

- Offices/Equipment/Mailboxes: Shared desk space, daily lockable storage space, phones, a computer, and individual mailboxes or folders are provided for adjunct faculty. You can find adjunct offices in the following locations:

- Ammerman Sayville 130 Smithtown 100
 Riverhead 324 Islip Arts I-L and 2-B
 Brookhaven Gym 64 Southampton 18B and 222
 Lindsay 335 Southampton 100 and 117
- Eastern Orient 213 Shinnecock 228
 Culinary 212
- Grant Nesconset 17 SFCUA 206 and 102
 Sagtikos 220 Caumsett 220

- Email and Meetings: Each adjunct is entitled to an SCCC email account; contact your supervisor if you don't already have one set up. Also, the college should notify each adjunct through the use of interoffice mail and/or by email of department meetings.

Grievances & Due Process

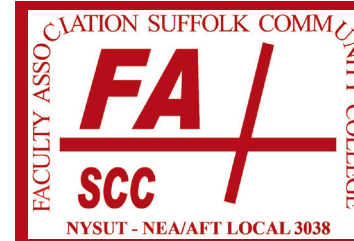
- Complaints and Grievances: The FA's grievance procedure is a means of enforcing or administering the contract. A complaint is an informal claim by an employee or the FA of improper, unfair, arbitrary, or discriminatory treatment; a complaint may but need not constitute a grievance and is processed through an informal procedure. A grievance is a violation, breach, misinterpretation, or improper application of the contract.

Both must be filed within 30 working days after the incident or violation occurred. Contact the FA adjunct coordinator or grievance officer to report a complaint or a grievance.

- Due Process: Before being dropped from the seniority list, an adjunct who has served 10-14 semesters must receive an administrative evaluation. A second evaluation is required only if the peer recommendation is different from the first administrative recommendation.

Adjuncts who have served more than 14 semesters must receive two evaluations before being dropped from the seniority list. If the evaluations indicate that improvement is needed, adjuncts are given one semester to improve their performance.

If the recommendation to remove the adjunct from the seniority list is based on issues other than performance—e.g., misconduct, absenteeism, etc.—an additional semester will not be granted.



Adjunct Faculty Rights & Benefits: An Overview

The Faculty Association of Suffolk Community College is your union. The FA represents and negotiates for adjunct as well as full-time classroom faculty, librarians, counselors, specialists, professional assistants, and coordinators. This is an overview of the rights and benefits the FA has negotiated specifically for adjuncts; the entire contract, including pay schedules, is on the FA website (fascc.org). In addition, our Adjunct Coordinator Kim Ng Southard is happy to assist (kimn@fascc.org).

We urge all adjuncts to become members. Contact the FA (631-451-4151 or anita@fascc.org) for an application. Membership entitles you to have a voice in the union, receive our newsletters, and vote on our contract and for officers and representatives who provide the union's leadership and governance. Membership also provides representation at any disciplinary or Title IX hearings—which can crop up unexpectedly even for the most effective employees.

Course & Work Assignments

- Workload/Assignments: Each adjunct may work a maximum of 9 contact hours during the fall and spring semesters with a maximum of 24 contact hours per academic year. Assignments are based on seniority. (The college may limit the assignment of an adjunct to one assignment or 3 credit hours, whichever is greater, for the first 3 semesters after initial hire.)
- Seniority: Seniority is based first upon the number of semesters worked at SCCC and then upon the number of contact hours worked. All adjuncts hired prior to September 1, 2006, will be offered up to a full complement of courses/contact hours. Adjuncts hired after September 1, 2006, will be offered assignments as the need arises. After three semesters of work, newly hired adjuncts are added to the end of the regular list and offered assignments as need arises.
- Notice of Reasonable Assurance (NORA): NORA is the online form submitted by adjuncts to request assignments and indicate availability for work in upcoming semesters. Seniority lists are created each semester by Adjunct Services based on NORA submissions.

If you do not submit your NORA by the deadline, your name will not appear on the seniority list. An adjunct failing to submit a timely NORA will not receive an assignment until every other adjunct on the list has been assigned the contractual maximum number of contact hours requested. Also, if you decline the only assignment offered to you, you forfeit your seniority for that course (adjuncts cannot decline then bump others).

- Vacancies: Full-time vacancies are announced internally via college email and posted on the SCCC website's employment page. Upon written request, *qualified* adjuncts will be interviewed; there is no guarantee that adjuncts applying for a position will receive it.

Pay and Benefits

- Adjunct Pay: Adjunct pay is based on the number of contact hours you work and your rank. The adjunct pay scale is based on four ranks for adjunct classroom faculty, librarians, and counselors (instructor, assistant professor, associate professor, and professor), two specialist ranks (specialist 1 and specialist 2), and three professional assistant ranks (PA, PA1 and PA2).

Adjunct lab PAs are paid per contact hour for the duration of the scheduled lab session and are responsible for no more than two simultaneous labs. The PA is responsible for the prep and clean up of each assigned lab. If a PA's assignment covers two labs in which the session lengths are not concurrent, the PA will be paid per contact hour from the beginning of the first lab session to the end of the second lab session. For safety reasons, PAs are not assigned concurrent labs in two different buildings.

- Health Insurance and COBRA: Any adjunct who has worked for 2 prior semesters and has earned more than \$2,000 in the prior academic year is eligible to join the Employee Medical Health Plan of Suffolk County (EMHP) or one of the approved HMO health plan options. Adjuncts are charged the fund rate, not plan rate, for coverage.

Adjuncts no longer eligible to participate in EMHP may continue coverage under COBRA by maintaining the premium payment plus the administrative charge as required under the law, provided no other coverage exists. Call HR to learn more about health insurance or COBRA coverage (631-451-4200).

- Dental Benefits: Adjuncts and their spouses and dependents are eligible to obtain dental services at reduced rates from dentists who have agreed to accept the FA Benefit Fund's schedule of fees as payment in full for the applicable covered services. Contact the FA Benefit Fund for details (631-732-6500).
- Legal Services: The FA Benefit Fund provides adjuncts (and in certain instances eligible dependents) legal services at no charge or at a reduced fee by an attorney from the Fund's panel law firm. Legal services include the drafting of a will, deed transfer, general consultation, document review, will benefit, personal injury (negligence), living will/health care proxy, planning for the elderly, and estates and administration.
- Pensions and Annuities: Adjuncts may join the NYS Teachers Retirement System and participate in the tax-deferred annuity programs at the college. For more information, call HR (631-451-4200).
- Tuition Reimbursement: Adjuncts who have worked more than 2 semesters are eligible for reimbursement for 2 SCCC courses per semester. In addition, spouses and dependents of adjuncts who have worked 8 of the last 12 semesters are eligible for a total of 18 credits per year (reimbursement for course fees are for employees only). Tuition reimbursement forms must be approved before the course begins.

Observation/Evaluation and Promotion

- Observations: All observations must be conducted with the full knowledge of the adjunct being observed. You should receive written notification at least one scheduled class meeting period in advance for each scheduled formal observation, which includes the name of the administrator, the date and time, and the course or duties to be observed. The chair of the appropriate Peer Personnel Committee (PPC) will receive a copy of the notice, and you have the right to invite a peer observer.

Adjuncts have the opportunity to discuss the observation with the observer before the evaluation is written; the administrator conducting the observation will schedule a meeting with you to discuss the observation within two class meetings. You should receive a copy of the written evaluation within 21 calendar days of the observation. The evaluation should be signed and dated by you, and you have the contractual right to file a written reply to any portions of the evaluation with which you take issue.

- Promotion: Promotion in rank is not automatic but is based upon merit. The college notifies you of time in rank and eligibility for promotion, and you may then request to be considered for promotion by submitting a two-page application with your background and academic credentials as well as a statement in support of your promotion. Here are the time-in-rank requirements for each level:

- adjunct assistant professor = 10 semesters *and* 39 contact hours as adjunct instructor
- adjunct associate professor = 14 semesters or 54 contact hours as adjunct assistant professor
- adjunct professor = 18 semesters or 69 contact hours as adjunct associate professor
- adjunct PA1 = 8 semesters as adjunct PA
- adjunct PA2 = 14 semesters as adjunct PA1

The FA website (fascc.org) shows the educational requirements for those hired prior to August 29, 2006, and for those hired on or after August 29, 2006.

- Adjunct Professional Development Fund: Each adjunct with 3 or more semesters of SCCC experience and who is teaching/working 2 or more contact hours per semester is eligible to apply for the use of these funds for professional purposes in an amount not to exceed \$750 in any one academic year during which you are employed. Funds are awarded on a first come, first served basis. Forms are at fascc.org.

Teaching & Professional Issues

- Absences: The contract provides the equivalent of one week's absence per semester without loss of pay for illness or disability for all adjunct faculty. Adjuncts are excused from work without loss of pay for jury service or for an appearance as a witness in court. Also, adjuncts are entitled to 4 calendar days without loss of pay for any death in their immediate family and 2 calendar days for death of other relatives; contact the FA for details. An adjunct shall be excused from work without loss of pay for jury service or an appearance as a witness in court.