

WAGNER COLLEGE

B E P A R T O F T H E C I T Y

ADJUNCT FACULTY HANDBOOK



2018 – 2019

INTRODUCTION

This Handbook is intended to aid adjunct faculty in familiarizing themselves with the College. Please note that it does not constitute a contract. This is a compendium of information, policies and processes, and although every effort has been made to provide all the pertinent information that a faculty member may require, it may not be complete. It should be used along with relevant source documents and with other information you will be receiving from your department or from the College.

Some of this material may change with new college policies, changes college governance or changes in federal, state or local law. You should review this material periodically.

WAGNER COLLEGE MISSION

Wagner College prepares students for life, as well as for careers, by emphasizing scholarship, achievement, leadership, and citizenship. Wagner offers a comprehensive educational program that is anchored in the liberal arts, experiential and co-curricular learning, inter-culturalism, interdisciplinary studies, and service to society, and that is cultivated by a faculty dedicated to promoting individual expression, reflective practice, and integrative learning.

ADJUNCT FACULTY ROUTINES AND SCHEDULES

Textbook Orders: Notify your Department Chair regarding textbook needs (include ISBN numbers). You may also order books directly through the Bookstore's website:

<https://www.bkstr.com/wagnerstore/home/en>

Subsequently, check with the Bookstore prior to the semester to ensure that requested books were received. The Bookstore is located in the Wagner Union, just to the right of the entrance. The Bookstore's phone number is (718) 390-3469. The Bookstore's hours during the fall and spring semester are:

Monday 8:30 am – 6:00 pm
Tuesday 8:30 am – 6:00 pm
Wednesday 8:30 am – 6:00 pm
Thursday 8:30 am – 6:00 pm
Friday 8:30am – 6:00 pm
Saturday 11:00 – 4:00 pm
Sunday CLOSED

During the summer, the Bookstore's hours are as follows:

Monday 8:30 am – 5:00 pm
Tuesday 8:30 am – 5:00 pm
Wednesday 8:30 am – 5:00 pm
Thursday 8:30 am – 5:00 pm
Friday 8:30 am – 5:00 pm
Saturday CLOSED
Sunday CLOSED

Office Hours: Adjunct faculty members are expected to hold two office hours a week. Office hours need to be posted and shared with the Department Chair and Provost in the first week of school.

Syllabi: A written syllabus is to be handed out to each class at the beginning of the term. In addition to course description, expected student learning outcomes, course calendar and course content, your syllabus needs to include the following:

1. Name of course, course number, section number, Key Skills
2. Instructor information (name, office location, email address)
 - a. Optional: Office phone number, other methods of contact, instructor's website
3. Office hours
4. Class meeting time and days
 - a. Optional: room number
5. Required materials (give specific editions)
6. Calculation of final grade (give the breakdown for assignments, exams, participation, etc.)
7. Late assignment policy and make-up policy
8. Attendance policy. (*Federal student aid funding regulations require that we keep accurate attendance records*).
9. Course Outline (topics to be covered in order)
10. Learning outcomes for the course

Please be explicit in the course syllabus about what you expect of your students during the semester. This includes attendance requirements, class participation expectations, the number and type of assignments examples and examinations you will give and the relative weight for each assignment. A syllabus functions as a form of contract between you and your student. When the requirements and expectations are stated clearly and a student chooses to remain in a course, the student may be presumed to have consented to the terms you have set for successful completion of the course. And you, in turn, should adhere to the requirements you have stipulated.

Submit copies of all syllabi to your Department Secretary. Syllabi must be submitted to your department because they are required to be available for accreditation purposes. In addition, they are sometimes needed by students for the purpose of transfer credit evaluation.

Classroom Assignments: Can be found on: MyWagner, <https://my.wagner.edu/login/>.

Classroom Changes: If you are requesting a classroom change, contact Athena Turner-Frederick, Registrar, 718-390-3207; a.turner-frederick@wagner.edu. Be advised that requests for classroom changes will be honored if classrooms are available.

Enforce No Eating and No Smoking rules in the classroom: We are a “No-Smoking in Building” campus, pursuant to the New York State Clean Indoor Act of 2003, and violation may lead to fine or imprisonment. In addition, we ask that you enforce the “no eating” rule so that our classroom do not become too dirty and place additional demands on our Housekeeping staff.

Class Rosters: Your class rosters are available on [MyWagner](#). In addition, during the course of the semester, you will receive rosters for the purpose of attendance verification. The rosters are to be verified and returned to the Registrar by the deadline specified.

Absences: You should make every possible effort to meet your class at the scheduled times. If you find it necessary to miss a class, inform the department secretary and department chair, who will post class cancellation notices and complete the form indicating how the class will be made up. In addition, all course cancellations must be reported to the Provost with a time or plan for making-up the session. If for any reason you anticipate missing a class due to conferences, or other scheduled events that interfere with scheduled instruction time, please discuss this with your department chair.

Weather-Related Closures: If you want to know whether classes have been delayed or cancelled, or the campus has been closed due to winter weather, there are several ways you can find out:

The easiest and most direct is to visit the College's website (www.wagner.edu) and look for a snow-closing information link. Click on that link, and you will be taken to a Newsroom bulletin with all the details you need. The College will also post a link to that bulletin on our Facebook page and via Twitter. The entire campus community can check their e-mail for a message about delays, cancellations and closings.

WNBC-TV Channel 4 will carry Wagner College closing and delay announcements. Other area television stations may also carry our announcements.

If you have lost either electrical power or your Internet connection, mailport will not open, or the college website is down, you can use a battery-powered radio to check either of the two AM news radio outlets the College uses for winter-weather announcements: WINS Radio (1010 AM) and WCBS Radio (880 AM). The information will also be made available through the College's text-message alert system. To sign up for alerts, visit <http://wagner.edu/it/help-desk/emergency-text-messaging/>.

Mid-Semester Grades: No official grades are given at mid-semester. However, a feedback form will be received upon which you must note all D & F's currently being earned and any concerns you have about student behavior or attendance. These students will then be contacted by the Center for Academic and Career Development. Instructors are encouraged to consult with students who are not doing acceptable work at mid-term. All forms (even with no student concerns) are to be returned mid-semester to the Registrar.

Final Examinations: Exams must take place during the assigned periods at the end of the semester. **The last class week may NOT be used for "final tests" in lieu of the final exam.** Exceptions must have the advance consent of the Provost. Special room arrangements may be made through Athena Turner-Frederick, Registrar, 718-390-3207, a.turner-frederick@wagner.edu. The New York State Education Department requires that all final exam periods must be met.

Technology for Teaching (Moodle, MyWagner, etc.): Your contact is Christina Dempsey, Information Technology (christina.dempsey@wagner.edu). Advance planning is essential in order to secure equipment. Some of the planning involves identifying dates and times when you will need the equipment and filling out the necessary forms. Please be advised that a minimum of one week's notification is needed to ensure that equipment requests can be honored. However, we suggest handing in all forms prior to the beginning of the semester to assure delivery of the equipment in a prompt manner. You may request the use of media through the IT website:

<http://wagner.edu/it/help-desk/media-services/>. While every effort is made to fulfill requests, the use of equipment is always subject to availability.

Horrmann Library: You will want to submit a reserve list to the Library to make certain that your students will have access to reserve materials as soon as the semester begins. Materials can be placed on reserve by completing an online form: <http://wagner.edu/library/faculty/course-reserves-request/>.

In addition to reserving material for students, the library offers a number of other services to faculty. For information on those services, access: <http://wagner.edu/library/faculty/>. The library can also be contacted by phone: the reference desk can be reached at 718-390-3402.

During the academic year, the library is open Monday through Thursday, 7:00 a.m. to 12 a.m.; Friday, 7:00 a.m. to 8:00 p.m.; Saturday, 10:00 a.m. to 6:00 p.m., and Sunday, 12:00 p.m. to 12:00 a.m.

Academic Integrity: Any deliberate borrowing of the ideas, terms, statements, or knowledge of others without clear and specific acknowledgment of the source is intellectual theft and is called plagiarism. It is not plagiarism to borrow the ideas, terms, statements, or knowledge of others if the source is clearly and specifically acknowledged. Students who consult such critical material and wish to include some of the insights, ideas, or statements encountered must provide full citations in an appropriate form.

Wagner College regards acts of academic dishonesty (e.g., plagiarism, cheating on examinations, obtaining unfair advantage, and falsification of records and official documents) as serious offenses against the values of intellectual honesty. Each student receives a copy of the Student Academic Honesty and Integrity Handbook during orientation (also available at <https://wagner.edu/academics/wp-content/blogs.dir/22/files/2013/01/HHandbook.pdf>). The College is committed to enforcing our policy and has established an Academic Honesty Committee, made up of faculty and student members, to adjudicate cases of academic dishonesty. If you have questions concerning the policy, or have received questionable work from a student contact Dr. Richard LaRocca, Chair, Academic Honesty Committee (richard.larocca@wagner.edu).

Academic Counseling Needs: If any of your students have academic counseling needs, please refer them to the Center for Academic & Career Engagement (CACE) – 718-390-3181. The center is located in the Wagner Union Building, to the left of the entrance. The office is open Monday through Friday, from 8:30 a.m. to 4:30 p.m., or later by appointment.

Accommodation of Physical or Learning Disabilities: In compliance with the Americans with Disabilities Act of 1990 (ADA) and with Section 505 of the Rehabilitation Act of 1973, Wagner College is committed to ensuring educational parity and accommodations for all students with documented disabilities and/or medical conditions. It is recommended that all students with documented disabilities (Emotional, Medical, Physical and/or Learning) consult with the Center for Academic & Career Engagement (CACE) to secure necessary academic accommodations.

For further information and assistance, students should check the website: <http://wagner.edu/cace/disability-services/>. Faculty resources can be found at: <http://wagner.edu/cace/disability-services/resources-for-faculty/>. Dina Assante, Associate Dean, Center for Academic and Career Engagement, is the college officer responsible for disability services. She can be contacted at 718-390-3278 or dassante@wagner.edu.

Writing or Tutoring Help: Students needing help with writing should be referred to the Writing Center (<http://wagner.edu/cace/academic-support/writing-center/>), which is located on the first floor of the Horrmann Library. The Center provides one-on-one and small group tutoring, free of charge, for Wagner students working on any college writing assignment. Students can make appointments through the website: <http://wagner.edu/cace/academic-support/writing-center/>

If you would like the Writing Center to offer presentations to your class on any of the following topics: MLA citation; APA citation; self-editing skills; peer-editing skills; note-taking skills; small group work; time management skills, or research paper strategies, use the form available at the following website: <http://wagner.edu/cace/academic-support/writing-center/presentations/> to schedule.

Peer tutoring is a program to help students who are interested in additional support in academic subjects. Students are tutored by upper year students who have been carefully selected and trained to assist undergraduate students with specific subjects, assignments or projects.

Tutoring is provided around campus on a one-to-one basis and in small groups. Peer tutoring can take place in Department study lounges, the library, and the residence hall lounges. In addition, tutors offer test reviews. The full list of test reviews is updated weekly and can be found online at: <http://wagner.edu/cace/academic-support/peer-tutoring/>

Building Maintenance, Grounds, and Housekeeping Problems: If you encounter any problems, please notify maintenance at 718-390-3163. You may also notify maintenance and access other services through www.wagner.edu/employees/

Campus Security - Main Gate: Wagner College public safety officers serve a variety of functions including assisting you on any issue affecting campus security. The Public Safety Office provides 24 hour-a-day patrol protection to the campus. This includes one patrol car and one officer at the Main Gate to the campus, and other officers on foot patrol. They can be reached in non-emergencies at 718-390-3165 (Monday to Friday, 8:30 a.m. to 4:00 p.m.). You should also bring to their attention any emergency or any concern you may have about your personal safety. The emergency line is 718-390-3148 (on-campus x3148). Anonymous tips: 718-420-4332 or http://wagner.edu/public-safety/crime-prevention/crime_preventionanonymous_witness_form/. You can sign up for emergency text notifications at: <https://www.getrave.com/login/wagner#>.

Dining: There are a number of locations on campus:

-The Main Dining Hall is located on the ground floor of the Wagner Union. It is an all you care to eat dining facility, and it is open during the academic year at the following times:

MONDAY-THURSDAY

Breakfast: 7:00 a.m.-10:00 a.m.
Lunch: 11:00 a.m.-2:00 p.m.
Late Lunch: 2:00 p.m.-4:00 p.m.
Dinner: 4:30 p.m.-8:00 p.m.

FRIDAY

Breakfast: 7:00 a.m.-10:00 a.m.
Lunch: 11:00 a.m.-2:00 p.m.
Late Lunch: 2:00 p.m.-4:00 p.m.
Dinner: 4:30 p.m.-7:00 p.m.

SATURDAY-SUNDAY

Brunch 11:00 a.m.-2:00 p.m.
Dinner 4:30 p.m.-7:00 p.m.

-The Hawk's Nest is located on the third floor of the Wagner College Union. Starbucks is open Monday through Friday, from 7:30 a.m. to 10:00 p.m., and on the weekends from 8:00 a.m. to 10:00 p.m. "Grill Nation," "Sono," "Innovation Kitchen," and "Outta Here," are open on a more limited schedule.

Adjunct faculty may purchase meal plans. For information, contact dining services at 718-420-4275 or access their website: <https://new.dineoncampus.com/wagner>.

Copy Center: The Copy Center can copy and produce various types of documents, such as two-sided copies, color copies, tickets, invitations, directory booklets, etc. Samples of these items are on display in the copy center. A Copy Center Request Form must be filled in for each job that is produced within the center. The form may be downloaded here at: http://wagner.edu/campus-services/wp-content/blogs.dir/52/files/2013/01/CopyCenter_Request_Form.pdf. The Center is open 8:30 a.m. to 4:15 p.m., Monday through Friday. The Copy Center is located in the basement of Campus Hall.

Postal Center: The Postal Center is located in the basement of Campus Hall and sells postage stamps and accepts letters and packages for mailing. The Postal Center is open Monday through Friday, from 9:30 a.m. to 4:30 p.m.

Transportation to the campus: Parking for adjunct faculty is available in the lower tier lot to the left of the College's main entrance. After 4:00 p.m., adjuncts may park in Spiro lot, which is accessible off Campus Road. All faculty, administration, staff and students operating motor vehicles (including motorcycles) on campus must have their vehicle(s) registered with the Public Safety Office. A parking permit application can be completed at the Public Safety Office (House #4, across from the Union building) Monday-Friday between 9:00 a.m.-3:30 p.m. Permits are free of charge. A valid Wagner ID card is required, as well as pertinent vehicle information, for a campus parking permit. Vehicle permits must be affixed to the passenger window on the driver's side of the vehicle. Parking permit applications can also be filed electronically: <http://wagner.edu/public-safety/services/parking/parking-decal-application/>.

The College also maintains a free shuttle service to the Staten Island Ferry. The Ferry Shuttle runs every day, and stops on campus at the Main Campus Entrance Gazebo (by Lower Tiers) and on the roadway between Parker Hall and the rear of Foundation Hall. The Ferry Shuttle stop at St. George is located at the Bus Station North - Exit the Ferry into the Main Terminal. Make a left in the Terminal and go all the way to the end, past the pizza shop. Go up the stairs or elevator on your left (across from the Post Office). At the top of the stairs, go outside the double

glass doors and you will see a sign for the **Wagner College Ferry Shuttle** on your right. The Ferry Shuttle schedule can be accessed at: <http://wagner.edu/public-safety/files/2013/08/Ferry-Shuttle-Schedule-PDF-08.08.13-2.pdf>.

The College is also served by an MTA bus. The S66 bus (the Grymes Hill shuttle) serves the campus. The bus line begins at the Staten Island Ferry and terminates at Park Avenue and Richmond Terrace in the Port Richmond neighborhood. The bus operates only on weekdays, between 6:00 a.m. and midnight. A schedule can be accessed at:
<http://web.mta.info/nyct/bus/schedule/staten/s066cur.pdf>.

Department mailboxes and e-mail accounts: The primary vehicles for department and college offices to communicate with adjunct faculty are by campus e-mail and through the faculty member's department mailbox. For this reason, you should check your mailbox each day you are on campus and advised to check your campus e-mail on a regular basis. This will ensure your timely receipt of important department and college notices.

The college provides each adjunct with a college e-mail account. You will obtain this from the Office of Human Resources (HR). All official college correspondence are sent to your Wagner e-mail address. If you have not done so, contact HR at 718-390-3187.

GRADING POLICIES

Grades and Reports: Wagner uses an alphabetical system of grades to describe the quality of the student's work: A, A-, B+, B, B-, C+, C, D, and F. The grade of "C" is considered to be the norm for Undergraduate students, with variations justified on rational grounds.

- A** Designates excellence in all phases of a course.
- B** Designates a level of achievement distinctly superior to that required for a grade of C.
- C** Designates satisfactory work normally characteristic of the majority of students in any course. An average of C is required for graduation.
- D** Designates a level of achievement distinctly inferior to that required of a grade of C.
- F** Designates failure to grasp the subject and represents work of unacceptable quality.
Plus (+) and minus (-) subdivisions are permitted in determining grades.
- W** Designates withdrawal from a course in accordance with College policies.
- P/F** Designates a course taken under the pass-fail option in accordance with College policies.
- I** Designates a course in which a student was in good standing but with final requirements not completed, according to College policies.
- I/F** Designates a course in which a student failed to complete the final requirements as required under the terms of the I.
- AU** Designates a course taken for audit under the College and its policy.
- NC** Designates a course for which no credit is given.

The standard for grading is as follows:

| | | |
|-----------|------------------|------------|
| A | 93 - 100 | 4.0 |
| A- | 90 - 92.9 | 3.7 |
| B+ | 87 - 89.9 | 3.3 |
| B | 83 - 86.9 | 3.0 |
| B- | 80 - 86.9 | 2.7 |
| C+ | 77 - 79.9 | 2.3 |
| C | 73 - 76.9 | 2.0 |
| C- | 70 - 72.9 | 1.7 |

| | | |
|-----------|------------------|------------|
| D+ | 67 - 69.9 | 1.3 |
| D | 63 - 66.9 | 1.0 |
| D- | 60 - 62.9 | 0.7 |
| F | Below 60 | 0.0 |

Be aware that the grades of D+, D, and D- are not given in graduate courses.

Grade Appeals: Careful and complete records are essential when confronted with grade appeals. Do not discard student work products. Should a student request a change of grade that you cannot resolve through consultation, an appeal process will then be set in motion. If you cannot come to an agreement with the student, they may appeal to the chair of the department offering the course (Undergraduates), or to the appropriate Graduate Program Director. If there continues to be a disagreement, the Registrar will review the appeal and make a determination. If there is compelling evidence of unfairness, the student may appeal to the Provost or designee. The Provost or designee's decision is final, and is not subject to further appeal. An appeal must be submitted, in writing, no later than the close of business on the last business day of the third full week of classes of the semester (fall or spring) following the term in which the grade was given. Be aware that you cannot base a candidate's grade on anything that does not appear on your syllabus as a method of evaluation.

Electronic Grading: Wagner College faculty submit grades electronically through MyWagner (<https://my.wagner.edu/ICS/>). Grades are due for the Fall 2018 semester no later than noon on December 17, 2018. Grades for the Spring 2019 semester are due no later than noon on May 13, 2019. Be advised that the final paycheck of the semester is not released until all final grades are submitted.

If you have any questions about grading, contact the Registrar's Office: registrar@wagner.edu; 718-390-3173. The Registrar's Office is located on the first floor of Cunard Hall. It is open 8:30 a.m. to 4:30 p.m., Monday through Friday. **It is absolutely essential that final grades be submitted in a timely fashion.**

2018-2019 SUPPORT AND DEVELOPMENT ACTIVITIES FOR ADJUNCT FACULTY

Faculty Scholar for Teaching and Learning: Don Stearns (dstearns@wagner.edu) is the Faculty Scholar for Teaching and Learning 2018-2019, available to all faculty for discussion, assistance, observations or questions you may have about pedagogy, your classes or your students. Please contact the Faculty Scholar for Teaching and Learning directly for one-on-one interactions. He will also be scheduling "Lunch and Learn" sessions each semester. The Center for Teaching, Learning and Research (located on the lower level of the Horrmann Library) houses resources for teaching and learning and is available for any faculty to use individually or in groups.

The Center for Teaching, Learning and Research: This Center is available for all faculty (Associated, Full Time, Adjunct and others interested from the Wagner Community). It can serve for official meetings, for events, and for quiet reflection. The Faculty Scholar for the Center for Teaching, Learning and Research schedules meetings and events in the Center. Please note that the Center has a library of resources around teaching, learning and assessment. It also houses the current issues of the Chronicle of Higher Education. *The key is always available at the front desk of the library for any faculty member, or group of faculty to use.*

Scholarship Circles (by application): Christopher Corbo (ccorbo@wagner.edu) coordinates these monthly sessions that provide support for faculty who are interested in receiving support and feedback on their research, their writing, their time management and their exploration of appropriate publication outlets. *Application and request for proposals can be found on this link:*

[http://wagner.edu/academics/wp-content/blogs.dir/22/files/2014/06/Call-for-Proposals-Wagner-Scholarship-Circles.pdf.](http://wagner.edu/academics/wp-content/blogs.dir/22/files/2014/06/Call-for-Proposals-Wagner-Scholarship-Circles.pdf)

Please submit application by e-mail attachment to jkraus@wagner.edu, ccorbo@wagner.edu, and joy.stapleton@wagner.edu. Deadline for application is September 4, 2018 and notification (via email and letter) will be by September 11, 2018.

Grant Writing Workshop (September 25, 2018, 1:00 pm – 2:00 pm, Faculty Dining Room): This interactive session is designed for any campus member who is interested in pursuing grant funding. The session answers the following questions: Where can I find grant funding sources? Who on campus can help me seek appropriate funding agencies? How do I begin writing a successful grant? What do I need to know about building a grant budget? What are Wagner's expectations about grant writing and funding?

Open Conversations with the Provost: The Open Conversations for Adjuncts will take place September 26, 2018 at 5:00pm in Union 201.

Faculty Development Funds: The application for Faculty Aid for adjuncts who have taught at Wagner for seven or more consecutive years is on the website: <http://wagner.edu/academics/files/2012/12/Appendix-O-Professional-Aid-Application-for-Adjunct-Faculty.pdf>. The deadlines for applications are October 1, and March 1.

PERSONNEL POLICIES

Appointment and Re-appointment: Normally, adjunct faculty members are hired on a semester basis contingent on the needs of the College. Adjuncts on staff, who are recommended for continued employment by their academic departments, will receive an offer of renewed appointment, subject to needs of the College, by December 1st for the following spring semester and by May 1st for the following fall semester. Offers of appointment are subject to sufficiency of enrollment, financial availability and curriculum need.

The Affordable Care Act: Wagner College, in accordance with the Affordable Care Act, began offering medical coverage to variable hour employees who meet the eligibility criteria beginning in January 2015.

Adjunct faculty who work an average of 30 service hours or more per week over the Fall 2017 academic semester (the measurement period) will be offered access to the College's medical insurance for the 2018 calendar year. The Adjunct Faculty may decline or waive the coverage at that time. Because the law determines eligibility based on hours worked, we have established new policies to quantify work time for Adjunct Faculty, to ensure that those eligible are offered medical insurance.

After review of the guidance provided by the U.S. Department of the Treasury and the IRS, the College has decided to adopt the method whereby an adjunct faculty member is credited with

2.25 hours of service per week for each hour of teaching or classroom time (representing a combination of teaching or classroom time and time performing related tasks such as class preparation and grading of examinations or papers). Additionally, an hour of service per week will be credited for each additional hour ***outside*** of the classroom that the Adjunct Faculty spends performing duties that he or she is required to perform, such as required office hours or required attendance at faculty meetings.

To simplify, the conversion is as follows:

Where one undergraduate course = 1 unit = 3.34 credit hours = 7.5 service hours

Where one undergraduate course = $\frac{1}{2}$ unit = 1.67 credit hours = 3.75 service hours

Where one undergraduate course = 0 unit then each clock hour = 2.25 service hours

Where one graduate course = 3 credit hours = 6.75 service hours

If you meet the criteria for medical coverage during the measurement period, you will be notified that you are eligible to enroll in medical coverage for the College's open enrollment.

Wagner College's Statement on Sexual Discrimination and Sexual Violence: Sexual harassment takes on many forms, including instructors harassing students, students harassing instructors, and more. The College has a "zero tolerance" policy about sexual harassment. The College's complete statement and policy can be found at: <https://wagner.edu/campus-life/resources/sexual-misconduct/>.

Evaluation of Your Teaching: In addition to faculty observations, students play a role in evaluating faculty teaching. E-mails will be sent by the Registrar notifying you as to when evaluations are taking place. These are now conducted online. Students will be sent an e-mail when the evaluations are available and they are able to go online and complete the form. Please encourage your students to complete the form.

Adjunct faculty are periodically observed by another member of the faculty. When that takes place, the faculty member observer will most likely e-mail you to set up the time, and these observations are kept on file. You do receive and approve a copy of this evaluation.

Payroll: Adjuncts are paid in four payments each semester. In the fall, the first paycheck is issued on the last business day of September, with subsequent payments on the last business day of October and November, with the last paycheck issued upon submission of final grades. In the spring, the first paycheck is issued on the last business day of February, with subsequent payments on the last business day of March and April, with the last paycheck issued upon the submission of final grades. Paychecks can be picked up, Monday through Friday, 9:00 a.m. to 4:00 p.m., at the Cashier's windows, which are located on the first floor of Cunard Hall. Paychecks can also be mailed to your home address.

Address/Contact Information Changes: Please inform the Office of Human Resources, 718-390-3187, and your department of any changes of your home address and/or contact information.

IMPORTANT CONTACTS

| QUESTIONS/ COMMENTS REGARDING | CONTACT | DEPARTMENT | TELEPHONE | EMAIL |
|--------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------|-------------------|------------------------------------------------------------------------------------|
| Center for Academic and Career Engagement | Celeste Van Nice, Interim Senior Associate Dean and Director | Center for Academic and Career Engagement | 718-420-4324 | celeste.van-nice@wagner.edu |
| Academic Honesty | Dr. Richard LaRocca | Business Department | 718-390-3427 | richard.larocca@wagner.edu |
| Campus Operations (Maintenance) | Dan Switzer, Director | Campus Operations | 718-390-3163 | daniel.switzer@wagner.edu |
| Central Services | Central Services | Postal/Copy | 718-390-3101 | dbraithw@wagner.edu |
| Center for Leadership and Engagement | Dr. Kevin Bott, Dean for Civic Engagement | Center for Leadership and Engagement | 718-390-3243 | kevin.bott@wagner.edu |
| Computer Repair | Help Desk | Information Technology | 718-390-3410 | helpdesk@wagner.edu |
| Health and Wellness | Dr. Kathleen Oberfeldt, Assistant Dean | Center for Health and Wellness | 718-390-3158 | koberfel@wagner.edu |
| Dining Options | Robert Soltmann, Senior Director of Dining Services for Wagner College | Lachmann | 718-390-3333 | robertsoltmann@iammorrison.com |
| Grants Coordinator | Dr. Chris Corbo, Associate Professor | Biology | 718-390-3385 | ccorbo@wagner.edu |
| ID Cards | Edwin Moss, Director | Public Safety | 718-390-3165 | edwin.moss@wagner.edu |
| IT | Frank Cafasso CIO | Information Technology | 718-420-4220 | fcafasso@wagner.edu |
| Learning Communities | Dr. Sarah Scott, Dean | Learning Communities | 718-390-3443 | sarah.scott@wagner.edu |
| Library Resources | Dennis Schaub, Director | Library | 718-390-3378 | dschaub@wagner.edu |
| Parking, Security | Edwin Moss, Director /Booth | Public Safety | 718-390-3165/3148 | edwin.moss@wagner.edu |
| Registrar | Athena Turner-Frederick, Registrar | Registrar | 718-390-3207 | a.turner-frederick@wagner.edu |
| Scheduling Rooms/Class Times | Athena Turner-Frederick, Registrar | Registrar | 718-390-3207 | a.turner-frederick@wagner.edu |
| Sports Center Hours | Brendan Fahey, Asst. Director | Athletics | 718-390-3210 | brendan.fahey@wagner.edu |
| Wagner Sporting Event Tickets | Brendan Fahey, Asst. Director | Athletics | 718-390-3210 | brendan.fahey@wagner.edu |
| Wagner Theatre Productions | Dr. Felicia Ruff, Dept. Chair | Theatre | 718-420-4036 | fruff@wagner.edu |
| Writing Center, Undergraduate and Graduate | Dr. Lindsay Sabatino, Assistant Professor and Director of Writing Center | Writing Center | 718-420-4080 | lindsey.sabatino@wagner.edu |