

Welcome to Jackson Community College's community of adjunct faculty. We are happy that you have chosen to work at JCC. The following information is provided to help you as you prepare for and teach in your assigned classes.

**Business:**

- ∞ **Official Transcripts:** North Central Accreditation and JCC's Human Resources Office require **official transcripts be sent directly from the college in which you earned your degree(s)** to JCC's Human Resources at 2111 Emmons Rd, Jackson MI 49201. You may begin teaching without all records in place, however, you will be required to pick up your pay check in person until your personnel file is complete with all required documents.
- ∞ **Adjunct faculty members are contracted on an annual basis; your assignments are then per class** and are paid by contact or clock hour. Please read your contract carefully and ask questions if anything is unclear. Annual adjunct faculty members have access to all JCC e-mail and online course delivery systems using the first seven letters of your last name followed by the first seven letters of your first name and your middle initial (see instructions below).
- ∞ **Contractual obligations** include teaching departmental, program, and course objectives, meeting with your class(es) for the fully designated time, filling out substitute request forms if you need to be absent, and calling the site secretary if you are unable to hold class. If you do not meet with a class or if you dismiss class early on a regular basis, the College may dock your pay or cancel your contract.
  - *More on absences:* When you need to miss a class, you have two options for providing instruction to your students. 1) submit the absence form with a specific plan (dates/times/activities) when you will be available to students to make up the time missed. Students are not required to meet at these non-scheduled times, so you may want to poll the class to see how you can best accommodate their needs. You will be paid your full contract hours if you make the time 2) If you are able to find a substitute, the substitute will be paid and you will have the hours deducted from your pay.
  - Absence forms are available through the Dean's website > Adjunct Resources > forms < <http://www.jccmi.edu/administration/deans/FacultyForms.htm>>
- ∞ **Contractual limitations:** Adjunct faculty are contractually limited to 28 contact hours (the number of hours you are contracted to be in class with students) over the course of an academic year (Fall – Spring) and not more than 12.5 contact hours per enrollment period. Assigned classes can be cancelled based on low enrollments.
- ∞ **Benefits and Pay (subject to the Faculty Agreement) Please check with Human Resources for accurate hourly pay in your area.**

<b>Academic:</b> (BA) or Nursing (A.D.N.)	\$33.20 per contact hour
<b>Academic:</b> (MA or PhD) or Nursing (BSN)	\$34.65 per contact hour
<b>Clinical:</b> (AA)	\$30.25 per clock hour
<b>Clinical:</b> (BSN, MA, PhD)	\$31.70 per clock hour
- Tuition Grant (subject to the Faculty Agreement):** Adjunct faculty shall be granted tuition grants for any regularly scheduled JCC classes under the following conditions:
  - (1) Level 1 Adjuncts  
The tuition grant for Level 1 adjunct instructors shall be equal in value to the number of credit hours of the courses taught by the adjunct instructor.
  - (2) Level 2 Adjuncts: The tuition grant will be 1.5 times the value of credit hours taught by a Level 2 adjunct.
  - (3) Level 3 Adjuncts: The tuition grant will be two (2) times the value of credit hours taught by a Level 3
- ∞ **Emergencies:** Call 9-911. Then contact the JCC operator by dialing "0."
- ∞ **Security:** Call 8620 on campus or 796-8620 from off campus.
  - Contact the operator or security, to have a guard will walk you to your car.
- ∞ **FERPA** What is FERPA?

*The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Generally the law provides that, with some exceptions, no information, applications, forms, letters, records, transcripts, etc. may be released, whether orally or in writing, without prior written consent, dated and signed by the student, specifying the offices of which information may be released and to whom the records are to be released.*

*Do not release without written authorization any information about the student's grades, identity, or class status. Without explicit written authorization from the student, this law prohibits posting grades, distributing papers, passing around class sheets upon which you want to collect data about the student, and any parental, spousal, or other requests for information.*

*Possible solutions for distributing grade information to students would be to leave the graded papers (exams, quizzes, and homework) with an assistant or secretary who would ask students for proper identification prior to distributing them, leave graded work in a sealed envelope with only the student's name on it, or use a code name or number known only to the student and faculty member to identify graded work.*

- ∞ **Classrooms: DO NOT SWITCH CLASSROOMS.** If you need to schedule another room for your class, please contact your building secretary to may make the necessary arrangements. The process to change a classroom takes approximately three days, so plan ahead. **This also applies to computer room usage.** If for any reason you hold your class anywhere other than your Scheduled room (such as outside when it is warm) please put a notice on the door and let the building secretary know where you can be located. Often students arriving late cannot find their class.
- ∞ **Adjunct Faculty Offices** are site specific. Please see your lead faculty to find the location of the office. Your pass key should allow you in. Ask the Center Directors about office and workspace at these locations.
- ∞ **Mailboxes** are assigned to all adjunct faculty at the location where you teach; check your mailbox and **JCC email regularly!**
  - Main Campus: See your lead faculty to find the location
  - Lenawee: The Office Area
  - Hillsdale: The Office Area
- ∞ **System Log-in and E-Mail Accounts:** Adjunct Faculty members are assigned **JCC e-mail accounts.**
  - For example: [smithjanea@jccmi.edu](mailto:smithjanea@jccmi.edu)
  - Your User ID and your email address are the same.
  - Your Password: **New Employees hired after November 18, 2006:** First letter of first name capitalized and first letter of last name not capitalized, 2 digits of your day of birth, the last two digits of your birth year, and the last four digits of your employee I.D, which can be found on your contract in the bottom right hand corner, or on the top right hand corner of your assignment conformation.
  - Example :** Jane Anita **S**mith, born on **5/04/1970** with an I.D. of **0125634 = Js0470012**
  - You will receive college information via this account as well as in your mailbox at the campus. Passwords are routinely changed, so be sure to attend to changes per notice by Information Technology. *The login and password gives you access to JCC sites: e-mail, e-services (grades and rosters), and JETNET (online delivery system).*
- ∞ **E-Services:** We retrieve **rosters, course schedules, and post grades** electronically through e-services. Find the link to e-services at the bottom of the JCC website -- [www.jccmi.edu](http://www.jccmi.edu).. You will need to login to the site with your JCC login name and password, then click the Faculty tab. *If a contract has not yet been signed by you and processed, your particular section will not be accessible until after this is complete.*
- ∞ **JCC Copy Center** is available to copy course materials. The print shop requires one week to complete jobs and requires you follow copyright law. If you are not on main campus, check with the Center Director to assure timely inter-campus mail delivery. One to ten copies can be made in your building. **MORE THAN TEN COPIES** should be sent to the Copy Center, Campus Services

Building. **787-0800, 8276**. Copy Center requests can be to Copy Center via electronic mail, inner office mail or drop off at the Campus Services Building. Hours: Monday – Wednesday 8:00 a.m. - 6:00 p.m; Thursday – Friday 8:00 a.m. - 5:00 p.m. For Your Electronic Convenience. Post Your COPY REQUEST Under *JCC SERVICES* on Groupware.

∞ **Library** is located in Atkinson Hall, is a great resource and you are encouraged to stop in, pick up your library card, and peruse the resources. Library staff offers class orientations to both the library and the online resource center; you can schedule these either by visiting or calling: 796-8623. Go online and peruse the library catalogue and data bases at <http://www.jccmi.edu/Library/> Students and instructors at the Lenawee or Hillsdale Centers may use online catalogue to order books from library or conduct interlibrary loan process. Instructors are encouraged to make connections with Adrian and Hillsdale College libraries.

∞ **Semester Lengths:** Fall and Winter Semesters are 16 weeks; Spring Semesters are 6 and 12 weeks. JCC also offers late start courses that run 8 or 12 weeks. *Be sure to check your assignment conformation for start and end dates of your classes.*

∞ **Contact persons:**

*All JCC employees can be contacted through the JCC email system as well*

Martha Petry, LL&A Department Chair 796-8530

Suzanne McKee, BUA Department Chair 796-8608

Marla Clark, Allied Health Director 796-8453

Joe Shackelford, Allied Health Department Chair 796-8644

Kristi Laird, Math Department Chair 796-8503

Chris Davis, Nursing Department Chair 796-8492

Laura Thurlow, Science Department Chair 796-8508

Mary Jo Kennedy, CRJ Department Chair 787-0800 ext 8334

Norm Maison, Social Science Chair 796-8507

Michael Masters, Lenawee Director: 796-8668

Pene Vandenburg, Hillsdale Director: 796-8670

Amy Zicafoose, JCC Adjunct Faculty Liaison 796-8371

Cheryl DeGroote, Secretary to the Deans: 796-8698

Chris Beacco, Dean 796-8502

∞ **Sample syllabi** are available for courses online. Go to JCC's website [www.jccmi.edu](http://www.jccmi.edu) click on Academics/Office of Academic Deans and find 'Syllabi' in the left column menu. *A copy of your course syllabus/calendar must be sent to the Dean's office after the beginning of the semester. Send via JCC email: [degrootcheryle@jccmi.edu](mailto:degrootcheryle@jccmi.edu)*

∞ **Departmental Academic Outcomes/Objectives** have been identified for each course at JCC and have been linked to correlating assessment criteria and procedures. Your syllabus and ensuing course plans need to address these. Please make sure you receive a copy of these before you plan your class.

∞ **Texts:** Adjunct faculty use texts prescribed by the department. You may contact your department chair for a copy of the text. Students purchase their texts through the Bookstore located in Potter Center and/or from Bookstore representatives at the Hillsdale and Lenawee Centers. Course texts may be on reserve in library; please check the library to see if your texts are available for students who cannot afford to purchase a text.

∞ **College Assessment Surveys** are occasionally given in composition, reading, and humanities courses at the beginning and end of designated semesters. You will be notified if you are to distribute surveys.

∞ **End of the semester duties** submission of grades and completion of JCC academic outcomes assessment forms also need to be filled out and submitted to the department.

∞ **Grading** is completed on a 4.0 scale. Students must achieve at least a 2.0 for credits to count toward a degree, as prerequisite, or to transfer.

- **4.0 = excellent (A)**
- **3.5 = high performing (A- / B+)**
- **3.0 = good (B)**
- **2.5 = (B- / C+)**
- **2.0 = satisfactory (C / C-)**
- **1.5 = less than satisfactory (D+)**

- **1.0 = poor (D / D-)**
- **.5 - 0 = fail (E)**

∞ **Grading and Progress Reports** are completed electronically through your e-services account. Progress reports, known as HQV reports, are required on weeks 2, 4, 8 and 16 of the regular semester; late start or accelerated classes will also submit grades 4 times on dates assigned for their course schedule. Progress grades: V (verify) H (help) and Q (drop) are required for the first half of your class and **MUST BE ENTERED** on the days and times identified by Student Services. You can find your HQV course reporting dates in E-services and on the adjunct webpage. Midterm grades should be issued along with the progress grades according to the schedule. **Final grades must be posted within two days of the class ending. Grades must be submitted in NUMERICALLY except for failing grades which must be recorded as E.**

After the midterm, instructors can no longer drop students from the class. Students failing after mid-term should consider dropping themselves. [www.jccmi.edu](http://www.jccmi.edu) > e-services and login using your email user name and password.

- ∞ Other resources available to you include the JCC website where you will find:
- The Dean's Website(forms, policies, guidelines).  
<http://www.jccmi.edu/administration/deans/index.htm>
  - The Adjunct Faculty Manual  
<http://www.jccmi.edu/HumanResources/adjuncthandbook.html>
  - The Adjunct Resources Page (links, FAQs, adjunct blog and more!)
  - <http://www.jccmi.edu/administration/deans/AdjunctResources.htm>
  - Solution Center / Information Technology: WA 203; (517) 796-8639  
<http://www.jccmi.edu/InfoTech/SolCen.htm>
  - Distance Learning: WA 226 (888) 522-8744
  - [distancelearning@jccmi.edu](mailto:distancelearning@jccmi.edu)
  - Center for Student Success (students drop-in for academic help, free tutors, and private, cost-free counseling) <http://www.jccmi.edu/Success/>
  - Harriet Myer Fund (special circumstances fund for students in need). Contact Jerome Krakowiak 796-8578 for information.

We encourage you to peruse all of the sites and familiarize yourself with the resources available.