FAQs for Newly Hired Adjuncts

Onboarding and General Access

1. **Do I have to pay for the background check?**
   Yes, costs associated with background checks for pre-employment are the applicant's Responsibility.

2. **What is the website I need to go to login and set up my account?**
   As a new hire, you will be emailed instructions for your first-time set up.

3. **Does my professional communication with you and the department now strictly take place via my MDC e-mail?**
   Yes.

4. **I have registered for the Onboarding for Adjunct Faculty course, when does my access become available?**
   As soon as you have access to MDConnect and Canvas, you may begin your course. Human Resources or IT will forward you instructions.

5. **I see 2 courses on Canvas; however, they seem dated in terms of submission dates and past instructor comments and announcements. I do not see anything on Canvas. How can I update this?**
   Please submit a service request through our new ticketing system, which is designed to improve effectiveness and timeliness in responding to your questions.
   Here is the link: www.mdc.edu/althelp. If you are not sure which service to choose, please navigate our services catalog at Services A-Z (teamdynamix.com).

6. **I noticed I have been assigned an email (XXX@mdc.edu) But I have not received information regarding signing in. Do you have this information? What is my MDC ID number?**
   When you are officially hired, our Human Resources Department or IT will provide you with details of when you can begin.

7. **Who do I contact if I have issues with Canvas?**
   Canvas Faculty Support:
   Direct number: Dial 305-237-9700 [option 2] (Collegewide)
   Visit the Canvas Help area in Canvas under the Global Navigation Menu.
   (Collegewide) Email: lms@mdc.edu (Collegewide)

8. **I am teaching an 8-week course, but the entire contents of the course (assignments, due dates, etc.) are set up as a FULL 16-week course. Who do I speak to about this since it is a master course shell?**
   As the instructor, you will need to condense the modules week by week or how you see fit. If you require further assistance, please visit
   How do I bulk update due dates and availability dates as an instructor? Or you may

   submit a service request to our Faculty Support Services at www.mdc.edu/althelp.

9. **How can I obtain a sample syllabus and the required textbook for courses?**
    The syllabus is in the LMS (Learning Managment System) for you to update and
    personalize. The required textbook is listed in the syllabus.

10. **How can I get a physical book, e-text, or digital copy for the course I am teaching?**
    Instructions on how to access textbooks and learning materials are available in your course.

11. **When are my proctored exams scheduled?**
    Proctored exams are set before the start of the session and available to review in the
    [MDC Online](#) [Faculty Portal](#).

12. **When is the start of the attendance confirmation period?**
    Check out [Academic Calendar](#) for general semester dates.
    Check [Important Session Information](#) in our Employee Portal for specific session dates as
    they pertain to your class. You will need VPN (VIRTUAL PRIVATE NETWORK) to access the
    Employee Portal. If further assistance is required, please submit a request to our Faculty
    Support Services at [www.mdc.edu/althelp.](#)

13. **Where can I find the academic calendar?**
    [Academic Calendar](#); public
    [Financial Aid Important Dates](#); add/drop info; public.
    Go to Mdc.edu> employee portal> faculty resources>important session dates (select PDF.)
    [Faculty Resources](#)
    Important dates for specific sessions can be found in the [Employee Portal](#),
    *You will need VPN access to open the employee portal

MDID & Payroll

14. **Where can I get my MDC Badge?**
    Effective June 2022, as an MDC Online adjunct, you DO NOT have to be issued an
    MDC ID Card or MDC Parking Decal since you are not physically reporting/visiting our
    facilities. However, if you would like an MDC Badge, please visit our Student Life Office on
    any of our campuses.

15. **Is it possible to arrange for my MDC ID to be sent via email or mailed to me?**
    In the event you decide to get an MDC ID, you can stop by our Student Life Dept on any of
    our campuses to issue you an MDC Badge. MDC IDs cannot be mailed; you must be present
    when issued. As an MDC Online adjunct, you are not required to have one.

16. **When do I get my first paycheck?**
    Contact HR at 305-237-2051 and select the payroll prompt for payroll assistance.
    Your first paycheck will be issued approximately six weeks after your hire date.

17. **How can I set up a direct deposit?**
    Direct Deposit is set up during Onboarding and can be maintained in MDConnect through the Employee Portal, https://mdconnect.mdc.edu > Employee Portal > Payroll > Direct Deposit

18. **How often do I get paid?**
    MDC Payroll is bi-weekly. *If newly onboarded, you will receive your first paycheck approximately six weeks after your start date.*

19. **How do I record my hours worked?**
    There is no recording of hours. As an adjunct, you are paid 48 contact hours per three-credit course.

20. **Why is my salary so little when it should be double as I teach two (2) classes?**
    It depends on the length of the semester (aka 14WK/8WK/6WK) and the number of courses you are teaching. If you are teaching for a longer semester, the amount of pay will be less, but in more pay checks.

21. **Do I get paid for training as new adjunct for MDC Online?**
    The only course MDC currently compensates for as a newly hired adjunct is Onboarding for Part- Time Instructional/Adjunct Faculty. Payment for attending and completing this course is $40.

22. **Where can I find the payroll schedule for adjuncts?**
    Payroll Schedules are available in the Employee Portal. You will need VPN access to view. Adjuncts are on the PTI (Part Time Instructor) row of the table.

Teaching Assignments

23. **What is the normal procedure to learn about faculty course appointments for upcoming terms?**
    Course assignments are based on course availability and scheduling needs; therefore, you will be contacted by Academic Services as needed. You may also regularly check MDConnect to see if classes have been assigned to you.

24. **How can I get to teach other classes? What do I do?**
    Degree or certification requirements must be submitted for review and credentialing. Please contact rtanega@mdc.edu or corrego@mdc.edu

25. **If I am teaching a class in person, can I teach Online Classes?**
    Yes, if you have enough available points to teach for a specific semester.

26. **What are the maximum courses I can teach in a semester?**
    The maximum per academic year is nine classes (Most courses are 3 credits@12 for a total of 108 points). It depends on the need for your specific discipline. Since you are allowed a maximum of nine three-credit courses per year to teach, we recommend three per semester.

26. **Will I be teaching any courses next semester?**
    Check "My Teaching Schedule" in MDConnect.

27. **What should I do if I am teaching for MDC Online and another campus contacts me to teach also?**
    Please reach out Adjunct Faculty Director, Rachelle Tañega. Email: rtanega@mdc.edu

Quizzes / Tests / Student Support

28. **I have a student who needs extra time on quizzes and tests, but I don't see an option anywhere that allows me to extend the time just for a single student. What should I do?**
    See step by step instructions at How Can I Give My Students Extra Time. If you require further assistance, please submit a request to our Faculty Support Services at www.mdc.edu/althelp.

29. **Would the class be fully online, or does it involve virtual teaching (where I must meet with the students at a set time for three hours each week)?**
    All MDC Online courses are asynchronous – offering the flexibility and convenience of a 24/7 learning environment. You can chat with students on the day and at the time that works best for you and your students. Although this is not mandatory, it may work well for you and your students.

30. **I completed the Attendance Verification for the Fall and there were a few students that I withdrew from the course. Is it possible to have them re-added to the course?**
    A student can be added back to your course by submitting a request to our Student Support Services at www.mdc.edu/althelp and providing your class number (e.g., ENC1101-2233-1234) and the student's MDID number.

31. **There are a few students on my roster that never withdrew from the course, never logged in, or logged in a few times, may have done an assignment, but then never completed any more course work. Is it past add/drop period?**
    MDC has an Attendance Confirmation Process which can be found in the Employee Portal > Faculty Resources.

32. **Is there a way to add this student back into the course? They have really hit a challenging time and have assured me they will catch up immediately.**
    Please contact the Helpdesk Supervisor at MDC Online jsanchez@mdc.edu or 305-237-7592

33. **Where do I publish or make the course available to students? Does that happen automatically on day one?**
    The course will be available to students on the first day of class. Do not unpublish your course.

34. **When a student commits plagiarism what do I do?**
    Please submit a request to our Student Support Services at www.mdc.edu/althelp

35. **What is Shark Pack and how do I know if my course will use it?**
    The [MDC-Follett Shark Pack Program](#) is designed to support the college's textbook affordability efforts to reduce the cost of instructional materials for students. Your Canvas course will have an instructor module to provide essential information on the course design and materials, as well as instructions on how to pair/link your course with the publisher content. Please read and follow the instructions. If you need additional support, please submit a request to our Faculty Support Services at [www.mdc.edu/althelp.](http://www.mdc.edu/althelp)

36. **How can I assist a student who missed the deadline for an exam but has a valid excuse?**
    Submit the Form for Proctored Make-up Exams in the following link:
    https://mdc.formstack.com/forms/remote_testing_form_options_2_3
    If you require further assistance, please submit a request to our Faculty Support Services at [www.mdc.edu/althelp.](http://www.mdc.edu/althelp)

37. **Can a student join a class after commencement of term?**
    Please submit a request to our Faculty Support Services at [www.mdc.edu/althelp.](http://www.mdc.edu/althelp)

Training

38. **Are there any training/training courses available throughout the year for adjuncts?**
    Yes, once you have access to MDConnect, please go to Employee Self Service > Learning > Advanced Search and select the available training that interests you. In addition, every year MDC Online hosts an MDC Online Adjunct Convocation which consists of updates in all areas within MDC Online including Academic Services, Course Delivery, Program Development, Testing & Assessment, Student Services, and Student Success initiatives. We encourage you to participate to stay informed about our new programs and changes.

39. **What are the HR training courses I need to take and where can I find them?**
    Once you are onboarded and hired, you will receive an email from Human Resources with instructions on your first online course to complete. Any other courses will be communicated to you via your mdc.edu email.

40. **I continue to receive reminders to complete my Security Training.**
    Who can I contact to make sure this is updated?
    You can contact CIOL@mdc.edu or call (305) 237-2366. Be sure to save a copy of your completion certificate for your records.

41. How can I apply for a position to teach for MDC Online?
Visit MDC Jobs and search for Adjunct Faculty, MDC Online.

42. I applied for a position but have not heard back. Can I teach next semester?
This is difficult to determine as our needs for teaching discipline requirements fluctuate from term to term.

43. I have a foreign degree. Can I teach MDC Online?
Yes, your degree must be translated and verified by a NACES member. NACES is an organization that provides credential evaluation services for individuals who have completed education outside the United States. Evaluations can take anywhere from five days to two weeks to complete and costs may vary. Please visit NACES for more information.