2014

Queens College Adjunct
Handbook Committee

QUEENS COLLEGE ADJUNCT HANDBOOK

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Introduction

We would like to welcome you to the large and diverse adjunct faculty of Queens College of the City University of New York (CUNY)! We are aware that adjuncts have specific questions and needs that may differ from those of full-time faculty. With that in mind, we have created this handbook quick guide as a supplement to the general information that you may have received about Queens College. This handbook is designed with two major goals:

To provide basic information at a glance and

To familiarize you with adjunct-specific resources and initiatives at Queens College.

We look forward to working with you in the semester(s) to come.

Adjunct Handbook Committee:

Eva Fernandez	Center for Teaching & Learning
Yasemin Jones	Provost Office
Raymond Law	Computer Science
Kenneth Lord	Computer Science
Lori Yamato	Comparative Literature
Simone L. Yearwood	Graduate School of Library & Information Science/Library

Important Numbers

OFFICE	LOCATION	NUMBER
Bookstore Ordering textbooks and course packages	Student Union, Basement	718-997-3570
Human Resources Employment, time and leave, paychecks, benefits, etc.	Kiely Hall, 163	718-997-4455
Library Research support, course reserves	Benjamin S. Rosenthal Library	718-997-3702
Office of Converging Technologies Help Desk Computing issues (Blackboard, telephone, etc.)	I-Building, I-100	718-997-4444
Registrar Registration and grading	Jefferson Hall, 1st Floor	718-997-4400
Security and Public Safety Public safety, parking, lost and found	Jefferson Hall, 201	718-997-4443
Undergraduate Scholastics Standards Committee Student appeals of academic policies and procedures (probation and dismissal, withdrawals, grading and temporary grades, etc.)	Frese Hall, 201	718-997-4486

Note: When calling internally from a campus phone, dial the last five digits of a phone number to connect to a specific extension.

Adjunct Faculty Resources

The Adjunct Task Force Report

In September 2011, an adjunct committee comprised of instructors from a variety of disciplines throughout Queens College, the Adjunct Task Force, devised a report outlining specific areas for improvement in the QC adjunct experience. The report may be accessed through the Center for Teaching and Learning's Adjuncts page: http://ctl.qc.cuny.edu/files/2013/09/ATF_Report_september2011.pdf

This report was a first step; the hope is that current and future adjuncts will continue to monitor the implementation of suggestions in the report and make new suggestions as needed.

QC Adjuncts Google Group

The QC Adjuncts Google Group is an open group, created to give all adjuncts a voice. Join or read messages at: http://groups.google.com/group/qc-adjuncts

Adjunct Resources through the Center for Teaching and Learning

Teaching is a highly interpersonal activity, because it involves interacting with students to instigate transfer of knowledge, from you to them. But teaching can also be somewhat alienating, because most teaching involves only one instructor at a time, so learning best practices from other faculty can be difficult. Fortunately, there are multiple opportunities for faculty to learn about teaching, and about how students learn. You are encouraged to become familiar with offerings from the following three units at Queens College:

> The Center for Teaching and Learning (CTL, http://ctl.qc.cuny.edu/) offers workshops and leads initiatives related to all aspects of teaching and learning. Look for information about CTL events in the QC Mailer, or subscribe to the Socrates email distribution list (http://lists.qc.cuny.edu/mailman/listinfo/socrates).

> Many of CTL's initiatives are related to technology, and these are supported by a team of technologists, student mentors, and faculty collaborators who work together to improve teaching through technology. Many technology-focused events and workshops are held at the Faculty Development Lab, located in Razran 360.

> Writing at Queens (WaQ, http://writingatqueens.qc.cuny.edu/) supports and administers the College's writing curriculum, and provides resources for both students and faculty.

> The Office of General Education (http://www.qc.cuny.edu/gened) oversees the development, management, and coordination of the general education curriculum, and offers support for faculty teaching general education courses.

There are also opportunities CUNY-wide to explore teaching practices, including the following:

> The Office of Undergraduate Studies coordinates programs designed to improve and support teaching and learning, and organizes an annual conference on teaching, http://www.cuny.edu/about/administration/offices/ue.html; this office commissioned a manual on Best Teaching Practices, http://www.cuny.edu/academics/resources/teaching-practices.html, which includes brief guides as well as recommended readings on multiple aspects of teaching.

The Office of Academic Affairs at CUNY organizes an annual conference on instructional technology, http://cunyitconference.commons.gc.cuny.edu/, and supports a number of technology-related initiatives, http://www.cuny.edu/academics/initiatives/academictechnology.html.

Many adjunct initiatives are sponsored by or are otherwise under the auspices of the Center for Teaching and Learning. The CTL page has a section devoted to adjunct events: http://ctl.qc.cuny.edu/teach/adjuncts. This, along with the Google Group's listserv, is your best resource for finding out about adjunct events.

Adjunct Colloquium Series

In addition to adjunct orientations, the Center for Teaching and Learning in conjunction with the Adjunct Events Committee, an adjunct-led group, leads an adjunct colloquium series every semester, devoted to open discussion of teaching issues as well as adjunct rights and benefits.

Adjuncts are encouraged to suggest and arrange other formal and informal get-togethers through the CTL, which can help arrange for various levels of support as needed. Past and future Adjunct Colloquium series are posted on the CTL adjuncts page at http://ctl.qc.cuny.edu/teach/adjuncts/.

Adjunct Space

Space is available for meeting and relaxing in the Faculty Resource Center (FRC) in CEP Hall 2, located in Parking Lot 7, behind the Student Union. The space has a refrigerator, microwave, and toaster oven, as well as private meeting rooms, a computer lab, and lockers. Adjunct Space in CEP II includes 4 rooms. Visit the Center for Teaching and Learning's Adjuncts page to learn more: http://ctl.qc.cuny.edu/adjunct-space-cep-ii/.

Employment Procedures

Forms Required for Adjunct Appointment

Newly hired adjuncts must complete a new hire employee documentation package for "Adjuncts—Teaching and Non-teaching." See your department assistant and/or download the form at:
http://www.qc.cuny.edu/HR/forms/Pages/default.aspx.

Getting Paid

Paychecks are issued biweekly. Receipt of payment through direct deposit is encouraged; an application form is included in the documentation package above. If you do not choose direct deposit, checks will be mailed. You may also request to pick up your check at Bursars by contacting Allison Ross (Allison.Ross@qc.cuny.edu).

General Information

Directions to Campus

Address:

> Queens College
> 65-30 Kissena Blvd
> Queens, New York 11367
> Phone: 718-997-5000

Queens College is located at the corner of the Long Island Expressway and Kissena Boulevard (Exit 24) in Flushing.

Driving directions From Long Island and Points East: Take the LIE westbound; watch for QC signs. If you need to get to the main gate on Kissena, get off at exit 24 (Kissena Boulevard). Make a left at the light and take overpass onto Kissena Boulevard. If you want on-campus parking, get off at exit 23, turn left onto Main Street overpass. Watch for QC signs to Kupferberg parking.

From Manhattan and Points West: Take the LIE eastbound; watch for QC signs. Get off at exit 24 (Kissena Boulevard). If you need the main gate, continue down the service road until the first traffic light (Kissena Boulevard). Make a right onto Kissena. If you want on-campus parking, watch for signs for Kupferberg parking as soon as you exit the LIE. Do not go to traffic light.

Public transportation

Subway:

1. **Via Flushing:** Take the Long Island Railroad or the #7 subway to Main Street, Flushing. From Main Street, take the Q25, Q25-34, Q34 or Q17 bus.
2. **Via Forest Hills:** Take the E, F, G, or R subway to the 71st and Continental Avenue in Forest Hills. Take the exit marked "North side 70 Ave and 108 St." At the corner, take the Q64 bus to Kissena Boulevard and Jewel Avenue. Stops one block south of campus.
3. **Via Jamaica:** Take the F subway to Parsons Boulevard or the LIRR to the Jamaica Station. From Jamaica Avenue and 160th Street or Hillside Avenue and Parsons Boulevard, take the Q25, Q25-34, or Q34 bus. From Hillside Avenue and either 169th or 179th Street, take the Q17 bus to the LIE and Kissena Boulevard.

Bus:

1. **Q25-34** Runs from Main Street, Flushing (#7 subway and LIRR stations), along Kissena (stops at the main gate) and Parsons Boulevards to Jamaica Avenue and 160th Street (BMT and IND).
2. **Q44** Runs from West Farms Square, Bronx (IRT) to Sutphin Boulevard, Jamaica (LIRR station). Stops at Main Street and Melbourne Avenue, two blocks west of campus.
3. **Q64** Runs from Continental Avenue, Forest Hills (IND), along Jewel Avenue to 164th Street. Stops one block from campus.
4. **Q17** Runs from Main Street, Flushing (#7 subway and LIRR stations), to 165th Street terminal in Jamaica (passing the IND 179th Street station). Travels along Kissena Boulevard, LIE service road, 188th Street, and Hillside Avenue. Stops at Kissena and the LIE, two blocks from the main gate.
5. **Q88** Runs from Springfield Boulevard and Union Turnpike along Springfield to 73rd Avenue; along (or west on) 73rd Avenue to 188th Street; along 188th Street to the LIE; along LIE service road to Queens Boulevard and Woodhaven Boulevard. Stops at Kissena Boulevard and the LIE, two blocks from the main gate. .

For additional transit information, visit http://hopstop.com/.

Approximate travel time from midtown Manhattan
By car: 30 minutes
by subway and bus: 60 minutes

Campus Map

Queens College is located on a 77-acre, tree-lined campus surrounding a traditional quad with a magnificent view of the Manhattan skyline. A map of the campus can be found here:
http://www.qc.cuny.edu/about/directions/2d/Pages/default.aspx.

Academic Calendar/Schedule of Classes

Links to the Academic Calendar and Schedule of Classes can be found on the Registrar's website:

Calendar: http://www.qc.cuny.edu/registrar/calendars/
Schedule of Classes: http://www.qc.cuny.edu/registrar/schedule/

The website also provides tables of course offerings in each program for the current semester and other information about registration and deadlines. The fall and spring semesters have fifteen weeks including final examinations. Weekend College may run on a slightly different schedule; for more information, check the Weekend College website (http://qcpages.qc.cuny.edu/weekend/). Summer courses are run in four sessions, two starting in June (or late in May) and two starting in July. The College offers short sessions (three weeks) and long sessions (approximately six weeks). See the Summer Session Program website for more information:
http://www.qc.cuny.edu/academics/specialprograms/summerSession. Winter session runs for three weeks in January; see the Winter Session Program website for more information:
http://www.qc.cuny.edu/ACADEMICS/SPECIALPROGRAMS/WINTER/Pages/default.aspx.

Conversion Days and Free Hour

Occasionally, to make up for days lost to holidays, classes follow the schedule for another day of the week. For example, a Tuesday might be "converted" to a Thursday schedule. If you have a Thursday class you would meet that Tuesday instead of Thursday. These days are listed in the calendar; be aware of these days as you create your syllabi.

To facilitate student club meetings and other student gatherings on this commuter campus, there are "free hours" during which no classes are held. These are currently Monday and Wednesday from 12:15 to 1:30.

Policies on Religious Observances and Class Examinations
New York State Education Law provides that "Students...who are unable, because of their religious beliefs, to attend classes on a particular day... shall... be excused from examination or any study or work requirement." The Academic Senate has provided following guidelines for accommodating conflicts between religious observances and class examinations. Guidelines can be found here:
http://www.qc.cuny.edu/about/administration/Provost/Policies/Pages/ReligiousAccommodations.aspx.

Campus Directory
Access to the campus directory containing a complete listing of campus offices and staff can be found here:
http://www.qc.cuny.edu/pages/directory.aspx.

College Webpage
The College's main website may be found at: http://www.qc.cuny.edu/.

The College's intranet, MyQC, may be found at: http://myqc.qc.cuny.edu/.

Websites for some faculty and staff at the College can be found at: http://people.qc.cuny.edu.

College Computer/E-Mail Accounts

CUNYfirst
To access personal and course information all adjunct faculty must have a CUNYfirst account. To sign up for CUNYfirst, visit https://home.CUNYfirst.cuny.edu.

College Account Management System (CAMS)
CAMS manages your QC_Username and QC Webmail. Through CAMS, you activate your QC_Username account (Active Directory network and WiFi), which may be used to login to computers on campus and access network resources (including MyQC). A CAMS account is also required for online Help Desk requests, the Speedy Q Printshop, parking applications, etc. Signing up for your CAMS account also activates your QC Webmail account. To sign up for a CAMS account, visit https://cams.qc.cuny.edu/. You should activate your CUNYfirst account prior to activating your CAMS account.

Blackboard
CUNY's course management system, Blackboard, enables you to post course materials on the web, build interactive online activities, administer and grade assignments and tests, keep an online grade book, capture your lecture, and much more. Blackboard is administered centrally by the University and therefore is accessed through the CUNY portal.

You will need an account ("Portal ID") and password to access anything on the CUNY portal. To register for a portal ID go to http://www.cuny.edu and click on "Portal Log In." Click to register for a new account. You will need to provide your last name, social security number and date of birth. Note that if you have not had your paperwork processed through Human Resources and you are not in the CUNYfirst system, or if your department has not yet scheduled you as the instructor of a specific course, you will not be able to get a portal ID. Also note that your portal ID is an entirely different account from your CUNYfirst and CAMS accounts (see above).

E-Mail/Lotus Notes

Queens College uses the e-mail software Lotus Notes. All QC email addresses end in an @qc.cuny.edu extension. Once you have created a CAMS account, you may access your email via the Lotus Notes client (which should be installed on your campus computer; if it is not, you can download it here: http://homer.oct.qc.cuny.edu/). You may also access your email through the web client: http://mail.qc.cuny.edu. The Center for Teaching and Learning has created a useful tip sheet that provides more practical information about setting up your account (general setup information, account forwarding, etc.) and details the advantages of using your QC email account: http://teachlearn.commons.gc.cuny.edu/?p=92. For additional assistance, you may also call the Help Desk: x74444. Be sure to check your email often, as many official College communications will reach you via this medium.

Faculty IDs

It is important for adjunct faculty to obtain an ID card. Queens College ID cards are called QCards. General QCard Information can be found here: http://www.qc.cuny.edu/StudentLife/services/online/qcard/Pages/gettingyourcard.aspx.

There are special requirements for first-time faculty; see your department's office assistant for additional information. You must wait 24-hours after activating your CAMS account to receive your ID card. QCards are issued in the QCard Office, located in the Dining Hall, 128.

Campus Libraries

The three Queens College libraries—Rosenthal, Art, and Music—encourage you to take advantage of their educational services, including tours, class integrated library instruction, and online and traditional library resources. Books may be checked out with a Queens or other CUNY college ID card. Contact information for subject librarians is under "About the Libraries on the libraries webpage." Use the "Library" link on the Queens College home page to access many college and university library services, instructional and lending services, and current hours: http://library.qc.cuny.edu.

The library's website also includes information about off-campus database access, course reserves, Interlibrary Loan (ILL) and CUNY Library Inter-College Services (CLICS).

Campus Mail

Mail is typically delivered daily to departments or to a central location in your building. Large packages are usually delivered to departments a few times a week. If you are expecting a package, you may also go directly to the mailroom (Dining Hall 010; x 73043) and sign for it. Call the mailroom if a package has not arrived in a reasonable length of time.

Campus Bookstore/Textbooks

The Queens College Bookstore is located in the basement of the Student Union. You may access the bookstore online at: http://www.bkstr.com/Home/10001-10208-1?demoKey=d. You may also reach the bookstore by phone at x73570.

The "My Textbooks" component of CUNYfirst is intended to fulfill two purposes: to allow faculty to identify and order textbooks through a central location, and to allow Queens College to be in compliance with the textbook requirements of the Higher Education Opportunity Act (HEOA) by making the expense of course materials more transparent for students. Enter the textbooks you wish to assign for your classes into CUNYfirst. See your department's office assistant for additional information on choosing and ordering appropriate course materials. It may take several weeks to fill an order. The bookstore does not set deadlines, but encourages early ordering. Before the beginning of the semester, check with the bookstore to confirm that the books have arrived. The library will order copies of any book that you are using for a course.

Desk copies of textbooks are not available through the bookstore. Contact your department for information on ordering desk copies, or reach out to the textbook publisher directly.

Campus Food Services

Both the Dining Hall and the Student Union house a range of cafeteria-style food vendors. The Agora Café (Student Union, 1st Floor) is primarily used by faculty; at present, it serves buffet lunches. The library and the Science Building have cafés serving Starbucks coffee and an assortment of beverages, pre-packaged sandwiches, snacks and salads. For more information about vendors, please see:
http://www.qc.cuny.edu/StudentLife/services/food/ and http://www.dineoncampus.com/queenscollege/.
There are also vending machines distributed throughout the campus.

Security/Parking/CUNY Alert

Security
The Security Office is located in Jefferson Hall, 201 (x74443). (You may find that having this number easily available on your cell phone is a good idea!) Security has a wide range of responsibilities on campus. Please contact security if you have any concerns about safety on or around campus. The College's Lost and Found is also located in the Security Office.

Keys/Office & Classroom Access
Key requests are handled by the Queens College Security Department Lock Shop (Security Office, Jefferson Hall, 201). If you are new to the College or if you have lost your original office or restroom key, you will need a Key Request form from your department. Key requests may take up to a week to process. Please see your department office assistant and the Public Safety website for more information: http://www.qc.cuny.edu/about/security/Pages/LockShop.aspx.
Some classrooms and offices can be accessed via your QCard. You must visit the QCard office in the Dining Hall, room 128 to have the access chip activated.

Some departments are able to provide office space for adjunct faculty. This is usually shared space. Arrange computer and telephone access with your department. If you are Weekend College faculty and cannot access your department offices, contact the Director of Weekend College to see if other space can be provided. Additional space for adjunct faculty is located in CEP2 (more information about this space may be found in the Resources for Adjunct Faculty section above).

Most campus buildings are locked at night and on weekends and holidays. To obtain access when your building is locked, go to the Main Gate on Kissena Boulevard with your Queens College ID card.

Parking
To park on campus you must purchase a parking decal or permit. For more information about parking, visit http://www.qc.cuny.edu/about/security/Pages/ParkingAndTrafficRegulations.aspx.

Distressed and/or Disruptive Students
Students who are disruptive in class or have other discernible problems that are interfering with their academic work should be reported to the College Counseling & Resource Center, Counseling Services. This office publishes a guide for QC faculty and staff: http://sl.qc.cuny.edu/pdfs/HOW%20TO%20DEAL%20WITH.pdf.

Fire Drills
The College conducts periodic fire drills. By law, Security personnel must—and will—clear the building.

Emergency Closings/CUNY Alerts

Class cancellations and College closings due to weather conditions or other unexpected events are posted on the College website and announced on local stations, including WCBS (880 AM) and WINS (1010 AM). You may also contact the Main Gate Security office (x 75912). Unless there is an official cancellation, classes are held. You should sign up for CUNY Alerts (http://www.cuny.edu/news/alert.html), to be notified of emergencies or weather related closings via mobile phone, home phone, and/or email.

Teaching Policies, Procedures, and Advice

Access to Classroom Technology and Computer Labs

You will be assigned a classroom based on enrollment and special needs. While many classrooms are already fully equipped for digital projection of multimedia presentations, you should inform your department secretary of any special classroom requirements to ensure proper room assignment. Before using multimedia-equipped classroom setups, new faculty members must be briefly trained by an OCT Media Services staff member. The Media Services division of OCT (Kiely Hall, 142; x75960; http://www.qc.cuny.edu/Computing/MediaServices/Pages/Welcome.aspx) also supplies additional audiovisual and technological support for classrooms that are not yet fully equipped. A Media Services Request form can be found here https://myqc.qc.cuny.edu/Pages/MediaServicesRequest.aspx. It is often necessary for instructors to pick up requested equipment from Media Services before their class and return it there afterwards. Students may also pick up equipment, but proper signatures are required first. Instructors, who teach evening sections, including Friday evening sections, may need to make special arrangements for overnight storage of equipment in the department office or other location.

Videos can be ordered from the Library Media Center (Rosenthal Library, 1st Floor or via the Library website: http://library.qc.cuny.edu/). If you are planning to show a video regularly over several years and the College does not own it, you can ask whether the Library will purchase it.

Class Meetings

The class schedule assumes that 50 contact minutes are equivalent to one hour of instruction. Most College courses have either 3 or 4 instructional hours per week; as the semester has 15 weeks, there are 45 or 60 hours per semester. Corresponding class durations depend on the number of class meetings per week, as follows:

Hours/week	Classes/week	Duration of each class	Total instructional hours in semester
3	3	50 minutes	45 hours
3	2	75 minutes	45 hours
3	1	150 minutes	45 hours
4	4	50 minutes	60 hours
4	2	100 minutes	60 hours
4	1	200 minutes	60 hours

The number of course credits is usually equivalent to the number of class hours per week, but not always. For example, a course which meets 4 hours a week might earn four, three, or even fewer credits. This is often the case with studio art courses and with laboratory sections in the sciences. Weekend College hours and final exam schedules often differ, as do schedules in the summer and winter sessions.

Grading System/Grades

Grades are submitted through CUNYfirst. At some point near the end of each semester, you will receive an email notification at your QC email address informing you of the availability of the system and deadline dates. The grade roster may contain certain grades already assigned by the Registrar, including audit (AU), official withdrawal (W), and withdrawn failing (WF, given in the case when a student has officially withdrawn from a course and you have evaluated his work as failing at the time of the withdrawal).

Grades

Undergraduate

Assigned grades (A+ through F and WU), once entered into the CUNYfirst system by the instructor, stand as final evaluations. An assigned grade may not be changed later by additional assignments, retesting, or auditing a class. In special circumstances, an instructor may choose to assign a grade of incomplete (INC), with the understanding that the student will complete the coursework and the instructor will assign a letter grade by the end of the following semester.

Passing Grades

Passing grades assigned by faculty are A+ through D. (There is no grade of D–.) Grades of A+ show on the student's record but are counted as an A in the grade point average (GPA). P (Pass) is assigned in place of a passing grade when a student chooses the P/NC grading option or when a P is the only legal grade that may be assigned in a course and the instructor has submitted an earned passing grade. P earns credit but is not calculated in the GPA.

More information regarding grading can be found on pages 64–69 of the 2012–13 Undergraduate Bulletin: http://www.qc.cuny.edu/Academics/Documents/Undergraduate_Bulletin_2012_13.pdf.

Graduate

The following grades are used in the Graduate Division of Queens College: A+, A, A–, B+, B, B–, C+, C, C–, F.

To ensure uniformity of grading standards, the Committee on Graduate Scholastic Standards has approved the following table of equivalents:

A+	97–100
A	93–96
A–	90–92
B+	87–89
B–	80–82
B	83–86
C+	77–79
C	73–76
C–	70–72
F	0–69

The following special grades are also used in the Graduate Division:

W (Withdrawn Passing): Given when a student withdraws formally from the fourth through the eighth week, or after the eighth week of the semester with a passing grade in the coursework completed.

WF (Withdrawn Failing): Given when a student withdraws formally after the eighth week of the semester with a failing grade in the coursework completed.

WU (Withdrawn Unofficially): Given when the student ceases to attend classes without formally withdrawing from the course. WU is equivalent to a failure.

WA (Administrative Withdrawal): Given when the student fails to comply with New York State Public Health Laws #2165 and #2167 (Immunization).

P is a passing grade that is valid only in those few courses that are designated as permitting this grade.

Z is a temporary grade assigned when an instructor does not submit a grade.

Audit (Aud.) indicates that a student registered and paid for a course and attended classes, but was not required to do coursework and will receive no credit for the course. Courses that have been audited may not later be repeated for credit, nor will credit be granted for an audited course.

Student Academic Support

The College provides a variety of offices and services intended to help students succeed academically. You may want to be aware of these services and suggest them to your students as needed. As the QC motto "We learn in order to serve" (*Discimus ut serviamus*) expresses the mission of Queens College, "We serve in order that students may learn" (*Laboramus discipuli discant*) is the call to action of the Academic Support Center. More information regarding the services provided by the Academic Support Center can be found here: http://www.qc.cuny.edu/Academics/SupportPrograms/SupportCenter/Pages/default.aspx.

Academic Integrity and Plagiarism

Academic dishonesty is prohibited in the City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion. The CUNY Policy on Academic Integrity as adopted by the Board, is available to all students. More information on the CUNY policy statement can be found here: http://web.cuny.edu/academics/info-central/policies/academic-integrity.pdf.

All cases of academic dishonesty, such as cheating or plagiarism, should be reported both to your chairperson and to the Academic Integrity Officer, Emanuel Avila, Emanuel.Avila@qc.cuny.edu (Student Union 320, x3971) for disciplinary action. Academic violations should never be ignored and you should not respond by simply assigning a failing grade. Be sure to keep all written materials which may be pertinent. You should take measures to avoid incidents of academic dishonesty. Take time to explain plagiarism and indicate in your syllabus that plagiarism is unacceptable. Students sometimes claim to be unfamiliar with plagiarism. To avoid misunderstandings, tell your students when to cite sources and show them how to do so properly. Make clear your policy on cooperation among students in completing assignments. Similarly, you can take precautions against cheating on in-class exams, for example, by pre-marking exam books to prevent switching, keeping tight control over the number of books that circulate during an exam, prohibiting students from having extraneous papers on their desks, etc.

In the case of first-time offenders, the usual college punishment is therapeutic (i.e., counseling). Repeat offenders are subject to suspension or dismissal from the college. Academic punishment, however, is up to the instructor, and may vary from failure on a specific assignment to failure in the course. The chair will support the instructor's decision even when the chair may feel the punishment is too weak or too harsh.

The best tactic for dealing with academic dishonesty is to prevent it from happening, and there are resources available for you to learn more about how to create the kinds of assignments that make it very difficult for students to cheat. Writing at Queens has assembled a list of resources that encourage academic integrity in writing assignments: http://writingatqueens.org/for-faculty/plagiarism-resources/.

Course Materials

Syllabus

You must prepare a syllabus for each course you teach and provide a copy to your department, which normally will keep it on file. The audience for the syllabus is students who are considering taking the course or already enrolled in it, but sometimes syllabi are used by curricular committees to assess aspects of the course.

There is no page limit for a syllabus, and there is variation in practice (some instructors produce highly detailed syllabi, others maintain that a single double-sided page is sufficient). Similarly, there is no strict structure required: any format that presents the course in a coherent fashion is acceptable.

Some information on what a syllabus should include is posted on the provost's website under Curriculum and Student Issues (http://www.qc.cuny.edu/about/administration/Provost/CurriculumStudent/Pages/EffectiveCourseSyllabus.aspx) and your department may have further expectations. In general, the syllabus should provide your name and contact information (office address, phone number, and hours; email), information on material to be covered, and how students will be evaluated, including the number, type, and due date of assignments you will give, and the relative weight each assignment, class participation, and exam will carry in determining the final grade. It is particularly important that your expectations about student evaluation be clear, as a frequent basis for student appeal of grades is lack of clarity in evaluation criteria.

Use of Student Work

All programs in New York State undergo periodic reviews by accreditation agencies. For these purposes, samples of student work are occasionally made available to those professionals conducting the review. Anonymity is assured under these circumstances. If you do not wish to have your work made available for these purposes, please let the professor know before the start of the second class. Your cooperation is greatly appreciated.

Accommodations for Students with Disabilities

Students with disabilities needing academic accommodation should register with and provide documentation to the Office of Special Services, Frese Hall, room 111. The Office of Special Services will provide a letter for you to bring to your instructor indicating the need for accommodation and the nature of it. This should be done during the first week of class. For more information about services available to Queens College students, contact the Office of Special Services (718-997-5870) or visit their website (http://sl.qc.cuny.edu/oss/).

Attendance

You are required to submit your attendance information online via the CUNYfirst Verification of Attendance Rosters feature once each semester, after the end of the third week of classes. At the first meeting of your class, you must check that all students present are listed in the class roster that appears on CUNYfirst. Ask any students not listed to show proof that they have registered—this is normally their bill from the Registrar's Office. Please note that you can also get an updated roster from Blackboard.

For detailed instructions please see:
http://www.qc.cuny.edu/CUNYfirst/Faculty/Documents/CUNYfirst_verification_of_attendance_rosters.pdf.

Copying Services

Your department copier should only be used for small jobs, such as class quizzes, initial copies for reserve use, etc. Class syllabi and exams should be prepared far enough in advance to be sent to Reprographics (Jefferson Hall, 08; x74484;

). Never wait until the day you are giving an exam to make copies; the department machine, like any equipment, can break down.

Observations and Course Evaluations

Teaching Observations

All adjuncts with less than ten semesters of teaching at Queens are observed teaching by a faculty member each semester. The observation takes place during a regularly scheduled class period; the observer is a full-time faculty member designated by the department. After the observation, the instructor and the observer discuss the observer's report, and a written copy, accompanied by any comments the instructor may wish to add, is placed in the adjunct's file. These observations are signed by both the observer and the observed. Ideally, the observation is done in the spirit of mentorship between established and new faculty.

Adjuncts who have completed more than ten semesters of teaching service are entitled to request a teaching observation. A more recent evaluation may be useful for the purposes of promotion and/or an internal or external job search.

End-of-Semester Course Evaluations

Queens College routinely conducts course evaluations, using a questionnaire that was designed by the Teaching Excellence and Evaluation Committee of the Academic Senate. Data from these evaluations serve a number of important functions:

- They can be used by instructors to assess the impact of their teaching and course materials on their students. The prose comments provided by students are particularly helpful in this respect.
- They can be used by students to make decisions about what courses to take in an upcoming semester.
- They can be part of the supporting materials put together by faculty for purposes of reappointment, tenure, and promotion

Evaluations are open for the last four weeks of the semester. Announcements are sent via QCMailer to both students and faculty. The Center for Teaching and Learning website provides more complete information about this College-wide initiative: http://www.qc.cuny.edu/Academics/SupportPrograms/CTL/Projects/Pages/evaluations.aspx

Faculty can access the results of these evaluations after they have been compiled and tabulated. Summary data is available here: http://courses.qc.cuny.edu; more detailed written student comments are available here: https://apps.qc.cuny.edu/courseevaluation/.

Individual departments may also distribute end-of-semester evaluations that target discipline specific goals.

Adjunct Grants, Honors, and Opportunities for Professional Development

Teaching Awards

Queens College recognizes teaching excellence in its adjunct faculty every year with its President's Award for Excellence in Teaching by Adjunct Faculty.

Professional Development Funds

All adjuncts teaching six or more classroom contact hours in the semester and have taught two or more courses for the two most recent consecutive semesters (not including summer session) are eligible to apply for a grant from the Adjunct Professional Development Fund. See the PSC website for further information and an application: http://www.psc-cuny.org/our-benefits/adjunct-cet.

Queens College and CUNY Professional Development Seminars and Workshops

Adjuncts are often eligible to attend College- and university-wide faculty development seminars and workshops. These are usually announced via campus mailers and on the CTL website. Check individual calls for participants for eligibility and funding.

Tuition Waiver Benefit

In many cases, adjuncts are eligible for tuition reimbursement for courses relevant to professional and teaching responsibilities at Queens College. The Human Resources website contains further information and application forms: http://www.qc.cuny.edu/HR/Pages/AdditionalBenefits.aspx. You may also contact Brandis Ruffin (x74491, brandis.ruffin@qc.cuny.edu) for more information.

Adjunct Rights and Benefits

Adjuncts and PSC-CUNY

The Professional Staff Congress (PSC-CUNY), the union that represents the more than 24,000 faculty and staff members of CUNY, has a Committee for Part-Time Personnel. The website for this committee (http://www.psc-cuny.org/about-us/committees/committee-part-time-instructional-staff) contains a wealth of information about professional development, health insurance, and other part-timer rights and benefits.

The PSC has produces several pamphlets detailing the rights and benefits of CUNY's part-time faculty. Please refer to the PSC's website for a fuller treatment of the issues outlined below: http://www.psc-cuny.org/sites/default/files/CUNYadjunctsRightsAndBenefits_0.pdf .

The PSC part-time liaison for Queens College is Abe Walker (awalker@qc.cuny.edu). Additional information for the Queens College delegates can be found here: http://www.qc.cuny.edu/psc/Pages/default.aspx.

Workload Limits and Overload Waivers

Adjuncts may teach up to nine contact hours at one college (regardless of the number of courses that make up the nine hours) and one course (not exceeding six contact hours) at a second CUNY college.

If you exceed these limits, you must inform all chairs of departments in which you teach. A department may apply for an overload waiver to allow you to teach in excess of the contractually agreed upon limits. Approval of waivers is on a case-by-case basis, depending on the needs of the colleges and departments involved. Even if an approval is granted, payment for overload credits is often delayed.

Office/Professional Hour

Adjuncts who teach six or more contact hours at the same college will be paid at 100% of their teaching rate for an additional hour per week. This hour is designated for holding an office hour, during which the instructor makes him- or herself available to meet with students, and/or other professional development. This hour does not count toward the maximum number of hours an adjunct may teach.

Reappointment

Notice of reappointment (including your title and hourly rate) or non-reappointment is given by December 1 and May 1 in the fall and spring semesters, respectively. Notify PSC-CUNY if you do not receive a letter of reappointment or non-reappointment. Reappointment often depends on a variety of factors—many beyond the control or talent of the instructor—including department, college, and university budgets, curricular needs, and student registration. If the College cancels a class once you have begun teaching, you must be paid in full.

After six consecutive semesters of employment in the same department (excluding summer sessions), an adjunct is entitled to a year-long (as opposed to semester-by-semester) reappointment.

Health

Additional information regarding the Part-time Adjunct Health Benefits can be found on the PSC''s website located here: http://www.psc-cuny.org/our-benefits/part-timer-health-benefits.

COBRA

If you are an adjunct who teaches fewer than six hours a semester or work under ten non-teaching hours, you may be eligible to receive or maintain your health benefits under COBRA. Additional information regarding your rights as an adjunct and COBRA Health benefits can be found here: http://www.psc-cuny.org/sites/default/files/CUNYadjunctsRightsAndBenefits.pdf.

Sick Leave

Sick Leave is referred as "temporary disability" in the PSC-CUNY Contract. Under the contract, an adjunct receives one single sick day each semester, which does not accrue. Additional information can be found here: http://www.psc-cuny.org/our-rights/sick-leave.

Retirement

Retirement plans for CUNY adjuncts are available through the Teachers' Retirement System of the City of New York (TRS). TRS offers both a pension plan as well as a Tax Deferred Annuity. The nature of retirement is riddled with complex rules, calculations, and exceptions. Every person may have a slightly different retirement plan. Please refer to the TRS main site for additional information: https://www.trsnyc.org/trsweb/index.html. You may also contact HR for more information.

Promotions and Pay Rates

Promotion

As an adjunct at CUNY you advance in pay by moving up in step or by moving up in rank. Moving up in step is automatic. Every three years of service entitles you to one step increase which takes effect the July 1 after you become eligible. There are up to five steps in each level. Please see the PSC-CUNY website for updated salary schedules as they become available: http://www.psc-cuny.org/sites/default/files/SalarySchedules0710.pdf.

If an adjunct feels that he or she should change title (e.g., from an adjunct lecturer to an adjunct assistant professor because the adjunct has received an advanced degree or has met other field-specific markers of advancement), the department may petition for the adjunct's advancement. Check with your individual department about policies regarding promotion.

Adjunct Hourly Pay Rates (as of August 2012)

	Adjunct Lecturer	Non-Teaching Adjunct I & II
Step 1	64.84	38.91
Step 2	67.42	40.45
Step 3	70.15	42.09
Step 4	73.28	43.98
Step 5	80.70	48.41

	Adjunct Assistant Professor	Non-Teaching Adjunct III
Step 1	73.53	44.12
Step 2	76.48	45.90
Step 3	79.54	47.73
Step 4	87.29	52.37
Step 5		

	Adjunct Associate Professor	Non-Teaching Adjunct IV
Step 1	79.29	47.58
Step 2	82.47	49.49
Step 3	85.78	51.47
Step 4	88.94	53.36
Step 5	97.16	58.30

	Adjunct Professor	Non-Teaching Adjunct V
Step 1	87.94	52.76
Step 2	91.46	54.87
Step 3	95.12	57.07
Step 4	98.27	58.96
Step 5	107.04	64.23

Conversion from Adjunct to Full-Time Faculty

There is currently no single preferential path for adjunct faculty to become full-time, tenured faculty. Queens College does encourage adjuncts to apply for open positions in their disciplines through the appropriate channels.

Full-time positions as lecturers for which the hiring pool is limited to long-time adjuncts ("conversion lines") do sometimes come up. Specific hiring criteria are set by individual departments. Check with your department for your eligibility if such a line is made available to your department.