SUNY ECC

Advanced Studies Adjunct Faculty
Orientation Guide
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Dear Advanced Studies Faculty,

I am pleased to welcome you as a faculty member of the College Advanced Studies Program. This new faculty orientation guide is designed to help advanced studies adjunct faculty navigate the first few hectic weeks when starting a new college course in your high school. Although the guide is by no means comprehensive, it should provide the basic information you need to get started. The *Erie Community College Catalog* is the only authoritative source for in-depth information on academic policies and procedures.

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INTRODUCTION

First, an overview of the College structure is provided, particularly as it affects hiring of adjunct faculty. Second, major departmental committees and meetings are described. Third, responsibilities of and policies pertaining to adjuncts are specified. Finally, a gazetteer of information on specific topics is furnished. Listings are alphabetical by general area.

The College vs. Campus Conundrum

ECC is one college, sponsored by the County of Erie, but under the aegis of the State University of New York. We are accredited by both the New York State Department of Education and the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and Council for Higher Education Accreditation.

Department/Committee Meetings

All Advanced Studies adjunct faculty are welcome to attend curriculum committee, development committee, and general department meetings. The dates and times of general meetings are distributed monthly, while committee meetings are scheduled based on member availability. Committee chairs have been asked to notify adjunct faculty when such meetings will occur, and those interested should let committee chairs know they wish to attend.

Adjunct Responsibilities and Policies

Adjunct faculty meets the same pedagogical standards and qualifications as their full-time counterparts. They are subject to the same code of professional ethics and responsibilities particularly regarding:

**Attendance**

Classes must be held on the appointed days for the full amount of time. Several adjuncts have been terminated for not meeting or severely shortening class time.

**Grading**

There is no single standard for grades (i.e. normal curves,
set percentages of A or F grades, etc.). We realize that classes can vary widely in their ability and work habits; however, severely skewed class grades may require explanation.

**Academic Freedom**

Adjuncts have “academic freedom” which applies to teaching methods and materials. This freedom also extends to the expression of ideas and controversial points of view. Nevertheless, this freedom is to be expressed within the approved course outline. In short, the goals and objectives are the same for all faculty teaching the same course, while teaching styles may vary significantly.

**Depo**rtment

All faculty should comport themselves as professionals in the classroom – specifically, presenting well-prepared lessons, using respectful language, tolerating differing opinions, and evaluating student work as objectively as possible. At the same time, no faculty member should tolerate disrespectful speech or inappropriate behavior from students. Major problems in this area should be brought to the attention of the Department Chair immediately.

**GAZETTEER OF INFORMATION**

**Attendance Policy (Student)**

No specific attendance policy is required; however, The *College Catalog* recommends that students miss no more than six class hours per semester. Obviously, this is apportioned differently depending upon the number of meetings per week. Faculty are free to alter this recommendation as they wish. In any case, attendance policies must be clearly stated in the course syllabus and explained on the first day of class.

**Audio-Visual Materials**
See your department secretary for availability of equipment in your own department and “sign out” sheet. Most AV equipment is readily available. If the equipment you need is unavailable, it can be ordered from the CITS Department (Ext. 5348 or Ext. 1073). Planning ahead is a must.

Each department has a small budget for film/rental. See the Department Chair for availability. SUNYAB and SUNYYCAB materials are also available on interlibrary loan. See a librarian for details.

**Class Cancellation**

To cancel class due to illness or some emergency, call the Department Secretary or the Department Chair. Also see “attendance policy”.

**Committee Meetings**

Adjunct Faculty are welcome at developmental, curriculum, and general department meetings. See the committee chair for times and dates.

**Computer Use (Classroom Labs)**

Their use is determined first by need, then availability. Several majors are computer-intensive (computer systems technology, office technology, business/accounting). However, when classes are not being held, these labs may be used by all other faculty. To check availability, contact the Help Desk (x1835) or log on to helpdesk@ecc.edu and submit your request. Confirmation will then be emailed directly to you.

**Computer Use (Personal)**

If your department does not provide access to departmental computers there are two options available to you.

Each campus has a computer open computer lab that faculty may use. The second option is the library, which has laptop computers. They may be signed out for up to two hour intervals, but must be returned the same day.

Open computer labs are in the following locations: North Campus – B 201 (270-2696), South Campus – 4220 (851-1729), and City Campus - 460 (851-1072).

Computer access should be obtained from the CITS and your Department Head. This is a two-step process, for full access. First, an Account Request Form must be processed for access to the general college computer system. This includes e-mail, software and internet access. Second, a Datatel User Request Form must be processed to access Datatel, the software program for the college data base.

**Confidentiality**
Student records are legal confidential documents. Similarly, personal conversations with students are ethically privileged. Under no circumstances should faculty discuss a student’s record or conversations with anyone besides the student in question, counselors, or helpful colleagues. This proscription includes parents.

**Counseling Center**

The Counseling Centers are located: North - Room 205, South – Room 5206, City – Room O102D_CBL5. There are two personal/academic counselors and one special counselor for the physically, emotionally, and/or learning impaired. Students are free to make appointments for any reason. Faculty are welcome to seek help on a variety of issues as well. As in all clinical counseling, visits are confidential.

**Course Add, Drop and Withdrawal**

Courses may be added or dropped during the first week of classes. Occasional variances are allowed by individual faculty. Students should not be added to a class after the third (final) roster has been received. Contact the Advanced Studies office if you have questions about adding a student. Students may withdraw from a course on or before “the final date of withdrawal” without instructor permission or signature. Withdrawal forms are available in your advanced studies registration packet.

**Course Syllabi (for Students)**

All faculty are required to provide students with a course syllabus/outline (usually the first day of class). The following information should be provided: Course Description, Required Text(s) Objectives, Assignments, Tests (and their percentage impact on grades), methods of evaluation with a grading chart, attendance policy, and late work policy. You may also include a list of general course topics and dates. See sample after this section.

**Duplicating**

Copy services are available to all faculty. The Duplicating Center at North Campus is located in Room 110A and at South Campus in Room 1111. At City Campus the duplicating room for faculty & staff use is located in 141A. To order copies at North or South, fill out a duplicating request form (available from the department secretary), and attach it to the material to be copied. Most jobs are done quickly; however, peak times or exceptionally
long documents can take up to a week. Try to be well ahead of schedule with copy materials.

The College is currently developing a comprehensive strategy for the duplicating print center environment with an online document submission form. In the interim, documents that you have traditionally provided to your campus duplicating office can now be e-mailed to: sduplicating@ecc.edu (South Campus), or nduplicating@ecc.edu North Campus for duplication in a .pdf (Adobe Acrobat document) file format. This is the preferred format, however, you may also submit by e-mail a Microsoft Office document (Word, Excel or Publisher). These documents must be completely formatted and print-ready manner.

Please contact CITS Helpdesk at x1835 or helpdesk@ecc.edu if you require software help in preparing documents to be electronically submitted for duplicating. Duplicating only prints documents that are ‘print-ready’, that is, duplicating will not change document contents, insert pictures, add/remove pages, etc. Usually if the document prints correctly at your local printer, it should print well on the duplicating equipment.

When you submit a request, indicate if you would like the document:
- Collated
- Stapled
- Printed front to back
- Printed on color paper (specify color)
- How many copies are needed
- Your campus and building
- Your department name
- Date needed (at least 1 week after submission date)
- Any additional information or special instructions
- If you will pick up the copies or will need them delivered

Your duplicating request will be printed and sent to you via intercampus mail. Although some jobs may be completed earlier, please although 1 week for processing and delivery of routine jobs and 2 weeks for special requests, such as booklets or business cards. You may reach South Campus Duplicating at x1607 and North Campus Duplicating at x1407. As always, you may drop off documents with a duplication request at your campus duplicating office.

Please refer any issues with business cards or duplicating requests sent to South Duplicating to sduplicating@ecc.edu. If it is a job that was submitted to North Duplicating, refer the issues to nduplicating@ecc.edu.
OTHER PROCEDURES

North Campus  851-1408  Main Duplicating Office

Copy services are available to all faculty. The North Campus Duplicating Center is located in Room 110A. Hours are 8 AM – 4 PM, Monday – Friday and 5:30 – 9:30, Monday – Wednesday. To order copies, fill out a duplicating request form (found on NCR sheets available from the department secretary), and attach it to the material to be copied. It may be sent via Campus Mail, but the process is much faster if dropped off personally. There is an incoming box on the door to drop off projects. Most jobs are done in a few days; however, peak times or exceptionally long documents can take up to a week. Try to be well ahead of schedule with copy materials.

In addition, duplicating machines are available in the following North Campus Locations: (Paper may have to be obtained separately, from your Department Head.) North Campus – B 102, K 158, B 515, B704B

South Campus  851-1607

The South Campus Duplicating Center is located in Building 1, Room 1111. Hours are 8 AM – 3:30 PM, Monday – Friday. This room is not accessible after 5 PM, Monday - Friday. If the door is locked a key can be obtained at the day-time South Campus switch board, in Building 1, Room, 1115.

To order copies, fill out a duplicating request form (found on NCR Sheets available from the department secretary), and attach it to the material to be copied. It may be sent via campus mail, but the process is much faster if dropped off personally. Most jobs are done in a few days; however, peak times or exceptionally long documents can take up to a week. Try to be well ahead of schedule with copy materials.

In addition, duplicating machines are available in the following South Campus Location. (Paper may have to be obtained separately, from your Department Head.) South Campus - Room 5206 Admissions Office

City Campus  270 - 2805

The City Campus Duplicating Center is located in Room 141 A. City Campus Duplicating now has Part-Time Staff, call for hours.
In addition, duplicating machines are available in the following City Campus Locations. (Paper may have to be obtained separately, from your Department Head.) City Campus - Room 300, Room 464, Room 575

Grade Reporting

Grading can be done either online through Web Advisor or manually through the Registrar’s office. Faculty are required to submit and post mid-term and final grades. The computer sheets must be turned in personally at the Registrar’s Office. In addition, copies of class attendance records must accompany grade sheets. Be sure to double check all grades. Let students (and the department secretary) know where you have posted them. At the end of the semester, grade sheets should be given to the department secretary for permanent filing.

Identification Cards

Adjunct faculty may obtain college ID cards during a specified period at the beginning of each semester. Cards are made at or near the Security Office (North – S116, South – Room 5223E and City – Room 102). See the Department Chair for details.

Learning and Other Disabilities

ECC has numerous disabled students. Some students willingly divulge the nature of their physical, emotional or learning disability; others prefer to keep their problems confidential. If a student informs you of his/her disability and asks that allowance be made, you are encouraged to accommodate him/her. Faculty may also seek the advice of one of the Counselors for Disabled Students (North - Heather Hewson, Ext. 1495, South – Frances Moyer, Ext. 1933 and City – Stephen Wixson, Ext. 1189).

Library Services and Orientation

See the ECC Library Resource Centers Faculty Information Sheet in this binder.

Mail (faculty boxes)

Check with your mailroom or department secretary. Mailrooms are located at North in Room 110B, South in Room 4111 Bldg. 4 and City in Room 152.

Mail (intercampus & external)

Intercampus mail to faculty and staff may be sent from your department office using an intercampus mail envelope. Unstamped outgoing mail can
be sent to students, publishers, and colleagues at other institutions. Put your last name in the return address spot above ECC. Obviously, no personal mail should be sent through the system.

Parking

Parking permits at North and South are free (at this writing) and may be obtained at the Security Office (North – S116, South – Room 5223E). Paid parking lots are available at City Campus between Elm and Michigan Streets and behind the Burt Flickinger Athletic Center on Elm. No faculty permits necessary.

Payroll

Adjunct faculty must sign in for each class on the day it is taught. Proper completion of paperwork is the direct responsibility of each adjunct faculty. Unfortunately, it generally takes 4-6 weeks to receive the first check (the same timeframe is used for full-time faculty overload payments). If you have payroll problems, see the department secretary and Chair immediately.

Rosters

Class rosters appear in faculty mailboxes within the first two days of the semester. Questions about class lists and students; registration status should be taken to the Department Chair.

School Closing

ECC is rarely closed for inclement weather; however, reports can be heard on WGR, WBEN, WKBW, etc.

Professional Development / Centers for Teaching, Learning & Assessment

The North Campus CTLA is located in B704B, South Campus CTLA is in Room 4215 and City Campus CTLA is in Room 404. All faculty are welcome to visit the centers at any time. The offices provide numerous workshops and presentations on a variety of topics. Faculty receives notification of offerings via ECC Today (online) or intercampus mail. The Centers can also provide help in solving teaching problems (see also: Counseling Center and Learning Difficulties).

Telephone Directory
College telephone directories may be found online. Go to the ECC homepage, click on Quick Links, click on Computer Help Desk, click on enter and on the left side of the page you will see the phone directory for all college personnel.

**Textbook Desk Copies**

The easiest way to obtain desk copies these days is to call the “800” number provided in most texts or order on-line.

**Textbook Orders**

To order books, call (or better, visit) the ECC Bookstore, located in the Spring Student Center, Room S147, x1264. Ask for information regarding the availability of a text and an estimated delivery date. Most books can be received within a week; however, the smaller the publishing company, and the more esoteric the choice, the longer it takes.

**Textbook Recommendations**

The faculty mentors will be happy to give selection advice. You may also use the list of commonly used texts (see Department Secretary) or order what you will.

**Texts (Reserve)**

Some of the typical texts used for common courses can be found on reserve in the library. We do not require that each faculty member use the same text for the same course, so a variety may be found. For text selection, ask the course mentor for a recommendation or choose your own text. (See also “Textbooks” below). If you wish to place library materials or texts on reserve, simply go to the library and fill out the appropriate form.

**Tutoring Services**

Tutors are available. Faculty may refer a student for additional help. Hours vary by semester. See the Department Secretary or Chair for more details.