

ADJUNCT FACULTY PROMOTION RESOURCES

Promotion Package Item	Location of Resource
Verification of Credit Hours Taught	Academic Departments/Academic Affairs
Adjunct Evaluation Form	<p>Login http://www3.ccm.edu/spider type - <i>adjunct</i> into the Search box and click enter</p> <p>Academic Departments/Academic Division Dean</p>
Classroom Observation Form	<p>Login http://www3.ccm.edu/spider type - <i>adjunct</i> into the Search box and click enter</p> <p>Academic Departments/Academic Division Dean</p>
Student Opinion Reports	Adjunct Faculty Member
Certificate of Completion – Sexual Harassment Training Program	<p>Adjunct Faculty Member – after completion of the online training</p> <p>Go to Faculty/Staff webpage, select Human Resources Forms and select Online Training – Preventing Sexual Harassment to complete the course.</p> <p>Administrator: Human Resources</p>
Certificate of Completion – Non-Discrimination Training Program	<p>Adjunct Faculty Member – after completion of the online training</p> <p>Go to Faculty/Staff webpage, select Human Resources Forms and select Online Training – Preventing Employment Discrimination to complete the course.</p> <p>Administrator: Human Resources</p>
Certificate of Completion – Adjunct Orientation	<p>Adjunct Faculty Member – after completion of the Blackboard course</p> <p>Go to www.ccm.edu/cte and select Adjunct Faculty Orientation to complete the course. Follow directions in the course to receive the certificate of completion</p> <p>Administrator: Center for Teaching Excellence</p>
Certificate of Completion of Right To Know Training (if required for courses taught)	<p>Adjunct Faculty Member – after completion of online course</p> <p>Contact Lora Lekos in Public Safety (llekos@ccm.edu or 973-328-5551) to enroll in the Blackboard course.</p> <p>Administrator: Public Safety</p>