

Adjunct Faculty Orientation

Frequently Asked Questions (FAQ)

Welcome to College of the Canyons (COC). The Instruction Office hopes that you will find the enclosed information useful as you prepare for your classes, adjust to our college, and strive to make the best educational experiences for our students as well as for you. Below please find information on various college policies, available campus resources, as well as recommendations for your work at COC. If you have any specific questions, always know that you can contact your department chair, full-time faculty colleagues, and/or instructional dean for additional information.

Initial Orientation

1. Keys – These will be ordered for you and available from the Office of Instruction (Valencia) or CCC Switchboard (Canyon Country).
2. Security – Please obtain a parking permit from Security in X8 (extension 3229 or 3239). In case of an emergency either in or out of class, always dial "7" from any Valencia campus phone or "77" from any CCC phone.
3. Mail – Faculty members will have a mailbox (either Valencia or CCC, depending on primary teaching assignment[s]). In addition, certain departments may have additional modes of communication and mail storage. Please check with your department chair along with full-time faculty for more specific information.
4. Email – You should automatically be set-up with a College of the Canyons email account, which will have generally take the form: *first.last(names)@canyons.edu*. For example, John Smith will have an email address: john.smith@canyons.edu. To request an email account, please go to: https://www.canyons.edu/offices/css/account_request/account_req_form.asp.
5. Class Roster – To access your class roster and other information related to your courses, please go to My Canyons, accessible from the college website tab at www.canyons.edu. Your password for My Canyons is different from your email password. Please contact Linda Rios for log-in information at 661-362-3629.
6. Evening Attendant – For evening assistance, please contact the Switchboard by dialing "0"; for an emergency, please dial "7" from any Valencia campus phone or "77" from any CCC phone.
7. Contracts – Your assignment for the semester or term along with hourly rate and computed salary for the assignment will be mailed to you by Academic Affairs. Signed contracts should be submitted to your dean for processing.
8. Parking Pass – Please obtain your parking pass from Campus Safety in X8 (Valencia) or Quad 7 Room 700A (CCC). For after-hours requests, simply call the Campus Safety office

at 661-362-3229, give them your vehicle license plate number, make and model of car, and cell phone contact information, and they will leave your permit at Switchboard. Also note that the beginning of any semester or term will inevitably feature parking challenges as students, faculty, and staff strive to arrive to their destination in a timely manner. Please be mindful of this, especially during the first few weeks of any semester or term, as students may be tardy, trying to find parking. Faculty teaching at either campus are encouraged to arrive early. Moreover, with potential and ongoing construction, the number of available parking spots might also be reduced.

9. Computer Support – For assistance with classroom technology and/or audio visual, contact the Help Desk at extension 3953 (Valencia) or extension 3533 (CCC).

Courses

1. All faculty members should have an official course outline of record (COR) for the course(s) that they are teaching. If you have not received a copy of the COR for the course(s) you are scheduled to teach, please either contact your department chair or go online via CurricUNET (www.curricunet.com/canyons) to download a copy. The course outline of record states what content is to be included in your course, what the instructional methodology is, what assignments are expected, evaluation methods, etc. This is the official document that the college sends to the 4-year institutions, so that our students receive credit from the transfer institution. The COR is a legally binding document between College of the Canyons and the transfer institutions. Therefore, it is imperative that you cover all the content found in the course outline as well as meet any other outlined expectations.
2. Student learning outcomes (SLOs) for all courses have been devised with regularly-occurring assessments. Please check the COR for any specific student learning outcome(s), and make sure that these are listed on your syllabus (as this is an Accreditation requirement). Your department chair along with full-time faculty members will have more specific information on specific course and program SLOs to be assessed as well as how/when, the timeline for the assessment cycle, faculty data compilation protocol, and more.
3. Length of classes
 - Semester-length classes meet for the entire 16-week period. College of the Canyons does not have an official final exam week. As such, all classes are expected to give lecture final exams during the last class period of the semester. Certain departments may opt to give final exams over a length of time extending beyond one class period. Please check with your department chair along with full-time faculty members for more specific information. It is important to note that classes are expected to meet the entire time throughout the semester (with the exception of official holidays as noted by the college's Board-approved calendar). It is against district policies to let classes regularly adjourn early.
 - Short-term classes (e.g., PAL, GO, etc.) begin and end at various times throughout the semester. Please confirm with your class roster and/or college website to ensure you are beginning and ending the semester according to the official published college schedule.

Also remember that these classes have their final exams during the last class meeting and NOT during a formal finals week. Moreover these classes are expected to meet the entire time throughout the semester as noted via the short-term date range (with the exception of official holidays as noted by the college's Board-approved calendar).

- Lab classes (both regular and late-start) meet until the last scheduled week, where a final exam may or may not be administered (in addition to the lecture final), depending on your department. Please check with your department chair along with full-time faculty members for more specific information.

4. Office Hours

- Part-time faculty members are required to maintain office hours per week, based on their teaching load (reference chart below). Please check the recently ratified AFT contract for more information (available from Human Resources and the college's intranet, <https://intranet.canyons.edu/offices/aft>).
- There are several places on both campuses where you can meet with students for office hours, including the Valencia adjunct office in BONH-312 (extension 3315), the TLC, CCC-205, CCC-507, etc. Please check with your department chair along with full-time faculty members for more suggested meeting locations.
- Office hours/location should be posted on your syllabus as well as entered online via <https://intranet.canyons.edu/Offices/AcademicAffairs/FacultyOfficeHourTrackingSystem>

On campus/Hybrid TLUs	Number of Office Hours per week
Less than 3	0
3-5.9	1
6-8.9	2
9-11.9	3
12-14.9	4

5. If you are not teaching an online or hybrid course but opt to web-enhance your course(s), please contact Computer Support Services at:
www.canyons.edu/offices/css/webmaster/web_resources/Blackboard/CourseRequestForm.asp

Student Privacy and the Family Educational Rights and Privacy Act (FERPA)

- FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education. Once a student reaches 18 years of age or enters a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records to anyone other than the student.
- In the classroom setting, instructors should be careful when passing back exams, quizzes, reports, and/or any other graded assignments. Student privacy should be maintained at all times. For example, it is not appropriate to stack graded assignments and allow students to sort through the stack and obtain their graded paper(s) while simultaneously viewing other student scores. Regardless of a student's grade on a particular assignment, we have a duty to ensure that we maintain the

confidentiality of these records at all times, especially in our day-to-day interactions with students.

- On occasion, a parent or other outside person may inquire about a student's progress in a class, especially if the student is under 18 years of age. Please note that you should NOT disclose any information to this parent or outside person under any circumstances; in fact, one should not even formally acknowledge that the student is enrolled at the college. Once more, the privacy and confidentiality of the student must be preserved at all times.
- If a student and accompanying parent, guardian, or outside person request a conference with the instructor (to discuss the student's grade), you must first obtain permission from the student to include the accompanying parent, guardian, or outside person in the dialogue.

Grading

1. Grading standards – Instructors determine the grading policies for the classes that they are teaching. Refer to the COR for the methods of evaluation that should be used in the class(es) you teach.
2. Instructors should not use attendance as a part of student evaluation and grade determination. An earned grade reflects student mastery of the course objectives. A student doesn't necessarily demonstrate mastery through attendance but may demonstrate mastery through graded participation activities. Therefore, each student's grade is not a reflection of how hard they tried or their effort in the course, but rather an assessment of their mastery of content.
3. Incompletes are only assigned for emergency purposes if the student is passing the course. Please note that an incomplete can NOT be given to a student once s/he has taken the final exam. Incompletes are for students that fall seriously ill or have another emergency during the end of the term and miss a significant amount of class and graded work because of it. Students may not submit work after the term has ended (unless they have been given an incomplete). If a student is falling behind and finds that s/he cannot catch up, s/he should drop the course.
4. Cheating
 - If a student reports cheating by another student to you, acknowledge and thank the reporting student. However, the institution cannot support any action you take, unless you have direct knowledge of the cheating, either by witnessing it yourself or evidential (i.e., plagiarized assignment).
 - At COC, we define plagiarism as follows: Plagiarism is the submission of someone else's work or ideas as one's own, without adequate attribution. When a student submits work for a class assignment that includes the words, ideas or data of others, without acknowledging the source of the information through complete, accurate, and specific references, plagiarism is involved. This may include dual submissions of a similar work for credit for more than one class, without the current instructor's knowledge and approval.

- If you have direct knowledge of cheating or plagiarism, please report it to the Dean of Student Services (Michael Joslin, extension 3260 and/or via email), your division dean and department chair, and request institutional support/intervention. If blatant cheating is observed during classroom quizzes/examinations, the instructor should tactfully and quietly handle the situation without creating disruption to the other students present.
 - Possible methods that discourage cheating by taking action to prevent it include:
 - assigned seats during quizzes and examinations
 - different copies of exam with the questions in a different order
 - no cell phone usage
5. Student Absences/Attendance – Depending on your classroom policies, if a student is allowed to make-up any lecture exams or quizzes, this can be handled through the TLC in the library (Valencia) and/or CCC-306 (Canyon Country). It is at the discretion of the receiving instructor to allow for such make-ups. Please note the following official college attendance policy: *Any student absent for any reason, for one more time than that class meets in one week, may be dropped from the class, providing the withdrawal deadline for the semester/term has not passed.* Exception: If a student is subpoenaed, you MUST allow the student to make-up all missed work.
 6. All grades are due 48 hours after the scheduled final examination is administered. If you are teaching multiple courses, the timeline applies to each individual course and NOT 48 hours after your last administered final exam.

Procedures

1. Please remember that the syllabus is an official and legally binding contract between you and your students. All instructor expectations including grading, SLOs, classroom protocol, listing of required versus recommended materials, absence policy, lecture and lab schedules, make-up policy, DSP&S statement indicating the procedure for students with disabilities to obtain accommodations (see #8 below), and appropriate student etiquette should be clearly described and outlined.
2. Adding extra students – You are given add authorization numbers on your class roster at the beginning of the term to add students to a closed class. If your class is open, students can add the class without any authorization from you during the first week of classes. Beginning the second week, students need an add authorization number/add slip (gray form available from A&R) from you to add your class. If you choose to add students to any closed lab classes, please be conscious of safety protocol, fire laws, and district recommendations on class sizes.
3. Dropping students – The college catalog states, "Any student absent for any reason, for one more time than that class meets in one week, may be dropped from the class, providing the withdrawal deadline for the semester/term has not passed." This is at your discretion; you do NOT have to drop a student who has missed classes or who has stopped attending. Exception: You should drop no-show students during the first day of class (and thus allow

waitlisted students to enroll instead). You should also clear your roster of students not in regular attendance prior to Census. That is the date on which the State counts the number of students we have in class and allocates money to the college accordingly. Please check with your department chair along with course coordinators/lead faculty for more specific information.

4. Field Trips – If you are taking your class on a field trip, please make sure to obtain the appropriate field trip forms from the college website (i.e., intranet.canyons.edu and proceed to go to Office Directory>Fiscal Services>Travel>Field Trip), allow for ample processing time for final Board approval (this may take several weeks), noting that all excursions must be Board-approved prior to the actual event. Please check with your department chair along with course coordinators/lead faculty for more specific information.
5. Textbook copies – If you require desk copies or ancillary materials for the course(s) you will be teaching, please check with your department chair along with full-time faculty members for any necessary materials. These can also be obtained directly from the Publisher. The Canpus Bookstore can no longer lend faculty textbooks.
6. Reprographics – Requests can be submitted to our Reprographics center online via www.canyons.edu/Offices/Repro (Valencia) and/or ccc repro@canyons.edu (Canyon Country). You can also stop by the Reprographics in BONH-125 (Valencia) or the CCC Switchboard. Larger copy volumes may be requested with a paper request obtained in reprographics. Make sure not to wait until the last-minute to submit copy requests, as they take time to process. In addition, certain departments may have their own Xerox copier for small quantities.
7. Printing – Adjunct faculty can freely print documents at the adjunct office in BONH-312 (Valencia), CCC-205, and/or CCC-507.
8. In addition to the usual information regarding course, instructor, and grading, all syllabi should contain a DSP&S statement indicating the procedure for students with disabilities to obtain accommodations. Check the DSP&S website for sample statements via www.canyons.edu/offices/dsps.
9. Instructor absences – In the event of an absence, please notify the Office of Instruction both electronically and via telephone. For email and telephone correspondences, please contact Nancy Williams (extension 3411) and Steph Paglia (extension 3412). It is also helpful if you would contact your department chair. Otherwise, it is assumed that you will attend each class session during the assigned class hours in the normally assigned location as stipulated in your signed contract with the district. Upon return from your absence(s), you must fill-in the appropriate absence form and submit it to your instructional dean. S/he will sign-off on the absence(s) and submit the paperwork to Payroll for processing.
10. Substitutes – If you know that you will be absent from MORE THAN one of the same classes (or laboratory sessions that only meet weekly), please request for a substitute through your department chair. Your department chair will contact the dean for the required

approvals; once the dean approves, you should arrange for a substitute through your department chair. Upon return from your absence, please make sure you submit your absence form in a timely manner, so that your substitute can also be paid. The substitute should obtain a request for payment form, available from your Division office.

11. Evaluations – Please refer to the recently ratified AFT contract for more information (available from HR and the college's intranet, <https://intranet.canyons.edu/offices/aft>), which outlines the official process for part-time faculty evaluations. Part-Time faculty members are also required to complete a self-evaluation as part of the evaluation process.
12. Room Changes – If you desire to change rooms for whatever reason during the semester, this request must be made through your department chair, who will contact the dean for approval. Faculty should not simply move students to a different room without confirming first. Please note that we have had emergencies where students needed to be located immediately, and instructors had not notified the dean of a change in venue.
13. Petition – Contract for Overlapping Classes: A Contract for Overlapping Classes is used when a student wishes to enroll in two or more classes whose class time overlaps and creates a conflict. This form is required for any overlap in time. *Any contract received which has an overlap of more than five (5) minutes per class meeting, per week, will not be accepted and will be denied.* The student will need to submit this form, signed by the instructor, along with an informal written contract between the instructor and student, as to how the missed time will be made up *each week* to Admissions & Records before the Add Deadline for the classes. Forms will NOT be accepted by Admissions and Records without the accompanying contract. Once received, the packet is forwarded to me for approval. As expected, this is first at the discretion of the instructor.
14. FLEX – Faculty opportunities for Professional Development through the district's FLEX activities are available throughout the year via the Professional Development office. Please refer to www.canyons.edu/offices/pd for the latest updates and additional information.

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