

# Adjunct Faculty Survival Guide



Faculty Association  
Suffolk Community College

This guide was commissioned by the Faculty Association of Suffolk Community College. It was launched with several introductory pages borrowed from the Suffolk Underground, thanks to Liz Cone. The captains who crafted and steered the original guide to completion were the members of the 2005-2007 Adjunct Faculty Issues Committee—Frank J. DiGregorio, Maureen Sandford, and Sarah Gutowski—and it received a little polish and shine from Ellen Schuler Mauk and Joyce Gabriele before embarking on its maiden voyage.

This 2011-2012 issue was revised and updated by the current Adjunct Coordinator, Cynthia Eaton.

# Welcome aboard, adjunct colleagues!

Trying to figure out what your rights are, how you fit in at the college, and your obligations as an adjunct faculty member here at Suffolk County Community College (SCCC) can be a real challenge. To help guide you through the maze of rules, regulations, and procedures, the FA's Adjunct Issues Committee has put together this Survival Guide for Adjuncts.

The Faculty Association of Suffolk Community College is YOUR UNION. The FA represents and negotiates for adjuncts as well as for full-time classroom faculty, librarians, counselors, specialists, and professional assistants on the three campuses of SCCC. The FA is always seeking ways to improve the quality of professional life for the adjunct faculty who work at SCCC. We hope that this guide answers some commonly asked questions and saves time you might otherwise spend hunting down answers to those questions.

We also want to encourage you, if you haven't already done so, to join our union and become an active member of the Faculty Association. To do so, contact the FA office (631-451-4151) for the appropriate enrollment and registration forms.

*Disclaimer:* The guide is just that: a guide. We have tried to ensure that the advice it gives is consistent with the Faculty Association contract and college rules and policies. But in the case of any inconsistency, these other documents take precedence over what is printed here. If you have any suggestions for supplementing the guide, please feel free to contact the FA office by phone or via the FA website at [www.fascc.org](http://www.fascc.org).

In solidarity,



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FA Adjunct Coordinator, 2007-present

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FA Adjunct Coordinator, 2005-2007  
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# Your Lifeboat and Crew

## A cruise through the Faculty Association office

Getting to the FA office is a little bit tricky. It is located in Room 224 J in the Southampton Building on the Ammerman Campus, and you can refer to the map of the campus on page 16 to get there. Once you're in the building, if you follow the room numbers, you'll find it—but you may feel as though you are walking through another office to get to it. That's because you are. The Social Sciences department offices are in suite 224. Don't let this deter you—just be friendly and say hi as you walk through. You'll see the FA doorway at the far end of the room.

You don't have to knock. Just come right in. To your right is a closet, where you can hang your coat and put on your cardigan, and change your shoes for sneakers... oops, that's Mr. Roger's house. Sorry. You'll have to leave your shoes on.

Straight ahead of you, you'll see Anita Greifenstein sitting at her desk, probably preparing some sort of mailing to FA members. Anita is the FA Office Administrator.

Once you've said hi to Anita, look to your left, and wave to Mary Kaffaga. Mary is our Benefit Fund Office Administrator, which sounds pretty official and intimidating. Basically, it means that she takes care of important things for us—legal services appointments (ask her for the "Adjunct Legal Program" booklet) and information on dentists who offer discounted dental rates to adjuncts.

In front of Mary's office is a bookcase of cubbyholes. Here are some things you can find information about in those cubbyholes:

- the bumping process (also outlined in this guide, page 7)
- FA constitution and bylaws
- class size
- the FA contract & current memo of agreement
- VOTE/COPE
- theater discounts

We've saved the best for last. There are often discount coupons available for Broadway shows. Ticket prices range from \$30 to \$75. Good deals. Take advantage.

By the way, you can also find a lot of this information on the FA website, at [www.fascc.org](http://www.fascc.org). Not the theater discounts, though. You can find those other places on campus (and probably at your local library) or you can see similar discounts and specials at [www.playbill.com](http://www.playbill.com).

Where were we? Oh yes, the FA office. Next to Mary's office is a storage room, and then comes the office of our esteemed president, Ellen Schuler Mauk. She's very approachable. Really. You can ask her anything, and she'll know the answer. Working our way around the room, we then come to the awards wall. On your first visit to the FA office, be sure to check out the plaques and certificates that line this wall. Some are for VOTE/COPE, some are for our website, and some are for *The WORD*, our monthly newsletter. Be proud to be a member of the FA.

Finally, there are two doorways behind Anita's desk. If you are facing Anita, the door on the left goes into the conference room. This is where you will sit if you are lucky enough to be called on to count ballots for FA election (don't worry—you'll get lunch!) or if you decide you want to run for office someday. There are usually

SCCC graduates have gone on to study at Columbia, Harvard, Cornell, New York University, and the University of North Carolina at Chapel Hill as well as all of the campuses of the State University of New York.



snacks around conference room; there are always pens and pencils and other supplies like that.

The other door, the one on the right, leads to the refrigerator, which always has soda and water in it, in case counting ballots gets to be thirsty work. There is other stuff in that room as well, like letterhead, I think, but nothing quite as important as the refreshments.

## Who's who in the FA: Officers, EC representatives, and telephone numbers

After your tour of the FA office, you'll probably want to know who works there. Here is a list of the six officers and the two employees of the FA.

Ellen Schuler Mauk  
President  
[ellen@fascc.org](mailto:ellen@fascc.org)

Everyone calls Ellen first because she's in charge, and while she'll certainly help you and answer all of your questions, you could save yourself some time by calling one of the other officers (like Cynthia Eaton, the Adjunct Coordinator) if you have a specific problem that falls under their list of specialties.

Kevin Peterman  
Executive Vice President  
[kevin@fascc.org](mailto:kevin@fascc.org)

Talk to Kevin about promotions and about VOTE/COPE and anything political, which means all of Suffolk County politics. Politics in Suffolk County is gruesomely fascinating. As Bismarck said, "There are two things people should never see being made: laws and sausages." Definitely something you want to get involved

On October 3, 1960, the college officially opened, occupying temporary facilities at Sachus Junior-Senior High School in Ronkonkoma as well as part-time facilities at Riverhead High School.



with. You'll hear from Kevin when it's time to staff phone banks for candidates we've endorsed.

Marie Hanna  
Secretary  
marie@fascc.org

Talk to Marie about faculty development and retraining, EC elections, and stuff like that.

Joyce Gabriele  
Treasurer  
joyce@fascc.org

Joyce is in charge of the money and membership information. That's all we know. That's all we want to know. She does hand out these monthly statements, and they get printed in *The WORD* quarterly, if you're interested.

Sean Tvelia  
Grievance Officer  
sean@fascc.org

Sean is our grievance officer. This means his life is often very difficult, which makes us all happy not to be him. Since he makes our lives better, though, we like having him around. He also handles health and safety issues, so if you come across anything unhealthy or less-than-safe, let him know.

Cynthia Eaton  
Adjunct Coordinator  
cynthia@fascc.org

If you're a part-time faculty member at Suffolk, Cynthia is the person you need to talk to. She can tell you where to park your car, where to pick up your paycheck, where to turn in your grades, and everything in between.

Anita Greifenstein  
Office Administrator  
anita@fascc.org

Anita takes care of everything administrative in the FA office. Always make sure that she and Mary have your correct address, or you will be left out of important FA mailings and information, and that would be

unfortunate.

Mary Kaffaga  
Benefit Fund  
Office Administrator  
mary@fascc.org

Mary, as we have said before, can answer any question you have about adjunct dental and legal benefits. And she can usually answer it fast, sometimes even before you ask. Kind of like the pet psychic.

To reach anyone in the FA office, call 451-4151.

### The Executive Council

Members of the Executive Council are your representatives in the Faculty Association. There are representatives for both full-time and adjunct faculty, and they are elected by the faculty in the specific areas that they represent.

You can call on the EC rep for your area or department to answer any and all questions about the union, and pretty much about Suffolk as well. You are always more than welcome to call any of the union officers, but you can call on your EC rep as sort of your own personal union connection. In other words—don't hesitate!

For a full list of the EC members, see the back cover of this guide.

SCCC offers over 100 degree and certificate programs in business; communications and the arts; computing; health; community and human services; liberal arts/university parallel; and technical, scientific and engineering studies.



## Ports of Call

### A. Off Campus

#### College Town Guides

All right, we don't really have college towns. One can dream. Still, there are plenty of great restaurants and bookstores and movie theaters in Suffolk County. Here are some near our campuses (that's three campuses and one college!) that your colleagues have recommended.

A word of wisdom—if you are not familiar with the roads of Long Island, just remember that Montauk Highway (27A), Sunrise Highway (27), the Southern State Parkway, the Long Island Expressway (495), the Northern State Parkway, Middle Country Road (25), and North Country Road (25A) run east and west, and parallel to each other, in the order listed above, moving from south to north. (Rte. 347, or Nesconset Highway, also runs east and west, parallel to the others, but it merges with 25A from Mt. Sinai to the east.)

Nicolls is a cross road—it runs north and south between 27A and 25A. Portion Road is known as Horseblock Road sometimes. We don't know why. It runs east/west as well, just north of the LIE, and south of campus.



If you like walking, there is a wonderful nature trail on the Grant Campus, designed by SCCC's own Dorothy Chanin. The trail meanders through an area which serves as home to a variety of birds and other wildlife. For a more rigorous walk, try the fitness trail at Ammerman, a two-mile hiking path that begins near parking lot 2. And you can walk a mile on the Eastern Campus' Charles Wood Fitness and Nature Trail, which circles the south end of the campus, beginning between the Shinnecock Building and the greenhouse.

Note: Northern State Parkway ends in Smithtown and the Southern State Parkway ends in East Islip.

### A not-so-quick guide to Selden

- **Starbucks** Middle Country Road, Selden, 696-4762. This is the closest Starbucks to the Selden campus. It is also, as far as we know, the closest coffee house to the Selden campus, which makes it the closest thing to a college hangout we've got. And it's got lots of tables, a couch, comfy chairs, and even a drive thru!
- **Dunkin Donuts** 626 Horseblock Road, Farmingville, 732-7569. If you're coming to school from the south, this is pretty convenient.
- **Dunkin Donuts** 2332 Middle Country Road, Centereach, 738-0098.
- **Green Cactus** 1099 North Country Road (25A), Stony Brook, 751-0700. Great Mexican food—try the veggie burrito—and cheap. And an outdoor patio. And since it's just up Nicolls Road and then a mile west of 25A, a quick ride from school.
- **Salsa Salsa** 142 Main Street, Port Jefferson, 473-9700. More great Mexican food—this time, try the black bean burrito!—and still cheap. No outdoor patio, though, and a bit further from school.
  - **Strawberry Fields** 1007 North

Country Road (25A), Stony Brook, 246-5600. Great gourmet salads and sandwiches. Next to 7-Eleven. Tough to park sometimes, but worth it.

- **Wild By Nature** 198 Rte. 25A, East Setauket, 246-5500. Wild By Nature is a health food supermarket. Great produce—everything's organic. Be sure to try their version of Boboli pizza crust.
- **The Tara Inn** 1519 Main Street (Rte 112), Port Jefferson, 473-9602. Affectionately known as Tara's, serves a great and cheap burger, and has a great happy hour every night, 4-8, particularly Fridays.
- **Michael's Pizza** 400 Horseblock Road, Farmingville, 698-8053. Michael's comes highly recommended. We just can't remember by whom.
- **Carnival** 4900 Nesconset Highway (Rte 347), Port Jefferson, 473-9772. Huge portions of great Italian food, no reservations, at least an hour wait on Friday and Saturday.
- **Smith Haven Mall** Routes 25 and 347, Lake Grove, 724-1433. Features a Cheesecake Factory restaurant!
- **Olé Grill** 600 Portion Road, Ronkonkoma, 737-8080.
- **Campus Heros** (*this is not a typo!*), 810 Middle Country Road, Selden, 732-6767. It's been there as long as the campus has been in Selden.
- **Tofu Chinese and Japanese Restaurant** 1260 Waverly Avenue (although it's right on Portion Road), Farmingville, 698-6550. Good, inexpensive luncheon specials. A regular haunt by many Ammerman faculty and administrators.
- **Coram Diner** 383 Middle Country Road (Rte. 25),

Coram, 451-0489

- **ProPortion Café** 2460 Nesconset Highway (Rte 347), Stony Brook, 751-8050. Great salads, custom made and really well tossed. Other healthy goodies too like frozen yogurt.
- **Thai Gourmet** 4747 Nesconset Highway, Port Jefferson Station, 474-0663. Great Thai Food, in a strip mall just west of 112.
- **Thai Classic Cuisine** 1310 Middle Country Road, Selden, 698-3590. It's just really good!
- **Pasta Pasta** 234 E. Main Street, Port Jefferson, 331-5335. Really good pasta in lots of interesting varieties and absolutely fabulous warm garlic bread to die for or perhaps go into some orgiastic foodie state of bliss. (They also own Cafe Joelle on Main Street in Sayville.)
- **Pentimento** 93 Main Street, Stony Brook, 689-7755. Great food for lunch or dinner, with the added bonus of being in a charming and quite shop-able colonial village. Check it out.
- **Curry Club** 766 Rte 25A, Setauket, 751-4845. Indian food that's very well done, and there's an old railroad car to sit in while you eat. Who could ask for more?
- **The Kitchen Bistro** North Country Road, St. James, 862-0151.
- **Maureen's Kitchen** Terry Road, Smithtown, 360-9227. Maureen's is amazing—Maureen herself is behind the counter—and will, in one meal, undo any of the progress you make toward good health in Wild By Nature. It's the best breakfast anywhere, but be prepared to wait. It's worth it. And

The Ammerman Campus is a 156 acre site in Selden and has 14 academic, administrative, and auxiliary buildings.



there are cows. Be sure to look for Maureen's car parked outside. You can't miss it.

### A quick guide to Riverhead

- **Bakers Workshop** 20 East Main Street, Riverhead, 548-3750. The college's very own restaurant! Treat yourself to a panini or one of their hot food menu items, which vary daily. The bake shop can soothe your sweet tooth with scones, pastries, or cookies.
- **Cliff's Rendezvous** 313 Main Street, Riverhead, 727-6880. Haven't been there, but it comes highly recommended. And the name is cool.
- **Farm Country Kitchen** 513 West Main Street, Riverhead, 369-6311. They make up a new menu every day. Fabulous food served in a converted late 1800s colonial home. Call or fax your order after viewing the daily menu here: [www.farmcountrykitchen.net](http://www.farmcountrykitchen.net).
- **Tony's Sushi and Chinese Food** 466 E Main St, East Moriches, 878-9575. Don't let the fact that it's called "Tony's" throw you: they actually have great sushi, and Thai food too!
- **Trumpets** 58 South Bay Avenue, Eastport, 325-2900. For \$12, a great lunch, a glass of wine, and a view of the bay.
- **Triangle Pub** Eastport Manor Road, Eastport, 325-1849. Rumor has it this pub has great burgers.
- **Parto's Restaurant** 12 W. Main Street, Riverhead, 727-4828.
- **The Road House** 1111 W. Main Street, Riverhead, 208-9888. Great

pizza, hot heroes, and fresh homemade salads.

- **The Elbow Room** Main Road, Jamesport, 722-3292. Known for its marinated steaks, but a bit of a hike from campus.

### A quick guide to Brentwood

- **Milk and Sugar Café** 49 West Main Street, Bay Shore, 969-3655. This place is just way cool. Some nights there is live music, and some nights there is a psychic. And the food is always great. Try the coconut shrimp with mango salsa.
- **Applebee's** 105 Veterans Memorial Highway, Commack, 858-2500. Well, what can you say? Wherever you're from, it will remind you of home.
- **The Bonwit Inn** 1 Vanderbilt Motor Parkway, Commack, 499-2068.
- **Bertucci's** 358 Motor Parkway, Hauppauge, 952-2100.
- **Meson Olé** 7 Crooked Hill Road, Commack, 499-5700.
- **Pomodorigo** 648 Motor Parkway, Hauppauge, 951-0026. A chain, better than most.
- **Greek Village Restaurant** 44 Veterans Memorial Highway, Commack, 499-6590. Really good Greek food, and right next to Target and Borders.

### And a few other cool places to visit

- **The Good Times Book Shop** 150 East Main Street, Port Jefferson, 928-2664
- **Borders** 5151 Sunrise Highway, Bohemia, 244-7496
- **Hecksher Museum of Art** 2 Prime Avenue, Huntington, 351-3250. This is a great little museum in a great location—Hecksher Park in Huntington.

The Eastern Campus, located on 192 acres in the Pine Barrens of eastern Long Island, contains 5 academic buildings, a state-of-the-art greenhouse, and two auxiliary buildings.



Check the website for new exhibits ([www.hecksher.org](http://www.hecksher.org)). And Huntington Village, just a block west, is fun to browse around with its good shops and restaurants.

- **Mills Pond House** 660 Route 25A, St. James, 862-6475. The Mills Pond House is home to the Smithtown Township Arts Council, where there are frequent art shows and performances. Check out the website if you're feeling cultural (<http://stacarts.org>).
- **Staller Center for the Arts** Stony Brook University, 632-ARTS. This is a great place to visit, whether for a film festival, shows for kids, musical performances, or the art gallery. And it's right on campus at Stony Brook. Here's the website: [www.staller.sunysb.edu](http://www.staller.sunysb.edu).
- **Smithtown Center for the Performing Arts** 2 East Main Street, Smithtown, 724-3700. This is a new theater in the old Smithtown movie theater.

### Movies

All you really need to know is this: [www.moviefone.com](http://www.moviefone.com) or this: [www.fandango.com](http://www.fandango.com). They have theaters and maps and movie times and reviews and everything. Nearby theaters include but are not limited to:

- **United Artists Patchogue** 600 Sunrise Highway, Patchogue
- **Sayville Theater** 103 Railroad Avenue, Sayville (and Sayville is fun to roam around!)
- **Movieland Cinemas** 1850 Route 112,

The Michael J. Grant Campus in Brentwood occupies a site of 207 acres with 13 academic, administrative, and auxiliary buildings.



Coram

- **Loews Cineplex** 2196 Nesconset Highway, Stony Brook
- **Commack Multiplex** Commack Road, Commack
- **Regal Cinemas** 565 Portion Road, Ronkonkoma
- **Islip Triplex** 410 West Main Street, Islip
- **PJ Cinemas** 1068 Route 112, Port Jefferson (some interesting film choices here!)
- **Elwood Cinema** 1950 East Jericho Turnpike, East Northport
- **Loews Cineplex Hampton Arts Twin 2** Brook Road, Westhampton Beach
- **Mattituck Cinema** Route 25, Mattituck Plaza, Mattituck

**Don't forget art cinemas or theaters that show something besides the typical**

- **Cinema Arts Center** 423 Park Avenue, Huntington, 423-FILM
- **Sag Harbor Theatre** Main Street, Sag Harbor, 725-0010

**Happy hour and the movies**

- **Island 16 Cinema** 185 Morris Avenue, Holtsville, 758-9500. Don't let the address throw you. You can get there from the south service road of the LIE, or from Nicolls Road. Just follow the signs. They have a bar. Yes, a bar.

## **B. On Campus**

plus at the Sayville Center, there is office space (a total of 12 areas) provided *specifically* for adjunct use. These offices are designated as centers for adjuncts to meet with others from the college and to be utilized as work areas. In addition, these areas can be used for lounging and as a place to store personal materials.

Typically these areas have a phone, computer with a printer, desks and chairs, tables, cabinets, and in some of the bigger areas, a lounge area. One of the bigger areas (H127) in the Southampton Building at Ammerman even has a kitchen area. Here are the adjunct office locations:

### Ammerman Campus

- Southampton H127
- Southampton H214
- Smithtown Science T103
- Islip Arts I1B
- Riverhead R324
- Kreiling M108

### Grant Campus

- Caumsett H220E
- Health, Sports and Education Center MA209
- Sagtikos S220

### Eastern Campus

- Shinnecock S119
- Orient O213

### Sayville Center

- E130

varies widely by campus. Locations are below.

### Ammerman

- In the Babylon Student Center, off to the side of/behind the main cafeteria.

### Eastern

- In the Peconic Café.

### Grant

- In Captree Commons, on the opposite side of the hall from the bookstore.

**Where are the adjunct offices located?**

On the three main campuses (Ammerman, Eastern, and Grant),

**Where do the faculty eat?**

Each campus has its own designated faculty dining area. The degree of use

## Navigation

We didn't want to break the "flow" of this guide by inserting maps of the three campuses as well as a checklist of basic information here. Not to worry, though: you can find them all at the back of this guide.

We have included maps of each of the three campuses on pages 16, 17, and 18.

The checklist of information is designed as a quick, one-page overview of some basic things you'll need to know when getting started at SCCC. You can find many of the answers to those questions right here in this guide!

Now, proceed with all due alacrity to our "Lifelines: Survival Tips," but first a brief note about our students.

## Our Students

Here is some useful information about students at Suffolk. Remember though, "useful" is relative, and interpretation is everything.

As of spring 2011:

- 26,719 students attend SCCC, making us the largest community college in New York State!
- 54% of students are female
- 46% of students are male
- 75% of our students are traditional college age (between 18 and 24)
- 25% are 25 and over
- 63.3% are white
- 6.8% are black
- 13.3% are hispanic
- 2.5% are Asian Pacific
- 0.2% are American Indian
- 13.9% are other/unknown

The following represents total student headcount by campus as of spring 2011:

	Ammerman	Eastern	Grant
full time	6,617	1,372	4,038
part time	7,502	2,330	5,210
TOTAL	14,119	3,702	9,248

Find out more about SCCC and our students at the Office of Institutional Research website (<http://instsrv.sunysuffolk.edu>).

## Lifelines: Survival Tips

### A. Course and Work Assignments

#### What is NORA?

Contrary to popular belief, NORA is not James Joyce's wife. NORA is the acronym for Notice of Reasonable Assurance, the form you must submit online prior to each semester's start to request assignments. The form also asks for your availability for the upcoming semester(s).

NORA puts you on the seniority list, so if you don't submit it on time, you will not be offered an assignment until all adjuncts on the list have been assigned the contractual maximum numbers of contact hours he or she has requested. Check the college website and your college email regularly so you don't miss the deadline!

#### How is work assigned to me?

Work is assigned according to seniority. Seniority is based first upon the number of semesters taught/ worked at SCCC and then upon the number of credit/contract hours worked. All adjuncts hired prior to September 1, 2006, will be offered up to a full complement of courses/credit hours he or she has requested. This is the seniority "A list").

Those individuals hired after September 1, 2006, will be offered course work as the need arises. This is the seniority "B list"). After three semesters of work, a "B list" adjunct will be added to the bottom of the "A list" and will be offered courses based upon that seniority list.

## What is “bumping”?

Bumping can occur if a campus’ course offerings in a discipline are reduced; in this case, instructors lose courses in a reverse seniority order (i.e., those with the least seniority are bumped first). We call this “bottom bumping.” Likewise, all with a second course must be reduced to one course before anyone on the seniority “A list” in a discipline is removed entirely for the semester.

An adjunct faculty member may be bumped by a full-time faculty member. In this case, bottom bumping is also required—the least senior adjunct is bumped. For the bumping procedures, check the FA website’s FAQ page for the “bumping process” document.

## What happens if I am bumped?

If you are not offered a class due to a reduction in the offerings, you will still remain on the seniority list for future semesters; adjuncts can remain on the seniority list for up to eight semesters even if they are not actively working.

## Can I teach any course in my field?

Before adjuncts can teach a particular course, you must be certified. This certification is handled by the academic chair and the College Associate Dean for Faculty and Professional Advancement. When an individual is hired, his or her credentials and career (life) experiences are evaluated by the administration, and the individual is deemed as competent to teach certain courses in certain areas.

If as an adjunct, through education or life experience, you feel that you can teach additional courses, you should contact the academic chair and provide the needed credentials and a letter stating which course(s) you would like to be certified for.

There are specific deadlines for certification requests, which are published on the FA’s annual wall calendar. Get a copy of the calendar at the FA office if there aren’t any left in the adjunct offices on your campus.

The certification requests go through a process by which the academic chair, with help from the administration, will evaluate the new information and make a decision on whether you qualify to teach the additional course(s). Qualifying for additional courses does *not* guarantee that the administration will grant new certification. For a number of reasons (availability, seniority, need, etc.), certification may be denied.


## If I’m a PA, librarian or counselor, can I teach?

Yes. If you are qualified in another academic discipline, you must be certified to teach a course(s) in that discipline.

## If I’m an instructor, PA, librarian or counselor, can I work in more than one discipline area in a semester?

Yes. Again, if you are deemed qualified, you can teach in more than one area during a semester, but remember you cannot work more than 8 contact hours per semester or more than 24 contact hours for the academic year in all disciplines combined. Also, just because you are a PA in the biology lab does not necessarily mean you are certified to teach a biology course. You must be certified in each area: classroom instruction, PA, library, and counseling assignments.

## How much can I work during the academic year?



You may have noticed that many of the buildings at the Grant and Eastern campuses were given Native American names. *Sagtikos* derives from *Sagtiko*, the Native American “owner” of the land purchased by Stephen Van Cortland in 1692. The English called this land in Islip “Appletree Neck.” *Peconic* is the Montauk word meaning “little plantation,” and if you go to the Eastern Campus, it is as bucolic as a little plantation.

All adjuncts can work up to 24 credit hours in any one academic year. An academic year (September through August) includes the fall session, wintersession (December through January), the spring session, and all three summer sessions. Adjuncts may *not* receive more than 8 credits for each of the fall and spring semesters, which leaves a maximum of 8 credits that may be worked during the wintersession or summer sessions.

If an adjunct accepts a wintersession assignment, he or she is placed at the bottom of the seniority list for the first adjunct round of the summer assignments.

When adjuncts both teach and work as a professional assistant (PA) in a lab or office, they are paid the instructional rate for the courses they teach and the PA rate for their PA assignments. 22.5 clock hours counts as one credit/contact hour of pay for PA work. Any and all PA work counts in the 24 credit contractual maximum for the year.

## How do I apply for a full-time position?

Full-time faculty vacancies are announced internally via college email and are posted on the employment page of the college website: [www.sunysuffolk.edu](http://www.sunysuffolk.edu). If adjuncts are qualified for a position and apply, per the FA contract, they will be offered an interview.

However, there is no guarantee that adjuncts applying for a position will be offered that position.

## B. Students

### How do I take attendance?

Before the first week of class, you should be able to access a roster of students for each of your classes in the Banner system.

1. On the SCCC website ([www.sunysuffolk.edu](http://www.sunysuffolk.edu)), click the MySCCC link and log in using the the same username and password that you use to access your SCCC email account and on-campus computers.
2. Click the faculty tab, then click photo rosters in the faculty section, or, in the faculty self-service section, select faculty services and then class roster.
  - Photo rosters are in the college's faculty web portal, which will open in a new window.
  - Class rosters are available within this Banner system. Select the term from the drop-down menu, then select the CRN and course to see your roster. You'll have to repeat this process for each roster.

### This is college. Do I need to take attendance?

According to SCCC policy, you are required to take attendance. It has to be true and accurate, and you are responsible to show due diligence in seeing that it is correct. Remember, attendance records are legal documents and can be used in a court of law.

After the census period, a few weeks into the semester, you will be required to submit an enrollment roster to the college. The enrollment roster allows the college to check the number of students actually attending classes with the number of students registered for classes at the college.


This is all census data; it determines SCCC's state aid and affects students' financial aid, so you must not forget to submit your enrollment rosters!

You submit your enrollment roster in the Banner system. Again, on the SCCC website ([www.sunysuffolk.edu](http://www.sunysuffolk.edu)), click the MySCCC link and log in using the the same username and password that you use to access your SCCC email account and on-campus computers. Then follow these directions:

1. Click the faculty tab, then faculty services.
2. Click enrollment roster.
3. Select the term and the course, then follow the instructions at the top of the page.

It is important that you keep a record of attendance, for if you designate a student as having been absent during the census period, you must provide the date when he or she last attended your class.

What has become the Ammerman Campus, named for the college's first president, Albert Ammerman, was once a sanitarium for TB patients in the 1930s. Kreiling Hall, named for the college's second president and which is sometimes still referred to as the Marshall Building by old timers, was once the morgue for the sanitarium. If you go downstairs, you can still see the drawers where the bodies were stored.



### How many students can be in my class?

This varies from course to course, from department to department, and from campus to campus. While there are upper limits for all classes, the actual size may be lower than the maximum depending on room size. Faculty members may not add students to their class unless a student has been officially added to their section by the registrar. Check the FA website, [www.fascc.org](http://www.fascc.org), under Documents and click the class size document to find out what the maximum class size is for your course.

The college also has class size minimums to determine whether or not the course will run. The general of thumb is that the course must have "double digit" enrollment in order to run. Only in very rare exceptions is a smaller class size allowed to run.


### Can students sit in on my class until someone drops out?

No. Students must be officially enrolled in your course in order to be present in the classroom.

### How do I handle disruptive students? What is not allowed in the classroom?

All adjunct faculty should review the Student Code of Conduct and Student Conduct Process before teaching at SCCC (<http://www>.

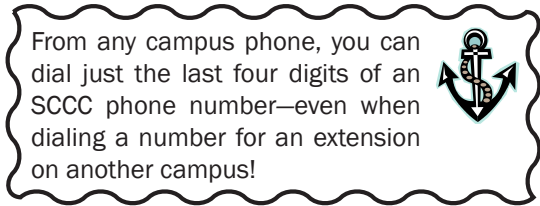
Everyone needs some TLC. Here at the college, TLC stands for Teaching and Learning Center. A valuable resource for all faculty, there is a TLC on each campus offering a variety of workshops—all for free!



- Ammerman: Huntington L15
- Eastern: Orient 226
- Grant: Sagtikos 141

sunysuffolk.edu/forms/Policies\_9.pdf). It describes, in detail, prohibited activities and behaviors. Also, in the Faculty Handbook (<http://www2.sunysuffolk.edu/facultyhandbook/>), there are two categories of classroom problems: for the first category, call security, and for the second, call the dean of students on your campus. It's always a good idea as well to speak to your academic chair first if you've had a problem in class with a student.

- Academic dishonesty
- Other violations of the Code of Conduct



Deans of Students

Ammerman: 451-4737  
 Eastern: 548-2514  
 Grant: 851-6521

**C. Teaching and Professional Issues**

**How do I meet the requirements of students with special needs?**

**Is a class syllabus required?**

Call security in these instances:

- Life threatening emergencies
- Acts or serious threats of violence
- Abuse of college property
- Theft of college property or services
- Trespassing

Students are responsible for notifying the college about disabilities they may have, or services or accommodations they may need while taking classes at SCCC. Upon enrollment, they should meet with a disability services counselor on their campus and provide the appropriate documentation to that counselor.

Yes. You are required to give your students accurate and complete information about your course requirements. You may ask your academic chair for departmental syllabi or sample course outlines if you wish for help in this area. Otherwise, issue a complete course outline that states explicitly:

Security Offices

Ammerman: 451-4242  
 Eastern: 548-2573  
 Grant: 851-6777

Counselors will then provide these students with laminated sheets detailing their special needs and specifying any accommodations that must be made, like extra testing time or alternate testing formats.

- Course Objectives: Every academic department has developed course objectives for each course. Get a copy of these objectives from your academic chair.

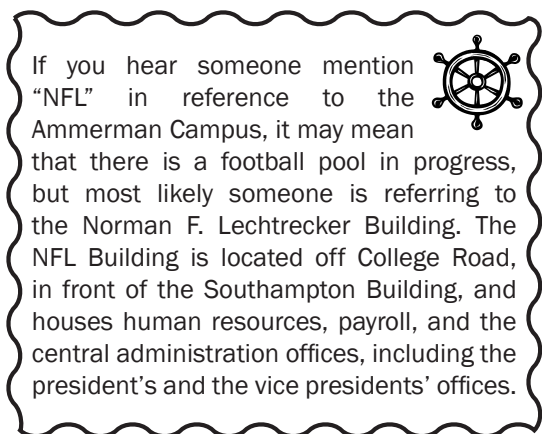
Call your campus dean of students in these instances:

- Extremely disruptive classroom behavior
- Interference with a faculty member's or a student's right to speak

Student Services provides special testing areas and proctors for students who require separate exams.

If students bring their disabilities to your attention but do not have the appropriate documentation on them specifying the accommodations to be made, urge them to go to the Student Services location on your campus:

- Administrative Information: Include the course name and section number, meeting times and location, your name and contact information, and a course schedule by day or week.



Student Services

- Ammerman: 451-4045  
Ammerman Bldg 202
- Eastern: 548-2527  
Peconic 122
- Grant: 851-6250  
Caumsett Lower Level 20

- Course Description: List the topics to be covered and materials required, textbooks, dissecting kits, drawing papers, art supplies, and any other materials.

- Prerequisites: What skills must the student have acquired prior to your class? What courses are they required to have completed and passed?

- Rules of Conduct: Optional but helpful in setting the tone or the

decorum for your class.

- **Grading Policy:** Usually, each instructor decides on the grading policy for a class, but check with your academic chair whether there are also standard requirements for the courses you are teaching. It is a good idea to explain in your course outline how many exams will be given, topics covered on each exam, how many points these are worth, and so on. State the criteria you will use to determine the final course grade.
- **Academic Dishonesty:** Many teachers include a reminder that honesty and integrity are integral components of the academic process and cite college policy that violators are subject to disciplinary action. Refer to the Student Handbook for the college's official policy on academic dishonesty; copies are available in the admissions office of each campus.

Why should you write such a long and detailed course outline? The true value of the course outline proves itself in cases of complaints filed by students. If your policy was very explicitly stated in your course outline, the students lose legal ground in their actions against you. Messy, highly unpleasant cases have resulted from instructors leaving "gray areas" open. Writing such a detailed course outline is time consuming, but the time is well spent if a disgruntled student files a grievance against you.

#### **Are office hours required?**

No. Adjunct faculty are not contractually obligated to hold office

hours. Many adjuncts meet with their students as the need arises, either in their classrooms or in the adjunct offices.

#### **Do I have a timecard?**

No, you do not have a time card, but in order for you to be paid, the college payroll office requires adjuncts to initial the timesheets posted in each academic department.

#### **Where do I sign in?**

These timesheets are generally posted near adjunct mailboxes or in adjunct offices on all three campuses. If you are unsure where to sign in, please ask your academic chair or department secretary.

#### **Can I attend department meetings?**

As a faculty member, you may attend department meetings. Per the FA contract, all current adjuncts should be notified of and may attend department meetings. Notification is usually done via email but you can also check with your department's academic chair for dates, times and locations of these meetings.

#### **Am I free to choose my own textbooks?**

This varies from campus to campus and from department to department. Check with your academic chair. Notify the bookstore of your chosen texts at the earliest date possible before the semester begins.

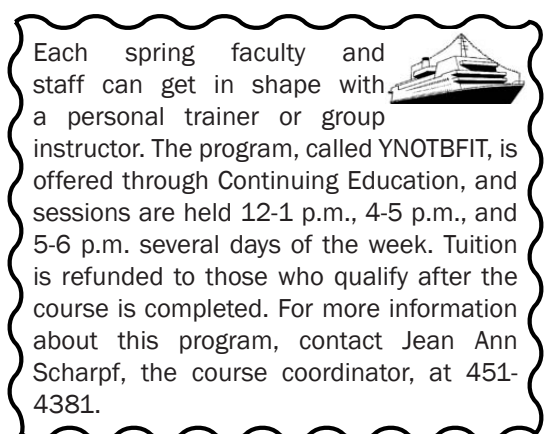
You can order your books online from the SCCC bookstore website (<http://www.sunysuffolk.edu/Students/Bookstore.asp>). You will need

to know the title, author, publisher, and ISBN for each textbook (or other course material) that you wish to order.

1. From the SCCC bookstore website listed above, click the link for your campus bookstore.
2. Click the online adoptions link icon (also a link at the bottom of the page).
3. Log in (or, if you're a first time user, register and then log in).
4. After you've logged in, you can create a new adoption or you can renew or edit a prior adoption.
5. On either page, fill in all of the required information and then click submit.

#### **Do adjuncts have academic freedom?**

Yes. All adjuncts are faculty, and as members of the academic community, of course, adjuncts have academic freedom. Appendix B of our contract reprints the AAUP's Statement of Principles and Academic Freedom and Tenure (1940). It applies to all members of the FA bargaining unit, adjuncts as well as full-time faculty. It can be found online at the FA's website: <http://www.fascc.org/docs/contract.pdf>.



Each spring faculty and staff can get in shape with a personal trainer or group instructor. The program, called YNOTBFIT, is offered through Continuing Education, and sessions are held 12-1 p.m., 4-5 p.m., and 5-6 p.m. several days of the week. Tuition is refunded to those who qualify after the course is completed. For more information about this program, contact Jean Ann Scharpf, the course coordinator, at 451-4381.

## What's the college's policy on sexual harassment?

Suffolk County Community College does not condone sexual harassment of students or employees. Sexually harassing conduct violates college policy and state and federal law. The following outlines where victims of sexual harassment should take their complaints:

- Harassment complaint of a student, visitor, faculty member, administrator or employee by a student: Complaints should be submitted to the Office of the Dean of Student Services for the campus at which the alleged harassment occurred.
- Harassment complaint of a student by a faculty member, administrator, employee, guest or contractor: Complaints should be submitted to the Office of the Dean of Student Services for the campus at which the alleged harassment occurred.
- Harassment complaint of a faculty member, administrator or employee by a contractor, guest, faculty member, administrator or employee: Complaints should be submitted to the Office of the Compliance Officer or the Human Resources Department.

For more information about SCCC's policy on sexual harassment, visit [http://www.sunysuffolk.edu/forms/Policies\\_7.pdf](http://www.sunysuffolk.edu/forms/Policies_7.pdf).

## Nice Work If You Can Get It: Wintersession and Summer Session

Because there are fewer sections offered during both wintersession and summer session, there are many fewer opportunities for adjuncts to get work during these periods. However, if you request an assignment and one becomes available, then the following information may be of interest. Seniority procedures for assignment of courses during these periods is the same as for the regular academic session assignments.

### **When are the Wintersession and summer sessions?**

Wintersession is a three week assignment in between the fall and spring semesters. Wintersession classes begin immediately following the holiday break in December. Generally, day classes meet Monday through Friday, from 9 a.m. to 12:15 p.m. (there is some variation depending on the department and the course), and there are no evening classes.

Summer classes begin after the official end of the spring semester. There are two five-week sessions and one eight-week session. Summer sessions include both day and evening classes.

Generally, the first five-week summer sessions and the eight week sessions begin at the end of May. The first five-week summer sessions end at the end of June, and the second five-week summer sessions begins just days (or the day) after, at the beginning of July. The eight week sessions end mid-July, and the last class of the second summer sessions is late July/early August.

### **Do wintersession and summer session assignments affect seniority?**

Yes! Wintersession and summer assignments are considered as one semester. If you accept a wintersession assignment, it will count as your first round choice for wintersession/summer, and you will be placed at the bottom of the seniority list for summer assignments. However, there are a limited number of courses offered—and, as a result, very few adjunct assignments.

### **When will we receive pay for wintersession and summer session classes?**

Wintersession pay is calculated the same way as spring, summer, and fall semester pay. Adjunct faculty pay is based on credit/contact hours worked and on rank.

Usually, the FA will post a payment schedule for summer session classes in *The WORD* before the spring semester ends. Summer pay is usually divided into two payments and paid out generally a month after classes have begun. Wintersession pay is also divided into two payments and is paid in January.

## What are common hours?

Common hours are held on each campus from 11:00 a.m. to 12:15 p.m. every Wednesday, and from 3:30 to 4:45 every Tuesday and Thursday, during the fall and spring semesters. Classes are rarely scheduled for these times, and faculty should avoid scheduling office hours (even unpaid ones) during these periods, as student clubs use them to meet regularly. Faculty, staff, and administrators also attend committee meetings and campus and college events during these times.

The college also has evening common hours on each campus during the fall and spring semesters. The times and programs are different on each campus and each semester. Students should be encouraged to attend these events. When an evening common hour program is scheduled, the class times for these evenings are slightly modified or delayed to allow for these programs. Check with your academic chair regarding how these evening programs may affect the scheduled time for your course that evening.

## If I cancel class or cannot work my assignment, do I find a substitute?

No. Substitute teachers are not generally brought in unless the instructor will be out for a prolonged period. If you will miss a class, you must notify your supervisor immediately. It is up to your supervisor to decide whether or not he or she wants to find a substitute if you are out. It is also up to the supervisor, not you, to find the substitute.

## Do I have sick time?

You have the equivalent of one week's sick time. For classroom faculty it

usually means two class meetings per course for day assignments or one meeting time for evening assignments.

This is, however, different for PAs, librarians and counselors: your sick time is equivalent to the number of hours worked in one week during a semester. The calculation for absences during the summer and wintersession is a mathematical calculation based on a 15-week semester.

A rule of thumb is that if you are absent more than one class session in either the summer or wintersession, you'll be docked pay.

## How do I find out if the college has cancelled classes?

The college rarely cancels classes due to inclement weather, but you can find out if classes *are* cancelled via the SCCC website and local radio stations. Also, because class cancellations may involve only morning classes or only evening classes, it's important to note the time and campus mentioned in any cancellation announcement.

## What is a conversion day?

We all know that "Wednesday is Sundaes" at Carvel, and here at SCCC, sometimes Tuesday is Thursday, or Monday is Friday, or some other odd combination. These "conversion" days occur when too many holidays fall during a semester in order for classes to meet the required number of times.

Conversion days are on the academic calendar, and reminders are e-mailed when one is approaching.

Classroom faculty are required to hold class on these days. Adjunct PAs, librarians, and counselors may or may not be required to follow the academic calendar for conversion days, so check with your supervisor.

The Ammerman Campus Veteran's Plaza was once known informally as "Red Square," as it was built with red bricks. You may still hear some people refer to it as such. Old habits die hard!



## If I want to attend a professional conference, will the college pay for the trip?

Each adjunct with three or more semesters of SCCC experience and who is teaching/working two or more contact hours per semester is eligible to apply for reimbursement from the Adjunct Professional Development Fund.

This fund consists of \$20,000 (per the FA contract) for use by adjuncts for professional conferences/purposes. Eligible adjuncts can be reimbursed for expenses up to \$750.00 per year. Funds are subject to approval and distributed on a first come, first served basis.

You must submit and receive approval of a Request for Reimbursement Form before attending a conference or spending money for professional purposes. *Without prior approval, you may not be reimbursed.*

Forms can be downloaded from the FA website, [www.fascc.org](http://www.fascc.org), under Adjuncts. Also, forms and guidelines are available at [www2.sunysuffolk.edu/tveliang/academicsservices](http://www2.sunysuffolk.edu/tveliang/academicsservices).

## What do I do if I have jury duty during the school year?

Adjuncts are excused from work without loss of pay for jury service or for an appearance as a witness in court per the FA contract. Y

You must notify your supervisor in a timely manner when you are notified by the court, so that the college can either cancel/cover your classes or make arrangements for someone else to cover your assignment.

The Grant Campus is situated on land that was once part of New York State's Pilgrim State Psychiatric Hospital.



### **What do I do if someone in my family dies?**

All adjuncts—whether you are a classroom instructor, librarian, counselor, or PA—are entitled to four consecutive calendar days without loss of pay for any death in your “immediate family” which is defined as spouse, child, stepchild, parent, legal guardian, and sibling.

You are also entitled to two consecutive calendar days for the death of your parent-in-law, stepparent, grandparent, grandparent-in-law, or grandchild. The Director of Labor Relations may also grant bereavement time off for the death of any other permanent member of the adjunct’s household. In the event of the need for bereavement days, it is your responsibility to notify your supervisor as soon as possible.

To clarify how this works: four consecutive calendar days means that if you have classes on Tuesday and Thursday for class A and classes on Monday and Wednesday for class B, you can be absent Monday through Thursday that week and miss two classes for each of these courses and not lose pay. If you have any additional questions regarding bereavement leave, contact the FA.

## **D. Technology and Instructional Support**

### **Where do I go to have copies made?**

If you wish to have someone do your copying for you, bring the original to your department secretary at least 24 hours before your class meeting. Copies requested less than 24 hours in advance cannot be guaranteed.

However, if you wish to do your copying yourself, a copier and access code must be provided to you. See your academic department chairs and/or department secretary for copy codes and access.

### **Where can I get chalk for the classroom and blue books for exams?**

Blue books for essay exams, pieces of chalk, and whiteboard markers for your classroom are available through your department secretary.

### **How can I get a Smart cart (TV/VCR/ DVD player) for my classroom?**

If you would like to reserve a Smart classroom for your class, see your academic chair or your building administrator. For audiovisual equipment, call Media Services:

- Ammerman: 451-4189
- Eastern: 548-2542
- Grant: 851-6742

A full technological guide is available here: <http://depthome.sunysuffolk.edu/TecGuide/TecGuide.pdf>.

### **Who do I call regarding problems in my computer classroom?**

Monday through Friday during the day, adjunct faculty, librarians, PAs, and counselors can call the Educational Technology Unit (ETU) for computer classroom assistance.

Unfortunately, not all buildings or campuses have ETU PAs on duty in the evenings at this time. For instance, there is a PA on duty for the 3rd floor of the Riverhead Building in the evenings until 10:00 p.m. because of the number of technology labs located there. So, someone working in Islip 201 may call over there for assistance in the evenings.

Please call the appropriate ETU office for your campus to find out if there is ETU evening support in your building or on your campus:

- Ammerman: 451-4854
- Eastern: 548-2607
- Grant: 851-6331

### **How do I reserve a room for my classes in the Academic Computing Center?**

Each campus has computing centers with PCs and Mac computers with various software. At the Ammerman Campus, the computing center is located in the basement of the Huntington Library; at the Eastern Campus in Orient 237; and at the Grant Campus in Sagtikos 141.

For hours of operation, and to reserve a computer lab for your classes, call your campus academic computing center:

- Ammerman: 451-4211
- Eastern: 548-2612
- Grant: 851-6556

### **How do I schedule a library orientation for my classes?**

Call the librarians on your campus, and be prepared to give them information about your course number and section as well as each class’ needs, so that they can tailor the instruction accordingly.

- Ammerman: 451-4800
- Eastern: 548-2536
- Grant: 851-6744

### **What is the Internet policy?**

Your email account through SCCC belongs to the college and is one of the official ways the college communicates with employees. It could be monitored if inappropriate use is suspected. Check the college’s Computer Use Policy at [www3.sunysuffolk.edu/Administration/IT/Help/policies/IT\\_Policies\\_Adm\\_Fac\\_staff.asp](http://www3.sunysuffolk.edu/Administration/IT/Help/policies/IT_Policies_Adm_Fac_staff.asp). If you are concerned about the privacy of your personal emails, it may be advisable to have your personal and private emails sent to a different email address separate from the school.

### **What is the SCCC list?**

The SCCC list is an email listserv for the faculty, administration, and staff of Suffolk County Community College through which faculty and administrators can communicate

information, events and comments about a variety of issues, some college related, some not. Contact Kevin McCoy to have your email address added to the listserv: 451-4172.

### **Why have I stopped receiving e-mails from my students?**

One reason may be that your email inbox is too full. It's very important that you delete unnecessary email from your account on a regular basis. If your mailbox becomes too full, it will begin rejecting emails sent to your address.

### **Can adjuncts teach distance education (DE) classes?**

Adjuncts are welcome to teach distance education classes and are entitled to paid course development time and training. For more information about becoming a DE instructor, see your academic chair. You should also check out the DE information in the professional life section of the FA website ([www.fascc.org](http://www.fascc.org)) and/or the FA contract, Appendix J, for the contractual provisions on distance ed.

## **E. Pay, Evaluation, and Promotion**

### **What's the difference between a credit hour and a contact hour for purposes of pay?**

Faculty are paid overload/adjunct rates based on a contact hour. If a course you teach meets for 3 hours/week/semester, you are paid for 3 contact hours. If the course you teach meets for 5 hours/week/semester, you are paid 5 contact hours. Often the credit hours

students earn are equal to the contact hours the faculty member teaches/week/semester.

Sometimes, though, a student may earn 4 credit hours but will be required to be in class 5 or 6 hours/week/semester. For those courses, faculty are paid based on the actual hours/week/semester they teach, not by the credit hours the students earn for the courses.

### **How are adjunct/overload contact hours of pay computed for non-classroom faculty?**

During the day counselors/librarians are paid: 20 clock hours = 1 contact hour pay. In the evening, counselors/librarians are paid: 18.5 clock hours = 1 contact hour pay.

PA/specialists are paid: 22.5 clock hours = 1 contact hour of pay. (8 contact hours of pay = 180 clock hours/semester or 12 clock hours/week/15 week semester.)

### **Why can't I get my adjunct/overload checks two weeks after I begin working?**

There is a delay in the disbursement of both adjunct checks and full-time overload assignment paychecks. It has been this way for a long time. But since the college took over management of its payroll system from the county a few years ago, the FA is hopeful—and continues to lobby for—this delay to be truncated if not erased.

### **Will my performance be evaluated?**

Your academic chair or supervisor is supposed to evaluate you before the end of your first semester, periodically any time after that, and when you are eligible for promotion.

For classroom faculty who are fall hires, evaluations are due by Thanksgiving; for spring hires, evaluations are due mid to late April. Observations/evaluations for adjunct PAs, librarians, and counselors occur during the

first semester of employment and also must be conducted during a stated and specific time.

Evaluations are based on your knowledge of the subject, effectiveness, performance of responsibilities, and professional growth. The observer will complete a B Form which contains both a narrative and a rating between "excellent" and "needs improvement."

If you suspect that there will be a problem, you should find a peer observer (preferably an FA representative) to be present during your formal evaluation. The peer observer will also complete a B Form based on the observation.

### **Who should be my peer observer?**

During any observation, you have the right to have a peer observer present; you can choose a full-time colleague in your department or the FA adjunct coordinator.

The peer observer serves as an objective evaluator and can corroborate what does (and does not) happen during the observation. The peer observer's evaluation also becomes a part of your permanent file. Thus, we strongly suggest that you have an FA representative serve as your peer observer—most often the adjunct coordinator. However, if you prefer to have a full-time colleague in the department serve as your peer observer, make sure that they contact the FA for information.

### **Can I be promoted?**

Promotion in rank is not automatic but based upon merit. The college will notify adjuncts of their time in rank eligibility for promotion.

Adjunct faculty members may then request to be considered for promotion by submitting a two-page application (the A1 Form), consisting of background information and academic credentials as well as the adjunct's statement in support of his or her promotion in rank. This form is available at the FA website.

The big building on the Grant Campus is the Health, Sports, and Education Center which houses a fitness center, a pool, and a police academy, among other things.



To be eligible for promotion to each of the following ranks, the following guidelines apply:

- to adjunct assistant professor: 10 semesters *and* 39 contact hours as an adjunct instructor
- to adjunct associate professor: 14 semesters *or* 54 contact hours as an adjunct assistant professor
- to adjunct professor: 18 semesters *or* 69 contact hours as adjunct associate professor
- to adjunct PA1: 8 semesters as adjunct PA
- to adjunct PA2: 14 semesters as adjunct PA 1

Check your status for number of semesters/hours worked by contacting the Office of Faculty and Professional Advancement (451-4311 or 451-4464).

In addition, there are educational requirements for promotion for those hired prior to August 29, 2006, and for those hired on or after August 29, 2006. These requirements can be found on the FA's website, [www.fascc.org](http://www.fascc.org).

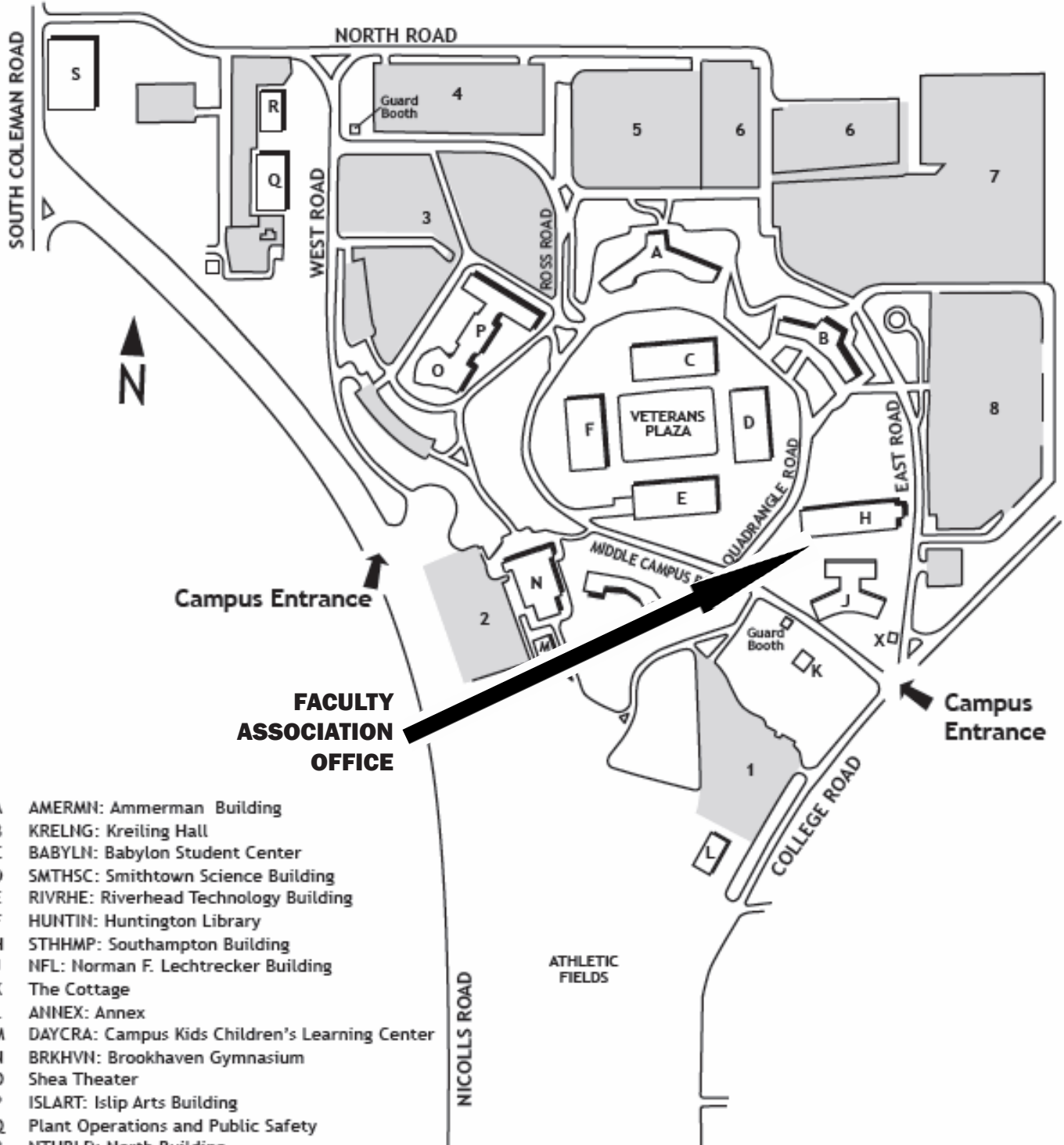
Adjuncts with special credentials or professional experiences may also apply for a waiver of the educational requirements in order to be eligible for promotion to adjunct assistant professor only. Check the FA website's Promotion/Sabbatical page for the Adjunct Educational Criteria Waiver Form.

# AMMERMAN CAMPUS

533 College Road , Selden, NY 11784-2899

Take the Long Island Expressway (I-495) to Exit 62 (Nicolls Road). Go north on Nicolls Road 1 mile to campus entrance on right.

The Ammerman Campus is served by the following Suffolk County Transit bus routes: 5-58, 5-63, 5-71, 6A, 6B.



- A AMERMN: Ammerman Building
- B KRELNG: Kreiling Hall
- C BABYLN: Babylon Student Center
- D SMTHSC: Smithtown Science Building
- E RIVRHE: Riverhead Technology Building
- F HUNTIN: Huntington Library
- H STHMP: Southampton Building
- J NFL: Norman F. Lechtrecker Building
- K The Cottage
- L ANNEX: Annex
- M DAYCRA: Campus Kids Children's Learning Center
- N BRKHVN: Brookhaven Gymnasium
- O Shea Theater
- P ISLART: Islip Arts Building
- Q Plant Operations and Public Safety
- R NTHBLD: North Building
- S AUTOTC: Automotive Technology Building
- X Bus Shelter
- \* Proposed Science and Technology and Classroom Building
- 1-8 Parking Field



# EASTERN CAMPUS

121 Speonk-Riverhead Road, Riverhead, NY 11901-3499

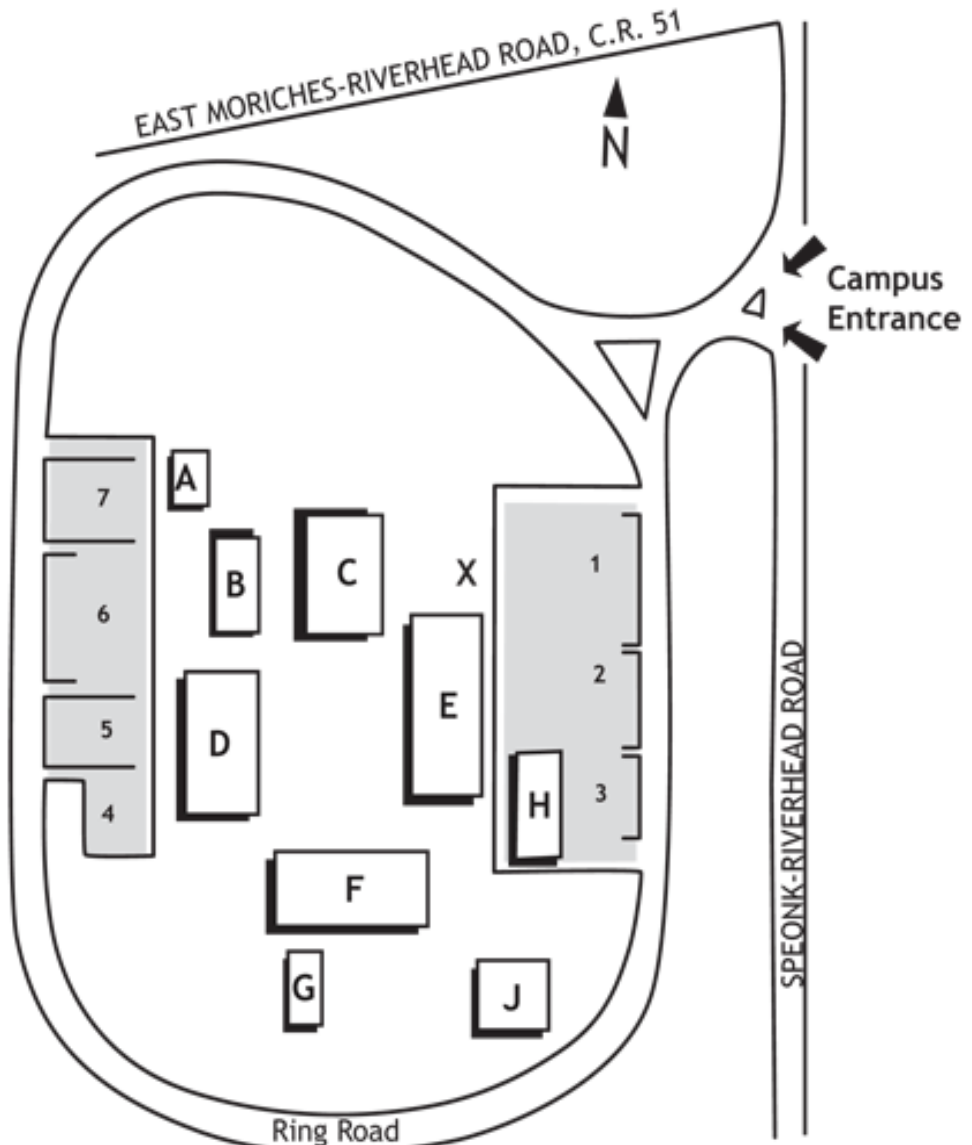
From the west, using Long Island Expressway (I-495): Go to Exit 70. Take County Road 111 south 4 miles to County Road 51. After traveling north on County Road 51 for 3.5 miles, turn right onto Speonk-Riverhead Road to campus entrance on right.

From the west, using Sunrise Highway (Rt. 27): Go to Exit 61. Take County Road 51 north 4 miles to Speonk-Riverhead Road. Turn right onto Speonk-Riverhead Road to campus entrance on right.

From the east on the North Fork: Follow Rt. 25 west to downtown Riverhead. At Peconic Avenue, turn left and go 1/4 mile to the traffic circle. Take the first right (Rt. 24) off the traffic circle and go 1/4 mile to the County Center at Rt. 51. Turn left onto Rt. 51 and go south 3 miles to Speonk-Riverhead Road. Turn left onto Speonk-Riverhead Road to campus entrance on right.

From the east on the South Fork: Follow Rt. 27 (Sunrise Highway) west to Rt. 24 at Hampton Bays. Go north on Rt. 24 approximately 7 miles, past the traffic circle, to Rt. 51. Turn left onto Rt. 51 and go south 3 miles to Speonk-Riverhead Road. Turn left onto Speonk-Riverhead Road to campus entrance on right.

The Eastern Campus is served by the following Suffolk County Transit bus routes: S-66 and 8A; by transfer at Riverhead: S-58, S-62, S-90, S-92.



- A WOODLD: Woodlands Building
- B CORCHG: Corchaug Building
- C MONTAK: Montaukett Learning Resource Center
- D ORIENT: Orient Building
- E PECONC: Peconic Building
- F SHNCKK: Shinnecock Building
- G Greenhouse
- H LIU Building
- J Energy Plant
- X Bus Stop
- 1-7 Parking Fields



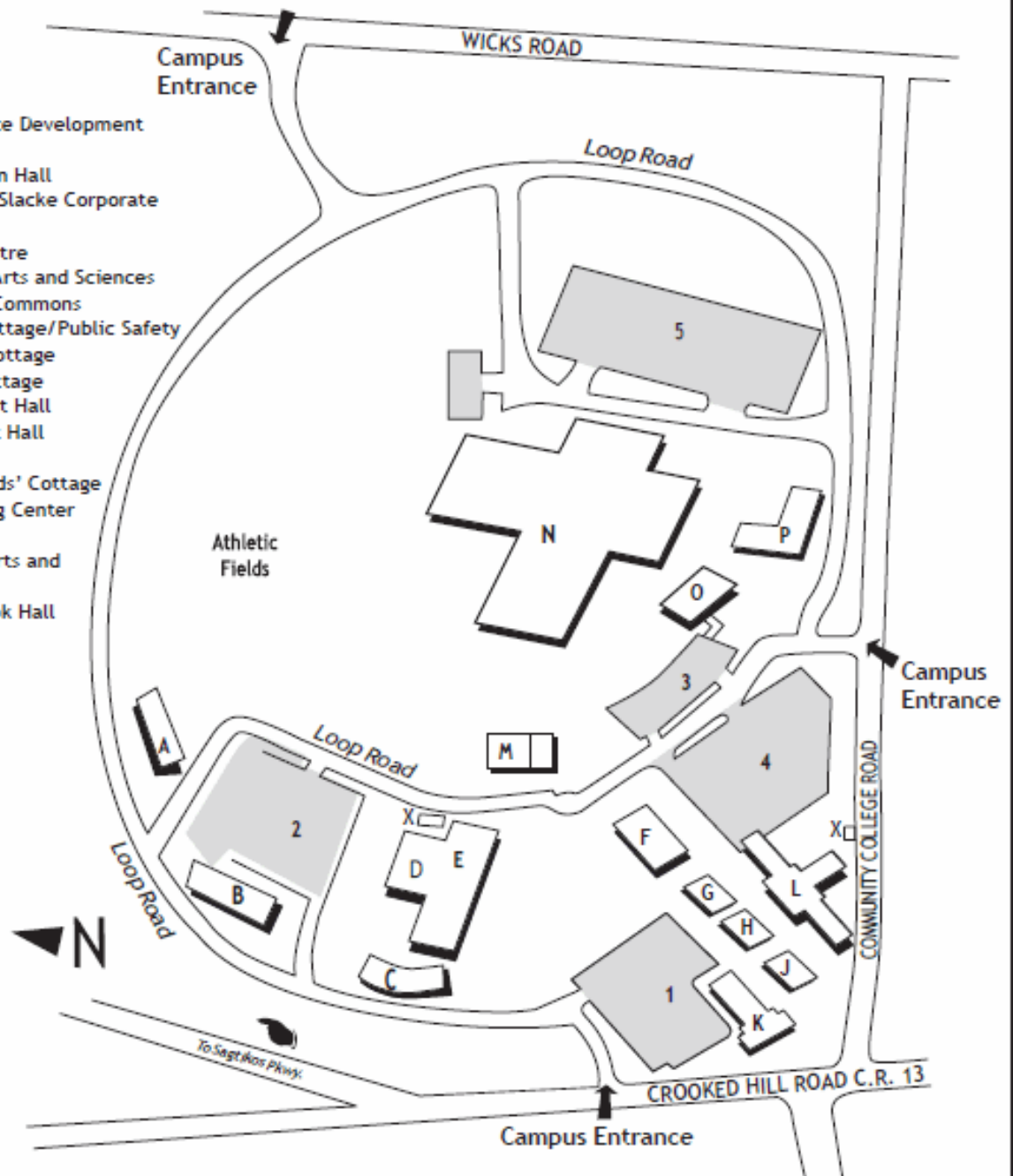
# MICHAEL J. GRANT CAMPUS

Crooked Hill Road, Brentwood, NY 11717-1092

Take the Long Island Expressway (I-495) to Exit 53 (Sagtikos Parkway/Wicks Road). Follow signs to Wicks Road. Go south 1/2 mile on Wicks Road to campus entrance on right.

The Grant Campus is served by the following Suffolk County Transit bus routes: S-33, S-41, 3A.

- A WFDVTC: Workforce Development Technology Center
- B ASHROK: Asharoken Hall
- C SLACKE: Sally Ann Slacke Corporate Training Center
- D Van Nostrand Theatre
- E SAGTKS: Sagtikos Arts and Sciences
- F CAPTRE: Captree Commons
- G NTHCOT: North Cottage/Public Safety
- H CENCOT: Center Cottage
- J STHCOT: South Cottage
- K NESCON: Nesconset Hall
- L CAUMST: Caumsett Hall
- M Plant Operations
- O KIDCOT: Suffolk Kids' Cottage Children's Learning Center (Child Care)
- N HSEC: Health, Sports and Education Center
- P PMANOK: Paumanok Hall
- X Bus Shelter
- 1-5 Parking Fields



# Faculty Checklist: An Information “Lifeline” for New Hires

**FYI: Just as a final note, here is a basic checklist of information—a lifeline of sorts—each adjunct should consider before walking into his or her first class at SCCC. Bon voyage!**

- Have I completed all of my paperwork for official employment?
- Who are my department’s academic chair and assistant academic chair(s)?
- When and where are department faculty meetings held?
- Is there a departmental course syllabus, course outline, or statement of goals and objectives available for the course?
- Are there prepared departmental handouts?
- Are there prepared departmental tests?
- Do I know where my campus’ adjunct offices are located?
- Where is and/or how do I get my copy of the text(s) and support materials for teaching my class(es)?
- Is there a department and/or college attendance or tardiness policy?
- When are grades due? When and how do students receive grades?
- Is there a college or departmental grading policy?
- Where can I get instructional aid materials and equipment, films, videotapes, software? What is the lead time for ordering?
- Where can I collect background and demographic information about students and their expectations?
- Who are some of the other faculty who have taught the course? Are they open to assisting adjuncts?
- Where can I find information to develop a list of resources and references pertaining to outside student assignments?
- Do I have a variety of instructional strategies planned so that my course does not become repetitious?
- Do I have a current academic calendar that lists holidays and the length of the semester?

Adapted from *A Handbook for Adjunct/Part Time Faculty and Teachers of Adults*, 4th edition, by Donald Grieve.

# Important Dates & Deadlines for NORA Forms, Certification, & Promotions

## NORA Form Deadlines

### Wintersession 2012 Courses

- college makes NORA forms available September 30
- your NORA requests are due October 31
- college posts course/work assignments November 11
- your must accept/decline assignments by this date November 30

### Spring 2012 Courses

- college makes NORA forms available September 30
- your NORA requests are due October 31
- college posts course/work assignments December 1
- your must accept/decline assignments by this date December 9

### Summer 2012 Courses

- college makes NORA forms available March 1
- your NORA requests are due March 30
- college posts course/work assignments April 30
- your must accept/decline assignments by this date May 10

### Fall 2012 Courses

- college makes NORA forms available March 1
- your NORA requests are due March 30
- college posts course/work assignments April 20
- your must accept/decline assignments by this date May 10

## Certification and Promotion Deadlines

### Fall 2011

- adjunct promotion A1 forms due October 22
- adjunct certification requests due November 4
- new hire observations deadline November 30
- adjunct promotion observations deadline December 2

### Spring 2012

- adjunct promotion A1 forms due March 16
- adjunct certification requests due March 16
- new hire observations deadline April 20
- adjunct promotion observations deadline May 4

# 2011-2012 Faculty Association Officers and Executive Council

## Officers

Ellen Schuler Mauk.....President  
 Kevin Peterman.....Executive Vice President  
 Marie Hanna.....Secretary  
 Joyce Gabriele.....Treasurer  
 Sean Tvelia.....Grievance Officer  
 Cynthia Eaton.....Adjunct Coordinator

## EC Reps: Adjuncts

Doug Cody.....BIO,CHE,ESS,FPT,PHY,AUT,ELT,ENS,TEL  
 Helen McEntire.....CST,ACC,BNK,BUS,LAW,MKT,BUS,OFT  
 William Schaefer.....ECO,HIS,POL,POA,Counseling, Stud. Act.  
 Frank DiGregorio.....ECO,HIS,POL,POA,Counseling, Stud. Act.  
 Christine Hegarty.....ENG,LIB,COM,THR,RTV  
 Priscilla Pratt.....ENG,LIB,COM,THR,RTV  
 Corrine Morton-Greiner.....For. Lang.,ESL,RDG,HUM,ASL,MUS,ART,PHL  
 Kelliann Flores.....For. Lang.,ESL,RDG,HUM,ASL,MUS,ART,PHL  
 Russell David.....Math  
 Sarahjeanne Goldstein.....NUR,HSC,DTE,HIT,CDC,EDU,PED,COL  
 Carol Powers.....NUR,HSC,DTE,HIT,CDC,EDU,PED,COL  
*vacant*.....PA/Specialists - Acad. Skills Ctrs.  
 Maureen Sandford.....PA/Specialists - Programmatic, Tech, At-Large  
 MaryAnne Ellinger.....PA/Specialists - Instructional Labs  
 Christopher Gherardi.....Retiree/Guild  
 Charles Grippi.....Retiree/Guild

## EC Reps: Professional Assistants

Maureen Arma.....Programmatic  
 Steve Ortiz-Rios.....Technical Areas/Instructional Centers  
 Deb Kiesel.....Instructional Labs

## EC Reps: Ammerman Campus

Sara Rafferty.....Music/Visual Arts  
 Lisa Aymong.....Nursing/Health & Human Services/PE  
 Darryl Butkos.....Biology/Physical Sciences  
 Jane-Marie Wright.....Math  
 Lars Hedstrom.....Comm./Lang./Reading/Philosophy/Theater/TV, Radio, Film  
*vacant*.....Library/Central  
 Kevin McNamara.....Accounting/Business Admin./Business Information Systems  
 Adam Penna.....English  
 Denise Haggerty.....Social Sciences/Criminal Justice  
 Karen Pepe.....Counseling  
 Mike Simon.....Engineering/Computer Science/Industrial Technology

## EC Reps: Eastern Campus

Michael Boecherer.....Library/Humanities/Social Science  
 Louise Johnston.....Counseling/Science/Math & Business

## EC Reps: Grant Campus

John Burgess.....Natural & Health Sciences/Math/PE  
 Marlene DuBois.....Liberal Arts/Counseling/Library  
 Mohini Ratna.....Liberal Arts/Counseling/Library  
 Peter DiGregorio.....Business & Technology

## New York State United Teachers

Jonathan Rubin.....NYSUT Labor Relations Specialist