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 responsibility of the applicant.

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 email: onlinefaculty@mdc.edu (MDC online faculty)

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, the Human Resources or IT will provide you with details of when you can begin.
Your first day of the semester is day 1 of your access.

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)
Email: onlinefaculty@mdc.edu (MDC online faculty)

8. I'm teaching an 8-week course, but the entire contents of the course (assignments, due dates, etc.) is 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 by week or how you see fits. If you require further assistance visit How do I bulk update due dates and availability dates as an instructor? or Email: onlinefaculty@mdc.edu (MDC online faculty)

9. How can I obtain a sample syllabus and the required textbook for courses?
The syllabus is in the LMS 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'm 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 start of attendance confirmation period?
Check the [Academic Calendar](#) for general semester dates. Check [Important Session Information](#) in the Employee Portal for specific session dates as they pertain to your class. You will need VPN to access the Employee Portal. If further assistance is required, please email: [onlinefaculty@mdc.edu](#) (MDC online faculty)

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 MDCard or MDC Parking Decal since you are not physically reporting/visiting our facilities. However, if you would like an MDC Badge, please our Student Life Office in any of our campuses.

15. Is it possible to arrange for my ID to be sent via email or mail to me?
In the event you decide to get an MDID, you can stop by our Student Life Dept on any of our campuses to issue you and MDID Badge. MDIDs cannot be mailed and 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 approx. 6 weeks after your hire date.

17. How can I set up 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 approx. 6 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 a total of 48 contact hours, per 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're teaching. If you are teaching in a longer semester, the amount of pay will be less, but in multiple checks.

21. Do I get paid for trainings 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.

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 9 classes (Most courses are 3 credits@12 points for a total of 108 points). It depends on the need for your specific discipline. Since you are allowed a maximum of 9 courses per year to teach, we recommend 2 per semester.

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

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

Quizzes / Tests / Student Support

29. I have a student who needs extra time on quizzes and tests, but I am not seeing 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 Email: onlinefaculty@mdc.edu (MDC online faculty)

30. **Would the class be fully online or does it involve virtual teaching (where I have to virtually meet with the students at a set time for 3 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 what time works best for everyone to meet on a specific day/time. Although this is not mandatory, it may work well for you and your students.

31. **I completed the Attendance Verification for the Fall and there were a few students that I withdrew. Is it possible to have them re-added to the course?**
A student can be added back to your course by emailing onlinefaculty@mdc.edu and provide your class number (e.g., ENC1101-2233-1234) and the student's MDID number.

32. **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 anymore course work. Is it past add/drop period?**
MDC has an Attendance Confirmation Process which can be found in the Employee Portal > Faculty Resources.

33. **Is there a way to add this student back into the course? They have really hit a hard 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

34. **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.

35. **When a student commits plagiarism what do I do?**
Please email: onlinefaculty@mdc.edu (MDC Online Faculty Support)

36. **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 important information on the course design and materials as well as instruction on how to pair/link your course with the publisher content. Please read and follow the instructions. If you need additional support, please email: onlinefaculty@mdc.edu (MDC online faculty)

37. **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. If you require further assistance Email: onlinefaculty@mdc.edu (MDC online faculty)

38. **Can a student join a class after commencement of term?**
Email: onlinefaculty@mdc.edu (MDC online faculty)

Training

39. **Are there any training/training courses available throughout the year for adjuncts?**
Yes, once you have access to MD Connect, 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, Course Delivery, Program Development, Testing & Assessment, Student Services, and Student Success initiatives.

40. What are the HR trainings I need to take and where can 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 mdc.edu email.

41. 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.

Applying at MDC Online

42. How can I apply for a position to teach for MDC Online?
Visit [MDC Jobs](#) and search for Adjunct Faculty, MDC Online.

43. I applied for a position but have not heard back. Can I teach next semester?
This is difficult to determine in advance as our needs for teaching disciplines change from term to term.

44. What is considered a Hard-To-Hire course at Miami Dade College?
The hard-to-hire classification refers to the Post-Secondary Adult Vocational (PSAV) courses which are College designated as "Hard to Hire" and the Office of the College Provost determines these courses. At the moment, Computer Science courses are the only courses that fall in this category.

45. I have a foreign degree. Can I teach for 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 U.S. Evaluations can take anywhere from 5 days to 2 weeks and costs may vary. Please visit [NACES](#) for more information.