

Administrative Policies & Procedures For Adjunct Faculty

The information that follows is organized in alphabetic order by topic. It was current as of the print date of this handbook. Keep in mind that policies and procedures are subject to change – and while every effort will be made to notify you of such changes, you should check with your Department Chair or the appropriate Adjunct Coordinator to assure you have the most current set of policies and procedures.

Absences from Your Classroom (Instructor Absences)

Notification of Your Absence

If you will be unable to meet your class due to illness or an emergency, you **must notify the appropriate administrative office in advance!**

- **Main Campus**
 - *Day Classes* (classes which begin prior to 4 p.m.)
 - Contact the Department Chair/Department Secretary by phone prior to the class start time
 - *Evening Classes* (classes which begin at 4 p.m. or later) and Weekend Classes
 - Contact the Adjunct Faculty Center at (815) 280-6612 or (815) 280-2314 prior to the class time, preferably far enough in advance to allow students to be contacted.
- **City Center Campus**
 - Day or Evening Classes
 - Contact the Campus Coordinator (815-280-1575) **prior to 4:30 p.m.**
 - Weekend Classes
 - Contact the Information Clerk at (815) 727-6544
 - GED or ESL Classes offered through Adult & Family Services
 - Contact Terry Irby, Dean of Adult & Family Service at (815) 280-1317
- **Grundy County Facility**
 - Contact the Campus Coordinator at (815) 942-1552 as early as possible so students can be contacted
- **North Campus**
 - Contact the Administrative Office at (815) 886-3000 as early as possible so students can be contacted
 - Complete an Absence Reporting Form within one week of your absence in the Campus Office (Room NC01)
- **Satellite Locations**
 - Contact your department as early as possible so students can be contacted

Documentation of Absence

When you are absent from class (as described above), an absence reporting form **must** to be completed and submitted to the office/representative identified in the previous section within one week of your absence.

Substitutes

The college will not arrange for substitutes except in cases of extended illness. When a substitute is used, their salary will be deducted from the absent instructor's salary at the JJC approved rate of pay for substitutes. Substitutes provided by the instructor must be approved by the Department Chair.

Make-up Sessions

For Fall and Spring semesters, lost instructional time for Evening Classes (those which begin at 4 p.m. or later) and Weekend classes will be made up (whenever possible) during the week immediately following the final class meeting, on the night of the week (or weekend day) the class normally meets. Instructors should reschedule their final exams for this makeup class.

Make-up times for Evening or Weekend classes whose ending dates do not permit this arrangement, or for absences that require more than one week's class time for make-up, must be scheduled with the appropriate Coordinator (Adjunct Faculty Coordinators at Main Campus; Campus Coordinator and/or Evening Coordinator at Extended Campus Locations; Satellite Coordinator at Satellite Locations.)

This make-up policy should be explained in the course syllabus you distribute and discuss during your first class meeting.

Accident/Classroom Emergency Reporting

Any accident or classroom emergency situation should be reported as follows:

• Main Campus

- Campus Police should be contacted immediately by dialing 2911 from any campus phone. House phones are located in the hallways of many campus buildings. If you are using a cell phone from the classroom, you should call (815) 729-9030, the Campus Police 24 hour number. (*Alternative Campus Police numbers are (815) 280-2234 and (815) 280-2301.*)
 - The person reporting the emergency should state "This is an emergency call" and provide the Campus Police Dispatcher with their name, the location, and the nature of the emergency.
 - The person reporting the emergency should remain on the line until directed by Campus Police to hang up.
 - The instructor should remain with the injured/sick student and should send another student to make the call to Campus Police.
- Accidents or injuries should be reported to the Department Secretary (for instructors teaching classes which begin prior to 4 p.m.) or to the Adjunct Faculty Coordinator (for instructors teaching classes which begin at 4 p.m. or later) as soon as possible after the incident.
- For both student and employee incidents, you will be required to complete an accident report form.

• City Center Campus

- For medical emergencies in the classroom, dial 911 from any campus phone.
 - The person reporting the emergency should state, "This is an emergency call," and provide the emergency dispatcher with their name, the location, and the nature of the emergency.
 - The person reporting the emergency should remain on the line until directed by dispatcher to hang up.

- The instructor should remain with the injured/sick student and should send another student to make the call to 911.
 - If the emergency is non-life threatening, contact the Front Desk by dialing 0 from any City Center Campus phone, and the Campus Safety Officer will respond to your location.
 - *Employee* accidents or injuries should be reported to the Campus Coordinator (815-280-1575); Evening Program Coordinator (815-280-1551) and Campus Safety Office (dial 0 from City Center Campus phones).
 - For both student and employee incidents, you will be required to complete an accident report form.
- **Grundy County Facility**
 - Emergencies should be reported to the Administrative Office, Room M104. If the emergency occurs at a time when the Administrative staff is not in the office, use the phone in Room M104 to call 911.
 - For both student and employee incidents, you will be required to complete an accident report form.
- **North Campus**
 - In the event of an emergency of any kind in your classroom, you should use the two-way PA notification system in your classroom to contact the Campus Safety Officer (CSO) in the Administrative Office.
 - For both student and employee incidents, you will be required to complete an accident report form.

Adjunct Faculty File

The Illinois Community College Board requires us to have the following information on file in the Main Campus Adjunct Faculty Center (J1007) for ***ALL*** Adjunct Instructors.

- A completed JJC Application for Employment
- Original transcripts (You must submit originals which bear the seal of the issuing institution)
- Your resume
- A completed employee questionnaire
- One reference letter

In most cases you will complete these documents as part of the application process initiated and handled by the academic department that hires you. While most departments forward this information to the Adjunct Faculty Center after you are hired, in some cases the department maintains this information for their departmental files, so you may be asked to provide the Adjunct Faculty Center with a complete set of ***original*** information, too.

If you receive a request for this information from the Main Campus Adjunct Faculty Center, it means your academic department did not return original copies of the application, transcripts, your resume, and the employee questionnaire to us. A set will need to be submitted to:

Adjunct Faculty Center Secretary/J1007
Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

Please feel free to contact the Adjunct Faculty Center at (815) 280-6612 or (815) 280-2314 if you have questions or concerns about this requirement.

Children in the Classroom

You should not bring your children to class with you.

Classroom Furniture/Set-up

You should return the classroom to its original set-up at the conclusion of your class.

Emergency Response (Non-Medical Emergencies)

- **Response to Weather and/or Fire Sirens While in a Classroom**
 - Tornado and/or Severe Weather Warnings and/or Sirens
 - In the event of tornado warnings and/or sirens, you should move your students to the areas labeled *Severe Weather Shelter*. Classrooms have directional posters located near the entrance door. The instructions on these posters should be followed.
 - Additional information about response to weather emergencies is available from your Campus Coordinator/Administrative Office.
 - Fire Emergencies

When fire alarms go off, you should follow the instructions on the directional poster located near the entrance door of your classroom to evacuate the area. Additional information about responding to fire emergencies is available from your Campus Coordinator/Administrative Office.
- **Theft Reporting**

Any incident of theft involving a JJC student, faculty, staff, or visitor should be reported as follows:

 - **Main Campus**
 - Report the incident to the Campus Police (815-729-9030 or 815-280-2234 or 815-280-2301)
 - **Extended Campuses (City Center, Grundy County Facility, North Campus)**
 - Notify the Administrative Office, Campus Coordinator/Evening Coordinator immediately
- **Bomb Threats**

Bomb threats must be reported immediately to the following personnel. Based upon the information received and in consultation with law enforcement personnel, a decision will be made as to whether or not the building should be evacuated immediately or searched prior to an evacuation order.

Main Campus

 - Report the incident to the Campus Police x2911.
 - **Extended Campuses (City Center, Grundy County Facility, North Campus) and Satellite Centers**
 - Notify the Administrative Office, Campus Coordinator/Evening Coordinator immediately

Evaluation of Adjunct Instructors

Students are asked to evaluate adjunct instructors once each academic year. This evaluation process, which takes approximately 20 minutes, will take place on or shortly after mid-term. Instructors will be contacted by the Coordinator (or Department Secretary for daytime Main Campus instructors) to confirm a date for the evaluation process.

Adjunct Instructors are also evaluated once a year by instructional supervisors who are assigned by the Department Chair. The instructional supervisor will contact you to arrange a date and time for this evaluation.

Field Trips

Information about required or optional field trips should be included in your course syllabus, and students should be given adequate notice regarding the dates, location, and times of field trips.

If you want to take your class on a field trip, you will need the prior approval of your Department Chair who will provide you with the paperwork that needs to be completed prior to the trip. Evening instructors (those teaching classes which begin at 4 p.m. or later) should contact an Adjunct Faculty Coordinator (on Main Campus) or Administrative Office/Evening Coordinator on other campuses. Day instructors (those teaching classes which begin prior to 4 p.m.) should contact their Department Chair. Overnight field trips require completion of emergency notification forms which will be provided to you when you notify the appropriate person as described in the preceding section.

You should notify the appropriate person (Adjunct Faculty Coordinator; Evening Coordinator; or Department Chair as described in the preceding paragraph) for other absences from the classroom (i.e., a tour of the Learning Resource Center) to assure you and your students can be located in the event of an emergency situation.

Gradebooks

You are required to turn your gradebook in to the Department Chair immediately following submission of final grades. Your gradebook should include your name, the course name and section number, the term (Fall, Spring, Summer) and year. If you maintain an electronic gradebook (Excel or Access) or ANGEL, please provide a printed copy of your gradebook sheet(s) to your Department Chair.

Keys

Classrooms and labs will be unlocked for your use. If you need a key for a special lab, you should contact your department chair. If a room is locked when you arrive for your class session, contact the appropriate person as shown below:

- **Main Campus**
 - o Day Classes (classes which begin prior to 4 p.m.)
 - Contact Department Chair/Department Secretary
 - o Evening (classes which begin at 4 p.m. or later) or Weekend Classes
 - Contact Adjunct Faculty Center Coordinators (J1007)
- **City Center Campus**
 - o Classrooms are opened by the Campus Security Office. If you arrive and your classroom is locked, contact the Clerk at the Front Desk for assistance.

- **Grundy County Facility**
 - o Instructors may be asked to lock and unlock classrooms. Keys and an orientation will be provided by the facility Administrative staff prior to your first class meeting.
- **North Campus**
 - o Classrooms are unlocked prior to the start of your classes. If your classroom is locked, please contact the Administrative Office and the Campus Safety Officer for assistance.
- **Satellite Locations**
 - o Contact the Satellite Coordinator for assistance

Parking

Main Campus and City Center are the only campuses with restricted faculty parking. The faculty parking lots are located immediately east of the B building, north of the KK building, and north of the J Building on MC; City Center parking is located behind the campus building on Chicago Street. These parking areas are available to Adjunct Faculty Monday through Saturday.

If you wish to park in any of these areas, you will need to complete an application for a parking permit at the Campus Police Office located in G1013. You will need your vehicle make and model and license plate number to complete the application. There is no charge for the parking permit. Each parking tag is good for one academic year ONLY.

Payroll

Adjunct Instructors are paid on a bi-weekly basis usually in eight (8) equal installments for the Fall and Spring semesters. The first pay is typically about 2-3 weeks after classes begin. Your academic department secretary can provide you with a calendar of payroll dates. Checks that are not set up for direct deposit will be available at the Service Center (J1002) on Main Campus. Checks that have not been picked up from the Service Center by Noon on the Friday after payday will be mailed to your home address.

Checks will not be issued unless the following information is on file:

- W-4 form
- Adjunct Faculty Employment Contract (online access)
- I-9 Form
- Direct Deposit Form (if you want your checks set up for Direct Deposit)

The W-4 Form, I-9 Form and Direct Deposit Form can be completed in the Adjunct Faculty Center in Room J1007; in the City Center Campus Coordinator's Office (CC FRT D), in the Grundy County Facility Campus Office (M104); and in the North Campus Administrative Office (NC 01).

You may also complete the W-4 and I-9 Form at the Human Resources (HR) Office on Main Campus (J1057) and the Direct Deposit Form in the Payroll Office on Main Campus (J1053). HR and Payroll are open from 8:00 a.m. to 4:30 p.m. Monday through Friday during the academic year.

Room Assignments

Your class should meet in the classroom you are assigned. Do not make changes in your room assignment. If there is a room conflict or the classroom facilities are inadequate, please contact the appropriate person from the list below:

- **Main Campus**
 - Day Classes (Classes which begin prior to 4 p.m.) – Contact the Department Chair
 - Evening Classes (Classes which begin at 4 p.m. or later) – Contact the Adjunct Faculty Center Coordinator (J1007)
- **City Center Campus**
 - Report to the Campus Coordinator (CC FRT D)
- **Grundy County Facility**
 - Report to the Administrative Office (Room M104)
- **North Campus**
 - Report to the Administrative Office (NC01)
- **Satellite Locations**
 - Contact the Satellite Coordinator

Signature Card

A completed signature card must be on file in the Distribution Office (J1029) for all Adjunct Instructors, regardless of the location where you teach. This card is used by Data Distribution staff to confirm your signature on grade reports, verification reports, and grade change documents. Signature cards are available from:

- Data Distribution (J1009 on Main Campus between 8:00 a.m. and 4:30 p.m.)
- The Adjunct Faculty Center (J1007 on Main Campus)

Complete the card by printing your name, your department, your complete address, and your telephone number and signing it in the appropriate space. Your completed signature card should be returned to your Department Secretary, the Adjunct/Evening Coordinator on your campus, or directly to the Data Distribution office.

Syllabus

The requirements for developing a course syllabus are included in the Classroom Management section of this handbook. All instructors are required to have a copy of their syllabus on file in their Departmental office by no later than the second week of the class.