



**COLLEGE OF DUPAGE**

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**INFORMATION GUIDE  
FOR  
ADJUNCT FACULTY**

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## **LEGAL STATEMENT REGARDING THE INFORMATION GUIDE FOR ADJUNCT FACULTY**

The Information Guide for Adjunct Faculty has been designed to acquaint all adjunct faculty with College policies and procedures. This Information Guide is a guideline only and does not create enforceable contractual rights for College of DuPage adjunct faculty members. The Information Guide will be kept under constant scrutiny, and necessary revisions may be made in accordance with relevant CODAA contract provisions at any time to aid in accomplishing the mission of College of DuPage. In all cases where the Information Guide conflicts with existing laws of the United States, the State of Illinois, or College of DuPage policies and contracts, said laws, policies and contracts will control.

For adjunct faculty who are members of CODAA: Should a conflict arise between this Information Guide and the Contractual Agreement Between the Board of Trustees of College of DuPage and College of DuPage Adjuncts Association IEA/NEA, the Agreement will take precedence. Membership eligibility requirements are defined in the CODAA Agreement.

### **INQUIRIES**

Any legal inquiries should be directed to your unit administrator or to the Vice President of Human Resources. Board policies are available on the College website: ([Board Policies](#)). Administrative Procedures are available on an internal College website on-campus only ([Administrative Procedures](#)).

## **ACADEMIC AFFAIRS ORGANIZATIONAL CHART**

The Academic Affairs Organizational Chart is available on the Employee Portal at [insideCOD](#).

### **EMPLOYMENT**

#### **Appeals**

An employee can appeal any issue up one administrative level in the organization or the next level supervisor if the issue is against the immediate supervisor.

#### **Discipline and Dismissal Circumstances**

- Insubordination
- Refusal or failure to perform assigned tasks (including timely completion of mandatory training)
- Unsatisfactory performance of duties or assigned tasks
- Excessive tardiness (tardy 3 or more times in a month)
- Excessive absence
- Willful damage to College property and/or equipment
- Abusive behavior to co-workers, superiors, or subordinates
- Immoral, indecent, or disorderly conduct
- Unauthorized release of confidential information
- Falsification of a time sheet or any employee record including employment application form
- Theft or dishonesty
- Intoxication on the job or possession or drinking of intoxicating beverages on College premises
- Possession, use, or under the influence of illegal drugs on College premises
- Conviction of a serious crime
- Lying
- Physical abuse
- Other employee misconduct

#### **Discontinued Employment**

All adjunct assignments are temporary and may be cancelled or discontinued at any time by the administration with no further obligation or liability ([Board Policy No. 15-370](#)).

Adjunct faculty who no longer wish to work for the College should submit a written notice to their immediate supervisor with a copy to the Human Resources office. This resignation notice facilitates the process of applying for a refund or other benefits from SURS (if applicable) by the adjunct faculty member.

Adjunct faculty who resign prior to completion of an assignment may not be eligible for rehire.

Adjunct faculty who are not assigned to work for 15 months may be automatically deleted from active status in the system. This does not necessarily affect ability to work in the future. Should these instructors return to active work at the College, they will be required to complete selected new employment paperwork.

### **Evaluation of Adjunct Faculty**

Each term College of DuPage instructors will be evaluated via an online student survey for each course section taught. Instructors are notified when the surveys are sent each semester and are asked to encourage their students to participate.

Additionally, instructors will also be evaluated through classroom observations. New instructors will be observed at least once in their first year of teaching. All continuing instructors will be observed on a rotating cycle as determined by the Divisions and the Associate Dean of Adjunct Faculty Support.

### **Full-Time Faculty Opportunities**

Full-time faculty, and full-time temporary faculty opportunities are posted on the College HR website when such positions become available.

Additionally, full-time faculty openings are communicated through official COD e-mail addresses via a "Position Announcement." All positions are posted at the "Job Opportunities" section on the COD website. Applications must be complete and meet the minimum requirements of the position to be considered. All applications will be reviewed after the position has officially closed.

### **Remuneration**

Remuneration for adjunct teaching assignments shall be at a rate established by the Board of Trustees. Limits on adjunct assignments for individuals are based on Board Policies and College guidelines and subject to periodic review and change ([Board Policy No. 15-370](#)).

The Finance Office sets dates for the [payroll calendar](#) each year. Breaks between terms are not included in paychecks. Faculty whose assignments are for less than a full term will not receive a paycheck until after the course begins. Pay advices are available on [myACCESS](#) for employees.

Adjunct faculty are paid through the end of each term only. Initial questions concerning paychecks should be addressed to the Division Office. If your paycheck is incorrect, call Payroll at 630-942-2459 for questions concerning deductions, or call Human Resources at 630-942-2866 or 630-942-3492 for questions concerning assignment pay. The College will collect overpayment amounts made to you.

### **Sales/Promotion**

All faculty should refrain from using their position at the College for selling or promoting anything of value, including products or services, for personal gain for themselves or others.

## **FACULTY DEVELOPMENT**

College of DuPage has a strong commitment to adjunct faculty development. A variety of personal and professional development learning opportunities designed to meet the needs of new and experienced faculty are offered through the **Teaching and Learning Center (TLC)**. Detailed information, schedules and registration instructions can be found on the [Teaching and Learning Center \(TLC\)](#) website.

The Teaching and Learning Center Lab serves as a resource center for all COD faculty and staff. It contains a library collection of books, journals and videos pertaining to teaching and learning topics, an innovative computer lab that houses PCs, MACs, scanners and more, as well as technical assistance by College staff. The lab is available 7 days a week and accessible via a faculty ID card.

Questions regarding faculty development offerings through the Teaching and Learning Center should be directed to 630-942-3805, or [TLC@cod.edu](mailto:TLC@cod.edu). The Teaching and Learning Center is located in the Student Resource Center (SRC), Room 1105/1107. The TLC staff is available to assist you Monday – Friday, 7:00 am – 5:00 pm.

**Learning Technologies** is dedicated to helping COD instructors learn about the latest tech tools and build high-quality courses for their students. Staff members can help you with everything from answering questions about Blackboard to helping you film, edit and utilize videos in your courses. The best place to learn more about learning Technologies is through our department website [www.codlearningtech.org](http://www.codlearningtech.org). There, faculty can take advantage of Blackboard support, sign up for courses, learn about new tech initiatives at COD, and read a variety of articles on educational technology.

The Learning Technologies department offers walk-in hours for all faculty and instructors at COD, but appointments are also available for those who want more focused attention or who cannot attend walk-in hours. Walk-in Hours: Wednesdays and Thursdays from 1 p.m. to 3 p.m. By-Appointment hours: Monday through Friday from 8 a.m. to 5 p.m.

**The Office of Adjunct Faculty Support** designs and coordinates the delivery of professional development programs tailored to the professional needs, interests, and schedules of adjunct faculty in consultation with the Divisions, the Office of Academic Affairs, the Teaching and Learning Center and Learning Technologies to assist in pedagogy, policy and teaching with technology.

The office is open 8 a.m. to 5 p.m. For assistance and inquiries regarding development opportunities, call 630-942-2158 or visit our web page [Office of Adjunct Faculty Support](#).

## **ADJUNCT FACULTY AWARDS**

Adjunct faculty are eligible to be nominated for the All-College Outstanding Faculty Award if they are a current adjunct faculty member, have taught successfully four terms in the last three years, and have performed outstanding service to the College and the students they serve. Some of the selection criteria include student evaluations, observations from administrators or discipline assistants, comments from peers, or unsolicited praise from students. In addition, divisional monetary awards from the College of DuPage Foundation are presented to the nominees during the Adjunct Faculty Recognition Program at the beginning of fall term.

## **SICK/PERSONAL LEAVE**

Adjunct faculty may receive three (3) contact hours of sick/personal leave at full pay per course taught per academic term. For courses taught in the summer, adjunct faculty may receive two (2) contact hours of sick/personal leave at full pay per course taught.

Leave may not be taken during the first or last week of the semester or immediately preceding a vacation period or holiday without express permission of the Dean.

When applicable, adjunct faculty may receive up to two (2) absences at full pay per academic term for jury duty leave if jury duty causes them to miss assigned work. The instructor must notify the Administration at least one (1) week prior to expected leave for jury duty. The instructor will notify the supervisor of jury dismissal at the earliest possible time. If the instructor receives compensation for work missed as per this paragraph, they must submit any compensation received from the court for jury duty to the cashier upon receipt. The instructor may keep the travel expense portion of the payment as indicated on the check stub.

***Note:*** Contact your division for its specific absence policy regarding assignments that are less than a full term. With prior approval of the appropriate Dean or designee, qualified persons may substitute for faculty members in the event of absence; compensation will be at the appropriate adjunct faculty rate ([Board Policy No. 15-370](#)).

## **TUITION WAIVER**

Adjunct faculty must have a minimum assignment of \$500.00 for the term in which the faculty member wants to enroll in the class or the term immediately following. Enrollment is limited to two credit classes per term and the faculty member pays one-third (1/3) tuition, at in-district rates and all fees. The faculty member should contact Registration to find out when to enroll. A Tuition Waiver Form is available on the [COD Employee Portal \(insideCOD\)](#) Forms Library. This form must be filled out and approved by Human Resources. The approved form should then be taken to Registration to complete the process. [MyACCESS](#) cannot be used to enroll in the class.

## ADDITIONAL RESOURCES

The following links provide additional information specific to the topic or department. This information is helpful and important and can be found on the [College of DuPage](#) website.

- [Academic Freedom](#)
- [Academic Affairs Policies and Procedures](#)
- [Academics](#)
- [Adjunct Faculty Benefits](#)
- [Adjunct Faculty Resources](#)
- [Administrative Procedures](#)
- [Admissions](#)
- [Board Policies](#)
- [Bookstore](#)
- [Center for Access and Accommodations](#)
- [College Catalog](#)
- [College Directory](#)
- [College Maps](#)
- [Counseling and Advising](#)
- [Employee Guidebooks and Labor Contracts](#)
- [Employee Portal \(insideCOD\)](#)
- [Information Technology](#)
- [Learning Commons - Academic Support](#)
- [Library](#)
- [MyACCESS](#)
- [Organizational Charts \(insideCOD\)](#)
- [Registration](#)
- [Student Life](#)