

Adjunct Faculty List Services (LISTSERV), Email, and Voice Mail Accounts

Goal: Assignment of all email, voice mail and list serves to employees prior to start date of employment.
 Wednesday, September 05, 2001

Issues:

1. New adjunct faculty are not processed completely through HR until 2-4 weeks after the beginning of the semester. Positions are not assigned and contracts are not produced until after classes begin each semester.
2. Adjunct faculty must be receiving email and voice mail by the first day of class.
3. The adjunct faculty list serve has one year worth of employees in it. This causes problems when employees are promoted or leave the college.
4. All full-time faculty, prof/tech and administrative employees are assigned positions at the time of employment. Adjunct faculty are paid by stipend.
5. List serves need to be updated on a regular basis.
6. Emails are terminated upon separation from the college for all full-time employees and are terminated after a year of separation for all adjunct employees by IT.
7. Non active list serves need to be created for adjunct faculty. Non active would be defined as employees who are not teaching in the current semester but are w/i the one year separation period defined above.
8. All new positions must go through verification on the web in order to get the email address.
9. Staff responsible for updating information in the Datatel system must be trained and have access to the XOFF screen.

Procedure: Adjunct Faculty

New Adjunct Faculty			
Tasks	Description	Datatel Screen	Responsibility
Application Process	New adjunct faculty apply to the college through HR at HBC or on the web.		HR
PERSON file update	PERSON record is added to the Datatel system either manually or by the we application upload process. The Datatel system ID on the application will be the unique ID for tracking employees.		HR
Application Distribution	HR sends application packages to the Deans office.		TF/PC
Application Return	Task Force Chairs/Program Coordinators return applications to HR.		TF/PC
Position Assigned	HR creates adjunct faculty position based on semester assignments.		HR
Current Adjunct Faculty			
Task	Description	Datatel Screen	Responsibility
Email and voice mail update	eStaffing System submits request to ACCNet for email and voice mail accounts and returns the information to the Task Force Chair or Program Coordinator during the process of adding a new adjunct faculty member to the system. Adjunct faculty member calls ACCNet Help Desk at 223-HELP to receive email and voice mail passwords via campus or US Mail.		TF/PC ACCNet

College wide and classification list services (LISTSERV) update	HR verifies and updates college wide and classification list services (LISTSERV) information in the Datatel system. Criteria: 1. If college wide and classification list service (LISTSERV) information exists and is up to date for adjunct faculty member, continue to next task. 2. If college wide and classification list service (LISTSERV) information exists but is not up to date for adjunct faculty member, the information must be updated in the Datatel system. 3. If college wide and classification list service (LISTSERV) information do not exist, HR must update the information.	XOFF	HR
Directory Updated	IT: 1. Updates all directory information every Wednesday night 2. Prints email and voice mail number on agreements and contracts.		IT

Note:

- ?? College wide list services are updated as part of the assignment process in HR.
- ?? Each department must review the email, and voice mail number information for adjunct faculty in their department.
- ?? Employees with multiple assignments will appear on multiple list serves.