

Institutional Support For Adjunct Instructors

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 Department Instructional Coordinator to assure you have the most current set of policies and procedures.

Adjunct Faculty Listserv

JJC maintains an Adjunct Faculty Listserv that is used to share information about Adjunct Faculty Seminars and other programs of interest to Adjunct Instructors. To subscribe to the listserv, follow the instructions below:

1. To **subscribe** to the listserv, send an e-mail to join-adjunctfaculty@listserv.jjc.edu.
 - a. You should send the e-mail from the e-mail address you want the listserv to use to send messages to you.
 - b. The subject and body of the e-mail you send can be blank.
2. To **unsubscribe**, send an e-mail to leave-adjunctfaculty@listserv.jjc.edu.
 - a. You should send the e-mail from whatever e-mail address you used when you subscribed to the listserv.
 - b. The subject and body of the e-mail you send can be blank.

Adjunct Faculty Seminars

The Office of Academic Affairs supports a series of Adjunct Faculty Seminars each semester. These seminars, which cover a variety of topics ranging from classroom management to JJC's Code of Conduct, are free to currently employed Adjunct Instructors. Information about the dates, topics, and how you can register for these seminars is distributed via the Adjunct Faculty Listserv and through your mailbox. Adjuncts receive a stipend for attending a series of seminars. For additional information contact Michelle Meyer (815-280-2214; mimeyer@jjc.edu).

ANGEL

ANGEL is the Course Management System used at JJC to provide Web-based learning tools for students and instructors. ANGEL enables instructors to post course materials, assignments, tests, announcements, student grades and much more for their classes. Instructors are encouraged to use ANGEL in their classes. If you would like to learn the program, you are required to complete a training session that is offered each semester as part of the Adjunct Faculty Seminar series, or it can be completed in the Distance Education's Technology Center for Teaching and Learning. Adjunct Instructors who are interested in establishing ANGEL course sites for their classes should contact the Distance Education Department at (815) 280-2481.

Assistance with Integrating Technology Into the Teaching/Learning Process

The Distance Education Department on Main Campus offers technical assistance to faculty who are interested in integrating technology into the teaching/learning process through the ***Technology Center for Teaching and Learning***. Instructors interested in using the Blackboard Course Management System in their classes

can also receive training in the Center. The Center, which is located in J4019 on Main Campus, is open from 8:00 a.m.–8:00 p.m. Monday through Thursday and from 8:00 a.m.-4:00 p.m. on Friday. To make an appointment or for additional information, please call (815) 280-2481.

Audio-Visual/Media Equipment

Requests for audio visual equipment should be made **at least 24 hours in advance** as follows:

- **Main Campus** Adjunct Instructors (Day and Evening) may contact the Media Center directly at (815) 280-2811 to check on the availability of and/or reserve equipment. Evening instructors (those teaching classes which begin at 4 p.m. or later) may also contact the Adjunct Faculty Center (815-280-6612 or 815-280-2314) to make arrangements for use of audio-visual equipment.
- **City Center Campus**
 - For instructors teaching JJC Credit Courses (Day, Evening or Weekend)
 - Contact the Information Clerk at the Front Desk during the following hours:
 - For instructors teaching GSD/ESL/Adult & Family Service Classes
 - Contact the Dean's Office (815-280-1317; Room CC318)
 - For instructors teaching IET Classes
 - Contact the IET Administrator coordinating the class
 - For instructors teaching Lifelong Learning Classes
 - Contact the Lifelong Learning Office (815- 280-1524; Room CC524)
- **Grundy County Facility**
 - Contact the Administrative Office (815-942-1552; Room 104)
- **North Campus**
 - Contact the North Campus Resource Center (NC80) at (815) 886-3000, extension 7780.
- **Satellite Center** Instructors should contact their Satellite Coordinator

Cafeteria/Vending/Faculty Break Area Locations

- **Main Campus**

The Main Campus cafeteria is located on the ground floor of the J Building and serves breakfast, lunch, and dinner Monday through Thursday. Breakfast and lunch are served on Friday. The cafeteria is closed on Friday in the summer.

Culinary Arts students operate The Chef's Table, a restaurant-style dining option in J0004 during the Fall and Spring semesters. The Chef's Table offers a variety of reasonably priced soups, salads, and entrees, and is open from 10:30 a.m. to 12:45 p.m., Monday through Thursday.

Mini Cafés are located in the D building of the Main Campus concourse area and the T building during the Fall and Spring semesters. These counters offer snacks, beverages and sandwiches.

- **City Center Campus**

Vending machines are located in Room 108

- **Grundy County Facility**

Vending machines are available in the common entrance way to the facility. A small refrigerator is also available for Adjunct Faculty use in the Administrative Office, Room M104.

- **North Campus**

Vending Services and a Snack Bar are located in Room 10. A refrigerator for use by Adjunct Faculty is located in Room 21.

Classroom Supplies/Copying/Photocopying

See Secretarial Assistance below.

E-Mail Address

The college will establish a JJC e-Mail address for your use with your classes. While many Adjunct Instructors have alternate e-mail addresses, having a JJC e-mail address provides a convenient way for students to contact you and allows you to access the Public Folders posted in Outlook, JJC's e-mail system. These folders contain comprehensive telephone directories, the academic calendar, and other useful information. To request a JJC e-mail address, notify your Department Secretary. Adjunct instructors on North Campus can contact the Administrative Office (NC01) to make arrangements for an e-mail address.

Fitness Center

Adjunct Instructors are eligible to use the JJC Fitness Center located in the G Building on Main Campus, with off-site fitness-related classes offered at a variety of times and locations. To use the Fitness Center, you must be actively employed during the semester in which you plan to use the center, and you must register as a student. Contact the Human Resources Department at (815) 280-2266 for additional information.

Mailbox

You will be provided with a mailbox each semester you are under contract as an Adjunct Instructor. Mailboxes are used to provide you with messages from students, to distribute course rosters and verification forms, and to provide you with important campus and departmental information. You should check your mailbox prior to each class session.

The location of your mailbox depends upon the campus on which you teach, and whether or not your classes are day or evening classes as follows:

- **Main Campus**

- Day Classes (classes which begin prior to 4 p.m.)
 - Your mailbox will be located in your departmental office area.
- Evening Classes (classes which begin at 4 p.m. or later) and Weekend Classes
 - Your mailbox will be located in the Adjunct Faculty Center (J1007); however, if you teach both day and evening classes, your mailbox will be located in your departmental office area.

- **City Center Campus**

- Mailboxes are located in the Front Desk Office area

- **Grundy County Facility**

- Mailboxes are located in the Administrative Office, Room M104

- **North Campus**

- Mailboxes are located in the Administrative Office, Room NC01

- **Satellite Locations**

- You will receive mail at your home address

Scantron Test Scoring Services

If you want to use Scantron tests in your classes, you should contact the Main Campus IT Department (815-280-2252) to make arrangements to have your tests scored. IT requires a completed cover sheet to accompany the test key and tests to be scored at the same time. Main Campus Evening Instructors (classes that begin at 4 p.m. or later) may obtain blank Scantron sheets in the Adjunct Faculty Center (J1007). Instructors who teach on North Campus may use the ½ sheet Scantron Scoring equipment which is located in the Adjunct Faculty Office area (Room NC21).

Secretarial Assistance, Supplies, Copying

Provisions for secretarial assistance, supplies, photocopies and other assistance vary from campus to campus. The information provided below summarizes the services to which you may have access. Please contact the appropriate Campus Coordinators for additional information.

• Main Campus

○ Day Classes (Classes which begin prior to 4:00 p.m.)

Supplies, photocopies, and secretarial assistance will be provided by your departmental secretary. Keep in mind that most secretaries serve multiple faculty members, and last minute requests for assistance will be difficult for them to fulfill.

○ Evening Classes (classes which begin at 4 p.m. or later) and Weekend Classes

Secretarial assistance including assistance creating tests using publisher provided test banks and typing materials for your classes is available through the Adjunct Faculty Center in J1007 during the following hours during the Fall and Spring semesters:

- Monday through Thursday 12:30–10:00 p.m.
- Friday 12:30–9:00 p.m.
- Saturday 7:00 a.m.–Noon
- Summer hours are 11:30 a.m. – 10:00 p.m. Monday through Thursday.

Photocopies can also be requested through the Adjunct Faculty Center. Forms for requesting copies are available in the Center. Please allow at least a week for copies to be made.

Instructional supplies including chalk, dry erase markers and erasers, grade books, transparencies, Proxima keys, etc. are also available through the Adjunct Faculty Center.

• City Center Campus

○ For instructors teaching JJC Credit Courses (Day, Evening or Weekend)

- Contact the Information Clerk at the Front Desk during the following hours:
 - Monday through Thursday 8:00 a.m.-8:00 p.m.
 - Friday 8:00 a.m. -4:30 p.m.
 - Saturday 8:00 a.m.-Noon

○ For instructors teaching GSD/ESL/Adult & Family Service Classes

- Contact the Dean's Office (815-280-1317; Room CC318)
- For instructors teaching IET Classes
 - Contact the IET Administrator coordinating the class
- For instructors teaching Lifelong Learning Classes
 - Contact the Lifelong Learning Office (815- 280-1524 or Room CC524)
- **Grundy County Facility**
 - Contact the Administrative Office (Room, M104; 815-942-1552)
- **North Campus**
 - Secretarial assistance including typing and assistance creating tests using publisher provided test banks is available through the North Campus Administrative Office (NC01; 815-886-3000)
 - Photocopies can be requested through the Administrative Office.
 - Instructional supplies including chalk, dry erase markers and erasers, grade books, transparencies, etc. are also available through the Administrative Office.

Tuition Waivers for Adjunct Faculty

Adjunct Instructors may be eligible for a tuition waiver for taking classes at JJC that are related to their academic discipline and/or are related to improving their skills as an educator. You are only eligible to request a tuition waiver for classes you plan to take during a semester in which you are teaching classes at JJC. For additional information, contact the Vice President of Academic Affairs at (815) 280-2245.

Voice Mail Extension

- **Main Campus**
 - Daytime Instructors (classes which begin prior to 4 p.m.) should contact their Department Chair to make arrangements for a voice mail extension.
 - Evening Instructors (classes which begin at 4 p.m. or later) should contact the Adjunct Faculty Center Secretary in the Adjunct Faculty Center (J1007).
- **City Center Campus**
 - Contact your Department Chair to make arrangements for a voice mail extension.
- **Grundy County Facility**
 - Contact the Administrative Office (815-942-1552) to make arrangements for a voice mail extension.
- **North Campus**
 - Contact the Administrative Office (815-886-3000) to make arrangements for a voice mail extension.
- **Satellite Centers**
 - Contact your Department Chair to make arrangements for a voice mail extension.

If you request a JJC voice mail extension, it is important that you check it frequently (at least once a day) for messages.