Frequently Asked Questions

Resources and Support

When do I receive my Lectureship Assignment(s) for signature?
Lectureship Assignment(s) are placed in your departmental mailbox the 1st week of the semester. They should be signed and returned to Sandy England in Room A-103.

When will I receive a City Colleges of Chicago email address and employee ID number?
If you are new to CCC, your hiring packet must first be completed by Human Resources. Once the process is complete and you are active in the system, you will receive information regarding your email account and ID number from the Office of the Vice President.

How do I get my employee ID card?
Faculty should visit the Campus Center Security Desk and present proof of employment and employee ID number. Please note that there may be specific times that you can get a picture ID; specific days and times are generally posted at the desk.

How do I obtain a key for my office?
The department chairperson will issue keys for offices, department common areas, and desks. Keys may not be duplicated outside of the college. Office and department keys must be returned to the department at the end of employment.

How do I obtain a copy of the textbook that is used for my course?
Check with the department chair or the department's college clerical assistant. If the department does not have loaner books, the instructor can usually request copies directly from the publisher's website.

Where can I locate my class roster?
Login to my.ccc.edu → Faculty Center → My Schedule → Class Roster Tab. If you do not see your current class rosters, make sure you are looking at the correct term. If not, you can change it under My Schedule → Change Term. Questions? Contact the Records Office (A-129) at (773) 481-8060.

How do I make copies for my class?
When making ten or fewer copies, you can use the copy machine located in your department. The department chairperson will assign you a copy code for the machine with a specified copy limit for the term. Larger printing orders should be ordered through the print room. You can fill out the request form in A-100 or you can email you orders electronically to wwc-repro@ccc.edu. *Turnaround time is usually 1-24 hours.*

What should I do if my classroom is locked?
Security staff is available during operating hours to assist faculty. Security personnel may be reached at the Campus Center Security Desk (773) 481-8970, Security Office (773) 481-8973, or via the red phones located on every floor of classroom buildings.

Where can I find resources and support for using technology in the classroom?
The Office of Technology Integration Services assists faculty, staff, and students with the use of instructional technologies, including Blackboard and Brightspace (D2L). Technology Integration Services Office is located within Media Services area in Room L-117. Individual appointments are available throughout the semester. For more information, please contact Maureen Boland, Technology Integration Specialist, by emailing mmulcrone@ccc.edu.

How do I arrange for audiovisual equipment in my classroom?
Media Services provides multimedia equipment as well as support and training for students, faculty, staff, and the community. To reserve equipment for classroom use, a faculty member must complete a Media Services Equipment Request form. Classroom requests must be made at least 24 hours before the scheduled pick up. Equipment must be picked up and returned by the instructor or designated student after the class period. Contact Media Services with any questions at (773) 481-8707.

Where do I find a list of City Colleges of Chicago holidays when classes will not be held?
Visit the online Holiday Schedule.

Job Responsibilities

Should I attend the Adjunct Orientation?
Yes. New Adjunct Faculty are required to attend Adjunct Orientation, while participation is recommended for returning Adjunct Faculty. At the orientation, faculty will receive information on new college initiatives, classroom pedagogies, available support services, and more.

Where is my mailbox?
All Adjunct Faculty are assigned a mailbox in their academic department(s). Please check your mailbox every day that you are on campus. Along with CCC email, your mailbox is one of the College's methods for communicating with faculty members.

This handout is available at the Adjunct Faculty Information Hub webpage.

Job Responsibilities

How often should I check my CCC email account?

Official CCC email correspondence to faculty and students will only occur via a ccc.edu email account. Please check your email every day that you are on campus and respond, if necessary, in a timely manner. CCC takes measures to ensure that email services operate in a reliable and secure environment in compliance with the Family Educational Rights and Privacy Act (FERPA). Please include your CCC email on your class syllabus.

How do I schedule my office hours?

All instructors are required to schedule one hour of student conference time (i.e. office hours) per week for every course section taught. Office hours cannot begin or end within ten minutes of the faculty member's class time. Faculty office hours should be convenient to that faculty member's students. Office hours should be posted on the class syllabus, on Blackboard (Bb) [in addition to the syllabus that is already on Bb], and on the faculty member's office door.

What should I include in my syllabus?

You should have received a copy of the approved master departmental syllabus for the course(s) that you will be teaching from the department chairperson or adjunct coordinator. The department syllabus will include all the components that are required. Please note that you may add to the goals, learning outcomes, and topical outlines, but you may not subtract any material. Follow the syllabus template, do not reword statements about CCC policy, the course or catalog descriptions, or student learning outcomes.

What is active pursuit?

District and College attendance policies are listed in the college catalog and the Student Policy Manual: http://www.ccc.edu/menu/Pages/Policies.aspx. Students who are not actively pursuing a course at midterm should be withdrawn from the class and issued a grade of ADW (Administrative Withdrawal) by the instructor. Active pursuit should be measured by class participation, taking required examinations, quizzes, submission of papers, work assignments, class attendance, etc. Please note: An ADW should not be issued to students who are currently failing, but are actively trying in the course.

How do I post midterm or final grades?

Instructions pertaining to the submission of grades will be emailed to your CCC email address. Additional questions pertaining to grade entry should be directed to the Records Office, Room A-129; (773) 481-8060.

What do I do if I need to miss a class?

In the case of an unavoidable absence, faculty members are required to call the department at least one-half hour in advance of the course start time. In the event you cannot reach anyone in the department, email the chairperson and college clerical assistant immediately. Instructors who teach on Saturdays or 8:00AM classes are required to call the Security Desk at (773) 481-8970 and email the department chairperson at least one-half hour in advance of the course start time. Please provide as much advance notice as possible and a lesson plan with teaching materials for the substitute.

Student Concerns

What do I do if a student needs academic assistance with my class?

Have the student make an appointment with either the Academic Support Center (Room A-245; 773-481-8425), the Writing Center (Room S-101; 773-481-8458), or the Wright Emporium (S-102; 773-481-8458). The website is: http://www.ccc.edu/colleges/wright/departments/Pages/Tutoring.aspx

How do students with disabilities request accommodations? What are the responsibilities of students with disabilities?

Students with disabilities must identify themselves to the College through the Disability Access Center (DAC) (Room L-135) and request accommodations as early as possible in the semester. The DAC will provide a letter to the student to be submitted to the instructor indicating needed accommodations. If you have additional questions, please contact the Director of The Disability Access Center, Vinita Subramani, at (773) 481-8016.

What should I do if one of my students is struggling with emotional or behavioral issues?

As a faculty member, you are in an excellent position to recognize behavior that characterizes an emotionally distressed student. Referrals from faculty are one of the most common routes through which our students connect with the Wellness Center. Your ability to recognize the signs of emotional distress and the courage to voice those concerns to the student are critical steps in students receiving the support they need and deserve.

Signs of distress may include inability to concentrate, confusion, persistent worrying, social isolation, increased irritability, bizarre behavior, missed class/assignments, procrastination, dangerous behavior, restlessness, disheveled appearance, mood swings, indecisiveness, depression, and anxiety. The Wellness Center is located in Room S-106; (773) 481-8560.

What should I do if a student engages in behavior that is persistently disruptive or threatening to himself/herself or others?

If a student is threatening to hurt himself/herself or others, contact Wright College Security immediately by calling (773) 481-8970 or by picking up one of the red phones located on every floor of classroom buildings.