


Connection - Instructor & Staff Resource
[Getting Started](#)
[Understanding Your Options](#)
[Training for Businesses](#)
[Career Training](#)
[Community Education](#)
[News & Events](#)
Archived Issues
[Vol. 1.1 December 2007](#)
[Vol. 1.2 Jan-Feb 2008](#)
[Vol. 1.3 March 2008](#)
[Vol. 1.4 June 2008](#)
[Vol. 1.5 Summer 2008](#)
[Summer Camps for Children
and Young Adults](#)
[List of Classes who Need
Instructors](#)

First Adjunct Faculty Orientation a Huge Success!

The first CEED-wide Adjunct Faculty orientation was held on August 12th on... [more](#) >>

Tommy Roberts, instructor at Essex, demonstrates his ability to rise above any obstacle:

CCBC Continuing Education Adjunct Faculty are remarkably talented individuals who strive to develop the individual talents of the students in... [more](#) >>

First Society to Certify Adjunct Faculty

As colleges and universities rely more heavily on adjunct faculty to teach credit and noncredit classes, a new organization has been established to ensure the quality of.... [more](#) >>

The Contract Letter, designed to answer your payment questions

The letter accompanying every contract mailed out to instructors is designed to help you understand the contract process and..... [more](#) >>

***** Reminder *** The next MCAPD Conference is being held at Catonsville on September 27, 2008. [more>>](#)**

Connection - Instructor and Staff Resources

[Getting Started](#)
[Understanding Your Options](#)
[Training for Businesses](#)
[Career Training](#)
[Community Education](#)
[News & Events](#)

Archived Issues

[Vol. 1.1 December 2007](#)
[Vol. 1.2 Jan-Feb 2008](#)
[Vol. 1.3 March 2008](#)
[Vol. 1.4 June 2008](#)
[Vol. 1.5 Summer 2008](#)
[Summer Camps for Children
and Young Adults](#)
[List of Classes who Need
Instructors](#)

First Adjunct Faculty Orientation a Huge Success!

The first CEED-wide Adjunct Faculty orientation was held on August 12th on the Essex Campus. New Faculty members began the evening with a dinner and time to talk to representatives from various departments. Then Michael Carey, Executive Dean of Continuing Education welcomed the faculty to CCBC. He introduced Mark McColloch, Vice President of Instruction and Al Starr, Campus Dean, Essex. The weekend and evening deans were also introduced, see story below.

Then there were presentations on encouraging classroom participation, classroom management and preparation of the rosters and registration. For those not able to attend this orientation, there will be another one held in January in conjunction with the Adjunct Faculty Winter Conference.



Mark McColloch (left) and Mike Carey (right) expressed their pleasure at having the opportunity to meet the adjunct faculty for continuing education at CCBC during the August 12 orientation. They expressed their appreciation for the faculty's efforts and explained the important role the faculty play in the success of students at CCBC. The next Adjunct Faculty Orientation will be held in conjunction with the Adjunct Faculty Conference in January.

Lori Meehan, new weekend and evening dean Essex Campus and Megan Manley, Dundalk campus, took time away from their new responsibilities to welcome new CEED adjunct faculty to CCBC. They will be available Monday through Thursday from 5:00 – 9:00 p.m. and Saturday 8:30 a.m.-12:00. They will be a presence on campus to assist with any issues that arise and make sure the campus operations run smoothly. Cindy Durham was named as the Weekend and Evening Dean for the Catonsville Campus.

Contact Information:

Catonsville campus – Cindy Durham, E203E, 410-455-7931

Dundalk campus – Lori Meehan, K Building, second floor, 410-285-9782

Essex campus – Megan Manley, A221, Phone 410-238-4611



Tommy Roberts, instructor at Essex, demonstrates his ability to rise above any obstacle

CCBC Continuing Education Adjunct Faculty are remarkably talented individuals who strive to develop the individual talents of the students in their classes. For Tommy Roberts, who teaches basic drawing to 10 to 16 year olds at the Essex Campus, he has found that strength to help others achieve their goals by overcoming obstacles in his own life. Recently featured in the Baltimore Examiner , Mr. Roberts talks about dealing with the symptoms of muscular dystrophy and about his new project creating a coloring book about Barack Obama.

To read the rest of this article, please click on the link below:

http://www.examiner.com/a-1507461~Artist_s_success_becomes_portrait_of_perseverance.html

First Society to Certify Adjunct Faculty

As colleges and universities rely more heavily on adjunct faculty to teach credit and noncredit classes, a new organization has been established to ensure the quality of instruction. The Society of Certified Adjunct Faculty Educators has established a web-based certification program for adjunct instructors in higher education. C.A.F.E. certification will provide higher education administrators with a respected benchmark for hiring well-qualified adjuncts and allows instructors to differentiate themselves from their peers.

The certification is based on 10 Core-Competencies that comprise knowledge required by adjunct faculty to function as instructors in higher education settings regardless of discipline. These core competencies were developed through hundreds of class observations, interviews and comprehensive research.

For more information visit www.socafe.org

The Contract Letter, designed to answer your payment questions

The letter accompanying every contract mailed out to instructors is designed to help you understand the contract process and CCBC Continuing Education Procedures. This letter suggests reading the latest version of CCBC CEED Adjunct Faculty Handbook, available upon request from the Adjunct Faculty Contract area; signing and dating both pages of the white copy of the contract and returning it in the enclosed postage-paid business reply envelope; and finally, keeping the yellow copy for your records.

The center of the letter contains a distribution table explaining the number of pays by the length of the course. If the course is one calendar week, you should expect a pay next available cycle. If the course is up to four weeks, pay will be distributed in two or three pay periods; first pay is distributed within four weeks of the start date of the class. Second pay is distributed after the completion of the class. Finally, if the length of the course is more than four weeks, pay is distributed every two weeks over the length of the course.

A first pay will arrive usually four weeks from the start date of the classes.

On the opposite side of the letter, we have placed FY2009 pay distribution table which lists the pay begins, pay end, and check date. Remember, all these dates apply as long as the contract process is completed in a timely manner. By signing and returning your contract in a timely manner, it will assist us in processing your contract in a timely manner.

If you have any additional questions, please contact HButt@ccbcmd.edu or joverstreet@ccbcmd.edu Or you can contact [Karen Paris](#) , Coordinator of Adjunct Faculty or call her at **410-455-6980**

***** Reminder ***The next MCAPD Conference to be held at Catonsville on September 27, 2008.**

Plans for the second annual Maryland Consortium for Adjunct Faculty Professional Development are well under way. The theme of this year's conference is "Adjuncts meet the Students: Opportunities for Excellence" which will explore how engaging a diverse population enriches the learning potential of both faculty and students. The conference will be held on the CCBC campus from 8:30 to 3:00 p.m.

Registrations are now accepted. Individual registrations are available and there may be an opportunity for some CCBC sponsored registrations as well. For more information please visit <http://www.itc.csmd.edu/mcapd/index.html>.

Registrations include all registration materials, continental breakfast and a box lunch.

To be considered for a CCBC sponsored registration, please email [Karen Paris](mailto:karen.paris@ccbc.edu) or call me at **410-455-6980**
