

Policy and Procedure - Duplication Cards for Adjunct Faculty

Effective September 1, 2003

Policy:

It is University policy that adjunct faculty be provided with credit-limited duplication cards (not the regular Global Card) for the production of casual materials to be distributed in classes. This system is designed to allow flexible use of duplicating equipment by Adjunct Faculty while retaining some level of budgetary control on overhead costs by the College Deans.

Reproduction of significant materials that are generated for class distribution should be prepared and packaged for distribution to field, focus, and other programs through the MBS/Direct program or the University bookstores. The collection of funds directly from students in any form by faculty or staff is expressly precluded by the *Policy on Duplicated Material for Classes*.

Procedures:

- A special form of the Danyl card will be prepared by Operational Services for distribution to adjunct faculty by the Colleges.
 - These cards will carry a 'credit-limited' encoded balance that allows their use in any University duplication equipment.
 - The system works as a declining balance procedure, automatically reducing the 'available' copies left on the card after each use.
 - The College Deans will have several levels of cards available for distribution, to allow flexibility by program need.
 - Adjunct cards can be re-coded (balances increased) at the Campus Administration offices at Chicago, Evanston, Wheaton, and Wheeling when a P.A.C. form is submitted with signature authorization by the College Dean or designated representative.
 - The use of other duplication facilities is not permitted, since the University maintains an extensive system of materials reproduction equipment.
- Additional payments by students for this material are not to be required or requested by any faculty or staff member at any time.
- Larger volumes of materials prepared for programs should be 'pre-packaged' and distributed through the MBS/Direct or University Bookstore systems, with the fees either included in the course fee or paid for by the student to the distribution fulfillment operations managed for the University by these groups. College Deans should make arrangements for this activity through Instructional Services.