ADJUNCT RESPONSIBILITIES

Copyright Guidelines - The Office of The General Counsel and Vice Chancellor of Legal Affairs memorandum of July 1992 contains the stipulations for University faculty who make multiple photocopies of copyrighted materials for classroom use. For assistance in obtaining permission to use copyrighted material, contact the BCC Legal Counsel’s Office.

Student Performance Advisement - Faculty are requested to notify all students with poor or failing grades early in the semester to alert students of their academic performance. Some students may be advised to reduce their programs and concentrate on doing quality work to achieve better results in fewer courses. Faculty should make students aware of any academic problems and suggest alternative methods to improve their grades such as the student services available for tutoring, etc. It may also be necessary to suggest that a freshman see a counselor regarding current status.

Student Attendance and Class Rosters - Faculty have the responsibility to allow only those students who are officially registered to attend class.

Class Rosters are now provided to faculty through OSSES by the Registrar. If the student is not listed on the class roster, faculty should request to see the student’s Bursar receipt for admittance to the class.

Auditing of Classes - Students who are not officially registered in a course may be permitted to audit a class with the instructor’s permission. Students who expect to attend a class on a regular basis should register as an auditor. These students will receive an AUD grade.

Student Lateness, Early Warning, Debarment, and Reinstatement Notices – Attendance must be taken during each class meeting. Students should be made aware that excessive absences may lead to debarment from a course.

There are no provisions for unexcused absences or for unexcused free cuts. Attendance should be recorded in the BCC Class Enrollment and Attendance Roster. Absences within the Guideline for Excessive Absences should be reported to the Registrar’s Office through OSSES.

Early Warning, Debarment, and Reinstatement can all be done through OSSES in the class roster. When a student is debarred, they receive a notice immediately through this system sent to their email.

(See BCC Catalog 2005 – 2006, Attendance at Classes, page 42).


Student Official Withdrawals - Students must initiate an official withdrawal from a class by the last calendar withdrawal date. The student, upon discussion with a counselor, obtains the necessary forms to be signed by the instructor of the course. Faculty members should verify the reason
for withdrawal, date and sign the form, and record the date of withdrawal in the proper column in the **BCC Class Enrollment and Attendance Roster**. A grade of “W” will be entered by the Registrar’s Office on the final grade sheet (Attachment 10)

**Student Change of Grade Form** - Faculty members must complete and submit a **Change of Grade form** (Attachment 11), with proper signatures, to the Registrar. Faculty members should maintain a copy of the form. (See **BCC Catalog 2005 – 2006**, page 40 & 41, for related grade information.) In addition, the new grade should be recorded in the Class Enrollment and Attendance Roster.

**Student Evaluations of the Faculty** - The Office of Institutional Research and Planning distributes the Student Evaluation of Faculty Survey forms to the department offices in the Fall semester. Faculty are required to sign for the envelope containing the blank evaluation forms and Student Comment forms, assign a student to administer the evaluations according to the instructions provided to students currently enrolled in the various classes, and have the student return all completed forms, excluding the Students Comment forms, in the sealed envelope to the department office. The Students Comment forms should be kept separately and returned to the faculty member during the same semester.

The student evaluations are to be completed during the thirteenth or fourteenth week of the Fall semester. Student evaluations may be conducted during the Spring semester. Faculty will receive the statistical results the following semester.

**Final Examinations** - The **Academic Calendar** lists the dates for the final examination period. The Scheduling Officer prepares a College-wide schedule for the specific courses, section numbers, dates, and times for administration of all final examinations. Block examinations may be scheduled in various academic departments. Final examinations are required in all courses. Each academic department is to set its own policy on final examinations, within the following conditions:

The State Education Department requires that 15 weeks (or the equivalent of 15 weeks) of educational activity be conducted each semester for all courses.

A department must choose one or a combination of the following alternatives as the activity for the final week of the semester:

- Department examinations should be conducted during the assigned time blocks.
- Individual instructor’s examinations should be conducted during assigned time blocks as reflected in the College’s Final Examination schedule.
- Faculty is expected to proctor their own final examinations.
- Faculty must submit a file copy of their examinations to the Chairperson of the Department prior to the exam being given.

**Student Final Examination Conflicts** - Students who have two or more final examinations scheduled simultaneously must file a **Final Examination Conflict form** with the Evening Administration
Office who will make arrangements for other times and dates for the students to take their finals.

GENERAL INFORMATION FOR ADJUNCTS

ACADEMIC CALENDAR - The Dean of Faculty and Academic Affairs prepares an Academic Calendar that highlights College-wide and academic activities throughout the year. The Calendar serves as a resource for faculty so that they may establish their schedules accordingly. Copies of the Academic Calendar are sent to the Department Chairpersons for distribution to all faculty. Calendars are also placed on the College’s web page and can be revised only after consultation with Special Assistant for Community & Public Relations [Language Hall 27, (718) 289-5151].

SCHEDULING OF CLASSES - Classes are held at designated times and places according to the Schedule of Classes booklet prepared by the Registrar’s Office. Any changes to classroom location or time must have written consent from both the Department Chairperson and the Scheduling Officer because of room availability. Faculty must complete a Room Change Form (Attachment 7). This procedure includes all Academic Computing Center facilities.

OPENING DAY PROCEDURES - The Dean of Faculty and Academic Affairs distributes a memorandum outlining Opening Day Procedures for all faculty.

ADJUNCT FACULTY ATTENDANCE - Any faculty member who finds it necessary to be late or absent must notify the Department Chairperson or the Deputy Chairperson, as early as possible, so that arrangements may be made to provide a substitute or to post a notice for students.

Adjuncts teaching evenings or weekends should call the Evening Administration Office at 718-289-5703.

CAMPUS BEHAVIOR CODE - To ensure the continuance and enhancement of the positive image and reputation of all members of the College community and in the interest of promoting student and faculty welfare at the College and the safety and security of the entire College community, there are specific regulations, rules, codes, and penalties addressing appropriate campus behavior in the BCC Catalog 2005 – 2006, pages 54-57. Violations of the Campus Behavior Code are reported to the Vice President of Student Development for possible referral to the Student Faculty Disciplinary Committee (BCC Catalog 2005-2006, pages 57-59).

FACULTY DEVELOPMENT - With collaborative sponsorship of The Office of Academic Affairs and the Center for Teaching Excellence, the College offers many workshops and seminars for faculty to participate in throughout the academic year. Activities and seminars scheduled by the Center for Teaching Excellence, including workshops focused on infusing technology with teaching, are posted on the Center’s Website.

Faculty may participate in training to conduct workshops for the CUNY Proficiency Examination (CPE). The CPE is an examination required of all students who have completed between 45 and 60 degree credits. The CPE is a three-hour exam which
consists of two tasks: Analytical Reading and Writing (2 hours), and Analyzing and Integrating Material from Graphs and Text (1 hour).

**ADJUNCT FACULTY WAIVER OF TUITION FEES** – An adjunct who has taught one or more courses in the same department at the same college for ten consecutive semesters (not including summer session) and who is appointed to teach a course of not fewer than three contact hours per week in a Fall or Spring semester shall be granted tuition remission for up to one course in that semester. If the course offered is at the graduate level, it shall be available on a space-available basis. An adjunct who has established eligibility for this tuition waiver shall lose eligibility if in any two out of three academic years the adjunct teaches in only one semester of the year at that college.

**IDENTIFY THEFT** - A memorandum to all City Employees from The City of New York, Department of Investigation, providing helpful information regarding identity theft and preventive actions at work, home, and the Internet has been included to make everyone aware of the precautions to be taken to prevent identity theft.