



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. Forms may also be mailed or personally turned into Human Resources.
- Please note that the [Federal I-9 paperwork](#) requires a Human Resources employee to view **original, unexpired** document(s) no later than 3 days following the 1st day of the semester. A list of acceptable documents can be found on page 3 of the I-9 form. Please include a copy of the document(s) with completed new hire forms.
- Transcripts from all degree-granting institutions are required. Please have your official transcripts sent from the institution in a sealed envelope to Centenary University, 400 Jefferson Street, Hackettstown, NJ 07840, Attention: Human Resources/Adjunct Transcripts.

Teaching Assignments: Assignments are created electronically by the Faculty Office.
Faculty.Office@CentenaryUniversity.edu.

Fall Semester Assignments are emailed to the Adjunct beginning of August.
Spring Semester Assignments are sent out at the end of December.

Syllabus: Forward an electronic copy of your syllabus to the Faculty Office, Faculty.Office@CentenaryUniversity.edu **before your class begins.**

Phone Numbers:

University Main Number 908-852-1400

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

Other Offices:

Bookstore	https://www.centenaryuniversity.edu/student-life/bookstore/		
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		

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/>

Mail Boxes: Adjunct Instructor mailboxes are located in the Brotherton Hall copier room, Room 109. Brotherton Hall is located in the middle of campus. Room 109 is swipe-key accessible. Your ID card will grant you access during school hours. Staff and full-time faculty have mailboxes in the Welcome Center on the main level of the Seay Administration Building. Student mail drop is at the Welcome Center.

Email address and My.Centenary: All Adjunct Instructors are provided a Centenary University email account to access My.Centenary at <http://my.centenaryuniversity.edu>
Human Resources will provide new hire Adjunct Instructors their log-in information. 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 mail box. Pay date information is included on your contract.

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 issued and you will need to be registered in ADP in order to retrieve them. Once new hire paperwork is processed, Human Resources will provide log-in information.

Pay Dates:

Adjuncts courses run in 16, 8, or 6-week terms:

- 6 or 8-week course – you will be paid the first pay period after the class ends, on the 15th or the last day of the month
- 16-week Spring Semester course – you will be paid on March 15th and May 15th
- 16-week Fall Semester course – you will be paid on October 15th and December 15th
- SPS Adjuncts will be paid on the pay date after the completion of their class.

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 [Web Advisor](#) 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 copier room located in the Library, 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. The Student Life Offices manage the ID process.

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. Progress Reports may be located by logging onto [My.Centenary](#) and go to 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 <http://my.centenaryuniversity.edu> Please complete 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 <http://my.centenaryuniversity.edu>

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 is a responsibility of every member of the adjunct faculty. Student evaluation packages are distributed approximately four weeks prior to the end of the semester. Packages are placed in the adjunct mail boxes.

When the semester is completed and grades are posted, a copy of the student evaluation results will be provided. The appropriate Department Chair will be provided a copy and a copy will be placed in the employee file that resides in the Faculty Office.

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. Human Resources will provide all new hire Adjunct Instructors the registration form. The placard and decal request form is to be completed and e-mailed to Human Resources. Your placard and decal will be put in your campus mail box. 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>.

Inclement 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, e2Campus. Each person must register to receive e2Campus notifications and must continue to do so every two years. E2Campus will send text messages as well as an email message if one selects to do so. For e2Campus user account creation or updating, please visit: https://secure.centenaryuniversity.edu/e2_login_user.php

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

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 Nancy Frueholz 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 and a computer 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 <http://my.centenaryuniversity.edu>

- Academic Calendar
- 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/Deans and Contact Information:

- **School of Natural, Health, Social, Behavioral Sciences**
Dean, Lauren Bergey, ext. 2407, lauren.bergey@centenaryuniversity.edu
Administrative support, Jeannie Morrison, ext. 2149, jean.morrison@centenaryuniversity.edu
- **Fine Arts**
Chair, Carl Wallnau, ext. 2203, carl.wallnau@centenaryuniversity.edu
Administrative support, Jeannie Morrison, ext. 2149, jean.morrison@centenaryuniversity.edu
- **Education and Humanities**
Chair, Education - Marianne Pratschler, ext. 2150, marianne.pratschler@centenaryuniversity.edu
Chair, Humanities - Robert Battistini, , ext. 2283, robert.battistini@centenaryuniversity.edu
Administrative support, Sabrina Gattuso, ext. 2266, sabrina.gattuso@centenaryuniversity.edu
- **Business, Media, Writing**
Dean, Cheryl Veronda, ext. 2382, cheryl.veronda@centenaryuniversity.edu
Administrative support, Chrissy Ciombor, ext. 2148, christiane.ciombor@centenaryuniversity.edu
- **Equine Studies**
Chair, Kelly Munz, ext. 7233, kelly.munz@centenaryuniversity.edu
Administrative support, Laura Marcelli, ext. 7221, laura.marcelli@centenaryuniversity.edu

Updated: January 10, 2022