



TEXTBOOKS:

Textbooks for your class will generally have been selected by your first class session. All faculty must use designated textbooks, which are selected and approved by the Discipline Representative and the Vice Chancellor of Educational Affairs. Questions about textbooks may be directed to the campus Chief Academic Officer (CAO).

YOUR FIRST DAY IN CLASS

Prior to the class meeting time, every instructor must have a syllabus and all up-to-date materials. All WCCCD instructors are expected to begin class promptly at the designated time. You may verify the class start time by referring to the current term's Class Schedule. The following information should be reviewed with students on the first day:

- The course syllabus which will include grading criteria, assignments and expectations, goals and objectives of the class
- Faculty contact information and office hours
- Discussion of the attendance policy
- Discussion of a late assignment policy
- Basic classroom guidelines – no eating/drinking in class, no children in class, no cell phone usage in class
- Learning resources available on the campus

SUBSTITUTE LIST

Many Adjunct Faculty inquire about the possibility of being on the faculty substitute list. If you are interested in working as a substitute, you may contact us at edaffairs@wcccd.edu.

IMPORTANT TELEPHONE NUMBERS

DOWNRIVER

Campus President
(734) 946-3500 ext 3227

Security
(734) 374-3218

DOWNTOWN

Campus President
(313) 496-2651

Security
(313) 496-2558

EASTERN

Campus President
(313) 579-6948

Security
(313) 579-6971

DISTRICT EDUCATIONAL AFFAIRS

(313) 496-2345

NORTHWEST

Campus President
(313) 943-4500

Security
(313) 943-4041

WESTERN

Campus President
(734) 699-7008 ext 5192

Security
(734) 699-7008 ext 5182

UNIVERSITY SQUARE

Executive Dean
(313) 886-2425

Security
(313) 884-1087

DISTRICT HUMAN RESOURCES DEPARTMENT

(313) 496-2765



ADJUNCT FACULTY

WELCOME TO WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

A GUIDE TO YOUR FIRST DAY AT WCCCD



Wayne
County
Community
College
District

District Office

801 W. Fort St.
Detroit, MI 48226

313-496-2600

www.wcccd.edu





MESSAGE FROM THE VICE CHANCELLOR OF EDUCATIONAL AFFAIRS

I would like to welcome you to teaching at Wayne County Community College District (WCCCD). This brochure is intended to provide an overview of what you may need to know on your first day at WCCCD. Additionally, the Campus President and Chief Academic Officer at our locations are available to assist you.

We look forward to building a relationship with you. With this goal in mind, we hope that you will become actively engaged in District-wide events, workshops, and seminars such as Community College 101 found in the Organization Development Institute.

You are a valued resource. Share your joys, challenges, and suggestions for improvement with us. On behalf of the entire academic staff, have a successful and productive experience at WCCCD.

Kind regards,

Dr. Stephanie Bulger
Vice Chancellor of Educational Affairs

YOUR FIRST DAY AT WCCCD

YOU MUST FIRST GET YOUR EMPLOYEE IDENTIFICATION NUMBER. Your employee ID number is called an “A number.” This number will allow you to have access to the employee/student information system which is called Web-Gate. Your A# will be given to you by Human Resources (HR) immediately after Educational Affairs has completed the Class Assignment Form (Home Base Form) which is used to verify your teaching assignment for the current semester.

The Class Assignment Form and the A# will verify current employment so that you can obtain the following:

- **Photo ID** - Campus Security at any campus will issue you a photo ID which may be necessary to verify your status as an instructor.
- **Parking sticker** - This is required and can be applied for at the Campus Security Office at any campus.
- **Emergency Alert registration** - This can be done by referring to the home page of the WCCCD web site.

In addition to the A# and the Class Assignment Form, the faculty member must be processed by HR and this includes having certain documentation on file in HR. Check with HR for a list of this documentation.*

Answers to questions regarding email accounts and other faculty resources may be found in the Adjunct Faculty Resource Guide and the Faculty Handbook, both of which are online at www.wcccd.edu.

* *It is your responsibility to verify with HR the documentation necessary to complete your employment file.*



PAY SCHEDULE

Check disbursement occurs 4-5 times each semester. Contact the Department of Human Resources at (313) 496-2765 for check disbursement dates. The final paycheck will be issued when final grades are posted to Web-Gate.

CLASS ROSTERS

Your class roster may be found on Web-Gate by accessing www.wcccd.edu. You will need your A# to do this. If you have problems call the IT Help Desk at 313-496-2666.



STUDENT ATTENDANCE

Attendance must be taken at every class session. Do not allow any student to remain in class unless he/she is registered and on the roster. If students are not on the roster, send them immediately to the Records and Registration Office to obtain verification that they are in your class. Allowing a student to remain in the class without being on the roster or without verification will ultimately have an adverse affect on the students' ability to maintain their financial status.

COURSE SYLLABUS

Course syllabi may be found on the District's website at www.wcccd.edu. It is expected that you will incorporate into your syllabus a means of assessing the progress of each student. Course goals and student learning outcomes should be assessed on a regular basis throughout the semester.