

ADJUNCT FACULTY HANDBOOK

DOWLING COLLEGE



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SCHOOL CALENDAR

The College Calendar is printed in the front of both the undergraduate and graduate catalogs. It is also available on the Dowling College website: select (Complete Calendar) and then “Academic Calendar” in the upper right hand corner.



INSTRUCTIONAL RESPONSIBILITIES

A. General

The primary responsibility of any college professor is to provide the course of instruction as developed by the full-time faculty of the Department and approved by the faculty/administration governing bodies (School/Divisions, Faculty Curriculum Committee, Faculty/Administrative Senate). It is very important that adjunct faculty members discuss with the department chairperson the specific goals that have been established for each course. In addition to course content, instructors at Dowling College are expected at all times to treat students with respect in carrying out Dowling’s deep commitment to being “The Personal College.” Such respect requires being sensitive to the student’s individual needs and problems while maintaining rigorous academic requirements and standards.

B. Class Time

Adjunct faculty members are required to attend and be prepared to teach each of their scheduled classes. Classes must begin on time and end on time. No class period, including the first class, is to be shortened. Shortened class periods, welcomed as they sometimes are by students, have a corrosive effect upon the student’s respect for the course.

C. Class Cancellation

If it is impossible to meet a class, the appropriate Department Chair and School/Division Office must be notified as soon as possible for substitute instruction to be arranged. In emergency situations the secretaries in the appropriate School/Division Office must be notified and an announcement must be posted. It is the responsibility of an adjunct faculty member to notify (by phone, e-mail, fax) each student in his or her class when the class will not meet as scheduled due to a personal matter. When the College cancels classes due

to inclement weather, the College will make that known to students via the radio and television, Dowling website (www.dowling.edu) and a special telephone message (631-244-3001).

D. Classrooms

Classrooms for each course are assigned by the Registrar's office. Assigned classrooms may not be changed except by approval of the Registrar. If a faculty member wishes to change rooms or schedule an additional session of class, he/she should contact the appropriate department chair and Registrar to make arrangements.

E. Syllabi

Every course at Dowling College must address a subset of the five skills of reading, writing, speaking, critical thinking and quantitative reasoning. Each adjunct faculty member should check with his/her appropriate department chairperson to discuss a syllabus for the course that he/she will be teaching. Every course must have a syllabus that clearly states at least (a) course content and goals, (b) the evaluation procedure upon which the term grade is based, including the dates when work will become due, (c) all required readings and other materials, (d) attendance policy, (e) schedule of office hours, (f) an outline of course topics, and (g) a procedure either through e-mail, telephone or fax by which a student may contact his or her instructor. During the first week of class, each instructor has the obligation to distribute to each student a course syllabus, and submit four copies of this syllabus to the clerical staff in his/her School/Division Office.

F. Office Hours

Unit members shall schedule and post office hours in the event the College has sufficient office space to provide the unit member with an office space. In the event the unit member is not assigned an office space, the unit member shall schedule appointments with students, at the specific request of a student, at a mutually convenient location on a campus of Dowling. In the latter event, and upon timely request, the Administration will endeavor to provide the unit member with a place to hold the student-requested meeting.

G. Course Books and Materials

Each adjunct faculty member must check with his/her department chairperson and the Bookstore Manager, to ascertain if a given set of books and materials has been selected by the department to be used for a given course. If no sets of books and/or materials have been prescribed for the course by the department chairperson, the adjunct **must contact the chairperson before ordering** or **select his/her textbook(s) and/or materials**. They should be ordered through the College Bookstore in sufficient time to be available for the first class of the term. The Bookstore also has the capacity of providing course packets. Please call the Bookstore to order books, course packets, etc. See the appendix for Bookstore forms.

H. Mailboxes

Each adjunct faculty member will be assigned a mailbox **and/or** a mail folder. Mailboxes may be found at the following locations:

- At the Oakdale Campus, mail folders for the Arts and Humanities and Social Science School/Divisions are located in Fortunoff Hall, Room 310.
- Mailboxes for the Natural Science and Mathematics School/Division are located in Kramer Science Center, Room 124.
- Mailboxes for the School of Business are located in the main office, Racanelli Building, Room 400.
- At the School of Education each adjunct faculty member will be assigned a mailbox file folder. On the Oakdale Campus the mailbox file folder is located in Room K of the School of Education Building. At the Brookhaven Center the mailbox folder will be found in A-201. Mailbox file folders should be checked on a regular basis.
- Mailbox folders for the School of Aviation are found at the Brookhaven Center in A-201.

I. Assignments Requiring Printing in the Academic Computer Labs

Due to environmental and budget concerns, the Center for Technology and Distance Learning requests that all faculty reevaluate the assignments that require printing in the academic computing labs. Some recommendations are:

- Print out PowerPoint presentations as handouts with a minimum of three slides per page.
- Print only one copy of term papers and PowerPoint presentations on the printer and use the library copy machines for additional copies.
- Do not recommend or encourage students to print out on-line manuals or textbooks.
- If a lengthy document must be printed, print no more than 30 pages at a time.
- Students accessing information from websites should be encouraged to print solely what is necessary.
- Printing on specialty papers (including resume paper), transparencies or labels should be avoided.
- Printing in all labs will be duplex printing (2-sided) and will be done automatically.

ADMISSION OF STUDENTS TO CLASS

A. Rosters



First Class Roster

Before the first class, instructors will receive a class roster containing the names of the students registered in each of their courses. All students whose names appear on that roster must be admitted to class. Students whose names do not appear on the roster should show some evidence of being registered (receipt) before adding the name to the roster. If the student cannot produce such evidence, he/she should be permitted to remain in class for the remainder of the class that day, but his/her name should not be added to the roster. The student **must** report to the Registrar's Office before the next meeting of the class to get his/her registration for the class resolved. At the end of the first week of class, this first roster **must** be signed and returned to the Registrar's Office.

Second Class Roster

During the second week of class an updated roster will be circulated. The procedures outlined above should be followed this second week. At the end of the second week this roster should be signed and returned to the Registrar's Office. Any student who still cannot be verified to be a registered student by the beginning of the third week of class should be immediately excused and sent to the Registrar's Office. Faculty shall take class attendance at least until the mid-term rosters are due and will report non-attending students no later than two weeks after the first day classes begin for the Fall and Spring semesters, no later than one week after the first day of classes for the Winter and Summer sessions and on the mid-term grade roster.

Mid-Term Roster

At the mid-term a class roster is circulated. Faculty members are asked to indicate on this roster students who have stopped attending the course and those students in danger of failing the course. This information is used for financial aid and other administrative purposes. This roster must be signed and returned to the Registrar's Office even if no changes were made on the roster. If you are teaching a "late start" class, even though it might not be the "mid-term" for the course, the Mid-Term Roster should be attended to within one week of receiving it from the Registrar's Office.

Final Roster

At the termination of courses a final roster will be distributed to instructors on which final grades are to be placed. At the end of the Winter, Spring and Summer III terms separate rosters are printed for graduating students. These rosters must be returned, with grades attached, to the Registrar's Office within 48 hours of the last day of an instructor's course. All students, including the

graduating students, will appear on another roster that must be returned, with grades attached, to the Registrar's Office within seven (7) days of the last day of an instructor's course. At the end of the Fall, Summer I and Summer II semesters, final rosters with grades attached must be returned to the Registrar's Office within seven (7) days of the last day of an instructor's course.

B. Course Schedule Changes for Students

A course schedule change consists of adding or dropping a course, changing from one course section to another, or making any other alteration after registration is completed. A student may add a course or make a section change only during the drop/add period. Any schedule change must be done through the Registrar's Office. If there are any questions concerning a student's registration, call the Office of the Registrar.

C. Student Withdrawal from Courses

A withdrawal is made on the appropriate form and filed in the Registrar's Office. A student may withdraw from a course during the period allotted for course changes (see academic calendar) with no notation of enrollment in the course being recorded on the student's record.

Students are permitted to withdraw from a course without penalty with a grade of W at anytime after the last day of course changes and before midterm (see academic calendar). After midterm, but prior to final examination, a grade of W or WF will be given as determined by the instructor. Leaving a course without notifying the instructor and filing the appropriate form will result in having a grade of WF reported for the course. WF grades will be included in the computation of the student's grade point average.



ATTENDANCE

Since the classroom experience and interchange of ideas through discussion cannot be duplicated, all students are expected to attend classes regularly. Absences beyond the instructor's stated allotment, or excessive tardiness, may result in a student being assigned a failing grade for the course.

All instructors should record regularly and accurately attendance for each student in a course. All adjunct faculty must take class attendance and **must** report non-attending students on the second class roster and the mid-term grade roster. Each instructor **must** develop and distribute his/her attendance policy as part of the course syllabus. In addition, the instructor should also make known any policies on make-up examinations or other make-up work. A student should notify the instructor and the Dean of Students if he/she is going to be absent for an extended period because of a personal emergency.

GRADING



A. Grading Policy and Procedures

Grades of A, B, C, D, or F are awarded upon completion of all courses, except those designated for P/F (pass/fail) grades, such as field and workshop courses. The numerical equivalent and quality points per credit for letter grades are as follows:

Grade	Numerical Equivalent	Quality Points Each Credit
A+	97-100	4.00
A	93-96	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	Fail	0.00
WF	Fail	0.00

P (Pass) Credits for P grades are not included in the determination of a student's grade point average.

I (Incomplete)*

WF (Withdrawal not in good standing)

W (Withdrawal in good standing)

*An incomplete may be granted by an instructor only in instances where a student who has otherwise been doing passing work is prevented from completing the work of the course by circumstances beyond his/her control. At the time the incomplete grade is submitted to the Registrar, the instructor must submit a description of the academic work necessary for completion of the course. If the incomplete work has not been converted to a passing or failing grade by the instructor within six weeks after the beginning of the next regular semester (Fall or Spring), the incomplete grade becomes an F.

B. Grade Books

Each instructor should keep a record of grades, scholastic achievements and attendance of each student in his/her course in a grade book or organized grading chart. Entries should be made clearly in ink. The grade book or grading chart should contain the students' last names in alphabetical order,

students' first names and their identification number. The official class section, semester and year should be clearly indicated. Appropriate places should be used to record absences, grades on term papers, exams, projects, presentations, and other assignments. Although grade books or grading charts are not submitted to the **School/Division** offices at the end of a course, they should be readily available in case a discussion or dispute of grading arises. All adjunct faculty members must take class attendance and will report non-attending students on the mid-term grade roster.

Dowling College uses a course management system called Blackboard. We encourage all adjunct faculty members to become familiar with Blackboard and use it to its full advantage. There is a function in Blackboard for easy tracking of homework, attendance, assignments and grading. Call the Office of Instructional Support at 244-3157 and ask for an appointment to learn how to use Blackboard. According to the Instructional Support staff one can become an expert in Blackboard in about 15 minutes of instruction time.

There are many technologies available to make the professor's day easier, including workshop in all the Microsoft applications, the new e-mail system, how to utilize the Smart Rooms, videoconferencing, digital photography and more. Just call 244-3157 and ask for an appointment to learn. Small group and private sessions are available at your convenience.

C. Grade Changes

No grade changes will be allowed after one year from the end of the semester in which the course was taken. Instructors making a grade change must submit such a change on the special form provided by the Registrar's Office.

D. Posting Student Grades

In order to comply with the provision of the "Family Educational Rights and Privacy Act of 1974" Dowling College prohibits the posting of student grades by any adjunct faculty member.

EMPLOYMENT POLICIES AND PROCEDURES

A. Criteria for Procedure for Adjunct Promotion

An adjunct faculty member will be reviewed for promotion upon his or her request to the Department Chairperson. Any resulting promotions will be made effective September 1. The awarding of promotion is subject to quality of teaching, length of college service, and professional accomplishment.

Eligibility Criteria

- An adjunct may be evaluated for promotion from adjunct lecturer to adjunct assistant professor after having served in the rank of lecturer for six terms (including summer and winter terms).
- An adjunct may be evaluated for promotion from adjunct assistant professor to adjunct associate professor after at least eight terms of service at the rank of assistant professor.
- An adjunct associate professor may be evaluated for promotion to adjunct professor after at least twelve terms of service at the rank of associate professor.

Evaluation Criteria

- Teaching performance is evaluated through the Student Response Forms (SRFs) that are administered by the respective Schools to the classes taught by adjunct faculty members. The respective School supplies department chairpersons with copies of these evaluations to be utilized in the promotion recommendation process. The Associate Provost may, at his/her discretion, visit the classes of adjunct faculty.
- Professional accomplishments will also be considered to determine a promotion. Examples include the publication of a book or journal article, presentations, etc.
- Length of College service will be considered.

Application Procedure

- If the adjunct faculty member meets the criteria for length of service, he/she may request a promotion in writing through the appropriate department chairperson.
- The department chairperson is responsible for preparing the promotion recommendation for the adjunct faculty member. In preparing the recommendation, the above-mentioned three criteria should be addressed. If the department chairperson determined that the above-mentioned criteria have been met, he/she should forward the recommendation to the Associate Provost/Dean.
- The Associate Provost/Dean is responsible for the compilation of all adjunct promotion recommendations from the department chairpersons. The Associate Provost/Dean will verify length of service, current rank, and title with the Office of Human Resources. The Associate Provost/Dean will submit adjunct promotion recommendations to the Provost. The Provost will make recommendations to the President.

COLLEGE CLOSINGS

If hazardous driving conditions and/or poor weather conditions make necessary the postponement or cancellation of all College classes, announcements will be made over several radio stations serving the area. One can also call the college at 631-244-3001 to get up-to-date weather-related information concerning College closings.

RELATED TOPICS

A. Field Trips

All undergraduates are covered by an accident policy. This policy covers them on school trips also. If a group trip is organized, an advisor must be in attendance during the entire trip (going there, while there and coming back). An advisor is defined as a responsible person who is an employee of the college (e.g. instructor, secretary, manager, etc.).

When an undergraduate class of students has an assignment whereby each student must visit, for example, a museum (of his/her choosing or the instructor's), the undergraduate student is covered by the accident policy mentioned above. An advisor's presence is not required and this visit is equivalent to a student visiting Stony Brook University's library in order to comply with the research needed to write a paper for class.

If a bus company is hired for a trip, one usually requires a certificate of insurance from the company that will cover a minimum of \$1 million liability and the costs of any cancellations of bus service for which the bus company is at fault.

B. Smart Classrooms

Racanelli Center on the Oakdale Campus and the "A" Building at the Brookhaven Center have "Smart Classrooms." Smart Classrooms are specially equipped rooms that allow the use of state-of-the art technological media and learning devices. Please see the appendix for instructions on how to operate the equipment in these Smart Classrooms.

C. Computer Access

Human Resources assigns new network/email accounts for all adjuncts. Administrative Information Systems will continue to handle password and access issues, while HR will determine whether or not an account exists and to which department it belongs. **See the Appendix for a copy of the AIS Banner User Request form.**

D. Copying Facilities

A copy machine is located in each School/Division Office. Do not use departmental copiers for more than thirty (30) copies. Faculty members are requested to utilize the Graphics and Printing Services provided by the College. One should plan his/her copying work with enough turnaround time so that the copying can be completed. In order to have copying done one must submit a completed Graphics & Printing Services (Duplicating Services) form to the Graphics & Printing Office, Fortunoff Hall 014. **See the Appendix for a copy of the Graphics & Printing Services form.**

E. Computer Labs

Computer Lab facilities are provided in KSC 102A, RC 102, RC 104, RC 105 and RC 331 on the Oakdale Campus and A204 at the Brookhaven Center. The standard software provided in all labs are Office Professional, Visual Studio Professional, SPSS, Internet Explorer, Netscape, Java Development Kit, Fujitsu Cobol, **Windows XP** and Windows 2000 Pro, . Mathcad Professional 2001i is located in the KSC 102A lab, Quickbooks 2000 in the RC105 lab and Photoshop, Illustrator, Premiere, SoftImage, 3D Studio Max and Apple G4s in the RC 331 lab. For assistance with any of the above software call the Office of Instructional Support at 244-3157.