for the mezzanine on the second floor of the Macdonald DeWitt Library. A paging service is located for anyone needing books from the Library's mezzanine.
- Four elevators, located throughout the campus, offer access to all levels of the buildings.
- Many of the restrooms on the campus are designed to accommodate the physically challenged.
- Several public telephone stations are positioned at convenient levels for wheelchair occupants.

- The College also has available telephones for the hearing impaired.
- Parking lots offer preferred parking spaces for vehicles displaying the symbol for the handicapped.
- Students must contact Student Support Services for academic accommodations. This office is located in VAN 247. The Director of Student Support Services reviews all disability documentation and determines the academic accommodations for students on a case by case basis. Students needing accommodation will give their individual instructors accommodation letters, which are issued to the student by Student Support Services.

The College also works with such outside agencies as Vocational and Educational Services for Individuals with Disabilities (VESID), the Mental Health Association of Ulster County, Ulster County Mental Health, and the New York State Department of Labor.

ADJUNCT FACULTY ASSOCIATION

The Adjunct Faculty Association is part of the full faculty bargaining unit. Part time is defined as teaching less than twelve (12) credits per semester. Information about the Adjunct Faculty Association is available upon request from the Association officers and on its website at <http://people.sunyulster.edu/fa>.

ASSOCIATION DUES

Subject to all provisions of Article 14 of the Civil Service Law and the penalties there under, the County shall deduct from the wages of adjunct faculty members regular membership dues and be remitted to the Association monthly. The County agrees, that, subject to the limitations and conditions contained in Section 208 of the Civil Service Law, bargaining unit members who are not members of the Association shall be required to pay an agency fee equivalent to the dues of the Association. The agency fee shall be deducted by the County and remitted to the Association in the same manner used for voluntary dues deduction.

ATTENDANCE POLICY FOR STUDENTS

State and Federal law requires that all full- and adjunct faculty keep accurate student attendance and progress records. Grade/attendance books will be provided for you. Periodically you will receive computer sheets for reporting student attendance and progress. **These must be completed and returned to the Registrar's Office by the date specified.**

Each semester contains fifteen weeks, with the final examinations taking place in the fifteenth week. Individual instructors shall determine their class attendance policy within the guidelines of the department and will inform their students about this policy, in writing, by the end of the second week of classes each semester (or the second class session during Summer Session). The attendance policy must be clearly spelled out in the course outline.

AUDIO-VISUAL EQUIPMENT

All faculty are asked to contact Audio-Visual Services at extension 5074 at least forty-eight (48) hours prior to the event.

CHANGE OF GRADE

Grade changes by an instructor are to be submitted in writing on a special form obtained from the Registrar's Office, Vanderlyn Hall, Room 206 or the Office Dean of Academic Affairs, Vanderlyn Hall, Room 250 (forms are also available on the <http://my.sunyulster.edu> Portal).

Grade changes are sent for approval to the Department Chair, then the Dean of Academic Affairs who will forward it to the Registrar.

CHILDREN'S CENTER (DAYCARE)

Daycare facilities for children of students, faculty, and staff are located in the building adjacent to the Senate Gymnasium. The Center is open Monday through Friday when classes are in session. Children placed in the Center must have a physical examination and have proof of necessary vaccinations and inoculations. Parents must register each child and pay a nonrefundable \$25.00 registration and insurance fee.

The number of children who can be accommodated at the Center is limited. Decisions will be made on the basis of need. Date of receipt of application will be used in cases when necessary. Decisions will be made by a committee consisting of the Director of the Center, Director of Financial Aid, and a Student Director of the College Association. Further details on fees and hours of operation may be obtained by calling the Center at 687-5257.

CLASS CANCELLATION

Every effort should be made by the instructor to notify his/her students that there will be no class. The instructor must have a class roster with the students' names and phone numbers so that the students can be notified of the class cancellation. The Department Secretary must be notified no later than 3:00 p.m. if an evening class is to be cancelled.

Should the College cancel classes due to inclement weather, it will be announced on the local radio stations and online at the <http://my.sunyulster.edu> Portal or the <http://www.sunyulster.edu> website. When classes are cancelled on the Stone Ridge Campus, classes are usually cancelled at the extension centers (check with the Dean's Office if you are uncertain). In the event of a weather cancellation, the college will assign a make-up day.

CLASS HOURS

Classes should begin and end at the times indicated on the published schedule in order to allow time for travel between classes. Faculty are expected to utilize the full amount of time allotted for each class. Under normal conditions, “breaks” are to be taken only in classes which are over 150 minutes in duration.

CLERICAL AND SUPPORT STAFF SERVICES

Each faculty office and administrative unit has secretarial help available. Computers, printers, typewriters, copy machines, and fax machines are readily accessible for all offices. While the College reserves the overall authority for clerical and support staff, in order to ensure proper supervision, these employees normally report to the department head to whom they are assigned. The department offices provide typing and duplicating of class materials. Materials should be left with the department secretary at least seventy-two (72) hours in advance of the time needed. While-you-wait service cannot be provided.

CLASS MANAGEMENT

Instructors are expected to hold all class sessions for the FULL time allotted, whether meeting once, twice, or three times weekly. Instructors are expected to end class periods at the specified times since students may have other classes, and instructors in the next period often have to set up. As a professional courtesy, you are reminded to clear the board. Class meeting times and places are not to be changed without prior clearance from the Registrar, the Department Chairperson, and the Dean of Academic Affairs.

COURSE CANCELLATIONS

Adjunct faculty are appointed tentatively for a semester term to teach a specific course or courses. Since appointments are made on a semester-by-semester basis, there is no guarantee of reappointment in a subsequent semester.

A course may be cancelled if there is insufficient enrollment. Sometimes it is necessary to assign to full-time faculty certain courses that have been tentatively assigned to adjunct faculty. Course cancellations and reassignments are made normally at the close of the official registration period at the beginning of the semester. An adjunct faculty member whose course has been cancelled or reassigned is notified as soon as possible after registration ends.

Adjunct faculty are represented by the Faculty Association and should consult with union representatives for additional information regarding course cancellations.

COURSE OUTLINE AND SYLLABUS

Course outlines are due by the first week of classes. Instructors are to submit an electronic copy of their course outlines to the Department Chairperson. As required by College policy and state education law, one copy will be retained in department files and the other by the Office of the Dean of Academic Affairs. The required format for the course outline and a separate statement on how these are to be written are available in the department offices (see also Appendix A). Outlines not submitted in the proper format will be returned for rewriting.

CREDIT UNION

Faculty and staff may join the Ulster Federal Credit Union. Benefits of joining include payroll savings, Christmas Club, and loan options. All contacts should be made directly with the credit union. Information may be obtained from the Benefits Administrator, at extension 5101.

DELAYED ARRIVAL

Students are expected to wait for an instructor who is late for class fifteen minutes after the scheduled starting time. If an instructor on campus realizes in advance that he/she will be later than this time limit, the instructor may call the Dean of Academic Affairs Office at extension 5040 or an off-site supervisor and arrange for the class to be held in session until his/her arrival.

DISTANCE LEARNING COURSES

Please refer to Appendix B for a copy of the policies and procedures governing the development of distance learning courses.

DUPLICATING SERVICES

When duplicating any material, instructors should adhere to Title 17, of the U.S. Code dealing with copyright restrictions. The Code is as follows:

The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified by the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research."

If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

All campus copying machines, with the exception of the machines located in the Library, are intended for college-related use only. The machines in the Library are coin- or credit card-operated and may be used by the general public and for personal copying by faculty and staff.

Quick Copies of 50 or less

Copier machines are located in most office areas for quick duplication of up to fifty copies.

Volume Copies of 50 or More

Duplication of fifty or more copies will be done by the Switchboard staff, upon receipt of a completed Work Order Form, which may be obtained at the department secretary.

In addition to copying, collating and stapling may also be requested on the Work Order Form.

Requests for duplicating services can usually be completed at the Switchboard by the day following receipt of the request, but in peak times of copier demand, such as at midterm and the end of a semester, there may be as much as a three-day wait for completed orders.

EMERGENCY INSTRUCTIONS

Medical Emergency

On-Campus: Dial 5221 or 911 from any Campus phone.

Off-Campus: Dial 911

State clearly the nature and location of the emergency.

Medical Assistance (Non-Emergency)

The College Nurse is in the Senate Gym room 139 at extension 5246.

The Security Office is in the Hasbrouck Lobby at extension 5023.

Fire Emergency

Ring the nearest fire alarm.

Dial security at 5221. Clearly state the nature and location of the fire from a safe location.

Fire extinguishers are located in all buildings and labs.

All faculty and staff should leave the building via the nearest door and move a minimum of 150 feet away from the building.

General Information

Ulster County Sheriff: 338-3640

New York State Police: 338-1702

Fire Drills

New York State law requires that several unannounced fire drills and building inspections be conducted each year. All occupants of the building are required to participate. Instructions or vacating the buildings are posted in each classroom, and each instructor is responsible for acquainting his or her students with these procedures.

EVALUATION/OBSERVATION

Adjunct faculty will be evaluated each semester using general criteria based on classroom teaching observation and student feedback. After five (5) semesters of evaluation, adjunct faculty will be evaluated once every five (5) years.

FACULTY ASSOCIATION

As a dues paying member of the Faculty Association, you are encouraged to complete a membership card at the time of hire to become an active Faculty Association member. See the website at <http://people.sunyulster.edu/fa> for contact information.

FIELD TRIPS

Faculty members are encouraged to arrange such local class field trips as would significantly contribute to the objectives of their courses, keeping in mind the following considerations: A form is available from the Office of the Dean of Academic Affairs or the Department Secretary to request approval for a field trip. A field trip is any part of a class that is being conducted in a place other than the place scheduled for the class meeting.

- Field trips should be well planned and their purpose should be directly related to the learning outcomes of the course.
- Once planned, field trips should be required of all students. (Should there be a financial or personal problem related to student participation, an appropriate, alternative learning experience should be assigned.)
- Field trips should be scheduled during regular class time. When field trips are held outside of the assigned class/lab period, an effort should be made to avoid student conflict with other classes. Late afternoon, evening, or weekend trips are suggested.
- According to the policy from the *College Handbook* prior approval must be received from the Dean of Academic Affairs and a Certificate of Insurance must be obtained for all scheduled field trips from the Office of the Dean of Academic Affairs. Requests should be submitted at least two weeks in advance of the planned trip.
- Faculty should carefully plan these trips and be mindful of the limited time available to students within the fifteen week semester. There is no set limit on the number of field trips, but more than three per semester per course would be deemed excessive.
- Faculty are expected to meet all classes as scheduled. Field trips should not be scheduled to overlap with other classes taught by that faculty member i.e. cancellation of other classes to conduct a field trip with one class, is not allowed; in this case rescheduling a class to be missed would be appropriate.

Approval

All off-campus trips must have the advance approval of the Academic Dean. Participating students may receive excused absences from other classes missed; however, they are responsible for all work missed.

Expenses

The College cannot underwrite any portion of the students' expenses of a field trip.

Transportation

Only adequately insured carriers are authorized to provide transportation. College vans may be reserved through the Security Office, Hasbrouck Hall, Room 106. Please give at least forty-eight hours notice.

Drivers

Drivers must receive prior approval to operate college vans. A background check must be completed by the Chief Security officer.

FINAL EXAMINATIONS

The College-wide final examination policy, as adopted June 2, 1978 and revised May, 1995, is found in Appendix C.

You are responsible for notifying students **IN WRITING** before the end of the second week of classes which examination option you have selected. Two copies of the final examination must be submitted to the department office at the end of each semester. Final exam schedule will be distributed to all instructors during the semester. All instructors are required to follow this schedule when planning their final exams.

FINAL GRADE ROSTERS

A final grade roster is distributed to all instructors near the end of the semester. Instructions for the submission of final grades are included with the roster. Final grade rosters should be returned to the Human Resources office no later than 48 hours after the date of the final examination. When examinations take place on a Friday, the roster can be returned on the following Monday. If the instructor has any questions regarding the roster, or is unable to make the deadline date, he/she should notify the Registrar and Human Resources immediately.

GENERAL CLASSROOM CARE

Classroom furniture has been arranged to accommodate most teaching situations. If an instructor changes this arrangement to accommodate a special situation, he or she should return the room to its original state before dismissing the class. Chalkboards should be erased, and lights turned off at the end of each class. Smoking is not permitted in any buildings. Instructors are not only asked to observe the policy themselves, but to assure that all students in their classes do the same.

GRADING

“A”, “A-”, “B+”, “B”, “B-”, “C+”, “C”, “C-”, “D+”, “D”, “D-”, “F”, “W” (withdrawn), and “I” (incomplete) are the final grades normally given at the end of the semester (see the College Catalog). Note, however, that the “W” grade is given only if a student **officially** withdraws during the first ten weeks of the semester.

To withdraw, the student must obtain a course withdrawal form from the Registrar’s Office. If a student does not attend classes, he/she is not officially withdrawn. Normally students who do not withdraw officially receive an “F” but instructors may initiate a withdrawal if they believe that the “F” would not accurately reflect the student’s work in the course. Instructors should obtain and complete a **Special Circumstance Grading Form** from the Registrar’s Office and submit it to the Dean of Academic Affairs.

The “I” (**Incomplete**) grade is a temporary grade given in cases where the student is unable to complete the semester’s work or the final examination due to illness or other circumstances *beyond his/her control*. Such students must present a valid reason and request the incomplete before the end of the term. The student must arrange with the instructor to make up the work within four weeks after the end of the semester in which the incomplete was received, otherwise the “I” automatically becomes an “F”. A change in grade form should be completed and submitted to the Dean of Academic Affairs when the work is completed and a final grade calculated.

Course Repeats

When a course is repeated, only the last grade (A-F) will count in the grade-point average, even if the last grade is lower than the grade(s) received on previous attempt(s). No repeated courses or their grades, however, will be removed from the student’s transcript. Repeating a course may affect a student’s financial aid status.

This policy does not apply to courses that, because of their varied content, have been designated as courses that may be repeated for credit.

HEALTH INSURANCE

The College offers a choice among health insurance plans for employees and their dependents. Adjunct faculty are eligible for full coverage if they pay full premium. Contact the Benefits Administrator at extension 5101 for additional information.

HOLIDAYS, LEGAL

Legal holidays for teaching staff, as determined by the Collective Agreements, currently include the following:

New Year's Day	Fourth of July
Martin Luther King Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Thanksgiving Day
Good Friday	Friday after Thanksgiving Day
Memorial Day	Christmas Day

A list of holiday dates is distributed each semester by the Personnel Services office.

ID CARDS

All faculty members should get an identification card. Information regarding this procedure can be gotten at the Security Office in HAS 106.

KEYS

Authorized keys are issued to college employees by the Office of Plant Operations, located in Algonquin Hall, Room 113. A Key Request Form, available from that office, must be completed and signed by the employee's supervisor. Lost keys are to be reported immediately to the Office of Plant Operations. Keys should not be duplicated for any reason. In addition, all keys should be turned in to Human Resources upon termination of employment.

LEARNING CENTER (STUDENT TUTORING)

The Learning Center is located in Vanderlyn Hall, Room 241 and houses instructional videotapes for general use and for specific reserve needs of instructors. The Center also contains audio, video, and computer programs designed to assist students in study skills, listening and note-taking, memory techniques, and preparation for examinations. The Center also houses the College Skills Center, offering courses in reading improvement and a three-credit course in study skills. Call extension 5039 for days and hours of operation.

Times Square is a mathematics lab offering students assistance with math at any level. Professional and peer tutors are available as well as computerized assistance. It is located in Vanderlyn Hall, Room 128. Call extension 5229 for days and hours of operation.

The Writing Center is located in the MacDonald DeWitt Library, Room 110 and is staffed by professional writing tutors who assist students in improving writing skills. Call extension 5095 for days and hours of operation.

The Friend-Tutor Program is staffed primarily by volunteers from the community. These tutors who offer course-specific assistance are coordinated by the Learning Center.

Peer Tutoring offers course-specific tutoring by students who have received the approval of the course instructor to provide it. Contact the Learning Center to arrange for tutoring. Go to the Learning Center website at <http://people.SUNYUlster.edu/LearningCenter/Center> for information regarding on line tutoring

LIABILITY PROTECTION

The College provides to all employees without cost a minimum of \$1,000,000 comprehensive liability insurance for each covered occurrence or accident, resulting from the assigned or authorized duties of the position, on or off campus.

LIBRARY

The DeWitt Library occupies three floors of the DeWitt building. The library maintains over 80,000 titles and reference materials. A list of journals can be found on line. To access electronic catalogs, you must use a password and a link that can be gotten from the library. It is open Monday through Friday and on Saturday. For times and summer hours contact the library.

Inter-library loans are available through the Library tab on the <http://my.sunyulster.edu> Portal.

LOST AND FOUND PROPERTY

A Lost and Found file is maintained in the Security Office, Hasbrouck Hall, Room 106. Articles turned over to Lost and Found will be retained for thirty days before disposal.

MAIL (SNAIL)

Adjunct instructors teaching on the Stone Ridge Campus will have all official communications delivered to their mailboxes, including messages, class rosters, and sheets for reporting attendance and student progress. **These will not be mailed to the instructor's home.** It is the instructor's responsibility to check his/her mailbox each time the instructor is on campus. Grade books and the college calendars are mailed to the instructor's home.

Adjunct instructors teaching at the Business Resource Center (BRC) or other satellite locations will have communications forwarded to the respective centers. Required reports can be returned to the College through interoffice mail.

Faculty from other departments or administrators teaching part-time will have communications sent to their regular offices via campus mail.

MAIL (ELECTRONIC)

Each adjunct faculty member is eligible for an email mailbox at SUNY Ulster. If you do not have an email mailbox already, please request one through your department chairperson. You can access your email box via a web browser from any computer that has an Internet connection.

The address for the email system is <http://mail.sunyulster.edu>.

Should you encounter any difficulty accessing your e-mail account, please contact the Office of Information Technology Help Desk at extension 5169.

OATH OF OFFICE (SUNY Policy 066)

Professors, Associate Professors, Assistant Professors, Instructors, and all members of the professional staff at a community college, who are citizens of the United States of America, must execute the “Constitutional Oath” to support the federal and state Constitutions as required by Section 3002 of the *Education Law*. The law provides that it is unlawful for any citizen of the United States to serve as a teacher, instructor, or professor in any school or institution (whose real property, in whole or in part, is tax exempt) in this site unless, and until he or she has taken and subscribed as to the required oath. The law further provides that it shall be unlawful for the appointment officer to permit a person to serve in any capacity therein in violation of the provisions of Section 3002.

An employee may comply with the requirements of Section 3002 by subscribing and filing the following statement:

I do hereby pledge and declare that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the position of _____, according to the best of my ability.

The oath or statement is to be retained by the college and is to be made available for public inspection and for transmittal to the Commissioner of Education upon his or her request.

An appointee is required to take such an oath or to execute such a statement only upon initial appointment with the college. Subsequent oaths or statements need not be executed although there be a change in the title or duties of the incumbent, so long as he or she remains employed at the same campus.

OFFICE SPACE

Adjunct faculty should contact their respective Department Chair to obtain office space, telephone, and computer support.

OFFICE HOURS

Adjunct faculty are asked to be available either before or after their teaching periods to answer questions of individual students. Adjunct faculty are required to be available to assist students one hour per week (regardless of the number of credits taught). This may be either through email, phone, or in person. The instructor may use the course outline to inform students of the instructor’s availability outside of class time.

PARKING

Faculty parking on campus is designated by the yellow marking in the classroom building parking lots. Parking permits should be obtained from the Security Office, Hasbrouck Hall, Room 106.

PAYROLL INFORMATION

Prior to the receipt of the first paycheck:

Adjuncts instructors must submit the following information or materials to the Employee Benefits Administrator, Clinton Building, Room 219:

- W-4 form and I-9 form
- Retirement election/declination form
- Signed loyalty oath
- Statement of whom to notify in case of emergency
- Application for teaching position

Adjunct faculty may contribute to the retirement system.

During the semester:

Paychecks for adjunct faculty are issued bi-weekly during the semester and will be mailed to the instructor's home unless arrangements are made with the Accounting Office to hold them for pick-up. The final check of the semester will be held until final grades are delivered to the Registrar's Office and attendance books are delivered to the Payroll Office.

After six (6) semesters of teaching, adjunct faculty may request direct deposit for their paychecks.

Last paycheck of the semester:

The last paycheck of the semester should be picked up in the Payroll Office (Clinton Building, Room 212). The payroll supervisor will release the final paycheck of the semester only after the following materials have been received:

- Attendance/grade books
- Final grade rosters
- Department keys (if you are not returning the following semester)
- One blank copy of the final exam, if you gave one, and
- Final exams (if they are not returned to your students).

In addition, the final checks will not be released until all Library materials have been returned.

PENSION OPTION

Adjunct Faculty may join, at any time, either the New York State and Local Employees Retirement System (ERS) or the New York State Teachers' Retirement System (TRS). The appropriate application form must be completed. The effective date of membership is the date the form is signed and notarized. (If an adjunct faculty member is an active member of either system at the time they are hired by the College, any required employee contributions will be deducted from their pay. All credited service and earnings will be reported to the appropriate retirement plan.)

If the employee does not wish to join a retirement plan, they must decline in writing on the form(s) provided by Human Resources.

PETTY CASH

The College maintains a Petty Cash fund for the purpose of reimbursing emergency purchases up to a \$50.00 maximum. Petty Cash transactions are handled by the Accounting Office and require a completion of a Petty Cash Voucher/Requisition indicating the appropriate budget code for the purchase, together with receipts of purchases. Before making a purchase you must contact your Department Chair or the Dean of Administration.

TIPS FOR FACULTY ON MANAGING STUDENT RECORDS

Highlights of Family Educational Rights and Privacy Act (FERPA) refer to the information available through the <http://my.sunyulster.edu> Portal.

ROSTERS

All full- and adjunct faculty must keep accurate student attendance and progress records. This information constitutes an official record for legal purposes and may serve to protect the faculty member. Grade/attendance books will be provided to all adjunct faculty by the Human Resources Office, Clinton Hall, Room 206. Financial Aid Rosters are sent out by the Department Secretaries on the fourth and seventh week of the semester. This reporting is required by federal and state law, and it is important to return the rosters to the office designated by the date specified.

DAY CLASSES

Class rosters are normally made available for the first day or evening classes and once again within the succeeding three weeks. Mid-semester and final grade rosters are issued by the department secretaries. The Financial Aid Office distributes rosters the fourth and seventh week of the semester. These rosters are used by the Financial Aid Office to determine attendance for students who receive aid.

The rosters have directions for instructors included at the top. In most cases, a copy of the roster must be returned by the deadline.

TRAVEL TO EXTENSION CENTERS

Adjunct faculty members are not eligible for mileage to and from their home/course locations.

SUPPLIES

Normal course supplies (chalk, white board markers, blue books for exams, etc.) may be obtained from the Department Secretary.

TEXTBOOKS

Adjunct faculty may obtain textbooks for class use by submitting requests to the Department Chair. Please note that your textbooks or any publishers' samples that you may receive are not for resale to anyone.

TUITION WAIVER

Tuition for credit courses offered by Ulster County Community College will be waived for adjunct faculty. This does not extend to family members nor, does it cover fees.

WORKERS' COMPENSATION

Injury to any college employee, sustained in connection with assigned duties, is covered through Workers' Compensation Insurance. All accidents should be reported promptly to the College Nurse, Security, and to the Human Resources Office.

APPENDIX A

Ulster County Community College Course Outline Template

1. Course Title
2. Department & Course Number
3. Semester & Year
4. Instructor
5. Textbook(s)
6. Office & Office Hours
7. Campus Phone and E-Mail Address
8. Objectives of the Course
Required by SEC. 207-52.2, e4 of the Commissioner's regulations
9. Outline of Course Content
10. Student Requirements for Completion of the Course
Exams, term papers, reports, etc.
11. Attendance Policy
12. Method of Assessing Student Achievement
Required by SEC. 207-52.2, e4 of Commissioner's regulations
13. Final Examination Option Chosen by the Instructor
14. Statement on Academic Integrity
15. Bibliography for the Course
Outside references, readings, web sites, instructor's sources, etc.

APPENDIX B

On-Line Distance Learning

- A.** Participation in distance learning or on-line teaching is voluntary. Faculty who do not volunteer cannot be adversely affected. There will be no reduction in College faculty directly related to the College's participation in asynchronous learning.
- B.** Faculty who agree to develop a course will agree to offer it twice within a two-year period. If the Faculty and the College both agree that the course should not be offered a second time, the course may be discontinued.
- C.** The College will make a good faith effort by advertising and other means to see that reasonable class size is maintained.
- D.** The College will provide faculty members who participate with an appropriate desktop or laptop computer while developing and teaching the course based on the faculty member's preference and technological needs.
- E.** The College will provide faculty members who participate with the appropriate training and technical support as proposed and contractually agreed upon by both the College and Faculty member using Form DLC.
- F.** The College will provide faculty members who participate with the required software to teach the course and it will be installed at least four months prior to the course start date.
- G.** The College will provide faculty members (who participate by providing more than 3 credit hours of courses and more than one course online in a semester) installation of a dedicated telephone line (one time only) in the faculty member's home.
- H.** The College will provide faculty members who participate a monthly allowance of \$50 per month for an Internet Service Provider (ISP) and telephone line fees (if applicable due to physical location of the home and the location of the ISP), as long as the course is taught.

APPENDIX C

Final Examination Policy

Our State-mandated, fifteen-week instructional schedule **includes** the final exam period. If you are not giving a required final exam, please make sure one of the approved alternative options is selected. **No final exams shall be given prior to the final exam week!**

1. A required final examination to be given in the regularly scheduled final examination period.
2. A unit examination, covering the last unit or module of the course, to be given during the regularly scheduled final examination period.
3. A term project or take-home examination delivered to the instructor during the regularly scheduled final examination period.
4. An evaluation of projects, papers, or performances completed during the term, the evaluations to be scheduled during the final examination week at a time convenient for both student and instructor.

The College must offer fifteen weeks of instruction to be in compliance with State Education requirements.

APPENDIX D

Morally Questionable Practices in Higher Education

The following list of “Morally Questionable Practices in Higher Education” for faculty has been compiled by the Office of the Vice Chancellor for Academic Programs, Policy, and Planning of the State University of New York for use by SUNY units:

1. Failure to meet classes for the time period assigned and on dates scheduled.
2. Inadequate preparation for each class.
3. Failure to review student papers and other work, and to offer critical comments and suggestions.
4. Giving high grades in order to endear oneself to students.
5. Using grades as a bargaining device to pressure students into personal favors.
6. Giving major assignments that are never called for or properly graded.
7. Passing off work written by others as one’s own.
8. Intemperate, prejudicial, demeaning, and insulting behavior toward students.
9. Passing off responsibilities which should be one’s own to others.
10. Inadequate and too few assignments with students.
11. Failure to keep scheduled appointments with students.
12. Failure to maintain posted or contract required office hours.
13. Being dishonest in testing, e.g. framing questions on material not within the announced objectives of the course, and neither taught nor assigned to be learned, and using “trick” questions.

APPENDIX E

Association Voting Card

Adjunct Membership Form

To become a member of the Faculty Association, the Legal Bargaining Unit of the Adjunct Faculty Association, please sign and return this form as directed below.

This entitles you to full membership in the Faculty Association with all rights and privileges.

Ulster County Community College

Faculty Association

Membership and Dues Authorization

To: Ulster County Community College,

I hereby apply for the membership in the Ulster County Community College Faculty Association. I also authorize the Ulster County Community college to deduct membership dues of the Faculty Association from my college paycheck and to remit those dues directly to the Faculty Association.

This authorization shall be considered a continuing authorization for as long as I remain a member of the Faculty Association or until I submit a written statement revoking this authorization.

Date _____

Print/type Name _____

Home Telephone # _____

Signature _____

Please return via inter-office mail in Secretary's office to:

Chris Collins, President Adjunct Faculty Association

Social Science Dept., (ext. 5201). Home 845-679-9697