

***Adjunct Faculty Information***  
Arts, Communication, Humanities Division  
PERFORMING ARTS DEPARTMENT  
Fall 2009

Here is an outlined summary of answers to questions that adjunct faculty at Pima Community College most often ask. Detailed information about certain subjects can be found in various handouts and through [www.pima.edu](http://www.pima.edu). Online information for the Performing Arts Department can be found through the chair's web site: <http://wc.pima.edu/~manelson>. Click on "adjunct faculty information."

- I. Faculty Resource Center (FRC) (206-6723): In Santa Rita Building #A215. The Center provides space for adjuncts to meet students and for clerical and computer support. Call Carissa "Cari" Urbalejo (206-3241), [Carissa.Urbalejo@pima.edu](mailto:Carissa.Urbalejo@pima.edu) for further assistance.
  - FRC assists in setting up your Pima email and telephone extension.
  - Adjunct instructor mailboxes are there and you are required to check your mailbox frequently for college and division announcements.
  - Turn in and pick up copying requests
  - Access after hours and on weekends via keypad – contact the FRC for procedures on how to access the keypad.
  - Most paperwork (except MUP contracts and items below) will be routed through FRC
  - Files for your department are available through FRC
  
- II. Adjunct Pay
  - Semester pay comes every two weeks. Current pay scale is \$710 per load hour. . If contracts are signed by adjuncts and accepted by the ACH Dean by August 19th, the first paycheck will be on September 4<sup>th</sup>. If not, the first paycheck will be on September 18<sup>th</sup>.
  - Any additional questions can be answered by the Dean, Dee Lammers, in Sentinel Peak (SP) J114, 206-6690.
  
- III. Arts, Communication, Humanities Division Offices
  - Faculty Support Technicians:
    - a. Cheryl Howell, SP J112 (206-6974), [chowell@pima.edu](mailto:chowell@pima.edu)
    - b. Jeanne Lewis, SP J112 (206-6973), [jlewis@pima.edu](mailto:jlewis@pima.edu)
  - Department Chair : Mark Nelson, DMA, (206-6826), [mark.nelson@pima.edu](mailto:mark.nelson@pima.edu)
  - Division Dean: Dee Lammers, J.D., 206-6690), [dllammers@pima.edu](mailto:dllammers@pima.edu)
  - Office support staff will call or email you at your Pima e-mail about schedule or room changes. ***Please check your Pima email often!***
  
- IV. Grades
  - Policies
    1. A grading policy with clear criteria must be spelled out in your syllabus. It should be clear enough that the department chair and dean can immediately

understand your policy. You will enter 45<sup>th</sup> day accountability and final semester grades online (see the support staff at the FRC if you need help). The window for submission of final grades will be announced later in the semester. Please check your Pima email and mailbox often! Make a hard copy for yourself for your records.

2. Grades are up to you according to college regulations. Your grade book or a copy of it must be turned into the division offices at the end of each semester in case a student has questions when you are off contract and you cannot be reached.
3. **W** and **I** grades: Students can withdraw themselves from a class without penalty before the refund deadline of September 8 or without a refund by Nov. 12. You can also give a student a “W” on your 45<sup>th</sup> day roster if they never attended class. Students can continue to withdraw from class with your signature up to final exam week. The “I” grade is an incomplete grade. It should not be given lightly. The student must have already completed at least 75% or so of the work or more and be capable of finishing it without your guidance after the semester. It must be completed within a calendar year or the grade automatically turns into an “F.” You can also create a plan with the student to finish the incomplete within a specific time or under specific circumstances if warranted.

#### V. Important dates of the semester:

- Orientation for all new and returning Performing Arts Department adjunct instructors is on Wednesday, August 19, 2009, 5:00 PM in room CFAMUS 23 in the Center for the Arts.
- Drop/Add period: The add period for classes beginning on August 26 is Aug 26-Sept. 1. The drop deadline with refund is Sept. 8. Student withdrawal deadline (self-withdrawal) is Nov. 12. See p. 2 of the fall 2009 schedule of classes for more information and a printed academic calendar.
- 45<sup>th</sup> day rosters: The submission of 45<sup>th</sup> day rosters is **essential for our state funding** and will be done online by all instructors except those teaching MUP classes who are not the instructor of record. The actual 45<sup>th</sup> census date is October 9. You will be notified of the window to submit 45<sup>th</sup> day attendance rosters. You can also request help from our support technicians as well as at the FRC.
- Holidays for fall semester: Labor Day Sept. 7, Veteran’s Day, Nov. 11, Thanksgiving Nov. 26, 27. The college is closed during these holidays.
- The end of the semester is December 20. The window for entering final grades will be posted in advance.

#### VI. Instructor Illness or tardiness (absences reduce pay)

- Regulations and information: For illness or tardiness, please call Jeanne or Cheryl ASAP with class name, day, time, room, the assignment of the day and any other information for students so a notice can be posted on the classroom door. Inform your chair (Mark Nelson) of illness or other situations causing a class cancellation.
- Substitutes: You can suggest a substitute to teach for you if you plan enough in advance. Please contact the chair for specific procedures. Substitute instructors are

required to be already approved by the Board of Governors with their information in the Pima system and certified in your area of instruction per college regulations. **DO NOT CALL A FRIEND OR BUDDY TO SUBSTITUTE WHO IS NOT IN THE SYSTEM!** Any time you are not in the classroom during a regularly scheduled class due to illness or other circumstances, your pay will be reduced for that day. Please see Jeanne Lewis for paperwork to cover your absence as soon as you return. She also handles the paperwork to get a substitute approved for you in advance. When in doubt, call the chair! You are required to account for all absences.

VII. Keys: For rooms with equipment requiring a key, please contact the chair to get the appropriate key(s) ordered for you. You must return all Pima keys at the end of the fall term if you are not teaching in the spring and you must return all keys related to any rooms you will not be teaching in for spring. In the spring semester, all keys are turned in for the summer except for those keys required for instructors contracted to teach summer classes.

VIII. Room locations: Do not change room location or time of your designated classes. If there are any problems, work with the chair to solve them who may be able to do that for you if warranted.

IX. Student Response Forms (SRF): Student Response Forms (evaluations) will be distributed to faculty each semester to be filled out and turned in within the prescribed time period. **PLEASE ANTICIPATE THIS PROCEDURE EVERY SEMESTER.** (Check your Mailbox!)

X. Syllabi: Every student should receive a hard copy syllabus from you on the first day of class. Faculty must turn in a syllabus for each class taught to the division offices within two weeks of the start of the semester. Please follow the email procedures you will receive to electronically transmit them. This requirement is a condition of continued employment. The following information is required on the syllabus: Course information including instructor name, email, telephone number (see Cari in the Faculty Resource Center to set up a Pima email and telephone number), ADA statement, grading and absence policies, and required texts and materials. A sample syllabus is on the chair's adjunct faculty web pages. Suggested materials for inclusion on the syllabus include a calendar of assignments and due dates, objectives for the class via the official class outline posted at [www.pima.edu](http://www.pima.edu) and any other information helpful for the student for the class.

XI. Yearly policy statement: The Adjunct Faculty Guidebook is available online at [http://www.pima.edu/acad\\_services/adjunct/documents/AdjunctFacultyGuide.pdf](http://www.pima.edu/acad_services/adjunct/documents/AdjunctFacultyGuide.pdf). A hard copy is available at the division offices and FRC. Please read it since you are responsible for understanding its contents as an employee of the college.