

# **BARUCH COLLEGE**

# **ADJUNCT ESSENTIALS**

**Prepared by:**

**Linda M. Lemiesz**

**Adjunct Faculty Affairs**

**650 IT Building**

**646 312-1204**

**<https://blogs.baruch.cuny.edu/adjfac/>**

**December 2019**

## Table of Contents

BARUCH BASICS: .....	4
BARUCH DIRECTORY: <a href="https://www.baruch.cuny.edu/directory">https://www.baruch.cuny.edu/directory</a> .....	4
<b>EMERGENCIES:</b> .....	4
BEGINNING YOUR EMPLOYMENT AT BARUCH: .....	4
Employment Letters.....	4
ID Cards:.....	5
Email Access.....	5
CUNYfirst Account:.....	5
GETTING STARTED AS A FACULTY MEMBER: .....	5
Official Administrative Tasks of All Faculty: .....	5
Official Tasks of All CUNY employees .....	6
Professional Staff Congress Contract.....	6
Instructor Absences and Class Cancellations:.....	6
JURY DUTY.....	7
PREPARING FOR YOUR FIRST CLASS: .....	7
Schedule:.....	7
Roster:.....	7
Syllabus: .....	7
Grading:.....	7
Pedagogy.....	8
Blackboard: .....	8
Library: .....	8
Textbooks:.....	8
Audio Visual: .....	8
Classroom Safety:.....	8
WORKING WITH STUDENTS: .....	9
Dean of Students.....	9
Academic Integrity.....	9
Campus Intervention Team (CIT)--.....	10
Student Disability Services:.....	10
Mental Health Counseling.....	11

Athletes:.....	11
ACADEMIC SUPPORT SERVICES FOR STUDENTS: .....	11
Undergraduate Advisement and Orientation .....	11
Student Academic Consulting Center (SACC) .....	11
Tools for Clear Speech .....	11
The Writing Center (.....	11
SUPPORT FOR TEACHING AND INSTRUCTION .....	11
Baruch College Technology Center (BCTC): .....	11
Center for Teaching and Learning.....	11
Bernard L. Schwartz Communications Institute .....	12
ADVANCING YOUR CAREER AS AN ACADEMIC .....	12
Awards— .....	12
Travel Grants.....	12
Instruction:.....	12
Preparation for Teaching Online: A Foundational Workshop for CUNY Faculty: .....	12
Departmental Research Seminars .....	12
Public Programs .....	12
PSC-CUNY Adjunct Professional Development Fund .....	12
OTHER RESOURCES: .....	12
Selective Bibliography—feel free to borrow from Room 650 IT Building. ....	12
Websites of Adjunct Organizations: .....	13
CAMPUS MAP OF BARUCH COLLEGE.....	14
Lactation Room.....	14

**Congratulations on your appointment as an adjunct faculty member at Baruch College!** This document outlines where on the Baruch website you might find information you need immediately. Thanks to Professors Jun Wang (Economics), Valerie Watnick (Law), Jennifer Mangels (Psychology), David Jones (Political Science), for sharing their handbooks.

## BARUCH BASICS:

To contact Baruch call (646) 312-1000

The Mailing Address for Baruch is:

One Bernard Baruch Way

(55 Lexington Ave at 24th St)

New York, NY 10010

BARUCH DIRECTORY: <https://www.baruch.cuny.edu/directory>

## EMERGENCIES:

To report an emergency on campus, use any campus phone to call x3333 or use your cellphone to call 646 312-3333.

The Public Safety website <https://www.baruch.cuny.edu/psafety/>

contains detailed information about how to handle many different types of emergencies. Besides the Public Safety Office, there are several other units within Baruch that can assist you with difficult situations:

Students at Baruch lead complex lives. Students experiencing financial, housing, immigration or other personal problems should be referred to the Office of the Dean of Students, Newman Vertical Campus, Third floor, suite 175, 646 312-4570

Students in crisis should be reported to the Campus Intervention Team (CIT) ([cit@baruch.cuny.edu](mailto:cit@baruch.cuny.edu))/ 646 312-4570 for appropriate assistance.

Also note the CUNY Policy on Sexual Misconduct posted on the website of the Office of Diversity, Compliance and Equity Initiatives: <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/POLICY-ON-SEXUAL-MISCONDUCT-10.1.2015-with-links.pdf>

## BEGINNING YOUR EMPLOYMENT AT BARUCH:

**Employment Letters:** You should have received two letters from Baruch. The Office of Human Resources' letter of appointment states the terms of your employment and directs you to their

extensive website, where you will find crucial information about W-2 forms, the I-9 process, direct deposit of paychecks, benefits for which you qualify, how to claim your CUNYfirst account, and how to obtain an id card. [https://www.baruch.cuny.edu/hr/new\\_hire.htm](https://www.baruch.cuny.edu/hr/new_hire.htm). You will receive a Baruch email address and telephone number, essential for communicating with students, once you complete this mandatory paperwork. Note that Baruch College conducts its business with the understanding you will check your Baruch email on a daily basis; essential notifications will be sent to you using this address. You should also have received a letter from your department, which will explain your teaching assignment, where your desk and mailbox will be, how to claim any keys you need, and give other facts the department feels are crucial to your role.

**ID Cards:** ID cards are issued on the first floor of the Information Services Building (Library), in the corridor behind the Security desk. You must carry your Baruch id to enter all Baruch buildings; if you lose the id, replacement cost for a new id is \$10.

**Email Access:** Once your paperwork is filled out for the Office of Human Resources and you have a Baruch ID number (EMPLID), your department secretary can retrieve your Baruch email information for you, and you can log in and create a password for yourself: <http://www.baruch.cuny.edu/bctc/email/facstaff.htm>. The form of your email address will be First Name.Last Name@baruch.cuny.edu. Problems with email should be reported to the helpdesk at the Baruch College Technology Center (BCTC), sixth floor, Information Technology Building, 646-312-1010, [helpdesk@baruch.cuny.edu](mailto:helpdesk@baruch.cuny.edu).

**CUNYfirst Account:** To perform many of the administrative functions as an employee at Baruch College, you will need a CUNYfirst account. As a new user, once you have completed your forms for the Office of Human Resources, you may claim your CUNYfirst account at:

<https://www.baruch.cuny.edu/cunyfirst/claimyouraccount.html>

## GETTING STARTED AS A FACULTY MEMBER:

Your department will give you the essential information about your teaching assignment. Other useful information:

The **Baruch Bulletin (course catalog)** appears here: [www.baruch.cuny.edu/bulletin](http://www.baruch.cuny.edu/bulletin)

**Faculty Handbook:** If you need amplification or clarification of any topic addressed in this outline, consult the Baruch College Faculty handbook at:

[www.baruch.cuny.edu/facultyhandbook](http://www.baruch.cuny.edu/facultyhandbook)

**Official Administrative Tasks of All Faculty:** In addition to the responsibilities set out by your department, all faculty members at Baruch have certain administrative tasks that are mandatory.

1. Listing your textbook in CUNYfirst or reporting your course as “no textbook required” is part of CUNY’s compliance with the Higher Education Act of 2008. You will need to supply the

name and author of any required or supplemental materials and the retail price. Instructions are posted on the CUNYfirst website at: <https://www.baruch.cuny.edu/cunyfirst/faculty.htm>

2. During the semester, Baruch's Registrar will ask you to "verify" your roster. Your students' financial aid package or other governmental benefits may depend on your providing this information in a timely fashion, yet many instructors confuse this procedure with the ordinary taking of classroom attendance over which an instructor has considerable latitude, as your department undoubtedly explained. See <https://www.baruch.cuny.edu/cunyfirst/faculty.html> for a preview of how to verify a roster.

3. Baruch relies on instructors to submit final grades on a schedule established by the Registrar that, once again, is governed by the need for information before students are awarded financial aid. The Registrar will send a memo about grading procedures about a month before the semester ends; you can preview this information at: <http://www.baruch.cuny.edu/cunyfirst/faculty.html>.

4. Workload reporting is also mandatory. Each semester adjunct faculty are required to complete an Adjunct Instructional Staff Workload Reporting Form. Adjuncts forms are submitted to the departmental chair.

**Official Tasks of All CUNY employees:** CUNY itself requires that all employees attend annual trainings on workplace violence and sexual harassment. These trainings are stored on the CUNY website and can be accessed from your Blackboard account. You will be issued a course completion certificate when you finish these webinars.

**Professional Staff Congress Contract:** The PSC is the union that represents full and part time faculty and professional staff across CUNY. To view the collective bargaining agreement and learn about other benefits for which you may be eligible, go to the PSC website at [www.psc-cuny.org](http://www.psc-cuny.org). Article 20 sets out how to file informal complaints and formal grievances under the contract.

PSC has produced a special brochure for adjunct faculty:

[https://www.psc-cuny.org/sites/default/files/Adj\\_Rights\\_Bens\\_5-18.pdf](https://www.psc-cuny.org/sites/default/files/Adj_Rights_Bens_5-18.pdf)

The PSC and the Provost's office jointly offer an Orientation session for adjuncts every fall.

**Instructor Absences and Class Cancellations:** Per the PSC-CUNY contract (Section 14.8), adjunct instructors may be excused for a maximum of 1/15th of the total class hours per course for each semester, for personal illness or personal emergencies including religious observance, death in the immediate family or similar personal needs which cannot be postponed. The faculty member should request such leave in advance in writing, if possible, by contacting the department chair. Some departments request that the instructor inform his or her students in a timely fashion via Blackboard and email and the department office assistant as well. If the absence is due to an emergency and advance notice cannot be given, please contact your department as soon as possible.

Ideally, you should provide the students with some way of making up the class material missed during an absence or cancellation. You can use online resources or adjust the syllabus, but you should not add a class session outside the regular course days and hours, because not all students may be able to attend it. The Center for Teaching and Learning has many great suggestions on how you can make up for a cancelled class at <https://ctl.baruch.cuny.edu/ctl-snow-day-make-up-class-guide/>

**JURY DUTY:** Adjuncts are compensated at their regular rate when they serve jury duty, but any jury pay received must be turned over to CUNY.

### PREPARING FOR YOUR FIRST CLASS:

**Schedule:** Your department should have provided you the basic information about when your class is scheduled and where it meets. However, sometimes the academic calendar substitutes one day of the week for another. Check the academic calendar at:

<https://www.baruch.cuny.edu/registrar/registration/academic-calendar.html#fa19ac>

before finalizing your syllabus.

**Roster:** Your class roster for your first day of class is available on CUNYfirst at:

<https://www.baruch.cuny.edu/cunyfirst/faculty.html>

**Syllabus:** Your syllabus should be considered a legal contract between yourself and your students, and your department may have provided a template for your syllabus. If you have never written a syllabus before, the “syllabus” section in the Baruch Faculty Handbook

([https://www.baruch.cuny.edu/facultyhandbook/syllabus\\_items.htm](https://www.baruch.cuny.edu/facultyhandbook/syllabus_items.htm)) clarifies what information should be included in your syllabus, such as: list of course materials, instructions for Blackboard, Blogs and other social media, course assignments, grading criteria and policies, attendance and lateness policies, policies for make-up exams, classroom management policies (ie, use of cellphones, eating in class, etc), statement regarding academic honesty, disabilities statements, information on writing and academic support available to students, information on counseling services available to students.

**Grading:** Student inability to comprehend how the instructor derived his or her grade is a frequent source of complaints. Your clarity in the section of your syllabus about grading is crucial to minimizing future problems. If you have never designed a grading rubric, ask your department to let you review older syllabi or look at the examples given in the “syllabus” section of the Faculty Handbook, above.

See also:

<https://www.baruch.cuny.edu/confluence/display/undergraduatebulletinfall18spring19/Letter+Grades+and+Grade+Point+Equivalents>

<https://www.baruch.cuny.edu/registrar/faculty-and-staff/non-traditional-grade.html>

**Pedagogy**—The Bernard L. Schwartz Communication Institute has created a series of short guides that are an invaluable resource in thinking about teaching:

<https://blogs.baruch.cuny.edu/blsci/faculty/resources/very-short-guides/>

**Blackboard:** Many Baruch courses use the electronic platform Blackboard. You will need your CUNYfirst password to access the information about the capacities of the platform available here:

<http://www.baruch.cuny.edu/blackboard/index.htm>

[https://baruch.az1.qualtrics.com/jfe/form/SV\\_099ewqqBLgRCth2?Q\\_JFE=qdg](https://baruch.az1.qualtrics.com/jfe/form/SV_099ewqqBLgRCth2?Q_JFE=qdg)

The system should show a course page accessible to you and your students; you may need to add access for any teaching assistants assigned to your course. How you use the platform (ie, for discussion, for the submission of assignments, etc) is within your own control as the course instructor.

**Library:** The reserve list you supply to the Newman Library ensures that students have access to your supplemental materials, without added expense. Use this form to submit an expedited request: [https://baruch.az1.qualtrics.com/jfe/form/SV\\_099ewqqBLgRCth2?Q\\_JFE=qdg](https://baruch.az1.qualtrics.com/jfe/form/SV_099ewqqBLgRCth2?Q_JFE=qdg).

Time spent mastering the Library's website will reveal a wealth of other materials you can incorporate into your course as well as databases you can use to further your own research, free periodicals, and a host of other services. Your Baruch id allows you to check out materials from the library.

<https://library.baruch.cuny.edu/>

**Textbooks:** As stated above, all textbooks and other course materials must be entered in CUNYfirst. The Baruch Bookstore will order any textbook materials that have been entered in CUNYfirst by a month before courses begin. If you have been hired late, in addition to placing your information in CUNYfirst, you should inform the Baruch Bookstore directly about which materials you need by calling or emailing the textbook manager, tm8065@bncollege.com or 646 312-4854.

**Audio Visual:** Most classrooms are equipped with media, but if there is something additional you need, you may fill out a request for Baruch College Technology Center at:

<https://www.baruch.cuny.edu/bctc/media/order.html>

You must give at least 48 hours' notice.

If you are teaching in 17 Lexington, you will need a key available at the circulation desk on the second floor of the Newman Library to access the Smart Podium.

**Classroom Safety:** Classroom safety falls under the purview of the Office of Public Safety. To report an EMERGENCY on campus, use any campus phone to call 3333 or use your cell phone to call 646-312-3333.



A safe and secure campus depends on the cooperation and assistance of every Baruch student and all staff to be aware of possible safety hazards and of the potential for crime on campus. Crime prevention and prompt reporting of unsafe conditions should be the objectives of every member of the Baruch community.

Baruch College's policy is that students and employees must report safety hazards, crimes, loss of property, illness, or injury. Incidents can be reported to any CPO (Campus Peace Officer) or CSO (Campus Security Officer) by calling or visiting the Office of Campus Security and Public Safety.

The Public Safety website (<https://www.baruch.cuny.edu/psafety/index.html>) houses a wealth of materials on fire safety evacuation, active shooter scenarios, and other emergency situations as well as Baruch College's Annual Campus Safety report. It is a good idea to review the evacuation paths from your classroom.

## WORKING WITH STUDENTS:

Baruch's student population is high achieving, highly competitive and highly diverse, and students are supported by a variety of services. We have space to list only a few of these.

**Dean of Students**— In partnership with various campus stakeholders, the Office of the Dean of Students supports students in navigating their academic, social, emotional, and financial needs. The office promotes and advocates for the integrity, accountability, safety, wellbeing, and equity of all students.

Additionally, the office manages matters (often times of a confidential and personal nature) involving a variety of campus constituents, with particular focus on addressing student requests, adjudicating disciplinary matters through the administration and interpretation of the student code of conduct, responding to troubling behavior reported to the Campus Intervention Team (CIT), and developing students as responsible citizens and members of the Baruch community.

Contact: [deanofstudents@baruch.cuny.edu](mailto:deanofstudents@baruch.cuny.edu); 646 313-4570

**Academic Integrity**—Academic Integrity is of major concern to Baruch, and Associate Provost Dennis Slavin has posted extensive materials in the Faculty Handbook on this subject, which you should peruse before entering the classroom.

[https://www.baruch.cuny.edu/facultyhandbook/documents/Ac\\_Integr\\_Summary.htm](https://www.baruch.cuny.edu/facultyhandbook/documents/Ac_Integr_Summary.htm). If you suspect a violation of Academic Integrity, report the incident, with any supporting documentation you may have, to Associate Dean Dr. Annie Virkus-Estrada, using the form that appears below:

<https://www.pavesuite.com/Baruch/PublicPortal/HomePage>

Baruch subscribes to Turnitin.com, a commercial service that matches student writing to papers in its database, which can help an instructor identify plagiarism. To arrange to submit your students' work to Turnitin.com, contact Professor Gerard Dalgish at the beginning of the semester. He can be reached at 646 312-3919 or [Gerard.Dalgish@baruch.cuny.edu](mailto:Gerard.Dalgish@baruch.cuny.edu).

[Campus Intervention Team \(CIT\)](#)--The Baruch College Campus Intervention Team (CIT) works together as a support system to provide assistance to students in crisis. Any member of the college community (faculty, students, staff) can reach out to the CIT to report a concern about a student.

Concerned faculty, staff or students may fill out an Incident Communication Form if they have noticed student behavior which is perceived to be harmful to the student him/herself or to others. This behavior may include:

- Unusual or erratic behavior in class
- Extended absence from class by a typically engaged student
- Written work with troubling themes or references
- Verbal or written threats made by a student toward another student
- Written or verbal expressions of suicidal ideation
- Messages on social media with concerning language
- Other actions which cause an alarm or call into question the safety of the student or his/her peers

All reports are confidential and will be handled by members of the CIT.

To alert the CIT to a concern, complete and submit the Incident Communication Form. A member of the team will receive and review your submission:

<https://www.pavesuite.com/Baruch/PublicPortal/HomePage>

Please note that you may be contacted for follow-up information.

Members of the CIT may be emailed at [cit@baruch.cuny.edu](mailto:cit@baruch.cuny.edu) or call us at 646-312-4570.

**Student Disability Services:** In compliance with the Americans with Disabilities Act of 1990, as amended in 2009, CUNY is committed to ensuring educational parity and accommodations for all students with documented disabilities, which can include physical, emotional, medical or learning disabilities. At Baruch, the Office of Student Disability Services administers the ADA; students who ask for “reasonable accommodation” and who provide documentation to support their requests, receive a white identification card that summarizes their accommodations. Students are asked to show instructors this card during the first week of classes.

The Provost’s Office has drafted an example of what to include on your syllabus:

“It is college policy to provide accommodations and academic adjustments for students with disabilities. Any student with a disability who may need an accommodation is requested to speak directly to Student Disability Services located in Newman Vertical Campus in Room 2-271 or call 646 312-4590, as early in the semester as possible. All discussions will remain confidential.”

Instructors should contact Patricia Clarke Fleming, Director of Student Disability Services if they have questions. 646 312-5590 or [Patricia.Fleming@baurch.cuny.edu](mailto:Patricia.Fleming@baurch.cuny.edu).

**Mental Health Counseling:** Baruch students are entitled to free mental health counseling, which can be arranged by calling 646 312-2155. The Office of Mental Health Services, located on the ninth floor in the Annex building at 137 East 25th Street, has a wide variety of services available, including testing evaluation and substance abuse prevention. Teresa Hurst, the director, is also available to consult with instructors about their concerns about individual students.

**Athletes:** Athletes whose sports teams are representing Baruch at times that may conflict with their academic schedules will provide a letter from the Athletic office generally a week before missing class.

## ACADEMIC SUPPORT SERVICES FOR STUDENTS:

**Undergraduate Advisement and Orientation** <https://www.baruch.cuny.edu/undergraduate-advisement-and-orientation/>, NVC 5-215. The advisement staff is available to assist students in understanding matters relating to academic requirements, policies, and procedures. Students are invited to meet with an academic advisor to discuss their academic progress.

**Student Academic Consulting Center (SACC)** <https://www.baruch.cuny.edu/sacc/>, NVC 2-116, 646 312-4830. SACC provides tutoring in most undergraduate courses and offers instructional support materials such as videos, software, reference books, and handouts to help students with course content, study skills, and learning strategies.

**Tools for Clear Speech (TfCS)** <https://tfcs.baruch.cuny.edu/>. 17 Lexington Avenue, Suite 1207, 646 660-6433. The Tools for Clear Speech Program improves the pronunciation, fluency and pragmatic abilities of English Language Learners (ELLs) and non native English speakers at Baruch College.

**The Writing Center** (<https://writingcenter.baruch.cuny.edu/>), NVC 8-185, 646 312-4012. The Writing Center offers free support to all Baruch students. Its professional consultants—teachers of college writing and writers themselves—work collaboratively with each student to help the student become a more independent, confident, and versatile writer.

## SUPPORT FOR TEACHING AND INSTRUCTION

**Baruch College Technology Center (BCTC):** BCTC offers many training sessions on useful classroom technology

[https://www.baruch.cuny.edu/bctc/training/faculty\\_training.html](https://www.baruch.cuny.edu/bctc/training/faculty_training.html)

**Center for Teaching and Learning**, <https://ctl.baruch.cuny.edu/>. Information Technology Building, room 6-148. The Center for Teaching and Learning (CTL) is dedicated to serving as a catalyst to foster the exploration of teaching and learning opportunities at Baruch College. Working in collaboration with other academic service units, the CTL focuses on facilitating the development and adaptation of various teaching and learning models, including hybrid/online delivery modes. The CTL brings together faculty from various disciplines to reflect upon

pedagogical opportunities and the enabling role of technology in education. The CTL also supervises Blogs at Baruch.

[Bernard L. Schwartz Communications Institute](https://blogs.baruch.cuny.edu/blsci/), <https://blogs.baruch.cuny.edu/blsci/>, 135 East 25th St, Room 315A, 646 312-2060. In close partnership with faculty and our colleagues in academic support programs, the Bernard L. Schwartz Communication Institute cultivates learning environments in which students become strategic, thoughtful communicators and creators. It develops and supports Communication Intensive Courses, guides pedagogical reflection, and fosters the teaching and learning of written, oral, visual, and digital literacies across the College.

## ADVANCING YOUR CAREER AS AN ACADEMIC

**Awards**—Adjunct faculty are eligible for the President’s Excellence in Teaching Award, for which nominations are generally submitted in February. Individual departments may offer additional prizes.

**Travel Grants**—Travel grants under the PSC CUNY contract are administered by the deans’ offices of each school.

Instruction:

[Preparation for Teaching Online: A Foundational Workshop for CUNY Faculty:](https://cunyonline.commons.gc.cuny.edu/)  
<https://cunyonline.commons.gc.cuny.edu/>

**Departmental Research Seminars**—Many departments host weekly or monthly research seminars, which are a good way to learn about research going on at Baruch as well as to meet outside experts in your field.

**Public Programs**—Baruch sponsors a rich array of public programs, performances in the Baruch Performing Arts Complex (BPAC), athletic events, and openings in the Mishkin gallery. Check the Baruch home page and your email from Associate Provost Dennis Slavin for details.

**PSC-CUNY Adjunct Professional Development Fund**—An adjunct faculty member who is teaching six or more classroom contact hours in the semester and has taught two or more courses for the two most recent semesters (not including summer) is eligible to apply for a grant of up to \$3000 from this fund. The grants can be used toward s research, courses, conferences, field studies and other activities. The grant application and complete guidelines are available at <https://www.psc-cuny.org/benefits/adjunct-cet-professional-development-fund>.

## OTHER RESOURCES:

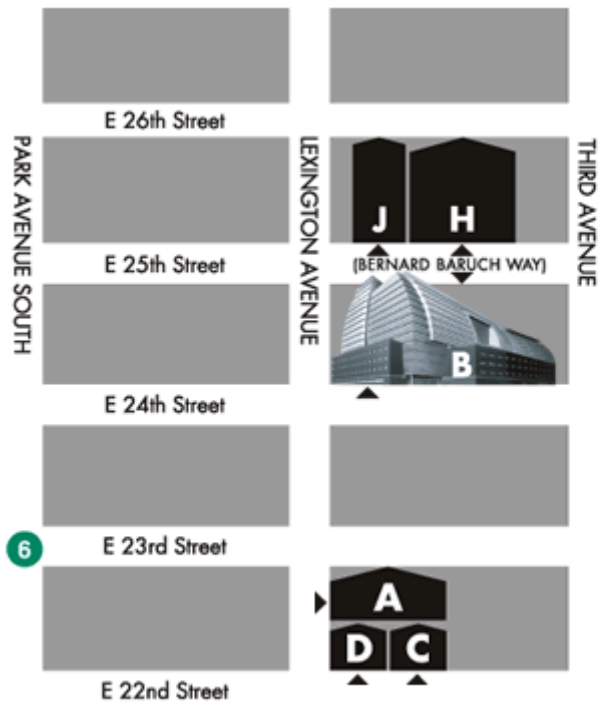
**Selective Bibliography**—feel free to borrow from Room 650 IT Building.

Berry, Joe. **Reclaiming the Ivory Tower: Organizing Adjuncts to Change Higher Education.**

(New York: Monthly Review Press, 2005).

- Childress, Herb. **The Adjunct Underclass: How America's Colleges Betrayed their Faculty, their Students and Their Mission.** (Chicago: University of Chicago Press, 2019).
- Cooper, Lorri and Booth, Bryan, Ed. **The Adjunct Faculty Handbook.** 2<sup>nd</sup> Ed. (Los Angeles: Sage, 2011).
- Cross, John G. and Goldenberg, Edie N., **Off-Track Profs: Nontenured Teachers in Higher Education.** (Cambridge, MA: MIT Press, 2011).
- Fuller, Ry; Kendall Brown, Marie; and Smith, Kimberly, Eds. **Adjunct Faculty Voices.** (Sterling, VA: Stylus, 2017).
- Gappa, Judith M. and Leslie, David W. **The Invisible Faculty: Improving the Status of Part-Times in Higher Education** (San Francisco: Jossey-Bass, 1993).
- Greenhouse, Steven. **Beaten Down, Worked Up: The Past, Present, and Future of American Labor.** (New York: Knopf, 2019).
- Grieve, Donald and Lesko, Patricia. **A Handbook for Adjunct/Part-Time Faculty and Teachers of Adults.** 7<sup>th</sup> Edition. (Ann Arbor, MI: The Part-Time Press, 2011).
- Hyman, Louis. **TEMP: How American Work, American Business, and the American Dream Became Temporary.** (NY: Viking, 2018).
- Kezar, Adrianna, Tom DePaola, and Daniel T. Scott. **The Gig Academy: Mapping Labor in the Neoliberal University.** (Baltimore: Johns Hopkins University Press, 2019).
- Lynd, Staughton and Daniel Gross. **Labor Law for the Rank and Filer: Building Solidarity While Staying Clear of the Law.** (Oakland, CA: PM Press, 2d edition, 2011).
- Lyons, Richard E., Kysilka, Marcella L., and Pawlas, George E. **The Adjunct Professor's Guide to Success.** (Boston: Allyn and Bacon, 1999).
- Lyons, Richard E. **Success Strategies for Adjunct Faculty.** (New York: Pearson, 2004).
- Lyons, Richard, Ed. **Best Practices for Supporting Adjunct Faculty.** (Boston: Anker Publishing Company, Inc., 2007).
- Tolley, Kim, Ed.. **Professors in the Gig Economy: Unionizing Adjunct Faculty in America.** (Baltimore: Johns Hopkins University Press, 2018).
- Websites of Adjunct Organizations:
- Adjunct Nation: <https://www.adjunctnation.com/>
- New Faculty Majority: <http://www.newfacultymajority.info/quick-links/>
- COCAL: The Coalition of Contingent Academic Labor: <https://cocalinternational.org/>
- Coalition on the Academic Workforce <http://www.academicworkforce.org/>

## CAMPUS MAP OF BARUCH COLLEGE



### Map Key

A- The Lawrence and Eris Field Building at 17 Lexington Avenue (at 23rd St)

B- The William and Anita Newman Vertical Campus

One Bernard Baruch Way (55 Lexington Avenue)

C- Newman Hall

137 East 22nd Street

D- Administrative Building

135 East 22nd Street

H- Information and Technology Building

151 East 25th Street

J- 137 East 25th Street

**The Lactation Room is located in Room 112, first floor of the Information Technology Building, near the restrooms and vending machines. Swipe access is arranged by the Office of Human Resources.**