



Adjunct Faculty Expectations (2016-2017)

The minimum expectations of all Waubonsee Community College adjunct instructors include the following:

Orientation

Expectations	Timing	Associated Information
Adjunct faculty members must attend orientation before the first term of teaching. Orientations are typically scheduled on the Thursday evening before the fall and spring semesters begin. Notification of the orientation schedule will be provided by your academic division.	Prior to first class	Academic Divisions and Disciplines

Syllabus

Expectations	Timing	Associated Information
Utilize the <i>Course Syllabus Template</i> , approved textbooks and supplemental materials.	Prior to class start	Course Syllabus Template
All faculty members must post their course syllabi within the Blackboard course shell by the first day of class. <ul style="list-style-type: none"> Syllabi need to be sent electronically to the appropriate division office Each syllabus should be named by course prefix, course number and last name (i.e., BUS100.001Smith) 	By first day of class	Blackboard Login Screen Blackboard Content Building
Distribute and review the course syllabus with students during the first class period.	First day of class	

Course Administration

Expectations	Timing	Associated Information
Model professionalism to students through attire and interaction.	Always	
Familiarize yourself with the integrity and plagiarism statements.	Prior to class	Integrity Statement for Waubonsee Community College Plagiarism Statement
Direct students who are not on your class roster, but are sitting in class, to the Registration and Records department. Only students who are currently registered for your course may attend class. You should also continue to review the class roster throughout the term for accuracy.	First day of class or any applicable day	
Adhere to the printed course schedule meeting times and location. Class should not be released early or cancelled except in emergency situations. If such a situation does occur, you must contact your division office immediately.	Prior to class	Academic Calendar
There is no final exam week schedule. During the last week of the semester, all classes meet at their regularly scheduled times.		Academic Calendar
All faculty members must complete the following: <ul style="list-style-type: none"> Early Attendance Reporting Midterm Verification Final Grade Reporting according to the stated due dates using mywcc. 	Notifications and due dates will be sent to your WCC email address at the appropriate time during the term.	Early Attendance Reporting Midterm Attendance Verification Final Grade Reporting
Faculty must maintain individual student grade and attendance records within the Blackboard course shell for student access, and records must be kept for a minimum of one year after the course has been completed. Faculty must also post handouts, as they deem necessary, within the Blackboard course shell.	Ongoing	Blackboard Grade Center Creation and Management
For large copy jobs (more than 50 single-sided), use the Copy Center at the Sugar Grove Campus. Be sure to give the Copy Center 24 hours to complete your order. Smaller copy jobs can be completed on the copiers in the copy and/or faculty workrooms.		Copy Center Services

Communication

Expectations	Timing	Associated Information
Use your Waubonsee resources as the mode of electronic communication with Waubonsee students, staff and administrators. In addition to your assigned Waubonsee email, Blackboard can also be used to communicate via Messages and Announcements to students.	Always	
Respond to emails from students, staff and Waubonsee administrators within two business days (Monday through Friday are considered business days). Save all email correspondence so that in the event of an issue, documentation is available.	Two business days to respond	
<p>Check your assigned Waubonsee faculty mailbox weekly. Student evaluations for your course(s) are placed in your mailbox, as well as other important information throughout the semester.</p> <p>Faculty members are expected to administer student course evaluations according to the procedures and deadlines set by Instruction.</p> <ul style="list-style-type: none"> • Designate a student to administer the evaluations. • You should not be present in the classroom when evaluations are being completed. • The designated student will administer, collect and seal the evaluations. • Evaluations can be delivered by the designated student to the nearest division office. 	<p>Locate your mailbox prior to class.</p> <p>Notification of delivery, due dates and more instructions will be made at the appropriate time.</p>	<p>A mailbox listing will be provided at the beginning of each semester. If you have questions or need assistance locating your mailbox, contact your Division Office.</p>
<p>Knowledge of classroom management technology is expected (i.e., Blackboard). At a minimum, your syllabus and handouts must be posted in Blackboard for every section you teach. The Grade Center in Blackboard must be accurate and maintained in a timely manner, i.e., weekly. Additionally, it is recommended that you use the Blackboard Announcement feature for communicating with your class.</p>	<p>Prior to class and during class</p>	<p>Center for Teaching, Learning and Technology (630) 466-2858 http://ctl.waubonsee.edu</p> <p>Information Technology Technical Assistance Center (630) 466-HELP tac@waubonsee.edu</p>
<p>Each division has an assigned phone extension for adjunct faculty. Include this number on your syllabus as a way for students to leave phone messages.</p> <ul style="list-style-type: none"> • Ext. 3113 Business and Career Technologies • Ext. 3114 Health Professions and Public Service • Ext. 3115 Mathematics and Sciences • Ext. 3116 Social Sciences, Education and World Languages • Ext. 3117 Communications, Humanities and Fine Arts • Ext. 3118 Developmental Education and College Readiness 		

Class Attendance

Expectations	Timing	Associated Information
<p>During regular business hours, faculty members are expected to notify their division office as soon as possible in the event of absence or tardiness. Division offices are open Monday-Friday, 7:30 a.m.-4:30 p.m.</p> <p>Outside regular business hours, faculty who are scheduled to teach should contact their division office via phone and email. Notification can also be provided to the appropriate Building Services Specialist. However, your respective Assistant Dean or Dean should be notified first.</p>		<p>Directory</p>
<p>All substitute faculty must be approved in advance by the Assistant Dean or Dean who approves the use of substitutes at their discretion when an instructor cannot attend a class session due to an extenuating circumstance or situation.</p> <p>It is your responsibility, as the instructor, to contact the Assistant Dean or Dean to discuss the situation and need for substitute instruction in a timely manner.</p>		<p>Approval of Assistant Dean or Dean</p>