



Borough of Manhattan Community College

City University of New York

# **Adjunct Faculty Handbook**

Prepared by  
Human Resources  
And  
Office of  
Academic Affairs

*Updated October 2012*

# **ADJUNCT FACULTY HANDBOOK**

## **INTRODUCTION**

This Handbook is intended to aid adjunct faculty in familiarizing themselves with the College. Please note that it does not constitute a contract. This is a compendium of information, policies and processes, and although every effort has been made to provide all the pertinent information that a faculty member may require, it may not be complete. It should be used along with relevant source documents and with other information you will be receiving from your Department Chairperson or Office Head.

Some of this material may change with new contracts, changes in CUNY Bylaws, college governance or NYC policies. You should review this material periodically.

## **BACKGROUND OF CUNY AND BMCC**

### **City University of New York (CUNY)**

The City University of New York (CUNY) is the nation's third largest university system. The Free Academy, which later became the City College of New York, was established in 1847 to provide a free higher education to the residents of New York City. The City University system was organized in 1961. Today, CUNY is a public institution consisting of ten senior or four-year colleges, seven community colleges, a Graduate School, a law school, and an affiliated medical school and School of Professional Studies.

City University is governed by the Board of Trustees of the City University of New York. The Bylaws of the Board are the specific and detailed regulations that are used in administering each unit of CUNY. CUNY is funded by the State and the City of New York.

### **Borough of Manhattan Community College (BMCC)**

Borough of Manhattan Community College (BMCC) was chartered in 1963 as a unit of CUNY and accepted its first students in September of 1964. BMCC offers the Associate degree in the Applied Sciences (A.A.S.), in the Arts (A.A.), and in the Sciences (A.S.). The College was located in rented office and classroom space in various buildings in mid-town Manhattan prior to moving to its present site on Chambers Street in January of 1983.

The original Fiterman Hall was donated to CUNY on behalf of BMCC in 1993 by Miles and Shirley Fiterman. The building was irreparably damaged when World Trade 7 fell against it, in the attacks of 9/11/2011. The rebuilt Miles and Shirley Fiterman Hall opened in fall 2012 at 245 Greenwich Street. The building houses 80 Smart classrooms and computer laboratories, offices, library spaces, music ensemble rooms and a rooftop conference center.

BMCC is accredited by the Middle States Association of Colleges and Schools and by the Board of Regents of the State of New York. The health programs are accredited by the appropriate agencies including the National League of Nursing, the American Medical Record Association, and the Committee on Allied Health Education and Accreditation of the American Medical Association. BMCC is a member of the American Association of Community Colleges.

## **MISSION STATEMENT**

As one college within the City University of New York, BMCC shares CUNY's mission to preserve academic excellence and extend higher educational opportunity to a diversified urban population. In addition, Borough of Manhattan Community College is dedicated to providing general, liberal arts, career and continuing education programs, relevant to the needs, interests and aspirations of students of all ages. The College is committed to offering quality education in a pluralistic urban environment, to fostering excellence in teaching, to facilitating the enhancement of learning, and to sustaining full access to higher education for those who seek fulfillment of personal, career or socioeconomic goals. BMCC is also committed to providing collaborative programs and services responsive to the educational, cultural and recreational needs of the community.

## **COLLEGE STRUCTURE AND GOVERNANCE**

As a unit of the City University of New York, Borough of Manhattan Community College is governed by the Board of Trustees of the City University of New York and the Bylaws set forth by it.

Concomitant with the Bylaws, the College has formulated its own governance plan under which it has codified rules and regulations. In addition, the College is governed by a collective bargaining agreement negotiated by the Professional Staff Congress (PSC) and the University.

## **PERSONNEL POLICIES AND PROCEDURES**

### **Faculty Credentials**

All faculty members must supply the College with proof of their highest earned degree. Only official transcripts of degrees and credits earned are acceptable and should be forwarded by the degree granting institutions to the Office of Human Resources, where they will be placed in the administrative personnel file of the faculty member. Under Board policy, only degrees from regionally accredited institutions are recognized for appointment, reappointment, and promotion. In addition, each adjunct faculty member is expected to have a current curriculum vitae and two (2) letters of professional reference on file. Proof of other credentials, such as professional certificates or licenses relevant to the subject taught, must also be supplied to the College.

### **Personnel Files**

The College maintains two personnel files for each faculty member: a personal personnel file and an administrative personnel file. The personal personnel file contains information submitted by the individual faculty member or generated by the College. Such information includes, but is not limited to, evidence of academic and professional accomplishments, memoranda relating to evaluations of professional performance, classroom observation reports, and student evaluation data. Faculty members are given the opportunity to read and initial any items before they are placed in this personnel file. They may attach a comment if they so desire. Initialing does not, in itself, constitute approval of an item. If a faculty member refuses to initial any item, a statement to that effect will be attached to the item when it is placed in the personnel file. (Correspondence addressed directly to the employee, such as reappointment letters, Personnel Actions Forms (PAF), and copies of student evaluations reports, copies of which have been given to the employee, are not initialed before being placed in the file.) Faculty members should examine their personal personnel file at least once each academic year.

A separate administrative personnel file is maintained in the Human Resources Office for each faculty member. This file contains only such materials as requested by the College or supplied by the individual faculty member in connection with employment, promotion, or tenure. Examples of such material include transcripts, reference letters, and the application for employment. The administrative file is available only to persons responsible for the review and recommendation of the faculty member with respect to appointment, reappointment, or promotion.

## **PROFESSIONAL EVALUATION OF FACULTY**

### **EVALUATIONS**

A professional evaluation of individual faculty members is conducted to provide a basis for decisions on reappointments and promotions; to encourage professional performance and growth among faculty; and to maintain academic and professional standards of excellence.

At least once each academic year, adjunct faculty with fewer than four (4) semesters of service, must have an annual evaluation conference. The conference must be conducted by the Chairperson or a member of the Department Personnel and Budget Committee designated by the Chairperson. During the conference, the faculty member's total academic performance for that year and cumulatively to date shall be reviewed. The person conducting the conference shall prepare a record of the discussion in memorandum form.

A copy of this Annual Evaluation Conference Memorandum must be given to the faculty member within ten days of the date of the conference. The memorandum is signed by the faculty member, who may attach a rebuttal statement, and is placed in the personal personnel file. If the evaluation is unsatisfactory, the evaluation conference memorandum must explicitly indicate so.

### **OBSERVATIONS**

Teaching observations are also a factor in the total evaluation of academic performance. All adjunct faculty with ten (10) or fewer semesters of teaching at the college are observed at least once during each academic semester. Those with more than ten (10) semesters of service may be observed at the request of the chairperson or at the request of the adjunct. The classroom observation occurs during the first ten (10) weeks of class and covers a full class period. They are conducted by members of a panel established by the Department Personnel and Budget Committee. At least twenty-four hours advanced notice must be given to a faculty member before an observation is held.

An Observation Report, written by the observer, must be submitted to the chairperson within one week of the observation. One sentence cannot constitute an observation report. At minimum the report should assess the teacher's strengths and weaknesses and contain suggestions for improvement. The chairperson must schedule a post-observation conference within two weeks after receipt of the report. The observed faculty member, the observer, and occasionally a third party, meet to review the observation. After the conference, either the observer or the third party submits a memorandum on the conference to the chairperson. Both the Observation Report and the Post-Observation Conference Memorandum are placed in the faculty member's personal personnel file. Observed faculty members may attach a rebuttal statement to the Post-Observation Conference Memorandum. Faculty members should read and sign the

Observation Report and the Post-Observation Conference Memorandum before they are placed in the file.

## **STUDENT EVALUATION OF THE FACULTY**

Under the Bylaws of the City University of New York, student evaluation of faculty is given serious consideration in all reappointment and promotion actions. Adjuncts who have taught at BMCC ten or fewer semesters are required to administer student evaluations, in all their courses, during both fall and spring terms. Adjuncts who have taught at BMCC for more than ten (10) semesters are required to administer student evaluations each fall semester.

The Office of Instructional Testing distributes the evaluation forms to the faculty. Faculty should have students complete the forms in class and arrange for their return by a student immediately after the class period. The evaluations should be returned in a sealed envelope to the Office of Instructional Testing

A summary report of student evaluation results will be placed in the personnel file. Adjunct Faculty are advised to review these reports regularly and to consult with their department chair or deputy or a senior faculty mentor if they have questions about them.

## **APPOINTMENT: ACADEMIC RANK**

All persons hired as adjuncts are processed by the Office of Human Resources as adjunct lecturers. They will be processed at a higher title **only** under the following circumstances:

1. (a). An employee will be processed as an Adjunct Assistant Professor if, on the Personnel Data Form, he/she indicates that he/she has a Ph.D. appropriate to the subject to be taught and the academic department has recommended adjunct assistant professor rank. We accept this representation in good faith. This decision is, however, subject to verification through the presentation of official college transcripts. If the employee fails to provide documentation by the end of the appointment period, he/she will not be reappointed to the adjunct assistant professor title until the necessary documentation is presented.
- (b). An employee who has a CUNY approved equivalency related to the courses they teach and has been recommended for appointment to adjunct assistant professor rank by the academic department will be placed in the Adjunct Assistant Professor title upon presentation of the CUNY-approved equivalency.
2. If employees presents evidence that they have been working at another CUNY campus as an Adjunct Associate Professor or Adjunct Professor and have the appropriate qualifications for professorial ranks, as stated above, BMCC will honor this prior rank **once verified**. Salary rate, however, will be based on the entry rate of pay for the title plus any adjustment required by the labor contract based on consecutive semesters of service at CUNY. This adjustment will be based on the Office of Human Resources' review of the employee's CUNY service record. **It is the obligation of the employee to provide his/her prior service record to verify rank and rate.** BMCC will make adjustments to rank or rate retroactive to the first day of the semester in which documentation verifying an adjustment is authorized has been presented.

3. If the employees worked at a non-CUNY college in a higher title, and has the appropriate qualifications for professorial ranks, as stated above, the employee will be considered for the higher title only if the Department Chairperson submits a written recommendation to the Senior Vice President which justifies a higher title. The employee will initially be processed as an Adjunct Assistant Processor. Upon receipt of a memorandum from the Senior Vice President approving the recommendation of the academic department, the Office of Human Resources will process the adjustment recommended by the Senior Vice President retroactive to the first day of the semester.

## **PAYROLL INCREMENTS**

PSC/CUNY Article 24.2, b. provides that adjuncts, who, on July 1<sup>st</sup>, have served six semesters, University-wide, over a period of the preceding three years and who have not received a movement within the schedule during that period shall receive a movement within the schedule to the next higher dollar amount. For the purpose of this paragraph, summer session will count as a semester.

In other words, on July 1, an adjunct (1) must have been employed in CUNY for three years, (2) must have completed 6 semesters, (3) in same title, (4) without having received a "service" increment (as opposed to a "contractual" increment which all PSC/CUNY members receive on dates specified by contract).

The BMCC Payroll Office reviews the employment history of all adjuncts each summer to determine when adjuncts are due a service increment. If the results fulfill the 4 requirements specified above, the college will process the appropriate salary adjustment effective July 1<sup>st</sup>.

It is the adjunct's responsibility to provide the Office of Human Resources with written verification of their employment history from the Personnel Office of any other CUNY College(s) by which they have been employed. If the adjunct provides the appropriate information from the other CUNY college(s) within the first 30 days of the semester, and if the college has verified that prior service **in the specific title** at another CUNY campus justifies a higher rate based on eligibility for a service increment as above, the college will process a salary adjustment effective the first day of the semester in which the written verification of prior service is received. If the verification is received after 30 days, the college will process the increment effective the first of the following semester.

## **REAPPOINTMENT**

Normally, adjunct faculty are hired on a semester basis contingent on needs of the College. Adjuncts on staff, who are recommended for continued employment by their academic departments, will receive an offer of renewed appointment, subject to needs of the College, by December 1<sup>st</sup> for the following spring semester and by May 1<sup>st</sup> for the following fall semester. Adjunct faculty members who have taught in the same department for six (6) consecutive semesters (not including summer sessions) in the three years immediately preceding the May appointment date, to whom the college intends to offer another appointment, will be notified, no later than May 15<sup>th</sup> of appointment for both the following fall and spring semesters. Offers of both one semester and two semester appointments are subject to sufficiency of enrollment, financial availability and curriculum need.



## **PROMOTION**

For promotion to senior rank, longevity and seniority alone shall not be sufficient. In accordance with the CUNY Board of Trustees "Statement on Academic Personnel Practice," academic judgments on reappointment and promotion "shall be sufficiently flexible to allow for a judicious balance among excellence in teaching, scholarship, and other criteria." At BMCC, "other criteria" include, but are not limited to, college and department service, student guidance, grant writing and public and professional activities in the field of specialty. Promotion forms are available in the Human Resources Office. You are advised to consult with your department chairperson before applying for promotion.

### **Absences**

Adjunct faculty members who are unable to meet a class must inform their department in advance. If the absence is of an emergency nature, e.g. sudden illness, the faculty member should inform the department as soon as possible. The chairperson or his/her designee must arrange for coverage of class(es).

Adjunct absences are reported by the chairperson to the Office of Human Resources on a Personnel Action Form (PAF). Each semester, adjuncts may receive paid absences equal to one-fifteenth (1/15) the number of contact hours they teach in that semester, provided the reason for the absence lies within the guidelines of the Professional Staff Congress (PSC) and CUNY Agreement.

### **Change of Name or Address**

Faculty members must notify the Human Resources Office, Room S710, on the appropriate forms available from that office, whenever they change their name or address. For name changes, an appropriate court document must be filed in the Human Resources Office.

### **Jury Duty**

When faculty members receive a summons to jury duty while classes are in session, they should immediately contact the Office of Human Resources (Room S-710). A letter will be sent to the County Clerk or Court Clerk requesting that the faculty member be excused. In the unlikely event that the faculty member is not excused, adjunct faculty will be paid for absence due to jury service and must submit the appropriate documentation to their department.

## **FACULTY RESPONSIBILITIES**

### **Teaching Load (Workload)**

Article 15.2 of the Agreement between the Board of Trustees and the Professional Staff Congress (PSC/CUNY contract) states that Adjunct Lecturers or Adjuncts in other titles, excluding Graduate Assistants, shall not be assigned a total of more than nine (9) classroom contact hours during a semester in one unit of the City University of New York. In addition, an adjunct may teach a maximum of one course, of not more than six (6) hours at another unit of CUNY. Adjuncts who teach six (6) or more contact hours at the same college will be paid for one additional hour per week in order to engage in professional assignments related to their academic responsibilities such as office hours, professional development, participation in campus activities and training.

Non-teaching adjuncts are limited to 225 hours per semester.

### **Workload Reporting**

Adjunct faculty are required to complete, each semester, an Adjunct Instructional Staff Workload Reporting form. Adjunct forms are reviewed and signed by the chair and then submitted to the Office of Human Resources and placed in the adjunct's personnel file.

### **Department Mail Boxes and e-mail Accounts**

The primary vehicles for department and college offices to communicate with adjunct faculty are by campus e-mail and through the faculty member's department mailbox. For this reason, **you are required to check your mailbox each day you are on campus and advised to check your campus e-mail on a regular basis.** This will ensure your timely receipt of important department and college notices.

The college provides each adjunct with a college e-mail account. In order to use the college's e-mail and computer systems, you will need usernames and passwords. Adjunct faculty must apply for a login ID, BMCC e-mail address, and voice mailbox. Your login ID is required to access the school's computer systems and final grading. All official college correspondence and Helpdesk requests that are generated in your name are sent to your BMCC e-mail address.

Please obtain the appropriate **Help Desk Form** from your department or the BMCC Human Resources website. Complete the form and have your department chairperson or his/her designee sign it. Then stop by the Helpdesk, located in room S-170 to apply for these computer and voice mail services. For security reasons, you must bring your faculty/staff ID with you.

## **ADJUNCT FACULTY BENEFITS**

### **HEALTH PLANS**

The City University and the Professional Staff Congress have agreed to provide a health benefit to adjunct faculty who have taught one or more courses, in CUNY, for two consecutive semesters (not including summers) and who are teaching six or more hours (total throughout CUNY) during the third consecutive semester. Adjuncts must inform the benefits officer of service at other CUNY units. This information changes periodically so you must check the BMCC Human Resources Website for details on specific plans available. ---*LINK*---

### **RETIREMENT PLANS**

Adjunct faculty members who teach a total of 30 hours or more per semester are eligible for membership in the New York City Teachers' Retirement System (TRS). Details may be obtained from the Office of Human Resources, Room S710.

### **TUITION EXEMPTION**

Adjunct faculty who have taught one or more courses in the same department, at the same college, for ten consecutive semesters (not including summer sessions) and who are scheduled to teach a course of not fewer than three contact hours per week, may receive a tuition waiver for one course taken at any CUNY institution. Tuition waiver forms are available in the Office of Human Resources, Room S710.

### **GRANTS**

Information on Grants available from public agencies or private organizations is distributed by the Office of the Vice President of Academic Affairs and the Office of the Dean Grants and Development. Opportunities for grants, fellowships, and scholarships are periodically publicized by these offices.

### **TRAVEL FOR PROFESSIONAL PURPOSES**

The college encourages faculty to attend professional meetings, scholarly seminars, workshops, etc. During the academic year, prior permission of the department chairperson and the Vice President of Academic Affairs is necessary for attendance at such functions. Travel Authorization forms and Claims for Repayment of Expenses, where authorized in advance, may be obtained from the Executive Assistant to the Senior Vice President of Academic Affairs, Room S722. Please note: Travel Authorizations forms, signed by your department chair are required even if you are not claiming reimbursement for travel expenses.

## **CHILDREN ON CAMPUS**

The college has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. For this reason, young children who are not registered in the child care center should not be brought to the campus, and, of course, may not attend classes with their parent or guardian.

There may be occasions when brief visits by children of students may be necessary. Children may visit college offices and facilities, **other than classrooms**, for limited periods of time when their parent or guardian is conducting routine business at the college. **Regular repeated visits by children are not permitted.**

In no case are children permitted in labs, shops, construction/repair sites, or other areas where potential hazards exist.

Children brought on campus must be directly supervised at all times by their parent or guardian.

Please log on to the BMCC Human Resources website [[[[LINK](#)]]] and familiarize yourself with the following BMCC policies:

- **NON-DISCRIMINATION & SEXUAL HARRASSMENT**
- **WORKPLACE VIOLENCE**
- **ACCEPTABLE USE OF COMPUTER RESOURCES**