

August 10, 2020

*Welcome to the 2020-2021 academic year!*

*Each year, East Central College welcomes over 700 new students and their returning counterparts. These students on both the main campus in Union and at satellite locations in Rolla and Washington, enroll in a diverse set of coursework to fulfill individual educational and personal goals. We are proud, as a college community, to serve the students we meet each year at East Central College.*

*This work is possible due to the contributions of the many adjunct faculty who join our ranks each semester. Welcome and thank you; without your knowledge, expertise, and willingness to be part of our academic community, much of the work of the college would go undone. Your dedication to teaching and learning, assessment of student learning, and student support is much appreciated. A special thank you to our many adjunct faculty that return each year.*

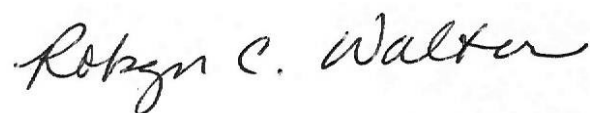
*The year 2020, no doubt, is a year we will remember for the personal and professional challenges we have faced during a global pandemic. Even as we plan for re-opening, we recognize that should we see a progression of the virus, we may have to shift to remote instruction, again, at any time. While we plan for this extreme, we also must plan for what a return to campus might look like- with a range of options from face-to-face, to hybrid, to fully online. Each new public health and governmental development necessitates that we quickly determine and share what it means for our campus. We know these changes can have a whiplash effect on members of our campus community. We rely on the continuing work of national, state and local public health authorities to maintain the safety of the public and to provide us with expert recommendations to promote health and safety for our campus community. We ask that you be attentive to communications regarding COVID-19 and East Central College and refer to the [ECC COVID-19](#) website frequently. East Central College is committed to maintaining best practices at all times, and especially as we plan for a return of our campus community during this challenging season.*

*The 2020-2021 edition of the Adjunct Faculty Manual has been prepared for you by the Office of Academic Affairs. The information contained herein is intended as a guide; additional information about the college, its policies and procedures, and its mission can be found in the [Board of Trustees Policies and Procedures Manual](#), the [College Catalog](#), the [Student Handbook](#), the college website and other publications of the college. I encourage you to read the handbook and become thoroughly familiar with its contents. The college's current catalog and student handbook are also available online for quick reference. Most student questions and concerns about administrative policy can be addressed with information from one of these publications.*

*The material contained in this document is accurate as of July 1, 2020. The Board of Trustees of East Central College, the President and the Office of Academic Affairs reserve the right to make changes to the information contained herein.*

*During the first few weeks of the semester, each adjunct faculty will receive an assignment sheet, detailing the specifics of your course assignment and your compensation. Please review and sign your assignment sheet and then return the sheet as directed by the established deadline. The deadline is noted on your assignment sheet.*

***Please review the included information carefully; we are always available to answer your questions and help you with your work for the college. Have a great semester! Please let us know if we can help you in any way. And again, thank you and welcome to East Central College!***



**Robyn Walter**  
**Vice President, Academic Affairs**

## Academic Year 2020-2021

*The East Central College Adjunct Faculty Manual is intended to provide information about the college, its practices and procedures. Together with the [Board of Trustees Policies and Procedures Manual](#), the [College Catalog](#), the [Student Handbook](#), the college website and other publications of the college, it will serve as a reference for adjunct faculty.*

*The policies and procedures outlined in the Adjunct Faculty Manual are accurate as of July 1, 2020. However, the Board of Trustees, the College President and the Office of Academic Affairs reserve the right to make policy or procedure changes as necessary.*

*The Adjunct Faculty Manual does NOT represent a contract between the adjunct faculty member and the College. Adjunct faculty, in accepting a teaching assignment at East Central College, acknowledge full understanding of college policies and procedures and agree to adhere to such policies and procedures.*

*The Office of Academic Affairs is responsible for the contents and accuracy of this manual. Should you have any questions about the information contained herein, or if you feel that the manual could be improved with an addition or deletion of material, please contact the Office of Academic Affairs, your dean or your department chair.*

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## Mission, Vision and Purpose

### ECC Vision Statement

East Central College will be a leader in higher education, inspiring excellence, and driving community development.

### ECC Mission Statement

Empowering students and enriching communities through education.

### ECC Value Statements

East Central College is committed to the highest ethical and professional standards of conduct. Employees and constituents recognize that the College is held in trust for the community. The college and its employees are committed to the following:

- **Integrity** - We build trust through open and honest communication, transparent decision making, and by following through on our commitments.
- **Diversity** – We value and respect all people and perspectives, fostering an inclusive community that embraces our differences as essential for success.
- **Learning** – We energize our community through continuous personal and intellectual growth, curiosity, innovation, and adaptation.
- **Service** – We strengthen our region through our unwavering commitment to student success and responsible citizenship.
- **Empowerment** – We equip our students and employees with the resources and tools needed to be self-reliant and courageous leaders in a changing world.
- **Collaboration** – We rely on teamwork to accomplish our common goals.

## Institutional Student Learning Outcomes

### **Student Learning Outcomes**

Student outcomes describe what students are expected to know and be able to do at the end of a prescribed period of time. These relate to the skills, knowledge, and behaviors that students acquire as they progress through their study. Student learning outcomes can be described at the course level, program level, and/or institutional level. East Central College is developing and beginning to implement Institutional level student learning outcomes for each course taught at ECC.

### For the 2020-2021 Academic Year:

ECC began work on developing new Institutional Student Learning Outcomes (ISLOs) starting in 2018. This work was completed in 2020. Below are the four ISLOs that will be implemented in the 2020-2021 academic year.

- Critical Thinking – *Students will be able to integrate knowledge for creating solutions to novel challenges.*
- Communication – *Students will be able to effectively express ideas and exchange knowledge in multiple ways.*
- Social Responsibility – *Students will demonstrate an understanding of social responsibility.*
- Personal and Professional Development – *Students will take responsibility for their personal and professional development.*

## Accreditation

East Central College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA/HLC). Currently the college has the designation of “Accreditation- On Notice”. The college remains accredited, and has the opportunity to remedy the issues. For more information, please see ECC’s website at <http://www.eastcentral.edu/hlc/>

The college is recognized by and operates under the coordination of the Missouri Department of Higher Education, is a member of the American Association of Community Colleges and the Missouri Community College Association. East Central College operates certain programs that are accredited under national accreditation agency requirements, please see the website at <http://www.eastcentral.edu/hlc/> for a complete list.

### **What does HLC mean for me as an adjunct faculty?**

East Central College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA/HLC). In addition to the criteria and core components is a set of assumed practices. These practices are: (a) generally matters to be determined as facts, rather than matters requiring professional judgment and (b) unlikely to vary by institutional mission or context.

### **What does this mean for me as adjunct faculty?**

HLC asks for instructors to communicate course requirements to students in writing and in a timely manner.

Additionally, HLC requires faculty to participate substantially in:

- a) oversight of the curriculum – it’s development and implementation, academic substance, currency, and relevance for internal and external constituencies;
- b) assurance of consistency in the level and quality of instruction and in the expectations of student performance;
- c) establishment of the academic qualifications for instructional personnel;
- d) analysis of data and appropriate action on assessment of student learning and program completion.

### **Why is assessment so important?**

Assessment of students, at the course, department, and institution level, is essential because HLC requires institutional data on assessment of student learning to be accurate and address the full range of students who enroll. And finally, institutional data on student retention, persistence, and completion should be accurate and address the full range of students who enroll. Without instructors collaborating and collecting assessment data, the institution is unable to meet these assumed practices.

## **A Brief College History**

East Central Junior College was established on April 2, 1968. The name of the college was changed in 1980 from East Central Junior College to East Central College to reflect the comprehensive nature of the institution and its mission to provide not only the first two years of a baccalaureate education, but career and technical programs and other services to meet the needs of the region. The College held its first classes in September, 1969, in temporary facilities at Memorial Auditorium and other rented locations in Union. There were 476 students enrolled the first semester. That same year the Board of Trustees approved the purchase of land for a permanent campus. A site was selected just east of Union, a 114-acre tract bordered on the north by Highway 50. An additional 92 acres were purchased in 1994 to accommodate expansion and growth.

The first classes at the permanent campus were held January 24, 1972, in the Administration Building. During the course of the next three decades, voters approved bond issues to fund construction of additional buildings on the campus. A \$15.8 million bond issue was approved in August of 2006 to fund construction of the seventh major campus facility, the Health Science building, completed in the winter of 2009. During the 2010-2011 academic year, the first building on campus, the Administration Building, was expanded and remodeled. The newly remodeled facility includes student services and the College's library and learning center.

In addition to the more than 200 acre main campus in Union, East Central College offers courses and programs at two off-campus locations in Rolla, Missouri to bring educational opportunities to a growing number of students.

Since its inception in 1968, ECC has been a dynamic entity within the local region, offering excellent educational opportunities and program partnerships between the College, other educational organizations, and local business and industry. The College has helped countless individuals prepare for careers, begin work on college degrees, and take part in enrichment programs and cultural activities.

# Names and Telephone Extensions of Frequently Called East Central College Staff

## President's Office

President ..... Dr. Jon Bauer, X6501  
 Executive Assistant to the President ..... Bonnie Gardner, X6502  
 Executive Director of Institutional Effectiveness..... Dr. Michelle Smith, X6676  
 Director, Rolla..... Christina Ayres, 573-202-6959

## Office of Academic Affairs Staff

Vice President, Academic Affairs ..... Robyn Walter, X6601  
 Executive Administrative Assistant ..... Stacy Bellville, X6602  
 Executive Director, Learning Center & Academic Support..... Erin Anglin, X6741  
 Retention Coordinator..... Alison Tucker, X6660  
 Director of Online Learning & Educational Technology ..... Chad Baldwin, X6609  
 Dean of Arts and Sciences..... Ann Boehmer, X6679  
 Program Assistant ..... Amy DeMiere, X6923

### Department Chairs:

Fine and Performing Arts ..... Jennifer Higerd, X6653  
 Social Science ..... Dr. William Cunningham, X6651  
 Math and Education ..... Dr. Reg Brigham, 573-466-4087  
 English and Humanities ..... Josh Stroup, X6646  
 Science and Engineering ..... Dr. Parvi Govindaswamy, X6627

### Coordinators:

Music..... Dr. Jennifer Judd, X6696  
 Education..... Greg Stotler, X6612  
 Journalism & Mass Media Communication..... Leigh Kolb, X6643  
 Art ..... Sean Barton, X6672  
 Theatre..... Grace Austin, X6695

### Department Clerks:

Social Science, English, Humanities..... Brenda Driemeyer, X6598  
 Math, Education, Science, Engineering ..... Kerry Blocker, X6773, X6632

Dean of Career and Technical Education..... Richard Hudanick, X6635  
 Program Assistant ..... Sarah Haines, X6139  
 Dean of Nursing and Allied Health..... Nancy Mitchell, X6619  
 Program Assistant ..... Julie Beck, X6616  
 Director, Library Services ..... Lisa Farrell, X6558  
 Coordinator, Academic Services..... Tracie Welsh, X6608

## External Relations

Vice President, External Relations ..... Joel Doecker, X6527  
 Executive Administrative Assistant ..... Hannah Domino, X6742  
 Executive Director, Workforce Development..... Edward Shelton, 636-649-5807  
 Director, Public Relations ..... Jay Scherder, X6507

## Student Development Staff

Vice President, (Interim) Student Development ..... Paul Lampe, X6581  
 Executive Administrative Assistant ..... Megan Elbert, X6566  
 Director, Financial Aid..... Jon Gruett, X6575  
 Registrar ..... Sarah Scroggins, X6553  
 Director, (Interim) Advising and Counseling, ..... Steffani McCrary X6569  
 Director, Early College Programs ..... Megen Strubberg, X6723

### **Finance and Administration Staff**

Vice President, Finance and Administration .....vacant, X6701  
Executive Administrative Assistant ..... Michelle Deuser, X6702  
Director, Financial Services/Comptroller.....Annette Moore, X6704  
Director, Information Technology (IT) .....Doug Houston, X6732  
Director, Facilities and Grounds ..... Tot Pratt, X6733

### **Human Resources**

Director of Human Resources ..... Wendy Hartmann, X6712

### **Covid Contact**

Email – [covid@eastcentral.edu](mailto:covid@eastcentral.edu)

Phone – 636-234-3199

### **ECC Rolla**

Director.....Christina Ayres, (573) 202-6959  
Administrative Assistant ..... Cynthia Cubas, (573) 202-6960  
Assistant Director.....Jenni Crosby, (573) 466-4077  
Enrollment Services Coordinator .....Rachael Karr, (573) 466-4078  
Student Success Coordinator.....Jessica Robart, (573) 466-4081  
Technical Support Technician.....Brad Taber, (573) 466-4090

## **General Information**

### **ECC Address Information and Mail**

Campus Address: East Central College  
1964 Prairie Dell Road  
Union, Missouri 63084

On the Web: [www.eastcentral.edu](http://www.eastcentral.edu)

**Mailroom:** The mailroom is located in the Donald Shook Student Center. A mailbox will be assigned to all adjunct faculty, near a building appropriate to their teaching assignment or through their department. Please contact your division clerk/site director for assistance with locating your mailbox.

**Package Delivery/  
Pickup** For information regarding package delivery or shipping, please contact the mailroom or the division clerk.

### **East Central College Main Campus**

Address: 1964 Prairie Dell Road Union, MO 63084

Phone (636) 584-6500

### **ECC Rolla Main Location**

Address: 500 Forum Drive Rolla, MO 65401

Phone (573) 466-4100

### **ECC Rolla North Location**

Address: 2303 N. Bishop Avenue Rolla, MO 65401

Phone (573) 426-6689

### **Courier Services**

East Central College provides courier services between instructional sites. Please check with your division clerk/coordinator/department chair/dean/site director for assistance.

### **Parking**

Adjunct faculty are required to have a parking permit on the main campus and are permitted to park in lots or individual parking spots designated for faculty and staff. Permits are obtained at the business office. Information on faculty parking at the satellite locations is available from the site director.

### **Emergencies and Incident Reporting**

#### *Emergencies and Disturbances:*

Any occasion of student illness or injury, call 911.

In the event of severe weather, the emergency siren on campus will sound. All faculty, staff and students should move to a designated Severe Weather Safe Area on campus.

In the event of fire, the campus fire alarm system will sound. Please instruct students to follow the right-hand wall from the room to the nearest exit. Close the door to the class room or office and exit the building. Do not return to the building until the all clear has sound.

For any case of classroom disturbance, call 911. For less serious incidents, adjunct faculty should refer students to the Office of Student Development and complete a Student Incident or Illness Report.

#### *Incident Report*

Adjunct faculty should complete a campus Incident Report for any unusual occurrence or event that:

- a) the adjunct faculty member observes; or,
- b) the adjunct faculty member is directly involved in.

In addition, adjunct faculty should direct students and/or others to complete an Incident Report as needed. A link to the **Student Illness or Incident Report** (aka a Maxient report) can be found at:

<http://www.eastcentral.edu/faculty-staff/>

*COVID Reporting and Information*

<https://www.eastcentral.edu/covid/>

## **Classification and Qualifications of Faculty**

### **5.9.1 Faculty (BP 5.9.1) (Revised 12-2-2013)**

Both full-time and adjunct faculty are exempt personnel who shall be primarily engaged in the activity of teaching and guiding students. They shall be in contact with students for the purpose of transmitting knowledge and skills. Faculty members shall meet the minimum employment qualifications established by the Board of Trustees and/or the College's accrediting agencies. For purposes of this Policy, department chairs are considered faculty.

Each full-time and adjunct teaching faculty member shall be assigned a primary discipline or career field by action of the Board of Trustees upon recommendation by the President of the College. More than one primary discipline or career field may be assigned if required qualifications are met. To be assigned to a primary discipline(s) or primary career field(s), the full-time or adjunct teaching faculty member must possess an academic degree relevant to what he/she is teaching and at least one level above the level at which he/she teaches, except when equivalent experience is established. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process.

Faculty participate substantially in:

- (a) Oversight of the curriculum – its development and implementation, academic substance, currency, and relevance for internal and external constituencies;
- (b) Assurance of consistency in the level and quality of instruction and in the expectations of student performance;
- (c) Establishment of the academic qualifications for instructional personnel;
- (d) Analysis of data and appropriate action on assessment of student learning and program completion.

### **Adjunct Faculty (BP 5.9.7)**

Adjunct faculty are part-time, exempt employees paid per credit hour. Adjunct faculty are not included on the staffing plan. Adjunct faculty may work a maximum of 18 credit hours per academic year and up to five credit hours in the summer semester. Hours worked must comply with retirement regulations. Exceptions may be made with the permission of the Chief Academic Officer.

**JOB TITLE:** Adjunct Faculty**FLSA:** Exempt**REPORTS TO:** Department Chairperson and Delegated Academic Dean**DATE EFFECTIVE:** 07/01/19

**POSITION SUMMARY:** Adjunct faculty are responsible for providing effective learning strategies and experiences in the classroom and laboratory for students with diverse interests, abilities, and expectations on a per semester basis. Teaching and training duties shall be performed under the direct supervision of the Department Chairperson, but may be delegated to the Academic Dean, and/or the Vice President.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** (A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

- Master's degree with a major in the subject field to be taught, or a master's degree in a related field with 18 graduate credit hours in the subject field to be taught;
- Faculty teaching in Career and Technical programs, an associate's or bachelor's degree is preferred; however, a comparable amount of training, education, certifications, or work related experience may be substituted for the for the minimum qualifications. Credentialing requirements for programs with accreditation will take priority.

**ESSENTIAL TASKS:** Adjunct Faculty must be able to perform the following functions:

#### **A. INSTRUCTION**

- Teach courses as scheduled each academic semester. Teaching may include lecture, laboratory classes, clinical, or other types of courses as arranged.
- With the assistance of the core faculty, Department Chairperson, and Dean of Arts & Sciences, participate in developing course and/or program curriculum, standards, and policies.
- Develop course curriculum, handouts, lectures, labs, presentation, and maintain course outlines/syllabi, printed and non-printed instructional materials.
- Conduct all classes in accordance with an established and current course syllabus, submitted following established guidelines each semester, and approved textbook (and/or related instructional material).
- Use current technology to enhance instructional and institutional effectiveness including but not limited to computers, computer-assisted instruction programs, audio visual equipment, and in addition be willing to learn and apply any other new technology necessary to enhance learning.
- Participate in textbook adoption and review as appropriate.
- Schedule, supervise, debrief, and evaluate students in clinical, internships, observations, field experiences, or other similar settings as appropriate for the course or program.
- Participate in course level assessment including development of learning outcomes and measures, evaluating student performance, and recommending improvement measures.
- Maintain student/attendance/grade/discipline records as required by the College; keep appropriate course/department/program/division records, as required by the College.
- Use the appropriate College policies and procedures to resolve and document student complaints, concerns, and problems.
- Ability to communicate and facilitate learning effectively and work collaboratively with students, staff, and colleagues.

#### **B. SERVICE TO THE COLLEGE**

- Knowledge of College instructional policies and procedures.
- Mentor students; refer students, when appropriate, to specialized resource services within the College.
- Participate in adjunct faculty workshops, orientations, and other trainings as appropriate.
- Submit all student grades and documentation prior to the required deadlines.

- Submit any and all other College materials to the Department Chairperson's office at the end of the semester.
- Comply with federal regulations including: the Americans with Disabilities Act (ADA) and the Family Educational Rights and Privacy Act (FERPA).
- Maintain a high level of professional ethics with the ability to interact effectively with diverse student populations.

### **c. FACULTY DEVELOPMENT**

- Participate in the summative and formative faculty evaluation process.
- Remain current in academic and/or program discipline, including maintaining licensure, certification, or continuing education requirements as appropriate.
- Participate in training to remain current in technological or pedagogical advances to promote student learning.
- Participate in college sponsored professional development activities related to your discipline or teaching as appropriate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** The conditions herein are representative of those that must be met by an employee to successfully perform the essential tasks using safe work methods and following safety regulations relating to the job or within reasonable accommodations.

**Environment:** Work is performed primarily in a classroom or laboratory setting with some interruptions and distractions; the employee may be required to work or meet in the evenings and/or on weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom or laboratory setting; to stand or sit for prolonged periods of time up to five consecutive hours; and to lift, carry, push, and/or pull up to 50 lbs. if applicable for the position.

**POSITIONS SUPERVISED:** None

**SIGNATURE:** I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

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Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information, or veteran status. Inquiries related to employment practices may be directed to the Human Resources Director at 636-584- 6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.

## **Instructional Policies and Procedures**

The adjunct faculty manual is designed to be a quick reference highlighting portions of ECC policy and procedures. All faculty should be knowledgeable of the current **Board Policies and Procedures**, which can be found at <http://www.eastcentral.edu/board-policies/>. It is also important, in order to best assist students, that faculty fully understand student policies, which can be found in the **Student Handbook** on ECC's student page <http://www.eastcentral.edu/current/>.

### **Adjunct Faculty Attendance**

Adjunct Faculty are expected to attend and be punctual at all scheduled class meetings; should an adjunct faculty be absent due to illness or other circumstances, he or she must contact a college official (Department Chair or department clerk, Dean or the Dean's Program Assistant, or the Vice President of Academic Affairs office). For unplanned evening emergencies, you may contact the Evening Services Specialist/Evening Generalist, as well as email the program assistant to the Dean. If leaving a voicemail or sending an email, do not assume your message has been received until you get a confirmation response.

In addition to notifying ECC of an absence, you must also notify your class via email or Canvas.

Any adjunct faculty absence must be reported using the **Adjunct Absence Request/Report Form** found on the website (<http://www.eastcentral.edu/hr/current-employee-forms/>). All classes are to meet on the days and times as scheduled. Any alteration to this schedule, for any reason, must be reported to the Vice President/Office of Instruction.

### **Class Schedule, Final Exams and Number of Class Meetings**

Information regarding academic policies including course credit hour definitions, course credit options, academic freedom and pre-requisite language can be found in the student handbook under Academic Policies. The student handbook can be found at <http://www.eastcentral.edu/current/>.

Academic calendars and final exam schedules can be found under the student page of the website at <http://www.eastcentral.edu/current/>. Course schedules, final exam schedules, and academic calendars cannot be altered or modified.

### **Classroom Assignment**

Classroom assignments are based on enrollment capacities, technology needs and equipment requirements. Requests for room change are processed through the appropriate Dean or the site director. If you would like to request a room change, please contact your dean or the site director.

### **Office Hours**

Adjunct faculty are not required to maintain office hours but are encouraged to be available to meet student needs. Locations are available for adjunct office throughout various department, the Library, and the Learning Center (both located in Buescher Hall). All adjunct faculty should provide detailed contact information (ECC contact information) in the course syllabus, including the time a student can expect a reply. Please note the College will not provide any adjunct faculty member's home phone number to any student.

### **Course Syllabus**

All college faculty must have a current course syllabus and outline, updated to the term a course is being taught, on file at the start of the semester. The syllabus must follow the format found under the Office of Academic Affairs page available in Canvas (<https://www.eastcentral.edu/online-learning/>). To create your syllabus following ECC guidelines, first download the ECC Master Syllabus template. Make the appropriate changes where indicated (sections highlighted in red/blue). Upon completion of your syllabus, it should be uploaded into

Canvas following the directions in step 3 and the Instructor Syllabus Tool. A syllabus must be uploaded for each section/course taught every semester. Remember to delete unused portions of the syllabus as indicated in the master syllabus template. Please note for those instructors using a Canvas page to support your course, you must still upload your syllabus in the Instructor Syllabus Tool section. Some departments have departmental syllabi and adjuncts teaching in those departments are expected to use those syllabi. Please contact your department chair/coordinator/dean for more information.

Please note that all college faculty are to present a course syllabus to their students at the first class meeting. Every registered student in the class should have a copy of the official course syllabus.

### **Early Alert**

As part of East Central College's *Strategic Plan* and its *Institutional Retention, Persistence, and Completion Plan*, an Early Alert System has been established to proactively identify "at-risk" students and intervene early. The SAGE system allows instructors concerned about student progress in their course to send an alert or "referral" notifying the student and the designated individuals. The system also allows instructors to send "KUDOS" to students who are showing improvement, making progress, or exhibiting outstanding academic performance.

While the Early Alert system is a retention strategy, it is not a first option for classroom management, and should not be used as a replacement for best practices and due diligence by the instructor, including but not limited to, calling, emailing, Canvas messaging, or meeting with the student to address concerns.

- After matters have been discussed with the student and there is little or no improvement.
- Early Alert referrals are most critical during the first five (5) weeks of courses and prior to midterm. An Early Alert referrals may be submitted as early as the first weeks of the course so there is sufficient time for intervention and improvement.
- When additional resources are needed.

Please see detailed handout for further instructions or your department chair for assistance on making any Early Alerts.

### **Textbook Adoption**

In general, department faculty working with the department chair/coordinator/dean select the required textbooks and supplementary materials for all courses. Any course being taught by two or more faculty will adopt uniform texts and materials for the course. A faculty member may elect to require additional materials as deemed appropriate. Adjunct faculty will receive information from the department regarding required textbooks for courses.

### **Grades (BP 3.6)**

The responsibility for grade assignment and grading criteria is left to the individual faculty member. However, all criteria used for grading *must* appear in the course syllabus. A grade represents an evaluation of a student's academic performance in a course determined by examinations and other criteria as established by the faculty and stated in the course syllabus.

*Grade records must be retained by all faculty for each student in each class.* Student grade records, as maintained by a faculty member, must be sufficient to substantiate any grade recorded in the case of a grade appeal. At the end of the academic semester, a complete copy of the course gradebook must be submitted to the department clerk/program assistant.

### **Grade Reporting**

All faculty are required to report midterm and final grades in eCentral following the due dates of the Academic Calendar. For detailed instructions (including video), please see the Registration Resources page located in

Canvas. If you have additional questions after viewing Canvas, please contact the registrar. If you do not have access to Canvas, please contact Chad Baldwin.

All submitted grades become part of the student's official record (transcript) and are used in the computation of the semester grade point average and the student's cumulative grade point average.

### **Student Attendance**

ECC is an attendance taking institution. Student attendance in class, regardless of the delivery modality, is important for student success. Attendance will be taken at each class meeting and recorded in a class record.

Students may be administratively withdrawn (dropped) for attendance purposes for the following reasons:

- Absent for 14 consecutive calendar days, (or a prorated amount based on a reduced class meeting calendar), without having made regular and frequent contact with the instructor.
- Absent for 14 consecutive calendar days, (or a prorated amount based on a reduced class meeting calendar), having maintained regular and frequent contact with the instructor, but are unable to maintain successful class progression (maintaining a C or better with timely submission of assignments is considered successful class progression).
- Sporadic attendance (intermittent, nonconsecutive absences equivalent to two weeks of class meeting time), regardless of contact with the instructor, and are unable to maintain successful class progression (maintaining a C or better with timely submission of assignments is considered successful class progression).

Students with concerns regarding attendance and/or successful class progression are encouraged to speak to their instructor.

All faculty are required to report daily attendance in eCentral. Additionally, faculty are required to submit specific attendance information for no-show students. For detailed instructions (including video), please see the Registration Resources page located in Canvas. If you have additional questions after viewing Canvas, please contact the registrar.

Students requesting a W should be advised to see their advisor. The last date to request a W is indicated in the Academic Calendar. The drop date on the withdrawal form will not be accepted as the last date of attendance in class, nor will the faculty member's word suffice. Official documentation, specifically the date that the student last attended class, must be noted in an official class record.

### **Field Trips**

Field trips may be used to support academic study. There is an approval process and faculty should contact their Department Chair/Dean for information on guidelines and required forms for off campus learning activities.

### **Learning Center and Testing Center**

The Learning Center provides tutoring services in most disciplines, plus non-cognitive. It utilizes specialists and peer tutors. Additionally, there are computers and study rooms available for use. You can find additional information for The Learning Center on the website at <http://www.eastcentral.edu/learning-center/>. Or you may contact the Director or the Associate Director of the Learning Center for additional ways the Learning Center can support your students.

The Testing Center provides academic and nonacademic testing services to current and prospective students of East Central College, as well as students enrolled at other educational institutions and members of the wider

community. You can find additional information, including the testing center's exam cover sheet at <http://www.eastcentral.edu/learning-center/testing-center-info-faculty/>.

NetTutor online tutoring will be available after Learning Center hours. Students may access NetTutor from [the online learning system link](#) from 7:30pm-7:00am daily Monday through Friday morning., and from 2:00pm Friday afternoon though 7:00am Monday morning.

For question not answered on the website, in Union, please contact the Testing Center at (636) 584-6550 or Windy Souders, Testing Service Coordinator, at (636) 584-6604 and in Rolla, please contact Max Schaefer, Testing Services Specialist, at [maximilian.schaefer@eastcentral.edu](mailto:maximilian.schaefer@eastcentral.edu) or by phone at (573) 466-4076.

### **Student Handouts**

All adjunct faculty will receive a copier code for use of the copiers located throughout campus. Large copy jobs should be sent to Imaging Services for production; requests should be submitted at least a week in advance. Faculty must follow copyright law as it applies to student materials and the potential for violation. Information regarding copyright guidelines is available in the Office of Academic Affairs.

### **Assessment Activities**

Assessment of student learning is primarily the responsibility of the ECC faculty and is part of our ongoing commitment to student success.

Assessment of student learning happens at multiple levels (course, program and institution). Assessment starts by clearly defining course objectives and learning outcomes that describe what a student should be able to do as the result of taking a given course. This goes beyond stating what the student will study; instead, it requires identifying what students should be able to "do" at the completion of a given course, program or degree. The results of the assessment process allows faculty members the opportunity to determine the level of learning that took place and to collaborate with others to improve teaching and student learning.

Faculty members are required to participate in and submit results related to the assessment of ECC's institutional student learning outcomes (ISLOs).

If you have questions regarding your roll in departmental assessment, please contact your department chair, coordinator, or Dean.

### **Core 42**

As per the Missouri Department of Higher Education website:

*The core transfer curriculum, known as CORE 42, is a framework for general education that all Missouri public two-and four-year institutions of higher education will adopt effective for the 2018-2019 academic year. The goal of the CORE 42 is to facilitate the seamless transfer of academic credits. The completion of the CORE 42 at any public institution of higher education will transfer to every other public institution of higher education in the state and substitute for the receiving institution's general education requirement. Individual courses that comprise the COR 42 are guaranteed to transfer one-to-one among all public colleges and universities.*

### **Class Rosters**

Current class rosters are available on eCentral. Rosters are available once an adjunct faculty member is officially assigned to the course. Adjunct faculty with questions regarding the use of eCentral should contact their department chair, coordinator, Dean, or the registrar's office.

## **Class Cancellations**

On occasion, circumstances require that class be cancelled. Such circumstances might be inclement weather or specific on site occurrences (i.e. power failure, etc.). For Absences Due to Inclement Weather see the Policy and Procedures manual, the Student Handbook or the website. To sign up for emergency notifications please see the website at <http://www.eastcentral.edu/campus-safety/emergency-notification/> for instructions.

## **Smoking**

As of January 2013, ECC is completely tobacco free.

## **COVID-19 Statement and Policies**

### **Communication Regarding Potential Changes in Course Format**

Should an emergency situation arise this semester (such as COVID-19) that impacts the ability to continue this class in the usual manner, the following format will be utilized: [Instructors will need to select one of the following formats.](#)

Synchronous remote learning: Zoom. (Instructor may choose alternate technology if not using Zoom.) will be used to deliver lecture content at the designated class time. Lectures will be recorded and made available on Canvas for students unable to attend at the designated time.

Asynchronous remote learning: all course material will be online and available through Canvas (Instructor may choose and alternate technology if not using Canvas)

Mixed asynchronous and synchronous remote learning: lectures will be online in Canvas (or other instructor chosen technology) and class discussions/homework sessions will be live streamed using Zoom (or other instructor chosen technology if not using Zoom).

Any student who does not have access to a personal computer, laptop, iPad/tablet, or does not have access to internet, should contact the instructor immediately. In the event a student is using only a cell phone, the instructor will make appropriate arrangements to email assignments and tests to the student(s) who need this type of instructional access. Laptops/iPads/tablets and internet hotspots are available in the ECC Library, in limited quantities. Students should inquire at the ECC Library for details.

### **Wearing Masks in Buildings and Classrooms is Required**

Face coverings are required in all indoor spaces and all enclosed or partially enclosed outdoor spaces. ECC requires all students to wear face coverings in classrooms, laboratories, and other similar spaces where in-person instruction occurs. ECC requires the wearing of face coverings in physical classrooms to help mitigate the transmission of SARS-CoV-2, which causes COVID-19. The ECC community views the adoption of these practices as a mark of good citizenship and respectful care of fellow classmates, faculty, and staff. Instructors have the right to ask those who are not complying with these requirements to leave class in the interest of everyone's health and safety.

“Face covering” is defined as a fabric, paper, or disposable face covering/mask that covers the nose and mouth and which does not have an exhalation valve. Information on ECC's mask requirement can be found [here](#).

For more information: [CDC Considerations for Wearing Cloth Face Coverings](#)

### **Accommodations for Not Wearing a Mask**

Individuals whose unique and individual circumstances require an exception to the face covering requirement, as indicated by a medical professional, may request one in accordance with the campus ADA policies. Students should contact the Access/Disability Services Office at 636-584-6581 or email [Paul.Lampe@eastcentral.edu](mailto:Paul.Lampe@eastcentral.edu). **It is strongly recommended that students make contact prior to the start of class to provide adequate time for their request to be evaluated.**

### **Social Distancing and Other Safety Measures**

Students and staff are required to exercise social distancing, which is defined by leaving six (6) feet between individuals at all times and in traditional classrooms, or in instructional laboratories, and similar settings, with only a few minutes in closer proximity when absolutely necessary to achieve learning objectives. Instructors have the right to ask those who are not complying with these requirements to leave class in the interest of everyone's health and safety. Additionally, following other simple practices will promote good health in and out of the classroom, such as frequent and thorough hand washing, wiping down desks and seats with disinfectant wipes whenever possible, not sharing personal items such as pens and cell phones, and avoiding crowded hallways and other enclosed spaces.

### **Student Health and Related Class Absences**

Students should evaluate their own health status daily and refrain from attending class and other on-campus events if feeling ill or have [symptoms of COVID-19](#). Students should refer to the ECC Student [COVID-19 Self Guide](#) for questions regarding symptoms along with actions to take related to potential or actual exposure to COVID-19. Students can also reach the ECC COVID Contact at (636) 636-234-3199 or [covid@eastcentral.edu](mailto:covid@eastcentral.edu) with COVID-19 related questions or concerns.

ECC students who miss class due to a COVID-19 related **absence** will be given opportunities to access course materials online or in another format described by the course instructor. Students are encouraged to seek appropriate medical attention for treatment of illness. In the event of any contagious condition, students should not come to class or to campus to turn in coursework. Instead notify the instructor by email about the absence as soon as possible, so that accommodations can be made. Please note that documentation (a doctor's note) for medical excuses is not required at this time. During a COVID-19 related absence, students must have contact either by email, phone, or Canvas at least once per week with their instructor and maintain the agreed upon scheduled assignment of course work.

### **Course Description Identifiers**

#### **What is synchronous learning versus asynchronous learning?**

- Synchronous learning is distance learning that happens in real time, e.g. Zoom.
- Asynchronous learning occurs through distance learning channels without real-time interaction, e.g. recorded lecture, or online format.
- Courses may include a blend of both asynchronous and synchronous distance learning.

#### **What is Canvas?**

Canvas is ECC's learning management system (LMS) which serves as an electronic platform to house courses as well as online resources, i.e. course material, assignments, etc.

#### **What is Zoom?**

Zoom is a web-based conferencing platform that ECC utilizes to conduct synchronous or "live" meetings with individuals and students

### **On-campus Course**

Faculty may use the learning management system (Canvas) to post the course syllabus, other course materials, and required student assignments or activities that support the class. The faculty may also provide other web-based support.

Students may need access to high-speed internet outside of class time, either at home or on campus.

#### Lecture (in-person) Course

Courses meet as scheduled in a face-to-face environment, in a classroom or lab space at a regular time. This type of course delivery is ideal for students who prefer a traditional learning experience or for courses that do not lend themselves to an online format.

#### Lecture with Remote Instruction

Courses will meet as scheduled in a classroom or lab space with instructor utilizing a live stream to deliver course materials from a remote location. Live streaming is real-time (synchronous) distance learning utilizing a web-based platform to deliver course content during a regularly scheduled course meeting time, e.g. Zoom.

### **Distance Learning**

Refers to instructional methods utilized to deliver course material in place of an on-campus experience. Tools utilized to enhance the distance learning experience may include but are not limited to email, private social media group, publisher produced software, Zoom, recorded or live lectures, or the Canvas course site.

#### Web Online

Course instruction is delivered in a distance-learning format that is not primarily in real time (asynchronous); students will typically follow a schedule and be required to meet published deadlines. Attendance may be required for course orientation, course assessments, or course delivery of material that may or may not be regularly scheduled. The possible meeting frequency, location, and time will be available in the course syllabus. Other course requirements, i.e. observations, internships, interviews, etc., will still require student attendance, as appropriate and as indicated.

Web online courses are recommended for students who desire a distance learning experience. In addition to the necessary technical skills required for distance learning, students should be highly motivated, self-disciplined and have the ability to learn independently. Students will need access to high-speed internet outside of class time, either at home or on campus.

Students should note that for the purpose of identity verification of online students, all web online classes require at least one proctored assessment in one of the ECC testing centers or an approved secure testing center at another location.

#### Web Online with Live Stream:

Live streaming is real-time (synchronous) distance learning utilizing a web-based platform to deliver course content during a regularly scheduled course meeting time, e.g. Zoom. Web online with live stream is an option for students who desire distance learning but prefer the structure of regular meeting times and live interaction. In addition to the necessary technical skills required for distance learning, students should be highly motivated, self-disciplined and have the ability to learn independently. Students will need access to high-speed internet outside of class time, either at home or on campus.

#### Web Hybrid

Courses of this type are a blend of traditional (face-to-face) and non-real-time (asynchronous) distance learning. The number of hours per week the class meets face-to-face is reduced by approximately half;

the remainder of the course is taught via distance learning. Students will be required to attend face-to-face class meetings on a regular, scheduled basis; the class meeting schedule will be published in advance. A web hybrid course does not reduce the time required of students to be successful. Students will meet many of the course objectives using Canvas or another distance-learning tool.

Web hybrid is an option for students who desire distance learning while also retaining a more traditional learning experience.

In addition to the necessary technical skills required for online learning, students should be highly motivated, self-disciplined and have the ability to learn independently. Students will need access to high-speed internet outside of class time, either at home or on campus.

#### Web Hybrid with Live Stream

Courses of this type are a blend of lecture (in-person) and real-time (synchronous) live stream. This course will meet approximately half of the time in person following a regular schedule. The remaining course time will meet via live stream involving a web-based platform to deliver course content in real-time (synchronously) during the regularly scheduled course meeting times. A web hybrid with live stream course does not reduce the time required of students to be successful. Students will meet many of the course objectives using Canvas or another distance-learning tool.

Web hybrid with live stream is an option for students who desire a distance-learning environment structured with regular meeting times and live interaction.

In addition to the necessary technical skills required for online learning, students should be highly motivated, self-disciplined and have the ability to learn independently. Students will need access to high-speed internet, either at home or on campus (or satellite location), outside of class time.

## **Student Policies and Procedures**

For an in-depth look at these student policies, plus additional policies impacting your students, please see the **Student Handbook** which can be found ECC's student page <http://www.eastcentral.edu/current/>.

### **Course Repeat Policy (BP3.9)**

A student enrolled at East Central College may repeat a course one time, if either the student received a grade of D, F, or W, or the course content and/or credit hour value changed significantly since the original enrollment. If a student needs to repeat a course an additional time or under other circumstances, the student must receive written permission from an appropriate college official. All attempts at the course will be recorded on the official college transcript and the highest grade will be factored into the student's GPA. Financial aid rules may prohibit students from receiving funding for repeating a course, under any circumstances.

### **Disciplinary Probation and Suspension**

Suspension from the College may be deemed necessary for inappropriate student conduct. Disciplinary policies are governed by the Student Conduct Code, available from the Vice President of Student Development, or his/her representative, and printed in the student handbook/planner. Consideration of readmission of disciplinary cases will be handled by the appropriate college committee in accordance with college policy.

Adjunct faculty should refer to the appropriate college official any student who demonstrates inappropriate behavior.

### **FERPA**

The Family Education Rights and Privacy Act is a federal law that protects the privacy of student records. FERPA also regulates institutions' obligations regarding release of information and access to student records. East Central College, and all its employees, complies with FERPA regulations. If you have additional questions, please contact your department chair, coordinator, or dean.

### **Pregnant Student Rights under Title IX**

East Central College does not discriminate against persons on the basis of sex in its educational programs and activities. Title IX prohibits discrimination on the basis of sex—including pregnancy and related conditions—in educational programs and activities that are eligible for federal funding.

The U.S. Department of Education regulations concerning pregnancy and related conditions provide that a college that is a recipient of federal funding shall not discriminate against any student on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery from these conditions. In the event that the educational institution does not maintain a leave policy for its students (as in the case of ECC), or in the event that a student does not otherwise qualify for an institutional leave under the policy, the institution is required to treat such conditions as justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's physician.

This means that East Central College must give all students who might be, are, or have been pregnant the same access to school programs and educational opportunities that other students have. Absences due to medical conditions relating to pregnancy must be excused for as long as medically necessary. The student must be given the opportunity to make up missed work, with the goal of having the student graduate on time if possible, and if desired by the student. These rules supersede any classroom based attendance policy/practices regarding allowable numbers of absences.

Faculty, staff, and administrators should not tell students that they have to drop or withdraw from their classes or programs or change their educational plans due to their pregnancies or related conditions. In light of this legal requirement, it is critical that faculty and staff who deal with students are knowledgeable about their obligations to students in this situation.

If you have additional questions regarding Title IX and student accommodations, please contact your Department Chair, Coordinator, or Dean to be directed the appropriate resource.

### **Academic Honor**

Students are expected to conduct themselves honestly in all academic endeavors. Any act of academic dishonesty is a violation of the Honor Code.

East Central College is an academic community. Integrity and honesty in the classroom, in academic programs and in all related learning experiences is critical. The Academic Honor Code is a statement of the college's position regarding student conduct as it relates to academic integrity. It is not intended to supersede any specific course or instructor's printed guidelines or policies contained in any course syllabus. Students are responsible for learning about and being fully aware of activities that constitute violation of the Academic Honor Code. The following list is presented for information and clarification and is not intended to be exhaustive.

The faculty retains the right to recommend a remedy when students are in violation of the Academic Honor Code. Students retain the right to appeal any accusation of policy violation as outlined in the Student Discipline Policy and Appeal Policy in the student handbook.

For additional information, please refer to the academic honor code found on the student page at <http://www.eastcentral.edu/current/>.

## **Additional Policies and Procedures**

The following represents a non-exhaustive set of college policies related to the position of Adjunct Faculty member; for a statement of official policy and a complete list of college policies and procedures, please refer to the Board of Trustees Policy and Procedures document, available at [www.eastcentral.edu](http://www.eastcentral.edu). The Board of Trustees and the College reserve the right to edit, change and update all policies and procedures. Current information on any item stated herein is available in the Office of Academic Affairs or Human Resources.

### **Evaluation of Instruction**

East Central College evaluates adjunct faculty instruction for effectiveness, through student-based evaluation and classroom observation. Classroom observations may be completed by a Department Chair, or Program Coordinator. Questions about the faculty evaluation system should be directed to the Office of Academic Affairs.

### **Children on Campus (BP 2.15)**

Children, aged 16 and under, unaccompanied by an adult are not permitted on campus. No children will be allowed at any time in laboratories, study areas, computer labs, the Fitness Center or nearby locations, unless a child is an integral part of an instructional activity. Exceptions may be approved in advance by an agent of the College.

### **Instructional Technology**

Most main campus and satellite location classrooms are equipped with instructional technology. The college provides training on all available campus technology to any adjunct faculty member; please contact your department chair, coordinator, or Dean.

### **Faculty Association**

The Faculty Association is an organization open to all faculty; adjunct faculty are welcome to participate. The Faculty Association holds monthly meetings; adjunct faculty may contact their department chair for additional information.

### **Protection Against Sexual Harassment Policy (BP 5.4)**

East Central College is committed to maintaining a workplace and educational environment that is free from sexual harassment based on gender or sexual orientation. The College also prohibits:

1. Retaliatory actions based on making complaints of sexual harassment or based on participation in an investigation, formal proceeding or informal resolution concerning sexual harassment.
2. Aiding, abetting, inciting, compelling or coercing sexual harassment.

For additional information regarding the protection against sexual harassment policy and procedure, please see board policies found on ECC's website at <http://www.eastcentral.edu/board-policies/5-4-protection-against-sexual-harassment/>

### **Drugs and Alcohol Free Workplace Policy (BP 5.42)**

It is the objective and goal of East Central College to provide a drug and alcohol-free environment. For additional information regarding the drugs and alcohol free workplace policy and procedures, including federal law compliance and testing, please visit the website at <http://www.eastcentral.edu/board-policies/5-42drugs-and-alcohol-free-workplace/>.

### **College Computer Use Policy**

Anyone using the College's computer network, equipment, hardware or software must adhere to the terms and conditions of acceptable use; access to the college's technology resources is a privilege, not a right, granted to the College's faculty, staff and students in support of their studies, instruction, academic and student life, college responsibilities, official business of the College and other college-related activities. Questions regarding what

constitutes acceptable use should be directed to the Information Technology Department. Violations of these terms could result in loss of computer privileges or disciplinary action.

All faculty should note that instructional, student and office computer equipment and software are the property of the college and cannot be removed without written permission.

## **Other College Services and Policies**

### **Bookstore**

The primary function of the bookstore is to have available for sale the required and recommended texts necessary and helpful to the student's college career. Books are stocked at the request of instructors. Textbooks may be purchased before classes begin each semester and any time thereafter. Also available for sale in the bookstore are course-related supplies for specialized classes and general school supplies. Please see the website for additional information and hours.

### **Counseling Services/Academic Advisement**

Counseling and academic advisement services assist students in making educational and career decisions compatible with their aptitudes and interests. Counselors also work with students, whose performance is hampered by personal problems, referring them to community resources where appropriate.

### **Financial Aid**

East Central College provides to students a full service financial aid office. Students may receive assistance in completing appropriate paperwork as well as receiving information on various types of financial aid, including grants, loans, and scholarships. Students in need of financial aid are urged to contact the office regarding assistance.

### **Food Services**

Campus food service is available at Café Central, located in the Donald Shook Student Center, main campus. Several vending machines are also located in other buildings on campus and at satellite locations. Please check the website for hours of operation for Café Central.

### **Human Resources**

The Human Resources Office is responsible for handling personnel paperwork, benefits, and human resources plans (compensation, benefits, development, etc.).

A new adjunct faculty member is responsible for submitting the following forms to the HR Office prior to the start of the semester:

- Completed application;
- Official transcripts;
- Application for vocation certificate (if applicable);
- I-9 form with appropriate documentation (typically a driver's license with picture ID and the social security card); and
- Federal and state W-4 forms.

Until all paperwork is submitted, an adjunct faculty member is not fully approved to teach and will not receive any compensation. Final approval for teaching is granted by the Board of Trustees.

Please visit the Human Resources page at <http://www.eastcentral.edu/hr/> for additional information, including forms, resources, and benefits.

### **Library**

The East Central College Library contains approximately 32,000 bound volumes; 300 current periodical subscriptions; more than 5,000 reels of microfilm; 400 videos; 200 CD's; and a 2,400 item pamphlet file. Electronic periodical databases provide indexing for thousands of titles with many in full text. Inter-Library Loan is available for acquiring materials located in other libraries in the United States. The OPAC (on-line public access catalog) provides access to the Library's collections. The library utilizes the Library of Congress Classification

system to arrange its materials by subject. On-site electronic resources include access to the Internet, EBSCOhost, Academic Search Elite, OCLC (Online Computer Library Center), FirstSearch, Info Trac Health Reference Center, and Lexis-Nexis Academic Universe. Numerous other electronic sources are being provided through MOREnet and can be accessed when you login with EBSCOhost.

Please contact library staff for additional information and to arrange for particular assistance for you and/or your students.

### **Imaging Services**

Services include word processing services for tests, programs, brochures, syllabi and related work and duplication of printed materials using photocopiers. For further information on any of the above services or other services which may be available contact Imaging Services.

### **Registration**

The Registration Office can provide to adjunct faculty assistance in the use of eCentral for rosters and grade submission. Adjunct faculty should refer to the Registration Resources page in Moodle for important due dates and tutorials.

### **Grademaster Test Scoring**

A Grademaster scoring machine is located in various offices on the main campus and at the satellite locations and may be utilized by faculty. Please contact your department chair, coordinator, or Dean for further details.

### **Payroll**

All payroll checks are direct deposited. For information, including payroll dates for adjuncts, please contact the payroll office.

### **Purchasing Policies**

If you need to purchase supplies for your class, please contact your department chair, coordinator, or Dean for assistance.

### **Direct Deposit**

All employees will be paid by direct deposit to the employee's account; multiple accounts may be designated based on the capabilities of the College and the financial institutions. Employees will have electronic access to pay advices through eCentral and will not receive paper copies. Any exceptions must be approved by Human Resources.

### **Tuition Waiver Eligibility**

To be eligible for tuition waiver benefits of ECC credit classes, individuals must be full-time employees regular, full-time limited employees, part-time employees, current **adjunct instructors**, or retirees of East Central College. Temporary employees are not eligible for this benefit. Spouses and unemancipated children of full-time employees are also eligible for tuition waiver benefits. Unemancipated children may be: natural children, adopted children, stepchildren that live with you, or other children for whom you are the legal guardian, as long as they are under age 24, unmarried, and live in the employees' residence. **Adjunct instructors** are eligible for tuition waiver benefits of ECC credit classes, not to exceed nine credit hours, during the semester immediately following completion of their assignment as an **adjunct** instructor. Retirees are individuals who are eligible for normal or early retirement benefits through PSRS/PEERS with at least five years of service to East Central College. For additional information please check the website or contact HR.

## College Organization Chart – 2020-2021

