

**Adjunct Faculty Center  
J1007 Main Campus  
(815) 280-6612**

**Campus Contacts for Adjunct Instructors**

**Jeannie Kathen**

Adjunct Faculty Secretary  
Office Location: Room J1007  
Phone: (815) 280-6612

**Gina Linko**

Adjunct Faculty Coordinator  
Office Location: Room J1007  
Phone: (815) 280-2314

**Kathleen M. Talkie**

Adjunct Faculty Coordinator  
Office Location: Room J1007  
Phone: (815) 280-2314

**Summary of Services/Policies**

- **Academic Skills Tutoring/Services**
  - Instructors should refer students who need peer tutoring and/or academic skills services to the Academic Skills Center on Main Campus.
- **Computer and Printer for Adjunct Faculty Use**
  - Two computers with Internet connection and a printer for adjunct faculty use are located in J1007. In addition to this, most departments provide equipped shared office space for adjunct faculty.
- **Copying, Classroom Supplies, Media Equipment**
  - Make arrangements for copying and supplies in J1007 if teaching an evening class. Instructors in day sections should go through their departments.
  - One week advance notice for copying is recommended.
- **E-Mail Account**
  - Contact the Department Secretary in the academic department for which you teach to request an e-mail account
- **Emergency Reporting Procedures**
  - In the event of a medical emergency in your classroom dial 2911.
- **Grade Sheets and Grade Changes**
  - Contact Main Campus Data Distribution (J1029 on Main Campus; 815-280-2484)
- **Instructor Absence Notification**
  - Contact Adjunct Faculty Center as early as possible so students can be contacted if teaching an evening class.
  - Complete absence reporting form within one week of absence.
- **Job Related Injury/Student Injury in the Classroom**

- Injuries should be reported to the Campus Police G1013.(ext. 2234)
- **Keys**
  - If the classroom you are scheduled to use is locked when you arrive, please contact Campus Police at ext. 2234.
- **Mailboxes**
  - Located in J1007 for evening & weekend instructors or in departments if teaching a day class.
- **Make-up Test Proctoring**
  - Available in the Academic Skills Center J2013. (Check office for current hours)
- **Payroll Forms (W-4 and Direct Deposit)**
  - Assistance in completing these forms is available in the Adjunct Faculty Office (J1007) or in Human Resources.
- **Severe Weather/Fire Emergency Situations**
  - Fire Emergency/Alarms: Your students should exit the room according to the map posted in the classroom.
  - Tornado Warning: Your students should exit to the nearest designated Severe Weather Shelter.
- **Special Needs Student Services (StAR Program students)**
  - Students are referred to the StAR program on Main Campus (J2025 on Main Campus; 815-280-2230)
- **Student Registration/Withdrawals/Rosters**
  - Registration is located in J1009. Updated rosters can be obtained from the Adjunct Faculty Center.
- **Voice Mail Extension**
  - Adjunct Instructors can contact the Adjunct Faculty Center Secretary for a JJC voice mail extension. Students can also leave messages at 815-280-6612 or 815-280-2314 and office staff will place a message in your mailbox informing you of the call.