



Adjunct Faculty Contract Terms and Conditions

This position is offered on an Adjunct Contract basis, which requires the contract holder to devote sufficient time to perform the agreed to tasks above in a satisfactory manner. Adjunct faculty are responsible for all aspects of teaching their assigned course(s) and for being available before or after class to meet with students and to provide assistance related to course(s) that they teach.

The College reserves the right to withdraw this appointment for any reason, including but not limited to financial exigency, curriculum changes, insufficiency of enrollment, and neglect of duty. If the course is cancelled prior to the start date, no salary will be paid. After the course has begun, the College will only be liable for payment of compensation up to the date of such withdrawal. If for any reason, one of your courses is cancelled and you are not reassigned to the required number of courses to fulfill this contract, the appropriate compensation will be removed from the total of the contract.

In addition, it is clearly understood that your academic department will review your performance of these responsibilities on a regular basis.

This Agreement sets forth the entire agreement between the parties with respect to any of the matters addressed herein. It supersedes any prior or contemporaneous communications between the parties with respect to the matters addressed herein.

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 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

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

I accept this assignment as stated above and will cover the departmentally defined learning outcome/objectives for the mentioned course(s).