



# ADJUNCT FACULTY HANDBOOK



Dear Adjunct Faculty,

Thank you for choosing Johnson County Community College! You are key to our ability to meet the needs of our students and inspire learning to transform lives and strengthen communities.

Together with our full-time faculty, students interact with you on a more regular basis than anyone else in the College. Therefore, you are the face of JCCC to our students. We are here to support you. Your Chairperson, Dean, and other academic leaders are ready to assist you with any needs you have.

In addition to the important work that you do in the classroom, labs, or online, we have tremendous resources available to support students in their academic pursuits. Counselors, student success advocates, tutors, librarians, and so many others are ready to support students (and you) as the needs and opportunities arise.

Together our top priority is equitable student success. Every student who chooses JCCC has access to the resources needed to support success, and you are a focal point for these supports. I am another resource available to support you. I can be reached at [bownea@jccc.edu](mailto:bownea@jccc.edu) or ext. 3847.

Best wishes,

A handwritten signature in black ink that reads "Andy Bowne". The signature is fluid and cursive, with a long horizontal line extending from the end.

Andy Bowne, EdD  
President



Dear Adjunct Faculty,

You are important in working with our students to build successful lives, and we value your dedication and commitment.

The administration, faculty and staff will assist you in building an engaging classroom filled with rewarding experiences and learning opportunities that will open minds and allow for robust conversations. The dean of your academic division and the chair of your department can provide you with counsel on College policies, procedures and resources. Other professional development opportunities are offered throughout the academic year through the Staff and Organizational Development department.

If you have any questions regarding faculty development, please contact Farrell Hoy Jenab, Director, at [fjenab@jccc.edu](mailto:fjenab@jccc.edu) or ext. 4756.

Sincerely,

A handwritten signature in black ink that reads "L. Mickey McCloud". The signature is cursive and elegant, with a large initial "L" and a long horizontal line extending from the end.

Mickey McCloud  
Executive Vice President / Chief Academic Officer

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## ABOUT JCCC

### Mission

JCCC inspires learning to transform lives and strengthen communities.

### Vision

JCCC will be a national leader through educational excellence and innovation.

### Values

#### **Integrity**

We hold ourselves accountable for decisions and actions.

#### **Collaboration**

We respect diversity of thought in building a culture of collaboration.

#### **Responsiveness**

We respond to the needs of our students and communities through relevant offerings.

#### **Leadership**

We pursue leadership roles in our communities and higher education.

### **HELPFUL LINKS**

Learn how well JCCC fulfills its mission at [jccc.edu/about](https://jccc.edu/about).

Need assistance finding your way around campus? See [jccc.edu/maps](https://jccc.edu/maps).

Search **Academic Polices and Procedures** at [jcc.edu](http://jcc.edu) for the following:

- **Academic Renewal**
- **Academic Standing**
- **Advanced Standing Credit**
- **Student Attendance**
- **Student Attendance Operating Procedure**
- **Non-students on Campus**
- **Continuing Education Units**
- **Grade Review and Appeals**
- **Grade Review and Appeals Operating Procedure**
- **Grading System**
- **Honors**
- **Students with Disabilities**
- **Transfer Credit**

Search for the following topics at [jcc.edu](http://jcc.edu):

- **Copyright Policy**
- **Student Learning Outcomes**
- **Student Trips and Travel**

## COMPENSATION AND SUMMARY OF BENEFITS

- ▣ Search for **Adjunct Faculty Compensation and Titles** at [jccc.edu](http://jccc.edu).
- ▣ **Adjunct Instructor Roles and Responsibilities**

### Compensation and Acknowledgement

Adjunct faculty contracts are created electronically in Banner. When teaching contracts are available for acknowledgment, you will receive an email with a link to **MyJCCC**.

Select desired Term and the "Go" button. To acknowledge your review of this information, select the checkbox next to "Faculty Acknowledgment" and then select the "Acknowledge Selected Positions" button.

#### **To navigate this page:**

Select the icon under "Subject and Course" to view the Course Information window. If available, select the Course link to view the "Course Calculation Page". Select the link on the "Work Load" number to view the workload calculation.

#### **As a condition of employment, you agree:**

1. To devote appropriate time and best efforts to JCCC in order to professionally carry out duties as assigned, including required training.
2. To refrain from disclosing JCCC's confidential and proprietary information (including student educational records protected by FERPA, JCCC course materials, etc.) other than as required by your employment.
3. To indemnify and hold JCCC harmless from and against any damages, liability, lawsuits or other claims arising out of your breach of this contract.

#### **Additionally, you acknowledge:**

1. That your employment is subject to Board of Trustees approval, available funds, enrollment needs and your continued compliance with all applicable laws and JCCC policies, procedures and/or rules.
2. That this contract shall automatically terminate at the end of the term stated herein, and there is no guarantee or expectation of continued employment.
3. That your employment can be terminated any time JCCC determines there is a cause for termination, and no additional compensation will be provided.

**You accept employment subject to the terms contained herein and certify that all information provided by you to JCCC (including your qualifications for employment) is correct.**

### Benefits and Leave Information

Search for **Adjunct Faculty Benefits** at [jccc.edu](http://jccc.edu).

### Special Grants

See the JCCC Faculty Development blog at [blogs.jccc.edu/facultydevelopment/funding](http://blogs.jccc.edu/facultydevelopment/funding).

### Absence Compensation

We realize you might have an unavoidable absence during your employment contracted period. Reasons can include illness, emergencies, bereavement, the observance of religious holidays, jury duty and the opportunity to attend a professional conference related to your assignment at the College.

You must report all absences to your supervisor and on a Report of Absence form in advance of any scheduled absence. For unexpected absences, please submit at your earliest opportunity upon your return to the College. See page 7 for details.

Adjunct faculty may receive 10% of the contact hours of their assigned course as paid absence. If it is necessary for you to miss more than the time allowed by this policy, your adjunct pay may be reduced by the amount equal to that paid to the substitute/s. The allowance for absences begins anew with each employment contract and does not accumulate from semester to semester.

### Canceled Class Stipend

You will be paid \$100 if a class you are scheduled to teach is canceled or reassigned after you signed a contract.

## ABSENCE OF FACULTY MEMBER FROM CLASS (UNPLANNED AND PLANNED)

### Notification Procedure for Unplanned Absence/Delay

If you become ill or have an emergency on a day you are scheduled to teach and are unable to meet your class(es), you need to communicate directly with someone at the College as early as possible, assuming your emergency allows for this, and make every effort to inform students.

#### **If you will be absent from an early morning class:**

1. Call your program or division office and talk directly to an administrative assistant, a dean, an assistant dean or a chair and provide the information needed for a blue card to be posted by the classroom door.
2. If you cannot speak directly to a person in your division, leave a message and then call JCCC Police at 913-469-8500, ext. 4112, to request a blue card be posted beside the classroom door by a specific time. Please be prepared to provide:
  - the building and room number
  - time of the class
  - course title and section number
  - your name
  - any information for students that you would like to have appear on the blue card

#### **If you will be absent from a class later in the day:**

1. Call your program or division office and speak directly to an administrative assistant, a dean, an assistant dean or a chair.
2. Call as early in the day as possible so that an effort can be made to find a substitute for your class(es).
3. Provide all the information needed for a blue card in case a substitute cannot be found.

### Unplanned Delay in Arrival Time for Class

If you realize you will be late to class, you need to communicate directly with someone in your division or program office or the JCCC Police as early as possible. Someone will prepare and post a blue card to inform students of the delay and ask them to wait for you.

### Notification Procedure for Planned Absence

If you know ahead of time that you will be absent, you must notify your administrative assistant, chair or dean. Even if you arrange your own substitute, you must still report your absence and the name of your substitute. Please make every effort to avoid the cancellation. If cancellation is unavoidable, division or program office personnel must post a blue card by the door of the classroom to notify students who have not been contacted.

A blue card must be posted by the classroom door even if you informed your students of the cancellation ahead of time in case JCCC Police must locate a student or a faculty member. The division or program office staff is responsible for filling out the blue card, post it at the classroom, and remove it after the class would have ended.



The Staff and Organizational Development department enhances organizational effectiveness and impacts student success by providing all JCCC employees with lifelong learning and development opportunities.

Find details and more resources at [blogs.jccc.edu/staffdev](https://blogs.jccc.edu/staffdev).

### **Awards and Recognition**

Includes descriptions, application forms and procedures for a variety of recognition programs

### **Faculty Development**

Includes information pertaining to:

- ▣ Adjunct Certification Training (ACT) Program
- ▣ Center for Teaching and Learning
- ▣ Curriculum Review
- ▣ Educational Technology Center
- ▣ Individual Development Plan
- ▣ iStream
- ▣ KCPDC Faculty Certification Program

*Note: As an adjunct faculty member, you can enroll in the Adjunct Certification Training modules even if you do not intend to complete the entire program.*

### **Funding**

Includes information pertaining to:

- ▣ One-time Continuing Education Stipend
- ▣ Special Grants
- ▣ Technology Innovation Grant

### **Mandatory Training**

### **Staff Development**

### **Technical Training**

Additional Resources

### **Staff Development Classes**

### **Enrollment Instructions for Staff Development Classes**

### Electronic Communications with Students

You are free to communicate with students who use non-JCCC email addresses or other electronic accounts (social media, text messages, etc.), provided you do not disclose individual student education records.

- ▣ For example, if a student emails from an outside account and asks what this week's assignment is or when the final is scheduled, you may answer those questions because they are of a general nature and do not disclose any individual information about the student.
- ▣ If a student emails requesting an assignment grade, you should **NOT** disclose that information to an outside email address, even if you believe the student is making the request. Instead, respond by directing the student to where the grade is posted or ask the student to call or meet in person.

Use only JCCC student email accounts as the official communication tool with students, unless the student provides specific written consent for you to use a different account.

- ▣ We recommend you obtain consent at the beginning of the semester or session and ask students to specify each alternate account that may be used for communication.
- ▣ Retain written consent at least until the semester or session is over.
- ▣ You can use this approach at your own discretion. It is not required.

The library offers a multitude of resources and personalized support for faculty.

### Services

- ▣ Individual and class library research orientations
- ▣ LibGuides created for specific assignments and courses
- ▣ One-on-one research assistance
- ▣ Course reserves
- ▣ Interlibrary loan
- ▣ Materials purchase and support
- ▣ Copyright services

### Materials

- ▣ Print and electronic books on a wide variety of topics
- ▣ Research databases offering online access to millions of articles, books and videos – available here on campus or at home 24/7
- ▣ Popular and instructional DVDs

Visit us online or in person and let us know how we can help!

### Regular Hours

Monday–Thursday      7:30 a.m.–9 p.m.

Friday                      7:30 a.m.–5 p.m.

Saturday–Sunday      1–5 p.m.

*See library website for hours during holidays and semester breaks.*

Phone: 913-469-3871

Library website: [library.jccc.edu](http://library.jccc.edu)

Library resources for faculty: [library.jccc.edu/home/faculty](http://library.jccc.edu/home/faculty)

## EMERGENCY PREPAREDNESS INFORMATION

Emergencies can happen anytime and anywhere. The safety and security of our students, employees and visitors is crucial.

The **College Emergency Response Plan** is available on [jccc.edu](http://jccc.edu) and lists procedures that will help you know what to do in an emergency, including:

- **AED Locations**
- **First Aid Supplies**
- **Report an Emergency**
- **Emergency Phones**
- **Behavior Intervention Team**
- **Earthquakes**
- **Elevator Malfunction**
- **Illnesses-Injuries-Accidents**
- **Utility Emergencies**
- **Fire-Smoke-Explosions**
- **Weather Emergencies**
- **Environmental Emergencies**
- **Emergency Personnel**
- **Bomb Threats**
- **Emergency Notification System**
- **ALICE: Armed Intruder/Campus Violence**
- **Important Phone Numbers**
- **Emergency Assembly Areas**

Search Emergency Response Plan at [jccc.edu](http://jccc.edu) for full details.

**Keeping Our People Safe** (KOPS-Watch) is an all-hazard planning strategy for emergency preparedness efforts here at JCCC. Search Kops-Watch at [jccc.edu](http://jccc.edu) for full details.

Need more information?

### **JCCC Police Department**

Phone: 913-469-2500

913-339-6699 TDD/TTY

Off-campus emergency: 911

On-campus, non-emergency: 913-469-8500, ext. 4112

Mailbox: 12

Location: Midwest Trust Center 115

Classroom and campus safety are of paramount importance at Johnson County Community College and are the shared responsibility of the entire campus population.

Please review the following:

**Report emergencies to JCCC Police Department** (available 24 hours a day):

- ▣ In person at Midwest Trust Center 115
- ▣ Call 913-469-2500 (direct line)
  - Tip: Add this number to your cell phone contacts
- ▣ JCCC Guardian campus safety app—get details and link to free download at [jccc.edu/guardian](http://jccc.edu/guardian)
  - Features an instant panic button and texting capability to JCCC Police
- ▣ Anonymous reports to KOPS-Watch at [jccc.edu/kops](http://jccc.edu/kops) or 888-258-3230

**Be alert:**

- ▣ You are an extra set of eyes and ears to help maintain campus safety.
- ▣ Trust your instincts.
- ▣ Report suspicious or unusual behavior/circumstances to Campus Police.

**Be prepared:**

- ▣ Identify the red/white striped Building Emergency Response posters throughout campus and online. Note the available egress routes, shelter, and equipment.
- ▣ View A.L.I.C.E. training (armed intruder response training—Alert, Lockdown, Inform, Counter and/or Evacuate).
  - **Watch the student training video** available on [jccc.edu](http://jccc.edu)
- ▣ Familiarize yourself with the **College Emergency Response Plan**. See page 12 for details and link.

**During an Emergency**

Notifications/Alerts (emergencies and inclement weather) are sent to all employees and enrolled students via email and text messaging. Information on the **JCCC Alert: Emergency Notification System** is also available in the College Emergency Response Plan.

**Weapons Policy**

Effective July 1, 2017, concealed carry handguns are permitted in JCCC buildings subject to the restrictions set forth in the Weapons Policy. Handgun safety training is encouraged of all who choose to conceal carry. Suspected violations should be reported to JCCC Police Department 913-469-2500. If an emergency, call 911.

## TESTING SERVICES

Search [Testing Services](#) at [jccc.edu](http://jccc.edu) for details.

Testing Services provides a number of services to help promote academic success. These services include administering placement tests for students who want to enroll in credit courses; providing a proctored testing environment for administering exams for JCCC online and self-paced credit courses; administering JCCC credit course makeup tests for students who have missed a regularly scheduled exam; administering standardized tests such as the ACT and CLEP; facilitating the Prior Learning Assessment program and guiding students through the process to receive course credit through nontraditional methods; and providing testing accommodations approved through Access Services for students taking JCCC credit courses.

## TRAVEL AND REIMBURSEMENT OF EXPENSES

Search [Travel and Reimbursement of Expenses](#) at [jccc.edu](http://jccc.edu) to learn more.

[Overnight Travel Operating Procedure](#)

[Reimbursement of Travel Expenses Policy](#)

[Same-day Travel Operating Procedure](#)

## STUDENT SUCCESS RESOURCES

Search [Resource Centers and Tutoring](#) at [jccc.edu](http://jccc.edu) for more information.

### [Academic Achievement Center](#)

The AAC is a resource for any JCCC student who needs help with class material. While other JCCC resource centers focus on a specific content area (such as writing or math), the AAC works with you to improve your ability and readiness to learn.

### [Counseling Center](#)

JCCC counselors are available to assist with personal issues or problems you may experience and to help you find solutions.

### [Math Resource Center \(MRC\)](#)

The Math Resource Center is a free support center for students enrolled in at least one math class at JCCC. Knowledgeable tutors help with math problems and concepts. Textbooks and other resources are available.

### [Science Resource Center \(SRC\)](#)

The Science Resource Center is a free support center for students enrolled in at least one science class at JCCC. Knowledgeable tutors help you with science curriculum. Models, textbooks and other resources are available.

### [Writing Center](#)

The Writing Center is a free student and community support center created to assist writers with reviewing, refreshing and upgrading their writing skills.

## OFFICE OF ASSESSMENT, EVALUATION AND INSTITUTIONAL OUTCOMES

Assessment and Evaluation at Johnson County Community College is a catalyst for improving teaching and learning and is a faculty-driven process with the central focus on improving student learning and success.

At JCCC, assessment is instigated, designed, conducted, analyzed, interpreted and acted upon by the faculty. We hold that for assessment to be meaningful, it should be localized and should measure student success using the expectations and standards developed by faculty within a given discipline. The information generated by a department or division can be used to improve student learning or update curriculum.

The goal of the Office of Assessment, Evaluation and Institutional Outcomes is to assist where asked, to facilitate sharing of successful strategies, to offer suggestions and samples, to provide leadership and oversight, to support evidence-based initiatives, and to glean relevant data from assessment results to meet our internal and external accountability expectations. This focus has improved student learning and engaged faculty throughout our campus in the assessment process. With an engaged faculty, outcomes assessment at JCCC continues to improve, evolve and flourish.

### **The assessment process strives to:**

- ▣ Document and improve student learning
- ▣ Expand faculty involvement and control in assessment
- ▣ Align assessment objectives with existing curriculum
- ▣ Encourage, support and recognize innovation in faculty-driven assessment
- ▣ Analyze and support numerous approaches to meaningful assessment
- ▣ Provide institutional resources and structure to support localized assessment at the department or division level

For additional information and resources, visit [jccc.edu/assessment](http://jccc.edu/assessment).

## EDUCATIONAL TECHNOLOGY CENTER

The Educational Technology Center (ETC) offers instructional technology support services for JCCC faculty and staff, including support for distance learning faculty and the learning management systems.

Located on the third floor of the library, the center's primary mission is to assist faculty in developing and incorporating instructional technologies into the curriculum. The faculty media development area on the third floor of LIB provides a variety of software and hardware solutions. Additional resources can be found online or are available for checkout.

Search **Educational Technology Center** at [jccc.edu](http://jccc.edu) to learn more.

**GET CONNECTED!**



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**JOHNSON COUNTY**  
COMMUNITY COLLEGE