

CITY UNIVERSITY OF NEW YORK  
BOROUGH OF MANHATTAN COMMUNITY COLLEGE  
SPEECH, COMMUNICATIONS & THEATRE ARTS DEPT.  
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S P E E C H A D J U N C T S '  
H A N D B O O K : 2013

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**CHAIR:** Dr. Susana Powell

**DEPUTIES:** Profs. Sandra Poster (Communications Coordinator) & Eva Kolbusz (fall) Katherine Kavanagh,  
(Theatre Coordinator) & Hollis Glaser (spring) Janet Douglas Pryce

**TUTORING COORDINATOR:** Dr. Naida Zukic

**ADMINISTRATIVE ASSISTANT:** Ms. Marveli Hilton

**DEPARTMENT P&B:** Dr. Glaser, Prof. Kavanagh, Dr. Kolbusz  
Dr. Poster, Dr. Powell

**FULLTIME FACULTY:**

Cristina Ambrose, Sub. Instructor  
Kenneth Antrobus, Lecturer  
Gillian Bonanno, Instructor  
Mila Brisbon, Lecturer  
Liz Chaney, Asst. Prof.  
Vincent Cheng, Asst. Prof.  
Diane Dowling, Prof.  
Sherry Engle, Assoc. Prof.  
Bertie Ferdman, Asst. Prof.  
Hollis Glaser, Prof.  
Felecia Harrelson, Lecturer  
Helen Huff, Assoc. Prof.  
Craig Hutchison, Sub. Instructor  
Christopher Jackson, Asst. Prof.  
Mark Janis, Sub. Instructor  
Katherine, Kavanagh, Assoc. Prof.  
Lori Ann Kee, Sub. Instructor  
Eva Kolbusz, Asst. Prof.  
Shawna Lucey, Sub. Instructor  
Judy Noble, Lecturer  
Alkis Papoutsis, Lecturer  
Sandra Poster, Prof.  
Benjamin Powell, Asst. Prof.  
Susana Powell, Prof.  
Janet Douglas-Pryce, Lecturer  
Lee Ritchey, Sub. Instructor  
Kerry Ruff, Lecturer  
Suzanne Schick, Assoc. Prof.  
Daphnie Sicre, Instructor  
Brianna Waychoff, Asst. Prof.  
Mary Ann Walsh, Sub. Instructor  
Karl Williams, Sub. Instructor  
Elizabeth Whitney, Asst. Prof.  
Naida Zukic, Asst. Prof.

## **ADJUNCT FACULTY**

**Iana Abramovitch**

**Ted Anderson**

**Adrienne Avery**

**Carol Benson**

**Christopher Berry**

**Anthony Best**

**Sam Blank**

**Charles Burks**

**Rebecca J. Collier**

**Joshua Bastian Cole**

**Michael Cramer**

**Marcus Dargan**

**Kevin Dedes**

**Meg Glasson**

**Victor Ehue**

**Marcus Harvey**

**Suzanne Heathcote**

**Joseph Heissan**

**Richard Helfer**

**Ayleen James**

**Dan Joiner**

**Jonathan Jones**

**Norman Kagan**

**Erin Kaplan**

**Meghan Lowery**

**James Marrin**

**Mike Metzel**

**Christopher Moss**

**Emma Myers**

**Antoinette Nwandu**

**Christopher Peifer**

**James Savage**

**Leslie Shaw**

**Valerie Small**

**Norval Soleyn**

**Golda Solomon**

**Dianne Sposito**

**Darcy Sternberg**

**Darius Stone**

**Nicholas Westemeyer**

**Keith Winstead**

**Douglas Yarborough**

**Frank Zagottis**

**ESSENTIAL INFORMATION**

**Your liaisons are Marveli Hilton, Profs. Sandra Poster & Eva Kolbusz (fall). Hollis Glaser, Katherine Kavanagh & Janet Douglas-Pryce (spring) Marveli (MAR BELY) is our beloved much-more-than-secretary. She WOMans the department desk in S628 and answers the department phone, (212) 220-8090, as well as taking messages for the other department phones. All faculty have Lotus notes mail and new adjuncts must apply for it. The adjunct office phone number is (212) 220-8104. Marveli knows everything about the department and has all the necessary processing forms.**

**Sandra Poster (x8098; sposter@bmcc.cuny.edu), Katherine Kavanagh (x5187; kkavanagh@bmcc.cuny.edu), Eva Kolbusz (x5215; ekolbusz@bmcc.cuny.edu), Hollis Glaser (x7484; hglaser@bmcc.cuny.edu) and Janet Douglas-Pryce (x8026; jdpryce@bmcc.cuny.edu) are Deputy Chairs responsible for Speech adjuncts. We hope that initial interviews and orientation sessions, together with this Adjunct Handbook, answer most of your questions. If not, call or email them or Susana Powell (x8091; spowell@bmcc.cuny.edu).**

**Adjunct mail boxes are in the main office, arranged alphabetically next to the fulltime faculty mailboxes. Check your mailbox every day before class. There is often important information to announce to your classes, and essential paperwork with important deadlines to complete. However, we are trying to cut down on paper waste, so checking email is essential.**

**The staff wash rooms are north (by the elevator) and at the far end of the south floor. There is a water fountain in the hallway just south of the department. The faculty cafeteria on the third floor south is a very pleasant place to eat and meet other faculty. It opens at 8 a.m. and closes at 3 p.m. (2 p.m. Fridays).**

**The adjunct office is S628G in the main building and M1116b at 70 Murray Street. (Fiterman Hall Adjunct office TBA) It is your space to see students, work or relax. Desks and storage space are to be shared. Grab ONE empty drawer or shelf and label it! The room is as secure as you make it. Don't leave the door open! A card swipe system has been installed on most classrooms and offices.**

The adjunct phone in S628 is 220-8104 and at Murray 212-346-3015/3016. It is for business and emergencies only. Abuse threatens removal and has caused the phone to be locked against outgoing calls in the past.

There are computers for your use in the adjunct office (S628G) and at Murray (M1116b) a network printer in S628C, together with a FAX machine and a printer at Murray Street Building.

Unfortunately, the department copy machine is for administrative purposes only and is not available to faculty, except on an emergency basis. It is new, sensitive, and it needs TLC, and therefore it is locked up, coded and closely guarded. Take all material you need duplicated for classes to Reprographics (near the main entrance to Chambers St.) well ahead of time. At busy times (beginning of the semester for syllabi, middle & end of semester for midterms & finals) allow two weeks. Please print on both sides, to save paper.

## DEPARTMENT GOALS & CURRICULUM

The goal of the department is to develop and enrich skills in communication. To this end, we offer Speech 100 (Fundamentals of Speech), a requirement for all students, Speech 102 (for non-native speakers) and Speech electives (which are not offered every semester).

The department also administers the Theatre Program and the new Communications Program. Productions are mounted through acting classes and the Theatre Club, but directors are not compensated financially for this work.

At the present time, openings for adjuncts are restricted to Speech 100.

Sandra Poster, Katherine Kavanagh, Eva Kolbusz, Hollis Glaser and Janet Douglas Pryce, Deputy Chairs, are responsible for Speech adjuncts and Susana Powell does department scheduling. Resumes and letters of inquiry should be addressed to her, as Department Chair. All Speech adjuncts have been given a sample syllabus, and one of two department approved textbooks, workbooks, CD's and instructors' manuals.

## HIRING & SENIORITY

**The PSC/CUNY (union) contract allows adjuncts to teach 9 hours at one CUNY college and one course (max. 6 hours) at another. You will be asked to fill out forms assuring your assignments do not exceed this limit.**

**Traditionally, spring semester enrollment is lower than fall semester, so fewer students require fewer courses and sections. When we hire personnel we cannot guarantee further employment. You will receive EITHER a letter of reasonable assurance to indicate a tentative offer or reappointment the following semester OR a letter of non-reappointment by December 1<sup>st</sup> in the fall semester and May 1<sup>st</sup> in the spring semester.**

**In the current crisis, to avoid even more punishing budget cuts, we are making every effort to give students the opportunity to overcome increased tuition and decreased financial aid. We have several off site classes at senior CUNY colleges and we also have high school classes in the “College Now” program.**

## ABSENCE, LATENESS, & CANCELLATION OF CLASSES

**CLASSES MUST NEVER BE CANCELLED. At BMCC, absence does *not* make the heart grow fonder! Our students are struggling with jobs, family and school, and when they make the effort to get here only to find a missing instructor, it is demoralizing as well as annoying. If their attendance lapses because we are absent, students can lose financial aid.**

**For rules concerning allowable absences, please consult your contract materials distributed by Human Resources. For conflicts on conversion days and holy days, we strongly urge you to tell us ahead of time, and to find a substitute on the “buddy system”. In case of a last minute emergency, call Marveli, so she can post notices if we cannot cover you.**

**If you have an early class call (M/F) Eva Kolbusz x5215 (TWTH), call Susana before 8 a.m. at x8091. Otherwise, leave a message on the Department Voice Mail system (x 8090).**

Punctuality is something we try to instill in our students and we must be punctual ourselves. Students are required to wait 20 minutes for an instructor before taking attendance and leaving. If you anticipate being more than 5 minutes late, please call Marveli so she can tell the class not to leave. Better still, announce at the beginning of the semester that any class can proceed without you: if the syllabus is complete, students will know each day's topic and can organize a discussion group or practice their speeches. When you do arrive, students who have taken a leadership role may be worthy of extra credit in their "participation" grade.

## RESPONSIBILITIES

Adjunct faculty have many of the same responsibilities as fulltime faculty, and these are taken seriously by both BMCC administration and the department.

The first responsibility is to teach the course when and where assigned as per the course description and sample syllabus. While personal teaching styles and creativity are unique to the individual, and academic freedom is highly valued, students must be guaranteed the same course content. For this reason, you were given a sample Speech 100 syllabus. Your own syllabus must be filed with us EVERY semester, within the first two weeks, and your midterm and final exam and grade books or sheets must be handed in at the end of the semester.

The second responsibility is to submit administrative paperwork in a TIMELY fashion. While *we* appreciate that you are coming from a fulltime job or running to other adjunct positions, *you* may not always realize that missing a deadline has a direct detrimental affect on our students: deadlines missed on attendance rosters can lead to loss of financial aid. Grade sheets must also be deposited promptly and in person. Lastly: personnel documents must be filed if you want to be paid!

If a problem arises in one of your classes, dealing with it in a professional manner enhances your status as an instructor. Should the problem not be

resolved quickly, do please consult with us *before* the student comes to us or goes to administration with a complaint. We can help!

## RIGHTS & PRIVILEGES

Adjuncts have many of the same rights and privileges as fulltime faculty, after meeting certain eligibility requirements. These include promotion, benefits, grants, free tuition at CUNY colleges, conference reimbursement, and the use of college facilities such as the library, gym and swimming pool.

The same criteria are used to evaluate adjuncts as those for fulltime faculty. We value excellent teaching (judged by faculty observations and student evaluations); publications and significant research or performance credentials; completion of a doctoral degree; and outstanding participation in the community life of BMCC.

If you wish to apply for promotion but you have not been observed for several years due to longevity of service, it is a good idea to *request* an observation as soon as possible. Documentation of other criteria should be added to your personnel file and your CV should be revised when publications merit an update.

**Be aware** of the fact that **failure to meet deadlines** in submitting paperwork (see above) and **frequent complaints** from students, as well as poor observation reports and student evaluations, will have a **negative impact on promotion and rehiring decisions.**

## STUDENT EVALUATIONS

Student evaluations are administered every semester during the last few weeks of classes and are the only way that student response to teaching is systematically measured. The categories covered include areas such as student perception of your availability and concern, teaching ability, and feedback on their progress.

Though these evaluations are necessarily subjective and may be the only way students can “get back” at fair but demanding faculty, they are an important indication of more than just a “popularity poll”.

As an adjunct, you are not required to post office hours unless you have two or more classes but if your rating on “availability” is constantly low, you may be inadvertently giving the message that you have no “concern” for students’ progress. “Progress” can easily be monitored by a mid-term evaluation, as well as the required written and oral evaluation of each speech assignment.

### OBSERVATIONS

Observations are the only mechanism we have for checking that our instincts on hiring you were accurate! It is ironic that in our profession, we cannot measure teaching skills *before* making hiring decisions. Some adjuncts are so nervous about being observed that they change the topic being covered on observation day and substitute a “safe” or “successful” routine. It is better to proceed as planned, and to teach the students, not perform for the observer.

Reappointment depends on positive observations.

### SALARY, BENEFITS & GRIEVANCES

For information on salary and benefits, contact Ben O’Loughlin, in Human Resources, at x 8302. For information about contract negotiations and grievances, contact the Professional Staff Congress (PSC/CUNY), which represents both fulltime and part-time faculty. Chapter meetings are 2-4pm. the third Wednesday of every month. We need a departmental adjunct volunteer. Watch out for the BMCC union newsletter, *gadfly*.

The new contract has additional benefits for adjuncts. There is an adjunct faculty orientation in the Teaching Learning Center every semester, as well as Adjunct Recognition Day. We urge you to attend them both.

### LIBRARY

Since part of the Speech 100/102 requirements are library research, we sometimes schedule a class orientation in the library, and an introduction to the world wide

web, either formally, with library staff or informally, with the permission of librarian Vicente Revilla .

All department approved speech textbooks are on reserve in the library, with accompanying workbooks and CDs, under “Powell”, and available for sale (new and used) in the BMCC bookstore (main lobby).

## SUPPORT & TUTORING

Free tutoring is available to all Speech students in the Learning Resource Center (S 500) and is mandatory for SPE 102 students. Naida Zukic x7134 is our Tutoring Coordinator.

Speech tutors, who are trained by the department, can be extremely helpful in doing, one on one, or in a small group, what we do not have time to do in the classroom. Progress reports help determine motivation as well as progress.

Academic warning notices and Freshmen progress forms (from Dean Wong) are useful documents for helping students avoid failure. We are working to improve retention. If students are absent, please call them and find out why. Encourage them to come back to class.

## CETLS

The BMCC Center for Excellence in Teaching Learning and Scholarship (S 500B) is a valuable resource for Faculty Development, and schedules a vast array of workshops and panel discussions on a variety of subjects. These are publicized in individual fliers as well as listings in *Faculty Focus* (in retrospect).

*Faculty Focus* is the newsletter published by the CETLS each semester. Any article concerning faculty issues and teaching excellence may be submitted. Adjuncts often get published, and this is one way to be known among the faculty at large.

The Speech department has been very active in organizing and participating in workshops at CETLS. We propagate the use of oral communication skills in CETLS workshops, and adjunct speech faculty have participated in this and other events.

Adjunct presence is always noted and enhances your reputation as an instructor who does more than teach and run. In situations where faculty of equal seniority are vying for teaching positions, these things count.

CETLS also celebrates faculty with receptions and orientations for new faculty, and faculty recognition days for both full- and part-timers.

## SPECIAL EVENTS

Every semester, the department sponsors special events, and relies on faculty to advertise, participate, and bring classes. Such events include:

**Productions** – In the past, Diane Dowling has directed *Life's a Dream*, *The Seagull*, *Guys and Dolls*, *The Importance of Being Ernest*, *Othello* & *A Midsummer Night's Dream*; Alkis Papoutsis directed *A View From the Bridge* and an Afro-Caribbean *Antigone* in his own new translation, as well as an Appalachian *Woyzeck*, *Machinal* and *Ubu The King*. This semester he will direct Moliere's *Misanthrope*, set in Bensonhurst, Brooklyn!

**Speech Contest** – every year semester, the department organizes a contest open to all Speech students. There is a cash prize for the best five minute extemporaneous informative or persuasive speech, and we need judges, as well as contestants – volunteer! There is also a CUNY-wide speech contest organized by CLASP (CUNY League of Active Speech Professors)

**Oral Interpretation Festival** –in the past, we organized a festival for students to read poems, dramatic monologues or children's stories to celebrate the power of the spoken word. We would like to bring this event back – volunteer!

**IF YOU HAVE AN IDEA, SUGGEST IT!**

**Just be aware there is no budget!**

### PART-TIME > FULLTIME

Many adjuncts are hoping that their part-time teaching will turn into a fulltime faculty position, and in our department the recent odds are good: ten of the thirteen fulltimers hired in the last ten years were adjuncts!

What does it take? Obviously your basic credentials are the first essentials: a doctorate or ABD in Speech or Communications plus two years of fulltime experience or four years of part-time college teaching in an urban community college with a student population as diverse as ours.

Since a passion for teaching and teaching excellence are what distinguish a candidate for a fulltime position, special attention will be paid to student evaluations and faculty observations. We listen carefully to student complaints and to your handling of classroom problems.

Fulltime faculty teach nine courses p.a., share administrative chores such as advisement and registration, and act as student advisors in clubs as well as serving on college wide committees. **Fulltime** means just that. Our work off campus is strictly limited to what is closely connected to our CUNY teaching (research, consulting, etc.) and must be approved by the department P & B (Personnel & Budget committee). And, contrary to public opinion, we work more than an eight hour day, five days per week. The advantage is, that our schedules permit us to do some of that work off campus.

To get a flavor of fulltime participation, adjuncts are welcome to attend College Senate, Faculty Development committee and Department meetings as well as PSC/CUNY meetings. All meetings are during “club hours” on Wednesdays from 2-4 p.m. First Wednesday of each month is Academic Senate subcommittees; second: department; third: union and fourth: College Council & Academic Senate.

## **REVIEW & PLANNING**

Our department is constantly undergoing review and planning. Because examinations of our policy and procedures are always in progress, your input as adjunct is always welcome. We have just finished Academic Program Planning and Review of the Department, having completed an evaluation of the Theatre Program two years ago.

We value your experience in other colleges and in the professional workplace, and we are eager to hear your observations and suggestions. If scheduling does not permit your attendance at meetings and on committees, please feel free to share your thoughts informally.

As chair and deputy chairs, Sandra Poster, Katherine Kavanagh, Eva Kolbusz, Hollis Glaser, Janet Douglas-Pryce and I all have reassigned time for administrative duties. Our expanded office hours are posted on our doors and on the department bulletin board. If none of these times is convenient, please feel free to leave messages on voice mail or email. All BMCC accounts follow the same pattern: first initial, last name @bmcc.cuny.edu (eg: [spowell@bmcc.cuny.edu](mailto:spowell@bmcc.cuny.edu).)

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What else do you need or want to know that should be included in a revised version of this department handbook? How can we help you to better serve our students?

sp 3/12/13

**ADJUNCT CHECKLIST**

**Have you:**

**(at the beginning of the semester)**

**\_\_\_ submitted documentation for your PAF paperwork?**

**\_\_\_ submitted a copy of your syllabus?**

**\_\_\_ updated your CV for personnel files?**

**(into the semester)**

**\_\_\_ submitted 3<sup>rd</sup> week attendance rosters?**

**\_\_\_ given your students a midterm progress report?**

**\_\_\_ kept or revised the schedule in your syllabus?**

**\_\_\_ administered the department midterm exam?**

**(at the end of the semester)**

**\_\_\_ administered student evaluations?**

**\_\_\_ administered the department final exam?**

**\_\_\_ submitted grades and attendance rosters to the registrar?**

**\_\_\_ submitted copies of final exams & grade books to us?**

**\_\_\_ submitted schedule requests for next semester?**

(other ...)

**Please make 15 copies of the new Adjunct Faculty Handbook, 9 pages, back to back, as follows:**

**Cover: Title page on front COLORED PAPER  
Adjunct list on back**

**p.1 & 2 Essential Information**

**p.3 Goals & Curriculum**

**p.4 Hiring & Seniority**

**p.5 Absence, Lateness...**

**p.6 Responsibilities**

**p.7 Rights & Privileges**

**p.8 Student Evaluations**

**p.9 Salary, Benefits ...**

<b>p.10</b>	<b>Library ...</b>
<b>p.11</b>	<b>Teaching Center</b>
<b>p.12</b>	<b>Special Events</b>
<b>p.13</b>	<b>Part-time &gt; Fulltime</b>
<b>p.14</b>	<b>Review &amp; Planning</b>
<b>p.15</b>	<b>Check List</b>
<b>p.16</b>	<b>Map of Murray Street</b>