

CCM Adjunct Faculty Information Sheet

It is important that you become familiar with your responsibilities as a member of the CCM Adjunct Faculty and also advise your students of their responsibilities.

- The **CCM College Catalog** provides a wealth of information that may be of interest to you. This includes the academic calendar, a campus directory, student and academic information, programs of study, course descriptions, etc. It is located on the CCM web site www.ccm.edu at the bottom of the page under *Useful Links*. **Additional CCM faculty information can be found at www.ccm.edu/for-employees**
- The **Learning Resource Center (LRC)** is available for your use as well as the **Center for Teaching & Learning (CTL)** located in Sheffield Hall 120. Academic support information and workshop schedules can be found at www.ccm.edu/for-employees/center-for-teaching-and-learning/professional-development. You are required to complete the **Adjunct Faculty Orientation** available through the [CTL](http://www.ccm.edu/for-employees/center-for-teaching-and-learning/professional-development) website under Faculty Orientation after accessing your CCM email.
- The **Office of Academic Affairs** will provide you with an **appointment letter** for each semester. Approximately one month before the start of each semester, Adjunct Faculty will receive their semester appointment letter via their CCM email. The signed appointment letter should be returned via email to CCMcontract@ccm.edu from your CCM email only. You may also send a hard copy via interoffice mail or USPS, but sending both is not necessary. You can also access the [Adjunct Faculty Union Contract](http://www.ccm.edu/for-employees/center-for-teaching-and-learning/professional-development) via the website.
- Upon receiving your appointment letter, please use your electronic copy to request a **CCM ID** card from the Office of Campus Life in SCC 226. This ID card will grant you access to discounts at the Bookstore, usage of the Learning Resource Center and the Fitness Center located in the HPE building, and enable you to obtain your parking decal from Public Safety. **Faculty members are permitted to park in Lot 5 or Lot 8.**
- **Questions pertaining to your course(s) and departmental procedures** should be directed to your Department Chairperson and/or Administrative Assistant. Your Department Administrative Assistant will provide a mail slot and explain printing procedures.
- Your **email** and **Titans Direct** accounts will be activated approximately two weeks before the semester begins. To access your email and Titans Direct, scroll to the bottom of the main CCM website and click on "For Employees." In the next window, select "Employee Email" from the left side of the screen to access your email. You can find Titans Direct by clicking on the **Titans Direct** link at the bottom of the main CCM website. **Your CCM email is your primary contact point with your students.** If you encounter any problems, please contact the Solution Center at 973-328-5600 or solutioncenter@ccm.edu.
- Access to **Class Rosters** will be available on **Titans Direct** once you are assigned to classes in the college system. Current policies and other important information will be sent to your email. Please remember to take **attendance** regularly, including noting student withdrawal dates and the last date of attendance for students who have stopped attending class.
- **Direct Deposit** is mandatory. You can view your pay advice through **Titans Direct/Employee** the day before your scheduled pay date. For general payroll questions and information, please contact the Payroll Department at payroll@ccm.edu.
- **Inclement Weather Information** can be found at www.ccm.edu, by calling 973-328-5580, and by notification through our [Titan Alert System](http://www.ccm.edu/for-employees/center-for-teaching-and-learning/professional-development). You can set this up by clicking on the link for Titan Alert in an e-mail you will receive at the beginning of the semester.
- If you have any questions, do not hesitate to contact your Academic Department Administrative Assistant or Erica Lewis at elewis@ccm.edu