



GEORGIA
CENTRAL UNIVERSITY

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Adjunct Faculty General Notice

Syllabus

Submit a copy of your course syllabus to academic@gcuniv.edu by July 1 for Fall Semester, or December 1 for Spring Semester. Please include on your syllabus all the information listed in the GCU *Faculty Handbook* (see gcuniv.edu → Downloads → Faculty/Staff forms).

Textbook(s)

Submit the title, author, publisher, and ISBN of textbook(s) you will be using to the Director of the Library (library@gcuniv.edu) by July 1 for Fall Semester or December 1 for Spring Semester. We will request a desk copy from the publisher or purchase a copy to keep in the Reference section of the Library.

Contracts & Compensation

Contracts for new faculty members will be issued within two weeks after the drop/add period or about four weeks into the semester. Compensation for one course is \$1600.00. Extra payment for special courses may be discussed with the Dean of each School. Contract payments will begin the first week of September (Fall Semester) or the first week of February (Spring Semester), and will be paid via direct deposit. Please provide your bank information at the bottom of this notice. If you do not receive payment by the appropriate date, please contact Mr. Jonguk Kim, Director of Business Affairs (chs@gcuniv.edu).

Class Cancellation

If you need to cancel a class, please fill out a "Class Cancellation Request" form (see gcuniv.edu → Downloads → Faculty/Staff Forms) and return it to the Office of Academic Affairs at least one week before the date of the class to be canceled, or in case of emergency contact the Dean of Academic Affairs, Dr. Eun Moo Lee, at (academic@gcuniv.edu or 770-220-7929). Faculty members may miss only **one** class per semester. If you must cancel class more than once, you are to find a way(s) to make up the missed class time.

Attendance

A Class Attendance Book is needed for each class meeting. The Attendance Book for each instructor is located at the Registrar's Office every semester. Be sure take roll each class session. It is mandatory that student attendance be tracked. Please use this uniform marking system:

"V" (or "A") for attend, "/" for absent, and "X" for late/tardy

Photocopying

The Office of Academic Affairs will issue copy cards for all instructors for photocopying syllabi and/or class handouts. Please use the photocopiers next to the Office of Academic Affairs or in the Library.

