

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 in the *Quicklinks* (blue dot on right). **Additional CCM faculty information can be found at ccm.edu/faculty-staff**, also, specific to adjunct information, ccm.edu/faculty-resources-for-adjuncts

--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/ctl. *You are required to complete the **Adjunct Faculty Orientation*** which is located on the CTE website under Programs & Workshops – Adjunct Faculty Orientation, once you have obtained access to your CCM e-mail.

-- The **Office of Academic Affairs** will provide you with an **appointment letter** for each semester. Approximately one month prior to the beginning of each semester, Adjunct Faculty will receive, via CCM email, the semester offer contract. The signed contract can be returned via email to CCMcontract@ccm.edu from your CCM email ONLY. You can also send a hard copy through interoffice or USPS, but there is no need to do both. You can also access the [Adjunct Faculty Union Contract via the website](#).

-- Upon receipt of your appointment letter, you should use your electronic copy to request a **CCM ID Card** from the Office of Campus Life in SCC 226. This will allow you access to a discount in the Bookstore, use of the Learning Resource Center and the Fitness Center located in the HPE building and to get your parking decal in Public Safety. **Faculty may use Parking Lot 5 or 8**

-- **Questions pertaining to your course(s)** should be directed to your department chairperson or administrative assistant. Your department administrative assistant will provide a mail slot and explain printing procedures.

--Your **e-mail** and **Titans Direct** pages will be activated approximately two weeks prior to the beginning of the semester. To gain access, scroll to the approximate center of the CCM web site and click on the Faculty/Staff icon and then on the left menu, the Faculty/Staff e-mail link. **Your CCM e-mail is your contact point with your students.** If you encounter problems, please contact the Solution Center at 973-328-5600 or solutioncenter@ccm.edu.

-- Access to **Rosters** for your class will be available on **Titans Direct** in the **Quicklinks** drop down box on the main www.ccm.edu website once you are activated in the college system. Current policies and other information is sent to your e-mail. Do not forget to keep **attendance**, including student withdrawal dates and the last date for students who have stopped attending class.

--**Direct Deposit** is mandatory. Your pay advice is available to view on your **Titans Direct/employee** the day before your scheduled pay date. The full class meeting date/with pay dates is available on CCM.EDU, <https://www.ccm.edu/faculty-staff/faculty-resources-for-adjuncts/>

-- **Inclement weather information** can be found at www.ccm.edu, by calling 973-328-5580, as well as notification by our Titan Alert System. 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