

# SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

## ADJUNCT INSTRUCTOR HANDBOOK





# ADJUNCT INSTRUCTOR INFORMATION HANDBOOK

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**Mission:** The mission of Southwest Tennessee Community College is to provide the citizens of Shelby and Fayette counties and the surrounding Mid-South region with a high quality and affordable post-secondary education that prepares them for associate degrees, future educational opportunities, and successful employment. As a comprehensive, open-access, culturally diverse public two-year college, Southwest is committed to meeting the educational needs of individual students, communities, and employers through credit and non-credit instruction using both distance learning technology and traditional campus-based classes. Southwest promotes student success in a supportive teaching and learning environment designed to raise educational levels, promote work readiness skills, enhance career advancement, prepare for university transfer, and enrich personal lives.

**Vision:** Southwest Tennessee Community College will become a national model for technical, career, and transfer education by fostering student success, transforming lives, and increasing the educational level of a diverse community. The primary responsibility of an adjunct instructor is to teach and/or facilitate instruction and learning. Adjunct faculty, like all employees, must treat each student with dignity and respect and should expect the same from students.

**Assignment of Classes:** Classes are normally assigned by the last week of registration. Full-time faculty will be given first preference for available classes. Please be aware that many times a class is canceled due to low enrollment within a couple days of the start date.

**Regular Class Attendance:** Adjunct faculty are expected to meet all of their scheduled classes in a punctual manner and hold class for the entire period. All classes will meet for the scheduled times. Instructors should begin and end classes according to the scheduled time. If an instructor is prevented from meeting class because of illness or an emergency, he/she is responsible for notifying the department chair and site director (if the class is taught at an off-campus site). Contracts may be adjusted to reflect absences. If an instructor must be absent for professional reasons, he/she is responsible for making arrangements for the class with the department chair.

**Recording Attendance and Grades:** Each instructor is responsible for keeping records of students' attendance and grades, for maintaining attendance reports, for determining students' final grades, and for submitting grades on-line via the My.Southwest portal and to the Records Office on or before the specified due date. Failure to submit LDAs in a timely manner may result in termination of employment. It is the responsibility of each faculty member to become familiar with the My.Southwest portal. Faculty should inform students of their progress on a regular basis, and they should evaluate and return assignments to students in a timely manner. Grade books, or a copy of grade pages indicating how grades were determined, must be submitted to the department chair's office together with a copy of the grades as submitted in My.Southwest at the end of each term along with attendance records. The instructor should retain students' tests and final exams for the amount of time as directed by the individual department chair.

**Contact Information:** The appropriate departmental office must have your current contact information at all times. If for any reason your phone numbers change, please update your information as soon as possible.

**Student-Teacher Communication:** Every faculty member will be given an email account through the college. All communication will be made through this account. Important LDA and grade reporting deadlines, as well as other information, will be sent throughout the term. It is imperative that adjuncts check Southwest email regularly. Adjuncts should also encourage students to access and read their Southwest email. Adjunct instructors should provide information that will allow the student to establish appropriate communication with him/her. Adjunct faculty should also plan to be available to students before and after class meetings and by appointment. Contact the department chair or center director for a place to meet by appointment.

**Syllabi:** Each adjunct faculty member must provide a course syllabus to each student enrolled in his or her class. The syllabus should be distributed to students on the first day of class. Departmental syllabi are available for all courses and are expected to be used.

**Class Rosters:** A copy of your class roster will be available to you through My.Southwest. It is extremely important to review each roster to identify any student not listed on your roster but attending your class. This student must be sent to the records office to determine why they have been purged from the official class roll. If the student has been attending class and would like to be reinstated, the Instructor should first check if there are seats still available in the class. If there is a seat available, please refer the student to the Department Chair or your area Coordinator. Do not sign a reinstatement form on your own. Please do not allow students to attend your class if they are not listed on your official roster.

**Teaching Observation:** Classroom visitations may be conducted during the term by full-time faculty or the Department Chair in order to assess teaching techniques and skills.

**Student Misconduct:** The Instructor has the primary responsibility for control over classroom behavior and the maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the College. Extended or permanent exclusion can be effected only through appropriate procedures of the College. Student misconduct should be reported to the department chair and to the Office of Student Activities immediately by following the procedure as directed by Student Affairs.

**Final Exams:** Exams should be given during the final exam week on the day and time designated by the Final Exam Schedule. If an exam is not given, faculty are expected to make productive use of that time and be available to students in the designated room.

**Academic Term Calendar:** The official calendar is available at: <http://www.southwest.tn.edu/events/>

**Contracts and Pay:** Shortly after the beginning of the term adjuncts should receive an email notification to electronically sign their contract. Please follow the prompts and sign. Adjunct Instructors are generally paid in three checks during spring and fall terms. You will be notified of the exact pay dates at the beginning of each term. Adjuncts must turn in final grades and packets before receiving the final check.

**Student Evaluations:** Every Instructor will receive an email toward the end of the term to inform students to complete their course evaluation. Students will complete course evaluations online using their My.Southwest account.

**Dress Code:** While there is no formal dress code, instructors are expected to use good taste in selecting appropriate dress as instructors are preparing students for professional and career employment.

**Room Changes:** Classroom changes must be authorized through the appropriate department. Please do not switch your class to a different room without first contacting the department office for approval.

**Copying:** New faculty i.d. can be used to access all copy machines. Copy machines are available on each campus.

**Children on Campus:** Children are not permitted to attend classes or to be left unattended anywhere else on campus.

**Academic Support Center (ASC):** Academic Support Center has tutors, computer software, and videos available to assist students. There are centers at both main campuses and at Southwest sites and centers. They stay open extended hours on days, nights and weekends. Call 333-4107 or 333-5054 for more information.

**Student Disability Services:** Southwest is committed to serving all students, including students with disabilities, and adheres to the guidelines set forth in Title II of the Americans with Disabilities Act (ADA).

**Macon Cove Campus**

Farris Building, Room 2194

(Inside Testing Center Suite 2182)

Hours: Monday, Wednesday, and Thursday: 8 a.m.-4:30 p.m.

Phone: 901-333-4223

Fax: 901-333-4788

**Union Avenue Campus**

M Building, Room 112A

(Inside Admissions Suite 110)

Hours: Tuesday and Friday: 8 a.m.-4:30 p.m.

Phone: 901-333-5116

Fax: 901-333-5200

**Emergency Closing:** If the College needs to close for an emergency, all local television and radio stations will be notified and information posted on our Web site, College marquees, and the emergency message system.

**Emergency Messaging System:** Southwest Tennessee Community College, in partnership with Rave Wireless, offers an emergency e-mail and text-messaging service to students, faculty and staff: the Southwest Emergency Messaging System. These options will only be used in the event of an on-campus emergency, an unscheduled College closing, or a delay of or cancellation of classes due to, for example, severe inclement weather. Students, faculty, and staff can sign up for the service voluntarily. Southwest encourages students to sign up for this service because of the speed with which e-mail and text messaging will enable them to receive emergency information from College authorities. There is no charge for signing up; however, standard text messaging rates may apply.

<http://www.southwest.tn.edu/ems/>

**Student Information:** Student information is protected under the federal FERPA (Family Educational Rights and Privacy Act) law. As a general rule, personally identifiable information including, but not limited to, grades, rosters, student ID numbers and schedules may not be released without each student's written permission and adjuncts are entrusted with the protection of this information. If in doubt of specific FERPA responsibilities, please contact the Department Chair.

**Parking:** You may obtain a parking decal from Police/Public Safety office on either campus with your Southwest ID. You may park in designated faculty or general student parking areas.

**Southwest ID:** You may obtain your Southwest ID on Macon in the Farris building, or in the Saluqi Den on the Union Campus. All Instructors should wear their Southwest ID at all times on campus.

**Class Schedules:** Classes are listed in the schedule by a course prefix, course number, and course section.

**Course prefix:** identifies the area of study, such as SOCI (Sociology) or MATH (Mathematics).

**Course number:** identifies a specific course, such as SOCI 1010 (Introduction to Sociology)

**Course section:** identifies a specific class and campus location, such as SOCI 1010 101 (located on the Macon Campus) and day or evening classes.

### **Course Section Identifications**

100 = Macon Cove Campus  
200 = Union Avenue Campus  
300 = Gill Center  
400 = Maxine A. Smith  
500 = Millington  
600 = Whitehaven  
F00 = Fayette  
H00 = Split Course  
L00 = Online Course  
R00 = RODP  
W00 = Web Assisted

For all campuses X00 indicates day, X50 indicates evening.

Example: on Macon 100(day) 150 (evening)

## Campus and Center Locations

### **Macon Cove Campus**

5983 Macon Cove  
Memphis, TN 38134  
(901) 333-5000  
<http://www.southwest.tn.edu/macon/>

### **Union Avenue Campus**

737 Union Avenue  
Memphis, TN 38103  
(901) 333-5000  
<http://www.southwest.tn.edu/union/>

### **Gill Center**

3833 Mountain Terrace  
Memphis, TN 38127  
(901) 333-5970  
<http://www.southwest.tn.edu/gill/>

### **Millington Center**

6500 Navy Road  
Millington, TN 38053  
(901) 333-4032  
<http://www.southwest.tn.edu/millington/>

### **Maxine A. Smith Center**

8800 East Shelby Drive  
Memphis, TN 38125  
(901) 333-6005  
<http://www.southwest.tn.edu/smith/>

### **Whitehaven Center**

1234 Finley Road  
Memphis, TN 38116  
(901) 333-6450  
<http://www.southwest.tn.edu/Whitehaven/>

## **Office Numbers:**

**Allied Health:** (901) 333-5407

**Business and Legal/Criminal Justice:** (901) 333-4130

**Engineering Technologies:** (901) 333-4444

**Fine Arts/Languages/Literature:** (901) 333-5210

**Communications, Graphic and Fine Arts:** (901) 333-5346

**Mathematics:** (901) 333-4474

**Natural Sciences:** (901) 333-5220

**Nursing:** (901) 333-5195

**Office Administration/Information Technology/Hospitality Management:** (901) 333-4130

**Social and Behavioral Sciences:** (901) 333-4161



**Library Services:** The InfoNet Library provides print and electronic resources to support the academic divisions of the College as well as individual needs. The library staff provides reference and reader assistance to users, as well as instruction in the practical utilization of library resources. Books may be checked out for 28 days. Details on reciprocal borrowing agreements with other libraries are available at the library. For library operating hours and phone numbers follow the link: <http://www.southwest.tn.edu/library/hours.htm>

**Safety and Security:** Southwest is committed to ensuring the safety of students, faculty, staff and visitors through effective policies, procedures, educational programming and community involvement. The College maintains a 24-hour dispatch operation staffed by Police Services/Public Safety personnel. Officers on duty at night, after class hours, and on weekends are equipped with a radio/telephone which can be reached by calling 901-333-4242 on the Macon Cove Campus and 901-333-5555 on the Union Avenue Campus. Surveillance cameras are located strategically across each campus. These cameras transmit 24 hours a day, seven days a week, to monitors and videotape devices located in the Police Services Office. Video assisted escort/parking services are available by calling 901-333-4242 on the Macon Cove Campus and 901-333-5555 on the Union Avenue Campus. This service offers an extra layer of security by providing a video overview of the parking lots and corridors throughout our campuses. Southwest is one of a select few institutions that provides this innovative service.

**Red Emergency Phones:** Emergency red phones are located in some buildings and may automatically ring Police Services when the receiver is picked up. These phones are attached to the wall with emergency phone signs near them.

**Blue Light Emergency Phones:** Emergency blue light phones are strategically located throughout the parking areas of the Macon Cove and Union Avenue Campuses. These phones are wired directly to the communications centers and will be video monitored 24/7. For a listing of Blue Light Emergency Phones follow this link: <http://www.southwest.tn.edu/police/emergencyPhones.htm>

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