



Important Information as an Addendum to your Adjunct Faculty Contract Spring 2019

Dear Adjunct Faculty Member,

I am pleased to confirm that you have been appointed as an adjunct faculty member for the Spring 2019 semester. Mercy College hires adjunct faculty to supplement full-time faculty in each school on a per-course basis. Your role, therefore, is very important to the College in meeting the teaching and learning objectives for our students. The Faculty Handbook (2015) states that adjunct faculty are "responsible for all aspects of teaching their assigned course(s), and for being available before and after class to meet with students to provide assistance related to the course(s)." We expect that you will be present to meet your class(es) each week of the term. Any requests for exceptions from this requirement should be directed to your department chair, program director, or school dean. Your Spring 2019 adjunct contract has been sent and this will serve as an addendum to your contract.

IMPORTANT TRAINING REQUIREMENTS

1. Sexual Harassment Training

All adjunct faculty are required to perform annual sexual harassment training by the end of the calendar year. In addition, individual schools or programs may have other program requirements. For example, School of Health and Natural Science programs might require mandatory OSHA training. In such cases, requirements must be met and failure to do so could lead to immediate termination of your position as an adjunct. Please check with individual program heads or directors to determine if there are mandatory program requirements.

Log in to Mercy Connect, the College intranet, and go to the Employee Info Center tab. Under the Training and Development Center section, click on Online Training Modules and take the training. If you have questions, please contact Human Resources at 914-674-7839 or hr@mercy.edu.

1. Blackboard Training

All adjunct faculty are required to complete mandatory Blackboard training that will allow them to use the Blackboard Learning Management System (LMS). The training is provided by Mercy Online. The requirements are outlined in the section below.

OFFICE OF ONLINE LEARNING (MERCY ONLINE)

1. Teaching face-to-face courses (Bronx, Dobbs Ferry, Manhattan, Yorktown)

All courses have a required online component. This ensures that we meet New York State Education Department regulations for course time and allows for continuity of instruction in the case of a college health or weather emergency.

Mercy College utilizes Blackboard Learning Management System to provide the online component. You will be automatically assigned a course shell that is populated with your class roster.

- You may access your Blackboard course at <https://mercy.blackboard.com/>. Select the login button, enter your Mercy Connect credentials, and under "My Courses" select your course from the list.
- Mercy Online offers training and support, as noted below. New faculty members are required to complete two hours of Basic Blackboard training. Sign up for Blackboard Training via <https://www.mercy.edu/blackboard>.

- You can contact the Mercy Online Office at 914 674-7584 or at mercyonline@mercy.edu for further information.

2. Teaching online courses (Distance Learning)

Fully online courses are conducted through the Blackboard LMS. Teaching a fully online course requires four hours of Blackboard Training. This training should be completed at least four weeks before the start of the semester. Two weeks before the semester starts, online faculty are required to populate their course with a syllabus, complete the Welcome Start Here page, and provide learning materials for the first week of the course.

- You may access your Blackboard course at <https://mercy.blackboard.com/>. Select the login button, enter your Mercy Connect credentials, and under “My Courses” select your course from the list.
- Mercy Online offers training and support, as noted below. New faculty members are required to complete two hours of Basic Blackboard training. Sign up for Blackboard Training via <https://www.mercy.edu/blackboard>.
- You can contact the Mercy Online Office at 914 674-7584 or at mercyonline@mercy.edu for further information.

3. Additional Blackboard Training Courses

In addition to the required Basic Blackboard Training, Mercy Online offers the following training workshops on various Blackboard tools:

- Blackboard Collaborate
- Use of Multimedia
- Discussions
- Assignments
- Rubrics
- Safe Assign/Plagiarism Tool
- Grade Center
- Tests
- Course Design

OFFICE FOR TEACHING EXCELLENCE AND ENGAGED LEARNING (OTEEL)

The professional team in OTEEL is ready to meet with you one-to-one, in small disciplinary groups, or in larger settings, to dialogue about teaching and learning.

The Team is available to assist you with any teaching and learning matter:

- course design
- creation of assignments, and other course materials
- classroom management
- conducting early semester formative course surveys and/or student focus groups (confidential)
- developing your own personal teaching improvement plan
- adopting High Impact teaching and learning Practices (HIPs)
- formative classroom observations to help faculty improve teaching & learning

For more information contact Matt Lewis, Senior Instructional Designer, mlewis@mercy.edu; and Dr. Tim Schaffer, Instructional Designer, tschaffer@mercy.edu.

FACULTY CENTER FOR TEACHING AND LEARNING (FCTL)

The Faculty Center for Teaching and Learning (FCTL) at Mercy College is a hub for support for teaching at all levels, and for the

success of student learning both inside and outside of the traditional and online classrooms. FCTL is a resource for the Mercy College community and offers services and programs for both full-time and adjunct faculty. The Center sponsors many activities during the semester to which adjuncts are invited. These activities include: special events like Faculty Seminar Days, Adjunct Appreciation Events, as well as workshops on various instructional strategies, student learning assessment and faculty professional development. The Center also sponsors Faculty Learning Communities focused on a variety of topics. All workshops and communities are open to adjunct faculty. Calendars are sent out monthly via e-mail.

PLANNING IN THE EVENT OF AN EMERGENCY

The College has completed significant planning for responses to potential health or other emergencies to guarantee continuity of instruction. As such, all faculty are asked to take the following steps to ensure that students continue to have access to courses in the event that the College must temporarily suspend in-class meetings:

- Plan ahead. Have a communication strategy to reach out to your students; tell your students where to find the course information.
- Utilize the Blackboard LMS to provide students with the course content they would be missing that day. You can use the following Blackboard tools to provide class continuity:
 - Announcements
 - Blackboard Collaborate
 - Discussions
 - Assignments
 - Blogs and Journals
- Have a clearly-stated course policy regarding make-ups and absences.
- Keep copies of irreplaceable files and documents in a safe location or backed up.
- Develop a strategy for communication with others (students, staff, etc.) about cancellations, schedule alternations, alternative work methods and locations.
- Maintain a list of important emergency contact phone numbers. In the event of a health emergency or other cause for class interruption, Blackboard Collaborate can provide convenient means to continue your class online, minimizing course disruption and negative impact on students.

Below is the two step procedure for all instructors when a single class will be missed:

1. The instructor is required to call and e-mail the school dean with a copy to **Anne Gilmartin**, Director of Security, and **Ruthe Effort**, Security Administrator, at agilmartin@mercy.edu and Reffort@mercy.edu and provide the following information as early as possible prior to the scheduled meeting time:
 - The class description
 - The date and day the class session will not meet
 - The time the class is scheduled to meet
 - The campus, building and room number of the class
 - The dean's office will maintain a log of all cancelled class meetings.
2. The instructor is required to call the security office in Dobbs Ferry at 914- 674-7225 and provide the same information. The Dobbs Ferry Security Office will relay the above information to the Security Office at the appropriate campus and will post information, in the format below, on the door of the appropriate classroom as soon as the information is received from the Dobbs Ferry Security Office.

Today's class, Description of Class, taught by Instructor's Name, which is scheduled to meet today, Day, MMDDYY, at time, has been cancelled for this session only. The Class will meet at its next regularly scheduled time.

The Dobbs Ferry Security office will maintain a log of all cancelled classes to include the class description, instructor's name and date of cancellation.

The required approach to an anticipated absence is to arrange for class coverage with your Program Director. For all absences, an Instructor Absence Form should be filled out and submitted to the Dean's Office. Absence forms may be obtained from the Dean's office.

If you are running late for a class, please contact campus security at the numbers listed under Campus Services Contacts above. Please be sure to include your name, course and room number.

TEACHING ASSIGNMENTS

Adjunct faculty must, in all courses that they teach, adhere to the course learning outcomes as developed by the faculty of the department. These learning outcomes are part of the official course syllabus on file within each school and can be requested from the dean's administrative assistant.

Your assignment is contingent upon scheduling needs. Further, the College reserves the right to withdraw this appointment for any reason, including but not limited to financial exigency, curriculum changes, instructor absenteeism, or insufficient enrollment. If for any reason the course is cancelled, no salary will be paid.

You are currently scheduled to teach the course(s) listed in your contract. As a general rule, Adjunct faculty may teach no more than 6 credits during a semester and may work no more than 29 hours per week, total, at Mercy College. Adjuncts who are asked to teach more than 6 credits or participate in activities that will result in their working over 29 hours per week, must first receive the approval of their Dean, the Provost Office and HR. The Academic Calendars for undergraduate and graduate programs as well as pay dates are available on Mercy Connect. All payments will be made via direct deposit; it is the faculty member's responsibility to have a direct deposit authorization form on file with Human Resources.

At least two weeks prior to the start of the semester faculty must create and submit a copy of their course syllabus/outline for review to the Chairperson or Program Director. A copy will be filed in the Department Files.

ATTENDANCE REPORTING

Timely reporting of attendance during the first several weeks of the semester as required by the Registrar. It is important to understand that Federal regulations mandate that no disbursement of student financial aid can occur until attendance for all courses and sections throughout the College is reported according to the following schedule. The Registrar will send along more details about attendance reporting via Mercy Connect. Furthermore, failure to report attendance on a timely basis constitutes a breach of your agreement with the College, may result in the cancellation of your appointment, and may cause the College not to offer you any future appointments. If you require assistance with your attendance reporting, please contact the Registrar's office at 914-674-3105 or registrar@mercy.edu.

Utilize the following criteria to determine attendance.

Attending: The student attended class any time during the census period of the term. For online classes, this means a student has to make a substantial discussion posting, submit a course assignment, or complete a quiz/exam during the census period of the term.

Not Attending: The student did not attend any time during the census period of the term or contribute to an online course as specified above at any time during the census period of the term.

STUDENT ATTENDANCE

Attendance is required by the college. If a student is absent more than two or three classes, please submit an academic update (early alert) via Mercy Connect to the Academic Advisor. Students who do not attend classes for three consecutive class meetings without contacting the instructor will result in the issuance of a grade of FW which indicates "stopped attending." This grade of FW will be calculated into the student's GPA as an F and may result in dismissal. In addition, this

status will be reported to the Office of Enrollment Services and may result in a reduction of financial aid monies.

Spring 2019 DATES

<i>Semester</i>	<i>Term</i>	<i>Term Run Dates</i>
Spring	R	01/04/19 - 04/21/2019
Spring	E1	01/23/19 - 02/19/2019
Spring	B	01/23/19 - 03/18/2019
Spring	A	01/23/19 - 05/15/2019
Spring	V	02/02/19 - 05/11/2019
Spring	X	02/09/19 - 05/04/2019
Spring	E2	02/20/19 - 03/19/2019
Spring	Q	02/25/19 - 05/12/2019
Spring	C	03/19/19 - 05/15/2019
Spring	E3	03/20/19 - 04/18/2019
Spring	E4	04/22/19 - 05/15/2019
Winter	Q	11/19/18 - 02/11/2019

ACADEMIC UPDATES (EARLY ALERTS)

Active communication between the faculty and academic support staff is critical to enhancing student learning and growth. Academic Update is a system that allows faculty to communicate constructive comments or reasons for concern about a student's performance at the earliest possible date. Academic Update should be used at the first sign of any potential concern regarding a student's academic success; it may also be used to share positive feedback. Do not hesitate to use the Academic Update system to encourage students who are doing well, but who may not be achieving their fullest potential. For students listed as Monitored, you are encouraged to submit feedback about the student. You can, however, submit an Academic Update for any enrolled student. Use of the estimated grades provides additional feedback to counselors/mentors and students. You may access your Academic Update roster via Mercy Connect and Banner; for information on accessing Banner via Mercy Connect, please contact the Mercy College helpdesk at helpdesk@mercy.edu or 914-674-7526.

BENEFITS

Please note that adjunct faculty are not eligible for employee benefits paid by Mercy College.

E-MAIL

Adjunct Faculty members who have course assignments are granted access to the Mercy College Domain and Exchange Email resources.

Adjunct faculty are given a mercy.edu e-mail account and network password. This account will allow faculty members to access the main Mercy College e-mail system (@mercy.edu), as well as to sign on to computers connected to the Mercy College network in smart classrooms, labs, the library, and departmental offices across the four campuses. Please review and follow the attached instructions to begin using your account. If you have additional questions after reviewing the attached instructions or if you need assistance accessing your account, contact the Mercy College helpdesk at helpdesk@mercy.edu or 914-674-7526. Please note that your mercy.edu account will be de-activated after a year if you are not actively teaching courses.

In addition to the Exchange account (@mercy.edu) provided, all Mercy College adjunct faculty are assigned a Mercy Mavericks account (@mercymavericks.edu) which will allow access to and use of Google's collaboration tools such as Google Docs and Google Groups.

To access your Mercy Mavericks account, log into Mercy Connect and click on mail icon, located at the top right of the screen. To access your Exchange Email account, open a browser and navigate to: <https://exchange.mercy.edu/>.

Please note that all communication from the college is sent via your mercy.edu address and that it must be checked regularly during terms in which you are teaching.

CONTACT INFORMATION

All adjunct faculty are required to keep their contact information accurate and up-to-date. To review your current information or make changes, log into Marcy Connect and click on *Update Addresses and Phones* link under the Employee tab.

NEXT STEPS

Please remember to complete the online unlawful harassment prevention training as soon as possible during the Spring term and schedule Blackboard Training through www.mercy.edu/blackboard.

Thank you for being part of the Mercy College community and contributing to the academic success of our students. Best wishes for a productive academic term.

Sincerely,

José Herrera, Ph.D.
Provost and Vice President of Academic Affairs



LOGIN CREDENTIALS

Username: Your user name for the Mercy College domain and your Exchange e-mail account are the same as your Mercy Connect Username (see info on setting up your Mercy Connect account under FAQ's). If you do not know your Mercy Connect Username, you can retrieve it by going to <https://www.mercy.edu/lookup>

Password: Your initial password is your Mercy Connect Pin/Password followed by the special character "!" and the upper case characters "MC". For example:

- The initial password for Joe Dean whose current Pin/Password is 221133 would be **221133!MC**
- The initial password for John Doe whose current Pin/Password is 112233 would be **112233!MC**

If you are having trouble logging in, please contact the Help Desk at 914.674.7526 or helpdesk@mercy.edu

Enroll in Mercypass Self-Service to Change your Password and Setup your Security Questions

We highly recommend that the first thing you do is create a profile, setup your security questions/answers, and change your password using Mercypass. By doing this, it will allow you to use this tool to unlock your account if you should ever get locked out in the future. Additionally, it will allow you to change your password. Please follow the instructions below to enroll:

- Navigate to <https://www.mercy.edu/mercypass>
- Click the **Enroll** link and enter your username and password which you obtained in step two above.
- Click **Next**
- Select password verification questions and type answers for them. A good answer must not be obvious, should preferably not be known by any other parties, and must be at least 10 characters long
- Click Next to complete enrollment.

Upon successful enrollment, click on **Reset Password** to change your current password using the following criteria:

- Your new password must be at least eight characters in length and contain any three of the four following requirements:
 - At least one lowercase letter: a-z
 - At least one uppercase letter: A-Z
 - At least one digit: 0-9
 - At least one special character: \$#!
- Passwords may not be the same as your user ID
- New passwords may not be the same as the past five passwords you have used
- Passwords should not be shared with anyone

- Passwords should not be written down or stored on-line. Users should create passwords that can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "This May Be One Good Way To Remember," and the password could be: "TmB1gw2R" or some other variation
- You will be required to change your password every 90 days
- For security purposes, accounts will be locked after five failed login attempts for a 15 minute period

It is recommended that you bookmark the webpage <https://www.mercy.edu/mercypass>. If you have a password issue in the future, you will be able to return to this webpage and use the Reset and/or Unlock links to restore your access after successfully answering the security questions you have established.

FREQUENTLY ASKED QUESTIONS:

Q: How do I sign into Mercy Connect?

A: You can access Mercy Connect by navigating to <http://connect.mercy.edu>

Q: How do I retrieve my Mercy Connect Username and Password?

A: You can retrieve your Mercy Connect credentials by going to <https://www.mercy.edu/lookup>

Q: Will I continue to have access to my current Mercy Mavericks (mercymavericks.edu) account and e-mail?

A: Yes, these new technology resources are being given in addition to your Mercy Mavericks account.

Q: What is my User Name and Password?

A: Your user name is the same as your Mercy Connect Username. If you do not know your Mercy Connect username, you can retrieve it by going to <https://www.mercy.edu/lookup>

If you have never logged in to your Exchange Email Account before, your initial password will be your Mercy Connect Pin/Password followed by the special character "!" and the upper case characters "MC". For example:

- The initial password for Joe Dean whose current Pin/Password is 221133 would be **221133!MC**
- The initial password for John Doe whose current Pin/Password is 112233 would be **112233!MC**

If you are having trouble logging in, please contact the Help Desk at 914.674.7526 or helpdesk@mercy.edu

Q: What will my e-mail address be?

A: Your e-mail address will be your username followed by @mercy.edu. So for example if your username is parker2 your e-mail address will be parker2@mercy.edu

Q: How do I access my new Exchange e-mail?

A: Open a browser and navigate to <https://exchange.mercy.edu/>

Q: How much e-mail am I allowed to store and for what period of time?

A: Within the Exchange system, there are currently no restrictions on how long you can save e-mail or the amount of e-mail you store. Your e-mail account will be de-activated after a year if you have no course assignments for future semesters

Q: Can I forward my Exchange e-mail to another email account?

A: The College does not allow the forwarding of your Exchange e-mail.

Q: Is there a User Guide for how to use Outlook Web Access (OWA)?

A: Yes, Open a browser and navigate to <https://www.mercy.edu/it/docs/manuals/exchange2010-1.pdf>

Q: What is the process for logging into a Mercy College computer at one of the campuses?

A: For instructions, open a browser and navigate to https://www.mercy.edu/it/docs/manuals/mercy_domain_login.pdf

Q: Is there any training available?

A: Yes, open a browser and navigate to the following link to sign-up for training:

<https://www.mercy.edu/my-mercy/it-support/training-and-support/request-training>

Q: Whom can I contact if I have more questions or need help?

A: Contact the **Mercy College Helpdesk** at (914) 674-7526 or helpdesk@mercy.edu