



Adjunct Faculty Handbook

Prepared by the Adjunct Office

Updated Fall/2017

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INTRODUCTION

This Handbook has been created to aid you in familiarizing yourself with the College. It contains information, policies and processes, and although every effort has been made to provide all the pertinent information that you may require, it may not be complete. It should be used along with relevant sources found on the College website, and with other information you may receive from your department chairperson, program coordinator or the College administration. The content in this handbook has been listed in alphabetical order, and may change as it will be constantly updated.

PCCC MISSION, VALUES AND INSTITUTIONAL GOALS

Vision:

PCCC aspires to be a premier community college that leads, inspires, and supports individuals in reaching their educational and career goals in a timely manner.

Mission:

PCCC offers high quality, flexible, educational and cultural programs that meet the needs of Passaic County residents. The College provides its students with a strong general educational foundation for further study and opportunities for career preparation and lifelong learning. Impassioned by our commitment to student progress and program completion, the College strives to address our wide variety of student learning needs through excellence in teaching, the innovative and effective use of technology, multiple instructional methods and developmental and ELS programs that provide access to college level programs. The College's supportive learning environment fosters student success and faculty excellence. Through a culture of evidence and inquiry, the College is an effective steward of its physical, financial, and intellectual resources.

PCCC Values:

Academic Quality: We commit to educational excellence in teaching and learning.

Learning: We embrace a learner-centered philosophy, one that guides us in our efforts to improve student progress and program completion.

Diversity: We value our diversity because it enriches our learning environment and deepens our respect and appreciation for others.

Honesty and Integrity: We commit to an educational environment characterized by honesty, integrity and mutual respect.

Institutional Goals:

Goal 1: Offer high quality programs through flexible and innovative instructional formats that respond to changing community needs.

Goal 2: Improve student progress and program completion rates.

Goal 3: Provide a supportive learning environment for members of the College community.

Goal 4: Expand strategic partnerships with educational, business, cultural and government agencies. ITE

IMPORTANT ITEMS TO REMEMBER

- 1. THE FIRST CLASS SESSION IS PROBABLY THE MOST IMPORTANT, SO GIVE IT YOUR BEST EFFORT!** Try to capture and hold your students' attention from the very first period. Demonstrate enthusiasm and excitement about your subject so that students will want to return. Avoid the temptation to hold a short first class during which you do no more than call the roll and announce the first assignment. Students who have made special arrangements to be away from home for hours **WILL NOT** be happy if they're sent home after 15 minutes!
- 2. HAND OUT AND DISCUSS YOUR COURSE SYLLABUS DURING THE FIRST PERIOD.** The course SYLLABUS is your contract with students. It should contain your expectations and ALL requirements to succeed in your course. It is important to the welfare and credibility of the College that the outcomes of each course be met. Remind students that free tutoring is available. (See p. xx for additional information.)
- 3. LEARN YOUR STUDENTS' FIRST NAMES AS QUICKLY AS POSSIBLE AND USE THEM OFTEN.** In large classes, this will take a while to master, but it's not impossible. Some instructors prepare special exercises to use during the first class period that can be used as "icebreakers" to help students become acquainted with themselves and each other. Among other things, you should take some time during the first class to share **YOURSELF** with your students: tell them a bit about your professional experience and something personal if you wish; this will help you create a sense of community in your classes.
- 4. ALWAYS CHECK YOUR COLLEGE EMAIL and MAILBOX BEFORE CLASS BEGINS.** Adjunct Faculty mailboxes are located in the Adjunct Faculty Office at 3 Church Street. All communications, including College and USPS mail, memos, notes from students and interdepartmental correspondence are received by the instructor in these mailboxes. Inter-office and outgoing mail may be left in the Adjunct Faculty Office or Docu-center.
- 5. TAKE ATTENDANCE IN EVERY CLASS AND REPORT BACK PROMPTLY. WHEN INFORMATION IS REQUESTED.**
- 6. YOU ARE THE ONLY ONE REQUIRED TO HAVE YOUR CELL PHONE ON DURING CLASS.** Put PCCC's security number (973-684-5403) in your contacts and join **PANTHER ALERT IMMEDIATELY.**
- 7. DON'T CHANGE ROOMS WITHOUT PERMISSION.** (See p. xx for procedure.)
- 8. READ THE REST OF THE ADJUNCT FACULTY HANDBOOK.**

SECTION I GENERAL INFORMATION AND COLLEGE POLICIES

ACADEMIC CALENDAR

SPRING 2018	15 week 18/SP	12-week 18/S12
M.L. King, Jr. Day	Mon Jan 15	
Classes Begin	Wed Jan 17	Feb 7
Last Day to drop without Academic Penalty	Jan 31	Feb 19
Spring Recess (No Classes) Easter Mar 27*	March 12 – Mar 18	Same
Classes Resume (Monday)	March 19	March 19
Last Day Automatic Withdrawal	March 15	March 15
Easter (No Classes)	March 31	March 31
Last Day to Withdraw with Faculty Permission	April 17	April 17
Final Examinations	May 2-8	May 2-8
Commencement Activities	May 14-21	

SUMMER SESSION I 2018	16/SU1	16/SU2
Classes Begin	May 22	June 18
Memorial Day	May 28	
Last Day to drop without Academic Penalty	May 29	June 21
Last Day Automatic Withdrawal	June 11	July 12
Last Day to Withdraw w/Faculty Permission	June 20	July 23
Last Day	June 28	August 8
Independence Day Observed	July 4	July 4

THE ADJUNCT ADMINISTRATIVE OFFICE

The function of the Adjunct Faculty Office is to offer assistance to part-time faculty, serve as a liaison between faculty and other college staff, provide a collegial atmosphere for working and socializing, and a place where faculty can receive their mail, telephone messages and college related information. Professional Development activities are also designed by this office. Information is posted on bulletin boards and emailed via Campus Cruiser. The office is located at 3 Church Street. Ruggiero Manente, Director of Adjunct Faculty and ELS Tutorial Services, is the current full-time administrator for the office. He can be reached at (973- 684-5508) or by e-mail (rmanente@pccc.edu). The office is open and staffed daily from 7:00 AM to 7:00 PM on weekdays and from 7:30 AM until 1:00 PM on Saturdays.

The office provides these services:

- Mailboxes
- Limited Copying (40 pages total)

- Supplies (Scranton sheets, blue books, markers, chalk, etc.)
- Scantron Machine (to score tests given on Scantron forms #882-E)
- Computers with internet access
- Telephone
- Lockers (for part-time faculty teaching three or more classes)
- Refrigerator
- Microwave

AFFIRMATIVE ACTION

Actively continuing its longstanding policy to support equality of opportunity for all persons, Passaic County Community College does not discriminate on the basis of race, gender, color, national or ethnic origin, sexual orientation, or physical or mental disability in the administration of its admission, employment, and educational policies or scholarship, loan, athletic, and other school-administered programs.

For more information, or to file a complaint contact:

PCCC Affirmative Action Officer

Jose Fernandez, VP for Human Resources, Planning and Institutional Effectiveness

jfernandez@pccc.edu

BOARD POLICY MANUAL

A copy of the PCCC Board policy manual is available for the adjunct faculty in the Adjunct Office.

CODE OF ETHICS

Each public institution of higher education shall develop a code of ethics, in accordance with State of New Jersey Executive Order No 65 signed on November 15, 2005, governing its trustees, officers, and employees. The Code of Ethics shall establish guidelines and standards of ethical behavior in order to ensure the public's confidence in the conduct of business and operations of the institution. See Section X for full Board Policy A905.

COLLEGE CLOSINGS

COLLEGE CLOSING FOR 2017 - 2018

June 16, 2017 (Voluntary Friday – Only the Paterson & PSA Campuses Will Be Open)

June 17, 2017 (Saturday)

June 23, 2017 (Voluntary Friday – Only the Paterson & PSA Campuses Will Be Open)

June 24, 2017 (Saturday)

June 30, 2017 (Voluntary Friday – Only the Paterson & PSA Campuses Will Be Open)

July 1, 2017 (Saturday)

July 3, 2017 (Monday – 1/2 Day, December Holiday; 1/2 Day, College Holiday)

July 4, 2017 (Tuesday - Independence Day Holiday)

July 7, 2017 (Voluntary Friday – Only the Paterson & PSA Campuses Will Be Open)

July 8, 2017 (Saturday)

July 14, 2017 (Voluntary Friday – Only the Paterson & PSA Campuses Will Be Open)

July 15, 2017 (Saturday)

July 21, 2017 (Voluntary Friday – Only the Paterson & PSA Campuses Will Be Open)

July 22, 2017 (Saturday)

July 28, 2017 (Voluntary Friday – Only the Paterson & PSA Campuses Will Be Open)

July 29, 2017 (Saturday)

August 4, 2017 (Voluntary Friday – Only the Paterson & PSA Campuses Will Be Open)

August 5, 2017 (Saturday)

August 11, 2017 (Voluntary Friday – Only the Paterson & PSA Campuses Will Be Open)

August 12, 2017 (Saturday)

August 18, 2017 (Voluntary Friday – Only the Paterson & PSA Campuses Will Be Open)

August 19, 2017 (Saturday)

August 25, 2017 (Voluntary Friday – Only the Paterson & PSA Campuses Will Be Open)

CONFIDENTIALITY OF STUDENT RECORDS (FERPA)

Students' educational, counseling, and financial records are confidential. Access to these records without the student's written consent is restricted by College regulations and by law. The College reserves the right to make public without the student's consent "directory information," in particular, the student's name, address, age, sex, dates of registration, major, and diploma or degree. The policy at Passaic County Community College is that no information, including "directory information," may be given to anyone other than the student. All requests for student information need to be directed to the Registrar's office. Also, students who wish not to have directory information released have the option to notify the Registrar's Office in writing each year.

➤ FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;

- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

DRUG AND ALCOHOL ABUSE POLICY

PCCC is an educational institution committed to maintaining an environment that allows students to enjoy the full benefits of their learning experience and to understand the negative consequences of the illicit use of alcohol and drugs in their lives. In accordance with Public Law 101-226, the College declares that it will make every effort to provide its students with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illegal drugs. The College is committed to promoting the wellness and positive self-development of its students. The unauthorized use and abuse of alcohol and the illegal use and abuse of drugs inhibits students from attaining the benefit of their learning experience, and exposes them to serious illnesses and health risks. Therefore, they are prohibited.

EMERGENCY RESPONSE PROCEDURES

The College has established emergency response procedures in compliance with federal and state regulations for each campus. For a complete emergency response plan on evacuation, medical emergency, fires, flooding, etc., please check the College website. To report an emergency on campus call the following numbers:

Paterson 973-684-5403

Passaic 973-341-1600

Wayne 973-304-6020

Wanaque 973-248-3000

EQUAL OPPORTUNITY & NONDISCRIMINATION POLICY AS TO STUDENTS & EMPLOYEES

TITLE IX: Information and Grievance Procedure for Reporting Sex Discrimination, Sexual Harassment, and Sexual Misconduct (E908)

Passaic County Community College affirms its commitment to ensuring an environment for all students and employees that is fair, humane, and respectful. Every person is entitled to learn and work in an environment free from sex discrimination, sexual harassment, and sexual misconduct. It is the policy of Passaic County Community College that sex discrimination, sexual harassment, and sexual misconduct in any form will not be tolerated. Charges of sex discrimination, sexual harassment, and sexual misconduct will be treated seriously and pursued in accordance with established College procedures. Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex against any person in education programs and activities receiving federal funding. Programs or activities receiving federal financial assistance include virtually all public and private colleges and universities, and all public elementary and secondary schools. Sexual harassment, sex discrimination, and sexual misconduct are prohibited under the Passaic County Community College “TITLE IX POLICY: SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT,” Board Policy B108 (Appendix A of this document).

I. Title IX Compliance Team

For Complaints Against Employees

If you have a complaint against a Passaic County Community College employee (a faculty or staff member) for sexual harassment, sex discrimination, or sexual assault, you should contact:

Jose A. Fernandez

Title IX Coordinator, Affirmative Action Officer/(Associate Vice President for Human Resources)
Room E305/Telephone: 973-684-6705 /Email: jfernandez@pccc.edu

For Complaints Against Students

If you have a complaint against a Passaic County Community College student for sexual harassment, sex discrimination, or sexual assault, you should contact:

Sharon Goldstein, Ph.D.

Deputy Title IX Coordinator/(Dean for Student Affairs)
Office of the Dean for Student Affairs
Room A231A/ Telephone: 973-684-6919/Email: sgoldstein@pccc.edu

For Public Safety Issues or Emergency Situations

If your complaint includes a Public Safety issue or emergency situation, you should contact:

Glenn Brown

Title IX Designee/(Director of Security)

Room E100/Telephone: 973-684-5402/Email: gbrown@pccc.edu

In the event that the incident, policy, or procedure about which the student seeks to file a report or complaint creates the appearance of a conflict of interest with one of the members of the Title IX compliance team, students may contact any other member of the team or notify Jose Fernandez, Title IX Coordinator.

Inquiries or complaints that involve potential violations of Title IX may also be referred to the **U.S. Department of Education's Office for Civil Rights**, which can be reached at:

New York Office

Office for Civil Rights

U.S. Department of Education

32 Old Slip, 26th Floor

New York, NY 10005-2500

Telephone: 646-428-3900

FAX: 646-428-3843; TDD: 800-877-8339

Email: OCR.NewYork@ed.gov

Or

The Educational Opportunities Section of the Civil Rights Division of the U.S. Department of Justice:

U.S. Department of Justice Civil Rights Division

950 Pennsylvania Avenue, N.W.

Educational Opportunities Section, PHB

Washington, D.C. 20530

Email: education@usdoj.gov

Telephone (202) 514-4092 or 1-877-292-3804 (toll-free)

Facsimile (202) 514-8337

ORIENTATION

All newly hired Adjunct faculty are required to attend a General Orientation Meeting scheduled at the beginning of each Fall/Spring semester. The New Adjunct Faculty Orientation is generally scheduled a week prior to the beginning of each term. If an adjunct faculty member cannot attend the Orientation, he or she is required to schedule an appointment with the Adjunct Office staff (973-684-5302) for a one-on-one orientation. Individual departments hold orientations of their own.

PARKING

PCCC campus parking is a privilege, not a right. Parking is provided to students, faculty and staff who are engaged in College business and College-approved activities. Everyone must register their vehicle with the PCCC Public Safety Office (Room E-100).

➤ Parking Regulations

- All vehicles parked in the designated PCCC area of the Broadway Parking Garage (Paterson) must be registered with the Campus Public Safety Department and must clearly display PCCC's decal in the rear window behind the driver.
- The speed limit in all College parking facilities is 5 miles per hour.
- No parking is permitted except in designated areas. Vehicles must be parked in only one parking space, between the indicated lines (red). Officers will check Department of Motor Vehicles OIC Permit for persons with Disabled Parking Hang Tags or Placards to assure that only authorized persons utilize the Disabled Persons parking spaces.
- Violators will be issued a Summons under STATE STATUTE 39:4-1380 or Paterson City ordinance 01-030HP.
- Parking regulations are in effect 24 hours a day, 365 days a year. All persons driving on campus must obey accepted safe motoring standards.
- Any violation of the regulations is subject to a fine as listed on the parking summons.
- The College may also tow the vehicle of repeated violators at the vehicle owner's expense.
- All parking will be within the designated parking spaces ONLY. Violators are subject to a summons and/or a vehicle tow at the vehicle owner's expense.
- Parking in a Fire Zone or any other prohibited area with yellow lines will result in a Summons.

To reserve a parking space for a guest speaker, please copy and paste on your browser address field the address below. Then, please, fill out the requested information:

<http://www.pccc.edu/prospective/student-services/public-safety/parking/request-for-reserved-parking-form>

SEX DISCRIMINATION, SEXUAL HARRASSMENT AND SEXUAL MISCONDUCT

Passaic County Community College affirms its commitment to ensuring an environment for all students and employees that is fair, humane, and respectful. Every person is entitled to learn and work in an environment free from sex discrimination, sexual harassment, and sexual misconduct. It is the policy of Passaic County Community College that sexual discrimination, sexual harassment, and sexual misconduct in any form will not be tolerated. Charges of sex discrimination, sexual harassment, and sexual misconduct will be treated seriously and pursued in accordance with established College procedures.

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex against any person in education programs and activities receiving federal funding.

Inquiries concerning the application of the above-mentioned Title IX statement to any policy, program, or other activity at Passaic County Community College may be referred to the Title IX Coordinator, who has been especially designated by the College to oversee the continued application of the Title IX and nondiscriminatory policies.

Inquiries, concerns, or complaints may also be referred to the Director of the Office for Civil Rights, U.S. Department of Health and Human Services.

Sexual Offense Awareness

A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the college community in achieving these needs. The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity is of paramount importance. Passaic County Community College affirms its commitment to ensuring an environment for all students and employees that is fair, humane and respectful. Every person is entitled to work and learn in an environment

free from sexual harassment. It is the policy of PCCC that sexual harassment in any form will not be tolerated. Charges of sexual harassment will be treated seriously and pursued in accordance with established college procedures. To submit a complaint, please see Jose Fernandez, Affirmative Action Officer, Associate Vice President for Human Resources.

SECTION II ACADEMIC REGULATIONS AND POLICIES

ACADEMIC FREEDOM POLICY

Faculty are entitled to freedom in the classroom in discussing their subject. There shall be no restraints which would impair the faculty member's ability to present the subject matter, but faculty should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Faculty are entitled to full freedom in research and in the publication of the results. Faculty are citizens and members of a learned profession. When they speak or write as citizens, they should be free from institutional censorship or discipline. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution. The Passaic County Community College reaffirms the principles and beliefs of The American Association of University Professors' Statement of Principles on Academic Freedom (as amended).

ACADEMIC INTEGRITY STATEMENT

The intellectual venture in which we are all engaged requires of College employees the highest level of personal and academic integrity. As members of an academic community, each one of us bears the responsibility to participate in scholarly discourse and research in a manner characterized by intellectual honesty and scholarly integrity. Scholarship, by its very nature, is an iterative process, with ideas and insights building one upon the other. Collaborative scholarship requires the study of other scholars' work, the free discussion of such work, and the explicit acknowledgement of those ideas in any work that informs our own. This exchange of ideas relies upon a mutual trust that sources, opinions, facts, and insights will be properly noted and carefully credited. In practical terms, this means that, as members of college community, you must be responsible for the full citations of others' ideas in all of your research, innovations, publications and presentations. Any breach of this intellectual responsibility is a breach of faith with the rest of our academic community. It undermines our shared intellectual culture, and it cannot be tolerated. College employees failing to meet these responsibilities shall be subject to disciplinary action. The College shall reserve the right to convene a committee of senior faculty and others to address the academic integrity complaint.

(Adopted from: Faculty Statement on Academic Integrity, Columbia College)

ATTENDANCE POLICY AND INSTRUCTIONAL TIME (Faculty)

Enrollment of the student at PCCC implies an agreement between the College and the student in which the College provides a set amount of instruction and the student agrees to be present for that amount of instruction. The person who accepts a part-time teaching position at PCCC makes a serious commitment to the educational policy of the College and must recognize that attendance at all scheduled class meetings is necessary for the full realization of the College's educational goals. Adjunct faculty must not show a casual attitude toward their own attendance and must insist that students attend regularly. In addition, classes must begin on time and continue through the entire period of time scheduled. If a particular class consistently starts late, ends early, or has extended breaks, the instructor may be subject to reprimand and/or dismissal. College policy requires the instructor to make every effort to ensure that class time is not lost. Please comply with the following procedures on absences and lateness:

1. When the absence is anticipated, the instructor must notify the Adjunct Office (973-684-5508) and the appropriate Department Chairperson as far in advance as possible so that arrangements can be made for a substitute teacher.

2. If the absence is caused by an unforeseen emergency, the instructor must notify the Adjunct Faculty Office at the earliest possible moment. In order for the instructor not to have a paycheck deduction, the instructors must notify the Department Chairperson and the Adjunct Faculty Office as to how they have chosen to make up a missed class. (See also “sick leave” below.)
3. In case neither the department chair nor the Adjunct Office can be reached, please notify the Public Safety Office at 973-684-5403 so that a sign/attendance sheet can be posted on the classroom door.
4. Under no circumstance can an instructor make arrangements with students to have a class cancelled.
5. **Lateness:** If you are running late for a class due to traffic or other emergencies, please call the Adjunct Faculty Office (973-684-5508), or Public Safety Office (973-684-5403), and we will make every effort to go to your class immediately and ask students to wait for you.
6. **Sick Day:** Adjunct Faculty will be allowed one day of paid sick leave (non-cumulative) per semester (including the Summer session). Your first absence will be used as sick leave. Should the instructor be absent more times, his/her paycheck will be deducted accordingly.

ATTENDANCE REPORTING POLICY (STUDENTS)

Students are expected to attend all scheduled classes. Only illness or serious personal matters may be considered adequate reasons for absences. It is the prerogative of the instructor to excuse absences for valid reasons provided the students are able to fulfill all course requirements. It should be noted that by law, the College is required to make attendance reports available to various agencies for students who are funded by the Veterans' Administration, the Social Security Administration, and various other federal, state, or private scholarship programs.

Faculty maintain attendance for their classes. Attendance is vital for maintaining compliance with federal/state financial aid requirements, EOF requirements, unemployment benefit requirements, F-1 visa requirements, etc. Faculty should retain attendance records in case they are needed in future reviews or compliance reports.

Faculty must report attendance as of the 10th day. Using the **Mid-term/Intermediate Grading** found on Web Advisor, faculty should indicate an H (Has Attended) for any student who has attended at least once and NA (Never Attended) for any student on your roster who has not attended any classes. Students who are marked as NA are administratively withdrawn and will be deleted from the roster. Tuition and fees are removed and no financial aid is awarded. This report directly impacts the funding the College receives from the state.

If a student does not appear on the class roster but is sitting in class, he/she should be referred to the Registrar to resolve the discrepancy as soon as possible. Since students may drop classes during the semester, faculty should review their rosters several times throughout the semester.

PCCC has an online attendance system, Qwickly, available to all faculty. Official class rosters are available through the faculty's Portal account (under the Web Advisor tab). It is imperative that attendance be done in a timely manner due to auditing requirements.

COLLEGE PORTAL

The College Portal is an area on the web set aside by PCCC for the posting and sharing of information. The portal exists for students, faculty, administration, and staff to communicate more easily. The system PCCC has chosen to use is called "Campus Cruiser."

How can I find the portal?

By logging on to the Internet from any computer and going to www.pccc.edu click on the link at the bottom/right of the page where it says "MY PCCC ACCOUNT."

How do I log in for the first time?

1. Click on "**what's my ID**" inside the "**Welcome**" box in the left side of the page
 - Enter your last name
 - Enter your social security number
 - Click on submit and make note of your log-in name and ID number

2. Click on **log in** (under "PCCC info" tab)
 - Enter your ID name (using lower case only)
 - Enter Password (the last six digits of your Social Security number)
 - Click on "**Accept**" the terms of usage and follow directions to create your own password.

Now that I have signed in, what will the portal have in store for me?

You can customize your portal home page or your "dashboard," to reflect your personal interests. You can set the "website option," so that your favorite website is the page you first see when you log in. To make it easier,

in the right hand column, there is a listing of tips. The College also gives you a free campus email address (e.g. jdoe@adjuncts.pccc.edu).

I don't have a home computer with access to the internet, what do I do?

- The school has open internet accessible computers located in the library and the Adjunct Office. When using any public computer, make sure you log off after accessing your portal account to prevent other people from accessing it.

COLLEGE WRITING EXAM

To graduate from the College, students must successfully complete the College Writing Exam (CWE). Students are eligible to take this exam after completing EN 101 and at least one Writing Intensive (WI) course required for the degree. Students may attempt the examination more than once if necessary.

COPYRIGHT POLICY

It is the policy of Passaic County Community College to comply with the provisions of the US Copyright Act of 1976, the Digital Millennium Copyright Act of 1998 (DCMA), and the Teaching, Education and Copyright Harmonization Act of 2002 (TEACH). All members associated with the College community - teachers, administrators, staff, and students - are encouraged to have a basic understanding of these federal laws and to apply them responsibly in the educational environment. This includes copying, scanning, distributing, or otherwise making available any copyrighted work in any medium. The four evaluative factors of the "fair use" provision of US Code (title 17, section 107) should serve as the primary guide in determining compliance:

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes.
2. The nature of the copyright work.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

College members are forbidden from knowingly violating federal copyright law when using copyrighted materials for any purpose associated with the College. The College will not be held legally accountable for such violations, and individuals assume all liability for infringement.

COURSE SYLLABUS AND TEXTBOOKS

The departments will provide each instructor with a syllabus for each course taught. All instructors are required to follow the program outlined in the syllabus. Adjunct Faculty must use the standard textbooks for a course as specified on the syllabus provided by each department. Adjunct faculty cannot change textbook and /or readers without approval from the Dept. Chair or coordinator. Each instructor will receive the required textbook(s) and teacher's manual from their department. It is customary for complimentary copies of textbooks and manuals to be given out during orientation or departmental meetings prior to the start of the semester. Adjunct faculty are always welcome to make suggestions and/or recommend textbooks to their department chair or course level leader.

EARLY ACADEMIC WARNING SYSTEM

PCCC's Early Warning System (EWS) is designed primarily to help identify students who exhibit behavior that may negatively affect their class performance, including, but not limited to, frequent absences, failure to complete assignments, poor class participation, and behavior problems. You can access the early warning system using the College website (<http://pccc.edu/faculty/ews>).

EMAIL AND EMAIL ACCOUNTS

It is important for the Office of Adjunct Faculty to have an up-to-date, working e-mail account for you so that we can update you on any policy changes, send you our professional development programs, and remind you of important dates during the semester. In addition, College E-Mail accounts are available to Adjunct Faculty through the college portal. You may find this service useful for communicating with students. Please contact the Administrator for Adjunct Faculty for information on the college portal. We strongly suggest that when communicating with your students, you do so using your college email address instead of your personal email account.

END OF SEMESTER PROCEDURES

Adjunct Faculty are required to submit final grades to the Registrar's Office via the Campus Cruiser within 48 hours of the final exam. The Adjunct Office will send out an email with instructions about how to submit the grades using Webadvisor. Besides the final grade submission online, a Storage Envelope containing the items listed below must be submitted to the Adjunct Office at the end of the semester.

1. Attendance Card (Yellow Card)

2. Print out of the Final Grades that were posted on the portal
3. Students' Final Exam (if applicable)
4. Blank copy of Final Exam with Answer Key

EVALUATION OF ADJUNCT FACULTY

Faculty members are evaluated at PCCC both to ensure that students receive high quality instruction and to provide a professional means for the faculty member and the evaluator to work together to improve teaching quality. Evaluation of faculty is conducted through class observation by an academic administrator or a designee and through surveys of student opinion (SRI). An observation may be done during the first year of service. Thereafter, observations may be done every three years. SRIs may be administered to all new adjunct faculty, and every three/four years thereafter. These methods of evaluation are intended to give valuable feedback to the faculty member and to assist in the development of even more effective teaching practices.

➤ Classroom Observation

The adjunct faculty member will be notified at least a week before that a department chairperson or designee will observe the class. Generally, the observer will ask for a lesson plan with clearly stated objectives and learning outcomes. Expertise is gauged in each of the areas indicated on the Observation Form: clear objectives for each session; appropriate methods of presentation and use of instructional material; effective questioning techniques and summary techniques. Other areas include classroom atmosphere, command of subject, and degree of preparedness. After the observation, the part-time faculty member is shown the completed observation form, and discusses with the observer ways of improving classroom teaching practices. The instructor may append his or her own comments to the completed observation form before it is placed on file.

➤ Student Rating of Instruction

The **SRI** is administered in the classroom by the staff of the Adjunct Faculty Office and takes students about 20 minutes to complete, during which time the instructor is asked to leave the room. The faculty member will be notified in advance (at least 7 days) that an evaluation will be administered, and will receive a copy of the results.

FINAL EXAMINATIONS

Instructors are expected to give a comprehensive final exam on the date scheduled. For some courses, these are department-wide exams. Because of the College's "back-to-basics" policy and the belief that basic skills are learned competently only through continued reinforcement, all exams should include essay type questions. Faculty shall evaluate essays with attention to students' grammatical and organization skills as well as mastery of the course material.

GRADING SYSTEM

The following revised grading system was effective as of the Fall Semester of 1996:

<u>Grade</u>	<u>Interpretation</u>	<u>Quality Pts.</u>
A	Superior Achievement	4.0
A-		3.7
B+		3.3
B	Above-average achievement	3.0
B-		2.7
C+		2.3
C	Fully acceptable academic performance	2.0
D	Minimally acceptable academic performance for General Education but acceptable academic performance	1.0
F	Academic Failure	0
FX	Issued by the Faculty when a student fails a course because he/she did not participate in courses activities through the end of the term (unofficial withdrawal)	
Q		NA
I		NA
W		NA
T		NA
E		NA
P		NA

Grading Procedures

Faculty is strongly urged to issue a mid-term progress report to each student so that students can be advised to work on any deficiencies. Your department may also request that you fill out a midterm progress report. Please check with your department chair.

In order to submit your attendance roster(s) via the web, you will need:

- Computer with Internet access
- Valid **My PCCC Account** log-in and password
- Attendance roster(s)

Final Grades:

Final grades are due in the Registrar's Office via the Campus Cruiser (Webadvisor) within 48 hours of the final exam.

The Incomplete ("I") Grade:

The "I" grade is a temporary grade assigned only in the event that a student is prevented from completing the required course work and/or final examination by illness or other extraordinary circumstances beyond his or her control. The "I" grade must not be given to students who simply stop attending classes; these students should receive an "FX" grade and be reported on the **yellow grade card**. Should the instructor think that an "I" is appropriate, both the instructor and the student must sign a **Student Contract for Incomplete Work** describing the reasons for the grade and detailing the steps the student must take to complete the course in a satisfactory manner. This contract form is available from the Office of Adjunct Faculty and can be also downloaded from the "forms" tab and must be submitted to the Department Chair or Adjunct Office when final grades are turned in. All incomplete work must be completed during the following semester; otherwise, the student grade will automatically turn into an "F." The student may not enroll in a course that is sequential to the one in which an "I" was earned until the "I" is changed to a passing grade. When the work is completed, the instructor will file a Grade Change Notification Form with the Adjunct Office.

The Withdrawal ("W") Grade:

The instructor does not assign a "W" grade. Withdrawal from a course is the student's responsibility, and if the student officially withdraws from class by following the appropriate procedures, he will be given the "W" grade by the Registrar's Office. If a student stops coming to class and his/her name appears on the final grade roster without a "W" grade, such student must be given an "FX."

Grade Change Policy

In the event that a faculty member must change the final grade of a student, the instructor should obtain and submit the Grade Change Notification form to the Adjunct Faculty Office. Once this form is appropriately certified, the new grade will appear in subsequent transcripts issued to the student.

Appealing Grades/Grievances

An appeal procedure is available should a student feel that a final grade is unjustified. Appeals must be taken seriously and should only be made when the student feels there is strong evidence of injustice.

1. The student must discuss his/her concerns with the instructor.
2. If no agreement can be reached, the student may appeal to the chairperson of the respective department.
3. If no agreement can be reached, the student may appeal to the Academic Appeals Committee, which will make a recommendation to the Senior Vice President for Academic and Student Affairs.

GUEST SPEAKERS AND FIELD TRIPS

Instructors may invite guest speakers to their classes or arrange to have students attend events and performances outside the College with approval of department heads. Instructors who wish to include a field trip as a part of the course of study must obtain a proposal form from the Office of the Dean of Student and Cultural Affairs at least three weeks in advance. Only approved trips and speakers will be funded. Instructors may also make arrangements for their classes to attend performances and lectures at the College with permission from the department chair. In addition, they can make arrangements to have their classes participate in field trips sponsored by the Cultural Affairs Office

IDENTIFICATION CARDS

Each adjunct faculty member must carry a photo identification card issued by the College. It may be obtained at the Public Safety Office, located on the first floor of the "E" Building, Founders' Hall (E-104). Bring a copy of your employment contract or a memo from your department. The I.D. card is free, and it must be validated each year; it is not transferable. College I.D. cards enable the adjuncts to enter the college buildings, to use the library, etc. The parking device can also be obtained at the Public Safety Office; it provides access to the parking garage located on 125 Broadway.

ROOM CHANGE REQUESTS

Requests for permanent or one-day changes in class location must be submitted to Ingrid Noesi-Jackson (inoesi-jackson@pccc.edu) in the Registrar's Office by calling 973-684- 6402. Approval will be granted only if classrooms are available. If a permanent change is approved, please notify the Adjunct Faculty Office. Changes are not permitted unless this procedure is followed.

SECTION III SUPPORT SERVICES

BOOKSTORE

The College Bookstore is on the ground level of the Broadway Parking Garage, facing Wendy's at 125 Broadway, Paterson. The phone number is (973) 247-9406.

➤ HOURS:

Mon., Tues., Wed., 9:00 a.m. – 4:30 p.m.; Thurs., 9:00 a.m. – 7:30 p.m.; Fri. 9:00 am – 3:00 pm

The Bookstore offers extended hours during the first several weeks of the fall and spring semesters. It is also open until 7:30 p.m. for the first three days of each summer session.

BULLETIN BOARDS IN ADJUNCT FACULTY OFFICE

Administrative News Bulletin Board: Check here for constantly updated information, monthly calendars with important dates marked, and other relevant information about what is happening on campus.

Professional Development Bulletin Board: Check it for postings about school-wide programs and off-campus programs workshops.

Federation Bulletin Board: Check here for news from the adjunct faculty union. If you have questions regarding the Union and/or the contract, please contact Cindy Simon at 973-389-0329 or email her at N2SLF@aol.com.

Department News Bulletin Board: Check here for news from departments.

HELP DESK

The Help Desk is available to assist the PCCC community with technical issues 24/7. You can call 973-684-6464 for technical help with issues like:

- Logging into the Portal or Online Class
- Accessing an Online Class or your campus e-mail
- Accessing online support services

LIBRARY (LEARNING RESOURCE CENTER)

The Learning Resources Center (LRC), located in Academic Hall on the Main Campus in Paterson, houses the Library, the Distance Education department, the College Writing Center, and the Center for Leadership Excellence (CLE), where the Honors Program and the College's chapter of Phi Theta Kappa are located. Additionally, two high-tech classrooms, a seminar room (the Writing Center Annex), and an ITV classroom form part of the LRC facilities.

In order to facilitate research and study, the Library provides an open-stack environment. Materials are classified and cataloged under the Library of Congress system. The College subscribes to a wide range of electronic databases containing the contents of thousands of academic journals. Additionally, the librarians assist faculty in the curating of academic content, making it available in the form of LibGuides (over 300 in total!). All of these electronic resources may be accessed from the College's Library webpage: pccc.edu/library.

Faculty may request to have materials placed on reserve at the Circulation Desk, as well as to recommend titles for acquisition, by contacting Mibong La, the Head Librarian: mla@pccc.edu.

Librarians rotate during the week to the Wanaque Academic Center (WAC) and the Passaic Academic Center (PAC) to offer support to faculty and students at these facilities. Librarians at all campuses are trained to assist faculty in the development of courses using Open Educational Resources (OER). The College's locus of operation for its OER Initiative is the LRC.

Library Hours:

Paterson Campus: M-Th 8am-10pm; Fri 8am-8pm; Sat 8am-3pm; Sun. closed

Wanaque Campus: M-Th 8:30am-9pm; Fri 8:30am-4pm; Sat 8:30am-1pm; Sun. closed

Passaic Campus: M-Th 8:30am-9pm; Fri 8:30am-7:00pm; Sat 8:30am-2pm; Sun. closed

Contact Information:

Paterson Campus: Circulation 973-684-5877, Reference 973-684-5888, Email: rdept@pccc.edu

Wanaque Campus: Circulation 973-248-3021

Passaic Campus: Reference only 973-341-1613

MAIL AND MAILBOXES

Adjunct Faculty mailboxes are located in the Adjunct Faculty Office at 3 Church Street. All communications, including College and U.S. Postal Service mail, memos from supervisors and administrators, notes from students, and inter-departmental correspondence are received by the instructor in the mailboxes. Mailboxes should be checked on a regular basis. Inter-office and outgoing mail may be left in the Adjunct Office.

MAKE UP TEST PROCEDURES

You may request that a make-up test be given to an individual student by filling out a Request to Administer Examination to Individual Students form (<http://pccc.libguides.com/aecontent.php?pid=29282&sid=267036>). Please be advised that proctoring is subject to available resources. If the test cannot be administered on the requested date, Testing will contact the faculty with alternative dates and times. Students may also contact Testing to arrange an appointment, as long as this is within the time period allotted by the faculty. The Testing Administrator at the specified campus will arrange a proctor to administer the examination. Requests may be emailed to the appropriate campus contacts listed below, or attached to the examination and hand delivered. Requests must come through faculty, and cannot be delivered by the student being tested. All exams will be held for pick up - no exams will be returned via interoffice mail. If there are any questions, please contact: Peter Hynes - Assistant Dean for Testing and Tutoring (phynes@pccc.edu) 973-684-6602.

Paterson Main Campus – Room M240 Email: testing@pccc.edu

Passaic Academic Campus – Room P118 Email: eortiz@pccc.edu

Wanaque Academic Center – Room W128 Email: kcoffey@pccc.edu

MEDIA SERVICES

MEDIA Services Request Procedure

Requests for presentation Equipment/Technical Support Specialist

- Email requests to media@pccc.edu,. (A minimum of 24HRS notice is requested to coordinate scheduling)
- Make sure the subject of the email has the headline PRESENTATION REQUEST
- Please Provide us with :
 - Name:
 - A Telephone Number to reach you:
 - Class:
 - Day or dates for requested equipment (e.g. September 15th or every Tuesday and Thursday)
 - Room:
 - Time class begins and ends:
 - Equipment requested and any special needs such as training

Once we receive your request with all the information, we will schedule your setup. You may call to confirm (973) 684-6560. If at any time you need to cancel a request, please call or email us immediately.

NOTE: Semester Requests run until the first day of finals. Faculty requiring equipment during finals should make a separate request.

Request for “Echo360 Active Learn” to record a classroom presentation (Library Classroom, A211, A213, A310, M230, H208, W113, W115, PAC112, and PAC209)

- Email Echo@pccc.edu (1 Week Notice Required)
- Make sure the subject of the email has the headline CLASSROOM ECHO360 REQUEST
- Please Provide:
 - Name:
 - A Telephone Number to Reach you:
 - Class:
 - Day or dates for requested services:
 - Room:
 - Time class begins and ends:
- An Echo Technician will contact you to finalize scheduling and configurations of the recording settings.

Request for Videographer to record a classroom presentation

- Email media@pccc.edu (1 Week Notice Required)
- Make sure the subject of the email has the headline CLASSROOM VIDEOGRAPHER REQUEST
- Please Provide:
 - Name:
 - A Telephone Number to Reach you:
 - Class:
 - Day or dates for requested services:
 - Room:
 - Time class begins and ends:
- No editing will be provided. A DVD or Digital file copy of the presentation will be given to the person requesting services.
- A confirmation email will be sent when scheduling has been completed.

OFFICE OF DISABILITY SERVICES ODS

Passaic County Community College, in compliance with federal law, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Amendment Act, 2008 (ADA/AA), is committed to providing accommodative services to physically, emotionally, and/or cognitively-challenged students. The College’s goal is to provide students with disabilities universal access to academic programs and activities through services that equalize their chances for success. These services are

available to students whose learning, physical, medical or emotional needs are verified in writing by an appropriate professional.

Student Disability Services establishes an [Accommodation Plan](#) with the student. Then, they provide students with a letter of accommodation to take to each of their instructors. Instructors are to discuss with the student how best to carry out the accommodations.

Syllabi Statement: If you haven't already, please add the statement below to your syllabi. The recommended statement is: If you have a disability, and believe you need accommodations in this class, please contact [Disability Services](#) staff at 973-684-6395, or email ods@pccc.edu, to make an appointment. You should do so as soon as possible at the start of each semester. If you require testing accommodations, you must remind me (the instructor) one week in advance of each test. More information @ pccc.edu/ods.

Confidentiality: In order to comply with the ADA/AA, information pertaining to the student's disability and the accommodations provided are personal and confidential in nature and should be handled in the same way you would want your personal information handled. Please be sensitive to the needs of students and not refer to their disability or perceived disability in the classroom in front of other students, faculty, or staff. We value confidentiality and acknowledge the fragility of the students' feelings as it relates to their disability and ask that you provide kindness and respect to their individuality. Students with disabilities may choose to disclose details of their disability. However, instructors are expected to maintain confidentiality and avoid unnecessarily drawing attention to the student's disability.

Letters of Accommodation: Students with disabilities are given letters of accommodation to deliver to each of their instructors. The letters detail the accommodations that are necessary for the student's equal access. Please meet with the student in a confidential setting and discuss ways that you can work together in the provision of accommodations. If you have questions or concerns, we are available to help. The accommodations indicated in the letter *must* be provided to the student. If you believe that a prescribed accommodation fundamentally alters an essential aspect of the course or program, please contact Office of Disability Services (973) 684-6395 to express your concerns. *Do not express your concerns to the student or simply ignore the accommodations listed.* We will be happy to review with you the need for an accommodation and/or make an amendment to the Accommodation Plan.

Notetaking: You may be asked to enlist the assistance of another student to serve as a peer note taker who will provide a copy of their notes for the student with a disability. In some cases, the student may choose to enlist a peer note taker directly in class. The student with a disability will bring a note taker packet that contains two forms that need to be completed by the volunteer note taker. When making an announcement for a peer note taker, please do not draw attention to the student with a disability. Do introduce the person who volunteers to be a peer note taker to the student with the disability, unless the student specifically asks not to be identified. In that case, please collect the notes after each class and arrange to get them to the student with a disability.

The Office of Disability Services is located in *The Center for Student Success (CSS), Enrollment and Student Services Building at 225 Market Street.*

Hours: *When classes are in session (See PCCC Website for summer hours)*

Monday and Thursday 9AM – 7PM

Tuesday, Wednesday and Friday – 9AM – 4PM

PAY AND BENEFITS

Please refer to the Agreement between PCCC and the Adjunct Faculty Federation of Passaic County Community College for details which can be accessed through your College portal account. Copies are also available in the Adjunct Office.

1. Login to your portal account
2. Click on PCCC info tab
3. Click on “offices”
4. Click on “All Offices”
5. Click on “B. HR Office”
6. Under Office Bookmarks, click on “Bargaining Unit Agreements.”

PHOTOCOPYING

The Adjunct Faculty Office can make limited number of copies (up to 40 pages total). You will need an office staff member to assist you as the copy machine is “coded”. If you need to make a large amount of copies (more than 40), a copy request form which can be found in the Adjunct Office must be filled out and submitted to the Docu-Center or left with the staff in the Adjunct Office. The Docu-Center on the main campus is located on

the Ground floor of Founders' Hall located next to the Public Safety Office. If you teach in Passaic or Wanaque, copies will be made at each site (up to 50 pages total); otherwise, a form must be sent to the Docu-Center as well. You are also welcome to email your copy request to the Docu-Center by emailing the following: docucentermembers@pccc.edu; George Myers (gmyers@pccc.edu); John Orozco (jorozco@pccc.edu).

Docu-Center Hours of Operation:

Monday-Thursday: 8:30am-7:00pm

Friday: 8:30am-4:30pm

Saturday: 7:30am-11:30am

PROFESSIONAL DEVELOPMENT

Professional development activities are offered to the Adjunct Faculty at Passaic County Community College throughout the academic year. Participants at any professional development activity will be paid a stipend of \$50.00 per session. Workshop dates and information are sent to the adjunct faculty via email. We welcome your suggestions and input on topics to provide relevant activities for you.

TUITION WAIVER PROGRAM

The Tuition Waiver Program provides for the waiver of tuition and fees where applicable for courses taken at PCCC by eligible college employees consistent with college policy (B-402) and/or provisions outlined in existing contractual agreements. Applications, which can be found in the Adjunct Office or HR Department, are to be completed and submitted to the Division of Human Resources (E-305) by the end of the first week of classes. Adjunct Faculty may not register for courses until Waiver Day, which is the last day of registration.

TUTORING SERVICES/ACADEMIC SUPPORT

The Academic Success Center provides testing and tutoring services for the entire college, across all campuses. Testing includes placement testing for incoming students, departmental testing such as online or make up exams, and the College Writing Exam (CWE). The center also provides testing services for students from other institutions, as well as outside vendors.

Tutoring focuses on the increasing need for college level tutoring on all campuses, and is available in a number of content areas. Updated schedules are available on the LibGuide, and additional tutoring is available on request.

Locations:

Paterson – Room M240

Passaic – Room 118

Wanaque – Room W128

Requests or questions can be sent to academictesting@pccc.edu, or call 973-684-5582

The Academic Success Center will also be the home for the Guided Pathways project. This program provides academic advising for students who have completed COL-103, through use of the Student Planning Module, as well as faculty and staff advisors.

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WEATHER CLOSINGS/PANTHER ALERT

Announcements regarding the closing of the college due to inclement weather will be available as follows:

Radio: WCBS (880 AM)

TV Stations: Channel 12- NJ News (Cable Vision) and WNBC

College/Panther Alert: 973-681-6800

Panther Alert, the PCCC Emergency Notification and telephone messaging system, will be used to relay important information to students, faculty and staff. In order to receive these important messages you will need to opt-in to the system and input the phone numbers and e-mail address that you would like us to use. You may enter your home phone number, office phone number, cell phone number, up to nine contact methods in total. You may receive voice messages, text messages and e-mails.

To sign up for Panther Alert please follow these steps:

1. To begin, go to www.pccc.edu and log in to **MY PCCC ACCOUNT**
2. Go to **Panther Alert** tab to log into PCCC's Emergency Notification System.
3. Fill in your 7-character colleague ID* and your PCCC e-mail address and click **Sign In**. You must use all 7-digits, including zeros.
4. Fill in the phone numbers. Under **Call Preferences**, indicate the primary contact phone number you would like us to use.
5. If you would like to receive text messages, be sure to fill in a number for the SMS phone number.
6. Once you have filled in all the information, agree to the **Terms of Use** and the click **Update my Information** at the bottom of the page.
7. Next you will get a confirmation page, please review the information to be sure it is correct. If it is correct, click on **Yes, This is Correct** or if the information needs to be changed **No, I need to Edit This**.
8. The next page will require you to enter the security code that appears on the screen to confirm the information. Please be sure to enter the code exactly as it appears.

WEB SERVICES

Below is an overview of the web tools that are made available to PCCC faculty to communicate with their colleagues, administration, students and world:

Portal

The Portal is our main connection tool. It is also used as an authentication tool. The Portal is a visual intersection between the Faculty, Students and Administration.

Login Information

- **Initial Login:**

Please click at “My PCCC Account” and use your credentials to login to your Portal account. Your portal account’s User ID can be found under “First Time User?” option on the login page. Your Portal account’s initial password is “the last six digits of your SSN” or the last six digits of your colleague ID number”. You will be directed to create your security profile and change the initial password to your own. Please follow the instruction on the screen and fill all the required fields as requested.

- **Resetting procedures:**

<https://password.pccc.edu/#Home>

- **Email account** – your main email address is Outlook_user_ID@pccc.edu

- **Web Advisor**

Access: Click on “Web Advisor” tab (you have to login to Portal first)

Options (Roster, Schedule, Grading...)

Other tools

- **Online Classes (Blackboard)**

Access: Click on “Blackboard” TAB on the top

NOTE: For online classes please contact the online learning office (Randy Jenkins, x5790)

- **Panther Alert**

Panther Alert is our Emergency contact tool

Please access your Panther alert account through the Portal, click on Panther Alert TAB and enter the requested credentials to access and update your contact profile.

Access: Login to your portal account, click on the “Panther alert” TAB and follow instructions on the screen. Enter your PCCC E-mail address, PCCC ID number (7 digits) and click on “Sign In”.

Update the profile

- It is important to provide us with the best reachable contact information, so we can contact you in case of emergency.

Exchange Account

- Your main email address is Outlook_user_ID@pccc.edu,
To access your email account using the web:

<http://email.pccc.edu/owa> or go to www.pccc.edu > faculty & staff > campus email

- Additional technical articles and instructions could be found at: <http://wiki.pccc.edu> (accessible only from the campus)

Important Phone Numbers

- Main IT (Information Technology) Office
973-684-6655
- Website, portal account, panther alert
973-684-5891
- Help Desk – 24 hours/7 days a week
973-684-6464
- Campus email, office computers, office phone
973-684-6721

SECTION IV PHONE NUMBERS

IMPORTANT TELEPHONE NUMBERS

The Adjunct Office provides a telephone (973 684- 6917) for faculty use. Inter-office phone calls may be dialed directly. Outside calls may be placed by dialing 9 and should be limited to College business or personal emergency. Messages will be taken for adjunct faculty at 973-684-5302 and 973-684-5508 and be placed in your mailbox. Under no circumstances will your home or cell phone number be given out to students unless you request us to do so in writing. Please see below other important phone numbers you may need:

COLLEGE MAIN NUMBERS

Main Phone Number: (973) 684-6800

Fax Number: (973) 684-5843

DEPARTMENT CHAIRS

Business

Thomas Cox Ext.5308

CIS/ Engineering

Merille Siegel Ext.6445

Jackie David Ext.5535

College Experience

Dr. Bassel Stassis Ext.5895

Developmental Studies

Tony Taylor Ext.6274

Early Childhood Education

Anita Kumar Ext.6607

English/FAR

Nina-Louise Alsbrook Ext.6511/Ext.5718

Samuel Ayala Ext.5735

ELS

Kathy Kelly Ext.5229

Irene Simpson Ext.5590

HIT/ASL

Lisa Deliberto Ext.6297

Lisa Hines Ext.5093

Humanities

Edward Mosley Ext.6912 /Ext.5896

Human Services/ Criminal Justice/ Fire Science

Michael D'Arcangelo Ext.5759

Michael Walker Ext.5542

Math

Janet Delaney Ext.5227

Nursing

Dona Stankiwicz Ext.5221

Radiography

Parsha Hobson Ext.6243

Science

Marcin Baranowski

Ext.6827

BUILDING PHONE NUMBERS

<u>Broadway Building (Front Desk)</u>	<u>973-684-5782</u>
<u>Bookstore</u>	<u>973-247-9406</u>
<u>Community Technology Center (CTC)</u>	<u>973-684-6003</u>
<u>Hamilton Building (Front Desk)</u>	<u>973-684-6464</u>
<u>Hamilton Club</u>	<u>973-684-5922</u>
<u>Main Campus (Broadway Entrance-Security Desk)</u>	<u>973-684-5404</u>
<u>Public Safety Academic (PSA)</u>	<u>973-304-6020</u>
<u>Public Safety Academic (PSA) (FAX)</u>	<u>973-720-0023</u>
<u>Pruden Building (Front Desk)</u>	<u>973-684-4971</u>
<u>Wanaque Academic Center</u>	<u>973-248-3000</u>
<u>Wanaque Academic Center (FAX)</u>	<u>973-248-9620</u>
<u>Passaic Academic Center</u>	<u>973-341-1600</u>
<u>Passaic Academic Center (FAX)</u>	<u>973-341-1601</u>

DEPARTMENT PHONE NUMBERS

<u>President's Office</u>	<u>973-684-5900</u>
<u>Dean of Students</u>	<u>973-684-6919</u>
<u>Academic & Student Affairs</u>	<u>973-684-6300</u>
<u>Evening Administration)</u>	<u>973-684-5651</u>
<u>Center for Student Success (CSS)</u>	<u>973-684-5524</u>
<u>Docu-Center</u>	<u>973-684-6009</u>
<u>Facilities</u>	<u>973-684-5999</u>
<u>Human Resources</u>	<u>973-684-6107</u>
<u>IT Dept.</u>	<u>973-684-6722</u>
<u>Library</u>	<u>973-684-5877</u>
<u>Media Services</u>	<u>973-684-5881/6560</u>
<u>Office of Disabilities Service</u>	<u>973-684-6395</u>
<u>Payroll</u>	<u>973-684-5210</u>
<u>Registrar's Office</u>	<u>973-684-6401</u>
<u>Portal (Campus Cruiser-Fatmir)</u>	<u>973-684-5891</u>
<u>Security</u>	<u>973-684-5403</u>
<u>Testing (CWE)</u>	<u>973-684-5491</u>
<u>Testing (Pre/Post)</u>	<u>973-684-4973</u>

EMERGENCY PHONE NUMBERS

<u>Police Department</u>	<u>973-881-6800</u>
<u>St. Joe's Hospital</u>	<u>973-754-2000</u>
<u>Health Department</u>	<u>973-881-3900</u>
<u>Wayne General Hospital</u>	<u>973-942-6900</u>