

# ESSENTIAL INFORMATION FOR ADJUNCTS



# JOHN JAY

COLLEGE  
OF  
CRIMINAL  
JUSTICE

While each academic department has its own protocols for part-time faculty, this document is intended to orient all adjuncts to basic, college-wide procedures and information that will be essential to your success.

**TABLE OF CONTENTS**

<b>John Jay Email</b>	<b>3</b>
<b>Payroll</b>	<b>3</b>
<b>Payroll Questions</b>	<b>3</b>
<b>ID Card</b>	<b>3</b>
<b>Book orders</b>	<b>3</b>
<b>Contact Information</b>	<b>3</b>
<b>Syllabus</b>	<b>4</b>
<b>Class Cancellations</b>	<b>4</b>
<b>Final Exams</b>	<b>4</b>
<b>Mailbox</b>	<b>4</b>
<b>Office Space</b>	<b>4</b>
<b>Office Key</b>	<b>4</b>
<b>Office Hours</b>	<b>4</b>
<b>Classrooms</b>	<b>4</b>
<b>Voicemail</b>	<b>5</b>
<b>Attendance Rosters</b>	<b>5</b>
<b>Grade Submission</b>	<b>5</b>
<b>Student Evaluations</b>	<b>5</b>
<b>Peer Observations</b>	<b>5</b>
<b>Proper Conduct at the College</b>	<b>5</b>
<b>Professional Development</b>	<b>6</b>
<b>Course Enrollment</b>	<b>6</b>
<b>Online Courses</b>	<b>6</b>
<b>Blackboard</b>	<b>6</b>
<b>Class Periods</b>	<b>6</b>
<b>Academic Dishonesty</b>	<b>7</b>
<b>Electronic Plagiarism Detection Services</b>	<b>7</b>
<b>Disruptive and Problematic Student Behavior</b>	<b>7</b>
<b>Academic and Other Support for Students</b>	<b>8</b>

## JOHN JAY EMAIL

It is of the upmost importance that all members of the college use and frequently check their **John Jay Email** account. Most of, if not all, the critical information sent from the department and the college is transmitted to employees via the **John Jay Email** system. Personal email addresses can be used as a backup system for communications, but do not take the place of using the **John Jay Email** system as your primary means of communicating with your department, your students, or the college. Email accounts are typically set up by HR or your department administrator. However, to apply for an email account call the DoIT Help Desk (212) 237-8200) to set up a work order request.

## PAYROLL

You will be paid on a bi-weekly payroll system. Your pay check will be available for pick up at the Bursars window at the west end of the L floor in the New Building, starting at 3 PM on [pay days](#). You can arrange for direct deposit of your check by going to the Payroll Office in 619 W. 54<sup>th</sup> Street, 7<sup>th</sup> Floor and submitting the required paperwork for direct deposit. Once you arrange for direct deposit, a check stub (not a check) will be placed in your mailbox on pay days to reflect your pay amount for the previous two-week period.

## PAYROLL QUESTIONS

If you have any questions regarding your rate of pay, direct deposit procedures, etc., contact Payroll Department in the 54<sup>th</sup> Street Building or Virginia Gardner, Adjunct Services Specialist, (212) 237-8805.

## ID CARD

You will need a John Jay ID Card to enter all buildings and the Lloyd Sealy Library. ID Cards are issued Monday through Friday from 8 a.m. to 8 p.m. in the Department of Public Safety, Room L2.61. To receive your card you must be verified by the Department of Human Resources.

## BOOK ORDERS

You are required to submit your book orders for the following semester, roughly a month prior to the end of the semester that you are currently in. Book orders can be placed through the [John Jay Online Bookstore](#); by clicking the faculty link in the top left corner you can submit your course material ISBNs. You must be listed in CUNYFirst as an instructor for a course to order textbooks. Because this may take some time for new adjuncts, please contact the departmental administrator or chairperson to order books if you are not yet listed as the instructor.

## CONTACT INFORMATION

You are required to provide your department with up-to-date contact information for you at all times. This includes home, cell, office telephone numbers and home mailing address.

## SYLLABUS

A copy of your syllabus for each of the courses you are teaching each semester must be submitted to the Department Administrative Coordinator prior to the start of class. Each syllabus should conform to John Jay model syllabus found mid-page on the college [UCASC page](#). Your department chair or administrator can provide you with sample syllabi and course proposals for those courses assigned to you.

## CLASS CANCELLATIONS

You are required to teach each of your assigned classes during the semester. If the reason for not being present to teach a class is an **emergency**, you must contact the department chair and/or administrator and advise them as to the nature of your absence. You must also notify the college security desk (212-237-8524) that you will not be attending class and to request that a security officer place a notification sign on the door of your class. If you have **ample notice** that you will not be attending a class, you must arrange for a guest lecturer to teach your class or create an on-line assignment but, this should not be your solution for more than one class per semester. The guest lecturer should have some teaching experience and competence to teach the class.

## FINAL EXAMS

Final exams **must be given during the week of Final Exams**, on the day that the exams are scheduled by the registrar for your course. The schedule of exams can be found under the link for the Registrar on the John Jay website: <http://www.jjay.cuny.edu/final-exam-schedules>

## MAILBOX

Each adjunct member of a department will have a mail slot assigned to them in their departments. You should regularly check your mail slot for incoming mail and ensure that your assigned mail slot does not accumulate dated mail.

## OFFICE SPACE

Most departments have dedicated shared work space for their adjuncts located within or near the department; secure lockers may also be available for adjunct use. In addition to the dedicated department space, there are general-use rooms and work stations open to all adjuncts in Haaren Hall and the New Building. Contact your department administrator for more information regarding available workspaces and how to access them.

## OFFICE HOURS

Adjunct faculty teaching at least two courses (6 hours/week) are expected to hold one office hour per week, for which they are paid. These hours must be specified on your syllabus.

## CLASSROOMS

Classrooms are located in three buildings: Haaren Hall (HH), the New Building (NB), and Westport (W). Classroom assignments will appear on CUNYFirst in the week before classes begin. All classrooms are equipped with a computer and internet access, a projector, and a screen.

## VOICEMAIL

All adjunct faculty are provided a unique college phone number and voicemail. The voicemail system delivers all messages to your college email account; therefore to check your phone messages you must check your email.

## ATTENDANCE ROSTERS

Roughly 2 to 3 weeks into the semester you will receive a notification that Attendance Rosters are due for submission via CUNY First. It is imperative that you submit this information in a timely fashion as the college receives financial support based on this information. To navigate log onto CUNYFirst: HR/Campus Solutions > Self Service > Faculty Center > Verification Attendance Roster.

## GRADE SUBMISSION

Always attempt to submit your grades as soon as possible after completing your course (grading finals and papers). Grades will be entered and submitted through CUNY First. If you do not submit your grades by the deadline, you will need to submit individual grade change forms for each student. To submit grades: Log into CUNY First then navigate to the following - HR/Campus Solutions > Self Service > Faculty Center > My Schedule.

## STUDENT EVALUATIONS

Each semester, usually within the last month of the semester, student evaluations will be administered electronically. To increase the response rate, we recommend that you set aside 15 minutes of class time for students to complete these evaluations. During this process, the students will anonymously evaluate your teaching skills. You will then receive a notification during the following semester to review the student evaluations that were submitted during the preceding semester. Hopefully the review of these evaluations will give you some insight as to how you can improve your teaching skills. You should take the student evaluation process very seriously, as it is an indicator that is used to determine your future employment at the college.

## PEER OBSERVATIONS

Per our contract, all part-time faculty must be observed teaching by a full-time faculty member for the length of at least one class period for the first 10 consecutive semesters, or per chair or self-request. Following the observation, please make sure that the Observation Report and Post-Observation forms are signed and submitted in a timely manner.

## PROPER CONDUCT AT THE COLLEGE

Each part-time faculty should read and become familiar with the college policies dealing with proper conduct as an employee of the college and especially the policies related to sexual harassment. These policies can be found on the John Jay College website: <http://inside.jjay.cuny.edu/compendium/index.asp>

## PROFESSIONAL DEVELOPMENT

All faculty are encouraged to take part in the various professional development opportunities that are regularly offered at the college or through the PSC. The [Teaching and Learning Center](#) offers year-long faculty development seminars that pay a stipend to all participants as well as ad hoc workshops.

## COURSE ENROLLMENT

To check enrollment in your course you can go to CUNY First, then go to HR/Campus Solutions > Self-Service>Class Search and enter your course information. Then click the blue link indicating the **section** information (i.e. 01-LEC Regular). Here you will find **Class Availability** information, which includes Class Capacity, Enrollment Total, and Available Seats.

## ONLINE COURSES

If you wish to teach online, you must take the CUNY Online Teaching Workshop after submitting a teaching request via your chair for the following semester.

## BLACKBOARD

Blackboard is a platform that many John Jay professors use to facilitate in course management and learning. All John Jay courses are automatically pre-loaded into Blackboard each semester. Your courses on Blackboard are accessed by entering your username and password into the CUNY Portal ([www.cuny.edu](http://www.cuny.edu)) and clicking on the Blackboard link. Directions for Blackboard use can be found if searched for on the John Jay website. Additionally, the College's [Classroom Lab Support Services](#) (CLSS) offer workshops and tutorials throughout the year.

## CLASS PERIODS

### Class Periods for Undergraduate Courses

Period	Start Time	End Time
1	8:00 am	9:15 am
2	9:25 am	10:40 am
3	10:50 am	12:05 pm
4	12:15 pm	1:30 pm
Community Hour	1:40 pm	2:55 pm
5	3:05 pm	4:20 pm

6	4:30 pm	5:45 pm
7	5:55 pm	7:10 pm
8	7:20 pm	8:35 pm
9	8:45 pm	10:00 pm

### Class Periods for Graduate Courses

Period	Start Time	End Time
	8:40 am	10:40 am
	11:30 am	1:30 pm
Community Hour	1:40 pm	2:55 pm
	3:45 pm	5:45 pm
	6:00 pm	8:00 pm
	8:10 pm	10:10 pm

## ACADEMIC DISHONESTY

Cases of plagiarism should be reported to the college Academic Integrity Officer, Dr. Jennifer Dobbins, [jedobbins@jjay.cuny.edu](mailto:jedobbins@jjay.cuny.edu) (646) 557-4576, room 420 Haaren Hall. For a full description of the Academic Integrity Process, visit the [Academic Integrity website](#)

## ELECTRONIC PLAGIARISM DETECTION SERVICES

The College maintains accounts with two different electronic plagiarism detection services, [Turnitin.Com](#) and [SafeAssign](#) (Blackboard). An instructor choosing to use these services must alert students by including a statement on the course syllabus or the assignment sheet.

To use Turnitin.com you will need an account I.D. and password. Because this information is confidential, it will not be disseminated via email. Call DoIT to get your password: (212) 237-8200.

## DISRUPTIVE AND PROBLEMATIC STUDENT BEHAVIOR

There will be occasions when a student exhibits problematic behavior. When the student is a threat to others or him or herself in terms of expressing the intent to harm themselves or others, or makes threats in class, via email, or in assigned work, call [Public Safety](#) immediately: (212) 237-8888. If the threat does not seem immediate, but is problematic, you can refer the student to the [Director of Student Relations](#) for intervention: (212) 237-8871.

Students who exhibit withdrawal, poor concentration, poor hygiene or loss of self-esteem, or miss multiple classes may be experiencing depression. Contact [Counseling](#) at (212) 237-8111 if a student experiences this behavior.

## ACADEMIC AND OTHER SUPPORT FOR STUDENTS

John Jay provides one-on-one and group tutoring for students at the [Writing Center](#), [Modern Language Lab](#), [Math and Science Resource Center](#), [Tutoring Services for Students with Disabilities](#).

The [Wellness Center](#) provides a food bank, counseling services, health services, accessibility services and a Single Stop offering free legal services, financial counseling, tax preparation and help accessing public benefits.

The [Urban Male Initiative](#) provides personal, social, and academic support for students from underrepresented groups and the [Women's Center for Gender Justice](#) provides counseling and crisis intervention for students who experience gender-based violence, including sexual assault, intimate partner violence, stalking, and sexual harassment.