DEPARTMENT OF CRIMINOLOGY AND CRIMINAL JUSTICE STUDIES

ADJUNCT FACULTY POLICIES & PROCEDURES

2011-2012
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ADJUNCT FACULTY PROCEDURES

**Chain of Command**

The immediate Supervisor for Criminal Justice Adjunct Faculty is the Criminal Justice Program Manager. All issues and questions should be first directed to the Program Manager. In the absence of the Program Manager, on matters that need immediate attention, Adjunct Faculty shall contact the Dean of Associate in Science Programs, or, in the absence of the Dean, the Assistant to the Dean. Dr. Michael Reichard is the Program Manager and Jack Evans is the Dean. Most classes are held at the Ybor Campus Public Services Technology Building.

**Employee ID Number**

Every Adjunct Faculty Member will have been issued an Employee ID number. That ID number is needed to complete personnel forms and to access various computer sites. Contact the Program Manager if you don’t know your ID number.

**Class Roster**

You need to have a Class Roster prior to the first day of class. You should go to Hawknet Rosters and print one for yourself.

A student that appears on your Roster but NEVER showed up gets a “WN” – See Below.

A student whose name does not appear on your Roster but is attending class must be sent to the Admissions Office so they can be properly added to your Roster. You need to follow-up on these students by printing a later Roster. They should not be allowed to return to class unless they appear on that Roster.

**Attendance**

Faculty must take attendance at every class session. It is up to you whether or not you require or count attendance toward a grade, but attendance must still be taken. Students who never showed up for class are reported as a “WN” – See Below. Students who stopped attending class are reported as a “FX” – See Below.
**Third Class Rolls – WN Grade**

This procedure used to be called “Third Class Rolls” and is often still referred to that way. After your third class session, you need to report any student appearing on your Class Roster that NEVER showed up to any of these class sessions. You go to Hawknet Grading and send a Grade Report listing any student who NEVER showed up with a “WN” grade. No grades or notations should be placed next to any other students. If that student later begins attending class, you must send an E-Mail to the Program Manager and you must advise the student to go see Admissions immediately to get reinstated into the class.

**Posting Final Grades**

Final grades are due 48 hours after a class ends. Faculty members must go to Hawknet Grades and post their final grades. Time is of the essence here and grades must be posted in a timely fashion. Grading should be A, B, C, D, F, or the special grades, I or FX. WN grades were supposed to be posted after the third class session. Faculty should print a copy of their final grade sheet, sign and date the paper copy, and turn it in to the Program Manager.

**Incompletes**

If a student has completed at least half the course material, an faculty member can give them an Incomplete as a grade. The student must complete a Request for Incomplete Grade form before the Incomplete can be awarded. The faculty member must complete the form and have the student sign it. The form is then turned over to the Program Manager.

The Faculty members can then post an “I” as their grade when turning in the final grade roll.

Once the material has been completed, the faculty member does a Change of Grade – See Below. The College will automatically grant the student until the middle of the following term (not including the summer) to complete the material. If the Incomplete grade is not changed by the instructor by then, it will automatically become an “F”.

**Grade Changes**

If a faculty member needs to change a grade – extra credit completed, an error, changing an “I” to a letter grade, etc., the faculty member completes a Change of Grade Form, signs it, and submits it to the Program Manager. To change a “WN” to a regular grade also requires an E-Mail to the Program Manager advising that the student was given a “WN” in error and that they have been attending class.
“FX” Grade

Students who stopped attending class are reported as a “FX”. A student who never attended class is awarded a “WN” after the third class session as explained above. A student can be given an “FX” even if they attended every class session and did not show for the Final.

The “FX” grade is posted on the Final Grading Roster along with all the other final grades. When posting an “FX” grade, faculty must also enter the last date that the student attended class. This date would be based on the class attendance records.

Hawknet Access

Hawknet is the College Portal that faculty access to download class rosters and to post grades as well as check their pay schedule and other information. Every Adjunct Faculty member is issued a User Name and Password which allows them to access Hawknet from a College or home computer. Contact the Program Manager if you don’t have one.

Classroom Computer Access

Every Adjunct Faculty member is issued a User Name and Password which allows them to access the Internet on their classroom computer. This would be the same User Name and Password needed to access Hawknet. Contact the Program Manager if you don’t have one.

Syllabus

Faculty must complete a Syllabus for every course. The Syllabus must include your College E-Mail address. Your Syllabus must include your Office Hours. Templates for your Syllabus are available. Your Syllabus must be given out to your students the first day of class. A copy must be provided to the Program Manager prior to the start of the Semester. Your Syllabus is considered a Contract with your students and must be followed.

Office Hours

Faculty must have Office Hours when students can come and meet with them. You should schedule one hour every week. Your Office Hours must be stated in your Syllabus. You must list the time and location for your Office Hours. If your classroom is available before or after your class session, then you can schedule your office hours there. If not, until we have adjunct office facilities, you may need to schedule them in the lobby.
Financial Aid Requests

Periodically you might get an E-Mail from Financial Aid asking about the last date of attendance of one of your students. These requests are tied in to the “FX” grade. You must respond immediately to these requests and provide the information asked for. A copy of your response should be forwarded to the Program Manager.

Overrides

Every class has a “cap” – the total number of students allowed in the class. Overriding, which is allowing students to register for a class that is closed because it is full, is prohibited at Ybor Campus unless the student wasn’t able to register in a timely manner due to College error. Students that feel College error was a factor and wish an Override should be referred to the Program Manager.

Drop and Add Week

The first week of each semester is Drop and Add Week. Students can drop a class or add a class without penalty during this week. Nevertheless, learning begins the first day of class so students adding afterward are responsible to make up any work missed.

Students cannot register for a class after the end of Drop and Add Week unless the student wasn’t able to register in a timely manner due to College error. Students that feel College error was a factor and wish to register late should be referred to the Program Manager.

College E-Mail Address

Every faculty member is issued a College E-Mail address. It will be your first initial, your last name, possibly a number, then @hccfl.edu. If you don’t have a College E-Mail address, contact your Program Manager right away. Your College E-Mail address is your official means of College communication. The College expects you to use your College E-Mail address when communicating with your students and with staff. College mass mailings, College Administrators, and other College Offices will use your College E-Mail address to communicate with you. Faculty MUST check their College E-Mail address daily.

Access Code to Office Area

The access code to the Key Box for the Office area and copiers in the YPST Building is 7604. This code should not be shared with non-faculty.
**Instructor Tardy or Absent**

If an Adjunct Faculty member is running late to class or has to cancel a class at the last minute due to an emergency, you need to call in so a sign can be posted advising the students accordingly.

The following should be the “call-in protocol”:

- First call the Program Manager at 253-7787.
- If no answer, for a night or Saturday class, call The Ybor Night/Saturday Manager at 253-7718.
- If no answer, for a day class, call the YPST front desk at 253-7676.
- If no answer contact HCC Ybor Security at 253-7626.
- If no answer, contact HCC Dale Mabry Security at 253-7611.

For emergencies, you may call the Program Manager on his Cell.

When you call in, you must correctly advise them of the classroom location. You must advise them of the Building and Classroom number. All of our classes are held at the YPST Building. Most of our classes are held in room 226 or 225, however, we will use other classrooms as needed. Adjunct Faculty should know the number of the classrooms in which they teach.

**Class Cancellations**

- Class sessions should not be cancelled unless absolutely necessary.
- Class sessions should not be cancelled unless you are sure that you can meet all the objectives of the course in the reduced time.
- Under no conditions should more than one class session be cancelled in any one course.
- An Adjunct Faculty member who must miss a class session can arrange to have another qualified person substitute for them if approved by the Program Manager.
- Permission of the Program Manager should be obtained before cancelling a class unless it is a last minute emergency cancellation.
- If a class is cancelled as a last minute emergency, the Program Manager should be notified as soon after as possible.
- Adjunct Faculty who cancel a class must complete a Leave Slip for the missed hours and turn it in to the Program Manager.

**Leave Slips**

Every Adjunct Faculty Member who misses any class sessions must complete a Leave Slip for the hours missed and submit it to the Program Manager.
Textbooks

With a few exceptions, all courses have Textbooks selected by the Textbook Committee. Adjunct Faculty should share their opinions on the textbooks chosen for their class with the Program Manager. Although Adjunct Faculty can determine the level of a textbook use in their class, Adjunct Faculty cannot “drop” a textbook nor may they advise students that the textbook is not necessary or required for their course.

Field Trips

Field trips are permitted but must be pre-approved. Faculty must complete a Request for Field Trip Permission form and submit it to the Program Manager. Faculty also need to have all the students sign a Waiver form as well.

Parking

If you need an Adjunct Parking Decal, complete the Parking Decal Application form and forward per the form’s instructions. You should list Michael Reichard as your immediate supervisor and Jack Evans as your Dean.

Adjunct faculty are authorized to park in faculty parking lots in the evening and on weekends. The Parking Decal must be displayed.

Degree Coding

It is essential for proper funding and auditing as well as for student success that Criminal Justice majors be properly coded in their degree choices. The A.S. degree in Criminal Justice is the degree that Criminal Justice majors should be enrolled for. Adjunct Faculty should refer students to the Program Manager who have issues about or need to change or update their degree code.

Pay Schedule

During the Fall and Spring Semesters, Adjunct Faculty are paid Bi-Weekly, although payments do not begin until about four weeks into the semester. During Summer Semesters, the pay schedule varies based on the class schedule. See the Current Pay Date Schedule for dates.

Criminal Justice Program Guide

Every Adjunct Faculty Member should have a current copy of the Criminal Justice Program Guide and should familiarize themselves with its content.
Web Site

Every Adjunct Faculty Member should review the Criminal Justice Web Site and should familiarize themselves with its content.

Weekend Classes – Locked Facilities

If you are teaching a Weekend class and any of the facilities are locked – the parking lot gate, the front doors of the Public Services Technology Building, or the classroom, you should call HCC Security to come and open it up for you. Their after-hours phone number is 220-7032.

Student Grades

Instructors are not to give out student grades over the telephone or by E-Mail unless the E-Mail comes from the student’s HCC Campus Cruiser Account (which would look like this: rjones@hawkmail.hccfl.edu).

Instructor Contact and Bio Information

It is important that we be able to reach our instructors when necessary. Please make sure to provide the Program Manager with any changes to your address, phone numbers, E-Mails addresses, and pager numbers. It is also important that we keep our instructor biographies current. Please make sure to provide the Program Manager with any changes in your employment title, rank, assignments, addresses, and phone numbers. Adjunct Faculty are responsible to make sure their personal information is current.

Classes “Making”

There is a minimum enrollment required for a class to “make”. Currently, in Criminal Justice, the minimum is 10 students. If a class has less than 10 students, the class will either be cancelled or be offered with the instructor paid by “points”, which means 2 points per student ($110 per student). The Program Manager can cancel a class with low enrollment or ask the Adjunct Faculty member if they are willing to teach for the reduced salary if the class is not cancelled. It is the general policy of the Criminal Justice Program not to cancel classes.

Students with Disabilities

Students who have been determined to have a disability by the College’s Students with Disabilities Office are entitled to accommodation by Faculty. The student must present a letter from the Office of Student Disabilities which outlines the needed accommodations. Most typical is taking exams in the College’s Testing Center and extra time for testing. Such accommodations are generally granted. It is the responsibility of the Faculty member to make the necessary arrangements. If you are not sure what or how to make such arrangements, contact the Program Manager.
**Testing Center**

The Testing Center is available to administer make-up exams and exams for disability students. The Adjunct Faculty member must complete an Exam Description and Instruction Sheet and then drop off this sheet with a copy of the Test attached at the Ybor Testing Center in person. The Faculty member must then return to the Testing Center in person to pick up the exam once the exam has been taken (or the time passed for the student to take it).

**Evaluations**

Adjunct Faculty members are generally evaluated once a year by the Program Manager in person, and once during both the Fall and Spring Semesters by the students in writing (administered during class).

**Mail Boxes**

Adjunct Faculty members have mailboxes on the first floor of the Ybor Public Services Technology Building by the Front Desk area. Faculty must check their mailboxes on a regular basis.

**Check-List**

Instructors should make sure they have the following at the start of the Semester:

- Current College Academic Calendar
- Current Final Exam Schedule
- Current Pay Date Schedule
- Current Criminal Justice Program Guide

**Contacts**

Audio-Visual: 253-7736
IT Help Desk: 253-7000, Ext. 4357

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