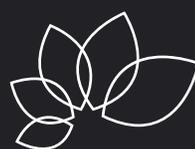




# Adjunct Faculty Handbook



**JOHNSON COUNTY**  
COMMUNITY COLLEGE

# Welcome



Dear Adjunct Faculty,  
Johnson County Community College inspires learning to transform lives and strengthen communities. The positive interaction between faculty and students is an important component in the process of engaging students and providing a quality education. As an adjunct faculty member, you play a critical

role in helping our institution achieve this goal. The administration, faculty, and staff are committed to ensuring JCCC will be a national leader through educational excellence and innovation. Through your efforts as a dedicated educator, you are providing our students with the knowledge, skills and abilities that will allow them to achieve their educational, professional, and personal goals. If I can provide any assistance that will support your efforts in allowing you to successfully transform the lives of our students, please do not hesitate to ask.

I can be reached via email: [jsopcich@jccc.edu](mailto:jsopcich@jccc.edu), or ext. 3847.

Sincerely,



**Joe Sopcich**  
President



Dear Adjunct Faculty,  
Adjunct faculty members at Johnson County Community College play an extremely important role in determining the student success as they strive to accomplish their educational goals. We want you to know how much your dedication and commitment are valued! The administration, faculty and staff

at JCCC will assist you in providing an engaging and rewarding experience for our students. The dean of your academic division can provide you with counsel on college policies, procedures and resources. Other professional development opportunities are offered through Staff and Organizational Development available during the academic year. If you have any questions regarding faculty professional development, contact Tom Grady, faculty development coordinator, [tgrady@jccc.edu](mailto:tgrady@jccc.edu), ext. 3370.

The adjunct faculty handbook provides general information and procedures that will assist you in your role at the college. If I may be of assistance to you at any time, please feel free to contact me at [aanders@jccc.edu](mailto:aanders@jccc.edu), ext. 2527

Sincerely,



**Andy Anderson**  
Vice President, Academic Affairs/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.

[Click here to learn how well JCCC fulfills its mission](#)

[Need assistance finding your way around campus?](#)



# Academic Policies

[Academic Renewal Policy](#)

[Academic Standing Policy](#)

[Advanced Standing Credit Policy](#)

[Attendance Policy \(Classes\)](#)

[Attendance Operating Procedure Policy](#)

[Classroom Participation Policy](#)

[Continuing Education Units Policy](#)

[Copyright Policies and Procedures](#)

[Grade Review and Appeals Policy](#)

[Grade Review and Appeals Operating Procedure](#)

[Grading System Policy](#)

[Guidelines for Constructing the Course Syllabus](#)

[Honors Policy](#)

[JCCC Course Outline Guidelines](#)

[Students with Disabilities](#)

[Transfer Policy](#)

# Adjunct Faculty: Summary of Benefits

## Adjunct Faculty Compensation

- [Adjunct Faculty Compensation and Titles](#)

## Adjunct Faculty Contracts for Teaching

Beginning with the summer 2015 term, adjunct faculty contracts will be created electronically in Banner. When teaching contracts are available for acknowledgment, faculty will receive an email with a link to MyJCCC. The contracts will be located by clicking on the EASI tab, and then by clicking on "Employee" and then "Faculty Load and Compensation." After MyJCCC is upgraded in November of 2015, faculty will locate their contracts under the Faculty tab. Contracts must be acknowledged by clicking the "Faculty Acknowledgment" box on the title line of each class you are scheduled to teach, and then the "Acknowledge Selected Positions" box. Contracts must be acknowledged before each term begins in order to be paid on the first pay date of the term. If you have questions, contact your division administrative assistant or dean for help.

## Welfare and Retire Benefits

- [Employee Medical Insurance](#)
- [Retiree Medical](#)
- [Business Travel Accident Plan](#)
- [Salary Reduction Agreement Part-Time Employees and Adjunct Faculty](#)

## Miscellaneous Benefits and Information

- [Americans with Disabilities Act](#)
- [Family Medical Leave Act \(FMLA\)](#)
- [Hiersteiner Child Development Center](#)
- [Lactation Room for Nursing Mothers](#)
- [Tuition Reimbursement and Educational Assistance](#)
- [U.S. Bank](#)
- [Wellness for Life Employee Program](#)

## Leaves

- [Election/Voting Leave](#)
- [Jury Duty/Subpoena Leave](#)
- [Military and National Service Leave](#)

# 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.

Here are some options for delivering your message:

### **Absence 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. If you are unable to speak to someone, leave a message and then call the police department (formerly security).
2. If you did not speak directly to a person in your division, call the JCCC Police at 913-469-8500, ext. 4112 to request that a blue card be posted.
3. Do not assume a phone message or an email message will be heard or read by division or program staff before students arrive for your class.
4. If you call the police department, give the building and room number, time of the class, course title and section number, your name and any information for students that you would like to have appear on the blue card.
5. Ask the police department to post the blue card beside the classroom door by a specific time.

### **Absence 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 either your division or program office or the JCCC Police as early as possible so that a blue card can be prepared and posted 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 dean, assistant dean or chair. Even if you arrange your own substitute, you must still report your absence and the name of your substitute. Every effort should be made to avoid the cancellation of a class meeting. If a cancellation cannot be avoided, 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 the instructor has informed the students of the cancellation ahead of time, in case JCCC Police (formerly security) is trying to locate a student or a faculty member. The division or program office staff is responsible to fill out the blue card, post it at the classroom, and remove it after the class would have ended.

# Staff and Organizational Development

Staff and organizational development enhances organizational effectiveness and impacts student success by providing JCCC employees with lifelong learning and development opportunities.

## 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: Adjunct faculty members can enroll in the Adjunct Certification Training modules even if they do not intend to complete the entire program.

## Grants and Financial Support

- Includes information pertaining to:
  - One Time Continuing Education Stipend
  - Special Grants
  - Technology Innovation Grant

## Mandatory Training

## Personal and Professional Development

## Technology Training

## Additional Resources:

[Staff Development Course Search](#)

[Enrollment Instructions for Staff Development Classes](#)

[Staff Development Blog, News, Offerings, and Events](#)

[Staff Development Classes: 60 Days at a Glance](#)

# FERPA Guidelines for Electronic Communications with Students

- Faculty are free to communicate with students who are using non-JCCC email addresses or other electronic accounts (social media, text messages, etc.), provided the faculty is not disclosing 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, the faculty may respond with answers to those questions, because they are of a general nature and do not disclose any individual information about the student.
  - If a student emails requesting his/her grade on an assignment, that information should NOT be disclosed to an outside email address, even if the faculty believes it is the student making the request. The faculty should respond and direct the student to where the grade is posted, or ask the student to call or meet in person.
- Faculty should use only JCCC stumail or D2L accounts as the official communication tool with students, unless the student provides specific written consent for the faculty to use a different account.
  - It is recommended that consent be obtained at the beginning of the course and students specify each alternate account that may be used for communication.
  - The written consent should be retained at least until the course is over.
  - This approach may be used at the discretion of the faculty and is not required.

## Cancelled Class Stipend

**Guideline:** Adjunct faculty will be paid \$100 for a class they have been contracted to teach that is cancelled or reassigned.

**Practice:** If a class is cancelled or reassigned at any time after the applicable supplemental contract is signed by an adjunct faculty member, the adjunct faculty member will be paid \$100 for prep time associated with that course/section.

Revised: August 2007



# JCCC Library resources for faculty

**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

*Come visit us online or in person and let us know how we can help!*

## **Regular Semester Hours**

Monday-Thursday	7:30 a.m.-10 p.m.
Friday	7:30 a.m.-5 p.m.
Saturday	10 a.m.-4 p.m.
Sunday	Noon-6 p.m.

**Phone:** 913-469-3871

**Library Website:** <https://library.jccc.edu/home>

**Library Resources for Faculty:** <https://library.jccc.edu/home/faculty>

# Emergency Preparedness Information

Emergencies can happen anytime and anywhere. The safety and security of our students, faculty and staff is crucial. In this plan are procedures that will help you know what to do in an emergency. Click on the College Emergency Response Plan link posted below to learn more about:

- AED Locations
- First Aid Supplies
- Report an Emergency
- Elevator Malfunction
- Illnesses-Injuries-Accidents
- Utility Emergencies
- Emergency Personnel
- Bomb Threats
- Emergency Notification System
- Campus Violence
- Emergency Assembly Areas
- Emergency Phones

## College Emergency Response Plan

Keeping Our People Safe, also known as KOPS, is an all-hazard planning strategy for emergency preparedness efforts here at JCCC. Click on the link below to learn more about this strategy:

## Keeping Our People Safe (K.O.P.S. Watch)

### Need More Information?

**Phone:** 913-469-2500  
913-339-6699 TDD/TTY  
Off-campus emergency: 911  
On-campus, non-emergency: 913-469-8500, ext. 4112

**Campus Mailbox:** 12

**Location:** Carlsen Center (CC) 115



# Testing Services

JCCC provides a number of services to help promote academic success. Take advantage of the testing services JCCC has to offer. We provide a variety of services, including administration of placement tests for students wanting to enroll in credit courses. We also administer proficiency, telecourse, online, self-paced and distance learning tests, instructor make-up tests for students who have missed a regularly scheduled exam, and standardized tests such as ACT, CLEP and HESI A2.

Click on the link below for more information, including hours of operation:

[\*\*Testing Services\*\*](#)

# Travel and Reimbursement of Expenses: Policies and Procedures

[\*\*Overnight Travel Operating Procedure\*\*](#)

[\*\*Reimbursement of Travel Expenses Policy\*\*](#)

[\*\*Same Day Travel Operating Procedure\*\*](#)

# Student Success Resources

## 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.

### Fall/Spring Hours:

Monday-Thursday: 8 a.m.-8 p.m.  
Friday: 8 a.m.-2 p.m.  
Saturday: 9 a.m.-1 p.m.  
Sunday: Closed

### Summer Hours:

Monday-Thursday: 8 a.m.-8 p.m.  
Friday-Sunday: Closed

### Academic Achievement Center

Phone: 913-469-8500, ext. 4589  
Campus Mailbox: 31  
Location: OCB 304  
Director: Jeffery Merritt

## 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.

### Fall/Spring Hours:

Monday-Thursday: 8 a.m.-8 p.m.  
Friday: 8 a.m.-2 p.m.  
Saturday: 9 a.m.-3 p.m.  
Sunday: Noon-4 p.m.

### Summer Hours:

Monday-Thursday: 8 a.m.-8 p.m.  
Friday-Sunday: Closed

### Writing Center

Phone: 913-469-8500, ext. 3439  
Location: LIB 308  
Director: Kathryn Byrne  
Grammar Hotline [913-469-4413](tel:913-469-4413)

## 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, and textbooks and other resources are available.

### Fall/Spring Hours:

Monday-Thursday: 7 a.m.-9 p.m.  
Friday: 7 a.m.-4 p.m.  
Saturday: 11 a.m.-4 p.m.  
Sunday: Noon-4 p.m.

### Summer Hours:

Monday-Thursday: 7 a.m.-9 p.m.  
Friday-Sunday: Closed

### Math Resource Center

Phone: 913-469-8500, ext. 4242  
Location: CLB 212  
Director: Brett Cooper

## 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.

### Hours:

Monday-Thursday: 7 a.m.-7 p.m.  
Friday: 7 a.m.-3:30 p.m.  
Saturday-Sunday: 10 a.m.-4 p.m.

### Science Resource Center

Phone: 913-469-2473  
Location: CLB 112A  
Coordinator: Suneetha Menon



# Office of Outcomes Assessment

This office directly serves faculty, providing support for college, department, and program-level assessment efforts. The Office of Outcomes Assessment also conducts workshops for faculty on assessment topics and offers mini-grants to faculty for assessment activities within departments.

The faculty of JCCC have established curriculum-wide student learning outcomes for all students. These outcomes are the heart of a continuous cycle of inquiry, assessment and improvement.

Regular assessment of student achievement of these outcomes is used to develop improvement strategies and demonstrate our accountability for our students' learning. Assessment produces data that faculty can use to make evidence-based decisions related to curriculum, instruction and resources. The assessment process will not be used to evaluate faculty.

## **Faculty Resources**

JCCC employees may access resources at the Assessment of Student Learning Outcomes site in InfoShare. Resources include the JCCC Assessment Guide Notebook, the application for assessment mini-grants, assessment templates and links to additional information. When prompted, enter your full JCCC employee email address and network/email password.

## **Office of Outcomes 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 Desire2Learn 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.

## **Educational Technology Center**

# Night/Weekend Administrators: (Knight-Watch)

While credit classes are in session, the Knight-Watch – a night/weekend administrator – will provide administrative guidance for the campus Monday through Friday evenings and Saturday morning.

## **Knight-Watch Evening/Weekend Administration**





**JOHNSON COUNTY**  
COMMUNITY COLLEGE