

Important information for Adjuncts

Department Mail Boxes and Email Accounts

The primary vehicle for the departmental communication with departmental faculty is through the faculty member's department mailbox. For this reason, **you are required to check your mailbox each day you are on campus.** This will ensure your timely receipt of important department and college notices.

The college provides each adjunct with a college email account. In order to use the college's e-mail and computer systems, you will need usernames and passwords. Adjunct faculty must apply for a login ID, BMCC e-mail address, and voice mailbox using the Accounts and Passwords form available within this new hire packet. Your login ID is required to access the school's computer systems and final grading. All official college correspondences and Helpdesk requests that are generated in your name are sent to your BMCC e-mail address.

Please stop by the Helpdesk, located in room S-141 once the Accounts and Passwords form is complete and approved by your supervisor or chairperson. Requests to create them will be generated, and soon after, a technician will contact you.

For security reasons, you must bring with you your faculty/staff ID.

Policy on Hiring and Paying Adjuncts as Adjunct Assistant Professor, Adjunct Associate Professor or Adjunct Professor

- A. All persons hired as adjuncts are processed by the Office of Human Resources as adjunct lecturers. They will be processed at a higher title **only** under the following circumstances:
 1. (a). An employee will be processed as an Adjunct Assistant subject to verification through the presentation of official college transcripts. The transcript must indicate that the terminal degree has been earned in the field in which the adjunct is teaching and was awarded prior to the start of the semester in which they are appointed.
 - (b). An employee who has a CUNY approved equivalency related to the work of the department they are teaching in, will be placed in the Adjunct Assistant Professor title upon presentation of the CUNY approved equivalency.
2. If the employee presents evidence that they have been working at another CUNY campus as an Adjunct Associate Professor or Adjunct Professor, BMCC will honor

this prior rank **once verified through a promotion application process**. Salary rate, however, will be based on the entry rate of pay for the title plus any adjustment required by the labor contract based on consecutive semesters of service at CUNY. This adjustment will be based on the Office of Human Resources review of the employee's CUNY service record. **It is the obligation of the employee to provide his prior serviced record to verify rank and rate.** BMCC will make adjustments to rank or rate retroactive to the first day of the semester in which documentation verifying the adjustment had been presented.

3. If the employee worked at a non-CUNY college in a higher title, the employee will be considered for the higher title only if the Department Chairperson Submits a written recommendation to the Senior Vice President indicating what title the chairperson believes the employee should be placed at and why. The employee will initially be processed as an Adjunct Assistant Processor. Upon receipt of a memorandum form the Senior Vice President approving the recommendation, the Office of Human Resources will process the adjustment recommended by the Senior Vice President retroactive to the first day of the semester.