

Adjunct Handbook

Prepared for AFA Members



The purpose of this handbook is to review the specific requirements, duties, and responsibilities that pertain to your teaching assignment, and to summarize applicable aspects of departmental policy, relevant procedures, and union membership information and benefits.

**AFA CONTACT INFORMATION**

**Website:** [www.myafaonline.org](http://www.myafaonline.org) (Extremely important resource where you can find numerous AFA documents such as our Constitution, By-Laws, and Labor Contract, along with contact information and minutes from past meetings)

**President's Email:** stefcarol7@aol.com

**President's Cell Phone:** 631-796-2115

**AFA Office:** Tower Room 520

**AFA Conference Room:** Tower Room 520

**AFA office phone:** 516-572-7294/5 (off-campus)

**AFA extension:** 2-6924 (on-campus)

**AFA email:** myafaonline@gmail.com

**Mailing Address:**

Adjunct Faculty Association

PO Box 452

Rockville Centre, NY 11571-0452

**COLLEGE CONTACT INFORMATION**

**NCC General Information Line**  516-572-7501

**Public Safety (General Info)**  516-572-7100

**Public Safety (Emergency Line)**  516-572-7111

**Physical Plant (Work Orders)** 516-572-7677 (If you need to report something in need of repair after normal business hours contact Public Safety at 2-7100 and they will dispatch the appropriate personnel.)

**AFA OFFICIALS**

**Officers**

President Stefan Krompier stefcarol7@aol.com

Vice President Scott Stark scottstark27@gmail.com

Treasurer Barbara Gregorio profgatncc@aol.com

Secretary Rose Tavitian r\_tavitian@hotmail.com

CIO Richard Erben myafaonline@gmail.com

**Executive Board**

Ethel Weeks ecweeks1@gmail.com

Ken Bellafiore kbmediaman@gmail.com

Chris Enright chrisenrightafa@gmail.com

Bob Femminella professorrnf@optonline.net

Paul Guadagnino paul.guadagnino@gmail.com

Garry Ouellette ouelleg@verizon.net

**Department Representatives**

Accounting/Business Administration Caroline Falconetti caroline.falconetti@ncc.edu

Administrative Business Technology Debbie Desanto mdebrad@gmail.com

Africana Studies Scott Stark scottstark27@gmail.com

Allied Health Sciences Alan Hecht alan.hecht@ncc.edu

Art Paul Guadagnino paul.guadagnino@gmail.com

Biology Robert Femminella professorrnf@optonline.net

Chemistry (Biology) Chris Enright chrisenrightafa@gmail.com

Communications Mark Grossman mark.grossman@ncc.edu

Counselors Diana Cannone diana.cannone@ncc.edu

Criminal Justice Paul Schmidt paul.schmidt@ncc.edu

CSD Judith Rackovich judith.rackovich@ncc.edu

Economics & Finance Ethel Weeks ethel.weeks@ncc.edu

Engineering/Physics/Technology See Math

English Carl Vinas carl.vinas@ncc.edu

Foreign Languages Ute Hellebuyck ute.hellebuyck@ncc.edu

History/Political Science/Geography Mike Zartler michael.zartler@ncc.edu

Hospitality/Business Tom Field thomas.field@ncc.edu

HPER Ed Mack edward.mack@ncc.edu

Legal Studies/Paralegal Studies Phylis Sherman phylis.sherman@ncc.edu

Library Kenneth Bellafiore kenneth.bellafiore@ncc.edu

MKT/RET/FBM/FSD/INT Julie de la Lastra juliedelalastra@ncc.edu

Math/Computer Science/Info Tech Carmine Desanto carmine.desanto@ncc.edu

Mortuary Science Scott Stark scottstark27@gmail.com

Music Garry Ouellette garry.ouellette@ncc.edu

Nursing Mary Ann Hellmer-Saul maryann.saul@aol.com

Philosophy Philip Pecorino ppecorino@qcc.cuny.edu

Physical Sciences See Math

Psychology Brent Nelson brent.nelson@ncc.edu

Sociology/Human Serv/Anthropology Ruth Silverman ruth.silverman@ncc.edu

SPS Scott Stark scottstark27@gmail.com

Unattached TA’s Scott Stark  scottstark27@gmail.com

Theatre & Dance Charles Albano charles.albano@ncc.edu

**AFA Committee Chairs**

Contract Committee Robert Feminella

Elections/Qualifications Committee Rose Tavitian

Grants Committee Scott Stark

Grievance Committee Garry Ouellette

Membership Committee Chris Enright

Politcal Action Committee Garry Ouellette

Scholarship Committee Scott Stark

Health and Safety Committee Kenneth Bellafiore

Constitution/Bylaws Committee Arthur Friedman

**MEMBERSHIP**

**Membership Coordinator – Richard Erben**

All adjunct faculty of Nassau Community College, including classroom faculty, librarians, technical assistants, applied music tutors, counselors, interpreters for the deaf, or other titles provided for under NY State law or rulings, are eligible for membership.

**Regular Membership** - with the right to vote, is held by those who are working at the time the electorate is determined or during the current or previous academic year, or are on release time or on special assignment, and must be in good standing at the time the electorate is determined. To join please go to [www.myafaonline.org](http://www.myafaonline.org) and click on the link “Click Here To Join The AFA” or fill out a submit a paper application (included in orientation folder).

**Associate Member** - with the right to vote, shall be available to/for those individuals who have not been working due to a lack of assignment within the past two (2) academic years , have not officially retired, and have paid in full an annual $50 Associate Member dues fee.

**Affiliate Member** - with no right to vote, shall be available to those who retired from active service at Nassau Community College and wish to maintain a relationship with the Association, upon the payment of an annual $10 Affiliate Member dues fee.

*Associate and Affiliate membership payments should be made payable to the Adjunct Faculty Association and mailed to AFA PO Box 452 Rockville Centre, NY 11571.*

**UNION FEE DUES**

Members of the AFA pay membership dues, which is an amount dependent on income earned and is automatically deducted from each paycheck. The payment of dues ensures the member is an active member with all rights of membership. There are four levels of dues depending on the amount earned in a semester.

**Amount Earned/Semester Dues/Semester**

Less than $800.00 None

$800.00 to $1,600.00 $60.00

$1,601 to $2,400.00 $110.00

Above $2,400.00 $170.00

Dues deducted will be listed as “UN/ DUES” on your paycheck. The amount owed per semester will be divided equally between each bi-weekly paycheck received during the semester (typically 7 checks). For summer and winterim sessions, only one paycheck will be issued at the end of semester, at which time the total dues owed for the semester will be deducted. Dues are collected for a maximum of three semesters per academic year. Fall, Winterim, Spring, Summer I, Summer II, and Summer III are considered individual/separate semesters.

**PAYROLL CHECKS**

Information on checks can be obtained by contacting Payroll at 516-572-7310. Checks are issued biweekly following the issuing of the first check of the semester. For summer and winterim sessions, one check is issued at the end of the semester.

**ABSENCE/LEAVE ENTITLEMENT**

Check with your Department Chair on the proper procedures to be followed should it be necessary for you to cancel a class or arrange coverage. In accordance with the AFA Contract, adjunct faculty members are entitled to up to five (5) days of absence per academic year for sick leave, personal leave, or professional purposes. This leave time may be accumulated to a total of forty (45) days. You can look up the status of your accumulated days by entering the NCC Portal and clicking on the “Time and Leave” link. Please see our collective bargaining agreement on our website for threshold requirements for earning of this leave.

**SNOW DAYS / EMERGENCY DAYS**

In the event the College President cancels classes or declares an emergency for weather or other reasons, adjunct teaching faculty will not be required to report to work and will not be required to charge a leave day. Adjunct non-classroom faculty and music tutors in the AFA bargaining unit will receive up to five additional leave days to be used in such an event.

Refer to the College website at [www.ncc.edu](http://www.ncc.edu) for up-to-date information regarding closures.

**PENSION**

During the hiring process you should have received a document entitled ***“****Notification of Rights Regarding Retirement System Membership for Part Time Employees”.* If you did not receive this document, please contact Human Resources at 516-572-7759.

**Members Currently Part of a Retirement System**

Adjunct faculty are required to include the name of his/her retirement system and his/her membership number on their application form. This information is necessary so that salaries earned and contributions made can be properly reported to Albany in the County Comptroller’s report.

**Members NOT Currently Part of a Retirement System**

Adjunct faculty have the option of joining the New York State Teachers’ Retirement System (NYS TRS) or the New York State Employees’ Retirement System (NYS ERS). If you join one of these systems, you will become a member and must contribute a percent of your salary to the retirement system based on your compensation for the duration of your employment. An application may be obtained from the Office of Human Resources.

**SENIORITY / CONTACT HOURS**

Adjuncts are awarded one seniority credit per semester worked, for a maximum of three per academic year.

Adjuncts may teach two sections per semester (not to exceed eight contact hours) up to a maximum of eighteen (18) contact hours per academic year.

**REAPPOINTMENT / COURSE ASSIGNMENTS**

Adjunct reappointments are made on a semester to semester basis. Several weeks prior to the start of a new semester you will receive an email notice to submit an online availability form. Make sure to complete and submit this form prior to the deadline. Make sure you print the confirmation screen once submitted and verify a confirmation email has been sent to your NCC email. There is no guarantee of reappointment for adjunct faculty. Reappointment is dependent upon registration and budget. Once you are appointed, you are put on your department’s seniority list. This list MUST be followed in assigning classes for adjuncts with more than 3 completed semesters.

As your department develops the schedule for the following semester, if there is a course(s) you are qualified to teach during the *time period you specified on your availability form* once you have been reached on the seniority list, you must be offered an assignment. However, the College reserves the right to assign you to any course you are deemed qualified to teach in the specified time slots. Seniority does not allow you to choose a specific course, it allows you to choose a specific time period for which you may receive an assignment for which you are qualified in seniority order.

**AVAILABILITY FORMS**

As mentioned, towards the end of each semester you will receive an email notification with regards to filling out an availability form for the following semester. If you intend to work the following semester and want to be afforded the rights of seniority (for adjuncts with 3 or more complete semesters) you MUST fill out this form prior to the listed deadline. Make sure to fill it out completely and accurately and print a copy of the confirmation page once your submission is complete.

Your seniority rights only cover you for the time periods you select on the form. It is recommended you view the courses your department will be offering for the following semester, identify which ones you are qualified to teach at a time(s) you will be available, and select every box necessary to cover the time slot of your desired course(s). If you do not check enough boxes to cover the entire time slot for a course, you cannot be offered the assignment based on your seniority. You will also need to make sure not to check off times you know you will not be available as your department can offer you any assignment during the times you select, and if you decline an offer you will be removed from the retention pool for that semester and your seniority rights will no longer apply.

**GRIEVANCES**

If you feel your contractual rights have been violated, contact your Department Representative and the AFA Vice President as soon as possible. With regards to grievances regarding course assignments, the grievance must be presented within two days after you have become aware of the occurrence of the act or condition which is the basis for the grievance. The majority of departments schedule a meeting date(s) when contracts for the upcoming semester are to be signed. Therefore, it is imperative that if you feel you should have received an assignment based on your seniority and did not, contact your Department Representative immediately so that a grievance may be initiated within the above stated time period.

**GRANT OPPORTUNITIES**

Grants are offered by the AFA for the purpose of enriching NCC adjunct faculty skills in their academic subject areas or to enhance union leadership abilities by attending professional or union conferences/seminars and/or workshops. The following eligibility criteria must be met to be considered for an award.

1. The candidate shall be a member in good standing of the AFA and shall have passed through the probationary period of 3 semesters.

2. The candidate shall be currently working or had been working in the previous academic year.

3. The event indicated shall meet the requirements stated in the **purpose clause** (must be related to academic subject area or enhance union leadership abilities).

4. Candidates may apply for only one grant in each two year period.

**Total Allocated Amount :** Maximum of $10,000.00 per year for all grants

**Grant Award** : No more than $500.00 per grant

Grant applications may be downloaded at myafaonline.org and submitted to the AFA Grants Committee Chairperson, Scott Stark, via email at scottstark27@gmail.com

**GENERAL MEMBERSHIP MEETINGS**

There shall be two general membership meetings each year, one in the fall and one in the spring. Date and time to be set by the Executive Board. Only adjuncts who are members of the AFA and in good standing may attend.

**CONTRACTUAL OBLIGATIONS**

All faculty are expected to teach for the entire class period and cover the entire departmental course syllabus. You may not change times, days, dates, and textbooks without permission of the Department Chair.

**PROBATION**

The probationary period for adjuncts shall be three semesters within any given department.

**CLASSROOM OBSERVATIONS**

Classroom observations will be conducted in accordance with the applicable contract (Section 10). A copy of the contract can be found on our website at <http://myafaonline.org> by going into the Member’s Portal and clicking AFA Documents.

**ROSTERS AND ATTENDANCE CONFIRMATION**

You must verify that all students who are attending your class are listed on your roster and should regularly print updated rosters during the add/drop period at the beginning of the semester. If you have a student in your class that does not appear on your roster, you need to send him or her to the Registrar’s Office so they can review their record. Under no circumstances should a student be allowed to remain in your class unregistered.

You are required to document attendance for each student through the end of the NYS census period and will be requested to submit an “Attendance Confirmation” report twice per semester. An email will be sent by the Registrar notifying you of the guidelines and deadlines for each of these reports, and they can be accessed through the NCC Portal by clicking on the “Attendance Confirmation” link.

**NCC EMAIL/NETWORK/PORTAL ACCESS**

To gain access to email and the NCC Portal you must submit an electronic request for access at <https://faculty.ncc.edu/forms/DirectoryofForms/RequestforanElectronicMailAccount/tabid/4496/Default.aspx>

**Email**

All adjuncts MUST obtain a College Email account and consult it on a regular basis. It is one of the primary modes of communication within individual departments and across the campus and provides you with much vital information such as deadlines and emergency school closings. Your email account can be accessed through the NCC Portal or at mail.ncc.edu.

**NCC Portal**

The NCC Portal can be found by going to [www.ncc.edu](http://www.ncc.edu), clicking on the “MyNCC” tab at the top right, then selecting the “MyNCC Portal Login” link. Your username will be your Banner ID # (or “N” # which will look like N0066xxxx) and your password will be the same password you set up for your email. The Portal gives you access to numerous important documents and functions such as class schedules, grade rosters, attendance verification forms, availability forms, leave accumulation, email, etc.

**IDENTIFICATION CARDS/PARKING PERMITS**

You must obtain an ID card from security as soon as possible. Bring a copy of your contract to the ID Processing station located at the Student Services Center located on the Lower Level of the Tower.

Parking is restricted in the Faculty/Staff lots, they require that a decal be affixed to the windshield of your vehicle. Faculty may obtain a parking decal from the Pulbic Safety Office located at that south entrance of the campus. You will need to present your NCC ID. Temporary parking permits must be obtained from the Public Safety Office if you are driving a vehicle without a faculty/staff decal prior to being parked in a restricted area.

**PHOTOCOPY WORK**

Photocopy machines are available in each department for all faculty members of that department. If you have a large printing job, this is to be sent to Printing and Publications. This work will usually be done in a few days. Tests are often returned within 2-3 days are given preference. Check with your department secretary for submission forms and deadlines.

**COURSE DESCRIPTIONS**

Course descriptions of all courses offered by the department are in the College Catalog. Do not rely upon last semesters or last year’s course outlines since changes are being made constantly and revisions of the department programs are an on-going process.

**FINAL EXAMS**

Final exams are generally given during the last meeting of each class. Check with your department chair on final exam policy.

**FINAL GRADES**

All grades are due within 48 hours after the last class meeting and are to be entered via the NCC Portal.

**WITHDRAWALS**

When you agree to accept late work or additional assignments from your students, a grade of Incomplete (INC) should be assigned at the end of the semester rather than a letter grade. Policy mandates that, as a rule, assigned letter grades remain permanent. All “INC” grades convert to “F” if not completed by the last day of the following regular Fall or Spring semester.

If a student has never attended your course, you must submit a grade of “NA”. If a student has attended your course at least once, a grade of NA can no longer be given. If a student who has attended at least once stops attending your course and does not officially withdraw from the course, you have the option of either assigning a grade of “F” or “UW” for unofficial withdrawal.

**CLASSROOM REQUIREMENTS AND PROCEDURES**

To help establish a well-focused, serious educational environment necessary for the effective development of course material, students are expected to attend all classes, and be on time. Each student is expected to come to class fully prepared and ready to work, and to contribute or ask questions on the previous assignment(s).

To better manage their classes some faculty have adopted various classroom procedures that have been supported by the Department Chairperson and Dean of Instruction (advise students to speak to you about any special problems). Instructors should distribute these procedures and rules along with a course syllabus at the first-class meeting. This will help to avoid student problems.

**CENTER FOR STUDENTS WITH DISABILITIES**

Occasionally you will have students who are learning disabled, physically challenged, or health impaired. Accommodating these students may require some flexibility. Dialogue and personal contact with the student is important. Students will often tell you what modifications are helpful to them. The Center for Students with Disabilities will assist you in providing open and full access to your classes for all disabled students. Further information about students with disabilities can be obtained by calling CSD at 516-572-7241.

**FIRE REGULATIONS**

Familiarize yourself with the location of fire alarms, exits, extinguishers, and evacuation routes in your building. In the event of a fire alarm, immediately evacuate your class through the nearest fire exit.

**EMERGENCY TELEPHONES**

Orange emergency telephones are available throughout campus in close proximity to teaching areas. If an emergency phone is not available can Public Safety at 516-572-7111 in the event of an emergency.

**MEDICAL EMERGENCIES**

All emergencies are to be reported to Public Safety who will then contact 911. Call Public Safety at 516-572-7111 and state the nature of the injury or emergency and location. If the injury is severe, request that Public Safety call an ambulance immediately. Stay with the person until help arrives.

**DAYCARE**

The Children’s Greenhouse is the College’s daycare center. It provides quality, low-cost daycare to the children of students, faculty, and staff. Contact the Greenhouse at 516-572-7614 or email them at childcare@ncc.edu.