



ADJUNCT INSTRUCTOR REFERENCE SHEET

New Hire Documents and Procedures for Adjunct Instructors:

- To begin the new hire process, please complete all documents posted on the [Information for New Adjunct Employees](#) webpage and return to Human Resources via email at Adjunct.Jobs@CentenaryUniversity.edu as soon as possible. The onboarding process cannot begin without receipt of these documents. Forms may also be mailed or personally turned in to Human Resources.
- Please note that the [Federal I-9 paperwork](#) requires a Human Resources employee to view **original, unexpired** document(s) no later than 3 days following the 1st day of the semester. A list of acceptable documents can be found on page 3 of the I-9 form. Please include a copy of the document(s) with completed new hire forms.
- Transcripts from all degree-granting institutions are required. Please have your official transcripts sent from the institution in a sealed envelope to Centenary University, 400 Jefferson Street, Hackettstown, NJ 07840, Attention: Human Resources/Adjunct Transcripts.

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

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

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

Phone Numbers:

University Main Number 908-852-1400

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

Other Offices:

Bookstore	https://www.centenaryuniversity.edu/student-life/bookstore/		
Facilities/Maintenance	x2301		
Library	x2345	Security	x0
Registrar	x2214	Academic Success Center	x2168
Payroll	x2364	Campus Life Office	x4291
Computer Help Desk	x2000	Academic Affairs Office	x2420
Human Resources	x2364	Print Shop	x2222

Information Technology: The link below provides information to assist and guide you through the University's IT processes, policies and programs. For additional questions, contact the IT Help Desk at 908-852-1400 x2000.
<http://www.centenaryuniversity.edu/information-technology/>

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

Email address and My.Centenary: All Adjunct Instructors are provided a Centenary University email account to access My.Centenary at <http://my.centenaryuniversity.edu>. Human Resources will provide new hire Adjunct Instructors with their log-in information. If you need assistance with your log-in, email or password, contact the IT Help Desk at x2000.

Payroll/ADP: It is highly recommended that you enroll in direct deposit. If you are not enrolled in direct deposit, your paychecks will be distributed to your mailbox. Pay date information is included on your teaching assignment.

It is necessary that you register on the [ADP Workforce Now](#) site. By doing so you will have access to your pay statements, annual W-2 statements, be able to make changes to federal withholdings, submit direct deposit information, and change your address. At the end of the year there will be no hardcopy W-2's issued, and you will need to be registered in ADP in order to retrieve them.

Pay Dates:

Adjunct courses run in 16, 8, or 6-week terms. Please refer to your Adjunct Teaching Agreement for payroll dates.

Classrooms/Enrollments/Class Rosters: Information on classroom assignments and enrollment is available to the public in the Course Offering published on Centenary University's [Registrar](#) webpage.

Faculty and adjunct rosters are accessible through their personal Moodle account page, which requires sign-in and password. Please note, all requests for changes of room assignments must be sent to the Registrar's Office.

Faculty ID Cards/Classroom Access: All Adjunct Instructors are issued a photo identification card when hired (Centenary University Cyclones photo ID card). This card serves as your faculty ID card and allows access to your classroom, the faculty copier room located in the Library, and dining services located in Lackland Center. Please note, your ID card needs to be revalidated every July to maintain key access and dining privileges. The Campus Life Office manages the ID process.

Desk Copies: It is the responsibility of the Adjunct Instructor to order desk copies. Please contact your department chair for assistance.

Attendance: It is mandatory that all faculty members confirm student participation in their class(es) during the semester after every class meeting, or at the minimum at least once per week. Failure to accurately report attendance in this manner may jeopardize a student's receipt of Financial Aid. Contact your Department Chair with questions concerning the department attendance policy.

Grades: Final grades must be submitted through Moodle, 48 hours after the last class of the semester.

Student Progress Reports: Progress Reports must be issued to all students with a grade to date of C- or below. The due date for Progress Reports is published in the University Academic Calendar. Progress Reports can be located by logging onto [My.Centenary](#) and going to Forms and Documents > Staff and Faculty Forms > Student Related Forms > Academic Progress Report Form. The Academic Success Center at x2168 can assist you with this process and any questions regarding the forms listed below which are also located in the Student Related Forms folder.

- Academic Code of Conduct Violation Form
- Academic Warning

Class Absences/Cancellations/Changes: Whenever you must be absent, cancel, or change the meeting time or place of class, you must follow the procedure on the Absence Procedure Form for Adjunct Faculty. This form can be accessed by logging onto <http://my.centenaryuniversity.edu>. Please complete as soon as possible and return it to the Faculty Office via email or campus mail addressed to the attention of the "Faculty Office." Cancellations are posted on <http://my.centenaryuniversity.edu>

If you must cancel a class when the University offices are closed, i.e., classes beginning at 8:00 A.M., 8:30 A.M., or 6:00 P.M., call 908-852-1400. Security will post a sign on the classroom door.

It is the responsibility of the adjunct instructor to make up material missed by the absence/cancellation.

Student Evaluation of the Course and Instructor: Administering of student evaluations is a responsibility of every member of the adjunct faculty. Student evaluation packages are distributed approximately four weeks prior to the end of the semester. Packages are placed in the adjunct mailboxes.

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

Classroom Observations: The schedule of periodic Classroom Observations is determined by contract employment history and at the discretion of the Department Chair. Classroom observations are performed by the appropriate Department Chair or designated representative via a standardized form applicable to all departments.

Print Shop/Copier: Photocopying may be completed by request to the Print Shop x2222, located in the lower level of the Library. You can drop off your request or email it to printshop@centenaryuniversity.edu. In addition, there is a copy machine available for your use in the Library, located on the lower level. You must have a photo identification card to gain access to the room. For small copying jobs, a copier is available in Brotherton Hall, Room 109. You must have your Centenary ID to use this copier/scanner/printer.

Parking: All individuals who park on campus are required to register their vehicle and obtain a valid parking placard to be displayed at all times and a parking decal which allows parking in the Faculty/Staff parking lot. Human Resources will provide all new hire Adjunct Instructors with the registration form. The placard and decal request form is to be completed and e-mailed to Human Resources. Limited parking is available on the streets surrounding the campus. Please obey local parking regulations.

Tuition Benefit: A tuition benefit for courses taken at Centenary is available to Adjunct Instructors. Current Graduate and Undergraduate Tuition Policies and Forms are available on the [Tuition Benefit](#) webpage. Any questions regarding this benefit should be directed to Human Resources at x2364.

White Board Markers and Blue Books: Available at the Faculty Office.

Library Privileges: Your Centenary University Cyclone ID card is also your library card. You must activate your library account online at: <http://opac.centenaryuniversity.edu> in order to use all available services. The Library has computers available for your use. There are 8 or 9 PC's in the quiet room, and 4 Mac's in the MacLab.

To access our databases from off-campus, please use your Centenary email login and password, when prompted. A full list of available resources and services can be found at <http://libguides.centenaryuniversity.edu>.

Inclement Weather: If for some reason the University officially closes and classes are canceled, it will be posted on the Centenary University website, announced on local radio and TV stations and a message is recorded on the University's main telephone line (908-852-1400). Our Security Department urges you to register for the Omnilert system [here](#), so you can receive text messages announcing emergencies, delayed openings, or closings.

Centenary Emergency Alert Notification System: In the event of a University closure or other emergency, notification will be sent via the University's mass notification system, Omnilert. Each person must register to receive Omnilert notifications. Omnilert will send text messages as well as an email message if one selects to do so. For Omnilert user account creation or updating, please visit: <https://www.centenaryuniversity.edu/campus-safety/>

Fitness Center: Adjunct Instructors are welcome to use the campus fitness center. Visit our [athletics webpage](#) for more information.

Field Trip Procedures: If you are taking your students on a field trip, the following procedure must be followed:

Send a complete list of students, itinerary for the day including departure and arrival time back on campus, and a CONTACT phone number for the faculty/staff member who is accompanying the students to Kristen Straut and Kerry Mullins, Dean of Students. If students are traveling overnight and/or overseas, please contact Kerry Mullins for the list of special travel requirements.

If you will be missing/cancelling any of your other classes for the day, complete the absence report referenced under "Class Absences/Cancellations/Changes."

The complete list of students and brief itinerary should be sent to the Faculty and Adjunct Mailing Lists, as noted in the example below:

*The following students will be attending a seminar on April 8th, at Montclair State University, "Your Future Is Now" as part of BUS 4420, Advertising Management & Integrated Marketing Communications. These students understand that missing a class will count as an absence and that they are responsible for any missed work. If you have any questions or concerns, please feel free to contact (Instructor name and extension).
(List student names)*

Adjunct Faculty Office: An Adjunct Faculty Office is available for your use. It is located on the main level of Brotherton Hall, Room B105. Use your ID to access entry.

Access to Documents on My.Centenary:

The following documents are posted on <http://my.centenaryuniversity.edu>:

- Academic Calendar
- Absence Procedure Form for Adjunct Faculty
- Adjunct Instructor Information Reference Sheet
- Employment Policy for Adjunct Instructors
- Syllabus Statements Graduate
- Syllabus Statements Undergraduate

List of Department Deans/Chairs and Contact Information:

- **School of Natural, Health, Social, Behavioral Sciences**
Dean, Craig Fuller, ext. 2409, craig.fuller@centenaryuniversity.edu
Administrative support, Jeannie Kontos, ext. 2149, jean.kontos@centenaryuniversity.edu
- **Fine Arts**
Chair, Carl Wallnau, ext. 2203, carl.wallnau@centenaryuniversity.edu
Administrative support, Jeannie Kontos, ext. 2149, jean.kontos@centenaryuniversity.edu
- **Education and Humanities**
Dean, Robert Battistini, ext. 2283, robert.battistini@centenaryuniversity.edu
Administrative support, Michele Miller, ext. 2266, michele.miller@centenaryuniversity.edu
- **Business, Media, Writing**
Dean, Cheryl Veronda, ext. 2382, cheryl.veronda@centenaryuniversity.edu
Administrative support, Deb Olivo, ext. 2148, debbie.olivo@centenaryuniversity.edu
- **Equine Studies**
Chair, Kelly Munz, ext. 7233, kelly.munz@centenaryuniversity.edu
Administrative support, Laura Marcelli, ext. 7221, laura.marcelli@centenaryuniversity.edu

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