



HUNTER COLLEGE
ADJUNCT FACULTY
HANDBOOK



GETTING STARTED

Welcome to Hunter College. We have one of the most interesting, diverse, and talented student bodies of any university in the country.

Several administrative tasks must be faced immediately upon your appointment. First, you must be put on the **Hunter College Payroll**. The department assistant will provide you with a lengthily personnel packet. If you plan to fill out the packet at the department office, you should check in advance on the supporting documentation the college requires. At a minimum you must provide proof of your highest degree and proof of citizenship or eligibility to work in the United States (Any originals will be returned to you as soon as copies are made).

Direct deposit can be arranged for, or checks can be picked up in person bi-monthly at the payroll distribution window in the West building, B level or in Room 1501 in the East building.

Identification Cards

Once the paperwork is complete, you will be able to get a **Hunter identification card**. This card or one from another CUNY campus is needed for access to the college and to the library. A Hunter College Identification Card is necessary in order to gain access to the college and various facilities within it. Whether you are new or returning adjunct faculty member, you must obtain a letter of appointment for the semester in which you will be teaching from your department in which you were hired. Take your letter to the OASIS North 271 where a picture will be taken and your ID card will be issued or validated there for the current semester.

If you lose your ID card, you will be responsible for paying for a new card. You must pay the fee to Human Resources (15th floor East Building) and then return to OASIS (217 North) for a new identification card to be issued.

Parking

Using public transportation is advisable. Bicycling to the campus is also an option, as the campus does provide sidewalk lock-up areas outside the North building. Be sure and bring a strong chain and your own lock. Many instructors, however, drive to the college and find street parking an exasperating and time-consuming experience. Hunter College does have any parking privileges. Parking lots close to Hunter College are expensive. The further you park away from the College (east toward York), the less expensive the lots are. There is a parking lot on 67th Street between 3rd and 2nd avenues that has reduced fees if you are in before 11am and out by 7pm.

Room Keys

Be sure to ask whether or not your classroom will be locked. Keys are to be returned at the end of each semester. Speak to the department office staff about specific arrangements.

Faculty Dining Room and Lounge

There is a Faculty Dining Room and Lounge located on the 8th floor of the West building. The dining room is open from 11:00am to 2:00pm weekdays. You can buy sandwiches, hot meals, soup, drinks, and items from the salad bar during these hours. After hours, the faculty lounge is open and provides coffee, tea, and cookies to faculty members free of charge. The main college cafeteria is located on the third floor of the West building.

FACULTY MATTERS

Academic Titles

Everyone who teaches a college course is informally referred to as “professor”. However, based upon the distinctions listed below, the correct title should be used on the syllabus. You should note that the formal titles for part-time faculty are:

- (a) Adjunct Lecturer – for individuals whose highest degree is a Masters and/or Advanced Certificate, or
- (b) Adjunct Assistant Professor – for those who have earned a Ph. D or an equivalent degree in the field of instruction (e.g., Ed.D., Psy.D)
- (c) Adjunct Associate Professor – for those who have earned rank of associate through field experience, scholarship, and research
- (d) Adjunct Professor – for those who have earned rank of full professor through field experience, scholarship, and research

Adjunct faculty members at Hunter are eligible to identify themselves as such when engaged in scholarly activities. Please use your exact title when you communicate with editors, publishers, conference organizers of the media.

Absences

You should make every possible effort to meet your class at the scheduled times. If you find it necessary to miss a class, inform the department office as early as possible and try to arrange for substitute coverage approved by the department chairperson. Make-up classes are difficult to arrange because most students work and have little schedule flexibility to attend classes at other times. If for any reason you anticipate missing a class due to conferences, or other scheduled events that interfere with scheduled instruction time, please discuss this with your department chair.

Contractual Matters

As a member of the Hunter College faculty you are required to meet the contractual obligations and responsibilities that apply to all instructional personnel. You are entitled to the privileges associated with the position. You may wish to read the latest version of the PSC (Professional Staff Congress) contract negotiations by the PSC with the administration of CUNY. A copy of the adjunct contract is provided in this book or may be obtained from logging onto the PSC CUNY website at www.psc-cuny.org.

Security

Hunter College security officers serve a variety of functions including assisting you on any issue affecting campus security. They can be reached in non-emergencies at 212-772-4444. They will also assist you in gaining access to your classroom or your office should you forget your keys, provided you have your Hunter College ID. You should also bring to their attention any emergency or any concern you may have about your personal safety. Officers are posted at the entrance to most of the main buildings.

Immunization

The Health Clinic is located in Room 307 in the North building. They offer a variety of health services including immunizations for students. Faculty can obtain a yearly flu shot in this office for a small fee.

ADMINISTRATIVE MATTERS

Schedule

Please see the Hunter College academic calendar when finalizing your syllabus. Note the movement of some courses meeting dates due to holidays, and make sure to note them in the syllabus. Note: a semester consists of 15 classes. If you don't hold a final exam, you can hold your last instructional class during finals week. If you offer an exam, however, there is a special exam schedule which must be followed (information is on the registrar's page of the Hunter website, www.hunter.cuny.edu).

You can put readings on **Blackboard**. Readings may be put in the form of website links or pdf files. ICIT (C104 North Building) can assist you in creating pdf files using their scanner.

Preparing for the Start of the Semester

The beginning of the term is always a hectic period at any college, and Hunter is certainly no exception. You can make things run more smoothly if you take certain steps in advance. At least two weeks before the start of the semester, bring your syllabus to the department to arrange to have it duplicated. If time is short, you may be asked to take your materials to Hunter's duplicating facility yourself after obtaining a signed form from the department office. You should also determine which of your books have actually arrived in the bookstore before the first day of classes.

In addition, before the term starts get the academic calendar to determine the actual schedule of class meetings for your course. Hunter has a creative way of turning Tuesday into Friday, etc., so you need to check the official calendar carefully to determine what days your class will and will not meet. Information is also online at the registrar's page which can be found at the Hunter website.

Syllabus and Course Requirements

Please be explicit in the course syllabus about what you expect of your students during the semester. This includes attendance requirements, class participation expectations, the number and type of assignments examples and examinations you will give and the relative weight for each assignment. A syllabus functions as a form of contract between you and your student. When the requirements and expectations are stated clearly and a student chooses to remain in a course, the student may be presumed to have consented to the terms you have set for successful completion of the course. And you, in turn, should adhere to the requirements you have stipulated.

College policy requires that certain material appear on all syllabi, including the following: **the course title, the instructor's name, office location, office hours, office telephone, e-mail address, required textbooks and other readings, grading policy, dates and times of**

examinations – including the final exam (in the *Guide and Schedule of Classes*), **due dates of papers and other assignments, and policy on late papers, late grades, attendance policy, credit/no credit and incompletes.** Please make every effort to include all of these items on your syllabus. The more detailed the syllabus, the lower the probability of problems during and/or after the semester. Please make sure you drop off a copy of your syllabus in the office of your chairperson during the last week of class.

Advisement

Advisement is as important as class periods and beneficial to students. If your department is able to provide space for advising, you are encouraged to post one office hour per week for each class section you teach. If you choose to hold office hours, please tell students.

Book Order

You will also need to prepare a book order. The college bookstore is located on the first floor of the Hunter West building. You should order books right away, as it may take several weeks for the bookstore to fill an order. The bookstore will order desk copies upon request or you can call the publisher or go online to request a desk copy for yourself.

Library

You will want to submit a reserve list to the Library to make certain that your students will have access to reserve materials as soon as the semester begins. The Reserve Desk is on the second floor of the library, which is in the East building. The entrance to the library is on the third floor of the North building.

Adjunct faculty may make use of a number of college resources that support teaching and scholarship. Books may be checked out from the library with a Hunter ID card. The library will **photocopy** journal articles needed for research and course reserve. The library has a faculty resource room. You can request a key at the 3rd floor desk of the library.

E-mail, Computers, and Technology Support

You will obtain a Hunter College e-mail account upon your appointment. It consists of: firstname.lastname@hunter.cuny.edu. Go to the Instructional Computing Service center, located on the 1st floor of the North building to have your e-mail account activated. Within the college, you can access your mail from any of the open terminal throughout the campus, the library, or the computers and technology support personnel in the Center for Multiple Literacies and Teacher Inquiry located in room 924 in the West building. If you have internet access from home or another location, your Hunter College e-mail account can also be accessed through the internet at: <http://ms1.hunter.cuny.edu>.

Some adjuncts have found it convenient to hold “electronic office hours.” This facilitates communication with students whose schedules do not make it possible to meet you before or after class(es). At your request, the Office of Instructional Computing will create an e-mail list for your entire class (ask your department secretary for assistance with this process). All Hunter College students are eligible for a free e-mail account and a growing percentage of students have access from home. Class e-mail lists are a good way to stay in contact with students, make announcements, and encourage class discussion of topics relevant to the course. We encourage

all faculty and students to access their Hunter e-mail for announcements and information. If you have a home e-mail account, please forward your hunter e-mail to your home address as soon as possible. Ask your students to do so as well.

It is also possible for your class(es) to have a website through use of the **Blackboard** system. For information and training in **Blackboard** use, contact Michael Nesbitt (650-3062).

A faculty **computer lab** is available in the Instructional Computing as well as in the library. The Center is located on the tenth floor of the North building. As the college is constantly upgrading and expanding its computer resources, please discuss your specific needs with the department chair.

Adjunct faculty are able to use the library proxy server. This provides remote access (from home etc.) to the full collection of online electronic databases. You can see these on the library website. To access the proxy server you will need to enter your Hunter e-mail account plus password.

Audiovisual

Advance planning is essential in order to secure audio/visual equipment. Some of the planning involves identifying dates and times when you will need the equipment and filling out the necessary forms. Please be advised that a minimum of one week's notification is needed to ensure that equipment requests can be honored. However, we suggest handing in all forms prior to the beginning of the semester to assure delivery of the equipment in a prompt manner.

If you use AV equipment intermittently, then you will have to fill out an Audio-Visual Center Requisition form for each piece of equipment needed on any given day. However, if you require AV equipment on a weekly basis you may reserve it for the entire semester. Go to the AV Department in Room 333 located on the 3rd floor of the North building to discuss your equipment needs. For example, if you need a VCR for video demonstration on Tuesday of one week and an overhead projector for Tuesday of a different week, then two (separate) forms need to be filled out.

PLANNING AND TEACHING YOUR COURSES

Attendance Records

The college sets attendance policy, but instructors can establish requirements for class participation. These policies should be established in your syllabus. You should keep attendance records of your students on a class by class basis. In addition, attendance records will allow you to document when a student has stopped attending your course. College-required attendance records are now handled online. You will receive a memo in your department mailbox prior to the third and tenth week of classes. The college will ask you to certify attendance on Web Attendance.

Copying/Duplicating

Duplicating services are available on the 3rd floor of the North building in room 325A (772-4341) but only for your course syllabus and exams. In order to use these services you must obtain the duplicating request forms from your department office staff.

Your department office personnel may also give you a copy machine ID number so that you can make use of the copy machine in the department office or nearby in a copying room. Be judicious about what you copy. You will not be allowed to make unlimited copies both because of copyright law and limited departmental resources. In fact, your department may have established a set number of copies per course. Check with your department. Refer to the section on the Readings and Library Reserve for instructions on how to put articles and readings on reserve, instead of making copies.

Disability Policy of Hunter College

In compliance with the American Disability Act of 1990 (ADA) and with Section 505 of the Rehabilitation Act of 1973, Hunter College is committed to ensuring educational parity and accommodations for all students with documented disabilities and/or medical conditions. It is recommended that all students with documented disabilities (Emotional, Medical, Physical and/or Learning) consult the Office of Accessibility located in Room E1124 to secure necessary academic accommodations. For further information and assistance please call 212-772-4857, TTY 212-650-3230.

Electronic Grading (WebGrade)

Hunter College faculty submit grades electronically. You will find the system is easy to use. Your department will be able to tell you how, where, and when to obtain training in the Web-Grade system. You will then be assigned a user ID and a password by the department chairperson prior to the end of the semester. You will receive a different password for each course that you teach. Each semester new password(s) will be assigned to you.

Grading and Evaluating Student Work

Assigning grades for student work is perhaps the most difficult aspect of teaching. It requires careful thought, fairness, accuracy, and consistency. In some cases, students might appeal final course grades and you should be prepared to justify the grade assigned.

Instructors need to be very clear about creating, sharing, and/or unitizing grading rubrics or criteria for evaluation of candidate work. Check with your Department Chair to verify whether or not there are established rubrics/criteria used in your course. Course objectives and outcomes should be clear and explained to candidates early in the semester.

The college uses a plus/minus system in which “quality points” are assigned. The plus/minus grades will appear on the student’s transcript and will be calculated into the student’s GPA.

The grading system of the college contains a number of other grades, most of which are assigned by the registrar (e.g. audit and official withdrawal). One exception is the grade “Unofficial Withdrawal” (WU). WU signifies that a student did not attempt the credits. This grade is one of the most damaging to a student, and so it should be given only when circumstances clearly warrant it. WU has the same impact on a student’s GPA as does an “F”. Unlike F, however, it

means that a student who registered for twelve credits, the minimum full-time load, and receives WU in a course is considered to have taken only nine credits. If the student were on financial aid, s/he would be obliged to return the aid to the college.

Please review the college policy on "Incomplete" grades as set forth in the Hunter graduate and undergraduate catalogues. You should give an "incomplete" only when you have good reason to think the student will be able to complete the course assignments within a time period you specify.

In terms of completing work where an incomplete grade has been given, you as an instructor have the authority to allow as much additional time as you deem appropriate. It is the student's responsibility to make contact with you to discuss the need for an incomplete and the deadline you will set. In the case of a student who misses a final exam, you may arrange to administer a make up through the department office or on the date set by the college during the following semester for college-wide administration of make up exams.

Grading systems

GRADING SYSTEMS

ONLY ONE OF THE FOLLOWING GRADES MAY BE REPORTED FOR EACH STUDENT ATTENDING YOUR COURSE. NUMERICAL GRADES ARE UNACCEPTABLE. ON THE MARK SENSE FORM, BUBBLE IN THE SPACE TO THE RIGHT OF THE "Y" FOR "+" GRADES AND TO THE LEFT OF THE "AU" FOR "-" GRADES.

UNDERGRADUATE GPA not affected - see Senate ruling				GRADUATE GPA affected - see Senate ruling			
LETTER GRADE	GRADE SCALE %	CR/NC	GRADE SCALE %	LETTER GRADE	GPA VALUE	GRADE SCALE %	SCHOOL OF SOCIAL WORK
A+	97.5 - 100%	CR	70.0 - 100	A+	4.0	97.5 - 100%	H = Honors
A	92.5 - 97.4			A	4.0	92.5 - 97.4	CR = Credit
A-	90.0 - 92.4			A-	3.7	90.0 - 92.4	NC = No Credit
B+	87.5 - 89.9			B+	3.3	87.5 - 89.9	
B	82.5 - 87.4			B	3.0	82.5 - 87.4	
B-	80.0 - 82.4			B-	2.7	80.0 - 82.4	
C+	77.5 - 79.9			C+	2.3	77.5 - 79.9	
C	72.5 - 77.4			C	2.0	72.5 - 77.4	
C-	70.0 - 72.4			C-	0.0	70.0 - 72.4	
D+	67.5 - 69.9	NC	0.0 - 69.0	F		0.0 - 69.9	
D	60.0 - 67.4						
F	0.0 - 59.9						

*** NOTE- There is no grade of "D-" in Hunter's Plus/Minus grading system.

- Y - Year or longer course of study must continue to completion -- restricted to clinical/practicum courses in Health Science programs or Independent/Honor courses.
- P - Satisfactory completion of a graduate thesis course or graduate research equivalent.
- R - Failure to achieve minimum proficiency. Course must be repeated. This grade may be assigned only once in a given course. This applies only to REMEDIAL courses.
- IN - INCOMPLETE
Student for valid reason does not complete the work assigned (including final exams, papers etc.) and in your view has a reasonable chance to pass the course.
- AU - AUDITOR
The student must have requested the status of auditor at the start of the semester. If a student in your course officially applied for auditor's status, a grade of "AU" will appear in the grade column. This grade cannot be assigned by the instructor.
- W - OFFICIAL WITHDRAWAL
If a student in your course OFFICIALLY withdrew, a grade of "W" will appear in the grade column. **DO NOT MARK SENSE THE "W" GRADE.** This grade cannot be assigned by the instructor.
- WA - ADMINISTRATIVE WITHDRAWAL
Student did not comply with immunization requirements. **DO NOT MARK SENSE THE "WA" GRADE.** This grade cannot be assigned by the instructor.
- WU - UNOFFICIAL WITHDRAWAL
If a student stopped attending or has never attended your course and a pre-marked "W" does not appear in the grade column, a "WU" grade should be assigned. Indicate the last date of attendance in the "REMARKS" column. Equivalent to "F".
- Z - This is an Administrative grade that can only be assigned by The Office of the Registrar (**Not for Instructor's Use**).

Grade Appeals

Careful and complete records are essential when confronted with grade appeals. Do not discard student work products. Should a student request a change of grade that you cannot resolve through consultation, an appeal process is set in motion. Instructors are required to present and demonstrate the rationale and supporting data for the grade that was assigned. Be aware that you cannot base a candidate's grade on anything that does not appear on your syllabus as a method of evaluation.

Student Withdrawal from a Course

Under Hunter regulations, students may withdraw from a course at any point up to the beginning of the ninth week of classes. (There is a corresponding rule for the summer session; check with the chair.) The actual date is indicated in the college calendar.

Note that only students can take the steps necessary to drop a course officially. If a student stops attending your course you cannot have the student dropped. You should make this clear to the students in your class at the start of the term: if for some reason a student believes he/she cannot complete the course, the burden is on him/her to file the necessary form. When a student withdraws officially from the course, the grade W will appear on the final grade sheet. If you do not see that grade, you cannot add it yourself; you must choose either F or WU.

Final Grades

Be certain that you are able to get your grades in on time. Grades are submitted online. Password and course codes will be placed in your mailbox. Final exams must be stored for a number of years and cannot be returned to students. Term papers, however, may be returned to students.

Academic Integrity

Any deliberate borrowing of the ideas, terms, statements, or knowledge of others without clear and specific acknowledgment of the source is intellectual theft and is called plagiarism. It is not plagiarism to borrow the ideas, terms, statements, or knowledge of others if the source is clearly and specifically acknowledged. Students who consult such critical material and wish to include some of the insights, ideas, or statements encountered must provide full citations in an appropriate form.

Hunter College regards acts of academic dishonesty (e.g., plagiarism, cheating on examinations, obtaining unfair advantage, and falsification of records and official documents) as serious offenses against the values of intellectual honesty. The College is committed to enforcing the CUNY Policy on Academic Integrity and will pursue cases of academic dishonesty according to the Hunter College Academic Integrity Procedures.

Expectation for Written Proficiency

Students must demonstrate consistently satisfactory written English in coursework. The Hunter College Writing center provides tutoring to students across the curriculum and at all academic levels. For more information, see <http://rwc.hunter.cuny.edu>. For more information and dates of workshops being offered contact the Reading Writing Center-Thomas Hunter Hall room 416.

Sexual Harassment

Sexual harassment takes on many forms, including instructors harassing students, students harassing instructors, and more. The College has a “no tolerance” policy about sexual harassment, and the department will not tolerate it. CUNY policy requires that all incidents of possible harassment be reported to the college committee on sexual harassment. Use good judgment, especially in informal contacts with students outside of the classroom.

Self-Identification in Professional Activities

Adjunct faculty members at Hunter are eligible to identify themselves as such when engaged in scholarly activities. Please use your exact title (e.g., adjunct instructor, or adjunct assistant professor) when you communicate with editors, publishers, conference organizers, or the media. The department will hold you strictly accountable for this. While we appreciate that those outside the university may be less attentive to the nuances of academic rank than some of us are, we still expect you to take all reasonable steps to prevent errors and to correct them when they occur.

Evaluation of Your Teaching

In addition to faculty observations, students play a role in evaluating faculty teaching. Notification cards to receive teaching evaluative materials and instructions will be left in your mailbox with instructions for administering. You must leave the room during evaluation. The volunteer student will collect the forms and return them to the appropriate office when the evaluations are complete.

Sometimes during the semester, another faculty member will come to observe your course. The faculty member will most likely e-mail you to set up the time, and these observations are kept on file. You do receive and approve a copy of this evaluation.

CUNY ADJUNCT RIGHTS AND BENEFITS



First and foremost, we urge you to exercise your right to join your union, the Professional Staff Congress, which represents full-time and part-time faculty and the professional staff at CUNY. To join, you must sign a yellow membership card.

Health Care & Workers' Compensation You have the benefit of individual health insurance beginning in your third consecutive semester of teaching if you teach six or more hours CUNY-wide in that semester and have taught one or more courses during your first two semesters; non-teaching adjuncts must work ten hours or more a week for one year on campus to be eligible. You retain this benefit as long as you teach six hours or work ten non-teaching hours. Family coverage is available at additional fees. Contact your college Human Resources Office to apply. Teaching and non-teaching adjunct work at CUNY can also be combined to secure health insurance.

Because the Research Foundation does not offer health insurance for adjuncts, if a Department needs to shift an adjunct to the Research Foundation payroll, the Department is obliged to make every effort to only shift an adjunct who is not covered by CUNY health insurance. For questions about health coverage, call the Welfare Fund at 212-354-5230. You are also covered by Workers' Compensation for on-the-job injuries. Call the local district office at 1-800-877-1373 for more information.

All part-timers are eligible for vision benefits provided by General Vision Services from the first day of employment. Brochures are available at the PSC office.

COBRA If you lose your health insurance because you teach fewer than six hours a semester or work under ten non-teaching hours, you may maintain benefits for a period under COBRA, the federal law which allows you to pay for coverage yourself at group rates for 18 months. If after one semester you resume teaching six hours CUNY-wide or working ten non-teaching hours, the Welfare Fund will restore your health insurance. If you are ineligible for two or more semesters you must establish eligibility as you did initially.

Pensions & Annuities All adjuncts are eligible to join the NYC Teachers' Retirement System (TRS) and Tax-Deferred Annuity programs from their first semester at CUNY. You can get application forms from your campus Human Resources Office. The PSC has a brochure that explains the basics of the TRS pension for CUNY adjuncts, and you can always call the Director of Pension and Welfare Benefits at the PSC at 212-354-1252.

Workload Under the contract, adjuncts may teach 9 hours at one college regardless of the number of courses and one course, not to exceed 6 hours, at a second college. During the summer months, the University's policy is to limit adjunct titles to 105 hours, except in departments with four credit courses for which a 120-hour assignment is permitted. Non-teaching adjuncts are limited to 225 hours per semester and 175 hours during summer months. Adjuncts may combine teaching and non-teaching hours.

Overload Waivers If you teach for more than one college or department, it is your responsibility to inform chairs if you are in excess of the workload, so a waiver can be sought. In the event that a college decides to request an overload during the spring and fall semesters, the college has to file for a waiver from the University and the union. These requests are approved on a case-by-case basis based on the stated needs of the college. Payments for the overloaded credits are usually delayed. During summer sessions, overload waivers are not covered under the contract and are granted at the discretion of the college and the University.

Office/Professional Hour Adjuncts assigned to teach six or more contact hours at the same college will be paid at 100% of their teaching rate for one additional hour weekly for work such as office hours and professional development. This hour will not count toward the maximum an adjunct is allowed to teach. This provision does not apply to courses taught during summer sessions, to non-teaching adjunct hours spent grading ACT exams, or to full-time instructional staff who teach a course as a multiple position.

Semester Reappointment You must receive written notice of reappointment (which should include your title and hourly rate) or non-reappointment by December 1 in the fall semester and May 1 in the spring semester. If you do not receive a letter of reappointment or non-reappointment by the appropriate date, please notify the union. Class assignments, however, depend on the budget, the curriculum, and sufficiency of registration. Once you have received an appointment, you must be told of changes in the conditions which impact your employment as soon as the college knows of them. Once you have begun teaching a course, you must be paid in full if it is cancelled.

One-Year Appointments If reappointed after working six consecutive semesters (exclusive of summers) in the same department at the same college over a three year period, an adjunct is entitled to a year-long (fall and spring) appointment and must be notified on or about May 15 for the following academic year.

Substitute Appointments If an adjunct appointment immediately precedes and follows a substitute appointment, substitute appointments do not constitute a break in service. Adjuncts do not have to re-establish eligibility for health care, salary schedule, or tuition waivers; however, the time worked as a substitute does not count as part of continuous service as an adjunct.

Observation & Evaluation Observations should be conducted during the first ten weeks of a semester for your first 10 semesters at a college. You must have at least 24 hours' notice before an observation by a member of your department. The observer will

submit through the department chairperson a written observation report to the department Personnel and Budget Committee within one week of the observation. The department chairperson should schedule a post-observation conference (including the employee and the observer) within two weeks of receipt of the written observation report. If the observation or the post-observation conference is not held within these times, you must file a request with the chairperson within 10 working days or lose your rights to have one conducted. Requests for a third party at the post-observation conference may be made to the chairperson. You should receive a written report of the observation and the post-observation conference for your signature before it is placed in your file. Your signature indicates only that you have seen the report. You may place a response to your evaluation in your file. If you refuse to initial any document after having been given an opportunity to read it, a statement to that effect may be affixed to the document. After 10 semesters of required observations, you may be observed at the request of your chairperson or yourself.

Personnel Files You have the right to examine and initial your personal file as well as add any information on your academic and professional accomplishments.

Communication Resources for Adjuncts On campuses where capacity exists, teaching adjunct instructional staff will be provided with a CUNY e-mail address. The colleges will use their best efforts to provide teaching adjunct instructional staff with voicemail, and where feasible, to include them in department directories.

Complaints & Grievances A complaint is an informal claim by an employee or the PSC of improper, unfair, arbitrary, or discriminatory treatment. A complaint may, but need not, constitute a grievance, and is processed through an informal procedure.

A grievance is an allegation by an employee or the PSC that there has been: 1) a breach, misinterpretation, or improper application of the contract; 2) an arbitrary or discriminatory application of or a failure to follow the Board Bylaws related to terms and conditions of employment. Contact your campus grievance officer or the union headquarters to discuss a complaint or grievance. Grievances and complaints must be filed within 30 days, not counting weekends and legal holidays, from the time you and/or the PSC become aware of a problem and within 30 workdays of a scheduled date of notification of appointment.

Promotion Apply to your chair for promotion on the same basis as a full-timer. Receiving a doctorate is often recognized as grounds for promotion, as are professional achievements. Promotion is made at the discretion of your department personnel and budget committee.

Conversion Lines With the last PSC/CUNY contract settlement, 100 new full-time lecturer positions were created, for which the hiring pool will be restricted to experienced CUNY adjuncts. To be eligible to apply, you must have taught in the department in which the position is offered for 8 of the 10 most recent semesters

(excluding summers), and in 7 of those 10 semesters, you must have taught at least 6 classroom hours including in the semester in which the search is conducted. As with regular full-time lines, specific hiring criteria are established by each department.

Sick Leave During the semester, adjuncts, non-teaching adjuncts, and adjunct College Laboratory Technicians may be excused for personal illness or personal emergencies, including religious observances, death in the immediate family, or similar personal needs which cannot be postponed, for a period of 1/15 of the total number of clock hours in a particular session or semester. Request for such leave, when possible, must be made in advance in writing. If it is not possible to make such a request in advance, the department chairperson or supervisor should be informed as soon as possible. The reason provided must be satisfactory to the chairperson or supervisor.

Jury Duty You must be paid your regular salary for jury duty and give CUNY any pay you receive.

Tuition Waiver An adjunct who has taught one or more courses in the same department at the same college for 10 consecutive semesters (not including summers) and who is appointed to teach a course of three or more contact hours per week in the fall or spring semester shall be entitled to tuition reimbursement for up to one course in that semester. (For graduate courses this depends on space availability.) An adjunct will lose eligibility if in any two out of three academic years the adjunct teaches in only one semester of the year at that college. Application forms are available at your college Human Resources Office.

Adjunct Professional Development Fund An adjunct faculty member who is teaching six or more classroom contact hours in the semester and has taught one or more courses for the two most recent consecutive semesters (not including summer session) shall be eligible to apply for a grant. Applications must be signed by a department chairperson. To be eligible for a grant used during an intersession or summer session period when not otherwise employed at the college, an adjunct must also have been notified of reappointment for the next consecutive semester. The maximum award in any academic year to an individual is \$3,000. Approved grant funds are paid based on submission of expense records for professional development activities. Grants must be approved prior to the activity. Preference will be given to long-serving employees who have not previously received professional development funds.

Travel Funds You may apply for travel funds for professional reasons at your college.

Transportation Spending Account (TSA) Transit Cheks allow you to pay for MetroCards with pre-tax money. There is a very small monthly administrative fee. Application forms are available at your campus Human Resources Department. Additional information is available at www.cuny.edu/transitbenefit.

Adjunct Pay Scale On July 1 following your completion of six semesters of teaching at CUNY over a three-year period, including summers, you are entitled to a pay increment

which should take effect immediately after July 1. There are five steps in the pay scale for adjunct lecturers, four for adjunct assistant professors, and five for adjunct associate professors, and professors. It is your responsibility to notify the Human Resource Office at each college where you teach regarding your CUNY-wide work history to make sure it is accurate and to make sure that you are on the right salary step. The college has the contractual obligation to notify you of your title and hourly rate of pay in your appointment letter. If you believe that your hourly rate of pay is incorrect, you must notify your college's Office of Human Resources within 30 days of the first day of the semester to receive a retroactive pay adjustment. It is a good idea to periodically check your records for accuracy.

Pay Schedules & Advances Adjuncts must be paid in 9 equal paychecks commencing with the first scheduled pay date. If your check is not ready for you on the first (or second) scheduled pay date, you may receive an advance on your pay based on need.

	Adjunct Lecturer		Non-Teaching Adjunct I & II		Adjunct Associate Professor		Non-Teaching Adjunct IV		
	<u>5/1/06</u>	<u>9/19/07</u>	<u>5/1/06</u>	<u>9/19/07</u>	<u>5/1/06</u>	<u>9/19/07</u>	<u>5/1/06</u>	<u>9/19/07</u>	
Step 1	\$58.14	\$58.68	\$34.89	\$35.21	Step 1	\$71.11	\$71.76	\$42.66	\$43.06
Step 2	60.47	61.02	36.28	36.61	Step 2	73.96	74.64	44.38	44.79
Step 3	62.91	63.49	37.74	38.09	Step 3	76.92	77.63	46.16	46.58
Step 4	65.72	66.32	39.43	39.80	Step 4	79.75	80.49	47.85	48.29
Step 5	68.54	69.17	41.12	41.50	Step 5	82.52	83.28	49.51	49.97
	Adjunct Assistant Professor		Non-Teaching Adjunct III		Adjunct Professor		Non-Teaching Adjunct V		
	<u>5/1/06</u>	<u>9/19/07</u>	<u>5/1/06</u>	<u>9/19/07</u>	<u>5/1/06</u>	<u>9/19/07</u>	<u>5/1/06</u>	<u>9/19/07</u>	
Step 1	\$65.94	\$66.55	\$39.56	\$39.93	Step 1	\$78.86	\$79.59	\$47.32	\$47.75
Step 2	68.59	69.22	41.16	41.54	Step 2	82.01	82.77	49.21	49.66
Step 3	71.34	71.99	42.81	43.20	Step 3	85.31	86.09	51.18	51.65
Step 4	74.13	74.82	44.48	44.89	Step 4	88.13	88.94	52.87	53.36
					Step 5	90.92	91.75	54.55	55.06

CONTRACTUAL UPDATES

a. Adjunct Professional Development Fund: Effective September 1, 2006, the sum of \$500,000, from paragraph 14.b above, shall be deposited by the PSC in a separate, interest-bearing account for the purpose of establishing an Adjunct Professional Development Fund. The terms of this Adjunct Professional Development Fund are as follows:

(i) The Adjunct Professional Development Fund will continue to operate until the \$500,000 has been expended.

(ii) The PSC will establish an Adjunct Professional Development Selection Committee that will be responsible for reviewing applications and making the professional development grants from the Adjunct Professional Development Fund. Applications will be received and grants awarded on a rolling basis.

(iii) The Professional Development Selection Committee will be responsible for accounting to the PSC for the expenditure of the funds. At the end of each CUNY fiscal year (*i.e.*, June 30), the PSC will provide an accounting of the use of the funds to the President of the PSC and the Vice Chancellor for Faculty and Staff Relations. This accounting will include the following information: 1) the name of each recipient, 2) the amount of the grant, 3) the specific purpose for which the grant was made, 4) an itemized accounting of other (*i.e.*, administrative) expenditures, 5) the opening balance of the account and 6) the closing balance of the account.

(iv) An adjunct faculty member who is teaching six or more classroom contact hours in the semester and has taught one or more courses for the two most recent consecutive semesters (not including summer session) shall be eligible to apply for a grant from the Adjunct Professional Development Fund. To be eligible for a grant that would be used during an intersession or summer session period when not otherwise employed at the college, an adjunct must meet the above stated eligibility requirements and in addition must have been notified of reappointment for the next consecutive semester. Continuing Education Teachers who are appointed to a position that will continue for a period of more than six months and that requires them to teach a minimum of 20 hours per week and who have taught in such an appointment for the two most recent consecutive semesters (not including summer session) shall also be eligible to apply for a grant from the Adjunct Professional Development Fund.

(v) Eligible employees will apply by using a standard application form. The application will explain how the professional development activity is related to the employee's position at the University and to the employee's own professional development. A grant for a professional development activity that conflicts with the employee's teaching responsibilities will not be awarded.

(vi) Applications must have the approval of one chairperson of a department that is employing the adjunct before being submitted to the Adjunct Professional Development Selection Committee. If the chairperson does not approve the application, he/she must provide an explanation for the disapproval

(vii) Applications must be approved by the Adjunct Professional Development Selection Committee before the funded professional development activity commences. Funds will be disbursed to the employee only upon submission of documentation acceptable to the Adjunct Professional Development Selection Committee.

(viii) The maximum award for professional development activities in any academic year to an individual is \$3,000. Preference will be given to employees who have not previously received professional development funds and to employees with long service to the University. Up to \$3,000 annually may be spent from the Fund to reimburse for administrative expenses. The PSC will provide an annual itemized accounting of these expenses.

b. Non-Teaching Adjuncts and Adjunct College Laboratory Technicians:

Article 14.8 will be amended to read as follows:

Effective August 25, 2006, adjunct classroom teachers, teachers on multiple position assignments employed for a course, non-teaching adjuncts including fulltime instructional staff on non-teaching multiple position assignments and adjunct College Laboratory Technicians including full-time instructional staff in adjunct college laboratory multiple position assignments may be excused for personal illness or personal emergencies including religious observance, death in the immediate family or similar personal needs which cannot be postponed for a period of 1/15 of the total number of clock hours in the particular session or semester. Request for such leave, where possible, must be made in advance, in writing. If it is not possible to make such a request in advance, the department chairperson or supervisor should be informed as soon as possible. The reason provided must be satisfactory to the chairperson or supervisor.

c. Notification of Salary Rate:

Effective August 25, 2006, the college shall notify each adjunct instructional staff member of his/her title and hourly rate of pay in his/her appointment letter. If the adjunct instructional staff member believes that the hourly rate of pay is incorrect, he/she will so notify the college's Office of Human Resources. If the adjunct notifies the college's Office of Human Resources within 30 days of the first day of the semester, any adjustment in the hourly rate of pay will be made retroactive to the first day of the semester. Article 24 will be amended accordingly.

d. Adjunct Service Interrupted by Appointment as a Substitute: Effective August 25, 2006, where an adjunct's continuous appointments in a teaching or non-teaching title are immediately followed by an appointment to a Substitute full-time position on the instructional staff with no break in service, and the period of Substitute service is immediately followed by continuous appointment to an adjunct teaching or non-teaching title with no break in service, the period of adjunct service immediately preceding the

Substitute appointment will be added to the continuous adjunct service immediately following the Substitute service, as though there were no break in adjunct service, for the purposes of determining eligibility under Article 26.5 and Article 29.3 and for the purpose of movement within the adjunct salary schedule in Article 24.2.

e. **Communication Resources for Adjuncts:** On campuses where capacity exists, teaching adjunct instructional staff will be provided with a CUNY e-mail address. The colleges will use their best efforts to provide teaching adjunct instructional staff with voicemail and, where feasible, to include them in Department directories.

FACILITIES AT HUNTER

Hunter College Campus School and Building Codes

HN	Hunter North Bldg.	695 Park Avenue, at 68 th Street
HE	Hunter East Bldg.	68 th Street at Lexington Avenue (SE corner)
HW	Hunter West Bldg.	68 th Street at Lexington Avenue (SW corner)
TH	Thomas Hunter Hall	930 Lexington Ave. bet. 68 th & 69 th Street
BC	Brookdale Health Science Center	425 East 25 th Street
SW	School of Social Work	129 East 79 th Street, at Lexington Avenue
RH	Roosevelt House	47-49 East 65 th St. bet. Park & Madison Avenues
GC	Graduate Center	33 West 42 nd Street bet. Fifth & Sixth Avenues
CS	Campus School	94 th Street & Park Avenue
V	Voorhees Campus	450 West 41 st Street

Audio Visual

Hunter North Room 333

Tel. 212-772-4945

Fax. 212-772-5626

The AV Center provides all standard AV equipment:

PROJECTORS

- 16 mm Projector
- Slide Projector
- Overhead Projector
- Filmstrip Projector
- Opaque Projector
- Screen

AUDIO

- Public Address Unit
- Audio Cassette
- Audio CD Player
- Microphone
- Extension Cord

VIDEO PLAYBACK UNITS

- ½" VHS Classroom Playback Unit with 25" Monitor (which is used with all departmental videos)
- ¾" U-MATIC Classroom Playback Unit with 25" Monitor

Always order equipment at least one week in advance. If the event takes place outside of the official AV Hours, you must make arrangements to either pick up the day before the event or return the equipment the day after the event. All equipment should be stored in a double-locked room. Be aware that certain holidays affect the [academic schedule](#). AV has updated delivery service. With three (3) days advance notice, AV will deliver and pickup the following equipment from classrooms:

- * VHS/DVD Players and 27" Monitors
- * Camcorder Setups

* Computer Workstations

Print out an [Audio/Visual Daily Equipment-Use Request Form](http://www.hunter.cuny.edu/icit/av/index.html) online through the AV website at <http://www.hunter.cuny.edu/icit/av/index.html> and either fax it (212-772-5626) or bring it to: AV office 333HN. Also, to email AV requests, please use this address: av_res@hunter.cuny.edu

Book Orders

Hunter Bookstore
212-650-3970

Book orders for each semester should be placed as soon as you know you teaching the course. Faculty are entitled to a discount on books and materials. Books can be ordered via Barnes & Noble or Shakespeare & Co, or through both stores. Shakespeare & Co. will give all faculty a discount on all books.

Computer Science Department

Hunter North Room 1008
Telf. 212-772-5213
Fax. 212-772-5219

All Faculty members may use the academic division of the Computer Center.

E-mail

Adjunct faculty can have an e-mail account. You must fill out a form and have the Chair sign it. You can access your e-mail at any of the college computers. Upon registration all Hunter students (undergraduates and graduates) are given e-mail privileges. You can ask your students for their e-mail address so that you can communicate more efficiently with them in case of an emergency cancellation, or for special announcements relating to grades, class assignments and activities.

Copy and Postal Services (CAPS)

Hunter North Room 325
Telf. 212-772-4341

The Copy and Postal Services (CAPS) maintains a central duplicating and mail service center for the College Community. Separate Mailroom and Print Shop facilities are maintained at the Brookdale campus. The central duplicating service provides black, white and color copying, transparencies, folding, cutting, stapling, postcards and binding. The mail service provides coordination of campus-wide mail pickup and delivery, postage for college mail, folding envelope stuffing (inserting), sealing, packaging, collating and computer generated mail processing. More information can be found at their website address:
<http://hr.hunter.cuny.edu/bus-office/caps/index.html#1>

Please note that this information is being provided as a brief guide and is not complete. Should you have any questions regarding our services, you may contact

Clint Batey	CAPS Supervisor	(212) 650-3765
Angel Vega	Supervisor of Duplicating Services	(212) 772-4341
Carlene McDermott	College Office Assistant	(212) 650-3393
Francisco Sanchez	Doc-u-Match Specialist	(212) 772-4347

Adjuncts may receive mail at the Department and will be assigned a mail box. Messages and assignments left by students will be put in the box with your mail. Outgoing academic mail should be given to the Department Secretary. International air mail and oversized envelopes require Department authorization.