

Important Information for Instructors

Banner ID #s

Instructors need to know their **Banner ID #s**. The B# has replaced your SS# for identity security. You will need your B# for payroll, timesheets, and signing in for meetings. **THIS IS VERY IMPORTANT!** Any time sheet submitted without this number will be returned to you for completion, prior to the payment being processed and will cause a delay in payment.

Multiple Position Forms

Multiple Position Forms are required for all additional work assignments, and require approval by Human Resources prior to the work being performed. The area which has requested the additional work will complete the form and track the approval process. It is the responsibility of the instructor to track the LHEs earned through additional work assignments.

Tracking Workloads

Section 2.6 C3 of the Adjunct Faculty Association Contract states it is the responsibility of the adjunct to track their loads. The text of this provision follows:

It is the responsibility of each adjunct to keep track of his/her hours and to keep his/her load at or under 27 LHEs per academic year. Adjuncts who exceed 27 LHEs in a given academic year risk loss of assignment in subsequent years.

FLAC (Payroll System)

To view SSB FLAC Compensation: (classes you have been assigned to and to track your LHEs for each class)

- Log into MyOakton
 - Click on Employee Tab
 - Select Self Service Banner (SSB)
 - Select Employee and click Faculty Load and Compensation
 - Select Faculty Compensation & Acknowledgment and select Term (drop down arrow)
 - Click on "GO" Button
 - To view your Pay earnings history and pay stubs: (actual payments, this includes misc. payments and stipends)
 - Log into MyOakton
 - Click on Employee Tab
 - Select Self Service Banner (SSB)
 - Select Employee and click on Pay Information
 - Select Earnings History and date range
 - Click on "Display" Button
- OR- AFTER STEP THREE ABOVE**
- Select Pay Stub and select year
 - Click on "Display" Button
 - When teaching on head count or teaching an honors section it is important to notify Chell Coonen when the enrollment changes (This will help ensure you are accurately paid). Send a printout or screen shot of your enrollment. (I cannot view past enrollments).
 - Please contact Chell Coonen at ccoonen@oakton.edu with payroll questions. This includes miscellaneous payments, such as, meeting commitment, substitute, and WSAT payments.

Head Count Classes

It is the responsibility of each adjunct to watch the enrollment of headcount courses; this includes honors sections and independent study courses. **Note: all honors and independent study sections require a multiple position form.* When the enrollment increases, email Chell Coonen at ccoonen@oakton.edu, a screen shot of the class list or print it and interoffice mail the print out. Back up documentation of the increase in enrollment is required for compensation.

Cancelling Class/Room Changes

- Email the class notifying them of the cancelation and including any instructions.
- Call or email division office/faculty support office and chairperson. Division 3 email: division3@oakton.edu.
- If your class changes rooms any time during the term inform the division office/faculty support office of the change.

Requesting a Substitute Instructor

- Only a pre-approved instructor can substitute.
- Contact your chairperson/coordinator when a substitute is needed.
- Inform the division office/faculty support office of which instructor will substitute and for which course.

Schedule and Syllabus

Schedule forms are electronically sent to your OCC email at the start of each semester, and should be returned by the required date, which is included in the email sent by Margaret Sanders. Instructors are required to submit a syllabus for each class to Margaret Sanders at msanders@oakton.edu prior to the start of their class.

Copy Materials

- Requests sent via email to copycenter@oakton.edu. - include all information, such as: number of originals, numbers of copies needed, place for delivery (DP or RHC), and color paper. Attach your document and any other required information to have the job completed properly.
- Requests sent via hard copy - fill out copy request form in the office and attach documents for copying. Allow 2 business days for the copies to be completed and available in the division office (at DP) and allow 3 business days for the copies to be completed and available in the faculty support office (at RH).
- Authorization for 250 copies or more is required. The Division Manager or Linda Korbel does authorizations.
- Copyright please make sure you have copyrights when necessary. OCC monitors copyright material and will not copy it without prior permission. Attach copyright permission documentation to your copy job. Obtain a copyright permission in the division office. This procedure takes time, so plan at least one month ahead.
- Post Course Materials - instructors can post materials on D2L, their web page, or email them to students and the students can print them out. Again, copyrights apply to this material. If a student doesn't have a computer or internet off campus they can come to the computer lab and view or print any necessary materials.

Evaluations

Evaluations are conducted each term and need to be completed in a timely manner. *Do not* hold your evaluations until the end of the semester. For questions with the student evaluations, contact Kathy Romano at kromano@oakton.edu. Student evaluation reports will be sent electronically from the class climate program to the instructor's OCC email, after the grade rollover and prior to the start of the next semester.

Updated: 1/15/2014

Oakton Email

Attachment F, Glossary of Definitions, Notice of the Adjunct Faculty Association Contract states the college policy to use OCC email. The text of this provision follows:

It is the policy of the College to use Oakton email as its primary mode of correspondence; however, notice may be sent as Oakton email, postal mail, certified mail or overnight carrier. Interoffice mail will be used only when the faculty member is at work on campus and classes are in session.

It is the responsibility of the faculty to access their Oakton email in a timely fashion whether they are currently teaching on campus or not. Normally, faculty currently teaching at the College will respond to email within seven (7) calendar days, and faculty not currently teaching at the College will respond to email within fifteen (15) calendar days. (June 11, 2013)

Mailboxes

Instructor mailboxes need to be checked frequently through the semester for messages, student papers, and required paperwork, such as midterm rosters. Discard unwanted items and do not let your mailbox become too full. When mailboxes appear neglected, chairperson will be notified.

Travel Requests

Adjuncts are entitled to \$125.00 per fiscal year for travel (or until the budget is depleted). Travel monies are for educational purposes and requests **must be submitted** at least 10 working days prior to the date of travel. Failure to submit your request on time may result in the request being denied. When submitting the travel request, back-up documentation is required; this includes the information on the conference, the price of the conference, hotel, and rent-a-car.

Upon your return from travel, you must complete an electronic Travel Expense Report. The form is on the OCCSHARE drive in the TRAVEL Folder. Upon completion of the form, email it or mail it to Chell Coonen. In addition, turn in all original receipts for all expenses to Chell Coonen. Once the paperwork is completed, approved, all back-up documentation is turned in, and the traveler has returned, a reimbursement check will be issued to the traveler.

Book Orders (excludes Modern Languages and ART)

- Log into MyOakton
- Click on Employee Tab
- Under the Faculty-Staff Links (box on right side of page)
- Click Book Orders - Faculty Textbook Order Form
- Fill out form and click on "submit" button
- You will receive a confirmation email after you submit your book order successfully. (I suggest you save this email in your records for back-up)

Voice Mail

All instructors can now have their own telephone number, which allows them to receive phone calls and voice mail messages, depending on which option the instructor selects. In order to set-up for voice mail the instructor should select from the options below, notify the Dean via email and she will send the approval to telecommunications. Within a few days telecommunications will send an email informing the instructor their voice mail is set-up and initial instructions.

Option 1 - Voice Mail Only

This option is designed for users who don't need to be accessible by phone while on campus, but would like a voice mailbox where students can leave messages. An adjunct faculty member would be assigned a number that could be directly dialed from on or off campus but would always go directly to voicemail. Voice Mail message retrieval is possible from any telephone from either campus, as well as from off campus. In addition, with the Unified Messaging (UM) feature, users will get email notification when a voicemail message(s) is received and the option to access that message(s) via the web. The direct number assigned to an individual will remain with him/her even if they don't teach consecutive semesters. However, the number will be reused when an individual does not teach at Oakton for two calendar years/six (6) consecutive semesters.

Option 2 - Hot Desk Telephone Extension and Voice Mail

This option is designed for users who need to be able to answer calls while on campus. With this option, an adjunct faculty member receives a direct telephone number and a voice mailbox with the ability to log into any telephone on either campus using the Hot Desk feature. The Hot Desk feature is easy to use requiring the user to log in with their extension and a six-digit passcode making that telephone their own. Once logged out, calls for that telephone number are directed to their voicemail. Additional features will also be offered--Unified Messaging (UM) which gives the user the ability to access voicemail from either a telephone or computer from on or off campus and Unified Communications Advanced (UCA), the desktop feature that allows users to manage and use their telephone and voicemail from any computer using their Oakton network log in. The direct number assigned to an individual will remain with him/her even if they don't teach consecutive semesters. However, the number will be reused when an individual does not teach at Oakton for two calendar years/six (6) consecutive semesters. Please note that this option adds additional expense and if an adjunct faculty member is never going to log in, would be a waste of the college's resources.

Contracts

To view the AFA/OCC Agreement (contract):

- Log into MyOakton
- Click onto the HR, Payroll, & CPD tab
- Go to the Employment Information Channel
- Click on the Contracts link
- Select the 2013-2017 Adjunct Faculty Contract (PDF)
- This file can be downloaded and saved. In addition, you can print out the contract from the PDF file.

Office Staff Emails

Division Mailbox, division3@oakton.edu

Maria Haske, mhaske@oakton.edu

Chell Coonen, ccoonen@oakton.edu

Margaret Sanders, msanders@oakton.edu

Kathy Romano, kromano@oakton.edu