

2015 – 2016

Full-time and Adjunct Faculty Information

Welcome...

Welcome to Guilford Technical Community College. As a full-time or adjunct faculty member, you play a critical role in helping us achieve student success. This brochure provides you with important information needed to enhance your teaching experience here at GTCC. **For specific detailed information, please see your Department Chair.**

GTCC relies upon each of you to enrich and diversify the offerings for our students. You enhance the College's ability to offer an array of courses at convenient times for students. We are delighted that you have chosen our institution to broaden your career. We are here to provide answers to your questions, solid advice and support. If you have further questions or questions specific to your department, please contact the Division Chair, Department Chair, Program Coordinator, or Administrative Assistant.

Welcome,

Dr. Beth Pitonzo
Vice President of Instruction

Shelia May
Associate Vice President of Instruction

The College

Our Vision - Catalyst for success

Our Mission - Supporting success through innovative education, training, and partnerships.

Core Values

- **Collaboration**
- **Learning**
- **Accessibility**
- **Excellence**
- **Integrity**
- **Inclusion**

Full-Time and Adjunct Faculty Responsibilities

TEACHING

- Updating Course Syllabi
- Developing Learner-Centered Lesson Plans
- Employing teaching strategies and instructional materials for different learning styles
- Developing appropriate assessment methods
- Staying current in teaching discipline
- Seeking professional development opportunities
- Completing mandatory professional development trainings
- Completing required reports accurately and on time

ADMINISTRATION

- Maintaining classroom and lab space
- Upkeep and care of equipment as assigned

STUDENT SUPPORT

Provide an environment conducive to student success to include:

- Address student concerns
- Assisting students to develop strategies for success
- Referral of students to campus and community resources

INSTITUTIONAL SUPPORT

Support college-wide endeavors to include:

- Comply with college, state, and federal rules and regulations

Absences (Instructor)

If an emergency arises, resulting in you missing a scheduled class, you must notify your department chair or the department administrative assistant so that students can be informed and/or a substitute found. Any rescheduling of classes or change of times must be approved by your department chair so that the Registrar, College Auditing Department and Campus Police can be notified. The rescheduling of classes must be approved by individual program directors. Any missed class/lab/clinical time must be made up and noted in the Comments section of the electronic attendance document.

Assessment Center

GTCC has Assessment Centers located on the Jamestown, High Point, and Greensboro campuses. **Placement Testing** - GTCC uses the NC_DAP and COMPASS Placement Tests to accurately evaluate a student's skills in Mathematics, English (Writing), and Reading (NC_DAP will be used exclusively after August 21, 2014). Placement testing is available on the Jamestown Campus on a walk-in basis, while testing on the Greensboro and High Point require an appointment. We offer online workshops to assist you in your preparation of taking the placement test, whether it is the first time, or you are considering retesting.

COMPASS Workshops are provided online. GTCC provides online Study Guides in the following areas: NC_DAP, Pre-Algebra, Algebra, College Algebra, Trigonometry, English, Reading.

Faculty Make-Up/Online Class Testing - We offer proctored testing services for students registered in GTCC coursework. The courses may be developmental education courses, web-enhanced courses, or completely distance education.

Disability Access Services Accommodations Testing - accommodations for students determined to need a separate setting; such as a less distracting environment, quiet rooms, or to access other technology have changed to improve the testing experience for the student. Students must [call](tel:) or email testingcenter@gtcc.edu the Assessment Center, at least 24 hours in advance, to schedule an appointment. Appointments are required to secure your testing accommodation and appropriate documentation from DAS is required. DAS along with the Assessment Center has implementing procedural changes to test being administered with accommodation, due to mass confusion. Beginning this fall 2014, all test administration requests requiring accommodations will be filtered through the DAS office.

Assessment Center (continued)

What this means for you:

1. Instead of delivering/emailing your tests to the Assessment Center 24 hours before the administration date/time, you will need to deliver/email your test to the DAS office (Davis Hall room 107) at least 48 hours before the administration date/time. This will give DAS staff adequate time to confirm that the test is in the appropriate format and make necessary arrangements with Assessment Center staff.
2. Whether you hand deliver, mail, or email your tests to the DAS Office, you will need to include a copy of the Instructor Information sheet; DAS staff will ensure that instructions for appropriate accommodations are included on the test request form that will accompany the test when it is forwarded to the Assessment Center. This will eliminate the need for instructors to provide detailed accommodations-related instructions for each student and result in a more consistent and positive testing experience for disabled students. There will be a locking drop box in Davis Hall 107 for test to be delivered.
3. Depending on your preference, completed tests can be retained by the Assessment Center and picked up when you retrieve the rest of your tests, or you can make other arrangements for retrieving the test with a DAS staff member.

Test of Adult Basic Education (TABE®) - The Test of Adult Basic Education is used for admission to our BLET, Math Success, and College Transitions programs. This test is only available for entrance into GTCC coursework. The test takes approximately an hour and a half per part, so please accommodate your testing time accordingly.

Census Reporting

Every course reaches its "census date". The census date is reached about 10% into the overall contact hours of the course. As a faculty member, please post your census date at the top of your course syllabus and report course attendance shortly after you reach the census date. You can find your course's census date on your roster in Web Attendance (WebAdvisor). Students must have "attended" a class as noted below **on or before the census date** in order to remain in a class. A student who attends a class for the first time after the census date should not be allowed to remain in the class.

Census Reporting (continued)

Course Format	How Census is Determined	How Census is Reported
Face-to-face course	Students attending in a physical classroom	Web Attendance in WebAdvisor
Webbed/Hybrid course (W in section number)	Students attending in a physical classroom	Web Attendance in WebAdvisor
Online course	Students attempting one GRADED assignment in Moodle	Web Attendance in WebAdvisor plus Census Report from Moodle

Faculty members **MUST** continue to report attendance for veterans throughout the semester. Veterans are paid by the VA monthly. **If a veteran stops your course, you must notify Flora Taylor at ftaylor@gtcc.edu.** GTCC must notify the VA within 30 days.

Changing Class Locations

Changes should not be made to your class location. However, if you want to meet your class in the computer lab or library for a session, you must post a notice on your classroom door stating the course name and section number, date of the revised location, and the revised location.

Code of Student Conduct

Each student agrees, by registering, to abide by the rules and regulations of GTCC. If you encounter a situation which requires emergency disciplinary action, contact Campus Police at ext. 52529. A Code of Student Conduct has been established to control actions inconsistent with appropriate behavior. For more information, visit the Management Manual. If you have additional questions, contact Michael Hughes, Chief Disciplinary officer at (336) 334-4822 x 50572.

Course Outline/Syllabus

For each course, GTCC has an official course outline that lists the minimal competencies and major concepts that must be covered. The syllabus template is listed on the right-hand side of the Moodle log-in page for faculty members. Your department chair may provide another version of this template that contains specific departmental policies.

disAbility Access

The college is committed to providing access to facilities and reasonable accommodation in the instructional process, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

It is the responsibility of the student with a disability to initiate the request for accommodations/services by contacting the *disAbility* Access Services Office.

Official notification of a disability requires that the student provide documentation of his/her disability to the *disAbility* Access Services Office. All requests for accommodations/services must be made directly to the *disAbility* Access Services Office within Davis Hall 107 on Main Campus and within the Student Success Center at all others campus by the student who is seeking the accommodations/services. The request should be made as early as possible and must be made in a timely manner to allow for an appropriate response. Requests for accommodations/services will be addressed as soon as practicable, once received. Please do not provide accommodations based off a student's verbal disclosure of past experiences.

Emergency Closing

Call (336) 334-4822 for information on snow closings or other emergencies or check on www.gtcc.edu for up-to-date closing information. In all cases listen to your local news channel or visit their web site for additional information.

You may also sign up for E2Campus Alert to be notified via text message. **Please also encourage your students to sign up for the E2Campus Alert so they will be informed about college closings, delays or emergency situations.**

Emergencies

If an EMERGENCY exists, dial 911 or 9-911 from a school telephone; then notify Campus Police at ext. **50911**. There are no fire drills at GTCC and any alarm sounding should be treated as an emergency situation. All buildings are locked at the following times:

- Monday through Friday at 11:00 PM – Earlier if no classes are in session in a building
- Saturday at 10:00 PM when classes end
- Sunday – all day unless an event is scheduled

Faculty Association

The Faculty Association provides a forum and a voice for articulating issues of concern to the faculty” and is open to all full-time and part-time faculty members assigned to “regular teaching positions.” A regular teaching position “is defined for the purpose of membership eligibility as occupying a full time regular or term teaching position or a regular part time position, that is allocated for faculty duties, which include but may not be limited to instruction, student advising, committee membership, and participation in other college activities. Faculty who have been assigned Department or Division Chair duties are eligible.

FERPA

FERPA is a federal law designed to protect the privacy of Education Records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. School officials may not disclose personally identifiable information about students nor permit inspection of their records without written permission - unless such action is covered by certain exceptions permitted by the act.

The written request must:

- **Specify the records to be released**
- **State the purpose of the disclosure**
- **Identify the party or parties to whom disclosure may be made**
- **Be signed and dated by the student.**

According to FERPA guidelines, grades can no longer be posted on a bulletin board or other document holders outside an instructor’s office that include personal identifying information such as social security numbers.

You must verify with the college that the signed FERPA request has been received before discussing students’ grades, attendance, etc. with parents, guardians, or spouses/significant others.

Grades

Students should be made aware of their academic status in your class on a regular and timely basis. You are responsible for communicating to students how they will be evaluated and providing multiples measures of student evaluation consistently. See the college catalog for details about GTCC’s grading system.

Final grades are submitted electronically after the end of the semester. This date is published on the Academic Calendar. It is extremely important that your grades be submitted by the due date and in the format required by the Registrar. Failure to submit grades in a timely manner interrupts many other College processes, including student academic progress reviews and appeals, and graduation.

ID Badges

GTCC issues identification badges to enrolled students, faculty and staff. You may obtain an ID badge from the Police Dept. on the Jamestown Campus.

All regular and time-limited employees, full and part time, are required to have on their person Employee Identification badges while on duty on any campus or location of Guilford Technical Community College.

Keys

You will need a key to access your office (if office space is available) and classroom. The department chair or administrative assistant arranges this for you through Campus Police.

Mailboxes

Each department has a designated location for mail. If you teach on campus, each faculty member is assigned a mailbox in the department that they are assigned. Check your mail every time you are on campus and reply to it as necessary. Address interoffice mail to the individual along with the campus and department.

Mailroom and Duplicating

The Mailroom and Duplicating Center are located on the ground floor of the Medlin Campus Center in Jamestown at the rear of the building. Most departments have established procedures for you to duplicate materials needed for your classes. A very small number of copies can be made on department copy machines, but class sets of materials should be sent to Duplicating. A two-day minimum advance is required. The administrative assistant in each department can assist you with these procedures. Be sure to observe copyright laws in requesting duplication.

Office

Adjunct faculty offices are designated for each department. This office is for your professional use – to use the computer, to meet with students and to prepare for your class. You may share this space with several other adjunct faculty members so be courteous about keeping the office neat and keeping your office mates informed about student conferences or other things that may interfere with their use of the office.

Online Instructional Tools

Online Tool	How used by faculty members	Need assistance?
WebAdvisor	Recording final grades, Attendance	Report issues – x 52909 Request training – x 50010
Titan Email	GTCC's branded email service	Report issues – x 52909 Request training – x 50010
Lync	GTCC's IM client	Report issues – x 52909 Request training – x 50010
Moodle	Learning Management Software (online classrooms) also used for SLO/exit outcome reporting	Report issues – x 50060 Request training – x 50010
Turnitin (housed in Moodle)	Originality checker software for documents	Report issues – x 50060 Request training – x 50010
Kaltura (housed in Moodle)	Record videos for instruction, request video assignment submissions from students	Report issues – x 50060 Request training – x 50010
VoiceThread (housed in Moodle)	Create media-enabled discussion boards	Report issues – x 50060 Request training – x 50010

Policies Regarding Students

Policies regarding attendance, cell phone, cheating/plagiarism, and other relevant policies should be included in the syllabus which you distribute on the first day of class. Please refer to the Management Manual for more information about these policies.

Salary Schedule

The GTCC website offers information on the part-time pay schedule. The Office of Human Resources is also available to answer questions pertaining to your assignment.

Students in Distress

The Counseling Center is your primary point of contact for students in distress. The Counseling Center is located in Davis Hall, Room 107. The Counseling Center provides a number of services including: personal counseling, crisis intervention, screening and assessment, outreach and referral, support groups and workshops on topics relevant to student success. The Counseling Center places a high priority on privacy and confidentiality. Please use the following email address to establish contact with a GTCC Counselor: askthecounselor@gtcc.edu. Call X50038 to speak with a counselor.

The Student Success Plan (SSP) is another resource. It is case management software designed to support coaching and counseling to improve student academic performance and persistence. It features MyGPS Resources, a tool to assist students in identifying and discovering the solutions available to meet those challenges. Log into SSP at ssp.gtcc.edu.

Supplies

If you need dry erase markers, paper, pens or others classroom supplies, please contact your departmental administrative assistant.

Tech Support

The Help Desk is available to provide assistance for your technical needs. Simply call x 52909 from an on-campus phone to connect to the Help Desk.

Teaching and Learning Center

The Teaching and Learning Center supports and promotes the scholarship of teaching by fostering excellence and innovation for faculty engagement and development to promote student success. The Teaching and Learning Center provides a safe environment to experiment, explore, develop, implement and share ideas, strategies and tools that place our student at the center of our success here at GTCC. Full-time Faculty and Adjunct Faculty are welcome. Please call x 80627 to make an appointment.

Traffic and Parking

Parking spaces are available without cost with the exception of the parking deck. You must have a parking "hang tag" on your car to park in any spot designated for Faculty and Staff. Human Resources or your area Department Administrative Assistant will issue the hang tag to you. You must have a yearly renewal sticker affixed to the hang tag to be able to continue parking in the Faculty and Staff designed areas. Human Resources will issue the yearly renewal stickers.

