

# Adjunct Faculty Expectations

The minimum requirements of all College of DuPage adjunct instructors include the following:

All employees are expected to comply with the Employee Guidebook, Board Policies, Information for a Drug Free College, and follow the guidelines as shown, including future updates as issued. You can access the guidebook at the [College of DuPage Human Resources](#) webpage. Board Policies are available at the [College of DuPage Board of Trustees](#) webpage.

Failure to meet these minimum requirements and expectations could result in the non-assignment of future classes.

## Values

Expectation	Timing	Associated Information
All instructors are expected to uphold the COD values of integrity, equity, honesty, respect, and responsibility.		<a href="#">Mission, Vision, and Values</a>  <a href="#">Code of Ethics Policy 15-25</a>

## Orientation

Expectation	Timing	Associated Information
All new hire adjunct faculty must complete a two-step orientation process: <ul style="list-style-type: none"> <li>Adjunct Faculty Orientation 1.0- A self-guided online orientation accessed through Blackboard</li> <li>Adjunct Faculty Orientation 2.0- A two hour session presented by the Office of Adjunct Faculty Support</li> </ul>	Prior to Class Start  Within First Term of Teaching	<a href="#">Office of Adjunct Faculty Support</a>  (630) 942-2158  <a href="mailto:oafs@cod.edu">oafs@cod.edu</a>

## Compliance Training

Expectation	Timing	Associated Information
All new hire adjunct faculty are required to complete compliance training by the indicated deadline. All adjunct faculty are required to complete compliance training on an annual basis as communicated by the College via e-mail. Compliance training modules must be completed by the stated deadline to avoid a suspension in teaching privileges.	Prior to Class Start  Annually	<a href="#">Office of Adjunct Faculty Support</a>  (630) 942-2158  <a href="mailto:oafs@cod.edu">oafs@cod.edu</a>

## Syllabus

Expectation	Timing	Associated Information
Utilize the <i>Course Syllabus Guide</i> (as provided), approved textbooks (policies may vary by division), and supplemental materials.	Prior to Class Start	<a href="#">Syllabus Guide &amp; Template</a>
All faculty members must post their course syllabi to their Blackboard course shell by the first day of their class. <ul style="list-style-type: none"> <li>Syllabi will be retrieved electronically from Blackboard and stored in the College's database</li> <li>Each syllabus should be formatted as a PDF and must include "syllabus" in the document title</li> <li>Each syllabus must then be placed in the Syllabus tab in Blackboard.</li> </ul>	By First Day of Class	Access to Blackboard shell
Review the course syllabus with students during the first class period.	First Day of Class	

## General Course Administration

Expectation	Timing	Associated Information
Obtain a COD staff ID and parking permit. The ID card serves as your room key, is needed to utilize the printers, and can also be registered with the Library to rent materials.	Prior to Class Start	Visit the COD Police Department located in HEC 1040 or call (630) 942-4280.
Familiarize yourself with the Code of Academic Conduct and Code of Student Conduct board policies and procedures to report student violations of Academic and Student Conduct Codes when necessary.	Prior to Class Start	<a href="#">Code of Academic Conduct</a>
Comply with the official 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 Start	Course Calendars are located in the <a href="#">InsideCOD Portal</a> .
Adhere to the Final Exam Schedule. Final examination periods must be used for an exam or other culminating activity. Faculty must include final exam dates on their course syllabi and remind students of those dates.  Since the final examination period is designated to allow students additional time for study and preparation, final examinations should not be administered during the last week of instruction for 12 and 16 week classes.	Published Examination Period	The Final Exam Schedule is located in the Campus Calendar section of the <a href="#">InsideCOD Portal</a> .

## Communication

Expectation	Timing	Associated Information
Use your assigned College of DuPage email as the primary mode of communication with COD students, staff, and administrators.  You may also request a COD voicemail extension as an additional contact method. Please see the Adjunct Faculty Center for more information.	Always	<a href="#">COD Email Account</a> For instructions on forwarding COD email to another account, contact the Faculty/Staff Help Desk at (630) 942-4357 or email <a href="mailto:helpdesk@cod.edu">helpdesk@cod.edu</a>  Staffed Adjunct Faculty Centers BIC 2A07 and HSC 1235
Respond to emails from students, staff, and COD 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	
Check your assigned COD adjunct faculty mailbox weekly.*	Locate Prior to Class	Contact your division office or Adjunct Faculty Center to locate mailbox.
Knowledge of classroom management technology is expected (e.g. Blackboard). Your syllabus must be posted in Blackboard for every section you teach.  In addition, it is recommended that you post an instructor profile and use the Blackboard announcement feature for communicating with students outside of class. For training and assistance using Blackboard, contact the Learning Technologies Office.	Prior to Class Start and During Class	<a href="#">Learning Technologies</a> (630) 942-2490 <a href="mailto:learningtech@cod.edu">learningtech@cod.edu</a>

## Family Education Rights and Privacy Act (FERPA)

Expectation	Timing	Associated Information
<p>The purpose of FERPA is to afford certain rights to students concerning their education records, and one of these rights is to have some control over the disclosure of personally identifiable information from their records. Personally identifiable information contained in education records may not be disclosed without the student's written consent except to college officials whom the institution has determined have a legitimate educational interest.</p> <p>College of DuPage maintains personally identifiable information for students, faculty members, staff members, alumni, and other donors, disclosure of which is prohibited by the Family Educational Rights and Privacy Act and the Gramm-Leach-Bliley Act. All adjunct faculty must acknowledge that they fully understand that the intentional disclosure of this information to any unauthorized person could subject them to criminal and civil penalties imposed by law.</p> <p>Furthermore, all adjunct faculty must acknowledge that such willful or unauthorized disclosure of student information violates College of DuPage Board Policy and Administrative Procedure #20-15 and could constitute just cause for disciplinary action including termination of employment regardless of whether criminal or civil penalties are imposed. All adjunct faculty are liable for any unauthorized use of, or access to, information protected by FERPA and GLBA by any other person accessing information via their password due to their own negligence or carelessness.</p>		<a href="#">FERPA</a>

## Class Attendance

Expectation	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. - 5:00 p.m. (Closed Fridays during the summer).</p> <p>Outside regular business hours, faculty who are scheduled to teach at the Glen Ellyn campus should contact the Police Department at (630) 942-2000.</p> <p>Faculty who are scheduled to teach at one of the Centers should contact both the division office as well as the Center where they teach.</p>		<p>Appropriate division office</p> <p>Police Department at (630) 942-2000</p> <p>Center Phone Number</p>
<p>All substitute faculty must be approved in advance by the appropriate Dean. Deans approve 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 Dean to discuss the situation and need for substitute instruction in a timely manner.</p>		Approval of Dean
<p>Maintain professional demeanor with students and staff, and serve as a positive representative of College of DuPage in the academic environment.</p>		

## Printing and Copying

Expectation	Timing	Associated Information
<p>For large copy orders (more than 50 single-sided copies), use the Print Center at the main campus. You will need your division's copy account number to submit a work order. Please contact your division office to obtain the correct account number. Once you have established a profile with the Print Center, you will be able to order copies easily and efficiently. Be sure to allow 48 hours to complete your copy order.</p> <p>Copies of less than 100 single-sided or 50 double sided pages can be made on the copiers in the Adjunct Faculty Centers.</p>		<p>Copy account number is available from your division office.</p> <p><a href="#">Print Services</a></p> <p>Staffed Adjunct Faculty Centers BIC 2A07 and HSC 1235</p>

## Roster and Reporting

Expectation	Timing	Associated Information
<p>Direct students who are not on your class roster, but are sitting in class, to the Registration Office located in the Student Services Center 2221. You should also continue to review the class roster throughout the term.</p>	First Day of Class	
<p>College of DuPage believes in student success, to assist students in their progression it is important to share success markers throughout the semester. How a faculty member works with their students to inform them of their progress varies from course to course. However, the College has mandated that several key success markers are to be entered into Blackboard (the College's LMS) by all faculty.</p> <p>Using Blackboard Grade Center, faculty members must complete the following:</p> <ul style="list-style-type: none"> <li>• 10 Day Roster Verification</li> <li>• First Quarter Grades</li> <li>• Midterm Grades and Verifications</li> <li>• Final Grades</li> </ul> <p>These must be completed by their designated due dates. An email will be sent indicating the course and time that these important student success markers are due to be entered.</p> <p>Training on use of Blackboard Grade Center and how to enter these markers can be found at the Learning Technologies website or in person at Learning Technologies.</p>	Follow the due dates and instructions sent to your COD email	<p>Access to Blackboard Shell</p> <p>Due dates to enter grades and verifications can be found within <a href="#">InsideCOD Portal</a> in Campus the Calendar section.</p>
<p>Faculty must maintain individual student grade and attendance records in an electronic form. These must be submitted to the appropriate division office when final course grades are due to the Student Records Office.</p>	End of term	Division office email for grades and attendance.

## Access and Accommodations

Expectation	Timing	Associated Information
<p>College of DuPage is committed to equality of educational opportunities for eligible students with disabilities. If students have the ability to do college-level work and an educational commitment to succeed, the Center for Access and Accommodations ensures access, provides accommodations, and coordinates support services. Students requesting accommodations need to self-identify with the Center for Access and Accommodations and provide appropriate documentation of their disability. Students must send documentation to their instructors in order to receive their specific accommodations in each course in which they are enrolled.</p>		<p><a href="#">Center for Access and Accommodations</a></p>

## Classroom Observation

Expectation	Timing	Associated Information
A classroom observation will be conducted by the Office of Adjunct Faculty Support. The purpose is to facilitate a conversation about teaching effectiveness and to provide support.	First year of teaching; then on a cycling basis	<a href="#">Classroom Observation Process</a>

## Student Course Evaluations

Expectation	Timing	Associated Information
All adjunct faculty should encourage their students to complete end of course evaluations for each course taught. To accomplish this, adjunct faculty should: <ul style="list-style-type: none"><li>• Post reminders in the announcements area within Blackboard</li><li>• Send email reminders</li><li>• In addition to these, all adjunct faculty should remind students during any synchronous class meetings, VCMs, hybrid/on-campus meetings, etc.</li></ul>	Last two weeks of the term	

**\*Due to COVID-19 some instructions refer to on-campus procedures**

**Please return a signed copy of this document to the Office of Adjunct Faculty Support.**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

By your signature above, you acknowledge that you have read and understood the contents of this document and agree to meet requirements.