

Policy and Procedure – Identification Cards for Adjunct Faculty

Effective September 1, 2003

Policy:

It is University policy that adjunct faculty be provided with University Identification Cards (not University Global ID cards) that:

- visually demonstrates the person as an adjunct faculty member for University identification requirements,
- authorizes Illinet use under normal policies and procedures for such use, and
- allows the adjunct faculty member to qualify for any discounts provided by external parties to University personnel.

This special version of the University Global ID card does not provide the credit card magnetic stripe that allows for duplication on University equipment (see separate policy on this subject).

Procedures:

- University academic departments responsible for contracting with adjunct faculty will submit lists for each term of all adjunct faculty engaged for that term to Operational Services-Wheeling.
 - In the case of field programs starting between terms the required information will be submitted as contracts are signed to Operational Services-Wheeling.
- Submitted information will include:
 - College and Department
 - Adjunct Faculty Name
 - Adjunct Faculty Social Security #
 - Term of contract
- The Operational Services group will 'load' the appropriate data into the Global Card network based system within 48 hours of receipt of adjunct faculty lists from the Dean's Offices.
 - Operational Services will advise the appropriate Dean's Office when a given recently submitted 'batch' of names has been processed so the Dean's Office may leave a message for the adjunct faculty that they have been entered into the system.
 - Adjunct Faculty should also feel free to check with any Facility Manager about whether they have been entered into the system, but should allow 1-2 weeks after signing a contract for this process to occur.

- The Adjunct Faculty will be responsible for going to one of the four (4) campuses where photo-id equipment is based (Chicago, Evanston, Wheaton, Wheeling) to have their picture taken and a card prepared (about a 5 minute process).
 - The adjunct faculty should pre-arrange their visit (make an appointment) with the Facility Manager of the Campus they will visit to be sure that someone will be available to produce the card.
 - Campus Facility Managers are:

▪ Chicago	Calvin Harris	x3429
▪ Evanston	Terry Frank	x2267
▪ Wheaton	Sue Hackbarth	x4512
▪ Wheeling	Kim Schmitz	x5804
 - Card production is possible from
 - 9:00am to 8:30pm Monday-Thursday
 - 9:00am to 5:00pm Friday
 - No Saturday/Sunday hours are available at the present time.
- **The photo-ID card issued to Adjunct Faculty does not include duplication privileges, which are provided under a separate policy directly by the College Dean's Offices.**
- **The photo-ID card issued to Adjunct Faculty will not include after-hours access privileges to any University property. (Part-time personnel, adjunct faculty, and most full-time personnel are not authorized to be on University sites except during normal business hours.)**