



ADJUNCT INSTRUCTOR REFERENCE SHEET

New Hire Documents and Procedures for Adjunct Instructors:

- To begin the new hire process, please complete all documents posted on the [Information for New Adjunct Employees](#) webpage and return to Human Resources via email at Adjunct.Jobs@CentenaryUniversity.edu as soon as possible. **The onboarding process cannot begin without receipt of these documents.**
- Please note that the [Federal I-9 paperwork](#) requires a Human Resources employee to see **original, unexpired** documents. A list of acceptable documents can be found on page 3 of the I-9 form. *At the latest*, these documents must be presented in person to Human Resources (Smith Hall) within 3 business days of your first day of employment.
- Official transcripts from all degree-granting institutions are required. Please have your transcripts sent from the institution in a sealed envelope to Centenary University, 400 Jefferson Street, Hackettstown, NJ 07840, Attention: Human Resources/Adjunct Transcripts.

Contracts: Contracts are generated by the Faculty Office, Faculty.Office@CentenaryUniversity.edu and are entirely electronic. Your contract will be posted on [WebAdvisor](#) when the course reaches full enrollment, typically 1-2 weeks before the semester's start date. It is up to the discretion of your Department Chair if an under-enrolled course will be cancelled or will run at the per student rate. Please electronically sign and submit your contract when it is ready.

Syllabus: It is mandatory for all instructors to submit an electronic copy of their syllabus. Forward your syllabus to the Faculty Office, Faculty.Office@CentenaryUniversity.edu **before your class begins!**

Phone Numbers:

University Main Number 908-852-1400

Faculty Office / Catherine Reilly Ext. 2149 / Brotherton Hall - Room B25
Office Hrs. 8:30 to 4:30 P.M., Lunch 12:00 to 1:00 P.M.

Other Offices:

Bookstore	908-852-6910 or x6137	Facilities/Maintenance	x2301
Library	x2345	Security	908-852-1400
Registrar	x2214	Academic Success Center	x2353
Payroll	x2364	Student Life Office	x2291
Computer Help Desk	x2000	Academic Affairs Office	x2420
Human Resources	x2332, x2334 or x2268		

Information Technology: The link below provides information to assist and guide you through the University's IT processes, policies and programs. For additional questions, contact the IT Help Desk at 908-852-1400 x2000.
<http://www.centenaryuniversity.edu/information-technology/>

Mailboxes: Adjunct Instructor mailboxes are located in the Brotherton Hall copier room, Room 109. Brotherton Hall is located in the middle of campus (#8 on the campus map). Room 109 is swipe-key accessible. Your ID card will grant you access during school hours.

Email Address and My.Centenary: All Adjunct Instructors are provided a Centenary University email account and access to [My.Centenary](#). Human Resources will provide new hire Adjunct Instructors their log-in information. Please check your Centenary email account on a regular basis. If you need assistance with your log-in, email or password, contact the IT Help Desk at x2000.

Payroll / ADP: It is highly recommended that you enroll in direct deposit. If you are not enrolled in direct deposit, your paychecks will be distributed to your campus mailbox. Please note that after enrolling in direct deposit, it may take one payroll cycle for your banking information to process. If you do not see your first paycheck deposited via direct deposit, that means a paper paycheck has been issued to you and has been placed in your campus mailbox. All subsequent payments would then be by direct deposit.

It is necessary that you register in the ADP Workforce Now site. By doing so you will have access to your pay statements, annual W-2 statements, be able to make changes to federal withholdings, submit direct deposit information, and change your address. At the end of the year, there will be no hardcopy W-2's mailed to you and you will need to be registered in ADP in order to retrieve them. To register, go to www.workforcenow.adp.com. The registration code is **centenary-123**. It is case sensitive. If you need assistance with ADP or would like to make other arrangements for the distribution of your paycheck, please contact Payroll at x2364.

Pay dates are as follows:

Fall semester: the last pay day of the month (Sep, Oct, Nov, Dec)

Spring semester: the 15th of each month (Feb, Mar, Apr, May)

Summer: varies by start date

Classrooms/Enrollments/Class Rosters: Information on classroom assignments and enrollment is available to the public in the Course Offering published on Centenary University's [Registrar](#) webpage.

Faculty and adjunct rosters are accessible through their personal [WebAdvisor](#) account page, which requires sign-in and password. Please note: All requests for changes of room assignments must be sent to the Registrar's Office.

Faculty ID Cards/Classroom Access: All Adjunct Instructors are issued a photo identification card when hired (Centenary University Cyclones photo ID card). This card serves as your faculty ID card and allows access to your classroom, the faculty copiers in the Library and Brotherton Hall, and dining services located in Lackland Center. Human Resources will assist you in obtaining your ID card. Please note: Your ID card needs to be revalidated every July to maintain key access and dining privileges.

Desk Copies: It is the responsibility of the Adjunct Instructor to order desk copies. Please contact your Department Chair for assistance.

Attendance: It is mandatory that all faculty members confirm student participation in their class(es) during the semester after every class meeting, or at the minimum at least once per week. Failure to accurately report attendance in this manner may jeopardize a student's receipt of Financial Aid. Contact your Department Chair with questions concerning the department attendance policy.

Grades: Final grades must be submitted through Moodle 48 hours after the last class of the semester.

Student Progress Reports: Progress Reports must be issued to all students with a grade to date of C- or below. The due date for Progress Reports is published in the University Academic Calendar, which can be found on [Centenary's homepage](#) > Academics > Academic Calendar. Progress Reports may be located by logging onto [My.Centenary](#) > Forms and Documents > Staff and Faculty Forms > Student Related Forms > Academic Progress Report Form. The Academic Success Center x2168 can assist you with this process and any questions regarding the forms listed below which are also located in the Student Related Forms folder.

- Academic Code of Conduct Violation Form
- Academic Warning

Class Absences/Cancellations/Changes: Whenever you must be absent, cancel, or change the meeting time or place of class, you must follow the procedure on the Absence Procedure Form for Adjunct Faculty. This form can be accessed by logging onto [My.Centenary](#) > Links > Forms & Documents > Staff and Faculty Forms > Adjunct Faculty. Please complete it as soon as possible and return it to the Faculty Office via email or campus mail addressed to the attention of the "Faculty Office." Cancellations are posted on [My.Centenary](#) > Links > Course Offerings, Catalog and Registrar.

If you must cancel a class when the university offices are closed, i.e. classes beginning at 8:00 A.M., 8:30 A.M., or 6:00 P.M., call the switchboard, 908-852-1400. Security will post a sign on the classroom door.

It is the responsibility of the adjunct instructor to make up material missed by the absence/cancellation.

Student Evaluation of the Course and Instructor: Administering of student evaluations (SIR II) is a responsibility of every member of the adjunct faculty. Student evaluations are distributed by ETS electronically to the student's Centenary email account approximately four weeks prior to the end of the semester. All instructors are asked to allocate 15 minutes of class time for their students to fill out the electronic evaluations. Student evaluations can be conducted on any smart device.

When the semester is completed and grades are posted, a copy of the student evaluation report will be sent to your Centenary email address. The respective Department Chair, Academic Affairs Office, and the Faculty Office will also have access through their account with ETS.

Classroom Observations: The schedule of periodic Classroom Observations is determined by contract employment history and at the discretion of the Department Chair. Classroom observations are performed by the appropriate Department Chair or designated representative via a standardized form applicable to all departments.

Print Shop/Copier: Photocopying may be completed by request to the Print Shop x2222, located in the lower level of the Library. You can drop off your request or email it to printshop@centenaryuniversity.edu. In addition, there is a copy machine available for your use in the Library, located on the lower level. You must have a photo identification card to gain access to the room. For small copying jobs, a copier is available in Brotherton Hall, Room 109. You must have your Centenary ID to use this copier/scanner/printer.

Parking: All individuals who park on campus are required to register their vehicle and obtain a valid parking placard to be displayed at all times and a parking decal which allows parking in the Faculty/Staff parking lot (#18 on the campus map). Human Resources will provide all new hire Adjunct Instructors the registration form. The placard and decal can be obtained in Human Resources located in the Smith Hall wing of the Seay Building. Your Faculty ID card must be presented when requesting parking placards and decals. Limited parking is available on the streets surrounding the campus. Please obey local parking regulations.

Tuition Benefit: A tuition benefit for courses taken at Centenary is available to Adjunct Instructors. Current Graduate and Undergraduate Tuition Policies and Forms are available on the [Tuition Benefit](#) webpage. Any questions regarding this benefit should be directed to Human Resources x2364.

White Board Markers and Blue Books: Available at the Faculty Office.

Library Privileges: Your Centenary University Cyclone ID card is also your library card. You must activate your library account online at: <http://opac.centenaryuniversity.edu> in order to use all available services. The Library has computers available for your use. There are 8 or 9 PC's in the quiet room, and 4 Mac's in the MacLab.

To access our databases from off-campus, please use your Centenary email login and password, when prompted. A full list of available resources and services can be found at <http://libguides.centenaryuniversity.edu>.

Incident Weather: If for some reason the University officially closes and classes are canceled, it will be posted on the Centenary University website, announced on local radio and TV stations and a message is recorded on the University's main telephone line (908-852-1400). Our Security Department urges you to register for the [Centenary Emergency Alert Notification System](#) e2Campus, so you can receive text messages announcing emergencies, delayed openings, or closings.

Centenary Emergency Alert Notification System: In the event of a University closure or other emergency, notification will be sent via the University's mass notification system, Omnilert. Each person must register to receive Omnilert notifications and must continue to do so every two years. Omnilert will send text messages as well as an email message if one selects to do so. For Omnilert user account creation or updating, please visit: <https://centenary.omnilert.net/>

Fitness Center: As an Adjunct Instructor you are entitled to use the fitness center. Visit our [athletics webpage](#) for more information.

Adjunct Meal Benefit: As an Adjunct Instructor you are entitled to one meal per week at a cost of \$5.00. If you are teaching two classes, you are entitled to two meals per week at \$5.00 each. Additional meals available at the full price. You may choose breakfast or lunch or dinner. You must present your photo identification card at dining services located in Lackland Center. You can pay cash at the register or put money on your Employee ID Card (Cyclone Card). Instructions for putting money on your Cyclone Card are: Log into [My.Centenary](#), under Links go to Cyclone Card and follow the instructions for uploading money to your account.

Field Trip Procedures: If you are taking your students on a field trip, the following procedure must be followed:

Send a complete list of students, itinerary for the day including departure and arrival time back on campus, and a CONTACT phone number for the faculty/staff member who is accompanying the students to the Faculty Office and Kerry Mullins, Dean of Students. If students are traveling overnight and/or overseas, please contact Kerry Mullins for the list of special travel requirements.

If you will be missing/cancelling any of your other classes for the day, complete the absence report referenced under "Class Absences/Cancellations/Changes."

The complete list of students and brief itinerary should be sent to the Faculty and Adjunct Mailing Lists, as noted in the example below:

*The following students will be attending a seminar on April 8th, at Montclair State University, "Your Future Is Now" as part of BUS 4420, Advertising Management & Integrated Marketing Communications. These students understand that missing a class will count as an absence and that they are responsible for any missed work. If you have any questions or concerns, please feel free to contact (Instructor name and extension).
(List student names)*

Adjunct Faculty Office: An Adjunct Faculty Office is available for your use. Two desks are available as well as limited storage space. It is located on the lower level of Brotherton Hall, Room B001. The Faculty Office can provide access to this office.

Access to Documents on My.Centenary:

The following documents are posted on [My.Centenary](#) > Links > Forms and Documents (you will be prompted to log into Alfresco) > Staff and Faculty Forms > Adjunct Faculty. If you are denied access to this folder, please contact the Faculty Office x2228.

- Absence Procedure Form for Adjunct Faculty
- Adjunct Instructor Information Reference Sheet
- Employment Policy for Adjunct Instructors
- Syllabus Statements Graduate
- Syllabus Statements Undergraduate

List of Department Chairs and Contact Information:

- Business: Cheryl Veronda, ext. 2382, Cheryl.Veronda@CentenaryUniversity.edu
- Communication, Writing & Design: Matthew Mendres, ext. 2281, Matthew.Mendres@CentenaryUniversity.edu
- Criminal Justice, Law & Government: Jeffrey Carter, ext. 5065, Jeffrey.Carter01@CentenaryUniversity.edu
- Education & Mathematics: Timothy Frederiks, ext. 2285, Timothy.Frederiks@CentenaryUniversity.edu
- Equine Studies: Kelly Munz, ext. 7233, Kelly.Munz@CentenaryUniversity.edu
- Fine Arts: Carl Wallnau, ext. 2203, Carl.Wallnau@CentenaryUniversity.edu
- Humanities: Sharon Decker, ext. 2498, Sharon.Decker@CentenaryUniversity.edu
- School of Professional Studies (SPS): Elizabeth Kane, ext. 5047, Elizabeth.Kane@centenaryuniversity.edu
- Science: Krassi Lazarova, ext. 2252, Krassi.Lazarova@CentenaryUniversity.edu
- Social & Behavioral Sciences: Keith Morgen, ext. 2419, Keith.Morgen@CentenaryUniversity.edu