

Part-Time Faculty Handbook

A Resource and Guide

2018-2019

G R O S S M O N T
C O L L E G E



Introduction

The part-time faculty of Grossmont College play a vital role in the college's ability to venerate its mission and fulfill its commitment to student success. This part-time faculty handbook was produced by the ASPTFC (Academic Senate Part-Time Faculty Committee) with support from the professional development office. The purpose of this handbook is to ensure that a curated resource of important information is available to our new and current part-time faculty.

If you are a new part-time faculty member you are invited to attend one of the [professional development orientations](#) for new[ish] adjunct faculty offered during flex week - (the first week of the semester). You are also eligible to enroll in a variety of benefit programs at the district office, which is located in the parking lot area north of the volleyball courts. Please also consider joining the [ASPTFC](#) on a voluntary basis, or as a paid division representative. The ASPTFC is a committee of the academic senate; a vibrant, engaged, and dedicated community of teachers.

Purpose

The purpose of this handbook is to ensure that a curated resource of important information is available to our new and current part-time faculty. It was developed with the intention that it would be a 'living document', accessible through the Grossmont College website and kept up to date.

Within these pages, you will find detailed information in regards to teaching guidelines, policies, instructional resources, as well as the available opportunities for professional development and involvement within the participatory governance system of Grossmont College. As a part-time faculty member, you are able to serve on various committees, including those within the participatory governance system, the [academic senate](#), as well as hiring committees.

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1. Benefits for Adjunct Faculty

- a. As a part-time faculty member, you are eligible for enrollment in a variety of benefit programs. The [GCCCD office has information](#) about your [eligibility](#) and options for health benefits and retirement programs. You are immediately eligible for enrollment into the [CalSTRS defined benefit](#) retirement program. [11.7 CBA [Edu. Code 22455.5] (b)].
 - i. According to CalSTRS, “when [part-time educators] are hired by a prekindergarten –12 district, county office of education, participating charter school or community college district, your employer must inform you that as a part-time employee you can elect membership in the Defined Benefit Program.”
- b. If you are eligible to enroll in the optional healthcare programs you will need to fill out [the appropriate form](#) and submit it to the district office. For health coverage, An adjunct faculty member must serve an average equal to 50% LED or greater for two consecutive academic semesters. Summer and winter sessions are not used in the LED calculation. Coverage continues year round for the unit member as long as the qualifying load is maintained during the academic semesters.

2. Professional Responsibilities

a. Who are adjunct faculty?

- i. Adjunct faculty are also known as part-time faculty, and are hired on a per semester basis. As an adjunct faculty member, you make up roughly $\frac{2}{3}$ of the teaching body at Grossmont College and are a vital part of the institutions' faculty. Although it is not mandatory to join in the participatory governance of Grossmont College, there are positions in the academic senate and other governing bodies for which adjunct faculty can participate.

b. Responsibilities of adjunct faculty

- i. Under administrative leadership, it is the responsibility of part-time faculty to perform tasks which support the advancement of the vision, mission, and values of the colleges and District. Part-time faculty have responsibilities in regards to their classroom assignment, evaluation of students, curriculum, student advising, professional development.

c. Authority and Reporting - The immediate contact person for an adjunct faculty member is their Department Chair.

- i. Please reach out to your Department Chair about anything regarding mentorship, problems in the classroom, and questions about how to complete your responsibilities.
- ii. The administrative assistant to your division dean is also an invaluable resource for administrative questions.

d. Correspondence - Adjunct faculty will receive an [official Grossmont College email](mailto:official.Grossmont.College.email) address (firstname.lastname@gcccd.edu). Adjunct faculty are expected to check this email account regularly while they are teaching since this is the official means of communication between the College and the faculty member regarding their employment at Grossmont College.

e. Contract/Hire Letter - You will not receive a hire letter in email or to your home address. A hire letter will be sent to newly hired faculty in their physical **school mailboxes**. Letters do not need to be signed and returned to confirm assignments.

- i. Canceled classes - If an assignment is canceled, said cancellation shall be communicated to the part-time faculty member, both orally and via email, within two working days of the cancellation. Part-time faculty shall be paid in full for any assignments scheduled within two working days of the said cancellation notice.

f. [Professional Development](#) - Adjunct faculty are [required](#) to complete the same number of professional development hours as they are assigned for instruction. This requirement can be satisfied in a number of ways, including conference attendance, online trainings etc... As a new part-time faculty member, orientation sessions are held for you at the beginning of each semester. Several dates and times are offered during Professional Development Week and the first week of instruction. This orientation is designed to acquaint you with programs, policies, and procedures, as well as student resources that will be helpful in your assignment. A schedule of Professional Development Week meetings will be made available to you prior to each semester at [the office of professional development's webpage](#). Please consult this schedule to find the date, time, and location of these important sessions.

- i. [Calendar of professional development opportunities](#)
- ii. A [Faculty professional development form](#) needs to be turned in to your department's administrative assistant upon completion of your PD hours.

1. The form must be turned in by Friday, the first week of the Fall and Spring semesters (first week of classes).
- iii. The Professional Development Committee is a committee that plans and organizes opportunities for professional development. A part-time faculty member may serve on the faculty professional development committee.

3. Teaching Policies:

- a. **Syllabi** - Each instructional division office will call for a current course syllabus to be on file with that office for every class section. Syllabi are to be submitted online to your dean's administrative assistant and department chair. It is extremely important that you attend to the submission of these syllabi. Syllabi are often a critical document used toward resolution of student inquiries or instructor/student conflicts. A syllabus represents a contract between yourself and your students. Submission of your syllabus to your department chair and dean's office is due the 2nd Friday of the semester.
 - i. A well-organized syllabi should contain the following information:
 1. Contact information, Course description, [SLOs](#) (including adopted language per your department).
 2. Weekly Topic/Assignment breakdown
 3. Detailed information about grading policies and assessments
 4. Any other class policies, such as class etiquette, attendance/tardiness policies, late paper policies, lab and studio requirements, class participation requirements, etc.
 5. [ARC and TUTORING info](#) - This information must be in your syllabi
 6. It is highly recommended that you review your syllabus with the chair or director of the program for feedback as there may be program specific information to include.
- b. **Office Hours** - Adjunct faculty are not required to hold office hours and will not be paid for holding office hours. However you can do so and hold them as necessary. A recommended location is in a study room at the school library. (See section 11.10 of proposed language in CBA)
- c. [Guest Speakers](#)
- d. [Instructional Supplies and Duplication](#)
 - i. Each semester you are eligible for certain instructional supplies. You may pick them up at the printing department in room 70-115.
- e. [Course Cancellation](#) - The college may, at the Dean's discretion, cancel a particular course based upon enrollment.
- f. **Instructor Absences from Class** - Adjunct faculty are expected to be present at all scheduled class sessions during the semester. However, adjunct faculty who find themselves unable to attend their regularly scheduled classes must contact their dean's administrative assistant.
 - i. Anticipated absences:
 1. Require a PNL form to be submitted at least 2 weeks prior to the date of absence.
 - ii. Unanticipated absences:
 1. Please contact the administrative assistant in your division.
 - iii. [Substitutions](#)

1. You are able to receive pay for your substitution work by filling out a form and submitting it to your dean's administrative assistant. The correct form can be downloaded [here](#).
- g. Class Rosters** - You are required to submit census drop rosters each semester by the required dates listed in section 12 of this handbook.
- i. ALL Census Drop Rosters MUST be submitted online via our WebAdvisor even if you are not dropping any students. Census Drop Rosters are a requirement for the college to be in compliance with Title V, Section 58004, as stated below:
 1. "Districts shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment." (Inactive enrollment is defined as a "no show" or a "student no longer participating in the course.") These rosters are checked by the auditors and must be available upon request. Your cooperation in complying with this regulation is greatly appreciated.
 - ii. In order to comply with the above requirements AND qualify for any potential TA hours or LCE bonus, you must turn your rosters in by the end of the workday preceding the listed census date for each section.
- h. Students in Need of Accommodations**
- i. Students needing accommodations will need to make arrangements through the [ARC \(Accessibility Resource Center\)](#) and are entitled by law to receive accommodations once registered with the ARC office.
- i. Student Conduct**
- i. The instructor may report to student affairs and/or [contact campus security](#) if a student is in violation of the '[Student Code of Conduct](#)' in order to maintain a safe and productive learning environment.
- j. [Final Exams](#)**
- i. Your class will be assigned an exam time which will be posted on the school's website under 'academic calendar'...
 - ii. You need to submit a copy of your final exam each semester to the office of instructional operations in room 10-124.
- k. [The Grading System](#)**
- i. Your final grades will be submitted through web advisor....
 1. W, IA, IA-, IA+, IB... P, NP, ABCDF
 2. C- can not be used...
 - ii. Instructions on how to submit grades
 - iii. 'Change of Grade form' - when and how to use
 - iv. FERPA (1974) - The privacy of students and their educational records is a serious matter and is mandated by the Family Educational Rights and Privacy Act (FERPA).
- l. [Academic Integrity](#)**
- i. What constitutes a [violation](#)
 - ii. Student Violation [procedures](#)
- m. [Large Class Equivalency \(L.C.E\)](#)**
- i. Part-Time instructors are eligible for bonus pay when their sections have 50 or more enrolled students.

4. Online Teaching Resources

- a. **What is Online Teaching?** Online Teaching is the use of online technology to deliver instructions to a class. There are three basic modalities of courses offered at Grossmont College.
 - i. **Online:** No on-campus meets at all. The entire course is taught fully online.
 - ii. **Hybrid:** A combination of on-campus and online teaching. The weight varies.
 - iii. **Face-to-Face (F2F):** Fully on-campus with regularly scheduled weekly meets.
- b. **Canvas:** A Learning Management System (LMS). Canvas will replace Blackboard and become GCCCD's primary districtwide LMS starting June 2018. Canvas is a user-friendly online environment with the ability to easily connect instructors and students in all modalities of teaching.
 - i. [Canvas Overview](#), [Canvas Getting Started](#), [Canvas Training](#), [Canvas Guides](#), [Canvas Grossmont Login](#).
 - ii. Canvas 24/7 Phone Support: 1-844-600-4953
- c. **Other Resources:**
 - i. [Faculty Support for Online Classes](#)
 - ii. [WiFi Hotspots on Campus](#)
 - iii. [Login to Canvas](#)

5. Faculty Evaluations

- a. **When:** New adjuncts will be evaluated during their first semester, and then after that at least once every 6 semesters (not including summer and intersession). These evaluations occur between weeks 5 and 12 of the semester. Grossmont has a [summary of the evaluation process](#) on the website.
- b. **Who:** Three evaluations will be completed. One by your department chair or delegated full-time faculty member. One by your division dean. One by your students via a [scantron](#) sheet that will be distributed to your students during a class period. Adjuncts should be aware that they have the option to submit a list of three evaluators that they want to serve as their Peer Reviewer ([section 5.8 of the AFT Faculty Union Contract](#)), otherwise the department will choose who evaluates you.
- c. **Criteria:** You will be observed during your class for at least 50 minutes, and you will be evaluated on the following categories:
 - i. **Subject Matter Mastery:** how well you know the material
 - ii. **Organizational Skills:** your preparedness and how well what you cover in class connects to the official course objectives
 - iii. **Teaching Skills:** how you teach and the classroom environment you create with your students
 - iv. **Professional Skills:** evidence of professional development and/or other relevant duties of your specific job requirements
- d. **Outcome:** Your peer evaluator fills out the [evaluation form](#) summarizing their observations of the categories listed above, and turns it into the Faculty Evaluations Office. Your score from your dean's evaluation, the peer evaluator, as well as that of your students, is then averaged resulting in a score on a 5 point scale. You will receive and be asked to sign the evaluation.

- i. If the report includes recommendations for improvement, then you are to submit your written response to these recommendations within 10 days.
- ii. If you are given a rating of 3.5 or above (on the 5 point scale), then no further action needs to be taken.
- iii. If you are given a rating of 3.49 or lower, and you do not already have re-employment preference (see section 6 below), then you will either:
 - 1. Not be rehired for next semester; but you have the option to appeal this decision to the College President. Or,
 - 2. You and your evaluator will work together to develop a specific plan for improvement and then will schedule a follow-up evaluation with the same evaluator to take place during the next semester.
 - a. If the follow-up evaluation results in a rating of 3.5 or higher, then the District will put a letter in your personnel file saying that your previous rating has been improved to a satisfactory level
 - b. If the follow-up evaluation is again 3.49 or lower, then you will not be re-hired; but you have the option to appeal this decision to the College President.
- vi. If you are given a rating of less than 2.0, then you will not be re-hired; but you have the option to appeal this decision to the College President.

6. Preferential Rehire Status [CBA section 11.3]

- a. Part-time faculty are eligible for [priority of assignment](#) after having completed at least six (6) semesters (summer and intersession excluded) within a four (4) year period at a particular college. The part-time faculty member must make a request in writing to the dean and chair to initiate her/his priority of assignment, which shall take effect two semesters following said request.
- b. Please refer to section 11 of the CBA (collective bargaining agreement) for more information.

7. Emergencies

- a. **Whom to call and when**
 - i. **In the event of an emergency: call 911**
 - 1. A life-threatening situation, medical emergency, crime in progress or crime report, fire, major disturbance, request for police presence to deal with a potentially disruptive person
 - 2. When calling 911, give your name, extension number, and building name/room number/other specific location. Describe the situation clearly and accurately. **Do not hang up** - let the person you are talking to end the conversation, as other information may be needed.
 - ii. **Sheriff's Non-Emergency Line: (858) 565-5200**
 - 1. Reporting past break-in or suspicious situations that are non-threatening; reporting vehicle damage; any non-life-threatening issue
 - iii. **Campus and Parking Services: (619) 644-7654** from non-district phone (e.g. personal cell phone); extension 7654 from district phone
 - 1. Automobile assistance, parking, lost and found, a safety escort, room lock/unlock
 - iv. Emergency Information
 - 1. **Emergency Information Line: 1-800-550-3922**

- a. General information and instructions for students, staff, and faculty regarding campus operations, business, or classes when Grossmont's Emergency Operations and Preparedness Teams have been activated.
 - 2. Information will also be communicated via public address system; GCCCD emergency notification system (sign up [here](#) to get information via cell phone, landline, and email); district and college Web sites and Facebook pages; and news media.
- b. There are also [emergency specific protocols](#) in the case of:
 - i. Fire, Earthquake, Defense, and Other Disasters
 - ii. Emergency Alarms: General Procedures
 - iii. Fire or other emergency alarm
 - iv. Power Outage
 - v. Injury and Illness
 - vi. Accidents and safety hazards
 - vii. Bomb, etc. calls, and reports
- c. More information about handling specific emergencies beyond those listed above can be found on the [district website](#).

8. Participatory Governance

- a. Grossmont College has a vibrant and inclusive participatory governance system, and part-time faculty are welcome to participate in a variety of capacities. Being involved in the governance of the college is important, rewarding, and a valuable professional experience. Part-Time faculty are welcome to serve in the academic senate voluntarily and as a paid representative. More information about meeting times and how to get involved is located on Grossmont College's [academic senate website](#).
- b. The committees and representatives of the academic senate represent the faculty at the college in regards to academic and professional matters as detailed in the [ASCCC's 10+1](#).
- c. **The ASPTFC (Academic Senate Part-Time Faculty Committee)**
 - i. The ASPTFC is a sub-committee of the academic senate and is charged with addressing part-time faculty issues as they arise and providing the part-time faculty with a voice in the participatory governance of the college.
 - ii. **The ASPTFC meets on the 4th Monday of each month during the fall and spring semesters from 11:00 - 12:20.**
 - iii. Committee members are either appointed or elected. Currently, each division and department has a seat for a representative on the committee. The division representatives are paid at the non-classroom hourly rate for attending academic senate meetings on the 1st, 3rd, and sometimes 5th Mondays of the month as well as attending the ASPTFC meetings. The chair of the committee also serves as an 'officer-at-large' representing all the part-time faculty at the college in regards to academic and professional matters as detailed in the ASCCC's 10+1
- d. As a part-time faculty member, you are eligible to be paid for serving on [certain committees](#). You are eligible to serve on hiring committees as well as other committees at the college on a voluntary basis as well.

- e. **The ASCCC system** - The Academic Senate for California Community Colleges is a statewide participatory governance system which includes all of the states 114 community colleges. A great resource to find out more information about the system is the [local senate's handbook](#).
- f. Grossmont College is part of a [district-wide system of governance](#) as well as the ASCCC statewide system.

9. Student Resources

a. **ADMISSION & RECORDS** -

The Admissions and Records Office, Bldg. 10-150, serves as an information source and provides a variety of services to prospective students, current students, and faculty. The services to students include, but are not limited to, distribution and collection of admission materials and forms, residency determination, probation and disqualification computation, transcript evaluations, student petitions for exception to the college catalog, evaluation for graduation and certification of General Education requirements.

Services provided to you are a distribution of class rosters and grade rosters, maintenance of student files for faculty inquiry as appropriate, assistance with excessive absence drops, grade changes and incomplete grade contracts and up-dates.

The Admissions and Records Office can be contacted at extension 7186 or at <http://www.grossmont.edu/admissions/>

b. **ADULT REENTRY CENTER** -

Typical reentry adults have been away from an educational program for three to five years or longer. The Adult Reentry Center located in the Griffin Center, Building 60 –146, provides a variety of resources for the returning adult student who is seeking an opportunity to re-enter college and establish educational and career goals. Many adults returning to school are currently in the workforce and need to update their skills or re-career. The center acts as a bridge between the college and the community and provides referral services. For more information call 644-7697 or website at <http://www.grossmont.edu/adultreentry/>.

c. **ASSESSMENT OFFICE**

The Assessment Office, located in the Student Services and Administration building, provides individual and group assessment testing in English, ESL, Math, throughout the year. World Languages assessments, Ability to Benefit (for Financial Aid) and Chemistry 141 are offered in the office. Appointments are recommended. In addition, the office provides instructors with assistance in administering make-up exams and finals to individual students (by appointment only). The office is open Monday and Tuesday 8:00 a.m. to 6:00 p.m., Wednesday and Thursday 8:00 a.m. to 5:00 p.m. and Friday 8:00 a.m. to 1:00 p.m. For additional information, call extension 7200 or visit our website at <http://www.grossmont.edu/assessment/>.

d. **CAREER CENTER**

The Grossmont College Career Center, located in the Griffin Center, Building 60-140, assists students with vocational assessment and interpretation, a current extensive range of occupational and educational resources. Instruction on resume writing, interview techniques, application preparation, employer contact and job search training are also offered. Students and community members may utilize the Career Center resources and services at no charge. For more information, The Career Center can be reached at 644-

7614 or website at <http://www.grossmont.edu/careercenter/>.

e. **COUNSELING**

The Counseling Center, Bldg. 10, provides the following services to students:

- i. Academic/Transfer Counseling
 - Educational planning
 - Transfer planning
 - AA/AS degrees
 - Certificate programs
 - Counseling courses on selected topics
- ii. Career Counseling
 - Career interest testing
 - Goals clarification
 - Career exploration assistance
- iii. Personal Counseling
 - Personal issues related to academic success
 - Community professional referral
 - Crisis Intervention

For Counseling Center office hours, please consult our website at <http://www.grossmont.edu/counseling/>. Hours are subject to change during challenging budgetary times. The general number for the Counseling Center is extension 7208.

f. **ACCESSIBILITY RESOURCE CENTER (ARC)**

Accessibility Resource Center, Bldg. 60-120 supports the general educational philosophy of Grossmont College by recognizing the right of all persons to an equal opportunity to obtain an education. In order to provide an equal opportunity to all, the unique needs of each individual must be met with a support system designed to enable the student to attain optimal advantage of the classroom learning process. The ARC is committed to the goal of mainstreaming the student to encourage the maximum development of personal, social, and intellectual skills and relationships as the individual is integrated into all aspects of the Grossmont College community. Further, the department has the responsibility of keeping staff, administration and the Governing Board aware of, and in compliance with, the ever increasing federal and state legislation and implementation procedures.

Accessibility Resource Center (located in the Griffin Center, room 60-120) serves the following disability groups:

i. **Mobility Impaired**

Services offered include special temporary parking, assistance with government agency referrals, counseling and priority registration. In addition, there are adapted classes in Exercise Science.

ii. **Blind/Visually Impaired**

Assistance in obtaining materials produced in an alternate format required for classroom instruction, cassette recorders, and assistive technology are some of the services offered to students with visual impairments. Department liaison with instructors to assist in possible problem solving is a goal of this area.

iii. **Deaf/Hearing Impaired**

Interpreting, Real-Time Captioning (RTC) services, and notetakers are provided for students in the classroom and other academic settings. A

listen amplification device is available for students to use. Deaf/ Hard of hearing students have access to the use of a videophone in the Tech Mall.

iv. Learning Disabilities

Trained staff provide diagnostic testing to determine eligibility for Learning Disability Services. Intensive strategic learning services are provided as the student enrolls and continues in the mainstream college classes. In addition, DSPS provides courses in developmental writing and study skills to enhance student success.

v. Acquired Brain Injury

Classes in exercise science are available. Counseling, registration assistance, and special temporary parking are also provided.

vi. Other Disabilities

Support services are also provided for students who have psychological and developmental disabilities and health impairments.

Accessibility Resource Center can be contacted at extension 7112 or website at <https://www.grossmont.edu/student-services/offices-and-services/arc/default.asp>
[X](#)

g. EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

Extended Opportunity Program and Services (EOPS) is a California State funded program established to recruit, enroll and retain students. The EOPS program is designed to assist students who are identified as economically and educationally disadvantaged. Eligible students are provided with a wide range of support services to enable them to succeed at Grossmont College.

Cooperative Agencies Resources for Education (CARE) is a California State funded Program designed to recruit and assist single parent recipients of Aid to Families with Dependent Children (AFDC) and CalWORKs. CARE provides support services and/or grant funds to enable academic success and to assist single parents with the development of potential ability through academic support and financial assistance.

Other services available to EOPS/CARE students include:

- Academic counseling to determine the appropriate courses to meet educational and/or vocational goals.
- Career counseling and vocational assessment to help explore life and career choices.
- Personal counseling to develop coping strategies to meet the demands of school and home.
- Peer advising.
- New student orientation/priority registration.
- A variety of workshops to address the concerns and issues that affect academic skills, personal development, and effective parenting.
- Book accounts.
- Emergency bus passes and gas cards.
- Financial grants – funds to assist with the cost of childcare and transportation expenses, as well as other college-related costs.

- Support services - assistance with financial aid forms, transfer information and applications, childcare information, job information and referral to community agencies.

Office Hours:

Monday through Wednesday: 8:00 a.m. – 7:00 p.m.

Thursday: 8:00 a.m. – 5:00 p.m.

Friday: 8:00 a.m. – 1:00 p.m.

Office Location: Bldg.

Phone: (619) 644-7617

www.grossmont.edu/eops

The **EFFORT** program (EOPS, Financial Aid Outreach and Retention Team) serves students who are former foster youth. Offering a variety of benefits including specialized counseling, a personal development course designed specifically for former foster youth, and a partnership with Financial Aid -- the EFFORT program strives to improve outcomes for post-secondary education's most at-risk student population.

h. **FINANCIAL AID**

Federal and state grants, loans, work-study, and scholarships are available to eligible students from low and middle-income families who need help to attend Grossmont College. Students needing assistance should be encouraged to go to the Financial Aid Office located in the Student Services and Administration Building, 10-109. Students may apply for Board of Governor's waivers, Pell Grants, Supplemental Educational Opportunity Grants, Federal Work-Study, Direct Loans, as well as Cal Grants, EOPS Grants, CARE Grants, Dreamkeepers Emergency Assistance Program and grants from the Bureau of Indian Affairs.

Awards for educational expenses and living costs ranging from \$400 to \$10,000 per year are made to students with financial need who are pursuing a degree or certificate and making satisfactory academic progress.

The Federal Work-Study Program helps students work their way through school. Students with Federal Work Study eligibility may choose jobs in keeping with their skills, class schedules, and career interests where possible. Each spring, divisions are requested to file their Federal Work-Study requests with the Financial Aid Office for the following academic year. Federal Work-Study provides on-the-job training for many students who would not have an opportunity to obtain employment experience in the job market. Staff members are encouraged to provide constructive on-the-job training as needed and to help students learn good employment habits.

A limited book loan program is available through the LRC. Books are placed on limited loan in the Library. Students in need of textbooks should check with the Library.

Students receiving veterans educational benefits and who are enrolled at least half-time are eligible to participate in the DAV Educational Loan Program established by DAV Industries, Inc. Loans up to \$100 are available for books and supplies based upon a determination of financial need. Applications are available in the Veterans Affairs Office, room 152.

Scholarships ranging from \$100 to \$1,000 are offered each semester to qualified students. The scholarships are competitive and the selection of students is based on the individual scholarship's criteria.

All policies and procedures regarding Grossmont College Financial Aid can be found at www.grossmont.edu/fa. The Financial Aid Office can be contacted at extension 7129.

i. **STUDENT AFFAIRS**

The Student Affairs Office helps students become active members of the college community while providing an educational foundation of learning through doing. Student Affairs supports the work of the Associated Students of Grossmont College, Inc. (ASGC, Inc.), the Inter-Club Council (ICC), and individual clubs by facilitating leadership development, activities planning, the purchasing process, supervising budgets, approving the use of facilities and the posting of announcements. The Office provides many opportunities for students to become leaders on campus through ongoing workshops and numerous special events throughout the year, including Week of Welcome, Club Fair, Constitution Week and Commencement.

Additionally, the Student Affairs Office leads, directs, and administers overall functions of Health Services, as well as enforcement of the Student Code of Conduct through the Student Disciplinary Policy, student complaints and grievances in compliance with procedures for conflict resolution and conducts the initial investigations of discrimination and harassment related charges.

The Student Affairs Office is located in Griffin Student Center, Building 60, Room 204 or visit our website at: http://www.grossmont.edu/student_affairs/.

j. **STUDENT HEALTH SERVICES OFFICE**

The Student Health Services Office, Bldg. 60-130 in the Griffin Center, coordinates matters concerning illness assessments and treatment, health counseling, first aid, vision and hearing screening, substance abuse and eating disorder counseling, health screenings, immunizations, laboratory testing, and blood pressure monitoring. Visit our website at

<https://www.grossmont.edu/student-services/offices-and-services/health-services/default.aspx>

Insurance for Students: Each student pays a small charge each semester as a condition of registration to provide accident protection. This charge is levied by the Governing Board and is a co-insurance that has proven to be effective. Students may also be covered further if they have subscribed to a voluntary 24-hour health and accident policy. In the event of injury or serious illness, completion of an accident report filed with the District Labor and Employee Relations will put into play all of these applicable protection procedures for students.

Emergency Procedures: All emergencies involving accidents and illnesses on campus should be reported immediately to the District Police at extension 7654 (24 hours a day). They will refer all incidents to Health Services or to the appropriate health agencies.

If there is a **mental health emergency** in the classroom, please call the District Police at extension 7654 (open 24 hours a day) and the Counseling Center at extension 7149. If the situation occurs after the Counseling Center has closed, contact the Crisis Hotline at 1-800-479-3339. Please do not allow the student to leave or be left alone until help arrives.

If you believe you have classroom security issues involving students, or theft of materials, you should contact the Director of Public Safety at extension 7654 and the Associate Dean, Student Affairs at extension 7601.

k. STUDENT JOB PLACEMENT OFFICE

Job Placement services are available through the Student Employment Services for all former and current Grossmont and Cuyamaca College students who seek job referrals. Student applicant information and position referrals are computerized in order to facilitate placement. Employment listings offer career opportunities plus full-time, part-time, temporary and summer positions that best fit student's skills, education, and needs. Student Employment Services is located in the Griffin Center, Building 60 –145, Phone: 644- 7611 or visit our website at <https://www.grossmont.edu/student-services/offices-and-services/careercenter/studentemp-services/job-placement.aspx>.

l. UNIVERSITY TRANSFER CENTER

The goal of the Transfer Center is to provide transfer resources and in-depth transfer research and planning, in conjunction with the Counseling Center. The Center is located in Bldg. 10-173 and can be contacted at extension 7150 or visit our website at: <http://www.grossmont.edu/transfercenter/> .

Among the resources available in the Transfer Center are:

- Online resources materials for all accredited colleges in the U.S, including the majors offered at each institution.
- Workshops assistance for completion of CSU and UC online applications
- Small-group workshops on transfer readiness and transfer options
- Transfer information for CSU, UC, and independent and out-of-state colleges and universities.
- On-going site visitations by area college representatives and fall and spring College Information Fairs.
- Walk-in assistance on transfer research by knowledgeable Transfer Center staff.
- University admission information and assistance.
- University tours, workshops, events open to all transfer students.
- Transfer data regarding Grossmont College students.
- Instructor referrals to the Transfer Center Coordinator, regarding complex transfer related student issues

m. VETERANS AFFAIRS

The Veterans Affairs Office provides services to the veteran student by certification of benefits, monitoring of coursework for compliance with V.A. regulations and by assisting the veteran in problems with the Veterans Administration. The Veterans Affairs Office is located in the Admissions and Records Office, Bldg. 10-152, and can be contacted at extension 7165 or visit our website at <https://www.grossmont.edu/student-services/offices-and-services/veterans/default.aspx>.

10. The AFT Union

- a. **What Your Union Does:** The American Federation of Teachers Guild, Local 1931, is the bargaining agent which negotiates on your behalf and provides legal representation for you as a result of your employment in the Community College District.
 - i. [Mission Statement](#)
- b. **Collective Bargaining Agreement (CBA):** is a written legal contract between GCCCD (your district) and AFT (your union). The CBA is the result of an extensive negotiation process between GCCCD and AFT regarding issues such as wages, hours, and terms and conditions of employment.
 - i. [Collective Bargaining Agreement \(CBA\)](#)
- c. **Become a Member:** In order to maintain the favorable working conditions our union has won for us over the years, we need to maintain our ability to elect our bosses - our Governing Board Members. Registering as a member grants you voting rights and many other benefits to ensure equality.
 - i. [Register](#) (takes less than a minute)
 - ii. [Benefits](#)
 - iii. [Dues](#)
 - iv. [Events](#)

11. Map

- a. A color-coded [map of campus](#) including locations of interest has been included in the appendix.
- b. **Part-time faculty important locations**
 - i. Offices for your use are located in the offices listed (building 50 and 36) and are color-coded yellow.
 - ii. The [mail room](#) is located and can be accessed on outside western walkway of building 10 (color-coded fuschia).
 - iii. [Printing services](#) as well as access to work resources (dry erase pens, scantrons, pencils...) is located on the western walkway of the learning and technology resource center building 70 (color-coded dark blue).
 - iv. You can get your [exams \(for up to 3 students\) proctored](#). This is very helpful if you have a student who misses an exam. Exam services are located the Admin/Student Services building 10 (color-coded pink).
 - v. [Accessibility Resource Center \(ARC\)](#) is located on the northern walkway of the Griffin Center building 60 (color-coded green). This is where you will go to ask questions regarding students with services including the ARC testing center, sign language interpreters and any other services which help students with disabilities.
- c. **Student services are located throughout campus (light blue).**
 - i. In general academic help including tutoring is in the technology resource center building 70.
 - ii. Health, career, and community services are in the Griffin Center building 60.
 - iii. Registration and financial services are in the Admin/Student Services building 10.

12. Calendar and Important Dates

- a. Important due dates, including registration, breaks, professional development, can be found on the Grossmont College Academic Calendar which can be accessed here: [Academic Calendar](#)
- b. **Important Dates in regards to your rosters are as follows:**

Due:

2nd Friday in Semester: Faculty Professional Development Contract
Syllabi
Office Hours
Census Roster for full-term classes

Census Roster for non-full term: 8-week classes- due 1st Friday of the 8 weeks
Other short-term – Check online schedule for due dates

Be sure to submit your Census Roster by the deadline date even if there are no students to drop from your class.

In the event that you judge a student's absences to be so excessive as to make it impossible for the student to complete the course successfully, you may drop the student from the class **as long as the date of the drop precedes the twelfth week of the semester or a proportionate amount for short term courses. This will be recorded as a 'W'**

Withdrawal from Courses (Governing Board Policy #5013)

A student desiring to drop a course can do so through WebAdvisor. The student or instructor may initiate this withdrawal through the last day of instruction of the twelfth week for semester-length courses or a proportionate amount for short-term courses. It should be pointed out that the "W" will be taken into consideration when determining probationary or disqualification status. Drops during the program adjustment period do not appear on transcripts.

13. Resources

- a. [Workday](#) is the online platform that the college uses to manage its payroll. You can access workday at <https://www.myworkday.com/gcccd> and view your pay stubs and benefit information.
- b. [The Printing Department](#)
- c. [Faculty Mailboxes](#)
- d. [The AFT Union](#)
- e.

Appendix

Health Benefits Eligibility

Eligibility

An adjunct faculty member must serve an average equal to 50% LED or greater for two consecutive academic semesters. Summer and winter sessions are not used in the LED calculation.

Effective dates of coverage are February 1st (prior fall/spring) or September 1st (prior spring/fall).

Coverage continues year round for the unit member as long as the qualifying load is maintained during the academic semesters.

Eligible adjunct faculty members will be enrolled in the Kaiser HMO medical, DeltaCare HMO dental and VSP PPO vision insurance plans.

Enrollment in the medical, dental and vision insurance plans is at no premium cost for “Employee Only” coverage in the first calendar year of enrollment.

Eligible dependents may be enrolled on the plans but the cost for dependent coverage is the responsibility of the adjunct faculty member in this first calendar year.

Effective January of the following calendar year, dependents that are enrolled on the plans will be at no additional premium cost.

Each year, the District has an open enrollment period in the fall where changes can be made for the following calendar year. Adjunct faculty members that are currently enrolled are given the opportunity to add or drop qualified dependents on their plans with an effective date of January 1st.

Retired tenured or full time faculty members are not eligible for this program.

Syllabus Appendix

Please include the following information in your syllabus

RESOURCES:

Students with Disabilities:

Students with disabilities who may need accommodations in this class are encouraged to notify the instructor and contact [Accessibility Resource Center \(ARC\)](#) early in the semester so that reasonable accommodations may be implemented as soon as possible. Students may contact ARC in person at building 60-120 or by phone at (619) 644-7112 (voice) or (619) 644-7119 (TTY for deaf) or video (619) 567 7712

Supervised Tutoring Referral: [Tutoring Center](#)

Students are referred to enroll in the following supervised tutoring courses if the service indicated will assist them in achieving or reinforcing the learning objectives of this course:

IDS 198, Supervised Tutoring to receive tutoring in general computer applications in the Tech Mall;

English 198W, Supervised Tutoring for assistance in the English Writing Center (Room 70-119); and/or

IDS 198T, Supervised Tutoring to receive one-on-one tutoring in academic subjects in the Tutoring Center (Room 70-229, 644-7387).

To add any of these courses, students may obtain Add Codes at the Information/Registration Desk in the Tech Mall.

All Supervised Tutoring courses are non-credit/non-fee. However, when a student registers for a supervised tutoring course, and has no other classes, the student will be charged the usual health fee.

Guest Speakers

GUEST SPEAKERS

If you have invited a guest speaker to your class, inform your division dean of the date and the planned topic. Official meeting times are to be observed and a certificated instructor must be in attendance. Guest passes for parking are available from your division dean who will email Business Communications. Business Communications will email the guest the parking pass. The guest pass is valid in all parking zones excluding metered areas. Disabled guests may also use spaces reserved for handicapped drivers.

On-Campus Speakers

The College recognizes the need for presentations by guest lecturers, political personalities, forums, assembly programs, etc., dealing with controversial topics of significant interest and concern so long as reasonable effort is made to make clear the conflicting viewpoints in an equitable manner. Specific to partisan politics, this is interpreted to mean that during political campaigns, an official party candidate or representative may speak at a college-sponsored gathering only if:

1. The opponent or his/her designee is present at the same time and place to offer rebuttal, or
2. An opportunity has been afforded for the opponent or designee to appear at another time under equally favorable conditions.

All campus speakers must be presented under the auspices of the administration by a division of the college, an official college committee, the Associated Students, or a chartered campus club with a full-time faculty sponsor from Grossmont College. Sponsors are responsible for developing and supervising programs that will be consistent with the speaker's policy which requires that a reasonable effort be made to have conflicting viewpoints made clear in an equitable manner even though this may not be done at any one session. The sponsoring agent of an out-of-class speaker shall file a Facility Request Data Sheet with the Associate Dean of Student Affairs, Bldg. 60-204, normally two weeks or more prior to the speaker's appearance on campus.

Classroom Guest Speakers

The College encourages staff members to seek people in the community who can provide resources to a specific class which may not be otherwise available, and invite them to participate as classroom guest speakers provided that:

1. The competency, experience, or special training is not now available within the program.
2. The speaker can make a contribution toward completion of the course and program objectives.
3. The invitation has been approved by the college administration.

Classroom guest speakers should not meet with classes on a regularly scheduled basis and should be under the supervision of the class instructor who is responsible for the appropriateness of the speaker's presentation to the course content.

Special Lecturers and Consultants

The College authorizes the use of special lecturers and consultants brought to the campus from the community, industry, or other educational institutions provided that they are the best resource for certain highly technical and specialized material. The use of such resources should be within the limits of an approved budget and with the approval and recommendation of the college administration.

Student Conduct

STANDARDS OF STUDENT CONDUCT (Governing Board Policy #5500)

Student Code of Conduct

The Associate Dean of Student Affairs in conjunction with the President and Vice President of Student Services manages the District's Student Discipline Procedures administratively for Grossmont College to ensure a safe environment for members of the campus community for their academic studies and/or for work.

Students are subject to adhering to the policies and procedures of the Grossmont-Cuyamaca Community College District, as well as all federal, state, and local laws. Students are subject to charges of misconduct when committed on district-owned or controlled property or district-sponsored activities.

Student conduct must conform to district and college rules and regulations. If a Student Code of Conduct violation occurs while a student is enrolled, he or she may be issued administrative action.

The following categories of behavior are not intended to be an exhaustive list, but are examples of causes and are good and sufficient causes for disciplinary action including but not limited to the removal, suspension or expulsion of a student. Other misconduct not listed may also result in discipline if good cause exists. (Educational Code Section 76034).

1. Academic dishonesty, such as cheating or plagiarism, or knowingly furnishing false information to the district and/or the college.
2. Forgery, alteration or misuse of district or college documents, records, or identification.
3. Obstruction or disruption of instructional, counseling, administrative, public service or other authorized district or college functions or activities.
4. Assault or battery, abuse or any threat of force or violence or hazing directed toward any person on district-owned or controlled property, or at district or college-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person, or stalking of any district or college student or staff member.
5. Theft of or willful damage to district property or theft or willful damage to property of a member of the district or college community, such as visitors, students or employees on district property or at an authorized district or college activity.
6. Unauthorized entry onto or use of district or college facilities.
7. Violation of district or college rules or regulations including district or college policies concerning student organizations, use of district or college facilities, or the time, place, and manner of student expression (Education Code 76120).
8. Use, possession, or distribution of alcoholic beverages, narcotics, or controlled substances on campus, except as expressly permitted by law or presence on district property or at a district or college authorized event while under the influence thereof.
9. Willful failure to comply with directions of district or college officials, including faculty and staff acting in the performance of their duties.
10. Disorderly, lewd, indecent, or obscene conduct, expression, or language on district-owned or controlled property or at district or college-sponsored or supervised functions.

11. Use of slander, libel or verbal abuse in any way to cause defamation or character assassination.
12. Possession or use of explosives, dangerous chemicals, deadly weapons, or any item used to threaten bodily harm to any person on district property or at a district or college function without prior authorization of the Chancellor or designee.
13. Misrepresentation of oneself or of an organization to be an agent of the district or college.
14. Conduct that is in violation of Federal, State, or local laws or ordinances while on district premises or at district or college-sponsored or supervised activities.
15. Abuse of computer facilities or use of computers for other than authorized assigned work including, but not limited to: unauthorized entry into a file to read, use, copy, or change its contents; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of District or College computing facilities to interfere with the work of another member of the District or College community; use of computers for unauthorized activities; and unauthorized use of computers to display material of a sexual nature or other material that creates a hostile environment for persons in the immediate vicinity.
16. Attempting any of the causes for disciplinary action identified above.

For additional information and/or a copy of the District's Student Discipline Procedures, please contact the Associate Dean of Student Affairs office at (619) 644-7600.

TYPES OF DISCIPLINARY ACTION

Disciplinary actions that may be imposed for violations of the Student Code of Conduct include the following:

1. **Warning:** Written or oral notice to the student that continuation or repetition of misconduct may be causes for further disciplinary action.
2. **Reprimand:** Written censure for violation of specific regulations.
3. **Disciplinary Probation:** Specific period of conditional participation in campus and academic affairs that may involve exclusion from designated privileges or extracurricular activities. If a student violates any condition of probation, or is charged a second time with a violation of the Standards of Student Conduct during the probationary period, it shall be grounds for revocation of the student's probationary status and for further disciplinary action to be taken in accordance with these procedures.
4. **Faculty-Initiated Suspensions:** A faculty member may remove, for good cause, any student from his or her class for up to two (2) class sessions. The student shall not return to the class during the period of the removal without concurrence of the instructor. Nothing herein will prevent the College President or designee from recommending further discipline in accordance with these procedures based on the facts that led to the removal. As used in the rule, "good cause" includes those offenses listed in the Student Code of Conduct. The faculty member shall immediately report the suspension to the respective Division Administrator and to the College President or designee. If the student is a minor, the College President or designee shall schedule a conference with the student and the student's parent or guardian regarding the suspension. The faculty member is not obliged to provide makeup opportunities for class work missed during the two (2) class periods of suspension.
5. **Suspension or Termination of Financial Aid:** In the event a student is suspended for willfully and knowingly disrupting the orderly operation of the campus, this action will result in ineligibility for State financial aid, as defined in Education Code Section 69813, for the period of suspension. (Education Code 69810)
6. **Short-Term Suspension:** Temporary exclusion from student status, or other privileges or activities, for a specified period of time, not to exceed ten (10) days. (Education Code Section

76031)

7. **Immediate Interim Suspension:** The College President may order immediate suspension of a student when he or she concludes that immediate interim suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an immediate interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days, unless mutually agreed upon by the student and administrator that more time is required.

8. **Withdrawal of Consent to Remain on Campus:** The College President or designee may notify any person as to whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus by District Police. If consent is withdrawn by the College President's designee, a written report must be promptly made to the College President. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted no later than seven (7) days from the date of receipt of the request. The hearing will be conducted in accordance with provisions of this procedure relating to interim suspensions. In no case shall consent be withdrawn for longer than fourteen (14) days from the date upon which consent was initially withdrawn. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. (California Penal Code 626.4)

9. **Long-term Suspension:** Temporary exclusion from student status, or other privileges or activities, for the remainder of the current semester.

10. **Expulsion Subject to Reconsideration:** Permanent termination of student status, subject to reconsideration by the Governing Board after a specified length of time. Reconsideration may be requested in accordance with the procedure for reconsideration.

11. **Permanent Expulsion:** Permanent termination of student status. There shall be no right of reconsideration of a permanent expulsion at any time. On its own motion, the Governing Board may reconsider such actions at any time.

12. **Restitution:** Appropriate restitution shall be sought from any student found guilty of theft, vandalism or willful destruction of District or College property.

Final Exams

EXAMINATIONS

Final Examinations

Formal written and/or performance examinations are required to be given at the end of each course and, as provided in the course outline, as frequently during the semester as sound evaluation practice dictates. Final examinations must be given according to the schedule provided in the class schedule. No student may be excused from final examinations. You should not ordinarily give final examinations at any time other than those regularly scheduled times. At the conclusion of each semester, a copy of each course final examination, or description of the required activity, must be submitted to the Instructional Operations Office, Bldg. 10-124. These exams are kept on file for three years and are then shredded.

Early Final Examinations

If, in your opinion, an extreme emergency justifies the giving of a final examination to a student prior to the regularly scheduled date, you shall obtain approval from the appropriate dean in writing that an

early examination is being given. This request shall include the title of the course, the reason why the early examination is authorized, and the name of the student.

Late Finals

In the event severe illness or other emergency prevents your student from taking a final examination during the regularly scheduled date, you must be notified at the time. Upon your approval, your student must make up the examination missed as soon as possible. If the make-up final exam cannot be taken and made part of the evaluation of student work prior to the deadline for submission of grades to the Admission and Records Office, Bldg 10-150, then an incomplete grade may be assigned and an incomplete grade form submitted. <http://www.gcccd.edu/formsdepot-grossmont/default.html> In all cases, the illness or emergency must be verified.

CREDIT BY EXAMINATION (Governing Board Policy #4235)

Credit may be earned by students who satisfactorily pass authorized examinations. The Chancellor, in a manner consistent with Board Policies 2410 and 2510, establishes administrative procedures to implement this policy.

The primary function of the Credit by Examination process is to permit the student to challenge the content of a course in which his or her prior knowledge of the subject is at such a level that enrollment in the course would be of limited value. The student may prove competency in a subject by successfully passing the examination offered by one of the divisions listed in the class schedule.

The faculty and administration at Grossmont College emphasize that participation in classroom and laboratory activities contributes significantly to the learning process. Students should not deprive themselves of these valuable experiences unless they have good reason to believe that they would not profit significantly by enrolling in the course.

Therefore, the College strongly recommends that, before any student applies to take an examination for credit, he or she considers very carefully the reasons for doing so in light of his/her future plans and goals.

For each semester, examinations in courses which are specifically listed will be given at a time designated by individual divisions. Students who wish to take one of these examinations should contact the appropriate dean no later than noon of the last day of registration. This contact should be made before the student registers for classes.

Our campus procedure is as follows:

Credit may be granted (but it shall not count toward the residence requirement) to any student who satisfactorily passes an examination approved by proper authorities of a college within the Grossmont-Cuyamaca Community College District. Such credit may be granted only:

1. To a student who is registered at a specific college within the district and who is in good standing.
2. For a course listed in that college's catalog and identified in the class schedule as one for which credit by examination may be granted.
3. In an amount not greater than the credit listed for the course.
4. To a student who has not enrolled in or completed the same course in the area in which credit by examination is requested.

Information regarding courses offered for credit by examination may be found in the Counseling Center, Bldg. 10-162, and the online Class Schedule.

The procedure that a student should take is as follows:

1. Obtain and complete a petition for Credit by Examination from the Admissions and Records Office, Bldg 10-150.
2. Obtain approval for taking an examination from the division dean.
3. Take an examination on the established date.
4. Send all transcripts to the Admissions and Records Office.

If the examination is passed satisfactorily, certification is forwarded by the instructor to the division dean.

The division dean will forward the Credit by Examination form to the Admissions and Records Office, Bldg 10-150, for posting on the student's transcript.

Grading System Appendix

THE GRADING SYSTEM

Grades are earned in each course and recorded on a semester basis on the student's permanent record. A copy of the permanent record is the transcript. Grades should be interpreted as follows:

A+	
A	Excellent
A-	
B+	
B	Good
B-	
C+	
C	Satisfactory
D	Passing, less than satisfactory
F	Failing
W	Withdrawal (issued to students who withdraw before the final drop deadline). Students who are enrolled after the final drop date must receive a letter grade (A-F). Withdrawal from Courses (Governing Board Policy #5013) A student desiring to drop a course can do so through WebAdvisor. The student or instructor may initiate this withdrawal through the last day of instruction of the twelfth week for semester-length courses or a proportionate amount for short-term courses.
MW	Military Withdrawal awarded to active or reserve military personnel upon receipt of military orders compelling a withdrawal from courses.
P	Pass is equal to a "C" grade or higher and units are not calculated in GPA. (formerly Credit)
NP	No Pass is equal to less than a "C" grade. Units are not calculated in GPA. (formerly No Credit). Pass or No Pass may be assigned only if the course is indicated as Pass/ No Pass or if the student has elected this option.
I	Incomplete. Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. An incomplete grade may be given only after the student has contacted you. The grade to be assigned in lieu of the removal of an Incomplete shall be stated by you on the grade roster and filed with the Admissions and Records Office, Bldg 10-150. The "I" may be made up no later than one semester following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. A student may petition for extension of the time limit for removal of the incomplete.
IP	In progress. The "IP" symbol shall be used only in courses which are offered on an "open entry/open exit" basis. It indicates that work is "in progress," but that assignment of a grade must wait its completion. The

“IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and appear on the student’s permanent record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages.

If a student enrolled in an “open entry/open exit” course is assigned an “IP” at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, you must assign a grade to be recorded on the student’s permanent record for the course.

RD Report Delayed. The “RD” symbol may be assigned by the Admissions and Records Office only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” is not used in calculating grade point averages.

In assigning a course grade, you will want to weigh collectively all of the factors that your syllabus indicated would be used. Obviously, you will include the exam scores and grades on written assignments. The grade you assign cannot be altered by anyone but you.

Grade Points

Academic achievement is reported in terms of grade point average (GPA). This is derived from the following weighting system:

A+	4.0 grade points per unit earned
A	4.0 grade points per unit earned
A-	3.7 grade points per unit earned
B+	3.3 grade points per unit earned
B	3.0 grade points per unit earned
B-	2.7 grade points per unit earned
C+	2.3 grade points per unit earned
C	2.0 grade points per unit earned
D	1.0 grade point per unit earned
F	0.0 grade points per unit attempted

Grade point average is computed by dividing total units attempted into total grade points earned.

Decisions on probation and disqualification, scholarship, eligibility for graduation, and transfer are all influenced or determined by grade point average; hence, students should pay constant attention to their own grade point standing.

Pass/No Pass Grading (Governing Board Policy #5011)

The Chancellor shall establish procedures, in collegial consultation with the Academic Senate (per Title 5, Article 2, Sections 53200 to 53204), for offering courses in a Pass/ No Pass option as specified in Title 5, Section 55752. These procedures shall be published in appropriate college publications.

It shall be the policy of the Board that a Pass/ No Pass system of grading be implemented as follows:

The Pass/ No Pass (P/ NP) grading option is offered so that students may explore subject areas of interest outside those of their known abilities or assumed competence without competing for grades with students who are majoring in that subject.

In any course offered in the District, a student may elect to be graded on a “P/ NP” basis providing the course is not part of the major. (This applies to the two-year A.A. and A.S. degree majors only.) In all cases, a student enrolled in a course must have met course prerequisites.

A maximum of twelve credit units earned at the district colleges with “P” grades may be counted to satisfy general education and elective curriculum requirements for graduation. Grades received from other accredited institutions, as well as credits authorized for military courses, may be applied as “P” credit,

when appropriate, toward graduation.

Some courses in the curriculum are offered exclusively on a “P/ NP” basis. Credit units earned in these courses are exempt from the twelve-unit restrictions. In all other non major courses, the election to be graded on a “P/ NP” basis shall be established in writing by the end of the fifth week of the semester (short term classes will be allowed appropriate amount of time.) Once such a grade has been recorded, the student may not have it changed to a letter grade.

A “P” grade shall represent at least a satisfactory level of performance but shall not be counted as units attempted in computing grade point average.

An “NP” grade indicates unsatisfactory completion of course requirements but will not be counted as units attempted in computing grade point average. “NP” grades will be taken into consideration in the determination of probation or disqualification status.

Selection of the Pass/ No Pass Option

You shall not assign the credit (“P/ NP”) grade if the student has not elected that option in writing with the Admissions and Records Office by the end of the fifth week of the semester (short term classes will be allowed appropriate amount of time.).

Q When can I give a student an incomplete grade, and how?

The incomplete grade is a contract between the instructor and the student and should be assigned only for unforeseeable emergencies that occur at the end of a semester. The student must request the incomplete. The instructor, if in agreement, should sign the contract and stipulate what the student must do to complete the class. The student will have until the end of the following semester (summer intersession does not count) to complete the contract. The student MAY NOT re-enroll in the class when an incomplete grade is assigned.

A The Incomplete Grade form must be submitted when the grade roster is submitted for the class. The grade to be automatically issued in the event that the incomplete contract is not fulfilled is assigned in the contract. If the contract is not fulfilled, the class will be automatically graded. If the student does complete the contract, the earned grade should be turned in to Admissions and Records immediately.

Academic Integrity Appendix

CHEATING

Cheating is willful and intentional fraud and deception for the purpose of improving a grade, obtaining course credit, or assisting another to cheat. Cheating includes all behavior by a student that is intended to gain unearned academic advantage by fraudulent and/or deceptive means. We should not assume that all students will try to cheat, but some will, and some are so clever at it that we will never know. The types of cheating that take place away from the classroom are often the most difficult to detect. These forms of plagiarism are often only recognized when the student fails to demonstrate thorough knowledge of the assignment he or she turned in.

Controlling Cheating

When possible it is much easier to prevent cheating than it is to deal with the offender. One of the most important things that you as an instructor can do is to define for your students exactly what cheating is and how you will deal with it. Discuss this with your students and include this information in your syllabus. Remember that students from some cultures may view cooperative efforts at accomplishing any task as a way of life. The distinction of what is cheating and what is not in an educational setting may be difficult for them to make, particularly when they may be encouraged to tackle group projects in some contexts while being prohibited in others. Spend the time necessary to clarify your expectations early and thus discourage cheating at the beginning.

In-class cheating, usually during an examination, can be reduced by maintaining a watchful eye during the exam period, by giving alternate forms of the test to every other student or by arranging seating before students enter the class. Out-of-class plagiarism might be discouraged by having students write an essay in class and then use this as a benchmark for out-of-class assignments. If a student knows that you plan to compare his or her writing style on both types of assignments, he or she may be more likely to do his or her own work.

Responses to Cheating

One of the most distasteful tasks an instructor may face is confronting a student suspected of cheating.

However, it is one that demands your attention if it is suspected or reported. Instructors who fail to respond to the situation may inadvertently encourage other students to do the same or discourage others from working as hard as they might knowing that classmates who cheat go unpunished.

Cheating and plagiarism can result in any one of a variety of sanctions. Such penalties may range from an adjusted grade on a particular exam, paper, project or assignment to a failing grade in the course at the discretion of the instructor subject to certain conditions. The instructor may also suspend the student for the class meeting when the infraction occurred as well as the following class meeting; extreme cases can result in extended suspension or expulsion as stipulated by the college's Disruptive Student Behavior Policy. Your department chairperson or coordinator, your instructional dean and the Associate Dean of Student Affairs should be consulted if further information or clarification is needed. In any case, it is best to meet with the student privately to discuss the situation.

ACADEMIC INTEGRITY OPTIONS FOR FACULTY

Below are some options to select from and suggested guidelines. Student Affairs will leave the grade issue to you to resolve.

OPTION #1.

Handle the matter "in class" and issue a "0" or an "F" for each incident. This would not necessarily include a referral to Student Affairs. NOTE: Calif Ed Code states that students cannot be failed for the course for cheating or plagiarism. They can however be issued a "0" or an "F" grade at your discretion for the assignment/test in question. For more information, see the California Community Colleges Chancellor's Office legal opinion on assigning Incomplete or Failing Grades for the Purpose of Discouraging Cheating at: <http://www.cccco.edu/Portals/4/Legal/opinions/attachments/07-12.pdf>

OPTION #2.

Handle the matter “in class” and issue a “0” or an “F” for each incident and report the matter to Student Affairs. Student Affairs would:

- a. Create a file on each student involved. It can end there, or Student Affairs can do the following at your request:
- b. Call the student(s) in to meet with the Associate Dean, Student Affairs to:
 - i. Issue an Administrative Warning (1st reported offense to Student Affairs)
 - ii. Issue a possible Short-Term Suspension (2nd reported offense to Student Affairs from all classes & terms on record).

Note: Incidents that are a 1st offense and are egregious enough can warrant suspensions in lieu of Administrative Warnings.

- c. Offers the student the opportunity sign a “Plea-Out” letter agreeing to an Administrative Warning or Short-Term Suspension, and admit to the allegations put forth by the instructor of record in lieu of a disciplinary hearing. The student can opt not to sign the “Plea-Out” letter and instead have a hearing. Students also undergo an educational component on academic integrity.
- d. Recommend a greater sanction if it gets to the level of a hearing.

It is recommended that you write to the students and include something on how you intend to proceed on their grade and whatever options you are selecting from above, i.e. referral to Student Affairs, etc. Please drop off/or send to Student Affairs whatever artifacts or evidence you may have to support this/these allegation(s). Inform your department chair or coordinator and dean of your actions.

Large Class Equivalency (L.C.E)

If you are faculty teaching large classes (currently, 50 or more students), you are eligible to participate in the Large Class Equivalency Program. Large Class Equivalency shall be computed for compensation, banked load, or load reduction purposes as provided in the GCCCD/AFT Faculty Agreement. (See Sections 7.11 and 7.12 of the CBA)

The L.C.E. value shall be computed based on the class enrollment at the first census date (Monday of the third week of the semester for semester-long classes).

Payment of the large class compensation shall be a one-time check, subsequent to the first census week, and prior to the end of the semester.

Class maximums shall be subject to negotiations. AFT and the District agree that on any given day, class size shall not exceed the posted classroom maximums. Further, the Large Class Equivalency shall be paid only on classroom maximums.

Student Evaluation Form

Grossmont-Cuyamaca Community College District

Instructor: _____ Date: _____

Section: _____ Course: _____

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1. The instructor communicates clearly.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2. The content of the assignments contributes to my understanding of the subject.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3. The requirements of the course (projects, papers, exams, etc.) were explained adequately.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4. The instructor's presentation often causes me to think in-depth about this subject.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5. The methods being used to evaluate my work (such as tests, projects, etc.) are reasonable.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6. The instructor provides adequate opportunities for me to ask questions.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7. The instructor is teaching the course material or skills clearly.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	8. The instructor seems to be well prepared.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9. The instructor seems to care about my learning.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10. The course appears to have been carefully planned.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	11. Course objectives are being achieved.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	12. During the term, I look forward to participating in this class.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	13. Course objectives have been expressed clearly.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	14. The instructor provides useful feedback on student progress (identifying strengths and weaknesses).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	15. I am learning the course material.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	16. The course assignments are challenging.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	17. Overall, I rate this instructor as excellent.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	18. Examinations cover materials or skills emphasized in the class.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	19. The time allowed to complete exams is adequate.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	20. Examination questions are phrased clearly.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	21. The instructor has been able to provide help when requested.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	22. The instructor is willing to entertain opposing viewpoints.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	23. The instructor seems to respect students.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	24. The instructor returns materials in a timely manner.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	25. The textbooks contribute to my understanding of the subject.

Respond to the following questions **ONLY** if this class has a laboratory.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	26. The clinical experiences, or laboratory, meet my learning needs for this course.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	27. The instructor explains or illustrates laboratory or clinical techniques clearly.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	28. Pre-Laboratory assignments (assigned readings and exercises) contribute to my understanding of laboratory experiments.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	29. The laboratory contributes to my understanding of the subject.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	30. The laboratory manual adequately explains the procedures to be followed in the laboratory.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	31. Equipment and materials needed to perform the laboratory experiments/assignments are organized and readily available for use.

Preferential Rehire Status

Section 11.3 CBA:

11.3. Reemployment Preference

Part-time faculty who earned re-employment preference as of January 1, 2015 shall maintain that preference and all service credits earned. Subsequent to January 1, 2015 part-time faculty shall earn re-employment preference and accumulate additional service credits according to the terms of this Article.

Part-time faculty are eligible for re-employment preference after having completed at least six (6) semesters (summer and intersession excluded) within a four (4) year period at a particular college. The part-time faculty member must make a request in writing to the dean and chair to initiate her/his re-employment preference, which shall take effect two semesters following said request.

Reemployment preference will apply to each course or assignment in which the part-time faculty member has not received an unsatisfactory evaluation (3.49 or below) in her/his most recent evaluation for that course or assignment. Service credit in each course or assignment a department or program shall be earned for each semester in which a part-time faculty member is employed.

Initially, once the part-time faculty member first gains overall re-employment preference, he/she has re-employment preference at the LED level which is the average LED load of the current semester he/she is currently carrying in the semester the part-time faculty member requests re-employment preference and the one semester (fall or spring) previous.

Once a part-time faculty member gains re-employment preference status, they are then placed on a re-employment preference list for each assignment he/she has been assigned before, even if they have only been assigned that particular assignment just one time, provided the faculty member has not received an unsatisfactory evaluation (3.49 or below) in her/his most recent evaluation for that course or assignment.

The part-time faculty member's ranking on the re-employment preference list for a particular course will be based on the number of semesters the faculty member has taught that course as per the current re-employment preference tracking system. For non-classroom assignments, the part-time faculty member's ranking on the re-employment preference list will be based on total hours worked in that assignment.

A part-time faculty member can gain additional re-employment preference

by teaching any additional course section or non-classroom assignment that he/she is offered based on vacancies or growth. However, each semester the District may restrict the greater of 10% or 0.20 LED of available part-time faculty assignments in each discipline for the purpose of increasing the diversity of its part-time faculty.

A part-time faculty member with reemployment preference in a particular course or assignment at a college shall be offered additional courses or assignments in which they have reemployment preference as those assignments become available due to growth or attrition (up to the maximum of sixty-seven percent (67%) LED for all courses or assignments on an annualized basis) before any part-time faculty member with less reemployment preference in that particular assignment is offered an assignment.

Once a part-time faculty member has her/his LED increased, he/she then maintains reemployment preference at that new level of LED.

Any part-time faculty member, or full-time faculty member on extra-pay, working in an assignment whose that is cancelled after the semester begins does not have the right to displace any other faculty member from any assignment.

Emergencies



Public Safety Contact Numbers

GCCCD Sheriff's Department



Emergency
Phone: (9) 911

For **immediate** response to:

- Life-threatening situation
- Medical emergency
- Crime in progress
- Fire
- Major disturbance

Non-emergency

Non-Emergency
Phone: Extension 7800
or (619) 644-7800

- Crime report
- Suspected drug activity
- Advance request for police presence to deal with potentially-disruptive person



Campus & Parking Services
Phone: Extension 7654
or (619) 644-7654

- Automobile assistance
- Parking
- Lost & Found
- Safety Escort
- Room Unlock/Lock

No matter what number you call, you'll get the appropriate level of response that you need.

Fire, Earthquake, Defense, and Other Disasters

- For emergencies such as a canyon fire, earthquake, national defense emergency or other disaster of a similar magnitude, some simple rules to follow can make the difference between panic and order.
- During the first class session and once or twice during the term, discuss emergency procedures with your class. Advise students that they should wait for instructions in an emergency, and not evacuate the campus until it is known to be safe to do so. In some cases, faculty and students will be asked to remain in classrooms until notified they may leave, especially if there is an emergency regarding a hostage or armed intruders.
- Review the evacuation instructions posted in your class, and bring them to the attention of students.
- Students with physical disabilities may require assistance during emergency evacuations. Such assistance should be planned in advance of the actual need. For additional information on types of assistance, contact the Accessibility Resource Center (ARC) at 644-7112, Bldg. 60-120 (phone), (619) 567-7712 or (877) 561-8975 (video phone), or (619) 644-7980 (fax).
- Familiarize your class with the location of the emergency phone system in your classroom. In most instances, announcements using this system will provide notice of an emergency, and instructions on what to do.
- In the event of an emergency causing classroom evacuation, you and your students should take as many personal belongings as a safe exit will allow. This

should include your instructor's class roster. This should help you recall students who were in your class when the emergency notice occurred. If someone is missing later, you may be the only person who knows who was in the class when evacuated, and can save search and rescue time for people who were absent from class on that day.

- vii. Try to present a calm demeanor during any emergency situation. Your primary role is to lead your students to safety; you are not responsible for resolving collateral problems that will be the responsibility of others.

Emergency Alarms: General Procedures

- viii. A fire or emergency alarm can consist of short beeps on a loud alarm horn, a broadcast announcement on the Emergency Phone intercom feature in your area, or verbal instructions delivered by a messenger from District Police.
- ix. IF AN EMERGENCY ALARM IS ISSUED, follow instructions, or follow the evacuation route for your area, if there are no other instructions. DO NOT PANIC. Immediately leave the room you are in, and exit the building, unless instructed to remain in class until it is safe to exit. DO NOT RUN. Go to your evacuation holding area.
- x. Once you reach your evacuation holding area (evacuation areas are posted in each classroom main building exits), REMAIN IN THAT AREA for further instructions, or until you are given the "ALL CLEAR".
- xi. DO NOT try to leave the campus in your car unless instructed to do so, since emergency vehicles may need to use the roads to the campus. DO NOT leave your instructor or team leader, since they may be unable to tell if you evacuated safely, and need search and rescue!
- xii. Try to assist those unable to evacuate, and help employees who may call upon you for assistance in directing crowds or traffic, passing communications, or other things.
- xiii. Wait for the all clear before you re-enter the building you evacuated. DO NOT go back to turn off equipment, or retrieve personal items.

Fire or other emergency alarm

- f. Buildings are equipped with fire alarms. Alarms will sound only in the incident area. In case of a fire alarm, guide students to the designated evacuation area. Do not re-enter the building without the permission of College Police. Follow the guidelines for dismissing students.

Power Outage

- g. General Information:
 - 1. If a power outage occurs, call 911.
 - 2. If a blackout lasts longer than 60 to 120 minutes, class starting times may need to be adjusted or classes cancelled.
 - 3. If classes are cancelled, students, faculty and student support staff are encouraged to leave the campus as soon as classes/offices are secured. Faculty and staff should check out with the evening administration, Bldg. 58M. Operations staff and security will remain on campus to complete their duties when the power returns.
 - 4. When it is determined that the College is having a rolling blackout and it will last to the end of the class period, the class should be cancelled.
 - 5. When significant instructional time is lost due to the cancellation of class meetings, some need to reschedule class meetings may exist so that

objectives of a course outline are accomplished. Decisions in this regard should be made in consultation between the dean, department chair or coordinator and the faculty member.

6. If the College is having a rolling blackout between 5:00 and 8:00 p.m., District Police will post an emergency vehicle at the main entrances at Highway 125 and Highwood to inform those entering the campus of our plans and procedures.

Daytime Emergency Procedures/Information:

1. Generally, during the daytime, classes are expected to proceed as scheduled and student and college services are also expected to be conducted with as little interruption as possible where it is possible and safe to do so.
2. Whenever possible, stay in the classroom or service area and continue your class on the regular schedule.
3. It may be advisable to have a plan for an alternative educational or service/delivery activity if your regular activities are not able to be continued under the reduced lighting and climate control or the lack of electrical power for equipment.
4. We need to continue our educational schedule so as not to disrupt the education of the students or shorten their instructional time.
5. Computer and other labs may be inoperative during these periods and alternative activities may be a challenge. As a last alternative, class can be dismissed and students released. Classes should wait 30 minutes to make sure it is a rolling blackout and not just a temporary interruption. When significant instructional time is lost due to the cancellation of class meetings, some need to reschedule class meetings may exist so that objectives of a course outline are accomplished. Decisions in this regard should be made in consultation between the dean, department chair or coordinator, and you.
6. If the weather is good, classes may be moved to the outside areas on campus.
7. Emergency communications to and from campus can be sent and received through the classroom emergency phones and through Public Safety.
8. There is minimal egress lighting in the restrooms though some have enough natural light they may be sufficient for their use if the blackout is during the day.
9. If the power goes out, the backup generators will come on. The phone system will recycle and should come back on line within 5 minutes

Nighttime Emergency Procedures

1. There will be emergency lighting on the walkways.
2. The evening administrator will be available to guide the decision making process and to assist in closing/locking rooms and evacuating the campus.
3. If the blackout starts at:
 - a. 4:00 p.m., then 6:00 and 7:00 classes will be held and evening services will be open.
 - b. 5:00 p.m., then 7:00 classes will be held and evening services will be open.

- c. 6:00 p.m., then 7:00 classes will be held starting between 7:00 and 8:00 p.m. whenever the power comes on.
- d. In the instances above, evening services will reopen when power comes on and will continue to regular closing times.
- e. After 6:00 p.m., classes will be cancelled and evening services will be closed.

Injury and Illness

- h. All campus or class-related injuries and other medical emergencies should be reported immediately to the District Campus Police.
 - i. Students
 - 1. First Aid: In the event of an injury or sudden illness, call immediately to District Campus Police extension 7654 for assistance. Someone should stay with the individual and keep him/her as quiet and still as possible until aid arrives. The first qualified person on the scene should begin first aid. If there is a life-threatening emergency, the paramedics should be called (dial 911). Be aware that the student, not the college, will receive a bill of up to \$700 for a paramedic call and/or transport. College athletes should contact an athletic trainer and their coach. District Police will also render first aid.
 - 2. Insurance Coverage: Students are covered by an accident and emergency illness policy, which is SECONDARY to any other coverage they may have, and may NOT pay all of the cost for treatment. Refer all students to the District Employee & Labor Relations for information and to complete a claim form as soon after an injury or emergency treatment as possible. DO NOT refer students directly to medical care with the impression that the college “will take care of it.”
 - ii. Employees
 - 1. For 1st Aid treatment students have priority over staff members.
 - 2. Assess the Situation:
 - a. If the injury is an emergency, Call 1 800 550-3922 to send the employee to the hospital or call 911. Call Employment Services and Company Nurse* to report the injury.
 - b. If the injury is not an emergency, have the employee call The Sheriff’s non-emergency line 1 858 565-5200.
 - 3. Guests and Visitors
 - a. Visitors to the campus may receive first aid assistance from the Student Health Services, Bldg. 60-130, or the Public Safety, Bldg. 57, as necessary.
- i. Accidents and safety hazards
 - i. All unsafe conditions, hazards, and accidents should be reported to Employee and Labor Relations at extension 7710 or 619-644-7039 and/or the Police at extension 1858 565-5200. See the “Emergency Actions” poster posted in each classroom, office, and available by email for more detailed information.
- j. Bomb, etc. calls and reports
 - i. When a bomb threat is received, any person receiving the call should ask the following questions:
 - 1. When will the bomb explode?
 - 2. Where is the bomb?
 - 3. What does it look like?

If at all possible, try to keep the caller on the line, ask more questions, and have someone contact the police at 1 800 550-3922.

The 10+1

TITLE 5: §53200 Definitions Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters. Academic and Professional matters means the following policy development matters:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

Paid Committee Work

Administration/Academic Senate Officers ADSOC	1	4th Fri	1.5	Tate Hurvitz/Nabil Abu-Ghazaleh
Faculty Professional Development	1	2nd Thrus	1.5	Cindi Harris/Micah Jendian/Jeanette Calo
Institutional Excellence (IEC)	1	3rd Fri	1.5	Bonnie Ripley/Mike Reese
Part Time Faculty Committee (PTFC)	1	4th Mon	1.5	Richard Unis
Planning and Resources (PRC)	1	4th Thrus	2	Tate Hurvitz/Bill McGreevy
Technology for Teaching and Learning	1	4th Mon	1.5	Janet Gelb/Nadra Farina Hess
Academic Senate (AS)	2	1st, 3rd, 5th Mon	1.5	Tate Hurvitz
Academic Program Review	4	Wed	2	Nate Scharf
Curriculum	4	Tuesday	2	Kathleen Aylward/Katrina Vanderwoude
Senate Officer Committee (SOC)	4	Fridays	1	Tate Hurvitz

Workday



What is Workday?

Workday is GCCCD's new system of record for financial, human resource, and payroll transactions. This single system will replace IFAS, the San Diego County Department of Education, and numerous paper forms. Now these transactions will be transparent, in real time, and accessible to all our employees. More importantly, you as an employee of GCCCD will be able to access, update, and monitor many different aspects of your employee file including, but not limited to, personal information, payment elections (direct deposit), paystubs, and benefits information! Workday is designed as a self-service option for employees to be able to have better access and ownership over this information.

How Do I Access Workday?

Workday can currently be accessed on any Grossmont-Cuyamaca Community College District Network, including all WIFI networks on both campuses. In the future you will be able to access Workday from anywhere including your house or favorite coffee shop!

Login to the Workday site through the employee Intranet at:

<https://intranet.gcccd.edu/workday>



HELPFUL HINT: Workday currently works in all web browsers however, it functions best in Google Chrome or Firefox!

GCCCD Single Sign on Service

Sign in with your organizational account

john.doe@gcccd.edu
.....

Click on the Blue link that reads: "login to Workday" and login with your organizational account through our single sign-on service:

USERNAME: FirstName.LastName

Password: Organizational Account Password

Once signed in, sign in to the Workday site using the menu seen below:

You are signed in.

Sign in to one of the following sites:

Workday

Where Do I Access Training Resources

for Completing Tasks in Workday?

In a commitment to offer the best support to all of our team members, GCCCD has created extensive training (that is continually in development) resources on how to function and navigate throughout Workday. All resources can currently be found on the employee Intranet at the following URL: <https://intranet.gcccd.edu/workday/training/default.html> At this link you will find a training scheduled and a Resources page with in depth Training Manuals that show how to complete tasks within Workday for download. **NOTE:** To complete the attached **Workday 101 Checklist** download the "Workday 101 Manual – January 2017 Version 1" from the training resources site!



PRINTING SERVICES

Printing Services, located on the west side of the Library building, is open Monday through Thursday from 6:30 a.m. to 7:15 p.m. (From 7:00 to 7:15 p.m. Printing Services is open for drop off and pick up work only: machines will be closed). Friday Printing Services is open 6:30 a.m. to 1:00 p.m.

To assist you in your printing needs, please consider the following tips:

1. Utilize our online printing job submission system available on the Grossmont College web page at <http://www.grossmont.edu/printing>. It is convenient as you can forward printing jobs from your office or home office.
2. Provide 48 hours notice to Printing Services for larger orders or special orders.
3. Contact Printing Services for any special requests or extenuating circumstances, in which these reduced hours may cause a problem for you. We will try to work with faculty on special requests, if possible.

NOTE: At the beginning of each semester (two weeks before classes start and two weeks into the semester), Printing requests require a 24 hour lead time.

Printing Online

1. Log into the Grossmont College website (www.grossmont.edu)
2. Click on “**Faculty/Staff**”
3. Click on “**Printing/Duplicating**”
4. Click on “Job Submission”
5. All faculty will need a Grossmont email account to log into the online job submission system. Faculty users, please fill out an email account application available at the Business Office and bring the form personally to **Sang Bai (x7742)** in room **70-105**, LRC for the creation of an email account. Administrative users, please call the **IS-Help Desk x7547** to obtain an email account.

All faculty will need a Grossmont email account to log into the online job submission system. Faculty users, please fill out an email account application available at the Business Office and bring the form personally to **Sang Bai (x7742)** in room **70-105**, LRC for the creation of an email account. Administrative users, please call the **IS-Help Desk x7547** to obtain an email account.

Tip: To ensure fonts, margins, and/or images, please convert and send your file as a PDF.

Copyrighted Material

The Printing Department staff cannot be held responsible for the reproduction of any copyrighted material. If such material is necessary for classes, the following options are open to instructors:

1. The instructor may obtain written permission from the original source.
2. One or more copies of the material may be put on reserve in the Learning Resources Center.
3. The materials may be made available for purchase by students through the Bookstore.

ANY REPRODUCED COPYRIGHTED MATERIALS MUST BE COLLECTED BY THE INSTRUCTOR FOLLOWING STUDENT USE.

OFFICE SUPPLIES

Office supplies for certificated and classified staff may be obtained in Printing Services by filling out the Office Supply Request form.

Visit Printing Services website for all printing information and services, www.grossmont.edu/printing

Course Cancellation

If your class is cancelled, you will be paid for time worked, including staff development if met. Individual class sessions are paid on a fractional basis. You would be paid for the number of classes you met out of the total number of class meetings for your class for the entire semester. (Example: If completed all staff development requirements and met your MWF class on Monday and Wednesday, and then the class was cancelled, you would be paid for 5 out of 51 possible meetings.)

Instructional Substitutions

INSTRUCTOR ABSENCE PROCEDURES AND SUBSTITUTION CRITERIA

The following criteria and procedures should be followed in the event of your absence.

Criteria:

1. The primary concern of the substitution procedure should be the academic welfare of the student.
2. The substitution procedure should not place unreasonable demands on the regular college teaching staff.
3. The substitution procedure should recognize that the final decision as to what specific type of activity occurs in the classroom should be left to you.
4. Because classroom situations are infinitely varied, the substitution procedure should offer you as many alternatives as possible.
5. The class should not be dismissed unless notification of your absence is so short that a substitute could not be contacted. The decision to dismiss the class should be made in consultation with the your division dean or evening dean.

Procedures:

Classroom Instructors

When possible, classroom coverage for your class is available in the case of absence from a class that meets for more than seventy-five (75) minutes during any single day or evening session. For classes that meet seventy-five (75) minutes or less, classroom coverage will be provided beginning on the second absence for a given course. When it is not possible to provide coverage, the department chairperson, coordinator, or designee will be asked to notify the students that the class(es) will have to be dismissed.

If it is determined that a substitute is needed, the instructor and department chair will work to promptly make arrangements for the recommended substitute must be from a pool of qualified faculty.

- The Dean's Office will send notification of an instructor's absence to the Payroll department.

Please report all absences and class cancellations (day and evening) to the Absence Reporting Hotline (619) 668-1717. All messages left on this phone will be picked up by a representative in the Instructional Dean's office (after 5:00 Evening Dean's office) and classes not covered by a substitute will be posted. Be sure to include: a) your name, b) reason for absence, c) section name and number, d) room number, e) any instructions for students.

- In the event that a substitute cannot be found and class must be cancelled, a notice of class cancellation will be posted on the classroom door (see Appendix G, Student Notification of Instructor's Absence). Students are asked to sign the notice. Instructor should remove cancellation notice from the classroom door before the next class meeting. The notice may serve as an attendance roster for that class meeting when the instructor was absent.
- Certificated personnel should report their absence to the dean of their division, Bldg. 10-131. Absences reported after 5:00 p.m. should be referred to the office of Evening Division extension 7157.
- Instructors are requested to provide the following information so that substitute determination may be made. The instructor/ department chair are responsible for identifying a substitute.
 - a. Anticipated length of absence.
 - b. Time and location of class(es) or scheduled assignment(s).
 - c. Suggested lesson plan(s) and pertinent announcements.
 - d. Recommendation regarding the name of a qualified substitute.

You are encouraged to assist the Dean in identifying an appropriate substitute.

Counselors

Due to the variety of counseling services and activities, the effect of each counselor's absence will be determined by the Counseling Department chairperson and/or will be reported to the Dean of Counseling, Bldg. 10-132. The Counseling Department chairperson and/or The Dean of Counseling will then decide if a substitute is to be called. The following factors will be considered:

- a. The nature of the absent counselor's scheduled assignments. These might include special assignments such as high school visitations, new student advisement, or other such professional duties which cannot be deferred.
- b. The nature of ongoing counseling activities and services.
- c. The availability of other counselors on duty to assume the absent counselor's responsibilities without negatively affecting services or activities.

An absent counselor's classroom instruction coverage will be handled in the same manner as any other classroom instructor's absence.

Librarians

Librarians are to notify the Dean, of Learning and Technology Resources and designated Library Chair or Co-Chair of the impending absence and apprise him/her of any special appointments affected in the schedule, such as bibliographic instruction or reference desk duty. The Chair or Co-Chair will promptly make arrangements for the hiring of a recommended substitute or other person from the pool of qualified librarians. The procedures outlined below are to be followed in cases of absence.

- a. When a librarian is absent a substitute librarian will be hired for the Reference Desk assignments in order that the staff may accomplish the other professional duties that cannot be deferred.

- b. A substitute librarian will be hired to staff the Reference Desk when more than one librarian is absent on the same day.
- c. For absences that occur after 4:00 p.m. or on weekends, a substitute librarian will be hired for staffing the Reference Desk.

NOTE: It should be re emphasized that, should resources become available for full coverage, the procedures for finding substitutes for classroom instructors, counselors, and librarians will be modified.

Mailboxes

MAILBOXES

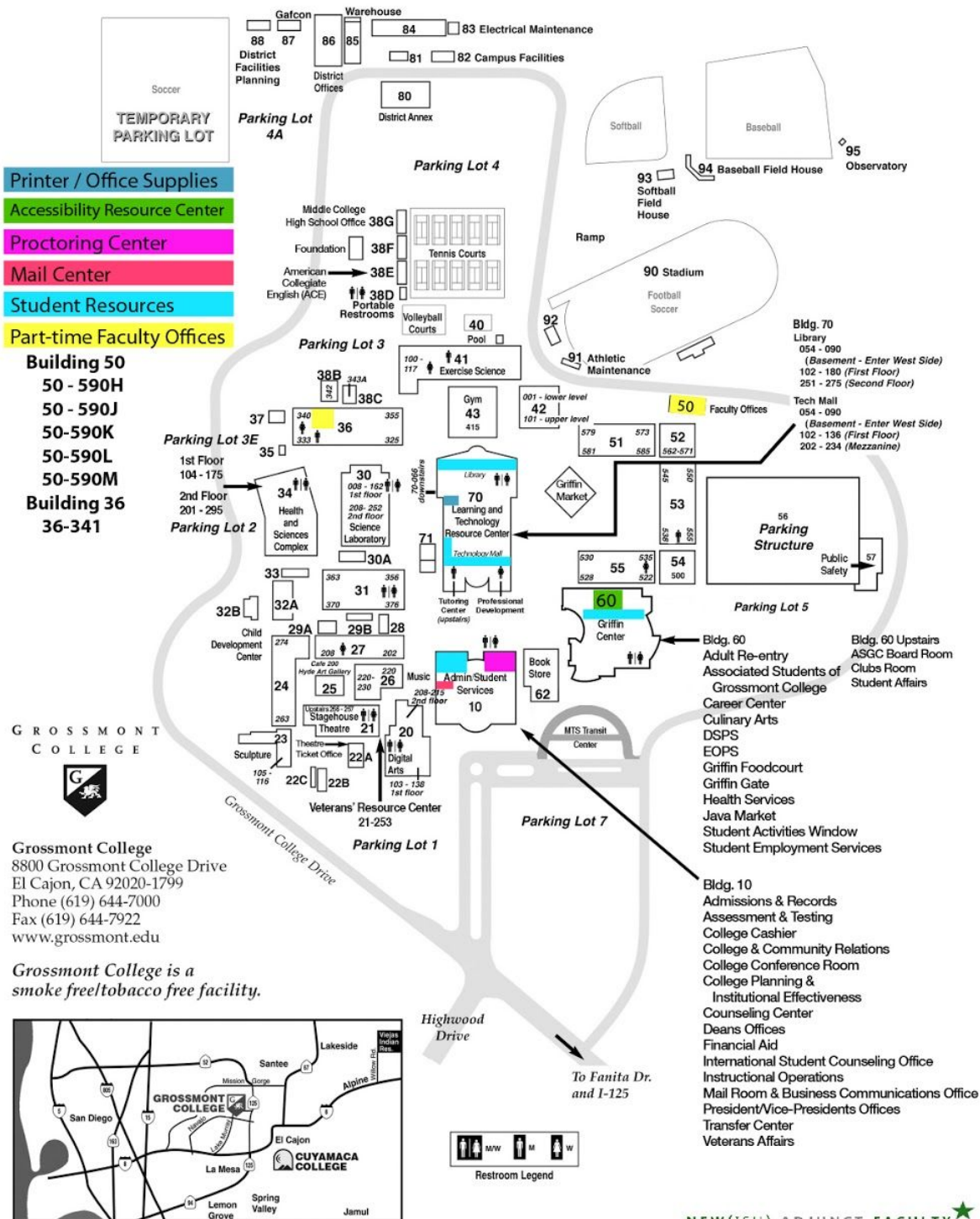
There is a mailbox for each full-time and part-time instructor. They are located in the Mail Center, Bldg. 10-125, adjacent to the reception counter/switchboard. The mailboxes are arranged alphabetically for your convenience. The full-time faculty names are on white labels; the part-time faculty names are on color labels. Departments should make arrangements for distribution of flyers and material designated for specific individuals.

Students are not permitted in the Mail Center. Instructors wishing student workers to pick up their mail must forward written requests to the Mail Center staff; students should be instructed to pick up instructor correspondence from the college operator. Class work submitted by students will be date validated and put in faculty mailboxes by the end of the work day. Instructors returning student materials for student pick-up should leave the material with the college operator, not in the instructor mailbox.

- 1.
2. **Examples/Research from other schools:**
 - a. **Southwestern?**
 - b. **University of San Francisco**
 - i. <https://myusf.usfca.edu/sites/default/files/cas-faculty-part-time-handbook.pdf>
 - c. **Jacksonville State University**
 - i. <http://www.jsu.edu/academicaffairs/pdf/Adjunct%20Faculty%20Handbook.pdf>
 - d. **Saint Leo University**
 - i. http://www.saintleo.edu/media/157945/adjunct_faculty_handbook.pdf
 - e. **King's College**
 - i. http://www.kings.edu/non_cms/pdf/PTFacultyHandbook.pdf
 - f. **Daemen College**
 - i. https://my.daemen.edu/faculty-staff/faculty-handbook/common/pdf/faculty-handbook_part-time.pdf
 - g. **Shawnee State University**
 - i. <http://www.shawnee.edu/offices/provost/media/adjunct-handbook.pdf>
 - h. **Oakland Community College**
 - i. <https://www.oaklandcc.edu/employment/human-resources/docs/AdjunctFacultyHandbook.pdf>
 - i. **College of the Canyons (they have awesome OER)**
 - i. [http://www.canyons.edu/Offices/PIO/Accreditation/Requests091214/Q06%20\(09-12-14\)%20%20Adjunct%20Handbook%20Fall%202014.pdf](http://www.canyons.edu/Offices/PIO/Accreditation/Requests091214/Q06%20(09-12-14)%20%20Adjunct%20Handbook%20Fall%202014.pdf)
 - j. **Mesa College - Faculty/Staff handbook**
 - i. <https://www.sdmesa.edu/accreditation/handbooks/faculty-staff-handbook-2016.pdf>
 - k. **San Diego City College - Faculty handbook (this looks like it might have an interesting format: before class starts, resources for class management, faculty services and resources, index)**
 - i. http://sdcity.edu/Portals/0/CollegeServices/FacultyStaff/FacultyHandbook/2014-2015/4673_Faculty_Handbook.2014-2015.pdf

Campus Map

Grossmont College Campus Map



- Printer / Office Supplies
- Accessibility Resource Center
- Proctoring Center
- Mail Center
- Student Resources
- Part-time Faculty Offices

- Building 50**
- 50 - 590H
- 50 - 590J
- 50-590K
- 50-590L
- 50-590M
- Building 36**
- 36-341

GROSSMONT COLLEGE



Grossmont College
 8800 Grossmont College Drive
 El Cajon, CA 92020-1799
 Phone (619) 644-7000
 Fax (619) 644-7922
 www.grossmont.edu

Grossmont College is a smoke free/tobacco free facility.



Highwood Drive
 To Fanita Dr. and I-125



- Bldg. 60
- Adult Re-entry
- Associated Students of Grossmont College
- Career Center
- Culinary Arts
- DSPS
- EOPS
- Griffin Foodcourt
- Griffin Gate
- Health Services
- Java Market
- Student Activities Window
- Student Employment Services
- Bldg. 10
- Admissions & Records
- Assessment & Testing
- College Cashier
- College & Community Relations
- College Conference Room
- College Planning & Institutional Effectiveness
- Counseling Center
- Deans Offices
- Financial Aid
- International Student Counseling Office
- Instructional Operations
- Mail Room & Business Communications Office
- President/Vice-Presidents Offices
- Transfer Center
- Veterans Affairs

NEW(ISH) ADJUNCT FACULTY

WELCOME TO GROSSMONT COLLEGE: A PRACTICAL GUIDE

prepared - facilitated by tiffany cienn-hall and michal jendian © tlex week © fall 2017