

FREQUENTLY ASKED QUESTIONS
AND
ANSWERS

Adjunct Faculty @



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Helpful Sites for Information at CRC

□ **FACULTY AND STAFF RESOURCE GUIDE**

□ http://www.crc.losrios.edu/Faculty_and_Staff/Faculty_and_Staff_Resource_Guide.htm

□ **What will you find here?**

- Links to the mission and vision statement, quick facts about CRC, organizational charts, as well as many different forms in addition to information about policies, curriculum, etc.

□ **LRCFT CONTRACT**

□ http://www.losrios.edu/hr/downloads/LRCFT%202005-2008/LRCFT_Contract%202005-08ad.pdf

□ **Why is this important? Isn't my letter my contract?**

- The LRCFT is the union body that negotiates the contract of terms for full time and adjunct faculty with the district. Therefore this document provides the details of what is expected of adjunct faculty as well as what adjunct faculty can expect from the district regarding paid leaves (i.e., sick leave), grievances, benefits, etc.

FAQs and Answers

- **Are adjunct faculty required to keep office hours and if they do do they receive compensation for office hours?**
 - Adjunct faculty are not required to have office hours. However, adjunct faculty who teach a .2 to .39 FTE load are eligible for compensation for nine office hour per semester. Adjunct faculty who teach a .4 FTE or higher load are eligible for compensation for 18 office hours per semester. More detail is available on the Adjuncts page of this ***Faculty and Staff Resource Guide***.
 - A form will need to be completed at the beginning of the semester regarding one's intent to hold office hours and payment is provided after the semester has been completed.

FAQs and Answers cont.

□ What are Flex days?

- Flex days are special days in the academic calendar designed exclusively for professional development activities and generally include one or more days of optional workshops at the beginning of each semester. They are contractually compensated days and are included in the number of contract days required.

□ What is a Flex obligation?

<http://www.losrios.edu/hr/downloads/HRInfoFlyer05.pdf>

- Some adjunct faculty have a Flex obligation. Your Flex obligation is the total number of hours you must spend participating in professional development activities. For adjunct and overload faculty, your Tentative Contract Schedule (TCS) states your Flex obligation.
- Adjunct Faculty: Adjunct faculty members are obligated for the total number of hours you would have taught class on Flex days, which are Thursdays and Fridays. For example, you teach one 3-unit course from 5:30 – 6:45 pm on TTH and your college's Flexday is scheduled for Thursday. Your Flex obligation would be 75 minutes (the 75 minutes you would have been teaching Thursday evening). You must complete your Flex obligation within the semester of your contract. However if you do not teach on either of these days you do not have a Flex obligation.

FAQs and Answers cont.

- **What type of benefits are available to Adjuncts?**
 - Medical Insurance
 - Dental Insurance
 - Domestic Partner Coverage
 - 403(b) Tax Deferred Savings Program
 - 457 Deferred Compensation Savings Program
 - California State Teachers' Retirement System (CalSTRS)
 - Medical Expense FSA
 - Paid Leaves
 - COBRA Continuation Coverage
 - Go to this site for specific information on each of these benefits.
<http://www.losrios.edu/business/LRCFTAdj.php>

FAQs and Answers cont.

- **How do I get documents copied for the classroom?**
 - Most departments have a copier accessible to faculty for small copy jobs. Check with your department to find out if you need a code to access the copier.
 - For larger jobs you will want to complete the **Duplication Form** and provide at least a 2 – 3 day advance request. At the beginning of the semester please allow 2 weeks for copying of syllabi and other materials.
- **Is there a link for downloadable forms?**
 - http://www.crc.losrios.edu/Faculty_and_Staff/Forms.htm
 - Here is where you will find the Duplication Form and various HR forms.

FAQs and Answers cont.



- **When & how do I order textbooks for my course(s)?**
 - ▣ Book adoption dates and procedures are found at the CRC Bookstore site at this web address
http://www.crc.losrios.edu/Student_Services/Bookstore/Faculty.htm
 - ▣ It is highly recommend that faculty adopt a textbook for at least two years. This helps keep the cost down for students.

FAQs and Answers cont.

□ **Classroom Management:**

□ ***Record Keeping and Student Attendance***

- Record keeping is a faculty responsibility. Attendance and grade records are kept for a period of three (3) years.
- Students who fail to attend the first class may be dropped by the instructor.
- Students who have not attended at least one of the first three sessions of the class must be dropped as “**No Show**”

□ ***Children in the Classroom***

- It is up to a faculty member to allow or not allow children in the class. However, parents should be made aware that if their children are allowed in class, they must not disrupt the class or be left out in the hall etc.

FAQs and Answers cont.

- **Where can I find information about student expectation and student discipline process?** http://www.crc.losrios.edu/Faculty_and_Staff/Faculty_and_Staff_Resource_Guide/Faculty_Resources/Student_Behavior_and_Academic_Integrity.htm
- ***Expectations for Student Behavior***
 - Common courtesies such as the following are expected of students: respectful and appropriate use of campus facilities, resources, and services; respectful interactions with faculty, staff, and students; and being a responsible student.
- ***Student Discipline Process***
 - Faculty syllabi should include specific expectations for acceptable classroom behavior and the potential consequences for failing to adhere to those expectations. For more information refer to the Student Discipline Process page within the link above.

FAQs and Answers cont.

- **Are there counseling services available to students?**
 - Yes, however with limited availability.
 - Refer to the following site for information about academic counseling etc. http://www.crc.losrios.edu/Student_Services/Counseling.htm
 - Personal Student Counseling :
 - Limited appointments for psychological counseling are available by referral only from a CRC counselor or counseling/student services administrator. In addition, there is a designated crisis counselor available at all times in counseling.
 - Students who may be in need of these services should be referred or taken to the counseling center.

FAQs and Answers cont.

□ **What is SOCRATES?**

- Socrates the computer system that houses curriculum information of all courses taught at CRC (and throughout the Los Rios district).
- You can access Socrates by logging on to “On-line Grade Reporting and Class Rosters” and then selecting “SOCRATES Curriculum Services”. From there you can navigate to the course you teach and review the curriculum information that was developed for your course.
- All faculty have flexibility in how they teach the course content, however you do want to be familiar with the approved curriculum to ensure you are covering the objectives designated within SOCRATES. If you have questions regarding what is written for your course see you Department Chair or Dean.

FAQs and Answers cont.

- **How can I contact the “Dean of the Dark” when I’m teaching at night?**
 - ▣ A dean or vice president is on duty on campus Monday through Thursday until 8:00 PM on a rotating basis. If there is an issue of concern during evening classes, you can reach this person by calling the Evening Duty telephone line at **916-709-1798**.
 - ▣ If you have an emergency, please check with the Campus Police first before contacting the evening duty administrator.

FAQs and Answers cont.



- **Can adjunct faculty file grievances?**

- Yes. Article 13 describes the process that encourages the use of an interest-based approach to conflict resolution.

http://www.lrcft.org/resources/1/2011%20Agreement/article_13.pdf

- **Where can I find Human Resources and business office contact information?**

<http://www.losrios.edu/~business/directory.html>

FAQs and Answers cont.

- How do adjuncts apply for unemployment benefits?

http://www.lrcft.org/GoDocUserFiles/adjunct_unemploymt.pdf

- For more Information about Union Contract Negotiations for adjuncts, please visit LRC Federation of Teachers link below.

<http://www.lrcft.org/negotiations.aspx>

- To view or download the current LRCFT Collective Bargaining Agreement (2008 – 2011), click link below. (Warning: 245 pages)

<http://www.lrcft.org/resources/1/2008-11%20Agreement.pdf>