



LEHMAN COLLEGE

of The City University of New York

Adjunct Faculty Guide to Lehman College

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Lehman College Adjunct Faculty Guide

WELCOME TO LEHMAN COLLEGE!

Congratulations on your appointment to the Lehman College adjunct faculty.

Academic Calendar

Please familiarize yourself with and refer to the [College's academic calendar](http://www.lehman.edu/registrar/calendars.php) <http://www.lehman.edu/registrar/calendars.php> when planning your courses. The calendar includes important dates, schedule changes, deadlines, and CUNY holidays, including:

- First and last day of classes
- Verification of Enrollment (VOE Roster) deadlines (see page 11)
- College holidays
- Final exam schedules
- Student withdrawals

I. GETTING STARTED

1. Human Resources

In order to add you to the Lehman College payroll, your department chair or a Human Resources staff member will provide you with a personnel packet, including a list of the supporting documentation the college requires. You must provide proof of your highest degree and proof of citizenship or eligibility to work in the United States (originals will be returned to you as soon as copies are made). For more information about Human Resources visit: www.lehman.edu/human-resources/index.php. For adjunct faculty matters pertaining to Human Resources, contact Jason Gaines at Jason.gaines@lehman.cuny.edu or 718-960- 7440.

2. ID Cards

You will be issued a Lehman College ID, which is needed to access the library, parking lot, and some areas of the campus. Whether you are a new or returning adjunct faculty member, you must obtain a letter of appointment from Human Resources or your academic department for the semester in which you will be teaching. Take the letter to room 079 in Shuster Hall; a picture will be taken and your ID card will be issued or validated there for the current semester. If you lose your ID card, you will be responsible for the cost of a replacement. You must visit Shuster Hall room 079, present a valid personal identification, and pay \$10.00 for a replacement ID card or \$15.00 for the dual access/proximity ID card. Please note: cash is the only accepted form of payment for replacement ID/dual access cards. For more information visit www.lehman.edu/public-safety/id-schedule.php.

3. Your Email

Upon receiving your appointment, you will be assigned a Lehman College email account, which consists of firstname.lastname@lehman.cuny.edu. You can access your Lehman College email account from the Outlook web app at <https://owa.lehman.cuny.edu/my.policy>, or from the Lehman College home page www.lehman.edu by following the **login** link at the top of the home page and selecting ***Faculty/Staff Email***. You may also access your email through Outlook or Exchange on your personal computer or mobile device. Visit the [Email and Information Guide](http://www.lehman.edu/itr/exchange-info.php) <http://www.lehman.edu/itr/exchange-info.php> for instructions on configuring your Lehman email account.

4. CUNYfirst & CUNY Login

You will also need a CUNYfirst account. CUNYfirst, which stands for *Fully Integrated Resources and Services Tool*, is a system that manages students' education and records, faculty and staff employment and benefits information, and all college business operations. Your CUNYfirst account has a single set of login credentials called the "CUNY Login" (these credentials are separate from those of your Lehman email account). The CUNY Login is an entry point for CUNYfirst and other applications including Blackboard, CUNYsmart, DegreeWorks, and FACTS.

- [Activate your CUNYfirst account](https://impweb.cuny.edu/selfservice/activation/start.action).
<https://impweb.cuny.edu/selfservice/activation/start.action>
- More information on the [CUNY Login](https://tinyurl.com/CUNYloginFAQs). <https://tinyurl.com/CUNYloginFAQs>

5. Lehman Connect

Lehman Connect is a helpful resource for faculty and staff that offers one location for college information and access to tools and processes. [Log in to Lehman Connect](https://connect.lehman.edu/) <https://connect.lehman.edu/> with your Lehman ID and password (same as your Lehman email). The home page of Lehman Connect is the place to find up-to-date college information, news feeds, and events. You can also sign up for alerts when new information is posted. The Lehman Connect web portal features:

- Single sign-on: get one-click access to webmail and other Lehman applications that you use daily on your "My Lehman Connect" page.
- Team sites for collaboration: team sites provide new ways for departments and faculty to work together and share documents, meeting minutes and action items. You can edit documents in a web browser and ensure that your team is working on the same document through version control.
- Document Storage: "My Content" provides mini cloud storage that allows you to access key documents anytime, anywhere.

6. Blackboard & Online Education

Blackboard (Bb) is a web-based online learning management system (LMS). It has many built-in features to support delivery of face-to-face, blended, and online courses, in addition to integration with centralized registration processes. Blackboard also supports grading functions, class communication and collaboration. It can make your work simpler, with less time spent preparing handouts and collecting papers, and more time spent teaching and interacting with students.

If you plan on using Blackboard, please review the [Blackboard readiness document](http://www.lehman.edu/itr/documents/LehmanOnlineSelf_Check_Blackboard.pdf) http://www.lehman.edu/itr/documents/LehmanOnlineSelf_Check_Blackboard.pdf and visit the [Blackboard page](http://www.lehman.edu/itr/blackboard.php) on Lehman's website for more information and support <http://www.lehman.edu/itr/blackboard.php>. For in-person support you may also visit the Academic IT Center in Carman Hall, Room 108, or contact Blackboard Administrator Stephen Castellano at Stephen.castellano@lehman.cuny.edu or 718-960-8658.

For additional resources and information related to designing online courses and using educational technology, visit the [Office of Online Education](https://lehmanonlineeducation.commons.gc.cuny.edu/) on the web <https://lehmanonlineeducation.commons.gc.cuny.edu/>, in Carman Hall Room 249, or email online.education@lehman.cuny.edu to schedule an online or an in-person consultation session.

7. Direct deposit of your paycheck can be arranged or checks can be picked up in person every two weeks at the Bursar's Office in Room 031 of Shuster Hall. See FAQs at the end of this document for more information.

8. Public Transportation

MTA Subway: the nearest subway stations are the D train (stops at Grand Concourse & Bedford Park Boulevard, and Kingsbridge Road & Grand Concourse), and the 4 train (stops at Jerome Avenue and Bedford Park Boulevard, and also at Jerome Avenue and Kingsbridge Road).

Buses: the BX10, 26, 28, and 22 stop by the main Lehman College entrance on Bedford Park Blvd West. The BX 22 also stops behind Carman Hall on Goulden Avenue.

9. Parking

The cost for faculty and staff parking at Lehman College is \$185 per year (inclusive of the summer term), or \$50 for the summer term alone. Payments must be made at the Office of Campus Activities in Shuster Hall, Room 078. Parking may also be purchased [online](https://secure.qgiv.com/for/hhlcaeci/) <https://secure.qgiv.com/for/hhlcaeci/>. Once you have paid for your parking fee, you will be issued a decal and a Dual Access Lehman ID card. Lost

parking permits are replaced at full cost. Payments of \$15 for lost Dual Access Lehman ID cards are made by cash only in the Campus Activities Office. For more information, please contact the Campus Activities Office at 718-960-8123.

10. Room Keys

Speak to your department office staff regarding your key needs, including access to classrooms, bathrooms, the faculty lounge, elevators, and department offices. If you were not issued keys and you find a classroom is not open, please contact Public Safety at 718-960-8593.

11. Security

Lehman's Department of Public Safety supports the college's mission by helping to maintain a safe environment for its students, faculty, staff, and visitors. Public Safety can be reached in non-emergencies at 718-960-8593 and 718-960-8228. Public Safety officers will assist you in gaining access to your classroom or your office should you forget your keys, provided you have your Lehman College ID. You should also bring to their attention any emergency in the classroom, on campus, or any concern you may have about your personal safety.

For any emergency (sickness, bullying, chemical hazards) you should call extension #7777 or report in person at the Central Command Station, located at Gate 5 between Shuster Hall and Gillet Hall on Goulden Avenue.

Officers maintain a presence around the campus and main entrances and are [on duty 24 hours a day](http://www.lehman.edu/public-safety/) <http://www.lehman.edu/public-safety/> to immediately respond to any emergency or non-emergency situation.

12. Lounge & Cafeteria

The Underground Lounge is our complete food court dining location on campus. It is located in the basement level of the Music Building and offers a wide variety of freshly prepared, nutritious meal options. It is open Mon-Thurs: 7:30 am - 8:30 pm and Fri & Sat: 7:30 am - 3:30 pm.

The Harmony Café on the first floor of the Music Building offers a variety of coffees and espresso drinks, hot and cold teas, pastries, desserts and light lunch options. It is open Mon-Fri, 7:30am - 7:45pm.

The Carman Café in Carman Hall features similar options as well as a salad bar and it is open Mon-Thurs: 7:30am - 8:30pm; and Fri. & Sat: 7:30am - 3:30pm.

II. PLANNING & TEACHING

1. Academic Calendar

Lehman College's official academic calendar is available online at: www.lehman.edu/registrar/calendars.php. Before the semester starts, you are encouraged to check the academic calendar to confirm the schedule of class meetings for your course. The calendar includes changes in course meeting dates, holidays, and key information that you should include in your syllabus. **Plan the course around the calendar so you can coordinate your classes with the required 15-week semester.** For instance, if you don't hold a final exam, you may hold your last instructional class during finals week.

2. Preparing for the Start of the Semester

The beginning of the semester is always a hectic period. Advance preparation is advised! You should begin gathering your course materials at least two weeks before the semester begins. Bring your syllabi to your department to have them duplicated. If time is short, you may be asked to take your materials directly to the Print Shop located in Shuster Hall, Room 056 (Note: you may need a signed authorization from your department to order duplication services). If you are using assigned texts you will need to prepare a book order *and determine which of your books have actually arrived in the bookstore before the first day of classes.*

3. Syllabus and Course Requirements

Your course syllabus is a contract between you and your students. Please be explicit about your expectations for students during the semester. This includes attendance requirements and class participation; the number and types of assignments given, formal examinations and quizzes; and the relative weight for each assignment.

College policy requires that certain information appears on all syllabi, including the following: the course title, the instructor's name, email address, office hours, office location and telephone (if available); required textbooks and other readings; grading policy; dates and times of examinations—including the final exam (see the *Guide and Schedule of Classes*); assignment due dates; and your policy on late papers, late grades, attendance, credit/no credit and incompletes. Please make every effort to include all of these items on your syllabi. The more detailed the syllabus, the less likely there will be misunderstandings between you and your students during and/or after the semester.

More information and tips on creating a syllabus can be found on the "[Prepping for your Lehman Classes](http://www.lehman.cuny.edu/provost/prepping-lehman-classes.php)" page <http://www.lehman.cuny.edu/provost/prepping-lehman-classes.php>. More helpful information is on Lehman's [webpage for new faculty](http://www.lehman.edu/provost/new-faculty-orientation.php) <http://www.lehman.edu/provost/new-faculty-orientation.php>.

4. Book Orders

Order your books several weeks before the semester begins; it may take several weeks for the bookstore to complete an order. The bookstore will order desk copies upon request, or you can call the publisher or go to its website to request a desk copy for yourself. You may order books [online](https://tinyurl.com/follett-online), <https://tinyurl.com/follett-online>. If you wish to order books in person or need information about preparing book orders, contact the Lehman College Bookstore at lehman.edu/bookstore or 718-960-8144, or visit the store on campus. Check with your department chair if you have any questions about specific textbooks and course materials.

Once you've finalized book orders, *federal guidelines require you to enter all course materials into the CUNYfirst system* through the [Faculty Center module](https://tinyurl.com/book-module) (click link for detailed instructions) <https://tinyurl.com/book-module>. This will enable students to see which course materials they'll be using in their upcoming courses (and it complies with Higher Education Opportunity Act laws). Even if you are not using or have not ordered textbooks, you must still complete the course materials form in CUNYfirst.

5. Library

You can reserve materials at the Leonard Lief Library as soon as the semester begins. For student convenience, it is very important that you submit a reserve list of your course materials to the library as early as possible. Adjunct faculty may make use of a number of college resources that support teaching and scholarship, such as the faculty [resources page](https://tinyurl.com/reserve-book-request) <https://tinyurl.com/reserve-book-request>. Books may be checked out from the library with a Lehman ID card. You may also photocopy journal articles needed for research and course reserve. Library hours are Monday through Friday from 8:00am to 10:45pm, Saturday from 11:00am to 8:45pm, and Sunday from 11:00am to 7:45pm. For Interlibrary loan, course reserves, and off-campus database access, contact Stephen Walker, Head of Access Services at the Leonard Lief Library, at [718-960-7773](tel:718-960-7773) or stephen.walker@lehman.cuny.edu.

6. Evaluating, Grading & Reporting Student Work

Adjunct faculty assign grades to students based on the definitions contained in the revised CUNY's *Uniform Grading Symbols: Glossary and Guidelines*, [available online](http://www.lehman.edu/registrar/documents/cuny-uniform-grade-glossary.pdf) <http://www.lehman.edu/registrar/documents/cuny-uniform-grade-glossary.pdf>. It is very important to get familiar with the content of this memo.

- Please see [this flowchart](http://www.lehman.edu/registrar/documents/cuny-uniform-grade-glossary.pdf), which illustrates Lehman College's grading procedure. <http://www.lehman.edu/registrar/documents/cuny-uniform-grade-glossary.pdf>
- To learn more about the definitions of WN, WU, F and INC grades, [see this memo](http://www.lehman.edu/registrar/documents/2016/Grade-Clarification-Memo.pdf). <http://www.lehman.edu/registrar/documents/2016/Grade-Clarification-Memo.pdf>

Grades are submitted via CUNYfirst, which can be accessed online from anywhere through www.home.cunyfirst.cuny.edu. Grades may also be amended in CUNYfirst. See this [reference guide](#) for more information on grade definitions, and procedures for grade submission and certification of student attendance <http://www.lehman.edu/provost/documents/RegistrarQuickNotes.pdf>.

Grade submission deadlines are listed on the [Registrar's faculty information web page](#) <http://www.lehman.edu/registrar/information-for-faculty.php>. You may also contact Nelson Tulsiram, rudranauth.tulsiram@lehman.cuny.edu/ (718) 960-1125, or John Lucente, john.lucente@lehman.cuny.edu/ (718) 960-5183 in the Registrar's Office for more information.

7. Student Withdrawal from a Course

Lehman regulations allow students to withdraw from a course up to the beginning of the ninth week of classes. The specific date is indicated in the college's [academic calendar](#) <http://www.lehman.edu/registrar/calendars.php>. There is a corresponding rule for accelerated summer session courses; check with your department chair.

Note that only students can take the steps necessary to drop a course, which must be done through their CUNYfirst accounts. If a student stops attending your course, you cannot drop the student yourself. Please make this policy clear to your students at the beginning of each term. When a student withdraws officially from the course, the grade W will appear on the final grade sheet. If you do not see that grade, you cannot add it yourself; you must choose either F or WU. For more information, see the [Grade Clarification Memo](#) <http://www.lehman.edu/registrar/documents/2016/Grade-Clarification-Memo.pdf> and consult the [Registrar's academic calendar](#) <http://www.lehman.edu/registrar/calendars.php>.

1. Did the student ever attend your class, even once?
 - If yes: Proceed to the next grading option
 - If no: This grade should have been assigned at the beginning of term. You should contact the Registrar for the appropriate guidance and **Assign a WN.**

2. Did your student attend at least once, and then completely stop attending any time prior to final exam week without officially withdrawing?
 - If yes: **Assign a WU**
 - If no: Proceed to the next grading option

3. Did your student complete all course requirements?
 - If yes and they successfully completed the course: **Assign a passing letter grade**
 - If yes and they unsuccessfully completed the course: **Assign a grade of F**

4. Did you consult with your student and agree that an incomplete can be given?
 - If yes: **Assign an INC**
 - If no: Assign an appropriate grade from above options

8. Attendance Records & Verification of Enrollment (VOE) Rosters

The City University of New York has uniform guidelines and procedures for verifying student enrollment, attendance, and withdrawal. The Verification of Student Enrollment Policy exists to comply with federal Title IV regulations, and to facilitate the assessment of students who qualify for Title IV financial aid. *Federal guidelines stipulate that you must complete and submit the verification rosters before the deadline each semester; neglecting this task may put your students' financial aid in jeopardy.* You will be notified by the Registrar's Office when the rosters are open and when verifications are due.

See the [instructions for submitting completed Verification of Enrollment \(VOE\) rosters](http://www.lehman.edu/registrar/documents/2018/verification-of-enrollment-rosters-instructions.pdf) <http://www.lehman.edu/registrar/documents/2018/verification-of-enrollment-rosters-instructions.pdf> in CUNYfirst.

- Faculty also use CUNYfirst to certify student attendance. To submit your certification of attendance, see the [reference guide](http://www.lehman.edu/provost/documents/RegistrarQuickNotes.pdf) on the Registrar's website <http://www.lehman.edu/provost/documents/RegistrarQuickNotes.pdf>.
- Please submit VOE rosters by the scheduled deadline.

- Although Lehman College sets attendance policy, instructors may establish specific requirements for class participation and attendance. These policies should be stated clearly in your syllabus. (Attendance records also allow you to document when a student has stopped attending your course.)

9. Academic Integrity

Academic dishonesty is prohibited in the City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion.

Refer to [CUNY's Policy on Academic Integrity](#) for additional information

http://www.lehman.edu/lehman/about/policies_pdf/CUNYAcademicIntegrityPolicy.pdf

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10. Absences

Make every effort to meet your class ontime and on the dates scheduled for the course. Should you need to miss a class, inform the department office as early as possible so that substitute coverage can be arranged. *Contact your students via email or Blackboard* informing them that there will be a substitute instructor, or (if a sub is unavailable) that the class is cancelled. In the event a class meeting is cancelled, ask your department to post this information on the classroom door and on your department's door. Make-up classes are difficult to arrange because most students work and have little schedule flexibility to attend classes at other times. Please discuss with your department chair a plan for making up class time and work (online assignment etc.). If you anticipate missing a class due to conferences or other scheduled events, please discuss this with your department chair in advance.

III. SUPPORT & RESOURCES

1. Technology Support

The Information Technology (IT) Help Desk is the first point of contact for members of the Lehman College community seeking information and assistance with campus technology issues. It is located in the [Academic IT Center](#), Room 108 of Carman Hall <http://www.lehman.cuny.edu/itr/about-it-center.php>. The Help Desk is staffed Monday-Thursday from 8am to 10:45pm, Friday from 8am to 5:45pm, and Saturday and Sunday from 9:00am to 4:45pm. In addition, you can walk in for consultation during listed hours of operation.

Contact: 718-960-1111; email: help.desk@lehman.cuny.edu.

You can also submit an [Online Form Requesting Assistance](#) via *Lehman Connect* <http://www.lehman.edu/itr/helpdesk-form.html?iframe=true&height=650&width=760>.

In addition to its services, the IT Department offers year-round faculty and staff workshops on Blackboard, Microsoft Windows 10 Basics, and other applications such as SPSS and Yuja. To register visit: www.lehman.edu/itr/faculty-workshops.php. You can obtain direct Blackboard support from the Blackboard Administrator, Stephen Castellano. stephen.castellano@lehman.cuny.edu, or 718-960-8658.

2. Faculty Computer Lab

The IT Center is a place for our faculty and the entire college community and is open to all who wish to enhance their academic IT skills. As a branch of the Information Technology Division, the IT Center educates, supports, and collaborates with faculty and students to integrate technology as a vital component of the teaching and learning process.

The Academic IT Center is on the first floor in Carman Hall, Room 108. It houses PC and Apple computer systems. All computers include the following features: email, Internet access, office productivity programs, desktop publishing software, course-related software. Black-and-white and color laser printers are available, as well as scanners. To gain access to the IT Center, please use a valid Lehman I.D. card. There is a separate room for faculty off the main student lab.

3. Audiovisual & Media Technology Services for your Class

Media Technology Services can provide the hardware and technology to support your classroom activity. You may reserve laptops, cameras and related audio, and technology and video equipment through the media equipment reservation system, which can be accessed through [Lehman One Access](https://webc.lehman.edu/webcheckout/pir) (enter email username and password) <https://webc.lehman.edu/webcheckout/pir>. Media Technology Services is part of the Multimedia Center located in Carman Hall, Room B-74. Hours of operation: Mon—Thu: 9am - 10pm. Fri: 9am - 6pm. Sat: Closed. Sun: Closed. You may contact the Media Technology Center at (718) 960-7898 or media.services@lehman.cuny.edu.

To reserve a technology-equipped classroom for an event, please contact scheduling.registrar@lehman.cuny.edu.

4. Copying/Duplicating

The Lightning Print Shop at Lehman College offers a wide range of duplication services. You may submit printing requests through its [online work requisition form](https://tinyurl.com/lc-print) <https://tinyurl.com/lc-print>, or in person at Shuster Hall Room 056. The print shop can be reached at (718) 960-8450. Some adjunct faculty rely on their departments to have

materials copied but department policies differ. You are advised to check with your department's staff before submitting a duplication order.

Because of copyright laws and limited resources, please be judicious about what and how much material you copy. Consider scanning documents and uploading them to Blackboard or putting readings on reserve at the library. To submit a library E-Reserve Request, contact Angelina Brea Angelina.Brea@lehman.cuny.edu, or (718) 960-8081.

IV. CAMPUS SERVICES

Students look to faculty members for information outside of course content, so it helps to become familiar with the many resources available to students at Lehman. In particular, you should not hesitate to refer struggling students to the Instructional Support Services Program (ISSP) or suggest meeting with an advisor. In addition to academic support the College offers a full range of services to support the whole student.

- The *Instructional Support Services Program (ISSP)* is located in the Old Gym Bldg., Room 205 and oversees the Academic Center for Excellence (ACE) and the Science Learning Center (SLC). ISSP provides Lehman students with the opportunity to achieve academic success through the guidance and encouragement of peer tutors and professional staff members. ACE and the SLC offer guidance and tutoring in reading and writing as well as course content, plus workshops throughout the semester. For more information, [contact ISSP online](#) or at (718) 960-8175 or visit www.lehman.edu/academics/instructional-support-services/index.php.
- The *Academic Information and Advisement Center* provides students with information and guidance on choosing courses; checks that requirements are met for graduation; helps students understand academic policies and prepare appeals; and helps students who have had legitimate hardships and have been unable to complete work etc. For more information call (718) 960-8104 or visit www.lehman.edu/academics/advising/index.php.
- The *Counseling Center* is located in Old Gym Bldg. Rm 114 and offers free and confidential therapy, provided in a safe environment where students can address issues that may be keeping them from attaining their academic goals. All students are treated with respect and are seen as individuals with unique strengths. For more information call (718) 960-8761 or visit <http://www.lehman.edu/counseling-center/index.php>.

- *Student Disability Services* is located in Shuster Hall Room 238. There are more than three hundred registered students at Lehman with a wide range of disabilities disabled (emotional, medical, physical and/or learning). Many students have disabilities but do not realize it or do not want to come forward and ask for help. If you think you have a disabled student in your class, please contact Student Disabilities Services (SDS). The Office of Student Disability Services (SDS) works with both the Lehman College community and the local community to ensure access to all areas of campus life. Please include information about disability services in your syllabus. For more information call (718) 960- 8441 or visit the [SDS web page](http://www.lehman.edu/student-disability-services/) <http://www.lehman.edu/student-disability-services/>.
- The *Student Health Center* is located in Building Old Gym, Room B008. The center offers confidential health care and clinical services to students, including immunization. In case of urgent need, our adjunct faculty can also obtain free health services from the center. The Health Center is open Monday through Friday from 9am to 5pm and Tuesdays from 9am to 6:30pm. For more information call (718) 960-8900 or visit www.lehman.edu/student-health-center/.
- The *Office of Veterans and Military Affairs* is located in Shuster Hall, Room 201A and is committed to supporting the Lehman College's VA's community in pursuit of their higher learning degree for their professional development by identifying, addressing, and advocating for their evolving needs. For more information call (718) 960-7188/7369 or visit <http://www.lehman.edu/veterans-affairs/index.php>.
- The *Office of Campus Life* is located in the Student Life Building, Room 219. The building also houses a wide variety of clubs, interest groups, and the student government. If you have a student who is looking to get more engaged with social and campus activities or whom you think would make a good leader, please suggest they explore these opportunities. For more information call (718) 960-8535 or visit www.lehman.edu/campus-life/.

V. CLASSROOM BEHAVIOR

Faculty, staff, and friends are often among the first to notice when another member of the Lehman College community is overly stressed or behaving in a dangerous or disruptive manner. Disruption of academic progress, personal relationships, and daily behavior may be signs that a person is in distress.

At Lehman College, there is a [Behavioral Intervention Team \(BIT\)](http://www.lehman.edu/bit/index.php) <http://www.lehman.edu/bit/index.php> of experienced and dedicated professionals that

ensures appropriate intervention when individual behavior causes concern to other members of the campus community.

There are three key categories of behavior that are of utmost concern to the BIT:

- Self-injurious behavior (i.e., suicidal ideation/attempt, cutting behavior, dangerous alcohol/substance consumption, etc.)
- Disruptive behavior that violates campus community safety (i.e., homicidal threats, stalking, assault, email/Blackboard bullying, carrying weapons, etc.)
- Unusual behavior (i.e., changes in personality, depressive symptoms, shifts in mood, unexplained irritability and/or lethargy, hopelessness, etc.)

Anything that appears to be a worrisome concern may prompt you to make a report. To learn more about the Lehman College BIT or to contact a member to discuss your concerns about a student, [see this page](http://www.lehman.edu/bit/index.php) <http://www.lehman.edu/bit/index.php>. To file a report of disturbing behavior, [use this form](http://www.lehman.cuny.edu/bit/file-report.php) <http://www.lehman.cuny.edu/bit/file-report.php>.

Once an incident is reported to the BIT, members of the Committee determine the appropriate steps to address the situation. This process is based on the severity of the concern, the ability of the person in question to engage in the resolution, and the situation.

In case of an EMERGENCY, at any time, contact CAMPUS SECURITY immediately at 718-960-7777.

VI. ADJUNCT RIGHTS AND BENEFITS

Contractual Matters, Including Benefits and Rights

As a member of the Lehman College faculty you are protected by the PSC (Professional Staff Congress). You are entitled to the privileges negotiated by the union and are required to meet the contractual obligations and responsibilities that apply to all instructional personnel. For more information about your rights and benefits—including salary schedules, health insurance, pensions, sick leave, evaluations, grievance procedures, and professional development funds—[read the brochure on part-timer rights](http://www.psc-cuny.org/benefits/brochures-part-timer-rights). <http://www.psc-cuny.org/benefits/brochures-part-timer-rights>.

The Lehman PSC Chapter leadership is sympathetic to adjunct issues and you may contact your campus liaison with questions or concerns. For contact information on your current campus liaison, [visit this page](http://www.psc-cuny.org/about-us/who-we-are/part-time-liaisons) <http://www.psc-cuny.org/about-us/who-we-are/part-time-liaisons>.

You may read the current PSC-CUNY contract in full [here](http://www.psc-cuny.org/contract/psc-cuny-contract) <http://www.psc-cuny.org/contract/psc-cuny-contract>.

VII. OTHER LEHMAN COLLEGE POLICIES

For a complete listing of Lehman College's policies, [see this page on the college website](http://www.lehman.edu/provost/policies-procedures.php) <http://www.lehman.edu/provost/policies-procedures.php>.

VIII. FREQUENTLY ASKED QUESTIONS – FAQs

What is my role as adjunct faculty member?

Your role is to facilitate student learning in a specific content area. If the class you teach is a three credit-hour semester course, it means that students spend three hours per week with you for fifteen weeks of instruction and then one class session for final examinations.

Both you and your students are expected to remain in class for the entire time scheduled. Please notify the department chair in advance (as far as is reasonable) if you must miss a class and be prepared to make up the time in class before the end of the semester. Specifics on the beginning and ending of the semester and holidays can be found on the Lehman College Academic Calendar <http://www.lehman.edu/registrar/calendars.php>

Does my department have specific guidelines for adjunct faculty?

Specific guidelines are at the discretion of individual departments.

When do I get paid?

Instructional staff at Lehman College are paid every two weeks. Employees may choose to have some or all of their pay electronically transferred through direct deposit to up to seven different accounts at banks or other financial institutions. Whether you are paid by check or direct deposit, you will receive a sealed document with three parts: 1. Address Information 2. Paycheck or Direct Deposit Advice 3. Pay Stub. Direct Deposit electronically transfers wages and salary into your bank account. Contact your Payroll Office to take advantage of this fast, easy and convenient service. [Payroll schedules are available here](http://www.lehman.edu/human-resources/payroll-schedules.php) <http://www.lehman.edu/human-resources/payroll-schedules.php>.

Do I get to choose how I will teach my class?

Lehman is committed to the idea and value of academic freedom and appreciates that instructors have individual teaching styles. It is important, however, to keep in mind the specific learning objectives and outcomes for each course as outlined by departments.

Are there prepared materials for my class?

In many cases, you will use your own materials, but some departments will have required materials or suggested materials, so you need to check with your department about this.

Do I get to choose the textbook?

Course materials are at the discretion of individual departments; contact the department chair for specific information. Also see section II.4 of this guide (page 9) for instructions on ordering books and entering textbook information into CUNYfirst.

How do I enter grades using the CUNYfirst grade roster?

For information regarding grade submission, please contact Nelson Tulsiram, rudranauth.tulsiram@lehman.cuny.edu, or (718-960-1125) or John Lucente, john.lucente@lehman.cuny.edu or 718-960-5183, in the Office of the Registrar, Shuster Hall Room 105. Office hours are Monday–Friday, 9am to 5pm and Tuesday 9am to 6:30pm when classes are in session. Also see section II.6 (page 10) of this guide for more information about submitting grades.

What other teaching resources are available?

Teaching resources available to you as an adjunct instructor include workshops, collaborative projects, and other initiatives in support of faculty development. You are encouraged to provide the department with contact information so that you may be invited to take part in these activities.

How will I be evaluated as an instructor?

Adjunct faculty evaluations are required by departments. An electronic student course evaluation (SETH) will be also administered at the end of the semester. Student evaluations are important measures of your success as an adjunct instructor, and student comments from these evaluations will be available to you and the department chair. Your course syllabus is also considered for evaluation purposes. Department chairs look at your syllabus to make sure you are following minimum student performance criteria established for the course you are teaching. Each semester, for the first ten semesters you teach, your class may be observed by a full-time faculty member. The purpose is to provide you feedback regarding your teaching and course content. You will be notified ahead of time if a visit to your classroom is planned.

Will I be hired again for next semester?

Lehman's adjunct employment is offered on a semester-by-semester basis; teaching one particular semester does not guarantee employment or adjunct appointments in any future semesters. Most college departments, however, develop a list of adjunct faculty for hiring consideration. Class scheduling is always based on student need and demand. You will normally receive a letter from the department asking for your commitment to teaching a course or a number of courses. If you wish to continue as an adjunct faculty member and receive such letter, it is important that you respond as early as possible by e-mail or in writing, per the letter's instructions, as decisions about teaching assignments are made from six months to one year in advance. As per the PSC-CUNY contract, adjunct faculty hired on a semester basis shall receive their reappointment notifications for the spring semester on or before December 1, and by May 1 for the following fall semester. Adjunct faculty who have served in the same department for not fewer than six consecutive semesters, excluding summer sessions, during the three-year period immediately preceding the appointment, to whom the college intends to offer another appointment, shall be notified on or about May 15 of appointment for the following fall and spring semesters.

Under a CUNY pilot program, adjunct faculty assigned to a department may be eligible for multi-year (three-year) appointments if they have taught at least six classroom contact hours per semester within the same department, at the same college, for the ten most recent consecutive fall and spring semesters preceding the effective date of the three-year appointment. Departments are required to undertake comprehensive review of all eligible adjunct candidates for multi-year appointments. For more information, read the most recent PSC-CUNY contract. <http://www.psc-cuny.org/contract/psc-cuny-contract>

How do I obtain a copy of my W-2?

A copy of your W-2 may be requested from [Human Resources](#)
<http://www.lehman.edu/human-resources/index.php>.

In addition to payment for teaching, what other benefits do I receive as an adjunct instructor?

As an adjunct faculty member, you have important benefits and rights. Contingent to contractual terms, your benefits and rights may include health care and worker's compensation; pensions and retirement annuities; professional development hours; opportunity for reappointment; the right to examine your personal files; communication resources; the right to submit complaints and grievances; opportunities for promotion; sick leave; tuition waivers; and travel funds. See specific [information about your rights and benefits here](#) <http://www.psc-cuny.org/benefits/part-timer-rights-benefits>.

Is there parking available?

Yes. You can reserve parking at Lehman College via the Public Safety Office. The cost for faculty and staff parking is \$185 per year, and \$50 for the summer term. Payments must be made at the Office of Campus Activities, in Shuster Hall, Room 078. Lost parking permits are replaced at full cost. Parking may also be purchased [online](https://secure.qgiv.com/for/hhlcaeci/) <https://secure.qgiv.com/for/hhlcaeci/>. For more information, please contact Office of Campus Activities at 718-960-8123.

Do I have an office on campus?

Departments may make an office with a phone and a computer available to you. Some departments, however, may lack additional office space, in which case you may not be offered an office. Check with the department for more information regarding access.

Where can I find information about policies on discrimination, sexual harassment, domestic violence, and similar concerns?

You will receive a copy of Lehman College's policies on discrimination, sexual harassment, and domestic violence at the time of your appointment. They can also be found at <http://www1.cuny.edu/sites/title-ix/campus/lehman-college/>