

2009-10

ADJUNCT FACULTY RESOURCE HANDBOOK

DIVISION OF
ACADEMIC AFFAIRS



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PART I - THE COLLEGE

Introduction

Moraine Valley Community College opened its doors in 1968 with an enrollment of 1,218. Today, the credit and non-credit enrollment is over 36,000. Moraine Valley is currently the second largest community college in Illinois. The college offers more than 111 degree and certificate programs. In addition, Moraine Valley offers continuing education opportunities, cultural activities, and other programs and services to benefit all residents of the community.

Dedicated to student success and to meeting the needs of the community, Moraine Valley is a comprehensive college serving more than 100,000 residents each year through classes, seminars, lectures, concerts, and other activities.

Our success, in large part, is the result of the high quality of education and services provided by the faculty and staff at this institution.

This handbook is designed to meet the general resource needs of Moraine Valley

Community College adjunct faculty members. As you begin a new academic year, you are invited to use this resource as a tool to assist your teaching and learning activities at the college.

Part I—Updates adjunct faculty members about the college’s mission, Core Values, Service Statement, Vision Statement and Strategic Priorities.

Part I—Describes general adjunct faculty responsibilities

Part III—Outlines basic student information and policies

Part IV—Offers a quick reference that lists support and services provided by your Subdivision office

Part V—Features summary description about a range of faculty support and related services

Appendix AA quick reference (“Where to Go, Who to Call”)

Appendix BScheduling Salary Information

Appendix CBenefits for Adjunct Faculty

Appendix DOrganizational Chart: Academic Affairs

Best wishes for a productive and rewarding year!

Cordially,



Terry Ludwig, Ph.D.
Vice President
Academic Affairs



Pamela Haney, Ph.D.
Assistant Dean
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Mission Statement

The mission of our college is to educate the whole person in a learning-centered environment, recognizing our responsibilities to one another, to our community, and to the world we share. We value excellence in teaching, learning and service as we maintain sensitivity to our role in a global, multicultural community. We are committed to continuous improvement and dedicated to providing accessible, affordable, and diverse learning opportunities and environments.

The college fulfills its educational mission through:

General Education—courses and concepts integrated into the curriculum that foster critical thinking and enable informed judgment and decision making

Transfer Programs—courses in arts, sciences and business leading to an associate’s degree and fulfilling the first two years of a bachelor’s degree

Career Education—occupational courses and skill development that respond to industry and community needs and lead to professional credentials, a certificate or an Associate in Applied Science degree

Community Enrichment—opportunities for residents to engage in lifelong education and cultural enrichment in a learning community

Workforce Development—partnerships with, and customized training for, business, government, social, and civic institutions resulting in organizational and economic improvement

Student Development—programs and services to support and enhance academic, career, and personal growth and success for our diverse student population

Developmental and Enrichment Education—courses, programs and services to support and advance academic success leading to high school equivalency, English language proficiency, or entry to college-level courses

Core Values

Integrity

Responsibility

Respect

Fairness

Diversity

Promise Statement

We promise to provide a student-centered environment and to focus all college staff and resources on student learning, student development and student success.

Service Statement

We value the members of our college community and recognize that each individual is entitled to respect, understanding and positive communication. We recognize that Moraine Valley Community College employees are the college’s most valuable resources.

In support of the college’s strategic directions, we are committed to providing quality service to students, including prospective, currently enrolled and graduates; community residents; fellow staff members; and others who come in contact with the college.

TO THIS END, WE WILL:

Present ourselves in a professional, courteous manner.

Greet each person and situation with a positive attitude.

Address each person and situation in a fair, honest and timely manner.

Provide each person with the tools and resources necessary to be successful at his or her tasks.

Maintain the policies, procedures and standards established by the college.

Vision Statement

We envision a world-class college that meets current and emerging community needs for education and training through excellent service and outstanding programs offered in stimulating learning environments.

Strategic Priorities 2007-2012

As a learning-centered college, we dedicate all programs, services and resources to student success with a commitment to continuously monitor, assess, and improve our performance.

New and continuing initiatives and their impact on faculty and staff and college resources will be examined within this framework.

To foster continuous improvement, Moraine Valley will:

A. EMPHASIZE AND PROMOTE STUDENT SUCCESS

- Implement a procedure to improve access to educational programs and services by maximizing utilization of on- and off-campus facilities and effective scheduling of programs, services, and courses in response to student and community needs (SP-AQIP Project)
- Examine factors that affect the progress and success of students enrolling in online and web-assisted courses and identify and implement components for successful delivery of online courses, certificates, and/or degrees (SP-AQIP project)
- Implement a plan to identify, assess, place, and establish support mechanisms for students in developmental education (SP-AQIP project)
- Focus on student success and retention within individual courses, across terms, and through graduation rates including how well students are meeting objectives, the quality of student experience, and how these factors measure up against established benchmarks
- Use the strategic process to identify and develop new curriculum
- Maintain and enhance high-quality, high-standard academic programs
- Support faculty and staff development in areas of creative learning strategies, technology, leadership, student learning styles, and global learning
- Maintain and enhance well-designed, coordinated, and pro-active student support services
- Assess and improve technology support systems that advance student access to learning
- Continue to provide a safe, comfortable, and welcoming learning environment

B. ENHANCE COMMUNITY AWARENESS, CONNECTIONS AND PARTNERSHIPS

- Develop and nurture relationships with P-12 faculty and staff, students and their parents
- Support seamless and successful high school to college transitions
- Develop and implement programs for adults and senior citizens and strategies to recruit and retain them
- Assess and implement the college's comprehensive enrollment management and marketing plan
- Develop and foster a new brand identity for Moraine Valley to help support and communicate the college mission
- Develop, strengthen, and maintain community relationships and partnerships to maximize resources and identify opportunities to meet the needs of our educational partners, business partners, and community members
- Continue to provide support to help local governments attract and retain business
- Strengthen our role as an economic resource and a leader in our community, region, state, nation, and world
- Continue to serve as an educational resource and leader for P-12 programs
- Strengthen alumni relations
- Promote the college as a community resource and cultural center

C. EMBRACE DIVERSITY

- Integrate diversity and inclusion into appropriate college practices and processes (SP-AQIP project)
- Implement new faculty and staff recruitment and retention strategies (SP-AQIP project)
- Integrate diversity into the curriculum and classroom (SP-AQIP project)
- Continue to integrate global and intercultural perspectives into programs and services
- Acknowledge the different needs of specific groups and individuals—traditional and non-traditional, native and international, younger and older, online and on-campus, minority and majority—and provide specific services to meet those needs
- Lessen barriers that exist, including those of access, financial means, and preparedness
- Foster programs and support services that make all students feel welcome, that provide positive and meaningful interactions with faculty and staff, and that are designed for students of a variety of backgrounds and experiences
- Cultivate a faculty and staff rich with cultural competencies—to respect the cultural, social and academic needs of all learners -- and to increase awareness of diversity and knowledge of inclusive practices

D. PLAN, ACHIEVE, AND MANAGE GROWTH

- Develop, communicate, and execute plans, processes, and procedures consistent with student and community needs and the college's mission
- Maintain a process to allocate and/or reallocate resources based on the college's Strategic Priorities
- Pursue alternative sources of revenue to support growth and keep tuition affordable
- Continue to look for opportunities to maximize resources and contain costs
- Hire and retain an appropriate mix of full-time and part-time faculty and staff
- Develop and implement a transition plan for the new campus facilities, including programs, staffing, and business plans
- Recommend and implement a new business system that will improve services to students and increase staff efficiency
- Continue to plan for sustainable growth and consider environmental issues in plans for new and remodeled facilities
- Investigate and evaluate the feasibility of adding to the number of off-campus sites to expand regional outreach efforts and improve accessibility

E. BUILD ORGANIZATIONAL CAPABILITY THROUGH CONTINUOUS IMPROVEMENT

- Improve institutional effectiveness efforts by integrating the following major college processes at all levels of the organization – departmental and collegewide: assessment of student academic achievement, strategic and annual planning, budgeting, and performance evaluation (SP-AQIP project)
- Use the college's continuous improvement model to review institutional processes, systems, and structures to ensure efficient operations, strategic thinking, and improved curricula, programs, and services
- Update and expand the current technological infrastructure and increase automation in all technology and operating systems
- Review procedures and processes to eliminate redundancy as well as tasks that do not support the mission or strategic plan of the college
- Make data-driven decisions with input from stakeholders across the organization
- Improve current internal communication mechanisms to achieve greater collaboration and efficiency
- Emphasize comprehensive professional development, including training employees to keep pace with technological advancements
- Promote innovation and risk taking to strengthen organizational capability

PART II - ADJUNCT FACULTY RESPONSIBILITIES

As an adjunct faculty member, you have a three-fold responsibility:

- to support the goals and mission of the college;
- to provide quality instruction to your students; and
- to communicate with your department chair or administrator.

Specific faculty responsibilities are listed below by the following categories:

- Responsibilities to the College
- Responsibilities to the Student
- Responsibilities - Miscellaneous
- Work Rules

Responsibilities to the College

1. Understand and support the college mission and purpose.
2. Keep current with developments in your content area and in instructional methods.
3. Participate in faculty development activities.
4. Maintain the standards of your subdivision and department.
5. Prepare a syllabus for each course you teach in accordance with the official course outline and the model syllabus format, and file one copy in your subdivision office.
6. Follow established procedures and policies.
7. Participate in the evaluation procedure, as requested.
8. Keep accurate records of student attendance and performance.
9. Be in your classroom before class begins and dismiss class at the scheduled time.
10. Return verification lists and final grades on time.

Responsibilities to the Student

1. Demonstrate a concern for and understanding of students.
2. Prepare and distribute a syllabus to each student.
3. Prepare well for each class meeting.
4. Meet each assigned class punctually.
5. Teach the objectives of the course syllabus.

Responsibilities — Miscellaneous

1. Contracts

During the first four weeks of the semester, you will receive a contract. Sign the contract and return it to your subdivision secretary. If you have questions about your contract, call your subdivision office.

2. Changing Class Locations

Changes should not be made to your class location without the consent of your dean or department chair. If there is a room conflict or the classroom facilities are inadequate, contact your subdivision office. Room changes are not allowed in the first two weeks of the semester.

3. Course Outline/Syllabus

For each course, Moraine Valley has an official course outline that lists the minimal competencies and major concepts that must be covered.

The course outline does not explain how each class meets these objectives. You must prepare a syllabus that explains the class objectives and describes how a student meets them.

The syllabus must be completed before the beginning of each semester. You are required to submit one copy to your subdivision office.

Faculty members are required to prepare course syllabi in accordance with a model format. Copies of the model format are available in subdivision offices on disk or in hard copy format.

If you need assistance in preparing a syllabus, contact your department chairperson.

4. Comprehensive Final Exams

All general education eligible and transfer courses must include a writing component and a comprehensive final exam.

5. Instructor Absences

1. Effective July 1, 2007, all adjunct faculty will be entitled to two Paid Time Off (PTO) days per academic year (fall-spring). The two days may be used in either or both semesters.
2. Adjunct faculty are not entitled to a PTO day in the summer semester.
3. An adjunct faculty summoned to court to perform jury duty shall suffer no loss of salary and the absence will not count as a PTO. Appropriate documentation must be submitted to the dean.
4. Please notify the subdivision office of an absence as far in advance as possible. When advance notice is not possible, provide notification immediately upon return.
5. If your class meets in a building other than the building where your subdivision office is located, you must still notify someone in your subdivision office.
6. There is no option to make up missed classes. If there is sufficient time, the department chair may find a substitute to cover the course(s). Adjunct faculty should not make arrangements for a substitute for their classes.
7. The subdivision secretary will complete an Adjunct Faculty Report of Absence form to document the absence. A copy of the form will be placed in the adjunct faculty member's mailbox to be returned signed.
8. If there has been fewer than two PTO days recorded for the academic years, the adjunct faculty member will be paid and this will be noted on the form. If there has been two PTO days recorded for the academic year, the adjunct faculty member will not be paid.
9. If an absence is not reported to the subdivision office, the dean or department chair will verify that the faculty member was absent. An Adjunct Faculty Report of Absence form will be completed, signed by the dean and forwarded to Human Resources for processing.

For additional information refer to the Moraine Valley Adjunct Faculty Organization Agreement 2007-2012.

6. Office Hours

Adjunct faculty members are not required to keep office hours; however, you are encouraged to use time before or after class for students who request extra help or have questions.

7. Standard Syllabus Attachment

Students often seek reference information on procedures for withdrawal and other items of importance from their class syllabi. Faculty members are required to use the standard syllabus attachment so consistent and accurate information is disseminated about these important dates. Copies of the attachment are available in subdivision offices.

8. Writing Component

All general education eligible and transfer courses must include a writing component and a comprehensive final exam.

9. Writing Style

MLA and APA have been adopted as the official documentation styles of the college.

Faculty are required to adopt either MLA or APA as their documentation style, and this information must be included in the model syllabus.

Student Profile

At Moraine Valley, you will find a diverse student population that will add variety to your teaching experience. According to fall 2008 data, the student body falls within the following categories:

- 45% are male
- 55% are female
- 58% are part-time
- 42% are full-time
- 58% are enrolled in Transfer Programs
- 33% are age 25 or older
- 27% are minority

Your class will probably have a mixture of traditional-age college students and adult students, as well as a number of international students and minorities. The key to teaching diverse age and culturally diverse groups is variety. Try to present your material in a way that meets the needs of your student population.

Academic Placement Tests/Orientation

- New full-time students (12 cr. hrs. or more) are required to complete placement tests in English composition, reading and math and attend orientation prior to registering for their first semester of classes. Part-time students are required to complete placement tests (1) prior to registering for English composition courses (COM-085, 090, 101) and/or any math course (including BUS-120 Business Math) or (2) complete the English/Reading tests after attempting 11 cr. hrs. New part-time students who need assistance with educational planning/course selection should attend an educational advising session. Placement testing is coordinated by the Testing Center (ext. 5309); orientation and educational planning sessions are coordinated by the assistant dean for New Student Retention (ext. 5277).
- Students may be exempt from placement testing if they have completed college-level courses in English and/or mathematics with a “C” or better or received a 20 or higher on the ACT in both reading and English and/or math.

COL-101 — College: Changes, Challenges, Choices

All new full-time students are required to complete COL-101 — College: Changes, Challenges, Choices. This one-credit hour course is designed to help students make the initial transition to college and to promote their success throughout their college enrollment. Faculty and staff across campus teach the course. A one-day training session is required prior to teaching the course for the first time. Ongoing instructor support is provided. For more information, please contact Jo Ann Jenkins at ext. 5277.

Educational Guarantees

Moraine Valley believes in the quality of its faculty and staff, and in the quality of the instruction and technical skill competencies it provides to students. As an expression of confidence in this belief, the college has established guidelines to guarantee the transferability of course credit to colleges and universities, and to guarantee the technical skill competencies expected by employers.

If certain provisions are met, graduates of the college's university transfer programs are guaranteed the courses they successfully complete at Moraine Valley will transfer to their pre-determined four-year college or university. Should the transfer institution decline to accept courses for credit, Moraine Valley will refund the tuition and course fees.

Additionally, Moraine Valley's career training program graduates are guaranteed technical skill competencies. If a graduate of an Associate in Applied Science degree or credit certificate program is not able to demonstrate entry-level skills expected by his or her employer, the graduate and employer may request up to 12 credit hours of retraining at Moraine Valley.

The educational guarantees are applicable to new students enrolling in credit programs for the fall 1993 semester and after. Detailed information about the provisions is available from the Academic Advising Center.

Confidentiality of Student Records —

Use of Social Security Numbers — Release of Information to Parents or Third Parties

The Family Education Rights and Privacy Act (FERPA) defines the kinds of information the college can release about a student and spells out how the college can release educational records to other schools and employers. The Act also requires that students be advised of their rights concerning education records and of certain categories of public information which the college has designated "directory information."

Here are a few FERPA items all faculty members must be aware of and adhere to:

1. Use of all or part of a student's Social Security Number is a violation of the Act. Release of information to a parent without the student's permission is a violation, as well.
2. Students have the right to inspect and review all records that meet the Act's definition of "education records." Education records are all records maintained by the college about each student. The following are exceptions:
 - a. Employment records
 - b. Medical, psychological and counseling records used solely for treatment
 - c. Records of the Moraine Valley Police Department
 - d. Financial records of a student's parents
 - e. Confidential letters and statements of recommendations placed in records prior to Jan. 1, 1975
 - f. Confidential letters and statements of recommendation for admission, employment or honorary recognition placed in records after Jan. 1, 1975, for which students have waived the right to inspect and review

3. In accordance with the Act, the college has designated the following categories of information as public “directory information.” The information will be released to any inquirer with the approval of the dean of Enrollment Services unless students request in writing that all or part of this information be withheld. These categories are the following:
 - a. Name
 - b. City, village or town of residence
 - c. Major field of study
 - d. Participation in officially recognized activities and sports
 - e. Weight and height of members of athletics teams
 - f. Dates of attendance (including current classification and year, matriculation and withdrawal dates)
 - g. Degrees and awards received (type of degree and date granted)

Further details about the Act can be obtained from the dean of Enrollment Services at ext. 5346.

Student Complaint and Hearing Process

A student complaint and hearing process exists for students to express concern if they believe to have been treated unfairly, discriminated against or subjected harassment. For more information, copies of the process are available in subdivision offices, the student handbook, or from the assistant dean of Student Life and Judicial Affairs (ext. 5390).

Code of Student Conduct

A Code of Student Conduct has been established to control action inconsistent with appropriate behavior. The code provides fair and reasonable rules and procedures to ensure that students do not engage in conduct that interferes with the operation of the college. Sanctions for violating the code range from a written reprimand to expulsion from the college. For more information, or a copy of the code, contact the assistant dean of Student Life and Judicial Affairs (ext. 5390).

Policies Regarding Students

- **Attendance**

Your attendance policy must be included in the course syllabus which you distribute the first day of class. Your policy should go into effect with the first class meeting of the course. A copy of the college’s Attendance Statement should be included in your syllabus. It is also available from your subdivision office.

- **Attendance Verification - State Apportionment**

Twice during the semester, you will receive computer-generated lists of students to verify attendance. This information is vital for financial aid/veterans’ recipients and the apportionment claim verification. Financial aid/veterans’ verification forms are distributed during the third week for full semester courses. Apportionment claim verification forms are distributed for all courses at midterm of each course. A memorandum will accompany these forms, giving you detailed instructions on how to complete the forms. These lists must be returned on time to your subdivision office.

- **Cellular Phones and Pagers**

Students, faculty, staff, and college visitors may not use and must silence cell phones, pagers and other communication devices in all instructional areas, which include all labs, classrooms, conference rooms, and lecture halls during instructional sessions, workshops and meetings: the Learning Resources Center/Library and other areas designated by the college.

- **Cheating and Plagiarism**

Your policy on cheating and plagiarism should be included in the syllabus which you distribute on the first day of class. A report for cheating and plagiarism is available from your subdivision dean.

- **Eating and Drinking Policy**

The appearance of the campus is important to the entire college community. Moraine Valley is committed to providing an environment that is conducive to teaching and learning. Staff members are expected to help maintain the appearance of the campus. Food and drink are not allowed in the classrooms.

- **Emergency Closings**

If the weather or other circumstances should necessitate the closing of Moraine Valley, you will find out emergency-closing information by tuning to these broadcast stations:

Radio Broadcast
WBBM (780 AM)
Zone (670 AM)
WGN (720 AM)

Television Broadcast
CBS-TV Chicagoland - TV News (CLTV)
WBBM-TV (Channel 2)
WFLD-TV (Channel 32)
WGN-TV (Channel 9)
WLS-TV (Channel 7)
WMAQ-TV (Channel 5)

In addition, the information is available through the Emergency Closing Center website at www.emergencyclosings.com or by calling 1-312-222-SNOW (7669) from a touch-tone telephone. You may also call the college's main number, 708/974-4300.

For more information, call College and Community Relations at ext. 5375 (D106).

Enrollment in Closed Classes

If you choose to allow a student in a closed class, complete a Permission to Enroll form which is available from your subdivision office. Sign it and return it to the student. The student must take the form to the registration area. As an alternative, consider encouraging the student to enroll in another section which may have lower enrollment. Please note: All students must be officially enrolled in class.

Student E-mail

Students are provided a college-issued e-mail address and are required to use this e-mail address to communicate with their instructors and other college staff. Faculty will use the college-issued e-mail to communicate electronically with students. The user name and password are printed on the class schedule students receive in the mail. Students who do not receive an e-mail address do not have a birth date on file and must contact Registration to provide this information. For more information, visit morainevalley.edu/studentemail.

Final Examination Week

Final examinations are mandatory, and they must be held during the final exam week. For classes of less than 17-week duration, the final is held during the last class period. Examinations will be scheduled in two-hour sessions. You will meet with your class only that one time during final examination week. The schedule for this week will be distributed to you at the beginning of each semester. Instructors may not change the time or the location of the final exam. Some courses may use departmental final examinations.

Final examination schedules are available at subdivision offices and online.

Final Grades

Final grades are due the Friday afternoon of final examination week, with certain limited exceptions. The forms and specific instructions will be in your mailbox a week earlier. Return the final grade forms promptly to your subdivision office.

Forgiveness Policy

Moraine Valley's Forgiveness Policy represents a one time formal process that allows students to have their cumulative grade average recalculated without the inclusion of certain previously earned "F" grades. The course remains on the student transcript, and a notation is added indicating the student has been granted "F" forgiveness.

A student must complete the official Moraine Valley application for "F" grade forgiveness and submit it with the Moraine Valley transcript to the Admissions and Records Office after the eligibility requirements are fulfilled. Eligibility requirements are clearly explained in the college catalog.

Moraine Valley's Forgiveness Policy is designed for students who demonstrate success in credit courses at Moraine Valley who now wish to build a solid academic record that is not undermined by past failures. Candidates for this policy would include those students who have succeeded in a new program of study after experiencing failure in courses that were inappropriate for their talents or ability levels. Other candidates would be students who experienced initial academic difficulty, but are now committed to achieving an educational goal.

Grades

You are responsible for explaining to students how they will be evaluated, and evaluating your students consistently in the matter explained. See the college catalog for details about Moraine Valley's grading system.

Incomplete Grades

According to the Moraine Valley grading system, an incomplete ("I") grade - no credit, no grade points figured in grade point average - may be recorded on a student's record when course requirements are not fulfilled by the end of the term upon agreement and prior arrangement with the instructor. Incompletes are authorized only when they are fully justified by serious circumstances and at the discretion of the instructor. A completed Incomplete Grade Contract must be submitted with the final grade sheet for each student assigned an incomplete. The contract is an agreement between the faculty member and the student and states specifically what the student must do to complete the course and the time frame for that work.

A few guidelines:

- a. An incomplete grade is not usually given to a student who has failed to attend the course on a regular basis and who has failed to pursue the work during the semester in a timely fashion.
- b. Nor is it given to a student who has been consistently failing throughout the semester in order that a student may avoid a low or failing grade on his or her transcript.
- c. The "I" grade is given when unusual circumstances arise during the final weeks of the semester which in some way prohibit the student from completing the course requirements for a course he or she has been successfully pursuing. Those circumstances may involve a family crisis, illness or extraordinary job responsibilities.
- d. The faculty member must feel that the reason the student cannot complete the course in a timely fashion is sufficiently serious to warrant the issuance of an "I" grade.
- e. In order to remove an "I" grade from a student's record, the student must complete the course work by the deadline stated in the contract. Note that the deadline cannot exceed the end of the term following the term in which the course was taken (not including the summer term). The instructor will change the "I" to an appropriate grade in the prescribed period.

You will need to obtain a Change of Grade Form from your subdivision office. After completion, this form should be returned to that office. A copy will be returned to you for verification.

Internet/E-Mail Guidelines

Moraine Valley Community College ("College" or "Moraine Valley") provides use of electronic mail ("e-mail,") electronic bulletin boards, and the Internet (including FTP and Telnet facilities, news groups, and World Wide Web Browsers) as sources of information and a means of communication for the College community. All standards of behavior, courtesy, etiquette and values espoused by Moraine Valley govern the use of the e-mail, Internet, and other computer facilities provided by the College. Specifically, users are expected to comply with the Policy for Responsible Use of Information Technology (Policy No. 6710), adopted by the Board of Trustees of Moraine Valley Community College. A copy of Policy 6710 is available to any user of Moraine Valley Community College's Internet, e-mail, and computer system upon request. The following Guidelines are intended by the College to be consistent with Policy 6710. Should any discrepancy exist between these Guidelines and Policy 6710, Policy 6710 shall control. While no set of guidelines can establish rules to cover every possible situation, the following Guidelines are designed to express the College's philosophy and to set forth the following general principles for users of the e-mail, Internet, and other computer facilities provided by Moraine Valley Community College:

1. Users shall observe and comply with all applicable copyright and other intellectual property rights.
2. Users shall respect the rights of others to be free from harassment and intimidation. Users shall not use the College computer system to send abusive, clearly unwanted, harassing, and/or threatening materials to others or to disrupt the work of others. The college retains the right to review, retain, make use of, or delete electronic communications and electronic files existing on college systems.
3. Users shall use resources efficiently. For example, storage space, computer paper, and computer access time are limited resources. Users shall respect any limitations or restrictions imposed upon the use of such resources to ensure fair access for all users.
4. Users shall extend these Guidelines, and learn and respect any additional rules or Guidelines that may apply, to remote systems accessed using Moraine Valley Community College facilities. Further, College facilities shall not be used to try to gain unauthorized access to Moraine Valley Community College systems or remote systems.
5. While users shall respect the privacy of the electronic communications and electronic files of others and shall not attempt to violate the privacy of others, users must also understand that they have no expectation of privacy or ownership with respect to electronic communications or electronic files on the College network.
6. Users shall limit the sending of "all-staff" e-mail messages to those messages that are related to the business of Moraine Valley Community College, and which concern all e-mail recipients. In addition, unless previous authorization is given, users shall receive prior approval from a member of the Executive Leadership Team, ("ELT,") or the director of College and Community Relations before sending an "all-staff" e-mail. A user may obtain prior approval by submitting a draft of the proposed "all-staff" e-mail to one of the above-designated individuals, who may: 1) approve, 2) deny, or 3) approve with modifications, the proposed "all-staff" e-mail.
7. Users shall accept responsibility for their own actions and communications, and shall not use anonymous or pseudonymous communications that conceal their identity. Users shall not hold themselves out as official spokespersons for the College, or otherwise create such an impression, when expressing personal opinions in any communications.
8. While users shall respect the fact that computer facilities are provided to further the mission and purpose of Moraine Valley, limited personal use of the e-mail, Internet, and other computer facilities of the College is permitted, provided it does not interfere with the business of the College or is not otherwise inappropriate or illegal.
9. Users shall not reveal their account password to anyone in the college or allow any other person to use their password. This includes family and other household members when work is being done at home.

10. As a general rule, e-mail will be saved for six (6) months, and then deleted from the system. Users are responsible for saving e-mails to an individual file if they want to keep them for a longer period of time.

A violation of these Guidelines may subject the offender to disciplinary action, up to and including termination, as well as to civil or criminal prosecution.

EMPLOYEE AGREEMENT ON USE OF E-MAIL AND THE INTERNET

I have read, understand, and agree to comply with the foregoing Guidelines governing the use of the Moraine Valley Community College e-mail, Internet, and other computer facilities. I understand that I have no expectation of privacy when I use the Moraine Valley Community College e-mail, Internet, and other computer facilities. I am aware that violations of these Guidelines on appropriate use of Moraine Valley Community College's computer system, e-mail, and Internet systems may subject me to disciplinary action, legal action and/ or criminal liability. I further understand that my use of the College e-mail, Internet, and other computer facilities may reflect on the image of Moraine Valley Community College to our staff, students, and others who come in contact with the College and that I have a responsibility to maintain a positive representation of the College. Furthermore, I understand that these Guidelines may be amended at any time.

Non-Attendance Indicator "N"

The "N" designation, which indicates non-attendance of a student in a particular course, is solicited from faculty twice each semester, once at the third week for veterans verification and again at midterm for apportionment purposes. All students who maintain the "N" designation throughout the semester receive an "F" as their official grade for the course. Faculty must assign the "F" grade on their final grade sheets.

Official Withdrawal

The student is responsible for officially withdrawing from a course, and the instructor does not need to sign the withdrawal form.

Some guidelines:

- a. Students must obtain official withdrawal forms from the Registration Office in the College Center
- b. The form must be completed by the student and returned in person to the Registration Office.
- c. The official withdrawal results in a "W" being posted to the student's record, depending on course progress and course attendance, and whether or not the student meets the appropriate deadline to obtain the "W".

Withdrawal Policy

After the prescribed period of tuition refund and before the end of the 13th week of a 17-week semester, an official withdrawal will result in a "W" on a student's record. A student who does not withdraw officially from a course may receive a grade of "F," depending on course progress or course attendance, which will become a part of a student's permanent record. To withdraw officially from a course, a student must obtain a withdrawal form available from the offices of instructional deans, the Registration Office, or Extension Center coordinators. The form must be completed and returned – in person – to the Registration Office.

Official withdrawal deadlines are posted in the college catalog.

Postings on Campus

Posters, signs and other printed material which advertise commercial products, services or other profit-making ventures, or which endorse candidates for public office may not be posted on campus.

To be accepted for display, posters and/or fliers must promote activities or events sponsored by a not-for-profit organization that does not compete with the activities or offerings of Moraine Valley.

Additionally, items must be posted on bulletin boards only. Windows, walls, doors, cement poles, restrooms, etc., are not acceptable locations. Items should be displayed on bulletin boards with tacks, not tape or staples.

For more information or to obtain approval to post an item, call College and Community Relations at ext. 5375 [D106].

Smoking Policy

In accordance with the Illinois Clean Indoor Air Act, and in recognition of the U.S. Surgeon General's Report indicating that secondary smoke is hazardous to the health of nonsmokers, the Board of Trustees of Moraine Valley Community College is obligated under the act to prevent smoking in public places. In order to protect the safety, health and well being of all employees and students in the college, smoking is not permitted inside campus buildings. All college employees serve as role models for students and, therefore, the board finds that employees who smoke in the presence of students are engaging in conduct inimical to the students' health and welfare. Therefore, by virtue of this policy, the Moraine Valley Board of Trustees prohibits smoking throughout college facilities.

Smokers are reminded to use the designated smoking areas throughout the campus, marked with red lines and signs. Each area has trash receptacles with tops for extinguishing cigarette butts. The smoking huts are located between Buildings B and C and on the east side of Building A. All entrances have posted signs prohibiting smoking within 15 feet of the entrance. No-smoking areas are enforced by the Moraine Valley Police Department.

Career Programs

Dean, Margaret Machon		B150	Ext. 5708
Susan Phelan, Dept. Chair	Health Sciences	B150	Ext. 5743
Richard Rackow, Dept. Chair	Mechanical Technologies	T111	Ext. 5428
Barbara Martin, Dept. Chair	Nursing	B150	Ext. 4044
Bill Barz	Public Service	G212	Ext. 5473

Enrichment Programs and Services

Dr. Nancy Curé, Dean		B260	Ext. 5646
Dr. William Muller, Dept. Chair	Developmental Education	B260	Ext. 5329

Library

Dr. Sylvia Jenkins, Dean		L244	Ext. 5294
Maria D'Aversa, Dept. Chair	Learning Resources	L102	Ext. 5262

Liberal Arts

Walter Fronczek, Dean		B244	Ext. 5372
Amy Williamson, Dept. Chair	Behavioral Science	B244	Ext. 5243
Dr. Thomas Dow, Dept. Chair	Communications/Literature/Languages	D108	Ext. 5775
Nick Thomas, Dept. Chair	Fine Arts and Humanities	F130	Ext. 5755
Aileen Donnersberger, Dept. Chair	Social Science/Education	B244	Ext. 5595

Science, Business and Computer Technology

Dr. James Frites, Dean		C154	Ext. 5236
Ed Devine, Dept. Chair	Biological Science	C154	Ext. 5577
Theresa Lorenzini, Dept. Chair	Business	D108	Ext. 5626
J.C. Malitzke, Dept. Chair	Computer-Integrated Technologies	T111	Ext. 5454
Michelle August, Dept. Chair	Information Management Systems	T111	Ext. 5622
Dr. Amy Madden, Dept. Chair	Mathematics/Computer Science	B244	Ext. 5233
Dana Campbell, Dept. Chair	Physical Science	C154	Ext. 5549

Workforce Development and Community Services

Linley White, Dean		T100	Ext. 5733
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Contact your academic subdivision office to obtain:

- Chalk, dry-erase markers, erasers, paper, pens, etc.
- Cheating & Plagiarism Form
- Copy service
- Desk copies of a class text
- Incomplete Grade Contract
- Official course outline
- Duplication budget codes
- Change of Grade Form
- Class attendance registers
- Curriculum revision manual & forms
- Emergency subdivision telephone tree
- Model course syllabus
- Tuition Waiver — MVCC courses

Contact your academic subdivision office to:

- Call in sick
- Change a classroom location
- Report classroom conditions
- Report textbook order problems
- Cancel a class
- Check your mailbox
- Report classroom incidents

Academic Advising Center [S201]

Refer students here to get assistance and information related to course selection for transfer and career programs, selecting a transfer school and all Moraine Valley degree/certificate requirements. Prospective student workshops, new student orientation programs, transfer conferences, and campus visitations are also offered.

Academic Skills Center [Room B260, ext. 5340]

Currently enrolled students may be referred to this area to get tutoring in English, math, study skills, accounting, science, and related subjects. No appointments are needed. The center also offers basic skills courses in English, math, reading, and study skills. The Academic Skills Center Computer Labs welcome walk-in students and classes to write papers or use the tutorial programs in English and math. Students may also log onto Classmate, an online tutoring program. The center also coordinates the Intensive English Language Program for international students learning English and the Literacy Program for community residents who need basic literacy skills.

Academic/Adjunct Faculty Support Offices [Room B244, ext. 5464; D108, ext. 5631; D149C, ext. 4456; F130, ext. 5637 and F228, ext. 4314]

Office areas located in the B244, D108 and F130 provide support services for full-time and adjunct faculty members and extended evening hours.

HOURS:

Room B244, ext. 5464

Monday-Thursday: 7:30 a.m.-9 p.m.

Friday: 7:30 a.m.-7 p.m.

Saturday: 8 a.m.-1 p.m.

D108/D149C, ext. 5631/4456

Monday-Thursday: 7:30 a.m.-8:30 p.m.

Friday: 7:30 a.m.-5 p.m.

F130, ext. 5637

Monday-Thursday: 7:30 a.m.-9 p.m.

Friday: 7:30 a.m.-4:30 p.m.

Access to Locked Classrooms

If you require access to a locked classroom, call the Moraine Valley Police Department at ext. 5555 or use the red emergency telephones located in campus buildings to request assistance.

Alternative Learning and Extension Centers [Room B260, ext. 5710]

This office gives the student opportunities to earn college course credit through such methods as directed study, independent study, telecourses, and off-campus course work. In addition, this office administers the College Level Examination Program (CLEP) and the Achieved Prior Learning (APL) Program — a process where students may petition to have prior training activities and job experience evaluated for credit.

Center for Disability Services [Room L150, ext. 5711]

Instructional support is available if you have students in your class who have a learning, visual, or hearing disability, an orthopedic impairment, and/or any other type of disability. The Center for Disability Services sends notification to every instructor who will have a student with a disability in class, provided the student has identified himself/herself to the center. The notification will state the various accommodations that the student is entitled to receive, such as extended time for taking tests, test proctoring, or note-takers. Instructors are encouraged to ask students with special needs to identify themselves after class so they can work together to meet the individual student's needs.

The director presents periodic in-services for college staff who need concrete information about teaching special populations. The Center for Disability Services has a student and faculty handbook available in L150 and the Student Support Services Office C275. This handbook describes the procedures for obtaining services, gives instructional strategies, has descriptions of auxiliary aids and services, and has a glossary of terms related to disabilities. The director is available to meet individually with Moraine Valley instructors about teaching students with special needs.

Center for Teaching and Learning [L244, ext. 5347]

Through collaborative efforts, the Center for Teaching and Learning is committed to supporting faculty and staff and providing professional development opportunities to all Moraine Valley employees so that innovative learning-centered instruction and services can be provided to our students and community. The CTL website is: www.morainevalley.edu/ctl

Children's Learning Center, Savior Divine Church, ext. 5729 [Temporary Location]

Quality care and early childhood education for children 24 months to 5 years is available during the academic year. Children of students and staff are registered on a first-come, first-served basis. The Moraine Valley Children's Learning Center is a state-licensed facility. The center is a laboratory facility for Moraine Valley's Child Care Program and is equipped with an observation deck. Registration is required, and an hourly fee per child is charged. Hot lunches are available.

Because of renovations on the college campus, the Children's Learning Center has been temporarily relocated to the Savior Divine Church, 10040 S. 88th Ave., Palos Hills. Hours at the temporary location are Monday through Friday, 6:30 a.m.-5:30 p.m. Renovations are expected to be completed in the summer of 2010, at which time the Children's Learning Center will resume operations on campus. Phone: (708) 974-5729.

Clerical Services

If you want work typed or duplicated, complete a Work Request/Duplicating form and leave it with the subdivision secretary or evening offices at least a week ahead of time. Remember that copyright laws apply. Please keep duplicating costs down by ordering only the number of copies you need. Reprographics (L110) is available for high volume runs.

Computer Labs

Computer labs may be scheduled by calling ext. 5780. The computer lab on the second floor of the library may be scheduled by contacting the Information Desk on ext. 5234.

Computer-Scored Examinations and Scantron Test Scoring Machine

You can administer multiple-choice examinations and have them computer scored. To do so, order pre-printed response sheets one day ahead of time from Information Systems in L144. After the examination is given, leave the completed response sheets and the answer key with Information Systems. You can pick up the test results the next day.

If you need instant test scoring, this capability is available in the Academic Faculty Center in B244 and in the Adjunct Office in D149C. Forms for this service are available through your subdivision office.

Counseling and Career Development Center [S202]

Refer students here to get assistance with counseling for career-decisions, academic problems/obstacles and to discuss personal problems. Counselors are available to collaborate with faculty on issues dealing with student learning and success. This center offers non-credit workshops and credit classes in Career Planning (PSY-111) and Human Potentials (PSY-100). The counselors also participate in teaching College: Changes, Challenges, Choices (COL-101).

E-mail

All adjuncts are provided with a Moraine Valley e-mail address and are expected to use it in communication with the college and students.

Evening Offices

The evening/weekend office of instruction is located in Room B244 (Bridge). Support staff is on duty:

Monday-Thursday: 7:30 a.m. until 9 p.m.

Friday: 7:30 a.m. until 7:00 p.m.

Saturday: 8:00 a.m. until 1:00 p.m.

Faculty may drop off materials such as verification forms and duplicating requests for any subdivision. Support staff members are available to assist faculty from 7:30 a.m. until 8:30 p.m. in D108 and from 7:30 a.m. until 9 p.m. in F130, Monday through Thursday.

Enrichment Programs and Services provides evening hours from 8 a.m. to 9:00 p.m. in B260.

Food Service

Food service (Café Moraine) is available during most regular school hours on the 1st floor of the U Building. In addition, Espresso Love provides specialty coffee and snacks on the 1st floor of buildings D and L, and the Library. Vending machines with soft drinks and snacks are available in the lounges of the campus buildings.

Health Fitness Center [Room G210, ext. 5701]

Professional staff members are available to design an exercise program for you to “shape up.” The center has stair-climbing machines, stationary bicycles, ski machines, recumbent bikes, elliptical machines, treadmills, and over 40 weight-training machines. Contact Cathy Nolan at ext. 5378 for details.

Library (Building L, second floor, ext. 5234)

The Library provides a variety of services and resources to help students attain educational goals. Located within the Library are the circulating audiovisual and book, reference and reserve collections; computers and printers; a listening-viewing area; and areas for individual and group studying. The collection has more than 121,000 items and includes electronic databases, books, magazines and microfilm, and other research tools. Librarians are available to assist students with their research and information needs.

Lockers

Lockers are available through your subdivision office on a first come basis. There are a limited number of lockers available.

Mail [Building P, ext. 5225]

Mailboxes are located in each subdivision office. Check your mail every time you are on campus and, more importantly, read and reply to it as necessary. Address interoffice mail to name and subdivisional office number, not individual office numbers.

Multicultural Student Affairs [S201, ext. 5475]

This center houses the Minority Student Transfer Center and cultural programs, activities and events. The center promotes the understanding and appreciation of ethnic and cultural differences and similarities among students, staff and the community. Services include minority student support such as academic advising, transfer assistance and socialization. The Multicultural Student Affairs Center is also the meeting site for ethnic student organizations, student conflict mediation, education activities, and university field trip departures. Scholarship information via the computer and textbook references are available for students and staff use. Additionally, diversity tapes and materials are available for staff to check out. The center is open Monday-Thursday 9:00 a.m.-7:00 p.m. and Friday 9:00 a.m.-4:30 p.m.

Multimedia Services/AV Equipment [Room L111, ext. 5261]

Audiovisual equipment requests are provided for VCR/DVD/TV monitors, document cameras, overhead projectors, slide projectors, audio PA systems, and other equipment. Other services include transparency materials/supplies and audiocassette duplication. Twenty-four-hour advance notice must be given for delivery of equipment requests. Requests can be made by filling out forms in the Multimedia Services office or accessing the Web under URL <http://www.morainevalley.edu/FacStaff/service.htm>. AV equipment operation training is recommended and available from staff upon request.

Multimedia Services/Pathway-Dynacom [Room L116, ext. 5429]

Media is delivered via the Pathway-Dynacom System, a fiber optic electronic media distribution system, in classrooms equipped with a Pathway-Dynacom control terminal. An instruction card is attached to each terminal. Keys for terminal are available in Multimedia Services office. Formats supported include VHS videotapes, laserdiscs, CD-1 (music or photo CDs), 35mm slides, and DVD. Other services include cable broadcast TV and satellite TV live feed to Pathway-Dynacom rooms and/or VHS tape recording. Local source input capabilities also provided for visual presenter equipment. Computer interface provided only in rooms with RGB sync local source input capabilities. Twenty-four-hour advance notice must be given for scheduling of media requests. Requests can be made by filling out forms in the Multimedia Services office or accessing the Web under URL www.morainevalley.edu/FacStaff/service.htm. AV equipment operation training is recommended and available from staff upon request.

Moraine Valley Police Department [Building P, (708) 974-5555, ext. 5555]

The Police Department on Campus provides service to Staff, Students, Faculty and Visitors on a 24 hour, 365 day basis.

The police can be reached by:

- Picking up a “Red Phone” found throughout the college buildings.
- Dialing 5555 on any regular college phone.
- Outside the college, the emergency line for our department is (708) 974-5555.
- For police outside one of the buildings, you may dial 911 on your cell phone; your call will be picked up by Southwest Central Dispatch and transferred to our dispatch center, or push any of the “Blue Light” panic stations located in all the parking lots noted with a blue light on top.

The departments staffing is made up of 43 employees, consisting of 23 Armed State Certified sworn Police Officers, a staff of full and part-time Community Service Officers who provide security and service support to members of our community, 3 full time Dispatchers, an Operations Assistant and a Student Aide.

Contact Persons at the Police Dept.

- Pat O’Connor - Chief of Police
- Jeff Routledge - Investigative Lieutenant
- Len Young - Operations Lieutenant
- Pat Sterba - Operations Assistant

Crisis Information

For Emergencies - Information will be transmitted to the main building area and common areas through the college public address system. Please listen to instructions and look for guidance by police staff should we need to evacuate our buildings.

Tornado and Weather Related Issues

The College has its own weather siren along with our building PA system. The police department asks you to not evacuate your classes or buildings unless directed to. If a tornado warning and take cover order is given, please do the following:

Second floor classes should be moved down to designated safe areas on the first floor. These are: bathrooms, interior offices and short hallways without windows. Please keep your students there until the all clear is sounded.

Evacuations

Evacuations will be ordered by PA and Police staff. Instructors’ responsibilities are limited to directing their students to the closest exits and assisting with the evacuation of those who are disabled. Our evacuation plan for those with disabilities requires those who are able to remove themselves to be assisted by fellow students and faculty to the closest door. For those who are confined to wheel chairs or are limited in mobility, we request faculty to bring them to the closest emergency phone (red phone) and once the police department answers the phone; advise the student to remain at the phone location. The faculty member can then withdraw and police staff will complete the evacuation of the disabled person at the phone location.

Active Shooters

Although the risks of these issues are remote, faculty responsibilities are as follow:

Should a shooting take place in close proximity to your classroom do not run into the main hallways. If the shooter is not within eyesight, he is not aware you are there unless he sees you. Use a red phone, office phone (**dial 5555**), or on your cell dial 911. Give the dispatcher all the info you can as to your location and the location of the shooter, (include clothing, where the sound came from, where people are running from). Turn off your room lights, push a desk in front of the closed door and remain quiet with your students. Police officers responding will evacuate you when it is safe. If you are told a shooting has taken place and you are to evacuate, listen to where you should go and direct your class to that location immediately.

Parking

There are more than 4,300 parking spaces at Moraine Valley. These spaces are available without cost or permit on a first-come basis. A properly displayed permit is required to park in designated faculty, visitor and handicapped parking areas. During the day, adjunct faculty members may not park in designated faculty reserved parking areas. However, after 4:00 p.m., adjunct faculty may park in designated faculty reserved parking areas, provided that they have purchased and displayed appropriate parking stickers. The parking sticker may be purchased for a cost of \$10, in the Cashier's office the day of in-service. Vehicles parked in violation of the "no parking" areas are issued a parking citation with a fine of \$15; handicapped violations are issued a \$100 fine.

Payroll Checks [Room L157, ext. 4057]

Your paycheck will not be released until the Human Resources Office has received your transcripts, tax forms, and employment verification (I-9 Form).

Address changes need to be submitted in writing to the Human Resources Office, Room L167.

Personal Check Cashing

The Cashier's Office, located in the Student Services Center, will cash your personal check up to \$50.

Photo I.D. Cards [Student Services Center, ext. 5620]

All employees (including full-time and part-time faculty and staff, student aides, and retirees) will be eligible to obtain a photo ID upon hire at no charge. Employees should obtain proper documentation prior to reporting to Photo ID. They are automatically eligible for updating while employed, and it is the individual's responsibility to have his or her ID updated each semester. Employees who want to use library services, such as access to interlibrary loan and electronic databases, will need to have their photo ID updated each semester. Decals indicating active employment can be secured in the Photo ID Office (Building S), any of the subdivision offices, D108, or at faculty in-service.

The ID can be updated continuously for two years or six semesters following initial issue. After the completion of the second year or the sixth semester, an employee is eligible to have a new ID issued at no charge, subject to the same terms at the original ID.

Adjunct faculty and part-time staff should maintain possession of their photo ID even though they may have gaps in employment. Those previously issued a photo ID may be eligible for a new photo ID at no charge if at least 12 months have lapsed since last employment.

Lost, misplaced, stolen, or damaged ID cards within two years of issuance are subject to a \$5 replacement fee. The only exception will be those employees noted above with a 12-month employment lapse.

Reprographics [Room L110, ext. 5707]

- Monday-Thursday, 7:30 a.m.-7:00 p.m.; Friday, 7:30 a.m.-5:00 p.m.
- Hours change during breaks and on staff development days: 7:30 a.m.-5:00 p.m.
Photocopying services and walk-in service are available for amounts under 200 sheets, standard size white paper (2-4 days notice for more than 200 copies, with 4-5 days notice for booklets). Material should be copy-ready — no staples. Service for paste-ups requires 2-4 days notice. Pick-up only, no delivery.
- You may also use photocopying machines available in subdivision office areas.
- A budget sub-account code is required to access subdivision photocopying machines and to post on Reprographics Photocopying Request Forms. Sub-account code numbers may be obtained from your subdivision office.

Faculty and staff have the ability to send documents online instead of providing hard copy to be duplicated in Reprographics. Documents must be copy-ready (prepared exactly as you want them duplicated). The same policies apply as with hard copy—large quantities for instructional use require your department chair's approval, and requests for color-ink copies, letters or other publications sent to external audiences require Marketing and Creative Services' approval prior to submission. As always, hard copies may continue to be given to Reprographics—sending online is not required. You may access this services through the intranet.

Reprographics is now using recycled paper, and two-sided copies will be the college standard beginning July 1. Individuals who require one-sided copies will need permission from their dean or supervisor. The Executive Leadership Team thanks everybody for their support of the college's greening efforts.

Saturday Office Hours [Room B244, ext. 5464]

During the academic year, Room B244 is the designated Saturday office of instruction and is accessible to faculty members from 8 a.m. to 1 p.m.

Supplies

If you need chalk, dry erase markers, paper, pens or other classroom supplies, please contact your subdivision office secretary.

Testing Center [B101, 1st Floor, ext. 5309]

The center serves as support for those instructional modes requiring deviations from the traditional mode for evaluating students. The specific guidelines that govern the types and manner in which the center will administer and monitor tests are available by calling the Testing Center.

- Monday-Thursday 8:00 a.m.-9:20 p.m. (last test 8:45 p.m.)
- Friday 8:00 a.m.-3:50 p.m. (last test at 3:15 p.m.)
- Saturday 9:00 a.m.-1:50 p.m. (last test at 1:15 p.m.)
- Hours will change during breaks and summer semester.
- Tests will not be distributed less than 35 minutes before closing.

Voice Mail

Contact your department chair, if you wish to discuss having a Moraine Valley voice mailbox established for you.

Writing Center [L242 inside the library]

Moraine Valley faculty members and peer tutors are available to work individually with students on any part of the writing process. No appointment is necessary. Hours for writing assistance are posted inside the center.

APPENDIX A: QUICK REFERENCE — “WHERE TO GO, WHO TO CALL!”

Academic Advising Center – S201, ext. 5721
Academic Services Office – D108, ext. 5631
Academic Skills – B260, ext. 5340
Access to Locked Classroom – ext. 5555, or use “Red Emergency Phones”
Admissions/Records/Registration – C125, ext. 5346
Alternative Learning – B260, ext. 5710
Bookstore – D140, ext. 5716
Campus Ministry – U207, ext. 5221
Cashier – S110, ext. 5715
Center for Disability Services – L150, ext. 5711
Center for Teaching & Learning – L244, ext. 5347
Children’s Learning Center – Savior Divine Church, ext. 5729
Computer Help Desk – ext. 4357
Computer-Scored Examinations:
 Pre-printed student response sheets & test analysis - L141
 Scan-Tron Test Scoring Machine and forms - B244, ext. 5464 and D149C, ext. 4456
 Testing Center – B101, ext. 5309
Computer Labs (to schedule a lab) – ext. 5780
Computer Lab in L209, 2nd floor of the Library, ext. 5234
Counseling – S202, ext. 5722
Emergency Assistance – ext. 5555
 Moraine Valley Police Department – Red emergency telephone poles in campus buildings
 Moraine Valley Police Department – Blue emergency telephone poles in college parking lots
Faculty Classroom/Office Forms/Reports/Supplies – subdivision clerical staff
Financial Aid – S115, ext. 5726
Health Fitness Center – G210, ext. 5701
Human Resources – L167, ext. 5704
Intensive English Language Program - B260, ext. 5340
Job Placement Center – T904, ext. 5737
Library Services – ext. 5234
Mail Center – Building P, ext. 5225
Media Production Studio – L100, ext. 5260
Multicultural Student Affairs – S201, ext. 5475
Multimedia Services – L116, ext. 5429:
 AV Equipment Requisition
 Overhead Transparencies/Pens
 Pathway–Dynacom Requisition
 Satellite Transmission
Payroll – L157, ext. 4057
Photo I.D. – Student Services Center, ext. 5620
Reprographics – L110, ext. 5707
Student Life – U115, ext. 5717
Switchboard Services – G219, ext. 0-Operator
Testing Center – B101, ext. 5309
Writing Center – L242, ext. 4216

APPENDIX B: SCHEDULING AND SALARY INFORMATION

Adjunct Faculty Salary Schedule

The table presented below provides the current adjunct faculty salary schedule effective for contracts beginning August 2009.

B. Salary Fall Semester 2009

0-24 ECH	\$666.00
25-48	\$695.00
49-72	\$723.00
73-96	\$753.00
Above 96	\$781.00

- For each 24 credit hours taught at Moraine Valley Community College, adjunct faculty members will be promoted one step.
- Exceptions may apply for the following areas:
 - ABE/GED/ESL
 - Intensive English Language
 - Workforce Development and Community Services

“Bumping”

All teaching positions at Moraine Valley depend in one way or another on enrollment. If the class you are assigned to teach does not have the minimum number of students required by the Friday before the classes begin, the class may be cancelled. Minimum numbers vary by class and subdivision. In addition, full-time faculty whose classes are cancelled may “bump” an adjunct faculty member.

Should either of these situations occur, your department chairperson or supervisor will try to reach you as soon as possible.

You may want to check the schedule (available in subdivision offices) the week before classes begin to see how many students are currently enrolled at that point, and then check with your department chairperson to see if there is a potential problem.

Teaching Load

Adjunct faculty can teach up to 33 credit hours per year. The maximum number of credit hours is 12 for fall or spring, and 9 for the summer semester. The Vice President of Academic Affairs must approve exceptions.

APPENDIX C: BENEFITS FOR ADJUNCT FACULTY

403b

Several tax sheltered annuity plans are available. Employees may arrange to have payroll deductions to participate. For a listing of 403b providers and further information, contact the Payroll Office, L157.

Adjunct Union

Adjunct faculty become eligible for membership in the Moraine Valley Adjunct Faculty Organization (MVAFO) at the start of their third consecutive semester (fall/spring/fall or spring/fall/spring, summers do not count) of teaching at least six ECH. The MVAFO's activities range from the social to contract negotiations and representation of adjuncts in grievance procedures. Additional information regarding the MVAFO may be obtained by calling (708) 974-5494 and will be accessible in the near future through the MVCC homepage (*morainevalley.edu*).

Direct Deposit

All adjunct faculty members are eligible for direct deposit of their paychecks. For additional information, contact the Payroll Office, L157.

Insurance Benefit Program

A voluntary benefit program called The Lifestyles Plan is available to eligible adjunct faculty **Union Members**. This plan provides low-cost group rates for medical, life, dental, vision insurance and prescription drug coverage. Premiums are paid by the insured directly to the carrier.

Paid Time Off (PTO)

Effective July 1, 2007, all adjunct faculty members will be entitled to two PTO days per academic year, which can be used during the fall or spring semesters only. To receive pay for a PTO day, the faculty member must notify the appropriate supervisor or designee. The PTO days will not accumulate from academic year to academic year. Please see page 6 for more information.

State University Retirement System

The State Universities Retirement System of Illinois (SURS) provides retirement, disability, death, and survivor benefits to eligible SURS participants and annuitants. SURS members have the choice of three different options: Traditional Package, Portable Package, or Self-Managed Plan (SMP). Generally, the requirements for faculty and staff to participate in SURS include working continuously for at least one academic term or four months, whichever is less, and employment is not temporary, intermittent or irregular. Additional information regarding SURS is available at www.surs.org or 1-800-ASK-SURS.

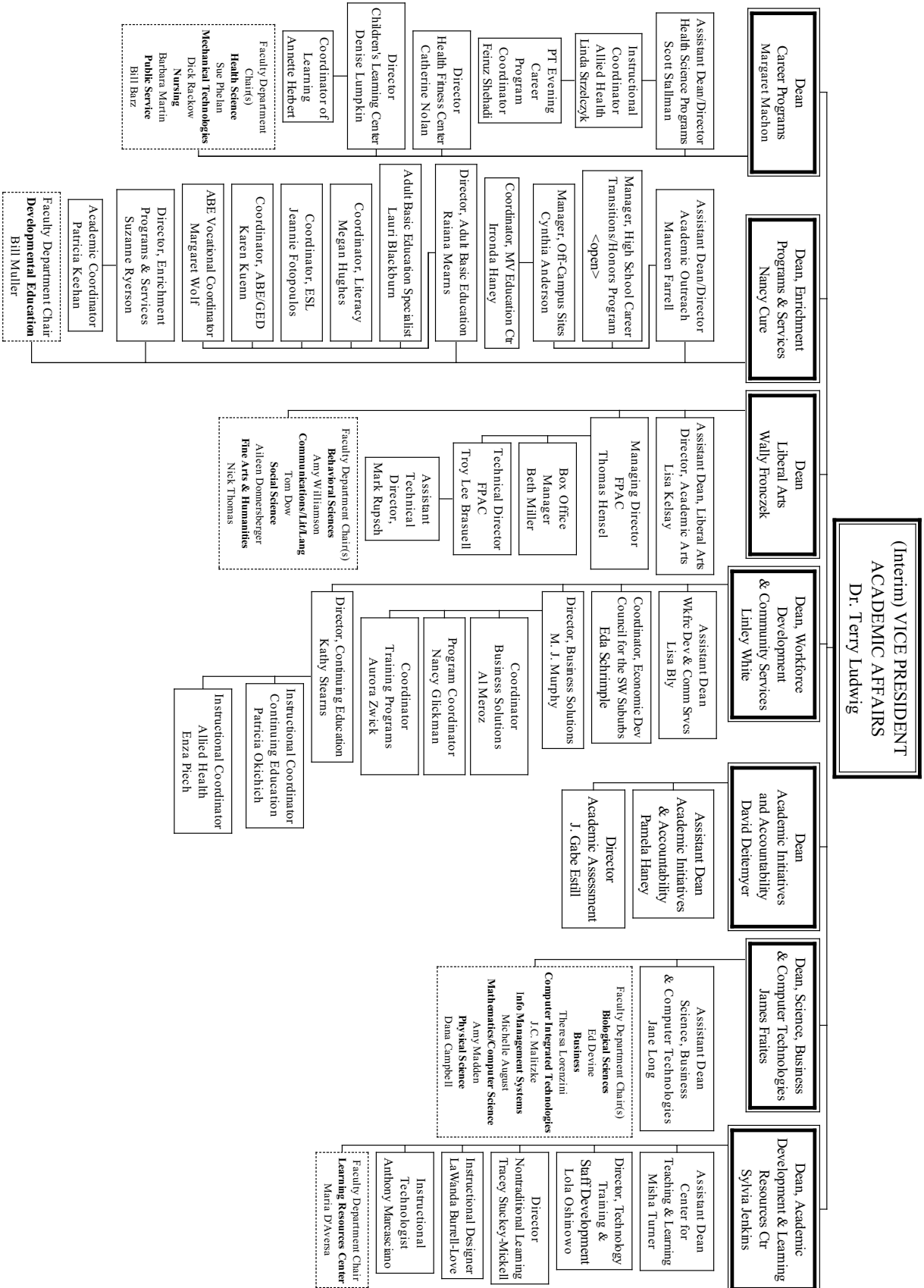
Tuition Waiver

Adjunct faculty may take a course offered by Moraine Valley Community College tuition-free during the semester if you are contracted to teach at the time of registration.

Courses excluded from tuition waiver are those on campus with credit from another institution; workshops, seminars or trips; courses in which admission to a special instructional program is a condition of registration; and courses offered by Workforce Development and Community Services. Tuition shall be waived only in the event that space is available in the program after all qualified tuition-paying students have been admitted. All course fees must be paid. Forms for tuition waivers are available from your subdivision office and must be signed by your dean and others. Forms are also available on the HR Intranet site.

APPENDIX C: ORGANIZATIONAL CHART

ACADEMIC AFFAIRS



ACADEMIC AFFAIRS
Administrative and Professional Staff 2009

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Joseph P. Murphy, Chairman

Sandra S. Wagner, Vice Chairman

Patrick D. Kennedy, Secretary

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