DEPARTMENT OF MATHEMATICS AND STATISTICS

Guidelines for Part-Time Faculty (8/2022)

(Adjuncts, Graduate Assistants A and Graduate Teaching Fellows)

(Adapted from the Hunter College School of Arts & Sciences Guidelines for Adjunct Faculty)

Department Office: 919 HE (212-772-5300) and 944 HE (212-650-3325)
Web site: http://math.hunter.cuny.edu

Office Staff:

Norma Moy, Assistant to the Chair
Office: 944 HE, Tel. 212-650-3325, email: nmoy@hunter.cuny.edu

June Wu, Administrative Assistant, Office
919 HE, Tel. 212-772-5300, email: vw526@hunter.cuny.edu

Introduction

The following guidelines seek to address many of the questions faculty members face. If at any time you need advice or assistance, please consult with your course coordinator, if there is one, or with the department chair.

Getting Started

If you are teaching a multi-section course then there is probably a course coordinator. The course coordinators are:

MATH 10000/10200 Coordinator, Mr. Scott L. Gentile
Office: 906 HE, Tel: 212-396-6042, email: sgentile@hunter.cuny.edu

MATH 10100/10150 Coordinator, Dr. Tatyana Khodorovskiy
Office: 905 HE, Tel: 212-772-5308, email: tk20@hunter.cuny.edu

MATH 10400/10500 Coordinator, Ms. Barbara Barone
Office: 723 HE, Tel: 212-772-5376, email: bbarone@hunter.cuny.edu
If a course that you are teaching has a coordinator, you will be contacted by the coordinator prior to the start of the semester and given instructions and course materials. Please follow all of the coordinators instructions and guidelines, and make sure that all of your policies and protocols are consistent with the policies and protocols detailed by the coordinator. The coordinator will likely distribute a generic syllabus for the class. You can then produce your own syllabus tailored with specific details for your section, such as the class meeting time, your office hours, etc.

If your course does not have a coordinator then you should obtain a generic department syllabus for your course either from the department website or the department office. This should at least have a list of topics that must be covered in the course. You must make every effort to cover all these topics, as instructors in subsequent courses have to proceed as if this has been done. You will then prepare a course syllabus tailored to your section.

You can distribute hard copies of your syllabus (ask in the department office how to have it copied in the Duplicating Center in the North Building), or post it online on Blackboard. (More on the syllabus below.)

Copies of the fall 2021 and winter 2022 academic calendars are attached. The calendar will help you determine the actual schedule of class meetings for your course. To meet the required number of classroom hours, CUNY sometimes turns one weekday (say, Tuesday) into another weekday (say, Friday), so you need to check the official calendar carefully to determine what days your class will and will not meet.

On occasion, a student may ask you for mathematics or statistics advice beyond the course you are teaching. Here are the departmental advisors:

Freshman/Transfer Mathematics and Statistics Student Advisors:
Mr. Roman Stelmach
Office: 902 HE, Tel: 212-772-6040, email: rstemmach67@cs.com;
Dr. Toshiaki Jitsukawa
Office: 902 HE, Tel: 212-772-6040, email: tjitsuka@hunter.cuny.edu
Mathematics Major and Pure Math MA Advisor, Prof. Rob Thompson  
Office: 902 HE, Tel: 212-650-3831,  
email: robert.thompson@hunter.cuny.edu

Statistics Major Advisor, Prof. Sandra Clarkson  
Office: 931 HE, Tel: 212-772-4904,  
email: sandra.clarkson@hunter.cuny.edu

Statistics, Bioinformatics & Mathematical Finance Graduate Advisor,  
Office: 931 HE, Tel: 212-772-4904,  
email: sandra.clarkson@hunter.cuny.edu

Applied Mathematics Graduate Advisor, Prof. Vincent Martinez  
Office: 918 HE, Tel: 212-772-5791,  
email: vincent.martinez@hunter.cuny.edu

Adolescent Mathematics Education and Quest Program Math Advisor,  
Mr. Scott Gentile  
Office: 906 HE, Tel: 212-396-6042, email: sgentile@hunter.cuny.edu

Syllabus and Course Requirements

It is vitally important that you distribute or publish a syllabus for your class at the very beginning of the semester. Please be explicit in the course syllabus about what you expect of your students during the semester. This includes the number of examinations you will give and class participation expectations. Give exact or at least approximate dates for the in-term examinations. Indicate whether you are collecting and grading homework and how often. Also include the relative weight that the graded homework, class participation, and each examination will carry in determining the final grade. *A syllabus functions as a form of contract between you and your students.* 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. Do not make sudden changes during the semester; this may lead students to conclude that they may suggest other changes. Also, if you are teaching another section of the same course, be consistent across all your sections to avoid problems because such inconsistencies have, in the past, led to unexpected repercussions.

*Our department does not exempt graduating seniors from a final exam.* The final exam is required for every student in the class. This policy should be included in your syllabus.

In addition to the items mentioned above, a syllabus should contain: *the course title, the instructor's name, office (if any), office telephone (if any), office hours, the fact that the Credit/No Credit grading option is not available for Math/Stat courses (except Math 100 and Math 102), email address, department office (919/944 HE) and telephone (212-772-5300), and required textbooks and other readings.* The final exam must be given according to the schedule of finals prepared by the Registrar. If your class has a uniform final exam it may be on the uniform final exam day. The more detailed the syllabus, the lower the probability of problems during and/or
The Hunter College Senate requires that the following statement about academic integrity appear on all course syllabi:

“Hunter 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. The College is committed to enforcing the CUNY Policy on Academic Integrity and will pursue cases of academic dishonesty according to the Hunter College Academic Integrity Procedures.”

In cases of suspected academic dishonesty, please consult with your coordinator or the department chair. Before taking any action, it is important to understand both the student’s version of the incident and the instructor’s version.

Your syllabus should also contain the following statement about disabilities:

“In compliance with the American Disability Act of 1990 (ADA) and with Section 504 of the Rehabilitation Act of 1973, Hunter 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 the Office of AccessABILITY, located in Room E1214B, to secure necessary academic accommodations. For further information and assistance, please call: (212)772-4857 or (212) 650-3230.”

It is a good idea to mention in the syllabus that under normal circumstances, only students averaging C or above in a course who miss the final exam for documented emergencies are eligible to apply for Incompletes. This is our departmental policy. Granting Incompletes to eligible students is at the discretion of the instructor. More information on the Incomplete grade is given below in the section “Incompletes.” Similarly, consider telling students at the start of the course that you will not assign projects for "extra credit" to individual students. Not only is such a policy unfair to students who are not given the option, it invites abuses.

By spelling out expectations, you also can avoid grade appeals and awkward situations with students who miss exams or fail to turn in work. Appeals are difficult and time-consuming for everyone involved. Bear in mind that when a grade appeal discloses that course requirements were poorly defined or were changed in the middle of the term, the instructor often loses. Also, by making clear that you will accept only documented legitimate reasons for a student’s failure to be present at an exam or submit work by the date it is due, you will cut down on bogus excuses.

Note, too, that it is imperative that students receive some graded assignment before the college deadline for withdrawing from a course. This deadline is indicated in the attached college calendar.

In your syllabus, it is recommended that you include some policy about the use of electronic devices. At the very least you should require that all cell phones be off during class (unless you are somehow using smart phones as part of your instruction). If a student must take
a call, this should be done outside the classroom. You may or may not want to allow notebook computers and tablets to be used during class. If you permit students to use calculators during exams you should prohibit them from using the calculator on their phone. If you allow calculators, or require them, have the students bring a dedicated calculator. (If they are using their phone during an exam, they may be using it for more than just the calculator!)

Beyond the general expectations, we aim for a measure of consistency across courses at the same level. If you are uncertain about what to ask of students, confer with the course coordinator, if there is one, or with the department chair or with full-time faculty members who teach in that area.

Note that it is important to keep attendance for required verification of attendance or assigning WU grades. Attendance can also be used as one way to gauge participation in grading.

More on Course Coordinators

Most of the courses with multiple sections have course coordinators. A course coordinator is responsible for the management of a particular course. This includes all matters that pertain to the consistency and continuity of that course. It includes reviewing your syllabus, tests and grading policies. Course coordinators also deal with student complaints. Part-time faculty teaching a section of a course with a coordinator should look to the coordinator for all matters pertaining to that particular course. It is expected that faculty will follow directions given by the course coordinator and work cooperatively with the coordinator.

Library Room Reserve

You may find it necessary to assign readings from sources other than books available to students in a bookstore. These other materials can be placed on reserve in the Hunter College Library, which you enter on the third floor in the East Building. You may place personal copies of books on reserve. However, the Department is not responsible for the loss of any reserve materials.

Overtallies

If your course is fully enrolled, students who have not been able to register for the course may email you or come to the first class seeking permission to enter the course. Only overtally students if there are empty seats, or if you teach a course with only one section. A reasonable number of overtallies in a class with a maximum enrollment of 35 students is up to 5 or 6. Overtallies are not allowed in any course that relies on computer terminals, such as STAT 113, STAT 214, and STAT 614. Except for the computer-based courses, it should be understood that on rare occasions, the department chair approves an overtally.

The deadline for students to register in their courses is one week after the start of the semester. All overtallies must be signed and submitted to the department office by that time. Since the department office can’t really have someone on standby at midnight to enter overtally permissions into CUNYFirst, the student really needs to get the signed overtally submitted before the close of the workday on the deadline day. The best thing is to make all your overtally decisions and sign all the overtally forms you’re going to sign on the first day of class.
Disabled Students

Hunter College and CUNY as a whole have expressed a firm commitment to maintain access for persons with disabilities. Sometimes this necessitates special test-taking procedures or other accommodations for students. In order for a student to be entitled to accommodations for a disability they must be registered with Hunter’s Office of AccessABILITY. After the student informs you of this, you can make arrangements with the Office of AccessABILITY for the accommodation. Please treat this information as confidential and make sure you discuss any questions with the student pertaining to their disability in private.

Student Financial Issues

A student may approach you about their financial inability to purchase a textbook or homework system or calculator needed for your course. The college does have funds to help such students and you should tell them to go to Student Service on the 11th floor, HE, and even contact the Vice-President for Student Affairs, Eija Ayravainen (eiga.ayravainen@hunter.cuny.edu) to explain their situation and they will get the funds. Students should not be disadvantaged due to these kinds of financial issues. If a student is not keeping up with a required homework system, you might check to see if the problem is financial since funds are available to assist.

Hunter College Testing Center (150 HN)

Hunter College provides a Testing Center with proctoring services (see the website): http://www.hunter.cuny.edu/testingcenter/hunter-college-testing-center-proctoring-services

If you need to have 1-5 student(s) take a makeup test, you can schedule this through the Testing Center proctoring services. However, if you need to schedule a whole class to take an examination, as is the case when you are teaching an online course, this is possible but requires significantly more lead time to get the schedule you want. This needs to be scheduled through the Director of the Testing Center, Sandra Slocombe (Sandra.Slocombe@hunter.cuny.edu, 212-396-6399).

Student Attendance, Rosters, and Registration Appeals

While it is not required that you take attendance for all students for the entire semester, regular attendance records are very useful. For example, you will need this information to decide whether a student should receive a WU (Unofficial Withdrawal) grade or a WN (Never Attended) grade. You may be asked in a subsequent semester for the date that a student has stopped attending your course if the Office of Student Services has to change a grade to W (Official Withdrawal). (The WU grade and the W grade are explained later in this handbook under “Grading Systems and Special Grades.”)

Once in the early part of the term you will be required to log on to CUNYfirst and submit attendance. This attendance record is a binary choice: for each student on the roster you indicate whether they have attended at least once or never attended. If you indicate that a student has not attended, they will automatically be dropped from the course. However, do not drop a student prematurely; otherwise, you can be required to do paperwork to get the student back.

Rosters for your classes are obtained online on CUNYfirst. The rosters also have the
students’ email addresses and are a convenient way of sending an email to individual students or your entire class. After obtaining your course roster you should verify that every student attending your class is on the roster. Hunter does not allow unofficial audits. If a student attending your class is not on your roster you must notify the student right away that their name isn’t listed. If the student says they are in the process of getting registered you should check again in a few days. If they still don’t appear on the roster you should send them to the Registrar’s Office.

Sometimes students want to register for a course after the 7-day registration period is officially over. In that case they must file a registration appeal. The colleges have been instructed by CUNY that appeals should only be approved in extreme cases, circumstances beyond the student’s control. Students should not be allowed to sit in class or submit course work if they are not registered and have not submitted a registration appeal. They must obtain an appeal form from the Registrar, get the instructor’s signature, then get the Department’s signature and stamp, and then submit it to the Registrar. If they have filed a registration appeal then it is very important that they continue to attend class and do the work while the appeal is pending. You will be notified when the appeal is approved or denied. If it is denied you must tell the student that they can no longer attend. If you have a student attending your class who is not on your roster and it is past the deadline to register, you must make sure they understand the appeal process. You can also inform them that most registration appeals are denied.

**Instructor Absences**

You should make every possible effort to meet your class at the scheduled times. If you find it necessary to miss a class or to be considerably late, you must inform the department office (212-772-5300 in 919 HE or 212-650-3325 in 944 HE) as early as possible so a notice can be posted in the classroom. *This communication is absolutely required.* Think of your assigned course as an appointment that you have with all the students in the class. When an appointment cannot be kept at the scheduled time, all measures must be taken to inform the person(s) expecting you. The way to do this is to contact the department office. Make-up classes may be necessary, but they are a poor substitute because many of our students work and have little schedule flexibility to attend classes at other times. It is also absolutely necessary for you to report your absences to one of the two telephone numbers given above because *attendance must be reported to the Office of Human Resources.* If you do not report an absence or serious lateness, you can be sure your students will – often with a petition requesting your replacement if it occurs more than once.

**Teaching Evaluations**

At least once during the semester, your teaching will be observed by a full-time faculty member, and you will be given at least 24 hours notice before this occurs. *Adjuncts with 10 semesters or more of service may be exempted from this requirement.*

You will also be evaluated by your students later in the semester. These evaluations can be useful to you, for example, in suggesting ways to improve your teaching, as well as to the department office, for example, in making course assignments and in preparing letters of recommendation as well as serving as supporting documentation in faculty reappointments, tenure and promotion. Student evaluations are voluntary and, unfortunately, in the past the response rate has been low.
In order to increase the student response rate, it is recommended that you conduct these evaluations in the middle of a class, giving students 10 minutes to fill out the evaluations. Explain to your students that they can complete them on their smart phone or laptop (visit www.hunter.cuny.edu/te or www.hunter.cuny.edu/mobilete). It is recommended that you leave the room for 10 minutes, since this has worked in the past to increase student participation. Be sure to put on the blackboard the web addresses for the evaluations and explain that responses are completely anonymous, and that instructors can only see results after grades are released. Please let your students know that the teacher evaluation results are readily accessible to them at www.hunter.cuny.edu/mypof.

Other Responsibilities: Professional Development Hours, Office Hours, and Recommendation Letters, End of Semester Digital Gradebooks

There will be several scheduled hours during the semester for professional development (PD) workshops for multi-section courses. For day section courses these hours will likely be during Dean’s hours (Wednesdays, 1-3). In our department, it is expected that adjuncts who are paid the additional hour(s) will hold “office hours” during which students may get help. Many adjuncts use the hour to meet with students in the Dolciani Mathematics Learning Center on the 7th floor in Hunter East. Aside from the Dolciani Learning Center, the office for all part-time faculty is Room 924 HE. You will be given a password code to this room.

Please tell students early in the term if, when, and where you will be holding office hours, whether in a physical location or by ZOOM. Include the hours in your syllabus. Please also submit your office hours to the department office. The department will post everyone’s office hours and location on the bulletin board outside the department office. You will also have a mailbox in Room 924 HE. You might think there is no longer a need for mailboxes with all the technology around, but this is not the case. There is still plenty of paper used – by the department staff and by students. You are responsible for checking your mailbox every time you are at Hunter (certainly once a week). Of course, your hunter email should be checked daily.

From time to time, one of your students may ask you to write a letter of recommendation or to complete a questionnaire for Hunter’s Pre-professional Office. Preparing such letters or forms should be considered part of any faculty member’s responsibilities. The documents are extremely important to students. Letterhead stationery may be obtained in the department office.

At the end of the semester, please send Norma Moy (nmoy@hunter.cuny.edu) a copy of your gradebook, including dates of last attendance for WU grades. We have a number of issues, even several semesters after the course is over, that can be resolved quickly when we have these grade books. In addition, please drop off a hardcopy of your gradebook to Norma (944 HE) for her files. This is especially important when between semesters instructors are not easily available and questions might be resolved without involving the instructor.

Dining Facilities

The Faculty and Staff Dining Room on the 8th Floor of the West Building is open for lunch Monday through Friday. In addition, there is a faculty and staff lounge on the same floor, which is open in the afternoon for “free” coffee Monday through Thursday.
Library, Computer Resources, and Blackboard

Part-time faculty may make use of a number of college resources that support teaching and scholarship. Books may be checked out from the Library with a Hunter ID card. The Library will photocopy journal articles needed for research and course reserve.

To obtain an email account, go to the help desk of Instructional Computing & Information Technology (ICIT) located in Room 109 HN. If your classes meet after Room 109 HN closes for the day, the staff in the department office will assist you in obtaining an e-mail account. You will find it convenient to communicate with students and colleagues by e-mail. Because faculty email addresses are posted online, you can be sure to expect e-mail messages from your students. Here is a suggestion that will reduce student complaints. During intersession, and during the summer, if you are going to be away from your email (if you are going on a trip, say), you should leave a “vacation” message on your account. You need only to say something like “I will be away from my e-mail until [insert date]. I will reply at that time.” This simple message will go a long way in reducing students’ frustration at not being able to get a prompt reply from instructors. You are expected to check your Hunter e-mail daily. Please let the office staff know of your other email accounts for our records; it is helpful to have multiple ways to contact you.

Hunter College subscribes to Blackboard and you are encouraged to use it. Blackboard offers students access to course related materials, communication with professors and classmates, messages and grade checking services. Access to Blackboard is through the CUNY Portal. Information is on the Hunter web site.

Dolciani Mathematics Learning Center

The DMLC provides free tutoring for numerous courses, including advanced math courses. The DMLC is the location of our problem-solving sessions. There are also workshops on learning skills, among other things. Please repeatedly remind your students of these services. A staff member from the DMLC may come to your class during the first week of classes to briefly mention the Center to your students. Information on the DMLC is available by a link on the departmental web site.

If the Director of the DMLC, Mrs. Barbara Barone, is in her office when you stop by the DMLC, take a minute to introduce yourself. Find out the location where you can meet your students for office hours.

Duplicating

The department duplicating equipment should be used for small duplicating jobs only. Class syllabi and exams should be prepared far enough in advance to be brought to the Duplicating Center in the North Building in Room 352A. The staff in the department office can provide you with the necessary request card. Never wait until the day you are administering an exam to photocopy it. Duplicating turnaround is usually next-day pickup.

Student Withdrawal from a Course

Under Hunter regulations, students may withdraw officially with a grade of W between the third week of classes and the first day of the tenth week of classes. The official deadline date
for each semester and summer term is published in the academic calendar (attached). As noted earlier, we strongly encourage you to give at least one graded assignment or test long before that date so students will have some idea of how they are doing and can make an informed decision about whether or not to withdraw.

Note that only students can take the steps necessary to drop a course officially. If a student stops attending your course, you cannot have that student dropped. You should make this clear to the students in your class at the start of the term: if for some reason a student believes she/he cannot complete the course, the burden is on the student to file the necessary form. When a student withdraws officially from the course, the grade W will appear on the final grade sheet. If you do not see that grade, you cannot add it yourself; you must choose either F, WN, or WU (see below under “Grading Systems and Special Grades”).

Course Grades and End of Semester Assessment

Course grades are recorded online at the end of the semester using CUNYfirst. You will receive instructions on how to do this. Final exams must be stored at least 1 year and cannot be returned to students, although they are entitled to see the exam and have you go over it with them. Term papers, however, should be returned to students. In addition to giving digital grade books to Norma Moy, they should be kept indefinitely, to help resolve grading issues that can arise many years after a course is completed.

If you are teaching a multi-section coordinated course the department will likely be conducting some sort of assessment at the end of the semester. You will be contacted by your coordinator or the Gateway Lecturer Scott Gentile and asked to submit some data from your grade roster and/or your final exams. These assessment activities are very important to the department so please comply by submitting the data promptly and within the requested time frame.

Grading Systems and Special Grades

Hunter College has two basic grading systems, the conventional letter grades and Credit/No Credit. The Department has a limited-use policy for the recently modified Credit/No Credit grading system, explained below. The College uses a modified plus/minus system with the letter grade system. The plus/minus grades will appear on the student’s transcript and be calculated into the student’s GPA.

The Credit/No Credit grading option is changing from past practice when all Department courses were eligible. The new Credit/No Credit grading allows D grades to qualify for Credit. In response, as a matter of policy the Department only allows two general education courses, Math 100 and Math 102, to use this modified Credit/No Credit grading system. Your syllabus should reflect the status of Credit/No Credit grading since it is will otherwise not be known to students. It will be fully administered through the Registrar’s Office. Instructor’s will assign letter grades only. Students may ask the Registrar’s Office to use this system but only the two approved courses will be allowed. The Registrar will replace letter grades with the appropriate Credit/No Credit grade if the course qualifies for this grading option.

The grade Unofficial Withdrawal (WU) is assigned by the instructor. This grade is one of the most damaging to a student, and so it should be given only when circumstances clearly warrant it. WU has the same impact on a student's GPA as does F. Unlike F, however, WU
signifies that a student did not attempt the course. This means that a student who registered for twelve credits, the minimum full-time load, and receives WU in a 3-credit course is considered to have taken only nine credits. If the student is on financial aid, she/he would be obliged to return the aid to the College. You should give a student the WU grade, then, only when the student has broken all contact with the course for at least the final month of the semester. If, during the final month, a student attends even one class, turns in a single assignment, and/or shows up for the final exam, WU is not appropriate. It is important to remember that if you assign WU to a student, you must keep a record of the last date of attendance for that student (in case Student Services wishes to change the WU to W, for example.

Students often ask for “extra work” to improve a final grade in a course. As mentioned earlier, this should be discouraged. It is not fair to the other students in the class if one student is allowed to try to raise her/his grade by doing some additional work. Feel free to talk with the course coordinator or the department chair if you receive such a request.

Incompletes

Please review the college policy on "Incomplete" grades as set forth in the Hunter undergraduate catalog. The Department of Mathematics and Statistics has the following guidelines on Incomplete (INC) grades: (i) For a student missing the final examination of a course to be eligible for an INC grade, that student must have an overall average, prior to the final examination, of at least C; (ii) For a student taking the final examination of a course, but missing other work, to be eligible for an INC grade, that student must have completed at least two-thirds of the total work for the course, including the final examination, and achieved an overall average on this work of at least C.

If you do assign an INC grade, then you and the student must negotiate and agree on exactly what work the student must do to make up the incomplete and by when it needs to be done. These terms should be set out explicitly at the time that the incomplete grade is given, preferably in writing, either on paper or in an email. You should also file with the department a copy of your course records, a copy of each examination administered in your course, and, if it applies, a make-up final examination. In addition, please provide a brief description of your method for combining grades in coursework to obtain the final grade.

If a student does not complete the course work by the end of the semester following the one for which the INC was given, the INC grade automatically becomes Fail Incomplete (FIN on the transcript) and is treated as an F in computing the GPA. You have the option of allowing a student extra time to complete the course work however this necessitates that you file a written contract in the department office prior to the end of the semester following the one in which the course was taken. You may then change the FIN grade upon completion of the course work. If the INC has converted to an FIN and there is no contract on file in the department office, the FIN grade will not be changed.

One more point about incomplete grades: if a student fails to submit a final paper or take a final exam without contacting you and making an arrangement for an incomplete, do not simply give them an INC. It is better to give a final letter grade with the missing work treated as an “F” and then wait for the student to contact you with an explanation. Letter grades can be changed if it turns out that the student had a valid reason for not completing the course.
Academic Honesty and Plagiarism

Each semester we face a number of cases of cheating or plagiarism. Academic violations should never be ignored. Also, you should not respond to an academic violation by simply assigning a failing grade. The "F" grade has a different meaning. Although the resolution of many academic violations includes an “F,” we always take additional steps. Inform your students about your policy on cheating on exams. If you believe you have encountered cheating or plagiarism, report the facts immediately to the course coordinator or the department chair. Many cases can be resolved effectively at the department level. Be sure to keep all papers or exams about which you have questions. Though you may discuss the evidence with the student in question, do not offer any resolution until you have spoken with the coordinator or the chair.

You can reduce the incidence of cheating on in-class exams by taking precautionary measures. These include pre-marking exam papers to prevent switching, keeping tight control over the number of exam papers that circulate during an exam, prohibiting students from having any extraneous papers on their desks, making certain that all electronic devices are turned off, and more. Although the College does not have an honor code, you may establish one for the course. Feel free to discuss this with the department chair or full-time faculty members for further suggestions.

You should realize that there are limitations of control with take-home exams and assignments. In particular, the Dolciani Mathematics Learning Center is staffed all day with tutors. Your students should be told that these tutors will only answer questions of a general nature. Make clear your policy on cooperation among students in completing assignments, and make clear your policy on obtaining assistance from tutors and faculty.

Sexual Harassment

Sexual harassment takes many forms, including instructors harassing students, students harassing instructors, and more. The College has a “no tolerance” policy about sexual harassment. Use good judgment, especially in informal contacts with students outside of the classroom. The CUNY Policy Against Sexual Harassment requires that all incidents of possible harassment be reported to the College's Sexual Harassment Panel for investigation and possible action. You may obtain a copy of these policies and procedures from the Panel Office, 1206 HE. If you believe that you have been the victim of sexual harassment, you should report it immediately to the department chair or to any member of the Sexual Harassment Awareness and Intake Committee. All faculty should visit the CUNY site Preventing Sexual Harassment Online Training.

Adjunct faculty members at Hunter are eligible to identify themselves as such when engaged in scholarly activities. Please use your exact title (e.g., adjunct lecturer, adjunct assistant professor, Graduate Assistant A) when you communicate with editors, publishers, conference organizers, or the media. While we appreciate that those outside the University may be less attentive to the nuances of academic rank than some of us are, we still expect you to take all reasonable steps to prevent errors and to correct them when they occur.

PSC-CUNY Contract

All adjunct faculty are covered by the Professional Staff Congress (PSC)/CUNY contract. If you Google “PSC/CUNY contract,” you can access the Memorandum of Agreement.
(12/01/2017-02/28/2023). It includes the salary schedules, your rights, and your benefits.