

GADSDEN STATE COMMUNITY COLLEGE

Handbook for Adjunct/Part-Time Instructors (Revised June, 2007)

Gadsden State Community College
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(256) 549-8200

An Equal Employment /Equal Educational Opportunity Institution

Overview

Gadsden State Community College has employed you to serve adjunct/part-time in one of its most important positions: instructor of its students. To help you meet the responsibilities of this position, the College provides you with this handbook. Please read the handbook thoroughly. If you have any questions about what the College expects of you, about the policies or procedures in effect for adjunct/part-time instructors, or advice about your work, please contact your immediate supervisor, the Office of the Dean of Instructional Services, or the Office of the Dean of Technical Programs.

The Bottom Line

- ✓ Plan your teaching so that it complies with the course description, objectives, policies, textbook(s) and other required materials, assignments, and teaching methods specified in the official course syllabus.
- ✓ Prepare lectures, demonstrations, assignments, exams, quizzes, etc., that you deem appropriate and that reflect the course objectives, your teaching style, and your students' needs.
- ✓ At the beginning of the term, develop an outline for each course or laboratory that you teach and give your division director/chair and each student a copy of the course or laboratory outline.
- ✓ A syllabus form with mandatory policies is available from division chairs/directors and campus directors.
- ✓ Hold each class session for the entire time period at the time and place it is scheduled.
- ✓ Teach as effectively as you can.
- ✓ Accord your students the respect and dignity that they deserve as valued human beings.
- ✓ Evaluate each student's learning accurately and objectively in accordance with the criteria set out in your course outline or laboratory outline.
- ✓ Keep complete and accurate records of student performance and attendance.
- ✓ Devise a final examination, where appropriate, and administer it at the time and place scheduled.
- ✓ Meet the deadline for submitting completed grade reports.

Brief History of the College

On July 8, 2003, the Alabama State Board of Education created Gadsden State Community College (GSCC) by the consolidation of Harry M. Ayers State Technical College and Gadsden State Community College.

Harry M. Ayers State Technical College was created by an act of the Alabama Legislature on May 3, 1963, as Harry M. Ayers State Trade School. Later in 1973, the Alabama State Board of Education designated the institution as a technical college. Harry M. Ayers State Technical College is now identified as the Harry M. Ayers Campus of Gadsden State Community College.

The College initially became Gadsden State Community College on February 28, 1985, when the Alabama State Board of Education merged Alabama Technical College (on East Broad Street), Gadsden State Technical Institute (on Valley Street), and Gadsden State Junior College (on Wallace Drive).

The oldest of these schools -- **Alabama Technical College** -- was founded as Alabama School of Trades in 1925. It was the first state-operated trade school in the Southern United States. In 1973, its name was changed to Alabama Technical College, and it is now identified as the East Broad Street Campus of Gadsden State Community College.

Gadsden State Technical Institute began operations in 1960 as Gadsden Vocational Trade School, a private vocational training facility. The State of Alabama assumed ownership of the school in 1962 and renamed it Gadsden State Technical Institute in 1972. In 1997, the U.S. Department of Education designated this institution as a “Historically Black College or University” (HBCU). It is now identified as the Valley Street Campus of Gadsden State Community College.

Gadsden State Junior College opened in 1965 as a state-supported two-year college whose chief mission was to offer instruction in college transfer programs. The Junior College is now identified as the Wallace Drive Campus of Gadsden State Community College.

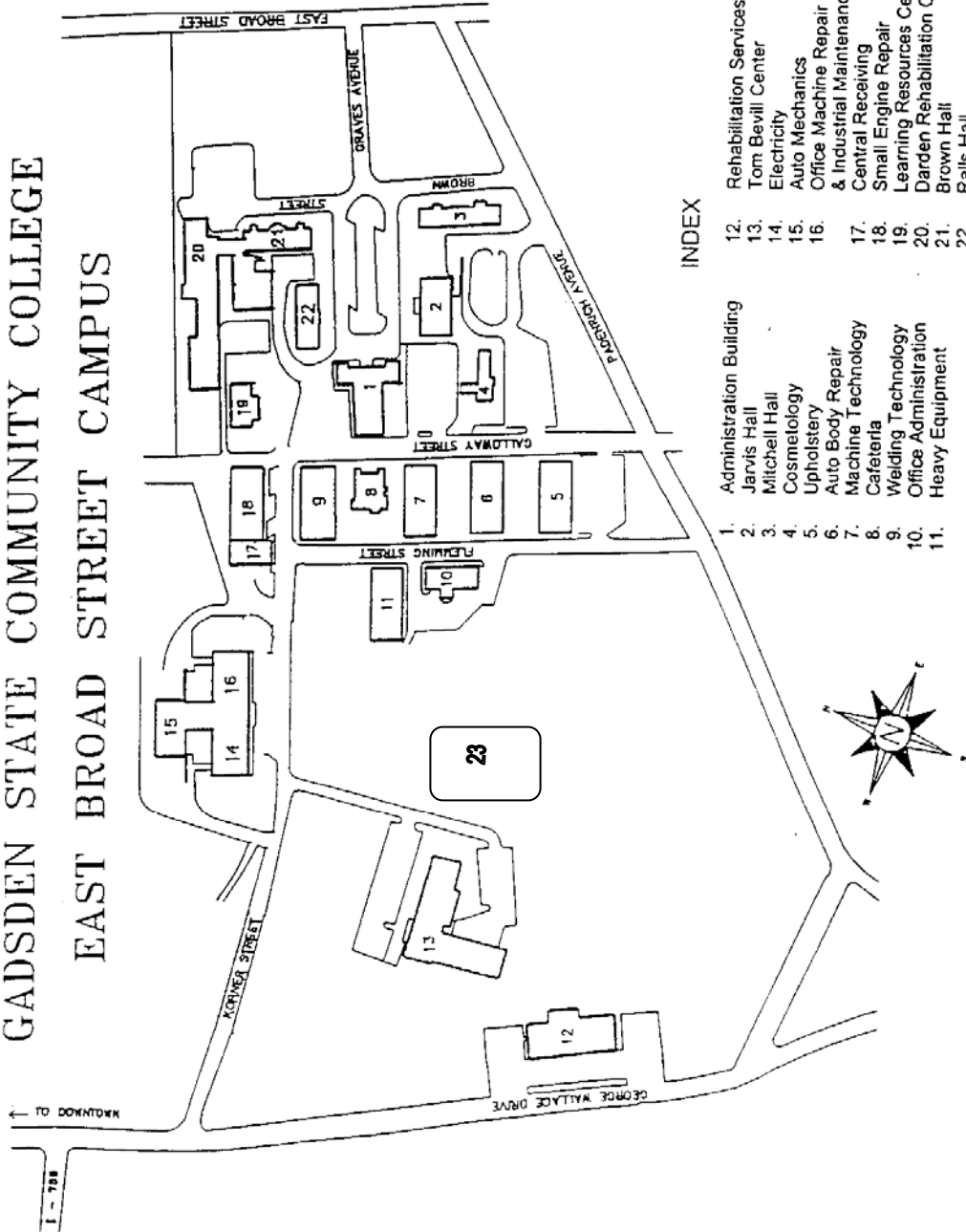
In addition to these campuses, the College operates centers in Anniston at Fort McClellan and Cherokee County and has instructional sites at St. Clair Correctional Facility, Piedmont High School, and Cleburne County High School.

The Alabama State Board of Education has designated as the College's service area the following counties: Calhoun, Cherokee (all but northern one-sixth), Cleburne, Etowah, and St. Clair (northeastern one-third).

Campuses and Other Teaching Sites

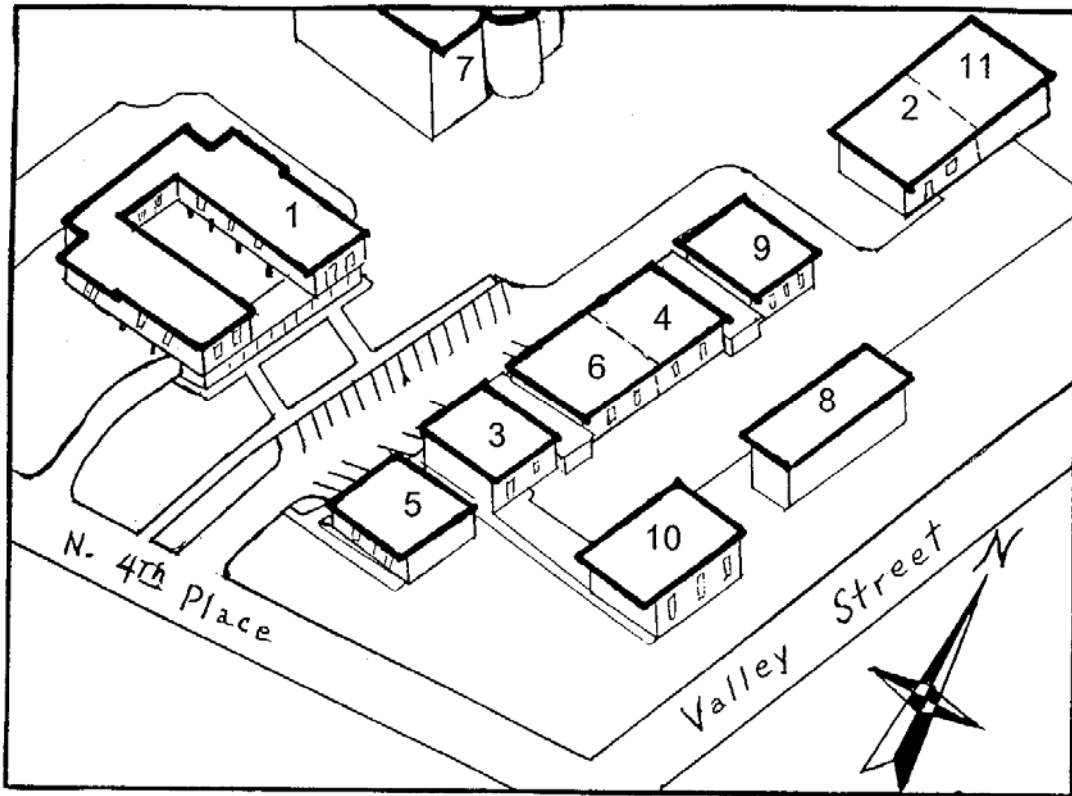
Because most GSCC classes meet on four campuses and because each of these campuses has several buildings, this handbook provides the following four maps of the East Broad Street Campus, the Valley Street Campus and the Wallace Drive Campus, which are in Gadsden, and the Harry M. Ayers Campus in Anniston. The College also offers a significant number of classes at the **McClellan Center**, which is located at 100A Gamecock Drive in Anniston, at the **Cherokee County Center**, which is located at 1975 East Bypass in Centre, and at **St. Clair Correctional Facility**. In addition, a limited number of GSCC classes regularly meet at **Cleburne County High School** in Heflin and at **Piedmont High School** in Piedmont.

GADSDEN STATE COMMUNITY COLLEGE EAST BROAD STREET CAMPUS



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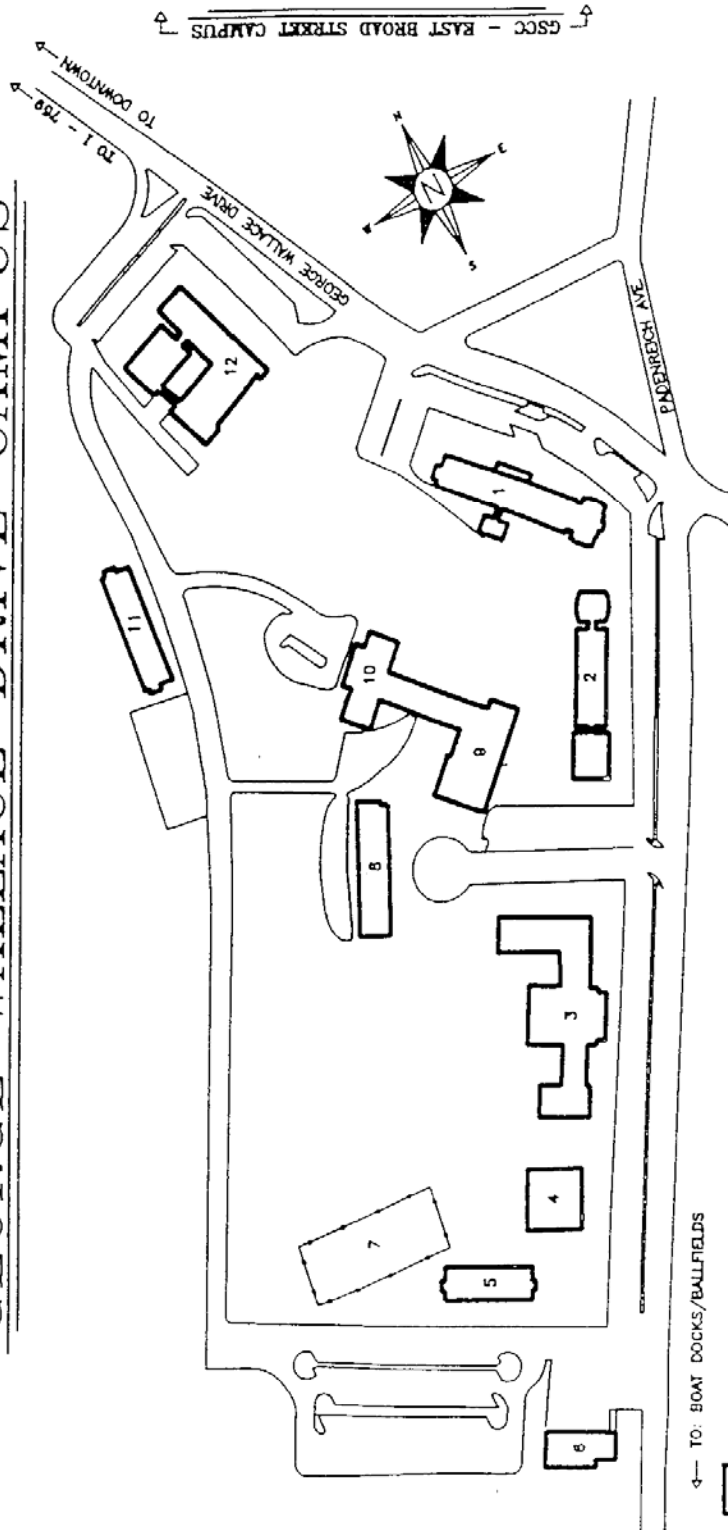
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GADSDEN STATE COMMUNITY COLLEGE VALLEY STREET CAMPUS

GADSDEN STATE COMMUNITY COLLEGE

GEORGE WALLACE DRIVE CAMPUS



← TO: BOAT DOCKS/BALLFIELDS

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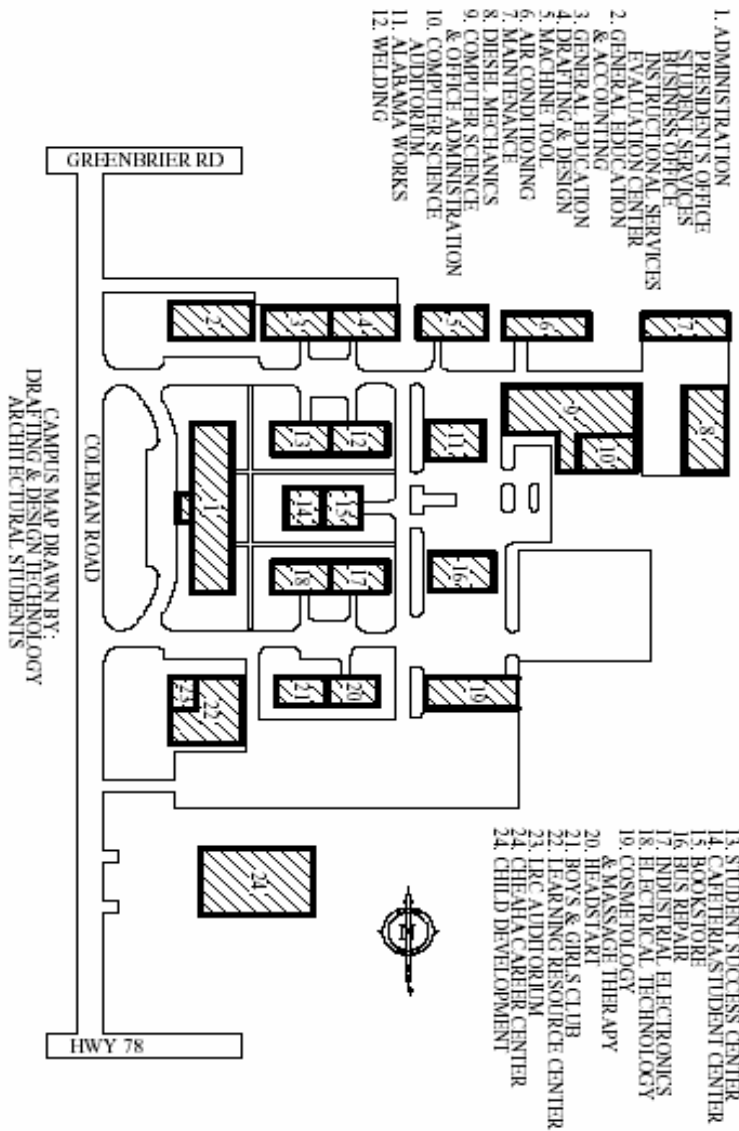
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CML ENGINEERING DEPARTMENT - G.S.C.C.

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GADDSDEN STATE COMMUNITY COLLEGE
 AYERS CAMPUS



Employment of Adjunct Instructors

As an "equal employment opportunity institution," GSCC is in compliance with any and all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulations issued thereunder, as well as with Title IX of the Education Amendments of 1972. The College excludes no person from employment on the grounds of race, color, national origin, religion, or sex.

Any person seeking employment as an adjunct instructor at GSCC must complete the official College application form which can be obtained from the Office of Human Resources, Joe Ford Center for Economic Development, East Broad Street Campus. The completed application, accompanied by the required supporting documents, must be submitted to the Office of Human Resources.

When students enroll in a course for which there is no qualified full-time instructor available to serve as teacher, the division director/chair responsible for that course will arrange to interview a qualified person whose completed application is in the Office of Human Resources file. If the division director/chair is satisfied that the person interviewed is suitable for the course and for the students, the division director/chair will recommend that the College offer that person a contract of employment as an adjunct instructor for that course and that semester.

Contract of Employment

All persons employed as instructors by GSCC, including adjunct instructors, are officially hired when they sign a Contract of Employment, which is also signed by the College President. The contract for an adjunct instructor specifies the employee's position, the term of employment, the salary, the course(s) and class(es) to be taught, and other terms and conditions. Instructors may not attain either tenure or seniority through adjunct employment. Employment of adjunct instructors is granted on a semester-to-semester basis.

Personnel File

It is your responsibility to ensure that your personnel file is current and complete. This file, kept in the Office of Human Resources in the Ford Center on the East Broad Street Campus, should contain the following documents:

- official Transcripts of your entire postsecondary academic record,
- three (3) **Letters of Recommendation** on your behalf,
- your completed **GSCC Application** form,
- one (1) copy each of any and all **Certificates** pertinent to your position,
- your **Resume**, and
- a signed and dated copy of your "**Adjunct Faculty Contract.**"

Compensation

Before you can be paid, you must ensure that your personnel file is complete (see "Personnel File" above) and that the following documents are submitted to the Office of Human Resources. These documents will be forwarded to the Payroll Office:

- your **Federal W-4**,
- your **State A-4**,
- your **Form I-9**,
- a copy of your current **Driver's License**,
- a copy of your **Social Security** card, and
- your **Retirement** form (if necessary).

Compensation as an adjunct instructor depends on a number of conditions, which are spelled out below:

LECTURE Classes -- Pay for lecture classes is based on \$500 per credit hour. Therefore, if you teach one three-hour lecture class with twelve or more students enrolled, your pay will be \$1,500. Generally, an adjunct instructor will be limited to nine (9) semester hours of teaching, for which that instructor would receive \$4,500.

LECTURE / LAB Combinations -- Pay for teaching science lab classes is based on \$500 per credit hour for the lecture portion and \$600 per **credit** hour (not contact hour) for the lab portion. If you teach a four-hour lab course, you will be paid \$2,100 (\$1,500 for the lecture portion and \$600 for the lab portion). For two such classes, you will receive \$4,200.

TECHNICAL LABS and CLINICALS (3:1 Ratio) -- Pay for instructors in technical labs that have a 3:1 ratio is based on \$775 per credit hour. Therefore, if your teaching assignment is four credit hours, you will receive \$3,100 ($\$775 \text{ per credit hour} \times 4 \text{ credit hours} = \$3,100$).

TECHNICAL LABS (2:1 Ratio) -- Pay for instructors in technical labs that have a 2:1 ratio is based on \$600 per credit hour. Therefore, if your teaching assignment is six credit hours, you will receive \$3,600 ($\$600 \text{ per credit hour} \times 6 \text{ credit hours} = \$3,600$).

Beyond this salary and whatever retirement and Social Security benefits that you may realize, there are essentially no other benefits that accrue to you as a consequence of your teaching: no insurance subsidy, no seniority, no leave, etc.

As a general rule, you will receive a portion of your compensation -- less any amount withheld for Social Security, Teacher Retirement (if applicable), and federal and state income tax withholding. Your compensation will be distributed on the last business work day of the following months: Fall Semester at the end of September, October, November, and December; Spring Semester at the end of February, March, April, and May; and Summer Term at the end of June, July, and August.

You are strongly encouraged to have your check "direct deposited" at the banking institution of your choice. Otherwise, your check will be mailed to you.

Primary Supervision

As an adjunct instructor, you are supervised by and are expected to confer on all matters, particularly instructional ones, with the division director/chair of the discipline in which you are teaching. The division director/chair reports to the Dean of Instructional Services or to the Dean of Technical Programs, who reports to the president. Listed below are GSCC's ten instructional areas, each followed by the division director/chair's name, office location, and GSCC telephone number:

Applied Technologies – Ms. Vicki Albright, Cosmetology (East Broad Street Campus), GSCC telephone 549-8625; Ms. Melinda White, Cosmetology (Harry M. Ayers Campus) GSCC telephone 835-5412

Area of Business - - Ms. Angela Waits, Allen Hall (Wallace Drive Campus), GSCC telephone 549-8342

Engineering Technologies – Mr. Thomas R. Hartline, Electronics (East Broad Street Campus), GSCC telephone 549-8634; Ms. Melinda White, Cosmetology (Harry M. Ayers Campus), GSCC telephone 835-5412

Health, Physical Education and Recreation -- Dr. Riley Whitaker, 127 Beck Fieldhouse (Wallace Drive Campus), GSCC telephone 549-8311

Health Sciences -- Ms. Connie McMillan Meloun, 124 Helderman Hall (Wallace Drive Campus), GSCC telephone 549-8321

Information Technology - - Ms. Sheila Lancaster, 213 Allen Hall (Wallace Drive Campus), GSCC telephone 549-8359

Language and Fine Arts -- Dr. Charles Hill, 1 Bevill Hall (Wallace Drive Campus), GSCC telephone 549-8279

Math and Engineering - - Dr. Susan Williams Brown, Naylor Hall (Wallace Drive Campus), GSCC telephone 549-8489

Science – Ms. Shirley Colvin, Browder Hall (Wallace Drive Campus), GSCC telephone 549-8281

Social Science - - Mr. George W. Terrell Jr., Naylor Hall (Wallace Drive Campus), GSCC telephone 549-8480

Other Supervision and Assistance

If you are teaching in the evening, on the weekend, at a site where or a time when your division director/chair is unavailable and you find that you need immediate assistance on such **non-instructional** matters as supplies, facilities, etc., you should contact the appropriate person as listed below:

McClellan Center -- Ms. Kelley Haynes, (McClellan Center telephones 238-8553 and 238-9357)

Cleburne County High School – Ms. Jennifer Braden (Cleburne County H.S. telephone 463-2012)

Cherokee County Center – Ms. Diann Cruickshank, (Cherokee County Center telephone 927-7512)

Harry M. Ayers Campus – Ms. Michele Conger or Ms. Beth Gray, (Ayers Campus telephones 835-5400, 835-5451, and 835-5468)

Piedmont High School – Mr. Larry Ball (Piedmont H.S. telephone 447-2829)

St. Clair Correctional Facility -- Mr. Keith Vaughn (Correctional Facility telephones 467-7946 and 467-7951)

Wallace Drive, East Broad Street, and Valley Street Campuses (EVENING) – Switchboard (Wallace Drive Campus telephone 549-8200), GSCC Security, cell 312-2132

Major Duties and Responsibilities

Gadsden State Community College compensates you for fulfilling two major responsibilities: **FIRST**, to help the students enrolled in your class achieve the objectives of the course; and, **SECOND**, to assess each student's attainment of those objectives so that you can report a course grade for that student at the end of the semester. In other words, you should teach your students the prescribed material as effectively as you can, and you should evaluate the students' learning as objectively and accurately as you can. To guide you in your work and to ensure a degree of uniformity in standards and in course content, GSCC has in place the following policies and procedures, with which you are expected to comply.

Course Syllabus

Any course that you are contracted to teach has an official syllabus that sets forth the course content and objectives and the required policies and procedures. All who teach that course must **adhere to the syllabus**. If you are not given a copy of the proper syllabus before you begin teaching, request one from the division director/chair responsible for the course.

Course Outline and Laboratory Outline

Guided by the official course syllabus, develop a plan for each of your courses and/or laboratories that contains clear information about pertinent requirements, policies, grading standards, textbooks and other necessary materials, as well as a schedule showing what will be covered during each meeting. (The schedule may be tentative because you may have to adjust some details to meet student needs and other unexpected emergencies.)

As you plan the course, keep in mind the definitions provided by the Alabama State Department of Education. **One credit hour of a lecture course** requires approximately three hours of student work: usually one hour in class and two hours of out-of-class work. **One credit hour of a laboratory course** requires two hours in class and one hour of out-of-class work.

Once you have developed this explanation outline -- distribute a copy of it to each student at the beginning of the semester. Because this outline should provide the student with what he or she needs to know about the course or laboratory, it operates as a contract between you and your students; therefore, make every reasonable effort to see that your plan for the semester is implemented. In addition, you must submit a copy of this outline to the division director/chair responsible for the course or laboratory. If you need help or ideas about what to put in your outline, ask the division director/chair for copies of model outlines.

Textbooks

The course syllabus specifies the required and optional textbook(s) and other materials to be used in the course. The division director/chair will see that you receive a copy of each required textbook, which remains the property of the College.

You and the students should use the required textbook(s) and other materials. Unless you receive explicit approval from your division director/chair to do so, you must not ask students to obtain materials not listed in the department syllabus.

Class Location and Time

Your division director/chair will let you know the location (campus, building, room) and the time for class meetings. **You must hold class meetings where and when they are scheduled, starting each meeting promptly and keeping class until time for dismissal.** If you must miss a class meeting (for example, because of illness or some other unanticipated situation), inform your division director/chair as soon as you can, but do not arrange for your own substitute. If you know before the semester begins that you will miss one or more meetings of a class, you should so inform your division director/chair at the outset.

It is also important to hold class for the entire period on each scheduled meeting date. (If you do not have a copy of the adjunct instructors' calendar for that semester, ask your immediate

supervisor or the Office of the Dean of Instructional Services or the Dean of Technical Programs for a copy.)

The Alabama College System Policy Manual, as mentioned earlier, defines a semester credit hour in a lecture course as one "hour of theory plus an average of two hours of out-of-class study per week." Instructors who award credit for less classroom instruction and/or less out-of-class study time than called for in the policy manual are in violation of the policy. If you offer students less than the minimum instructional time and then award them low grades, they may have a valid complaint that they did not receive what they paid for and what the College and the State promised them.

If you have good reason for moving the class permanently to another location and/or time, you must have prior explicit approval from your division director/chair, who must notify the Dean of Instructional Services or the Dean of Technical Programs in writing. Even if you change the location of the class temporarily (such as to the library for all or part of a meeting) or if you change the time (such as beginning class fifteen minutes early), you should notify in advance your division director/chair, as well as ensure that the site coordinator or switchboard is also notified so that you and your students' whereabouts are known in the event of an emergency. Also, leave on the chalkboard of the regular class location a note telling where the class is meeting.

Class Records

The College **requires** that you keep full and accurate records of your course and your students. To help you meet this requirement, the College provides class roll books, which you can obtain from your division director/chair. Until you receive the official class roll from the Registrar's Office, keep a temporary roll of the persons who attend your class. It is especially important that you keep an accurate record of class attendance by those students who receive assistance from the Veterans Administration and from other such agencies, as well as for all students during the first four weeks of the semester (see Attendance Policy below). Once you receive the official roll, check it against your temporary roll for accuracy before entering the students' names in your permanent roll book.

If there are discrepancies between the official roll and your record of who has been attending class, try to resolve these differences by sending to the Registrar's Office those students not on the official roll and by informing the Registrar's Office that students listed on the official roll have not attended your class. It is particularly important that you not allow any persons who are not listed on the official roll to remain in class. Absences are counted for all class days, including the first day, regardless of when the student registered. (The Registrar's Office is on the Wallace Drive Campus; telephone 549-8259; hours from 7:30 a.m. to 6:00 p.m. Monday through Thursday and 7:30 a.m. to 4:00 p.m. Friday) Use the class roll book to record all grades and all absences for the students in your class. Your class roll book is and remains the property of the College.

Attendance Policy

Class Attendance

Class attendance is considered essential to the educational process. The College subscribes to the philosophy that academic success is directly proportional to class attendance. It is important that students regularly and punctually attend all class sessions. Attendance will be recorded from the first day the class meets through the final exam.

Student Absences

Recognizing that situations may arise to prevent a student from attending a class, the College will accommodate occasional absences but recommends that students who attend less than 80% of the scheduled class meetings submit a withdrawal request to the Registrar's Office according to the Withdrawal Procedures described in the College Catalog and Student Handbook. Instructors may advise any student with excessive absences to withdraw from the course involved to protect the academic standing of the student. It is the student's responsibility to monitor absences and to comply with the instructor's syllabus concerning make up work. Failure to complete make up assignments or to withdraw when it is clear that the student cannot achieve an acceptable grade in the class may result in a low grade, including possibly an "F" based on grade performance in the course. Grades will not be raised or lowered based directly on attendance.

*Some programs require a higher percentage of attendance to enable the student to sit for licensure exams.

Tardiness or Leaving Class Early

Attendance for less than a full class period will be counted as one-half of an absence.

Make up Work

Make up work MAY be provided at the discretion and convenience of the instructor. Possible acceptable, documented excused absences include accidents, court appearances, illness of the student or an immediate family member or the death of an immediate family member. Instructors are not obligated to provide make up work for pop quizzes or for other in class daily assignments. Make up work will be provided for class work missed when the student is participating as a representative of the College in a College sponsored activity. Students will in no way be penalized for work missed when the student is participating as a representative of the College. Reasonable accommodations, meeting federal and state guidelines, will be granted to students who are called to military service (appropriate documentation is required).

Appeals Process

If a student disagrees with the assignment of an unexcused absence, a tardy or denial of permission to make up missed work, an appeal may be made to the Dean of Instructional Services or the Dean of Technical Programs. The appeal must be submitted in writing within one week of the incident.

Assisting Students

You should find time before or after class to confer with any students who may need help. Please inform your students of your willingness to provide out-of-class help.

Student Withdrawal from Class

GSCC permits students to drop classes, without penalty, so long as they do so in the prescribed manner and within the first week of the semester. A student may also withdraw from classes without penalty if a properly completed withdrawal form for each class is submitted by the published deadline, up to the last class day one week before the final examination period. Remind your students of this deadline in writing (for example, in your course outline) and orally as the deadline nears. If a student has officially withdrawn, that student's name will not appear on the online class roster used to submit grades at the end of the semester. An instructor may work with the Registrar's Office to "administratively withdraw" a student for non-attendance; however, appropriate paperwork must be completed.

Final Examinations

Final examinations must be given at the time and place scheduled by the College. Any deviation from this policy requires the approval of both your division director/chair and the Dean of Instructional Services or the Dean of Technical Programs. Include in your course or laboratory outline information about the time and place of your final examination, and remind your students of this date as it approaches.

Class Rolls

The official "first day of classes" is the date listed in the calendar next to the caption "Classes begin." You may obtain a roster of students enrolled in the class through the Faculty/Staff Online System or from your division director/chair.

After late registration, usually one week after the official "first day of classes," the Registrar's Office will require each instructor to verify the official class roll through the Faculty/Staff Online System. If you need assistance, you should contact your division director/chair. Students are "officially enrolled" only when they have had their classes entered in the computer and have paid all fees and charges. As an instructor, you will have online access to the official class roll listing the name and student number of each person enrolled in your class. Check this list for accuracy by the required date. If the list contains the names of persons who have not attended your class, so indicate as directed on the roll. If a person whose name does not appear on the roll has attended your class, tell that person that he or she must present evidence of enrollment to continue attending class meetings. Persons not enrolled must complete at the Registrar's Office the Add/Drop form and must pay any fees that may be due. Any person who is not officially enrolled in your class will not receive a grade for that course.

Student Add/ Drop and Withdrawal

The College allows students to add and/or to drop classes so long as such changes are completed in the Registrar's Office before the deadline, which is posted in the calendar for that semester. Therefore, during the first week of the semester, your class roster may change considerably.

A student may withdraw from one or more classes so long as that student completes the withdrawal process before the deadline, which is posted in the calendar. If, instead of withdrawing from or dropping your class, a student just abandons your class and if this student's name appears on your final grade roll, you should report a grade of "F" for this student. Be sure to inform students through your course or laboratory outline that they must not just stop coming to class but must withdraw at the Registrar's Office; and remind them of the deadline for withdrawing as it approaches.

Grade Reporting Rolls

In the Faculty/Staff Online System, grades are reported using the Enter Grades option. This option provides a grade reporting roll, which lists the names of all students who are currently enrolled in the class.

Students who have dropped or withdrawn from your class will not be shown on the roll. Do not attempt to report a grade for any student not listed on the grade reporting roll. You cannot report a grade for a student whose name does not appear on the roll even though that student may have attended class and submitted work. **It is your responsibility to see that students who are not enrolled do not remain in your class, especially not for the entire semester.**

Grading System

Letter grades are assigned according to the following system for all courses for which students have registered. Some programs, per accreditation requirements, may have different grading scales.

A (excellent) 90-100	U Unsatisfactory
B good) 80-89	W Withdrawn
C (average) 70-79	AU Audit
D poor) 60-69	I Incomplete
F (failure) 0-59	

Satisfactory grades are "A," "B," and "C." Although "D" is a passing grade, it is not considered as satisfactory. An "F" denotes failure.

A grade of "U" is awarded in developmental and institutional credit courses (numbered below 100).

The "W" (Withdrawn) is assigned when the student OFFICIALLY withdraws from class(es) by the end of the last class day of the term in which he/she is enrolled for the class(es).

The "AU" (Audit) is used to indicate that the student is enrolled in a course for which credit will not be granted.

The “**I**” (Incomplete) is assigned when a student has been meeting the attendance policy requirements and is passing the class but is prevented by illness or other justifiable cause from completing the required work or from taking the final exam. In order to receive an “**I**,” the student should request that the instructor assign the “**I**” by the end of the scheduled final examination period for the class which the student is unable to complete. The instructor must then get the permission of the Division Director/Chair to assign the “**I**.” An “**I**” may be removed only by the student’s completing the examination and/or the work missed.

Students receiving an “**I**” during the Fall semester have until end of the fourth week of class of the following Spring semester to complete the missed assignments and/or examination. Students who receive an “**I**” for the Spring semester or the Summer term have until the end of the fourth week of class of the following Fall semester to complete the missed assignments and/or examination. The “**I**” grade will be changed to an “**F**” when the missed assignments and/or examination are not completed in the prescribed time allotted by this policy. **Notice:** “**I**” (incomplete) is not considered a grade by the Veterans Administration (VA). To avoid reimbursing the VA the tuition paid on a course, the student should see his/her instructor to complete the course requirements within two weeks from final examinations.

Grade Changes

Accurately and fairly evaluating your students' efforts to demonstrate attainment of the course objective(s) is an important part of your job as instructor. Be careful in reaching your determination of the course grade for each student. In the event that after submitting your grade roll(s), you come to believe that a course grade you awarded is incorrect, you may rectify your error by means of a simple process that the College has in place. To change an incorrect course grade (i.e., an **A**, a **B**, a **C**, a **D**, an **F**, or a **U**) to the correct grade, obtain a copy of the "Grade Change" form, complete it, and submit it to your division director/chair for his or her approval.

If you ever assign one of your students the **I**, you must eventually use the same form and procedure, replacing the **I** with **A**, **B**, **C**, **D**, or **F**, as appropriate. (See the last two paragraphs of the section immediately above.)

Library Services

The Meadows Learning Resource Center (LRC), located on the Wallace Drive Campus, is the College's main library. The LRC collection includes more than 90,000 books, periodicals, microforms, videos, films, etc. In addition, through its membership in the Library Management Network (LMN), the Meadows LRC is linked to several north Alabama libraries with a combined holding of more than one million volumes, which can be accessed through the online public access catalog. The holdings of the Jacksonville State University Library and of the University of Alabama (Tuscaloosa) Library can be accessed via an on-line terminal located in the Meadows LRC. Also, video and audio players, typewriters, and computers are available in the Meadows LRC. The LRC is open while classes are in session on the following schedule: **Monday through Thursday** from 7:30 am until 8:30 p.m.; **Friday** from 7:30 a.m. until 3:00 p.m.; and **Saturday** from 10:00 a.m. until 2:00 p.m. Holidays and semester breaks hours may vary.

The Learning Resource Center on the Harry M. Ayers Campus houses a collection of approximately 14,000 books, 128 journal and magazine subscriptions, and 3,000 video tapes. In addition, this facility also provides online access to the Alabama Virtual Library

A small library, with a collection of 6,000 volumes, serves students and faculty at the **McClellan** center. This library is open **Monday through Thursday** during the morning and the evening class sessions. To supplement various collections, materials in any library/learning resource facility can be sent by courier to other College sites.

To use the resources of any of the College's libraries, you must have a current **GSCC library card**, which you may obtain at the Meadows LRC.

If you wish to **reserve books and/or articles** for your students to use at the Meadows LRC, the LRC on the Ayers Campus, or at the McClellan center library, take to the circulation desk of either facility those items that you want to have placed on reserve, or designate at the circulation desk such library materials. Be prepared to provide your name, the prefix and number of the class that will use the materials on reserve, the type of reserve status (LRC use only or one-day, three-day, or seven-day check-out reserve), and the termination date of the reservation of these items.

Teaching Supplies and Materials

Whenever you need teaching supplies (such as chalk, board erasers, and maps) or anything else essential to your teaching effectively, request these supplies and materials from your division director/chair or the site coordinator.

Typing and Other Clerical Services

You may need typing and/or other clerical services to help you prepare materials for your class(es), such as course outlines, tests, and "handouts." If you teach on one of the campuses or at the McClellan center, clerical services will be available to you. Contact the administrative assistant of your discipline area, the center director or the site coordinator, as appropriate. Be sure to request these services enough in advance for them to be performed in time for you to use the materials.

Duplication Services

You may have duplicated at no cost to you any instructional materials needed for your class(es). If you teach on the **Wallace Drive Campus**, you should have such materials copied by the Duplication Center, located in the Meadows LRC. You should anticipate your duplication needs as much in advance as will be necessary for the copies to be ready by the time they are to be used. If you are not on campus when the duplication center is open, request the administrative assistant for your discipline area to send your materials to the center and to deliver the copies to you. Duplication Center hours are **Monday through Thursday** 7:30 a.m. until 6:00 p.m., closed for lunch 12:30 until 1:30 p.m.; **Friday** from 7:30 a.m. until 1:30 p.m.

At **other campuses, centers, and instructional sites**, check with the director or coordinator about the policy and procedure for duplication.

Facilities

Wherever GSCC offers classes, the College attempts to provide space and facilities conducive to effective teaching and learning. If you find that the facilities make teaching/learning difficult for you and your students, contact your division director/chair or the site coordinator, as appropriate. To help maintain the facilities that you use, please see that no one smokes inside the buildings, and discourage eating and drinking in classrooms and laboratories. Before leaving the room after the class has been dismissed, please turn off the lights. As a rule, windows should remain closed to conserve heating and air conditioning, but if any windows are open, please close them before leaving.

Instructors' Offices

Whenever possible, the College will make available to each instructor an office, or a semblance thereof, where the instructor can prepare for class, grade papers, confer with students, etc. Check with your division director/chair or the center director or the site coordinator.

Telephone and Mailbox

Almost any instructional site where you may be teaching will have available a telephone for your use as a GSCC instructor. The College also provides a mailbox for (or some alternative means of conveying written messages to and from) each adjunct instructor. On the Wallace Drive Campus, your mailbox will usually be located in the main office for your discipline area. At sites where there are no such discipline offices, the mailboxes are usually in a convenient central location, such as in the center director's or site coordinator's office area. Where mailboxes are not available, the site coordinator will see that you receive your mail. In any event, check for your mail at least once each week.

Evaluation of Instructors

To help its instructors teach effectively, the College tries to ascertain whether they need help with their work. Each division director/chair evaluates all instructors, including adjunct instructors, teaching in a discipline within that director's area of responsibility. Should your division director/chair conclude that your work will benefit from suggestions, he or she will contact you.

Some information about an instructor's effectiveness comes from direct classroom observation by the division director/chair or a designee. In addition, students' assessments of instructors are obtained through a survey questionnaire administered at least once each year, normally during the second half of a semester. Student responses to this survey will be

processed by GSCC institutional research office, and the findings will be made available to division director/chairs.

When it is time to survey students, your division director/chair will make available to you instructions to give your students for evaluating their courses through the Student Online System. Please follow instructions so that your students can participate in this process. The data collected from the completed questionnaires become evidence available to division director/chairs for use in their evaluation. In the most recent survey, more than 96% of the student responses were favorable toward the GSCC faculty.

Meetings to Attend

As a rule, adjunct instructors are not expected to attend college assemblies, general meetings of the faculty, etc. On occasion, however, adjunct instructors may be required to attend meetings, training sessions, etc., as directed by the Division Director/Chair, Dean, or President. Instructors of technical courses may be required to attend Craft Advisory meetings.

Parking

The College provides ample parking places for college employees. Because of limited space and heavy automobile traffic on the four campuses, however, parking places at these locations are reserved.

If you teach on a Gadsden campus, the Harry M. Ayers Campus, or at the McClellan center, you must obtain from the Information Desk a hangtag, which you should hang from the rearview mirror of the vehicle that you drive onto the campus or instructional site. When you obtain the hangtag, you will be given a copy of the parking and traffic regulations. On the Gadsden and Ayers campuses, please park in only those spaces designated for your vehicle. Parking spaces indicated by white curbs are reserved for instructors and other staff members. Unless you are disabled, make sure that you do not park in spaces reserved for persons with disabilities (indicated by blue curbs). Never park in areas where parking is prohibited (indicated by yellow curbs).

7/24/2007

Bookstore

A bookstore, operated by Barnes & Noble Bookstores, Inc., and featuring new and used textbooks and other school materials, is located in the Inzer Student Center on the Wallace Drive Campus and on the Harry M. Ayers Campus. Normally open for business from 7:30 a.m. until 6:00 p.m. Monday and Tuesday, 7:30 a.m. until 4:00 p.m. Wednesday and Thursday, and from 8:00 a.m. until noon on Friday. During registration, the bookstore maintains extended business hours. At the beginning of each semester, this bookstore makes available at GSCC instructional sites outside Gadsden all required textbooks and other supplies for students to purchase. The phone number is 546-3334.

Cafeteria and Snack Bar

Located in the Inzer Student Center on the Wallace Drive Campus, the College cafeteria features a wide selection of entrees, vegetables, salads, desserts, and drinks. Open to students, staff, and visitors, the cafeteria serves Monday through Friday a **hot breakfast** from 7:00 to 9:30 a.m., a **continental breakfast** from 9:30 to 10:45 a.m., and **lunch** from 10:45 a.m. to 1:15 p.m. On Monday through Thursday, **dinner** is served from 4:45 to 6:15 p.m. At other GSCC instructional sites a limited selection of snacks and drinks is usually available through vending machines.

Security

The College employs security officers to serve on the four campuses and at the McClellan center. These officers have keys to open any locked rooms that you may need to enter. You can contact a security officer for any Gadsden campus by calling 549-8425. After 4:00 p.m. and on weekends, 312-2132. Also, if you use a College telephone on the Wallace Drive campus, you may call the "Operator" ("0"). In an emergency, call 911.

Student Conduct and Discipline

Through its *Catalog and Student Handbook*, the College informs students in detail about what conduct is unacceptable and what sanctions will be imposed on them for unacceptable conduct. As an instructor, you should strive to maintain in your classroom and/or laboratory an environment that facilitates teaching and learning. If one or more students behave in such a way as to make it difficult or impossible for you to teach and your students to learn, you should use reasonable but effective means to reclaim control of the situation. Again, if you encounter inappropriate student conduct that you are not sure how to manage, confer with your division director/chair or the site coordinator about the situation. In an emergency or under dangerous conditions, contact security.

Student Services

Student Support Services

If you know or surmise that any of your students could benefit from tutoring or counseling or some other instructional-support service that you are unable to provide, the College may well offer just what they need. Tutors for a wide variety of disciplines and courses are available on the Wallace Drive Campus, the East Broad Street Campus, and the Harry M. Ayers Campus. To arrange for tutoring, the student should contact Student Support Services -- 549-8375 on the Wallace Drive Campus, 549-8673 on the East Broad Street Campus, and 835-5465 on the Ayers Campus.

Computer Labs

Several academic areas, chiefly on the Wallace Drive Campus, maintain computer labs and computer learning centers that students may use. The Valley Street Campus has a computer lab Prater Hall and computer stations in its Learning Resource Center. Computer labs are available in the Learning Resource Center and in various program areas on the Ayers Campus.

Early Alert System

If one of your students has been absent excessively, or is making little or no progress in class, or appears to be experiencing some problem that may adversely affect his or her academic performance, you may wish to trigger the Early Alert System. Early Alert is intended to identify a student's problem areas and to introduce the student to appropriate support services. To help such students on the Wallace Drive campus, the East Broad Street Campus and the Valley Street Campus, contact Deborah Beverly (549 8376); at the McClellan center, contact Ms. Cindy Greer (549-8302); at the Ayers Campus, contact Ms. Michelle Conger (835-5451), on the Valley Street Campus, contact Lovelle Buchanon (549-8673).

Counseling Services

The College also provides testing services, job placement services, career counseling, and personal counseling. In addition, students with other special needs are served through the Veterans Upward Bound Program, the Arledge Center for Adult Learners, and Student Support Services. For more information about these programs, contact or have the student contact the Student Services Office, your division director/chair, or the site coordinator.

STARS - Advising

Any student interested in transferring to another educational institution should be directed to confer with a GSCC adviser in the student's program. Students who have not selected a major area of study can be directed to the Counseling Services Office (in the Inzer Student Center, Wallace Drive Campus or the Administration Building, Ayers Campus), where they can inquire about the **State Articulation Reporting System (STARS)**.

Adult Student Services

The Arledge Center for Adult Learners assists adult students who are attending college for the first time or who are returning to college after a period of time away. The Center provides advising and counseling services, tutorial services, assistance in career planning, study skills development, and peer networking. Open to both prospective and currently enrolled adult students, the Center is staffed and equipped to meet the unique needs of adult learners. Services are offered to any student who is 25 years of age or older.

The Arledge Center is located on the Wallace Drive Campus in the classroom wing of Beck Field House, office #168, telephone number 549-8204.

Students with Disabilities

GSCC complies with the Americans with Disabilities Act (ADA), which is intended "to eliminate discrimination against individuals with disabilities." If a student with a disability is in

your class, the College expects you to do everything within your ability to accommodate any of that student's special needs, such as allowing a blind student to tape record your lectures or to bring a guide dog into the building. Information and special assistance both for students with disabilities and for instructors can be obtained through the Student Support Services (telephone 549-8375 or 549-8673).

Emergencies

Emergency Messages for Students and Instructors

Several times each semester, the College receives telephoned emergency messages for students and instructors, such as when a student's or an instructor's child has been injured. In the event that such a message is telephoned to the College, it will be relayed to the appropriate person. If such a message arrives for one of your students, please see that the student receives the message.

Sometimes the staff member who receives a telephoned emergency message is unable to locate the student to whom it is directed. Therefore, it would be helpful to include in your course or laboratory outline the suggestion that each of your students ensure that some of that student's friends and/or relatives know the student's class schedule.

Student Illness

If a student becomes sick in your class, make your best judgment about the severity of the illness. If you conclude that the student needs immediate medical attention, call 911.

Inclement Weather

Under the threat of a tornado, a hurricane, a flood, or a similar situation of inclement weather, the College president or his/her designee will determine whether to dismiss (or to cancel) classes and to suspend other activities or whether to order staff and students to take cover. If the order is to take cover, interior corridors or interior rooms, away from windows, should be used as shelter areas. An "all clear" order will be issued by the president or his/her designee. Such situations may occur at one or more sites without affecting other operations of the College.

Electrical Power Disruption

When notified by the electrical power supplier or when reliable information is received that an electrical power disruption will occur (or has occurred), the president or his/her designee shall determine the extent to which classes and other activities will continue or will be suspended.

Fire

If there is a fire in your building that you believe may endanger persons or property, either contact campus security or call 911. If a fire alarm sounds, you are being warned that either a fire or a similar emergency exists. In this case, try to see that the building is cleared of all persons as promptly as possible. Make sure that you are the last person out of your room. As you leave, check other rooms in the building to ensure that they are unoccupied. Once outside, try to keep unauthorized persons as far from the danger as safety demands. Do not enter the building again until you receive an official "all clear" order.

In the event that there is a fire drill, which may be conducted as prescribed by law, the building must be evacuated.

Bomb Threat

Although bomb threats are relatively rare, each must be taken seriously. If you receive a telephoned bomb threat, your highest priority is to do your best to see that persons in the threatened vicinity are moved from that area. Secondly, whenever it is feasible to do so, try to obtain information about the location and appearance of the explosive device, about the time it is due to detonate, and about the identity of the caller. Try to keep the caller on the telephone as long as possible. While talking, try to attract the attention of another person and convey the message "Bomb threat! Call the telephone company to trace call." Notify anyone nearby to summon staff members. Copy the caller's message and ask the caller to repeat it as a way of prolonging the conversation.

If you are nearby when someone else receives a bomb threat, notify campus security, the president, the dean, the site coordinator, and other staff members. (In such a situation, the ranking member of the group contacted shall supervise the response.) Then notify the Police Department by calling 911. Consider the need to activate the fire alarm system in order to clear the building(s) and area.

FERPA

Under the Federal Education and Privacy Rights Act of 1974 as Amended (FERPA), Gadsden State Community College may disclose certain student information as "directory information." Directory information includes students' names, addresses, telephone numbers, dates of birth, and major fields of study, etc. If any student objects to the release of such information, that student should notify in person and in writing within three weeks after the beginning of the semester the Registrar, whose office is located in Allen Hall on the Wallace Drive Campus. (See GSCC Catalog and Student Handbook for full details).

Instructors are not to post grades under any circumstances. Because individual instructors are not informed if a student has objected to the release of information, it is a policy of GSCC to allow the Registrar's Office to provide the release of student information.

Academic Freedom

As an adjunct instructor at GSCC, you are entitled to freedom in the classroom to discuss the subject matter, but not to introduce into your teaching controversial material that has no

relation to the course. As an American citizen, you are free from institutional censorship or discipline; but, as a College employee, you should exercise appropriate restraint, show respect for the opinions of others, and make clear that you are not an official spokesperson for Gadsden State Community College.

Sexual Harassment and Discrimination Policy

The College is committed to providing both employment and educational environments free of harassment or discrimination related to an individual’s race, color, gender, religion, national origin, age, or disability. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site, or in any division, or department by any employee, student, agent, or non-employee on college property and while engaged in any college-sponsored activities.

Any person who believes herself or himself to be subjected to such sexual harassment, intimidation, discrimination, and/or exploitation as prohibited by Title IX of the Education Amendments of 1972 and of Title VII §703 of the Civil Rights Act of 1964, should contact the Title IX Coordinator, Ms. Lisa Thacker. Her office is in the Ford Center on the East Broad Street Campus; her telephone number is 549-8241. Ms. Thacker will provide information about the procedure to be pursued in compliance with the EEOC 1604.11 guidelines.

Please endeavor to ensure that you do nothing by word or act that anyone you encounter at Gadsden State considers unwelcome and that you not create an environment that any of your students might find hostile concerning sex, race, age, national or state origin, religion, gender, or disability.

Selected Telephone Numbers

Central Administration

Business Office	549-8215
Financial Aid Office	549-8267
Human Resources	549-8235
Instructional Services, Dean of	549-8256
Maintenance	549-8382
Payroll Office.....	549-8352
President.....	549-8221
Registrar’s Office.....	549-8259
Student Records	549-8262
Technical Programs, Dean of.....	549-8601
Transcripts.....	549-8262

Harry M. Ayers Campus

Admissions.....	835-5451
Adult Education	835-5462
Bookstore	835-2707
Business Office	835-5440
Campus Director	832-1221
Continuing Education	832-1220
Financial Aid.....	835-5420
Human Resources	835-5404
Learning Resource Center.....	835-5436
President.....	835-5450
Security	835-5410
Student Services.....	835-5455
Student Support Services	835-5465
Switchboard	835-5400
Testing.....	832-1207

East Broad Street Campus

Admissions.....	549-8612
Assessment Center	546-3366
Bevill Center for Manufacturing Technology.....	549-8380 or 547-5782
Computer Lab	549-8641
Continuing Education	549-8305
Job Placement Office	549-8605
Learning Center	549-8640
Technical Programs	549-8601

Valley Street Campus

Registrar.....	549-8672
Computer Lab	549-8679
Technical Programs	549-8672
Title III Program	549-8674

Wallace Drive Campus

Admissions Office	549-8210
Alabama Language Institute (ALI).....	549-8389
Arledge Center for Adult Learners	549-8462
Bookstore	546-3334
Business Programs	549-8250
Cafeteria.....	549-8388

Computer Lab (in 200B Allen Hall)	549-8362
Computer Learning Center (in 203 Bevill Hall)	549-8403
Counseling	549-8307
Duplication Center	549-8414
Fine Arts Programs	549-8325
Grammar Help Line	549-8403
Health, Physical Education and Recreation Program	549-8310
Information	549-8200
International Students Adviser.....	549-8324
Language Arts Programs.....	549-8278
Library.....	549-8333
Library Reference Room.....	549-8411
Mathematics and Engineering Programs	549-8322
Nursing Education Program.....	549-8320
Security	549-8425
Science Programs.....	549-8280
Social Science Programs.....	549-8330
Student Support Services	549-8375
Testing Center.....	549-8497
Tutorial Services	549-8375

McClellan Center -- 238-0857 or 238-8342 or 549-8302

St. Clair Correctional Facility -- 205- 467-7946

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