



Adjunct Faculty Handbook 2011-2012

Purpose and Use of Handbook

Adjunct Faculty members are an integral part of the teaching and learning environments of the Lone Star College System (LSCS). Students, members of the faculty and administrators rely on adjuncts to help meet crucial classroom teaching needs. Because adjuncts are appointed to take specific teaching assignments on a term or semester basis, not all of the employment policies and practices of the System are applicable to adjuncts.

This handbook is designed to provide guidance to the Adjunct Faculty member with the specific operational information related to the Division that you are teaching. This handbook also serves as a way to provide consistency in adjunct practices at each of the Divisions in the College. It does not replace or in any way alter LSCS Board policies, the terms of the memorandum of assignment, or other legally binding requirements.

This handbook has been prepared for Adjunct Faculty to serve as a user's guide to answer commonly asked questions and as a Resources tool for issues of interest and concern, in conjunction with the Adjunct Faculty Handbook issued by the System Office.

<http://intranet.lonestar.edu/hr/Pages/ManualsandHandbooks.aspx>

It is important to remember that policies and procedures do change from time to time, and this handbook may not reflect these changes immediately. See the following websites for additional information:

LSCS Policy Manual: <http://www.lonestar.edu/policy.htm>

LSCS Human Resources Website (need employee login): <http://intranet.lonestar.edu/hr/default.aspx>



EDUCATION, ENGLISH and MATHEMATICS DIVISION

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CONTACT INFORMATION:

LSC-Tomball – EEM Division
 30555 Tomball Parkway
 Tomball TX 77375-4036
 Tel.: 281-357-3794
 Fax: 281-351-3384
 EEM_Division@LoneStar.edu

AUTHORIZED LEAVE

- Adjunct instructors are allowed the equivalent of one week of paid absence (sick, personal business and/or jury duty) per semester per class (or 1/16 each contact hour). Absences in excess of that will result in pay being docked at the rate of \$37.80 per hour. Time does not accrue from semester to semester.
- Submit a Vacation/Sick Leave form to the Division Office located at E-102 in Tomball campus, drop the duly signed form in the Division mailbox in Office Services in room S-150 or email to:
Division Support Staff: Amanda.Driskill@LoneStar.edu OR
Division Coordinator: Ana.Abshire@LoneStar.edu OR
Division Manager: Duy.P.Nguyen@LoneStar.edu
- If you are absent, you are responsible for notifying us and providing lesson plans for a substitute. You should contact the Department Chair to arrange for a substitute as soon as you realize that you will not be able to meet your class.
EDUCATION Department: Donna Willingham 281-401-1806 -Donna.D.Willingham@LoneStar.edu
DS ENGLISH Department: Donna Willingham 281-401-1806 -Donna.D.Willingham@LoneStar.edu
ENGLISH Department: Kim Carter 281-351-3352 – Kimberly.A.Carter@LoneStar.edu
MATH Department: Claudia Davis 281-357-3701 – Claudia.C.Davis@LoneStar.edu
- In case of a last minute emergency when you cannot reach the Department Chair, contact the Division Coordinator at 281-357-3668, Division Support Staff at 281-357-3794, the Operations Manager at 281-351-3359, or the Dean at 281-357-3606. Someone will make arrangements to post a notice on the classroom door to inform students that class is cancelled.
- On occasion, it may be appropriate for you to assign independent study work for students when you know you will be unable to meet a class and have advance notice to prepare. If you are assigning independent study in the Extended Learning Center, notify one of the ELC Coordinators to make arrangements:

Phone: 832-559-4240

Website: <http://www.lonestar.edu/learning-tomball.htm>

If you are assigning a Library workday, contact the Library Service:

Reference Desk: 832-559-4211

Circulation Desk: 832-559-4206

Website: <http://www.lonestar.edu/library.htm>

As a rule, giving ‘walks’ is kept to a minimum, and the Division Office (281-357-3668/3794) must be informed in case someone is looking for the class or for the instructor during the assigned class time.

Please do not assign an exam during your absence that requires students to go to the Assessment Center. It is not feasible to accommodate an entire class.

ADJUNCT BENEFITS

- All new Adjunct Faculty are required to attend the Adjunct In-Service, which is normally scheduled on the Saturday morning before classes start. The Adjunct In-Service is provided in a format of a mini conference with scheduled sessions, workshops, and training.
- Adjunct Faculty are eligible for the following LSCS employee benefits:
The TIAA-CREF retirement plan;
State-required workers' compensation coverage; and
The optional tax-deferred annuity deferred compensation program
- LSCS does not participate in the Social Security program; hence no deductions will be made from an adjunct member's paycheck for social security contributions. However, adjuncts must be enrolled in the Teachers' Insurance and Annuity Association and College Retirement Equities Fund, better known as TIAA/CREF, unless they are also employed on a full-time basis at another college or public school system and enrolled in the Teacher Retirement System of Texas (TRS). The adjunct must notify the Division Operations Manager (281-351-3359) regarding their full-time employment elsewhere on the date of hire by completing proper forms. Eligibility to participate in TIAA/CREF precludes employee tax-deferred contributions to an IRA; however, the employee may participate in a tax-deferred annuity.
- Teachers' Insurance and Annuity Association and College Retirement Equities Fund (TIAA/CREF) is a well-established non-profit, non-governmental retirement investment group that specializes in college retirement programs. Employee contributions consist of 6.2% of salary, supplemented with 1.3% provided by LSCS. Vesting takes place immediately upon the employee beginning his or her employment with LSCS. The Division Operations Manager provides the new adjunct with a TIAA/CREF questionnaires and contact information when the adjunct completes his or her hiring paperwork. If the enrollment form is not completed correctly (i.e., all contributions total 100%), then all of the employee's contributions will be invested in the CREF money market fund. Retirement benefits, cash withdrawals and retirement contributions prior to retirement may be available to the employee upon termination of employment with LSCS. Specific answers to benefit availability questions may be obtained by contacting TIAA/CREF directly at 1-888-842-2888
- LSCS will deduct 1.45% of the adjunct's earnings for the Medicare tax.
- All of our active Adjunct Faculty members are welcome to use the Wellness Center, which is located in the North Hall of LSC-Tomball campus. You must present a picture ID for access during the semester that you are currently teaching. You can also use the library cards, which are issued at the Circulation Desk, for admittance.

Website: <http://www.lonestar.edu/fitness-tomball.htm>

- As an Adjunct Faculty member, you are welcome to use the LSC-Tomball Library, part of the North Harris Montgomery Library Consortium. We share a catalog with Kingwood, Montgomery, Cy-Fair, and North Harris campus libraries and all branches of the Montgomery County Public Library system.

Website: <http://www.lonestar.edu/library.htm>

ADJUNCT OFFICE

- At LSC-Tomball, the Adjunct Faculty Offices are located in E-212 and E-213. The telephone number to E-212 is 281-351-3335 and to E-213, it is 281-357-3628. This is NOT the number to give to your students to reach your voice mailbox. The offices are limited in space but each of them has 3 computers and a workspace along the walls. Ask other adjuncts about the “protocol” for the shared space.
- LSC-Tomball Adjunct Faculty members are also welcome to work at the Professional Support Center (PSC).
 - Location: E-214
 - Telephone number: 281-357-3629

BOOKSTORE

At each campus, there is a Bookstore operated by Follett Higher Education Group. You can visit their website at <http://www.efollett.com>

LSC-Tomball (Outside East Hall) 281-351-3398

Email: 0360mgr@fhg.follett.com

Hours of operation: Monday: 7:45am – 7:00pm
 T-TH: 7:45am – 5:00pm
 Friday: 9:00am – 1:00pm
 Closed on weekends and Holidays

CHECK-OUT

Adjunct Faculty members are required to come in person to check out at the end of every semester. A check-out handout and checklist will be emailed to you at the end of the semester. Please turn in the following:

- Calculation of grades spreadsheet.
- 1 signed copy of your iStar grade printout with any necessary I-Contracts and Grade Change forms,
- Final exam key and final exams,
- Keys, textbooks, parking stickers, etc., and
- Any Student Profile Report distributed to you at the beginning of the semester.

Attention all DS Math Adjunct Faculty: you need to turn in **all** unused copies of Math departmental finals exam.

CLASS ROSTERS

- Class rosters are available in your MyLoneStar Faculty Center.
- You are encouraged to check the updated list of your class roster in your faculty center located in MyLoneStar as close to the start of your class as possible.
- **IMPORTANT:** You must send the students who are present in your class and not on the class roster to the Admission Office immediately. For a student to be counted for state funding, they must have paid or established a plan prior to the official day. Waiting to address this issue on the Official Day Roll is too late.
- After the official day of record (12th day of the regular 16-week term) an “Official Day Roll” icon will appear in your faculty center in MyLoneStar. Please electronically verify your roll as soon as possible. The “Official Day Roll” is the important document for the College to get funded by the State.
- Student Records and Transcript Department number: 281-351-3389. The office is located at S-105 in LSC-Tomball Campus.
- At the beginning of each semester, the SRAP – Student Profile Report will be delivered to the DS English, English, Education, DS Math, and Math Adjunct Faculty. This report gives you an insight about your students in class. This report needs to be turned in at the check-out for student confidentiality.

COMMUNICATIONS

- **Email:** **You must use your LSCS email account and check it regularly!** The LSCS e-mail account is necessary to receive communication from LSCS and LSC-Tomball administration. For security purposes, please use only the LSCS e-mail address on your syllabus information. You can forward your LSCS emails to your home email account. Every employee and student is entitled to an email account with the system, which is accessible from the LSCS web page over the Internet. The recommended way of communication is through e-mail.

To request your Username and Password to activate your email account, use the link below:

<http://www.lonestar.edu/selfservice>

After you obtain your Username and Password, please go to www.lonestar.edu and click on Email on top left of the webpage, and select the Employee Email.

Please contact the Division Office at 281-357-3794 or 281-357-3368 if you do not know your Employee ID.

- **Mailbox:** You will be given a mailbox in room S150-Office Services. Printed materials that need your attention will be delivered to your mailbox. The mailboxes are also available for students to drop off or pick up things. There is a date stamp machine on the wall that students can use to verify submission dates if needed.

- **Voicemail:** Each instructor is given a voice mailbox number that can also be accessed remotely. You should give this phone number to the students so they can contact you directly without giving out your private phone number.

The Office of Technology Services provides all Lone Star adjunct faculty with permanent voice mailboxes. The benefits include:

- The voice mailboxes are permanently assigned – they won't change term –to-term or year-to-year!
- Only one number to publicize to students, regardless of teaching assignment location.
- Full 7-digit dialing (no need to remember multiple area codes!)
- The voice mailbox is active as long as the adjunct faculty member teaches at least one class for LSCS per academic year.

In order to request your new adjunct voice mailbox, please go to <http://intranet.lonestar.edu/OTS/help> and then click on “Adjunct Faculty Voicemail Request” to complete the form. Your account will be generated within 24 hours of the request along with the instruction sent to your email. Contact the OTS toll free at 1-866-614-5014 or email OTS at ots@LoneStar.edu

The default password to set up your voicemail account is 258258. You can change your password once you set up your voicemail account and your greetings.

Remember to press * when voicemail answers for the prompt to enter your extension and then #.

COMPENSATION

- Pay is \$37.80 per hour for most of the credit courses. The pay rate times the number of course contact hours gives you the amount of your semester pay. The number of pay dates in a semester varies and is determined by the Payroll Department. Check with Payroll (281-401-1885) or the Division Operations Manager (281-351-3359) for the number of pay dates for a particular semester. Under special circumstances, the pay will be based on the number of students enrolled in class. If that is the case, you will be notified by the respective Chair about the salary you earned.
- Pay dates are on the last day and the 15th of the month.
- Sub Pay is \$22.05/hour. Notify your Chair that you have been a substitute instructor, dates, class, times, and for whom. E-mail is always recommended.
- Starting 2008, the District requires all new and returning Adjunct Faculty receive direct deposit of your paycheck to an established checking/saving account or to a debit card account. The pay advice can be viewed in MyLoneStar.
- The adjunct who is hired to perform work other than teaching a credit course will be paid in the form of a stipend. The rate of pay for that work is established by LSCS' part-time salary schedule.
- Adjuncts are assigned on a semester basis once teaching assignment needs are confirmed. No commitments to hiring in future semesters can be honored or enforced.

COPY SERVICES

- **Office Services:** Any duplicating can be turned in to Office Services in S-150. Hard copies must be accompanied by the Office Services Request Form, which can be found at Office Services front counter or in Adjunct Faculty workrooms. You need to check the box indicated Education, English and Mathematics Division. LSC-Tomball adjuncts can use this service by sending electronic files to tomballofficeservices@lonestar.edu. Generally, you should allow 24 hours turnaround time, although items of high importance (such as exams) will be given priority and you may be able to get them done with a half-day's notice. There is usually someone in Office Services on duty in the evenings, as well as throughout the day.

Office Services Phone number: 281-351-3316

Office Services hours of operation:

Monday – Thursday: 7:30am – 7:30pm

Friday: 7:30am – 4:30pm

Closed Weekends and Holidays

After hours, Office Services will have no one to assist you, but the access to the mailboxes remains open until 10:00pm (M-F) and 5:00pm (Saturdays).

- **Walk Up:** At LSC-Tomball, each instructor will use their employee ID number as their copy code. Contact the Division Office at 281-357-3794 if you do not know your employee ID number.

FIELD TRIPS FOR STUDENTS

Special paperwork must be completed ahead of time for any trips REQUIRED as part of the student's grade, not the Student Club activities.

Any questions can be directed to the Division Operations Manager at 281-351-3359.

FORMS & SUPPLIES

The Department Assistant and Division Coordinator can assist you with the forms you need.

Office and instructional supplies are available from the Division Office at E-102 LSC-Tomball.

GUEST SPEAKERS

All guest speakers normally come from outside as an Independent Contractor, and must be approved through the Chair and the Division Office at least four weeks ahead of time. A contract is required for each presentation. Please plan to allow time for processing paperwork.

INSTRUCTIONAL RESPONSIBILITIES OF THE ADJUNCT FACULTY

- **Student Confidentiality:** By the Family Educational Rights and Privacy Act (FERPA), you cannot release or discuss a student's progress, performance, grades, ethnic backgrounds and schedules with anyone other than the student unless you have the express consent of the student to do so. Any questions concerning FERPA may be referred to ORIE-StudentRecords@LoneStar.edu. This affects you in two important ways. One is that you cannot give information to parents who might call even though they are the ones paying for tuition. Secondly, students with diagnosed learning disabilities must self report and provide you with documentation from the college counseling office to receive accommodations. You can ask a student if you see a problem, but the counseling office cannot communicate with you directly. You cannot offer any modifications unless the student produces the documentation for you. [Once the student gives you the documentation, you must provide modification.] **“When in doubt, don't give it out”.**
- **Student Success Initiative:** The TASP law was repealed and effective September 1, 2003 it was replaced by the Texas Student Success Initiative. Lone Star College System has established new reading, writing and mathematics prerequisites for our courses. Effective Spring 2004, all students must have college-level reading and writing skills to enroll in a college-level class. The purpose is to make sure that all students have the academic skills they need for college-level work.

Before registering, all students in our system will be required to complete the following: A) Take an assessment test; B) Provide college transcripts for evaluation; and C) Provide documentation of any assessment test they have taken, such as SAT, ACT, Compass, Asset or TASP.

- **Syllabus:** The syllabus is a required document for each class. It is recommended that a hard copy be distributed to the students the first day of class.. There are elements that must be included verbatim and elements that you will produce. Your Chair will provide a template to use to produce your syllabus.

Adjuncts must provide their students with a syllabus that meets the following requirements:

1. Gives the instructor's contact information: voice mail, e-mail, phone, availability, etc.;
2. Describes the course: course description, course title, course number, number of credit hours, required text and materials, and any prerequisites or entry skills;
3. Defines the course goals and objectives;
4. Details the grading procedures;
5. Gives the instructor's policies on attendance and make up work;
6. Provides the System's academic integrity, civil rights statements, and ADA statement;
7. Providing the students with a course calendar is helpful but not mandatory. If you use one, title it as “tentative” or in some way let students know that you reserve the right to make changes or adjustments. Another possibility is to publish it in increments, such as a third or a half of a semester at a time to allow yourself the freedom to make adjustments in the schedule based on the group's needs and skills.

The syllabus is something of a legal document. You cannot make changes to your syllabus requirements unless you inform the students in writing, and obtain the Chair's approval.

All syllabi **MUST BE UPLOADED** in MyLoneStar during the first week of classes. You can advise the students to go to <https://sovmportssolb.lonestar.edu/syllabus/> to view your uploaded syllabus.

In the syllabus, it is advisable to state how many absences per semester are considered excessive. If a student misses that many classes, you have the choice of whether to give the student a warning before you drop them due to excessive absence. The drop form is located at the advising counter. If the student is enrolled in one of the Learning Community sections, he/she will be dropped from all the co-enrolled classes. Give extra attention to the International students, since dropping a class will jeopardize their Visa status.

- **Final Exam:** During the 16th week of the semester, each class meets only one time for a period of 1 hour and 50 minutes to take the final exam. The exam schedule is published in the schedule and is available at the registration desk. Eight week intensive courses meet as usual and hold finals on the last day of class. **Final exams must be given at the assigned times.** Early exams can only be given with the approval of Dr. Lee Ann Nutt, Vice President of Instruction, at 281-357-3378.

The final exams must be kept on file for one full year. (This is the period allowed for a student to file a protest over a grade.)

- **Assessment Center:**

Location: LSC-Tomball Library Building – L-201
Tel.: 832-559-4245

Website: <http://www.lonestar.edu/testing-tomball.htm>

Types of testing offered: Distance Learning, Independent Study, Make-up Exams, Out-of-System Testing, CTM Testing, Challenge Exam, COMPASS, CELT and ASSET testing.

Please do not assign an entire class to take an exam in the Assessment Center.

Testers must arrive **at least 1 hour prior to closing**, except COMPASS and CELT testers must arrive **at least 4 hours prior to closing**.

- **Grading:** The following grades are used for all college-level courses: A, B, C, D, F, I and IP. It is up to your discretion to establish the criteria for each letter grade. For Developmental studies courses only, grades of A, B, C, F and IP are given –**no D**. It is up to your discretion whether a student has earned an IP or an F.

For developmental studies courses the grade of “IP” stands for “In Progress” and is used as a non-punitive indicator that the student has not achieved the objectives of the course. The IP is used for students who persevere to the end of the semester but do not have a passing average. This is a help for those who are on the edge at the drop date and don’t want to drop if there is a chance to pass but don’t need an F on their transcript.

The grade of “I” stands for “Incomplete.” This is only used **very rarely** for a student who experiences a catastrophe at the very end of the semester and is unable to complete the last assignment or two or misses the final exam. The instructor and student must complete and sign a contract which states what work remains and when it will be completed. The maximum amount of time given is one full semester. If the instructor does not post a grade change by the end of that time, then the grade of “I” is automatically changed to an “F.” I- contract forms can be picked up in

the Division Office and must be turned in with grades at the end of the semester check out. You must enter the expiration date for the I-contract when you enter your grades in MyLoneStar.

All the grading will be done on-line through MyLoneStar. You must adhere to the deadline and submit the grades for your students. The students count on your prompt attention for transfer to other institutions or to file a graduation request.

- **Submission of Academic Credentials:** Adjuncts must submit their complete academic credentials to the Division Operations Manager, including official transcripts from each institution promptly after being hired. The Division Operations Manager is responsible for transmitting the originals to the Lone Star College System Office (LSCS). The Southern Association of Colleges and Schools (SACS) and the Higher Education Coordinating Board establish standards to which the System adheres. If after one semester of teaching there is no official transcript on file, the Adjunct may not be hired for the next semester.

It is advisable to come early on the first day of class to confirm your class location, since it may be changed before the class starts. You can always check with the Division Office to confirm the location of your classroom.

KEY REQUEST

All the Tomball classroom key requests will be handled in the Division Office. Please contact Ana Abshire, Division Coordinator, at 281-357-3668 or email Ana.Abshire@LoneStar.edu

LIBRARY

LSCS Library cards are available to current students, staff, full-time faculty and adjuncts at all the LSCS campuses, as well as to any community patron or high school student who resides in the following school districts: Aldine, Conroe, Cypress-Fairbanks, Humble, Klein, Magnolia, New Caney, Splendora, Spring, Tomball and Willis. Library cards are issued at the Library Circulation Desk.

LSC-Tomball Library: 832-559-4211(Reference)
 832-559-4206(Circulation & Reserve)
 832-559-4200 (Dispatch)

Library Websites: <http://www.lonestar.edu/library.htm>

<http://www.hcpl.net/>

E-book: <http://www.netlibrary.com>

DL/Remote Access: <http://library.lonestar.edu>

Hours of Operation: Monday-Thursday 8:00am – 9:30pm
 Friday 8:00am –6:00pm
 Saturday 10:00am –5:00pm
 Holidays & Breaks: Call for hours

MEDIA SERVICES

The Media Services Department will handle all of your media requests.

Location: S-203

Phone: 1-866-614-5014

Most classrooms are equipped with a Media cart. You are encouraged to attend one of the Media Cart Trainings offered during the Adjunct In-Service day to take advantage of our newest technology.

PARKING

- There is one lot designated for faculty and staff at LSC-Tomball. It is to the left of the main entrance and is accessed through the front drive. You must have a parking tag to use the faculty lot. The parking tag request form is included in the adjunct paperwork when you are first hired. You can always contact the Division Office at E-102 if you need the form or to update your information. Of course, you may park in any other lot if it is more convenient for you without a parking tag.
- You are issued only one parking tag for multiple vehicles. Please remember to change the parking tag when you change the vehicle.

POLICE

For campus police emergencies call **5911 or 281-290-5911**.

For On-campus medical/fire emergencies, call Ext. 9-911, then dial 5911.

For On-campus non-emergencies, call Ext. 6800 or 832-813-6800.

PROFESSIONAL DEVELOPMENT AND EMPLOYEE GROWTH

- **Performance Evaluation**: Evaluations will be conducted once during your first semester and once during alternating semesters after that. The Department Chair typically will do the evaluation; occasionally it may be the Dean or other designee.

You will be notified in advance that your class will be observed. The Chairs will work with you to be sure that they are not coming when you have scheduled an exam, a library research day, etc. Generally, the evaluator will stay for a full class period.

Following the observation, you will have a "debriefing" meeting with your Chair to add any comments that you wish, sign the form and return it to the Chair. You will be given a copy of the completed evaluation form

- **Student Evaluation:** Student evaluations are conducted every 16-week semester. Student evaluations are electronically in MyLoneStar. After the semester ends, you can view the evaluations, plus all the comments through MyLoneStar.
- **Professional Development:** On the Saturday morning before classes start, there is always a mandatory In-Service for NEW and RETURNING Adjunct Faculty. The meeting begins at 9:00am and lasts approximately 3 hours. After the general session, there is a breakout session conducted by the Department Chair for any Departmental specific information.

The Department Chairs will organize an Adjunct In-Service day during the semester to give a hands-on experience on new software related to teaching. You will be notified about the date of the In-Service.

LSCS provides many opportunities for professional development for its faculty, and adjuncts are encouraged to take advantage of campus-based presentations, workshops and training. Check with our Professional Support Center at E-214 or contact them at 281-357-3629.

TECHNOLOGY SERVICES

On or off campus, you can access to the Service desk 24/7 by calling toll free number 1-866-614-5014 or access online at <http://www.lonestar.edu/lsc-online-student-support.htm>

You can submit a work order ticket by emailing ots@lonestar.edu or by using the pagelet located on the home page in MyLoneStar.

TEXTBOOKS

ALL desk copies are ordered by the Chairs through the Division Office. **NO** direct correspondence between the Adjunct Faculty member and the Bookstore about the book orders is allowed. Adjunct Faculty may request special textbooks through the Department Chairs; however, it is up to the Department Chairs to decide whether to adopt the book. The Division Office is responsible for ordering desk copies for Adjunct Faculty. In case the desk copies are not available for the Adjuncts, the Division Operations Manager will issue the approval form to borrow a textbook from the Bookstore. The Bookstore will not sell any textbook to Adjunct Faculty and charge to the Division account without the Division Operations Manager's approval.

The Adjunct Faculty can contact the Library to recommend a book purchase. Please contact the Library directly or the Division Office for appropriate forms.