

**Los Medanos College  
Faculty Handbook  
2009-2010**



LOS MEDANOS COLLEGE  
**Faculty Handbook 2009-2010**

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**Office of Instruction**

Richard Livingston, Senior Dean of Instruction  
Kiran Kamath., Dean of Occupational Education  
Gil Rodriguez, Dean of Liberal Arts and Sciences  
Tawny Beal, Senior Academic Manager

Sandi Schmidt, Senior Administrative Assistant  
Margaret Hertstein, Administrative Assistant  
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Phone 925-439-2181 FAX 925-439-7841

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# Things You Should Know In General

## Office of Instruction

The Office of Instruction provides academic management and support for all instructional programs, including program development and review, comprehensive course offerings, program staffing, and management, in order to facilitate student success. The office, located in CO-401 is open Monday - Friday, 7:30 am - 5:00 pm. The office may be open later hours by arrangement.

### Office of Instruction:

<i>Richard Livingston</i>	Senior Dean of Instruction	x3216
<i>Tawny Beal</i>	Senior Academic Manager	x3161
<i>Kiran Kamath</i>	Dean of Occupational Education	x3285
<i>Gil Rodriguez</i>	Dean of Liberal Arts & Sciences	x3132
<i>Eileen Valenzuela</i>	Office of Instruction Supervisor	x3201
<i>Sandi Schmidt</i>	Senior Administrative Assistant	x3272
<i>Margaret Hertstein</i>	Administrative Assistant	x3105
<i>Grace Villegas</i>	Scheduling Specialist	x3101
<i>Cynthia Axel</i>	Senior Office Assistant/Word Processing	x3286

The Office of Instruction has a web page on the college intranet:

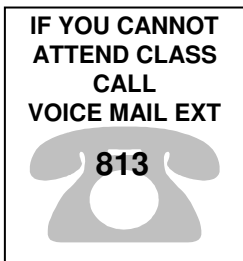
<http://www.losmedanos.edu/intra-out/oi/>

Please consult the web page for general information and forms that you may need

## Reporting Your Absence from Class

You must inform the college of your absence from class, lab and/or office hours, and the type of leave you are requesting prior to its occurrence. If you don't inform LMC, then you may lose pay. LMC will officially cancel your class and notify students by posting a sign on your classroom door; the notice may include assignment information.

**It is your responsibility to call the Faculty Absence Reporting Line at 925-439-2181 voice mail extension 813 of an absence at least one hour before class. If you have evening classes, please notify extension 813 before 5:00 p.m.** Please indicate your name, date, reason for absence, course number and section, hours, classroom number and any message your have for your students.



## Substitute Arrangements

For substitute arrangements, you should consult with your dean. Substitutes may only be used if they are currently employed by the District, qualified to teach the discipline and your dean approves their use in advance. Contact the Office of Instruction to generate a time card for the approved substitute instructor.

## Field Trips

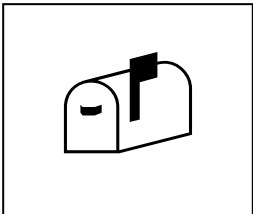
All field trips require prior college approval. A “Field Trip” form must be submitted to your dean at least one week prior to the field trip. Forms may be obtained through the Office of Instruction web page or office.

## Temporary Classroom Relocation

You must notify the Office of Instruction in advance any time your class will not meet at its scheduled time or location. Please notify your dean if there are issues regarding the location of your class. Please do not unilaterally relocate your class meeting location.

## College Mail

Please contact the switchboard operator for the location and combination lock number for your campus mailbox. Faculty is expected to check their mailboxes regularly. Accumulation of mail in your box can lead to distribution of mail being ceased until the mailbox is cleaned out.



**U.S. Mail** must be placed in the designated box in the administrative area by 9:15 a.m. to make that day’s mail.

**District Mail** must be placed in the designated box by 12:00 noon to make that day’s mail. District mail is used for communication with CCC, DVC and the District Office.

**Campus Mail** is distributed throughout the morning and afternoon and should be placed in the designated box.

Special campus-wide employee distribution lists are available for materials requiring such distributions. Please see the distribution slips available outside Central Services. If you choose one of these distribution lists, the mailroom staff will distribute your materials for you.



## **Telephone Service**

The switchboard is open from 7:30 a.m. to 8:00 p.m. Monday through Thursday, and from 7:30 a.m. to 5:00 p.m. Friday. An evening duty manager is available by phone from 5:45 p.m. to 10:00 p.m.\*, Monday through Thursday. A voice mail account is available to you. Please contact your hiring manager to find out how to get a voice mailbox. If you do not request a voice mailbox, you can encourage students to leave a message with the college switchboard operator if you need to hear from your students during the week.

Direct telephone service for part-time instructors varies by department. Please contact your department chair to obtain specific information for your department.

\*Between 8:00 p.m. and 10:00 p.m., the evening manager can be contacted through Police Services at x3228.

## **Log-on Access/Email/Voicemail**

Log-on access, e-mail and voice mail are provided to full-time faculty. Faculty are expected to check messages regularly.

For part-time instructors, log-on access is provided and e-mail and voice mail are optional. Forms are placed in your campus mailbox at the end of the semester for the following semester. If you would like one or both of these communication media, please complete the form and submit to the Office of Instruction. The “mailboxes” take a week or so to set up. Please note the faculty member is responsible to check and delete messages on a regular basis. If numerous messages accumulate, the mailboxes fill up, which causes problems in the entire system.

## **Your Resources for Information and Assistance**

Your primary resources for help are the faculty colleagues in your department. The Office of Instruction assistants and deans are also available to assist you during the day. LMC managers share the responsibilities of Evening Manager on a rotating basis. For information or assistance, dial 0 to contact the switchboard operator, who is located in the Central Services office. She maintains a schedule for the Evening Manager on duty.

## **Your Faculty Associations**

The LMC Academic Senate is an active district faculty association of which you are a member. It represents faculty interests in academic matters through shared governance. The United Faculty is the independent union which represents your interests regarding wages and working conditions and agreements with the Contra

Costa Community College District. For this academic year, Michael Norris (ext. 3144) is the Academic Senate President. The United Faculty Vice President is Michael Zilber (ext. 3284).

## **Turning in Your Load Sheet and Schedule/Office Hour Grid**

### **Load Sheets**

Prior to the start of the new semester, full-time faculty are given their “load sheet” which summarizes your contractual assignment for the semester.

Typically, the top sheet is your “A” (regular) load. The second sheet is your “A” contract “cumulative load variance.” The third sheet is the “AC” assignment – hourly overload; that is, classes that end after 4 p.m. or are scheduled on weekends (if any). The current United Faculty contract provides that “overload assignments will be limited to fifty percent (50%), which may be averaged over the two semesters of the academic year...”

For some faculty, only instructional loads are included – some reassigned time loads and/or student services assignments may not be listed. If there is missing reassigned time load, please note it clearly on the form.

Be sure to check over your load sheet carefully and make corrections, as necessary. Sign and date each sheet at the bottom and return the forms to the Office of Instruction.

### **Office Hours/Schedule Grid**

Full-time faculty need to submit their Office Hours/Schedule grid at the start of the new semester. The information you need to report your contractual faculty assignment is contained on your attached load sheet.

Receiving the required information at the start of the semester allows us to inform students of faculty availability and to code absences correctly. In addition, a copy of the grid should be posted in a conspicuous place on or near your office door for student use. The information will be on file in the Office of Instruction, President’s Office, Information Center and at the Switchboard.

Specifically indicate:

1. All scheduled course hours (composition, lecture, lab, physical education), identified by course and section, e.g. ENGL 200-0125.
2. Lab hours – scheduled and by arrangement (if any). Indicate specific days and hours during which you hold the hours by arrangement, tied to specific sections. Note that the UF Contract defines lab as the instructor “supervising students who are working on laboratory experiments and exercises” so the faculty member must be present in the lab during the entire stipulated time.

3. Student services hours (if any). Indicate the proper number of scheduled hours, based on contract provisions – i.e., a full counseling load is 27.5 hours per week, learning specialists and librarians are scheduled for 35 hours per week, etc.
4. Office hours. The UF contract requires five (5) hours per week for teaching faculty (proportional to the instructional assignment), no more than 1½ hours per day.
5. Please be sure that your office hour schedule complies with this provision of the contract.
6. Some reassigned time assignments are included on your load sheet; others, such as department chair time, have not been finalized. Note that per discussions with the UF you are not required to list the exact times of reassigned time activities on the grid. However, the contract stipulates that reassigned time percentages for coordination positions (i.e. program directors, grant activity directors, coordinators) are based on a 40-hour week and faculty should schedule their work time accordingly.

Note that the hours should not overlap, except in the case of approved “multiple” sections – e.g. lab and office hours cannot be held simultaneously.

### **Part-Time Faculty Office Hours**

Part-time faculty office hours are optional. Office hours are scheduled in proportion to the load being taught: for .2 to .399 load, ½ hour; .4 to .599 load, 1 hour; .6 load, 1½ hours. The instructor is compensated according to the "Other Academic Services Salary Schedule." If you would like to sign-up for office hours, please complete the form (available on the Office of Instruction web page) prior to the start of each semester with the Office of Instruction. Office hours will be paid over four (4) months, March – June for the Spring semester and October – January for the Fall semester. Office hours are not reimbursed during the Summer session.

# Your Class

## Class Rosters

Admissions & Records no longer sends out opening day rosters. You may follow the information below to access your up-to-date roster. If you need additional assistance, you may contact Office of Instruction or Admissions & Records.

## Attendance Accounting

The method of attendance accounting varies according to the class meeting schedule. In general:

- semester-length classes with regularly scheduled hours = weekly census;
- short-term classes with regularly scheduled class meeting days; less than a semester in length with a minimum of five meeting days = daily census
- short-term classes with lab hours by arrangement or other irregularly scheduled class meeting days = positive attendance.
- online classes = weekly or daily census

Contact Admissions and Records if there are any questions.

## Roster Access /WebAdvisor Log-on

A quick way to access an up-to-date copy of your class roster is by visiting the college web site at [www.losmedanos.edu](http://www.losmedanos.edu), and go into WebAdvisor. Once in WebAdvisor, go to "Faculty", and look for the option to view/print your class roster. To log into WebAdvisor, use the first letter of your first name, your (full) last name, and the last three digits of your Datatel ID number (all lower case and no spaces). If you don't know your ID number, click on "What's my user ID?".

## Class Cancellation Due To Low Enrollment

The District usually requires a minimum enrollment of twenty (20) students in a class. A decision to cancel a class due to low enrollment will be made no later than the end of the second week of the semester for semester-length classes.

Please contact your department chair and dean if your class has fewer than twenty students enrolled. When there is low enrollment in a class, your input is helpful. (Up-to-date enrollment figures are available through the Office of Instruction.)

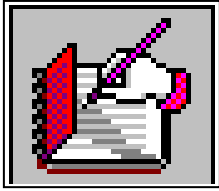
You will be informed as to whether the class will be officially cancelled as soon as possible. If your class is cancelled, please help students find an alternative.



Classes with initial enrollments of fewer than twelve (12) students seldom, if ever, reach the minimum number of twenty (20) students. Consequently, these classes are usually canceled prior to, or at, the first class meeting.

A class may be allowed to continue with fewer than twenty (20) students only with approval of your dean.

Issues with your load and/or schedule should be worked out with your dean.



## **Responsibility for Student Registration in Your Class**

All students who are attending classes must be enrolled through the Admissions & Records Office. Only official enrollment produces funding (FTES) for the college. **Auditing of classes is not allowed.** Please make it clear that children/teens that are not enrolled are not allowed to attend classes or labs with their parent

If students are attending your class and do not appear on your class roster, they should not be permitted to stay in class until they obtain a computer print-out from the Admissions Office, indicating fee payment and enrollment. This must be done by the end of the late registration period. The last date to add is printed on the upper left side of your class roster.

After the start of instruction, if your class has filled to the maximum enrollment, you may continue to allow additional students into the class through the add approval process. If there is a **wait list** associated with your class, the first priority should go to students who are on the wait list. Other students may then be added on a space available basis.

For any student who is approved to add, you should give them an **add code** (available on WebAdvisor) or you may sign an add card. Students can input the add codes on the web or phone registration system to complete the enrollment process up through the posted last date to add. Approval based on instructor signatures will need to be processed in person at the Admissions Office.

All late enrollments (including related fee payments) must be completed by the end of the late registration period. For semester-length classes, this will be within the first two weeks of the new semester. For short-term classes, refer to the dates that are printed near the top of your roster.

## **Dropping Students Who Miss the First Class Meeting**

While it is the students' responsibility to drop their courses through the Admissions Office, instructors should also drop students from their rosters if students are "no shows" or no longer in attendance. Student drops may be submitted the following ways:

1. On the original copy of your attendance roster printed from WebAdvisor during the first two weeks of instruction (for semester-length courses).
2. On your census roster, which will be distributed during the third week of the semester (for semester-length courses). These are mandatory to return to the Admissions and Records Office.
3. On drop forms (available in the Admissions and Records Office)
4. On your clean-up roster. This roster will be distributed around the 12th to 14th week of the semester for all full-term classes (weekly census).

**All drops must be submitted by the last drop date, printed on your roster.**

Semester drop deadlines are also posted in the Admissions Lobby, in the Schedule of Classes, and on the college web site (see “Academic Calendar”).

If you drop a student who later returns, you may reinstate the student if you feel it is appropriate. Reinstatement forms are available in the Admissions Office.

It is your responsibility to drop any students who are on your roster but do not show up on the first day of class. LMC has publicized that students who do not attend the first day of class may be dropped. If you have students who wish to add your class and replace “no show” students, you may do so. You may drop “no show” students by indicating “NS” on your census roster. Census Rosters must be submitted to the Admissions Office by the date indicated on the roster.

## **Dropping Students with Excessive Absences**

You may drop students who have been absent from three consecutive weeks of instruction and/or if the absences have irretrievably affected the student’s progress. Beyond this guide, you may use your own judgment of what is the best absence policy for your class. This policy should be part of your syllabus. If you drop students for excessive absence, then you must do so before the drop deadline.

If you drop a student who later returns, you may reinstate the student. The forms are available in the Admissions Office.

Notwithstanding the above, it is the student’s responsibility to drop the class before the drop deadline, typically about three-fourths of the semester.

Note that the college catalog stipulates that “grades should not be used as a punishment for absences.”

## **Grading**

LMC offers some courses:

1. Solely for a **pass or no pass grade** (P/NP);
2. Solely for a **standard letter grade** (A, B, C, D, F); and
3. **Student choice:** the student may choose to complete a course for either pass/no pass or a standard letter grade (SC).

Courses offered as pass/no pass only or those that allow the pass/no pass option (SC) are identified in the course description section of the College Catalog. Students must submit a petition to the Admissions Office before the end of the fifth week of the semester in order to choose the P/NP option, for full-term classes.

Your course roster will have a column for the input of grades. At the top of the column, there will be a designation for “Final Grade.” **If you are unsure as to the grade type (letter grade, pass/no pass, or student choice) associated with your class, refer to the information printed on the upper left side of your section roster.**

**\*Note** that when a student has a choice as to the type of grade they receive (SC), you will still be awarding a letter grade on the roster and the system will make the conversion to P/NP, as appropriate.

Please refer to our current college catalog (see “Standards of Scholarship”) for information on grading, transferability of college courses, probation information, etc.

## **Final Grades**

After the drop deadline, all students on the final grade roster must receive a letter grade of A, B, C, D, F, P/NP. No student may be dropped on the final grade roster.

All instructors are expected to enter final grades and positive attendance hours (if applicable online in WebAdvisor. Follow the link from “WebAdvisor for Faculty” to the “Grading” option. As of Summer 2009, you will no longer need to submit final grade rosters to Admissions & Records. **However**, if you have positive attendance, you **MUST** submit signed positive attendance rosters to A&R.

Final grades must be input by the published deadline and the signed roster submitted to Admissions.

## **Incomplete Grades:**

If the student contacted you regarding assigning an Incomplete, you may assign the grade of incomplete by utilizing the incomplete default grade (IB, IC, ID, IF or IN). This will convert the Incomplete grade to the default grade after one year or after the expiration date which is entered by you, if the student did not complete the work. If you do not enter an expiration date for the Incomplete, you will receive an error message. You need to fill out an incomplete form (available in

Admissions & Records) and submit this to Admissions & Records. The student may not re-enroll in the course while the incomplete grade remains on the student record. Once the student completes the work for the Incomplete grade, you will need to come to A&R to change the grade on the Incomplete form, rather than using the Grade Change Form.

**NOTE:** Please remember that an incomplete grade should only be given because of an unforeseeable emergency at the end of the term and should not be given if the student is missing work.

## **Grade Changes**

Board Policy 4005, adopted on April 30, 2008, states that the grade given each student shall be determined by the instructor. The instructor's determination is final in the absence of (1) mistake, (2) fraud, (3) bad faith, or (4) incompetency. (Education Code Sections 76224, 76232) If an instructor determines that a grade should be changed after it has been entered through Web Advisor, the following procedure must be followed:

1. The Grade Change Form may be obtained from the Admissions and Records Office, by a faculty member to ensure the integrity and security of the form. The forms will be available only from the A&R office at this time.
2. The instructor who initiates the grade change request must complete the Grade change Form, clearly stating the reason for the grade change, and signing it.
3. The instructor must submit the signed form to the area dean's office, for the dean to review and sign.
4. The Dean must sign the Grade Change Form to acknowledge his/her review of the validity of the reason for the request and to ensure the form was submitted by a faculty member. The dean will submit the Grade Change Form to the Director of Admissions and Records.
5. The Director of Admissions and Records must sign the Grade Change Form prior to authorizing a designated staff member to post the grade change.
6. After the grade change is posted to the student's permanent record, the instructor, the student and the area dean will be sent copies of the form with the date the change was entered.

If an instructor does not enter grades through WebAdvisor by the College's end-of-term deadline, the affected students will have an RD posted on their academic record, which indicates "Report Delayed." Upon submission of the late grade roster, the instructor will be required to complete a Grade Change form for every student who received a RD on his/her grade record.

If an instructor reports a grade of Incomplete (I) for a student and cannot subsequently locate the original contract for reporting of the revised final grade upon completion of the incomplete assignments, the Grade Change Form may be used to request a change

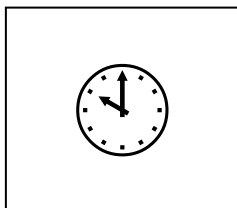
from “I” to an assigned grade on the student’s record. The grade change procedures enumerated above must be followed in such cases.

## **Requesting a Change in Classroom Assignment**

Classroom assignments are made prior to the beginning of the semester based upon past semester class size, room availability and departmental priority. **Classroom changes may only be made by the college.** Requests for classroom changes should be made to your dean—please do not simply move to another room.

## **Expected Class Hours and Breaks**

Class time is based on a fifty (50) minute hour and begins on the hour or half hour. Classes meeting for two consecutive hours or more may take a ten-minute break for each hour of instruction. Classes meeting for one and a half clock hours or less should not take a break. Arrangement of break time in classes of more than two hours is the prerogative of the instructor, as long as fifty minutes of instruction occurs for each scheduled class hour. Breaks for evening classes should be scheduled before the cafeteria closes.



Early dismissal of classes prevents students from obtaining their full learning experience. If you dismiss your class early, you should also report your leave from the class to your dean’s office.

## **College Rules for the Classroom**

Food and beverages are not allowed in labs and classrooms. Please help enforce these rules in order to maintain a clean and comfortable learning environment. If you rearrange classroom desks, please return them to their original configuration at the end of the session. Erasing the board is a courtesy for classes which follow. Please do not remove the dry erase markers from your classroom.

## **Ordering Textbooks and Desk Copies**

Textbooks are stipulated in the official course outline. Work with your department chair on textbook issues; he/she is your liaison with the College Bookstore.

## **Requesting Supplies**

Supplies can be requested through your department.

## **Turning In Your Course Syllabus/First Day Handout**

At the beginning of the term and for each course taught, all faculty are expected to submit an electronic copy of their course syllabus to the Office of Instruction. Your

syllabus must include a clear statement of your grading policies. The syllabus, sometimes called the “first day handout,” is required for all classes.

LMC requires that a first day handout (also known as a “class information sheet” or “syllabus”) be distributed to students at the beginning of each course. The policy stipulates that the handout include, at a minimum:

- ❑ Course number and title
- ❑ Instructor office hours (if applicable)
- ❑ Meeting hours, including lab hours (scheduled or “by arrangement”). Note: For lab hours by arrangement, it needs to be clear that they are required (not optional) for all students and that at the beginning of the semester students will be required to submit a schedule indicating when they will complete the lab hours each week.
- ❑ Course overview, goals/objectives/learner outcomes and requirements
- ❑ Transfer information as applicable. LMC’s Academic Senate has asked faculty to include detailed information on the transferability of courses (i.e. CSU/UC/IGETC, area/requirement fulfilled, etc.). Also, please encourage students to see a counselor to develop an educational plan and/or for detailed transfer information.
- ❑ Required materials, including text(s)
- ❑ Materials fees (if applicable)
- ❑ Instructional methods
- ❑ Policy on attendance
- ❑ Evaluation/grading processes

Based on our experience, the attendance policy and grading policy/procedures present the most potential difficulties. Please be sure that your approach conforms to the specific course outline for your class and the general information in the College Catalog. Policies that are both fair and clear help to avoid disputes later.

The handout should state your approach to dealing with these unpleasant realities, too. A clear definition of, and prohibition of, plagiarism is particularly helpful. It is also a good idea to ban electronic devices (cell phones, PDAs, Sidekicks, etc.) that can be used to cheat and/or are disruptive in the learning environment.

Also, since the initial college policy was adopted many years ago, the Americans with Disabilities Act has been implemented. Therefore, the handout should include the following statement on accommodation:

**Accommodations:** Students with documented learning and/or physical disabilities may receive reasonable classroom and/or testing

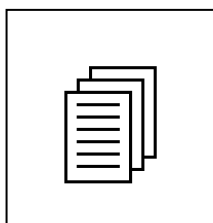
accommodations. Please make these arrangements with the instructor at the beginning of the semester or as soon as possible after documentation has been determined. Last minute requests may not be determined to be “reasonable.”

If you need additional information on ADA issues, please contact the DSPS department at ext. 3353.

Finally, inform your students that per college/district policy, everyone in the class must be enrolled (no audits/sit-ins or students who have not met the prerequisite). Therefore, please make it clear that children/teens who are not enrolled are not allowed to attend classes or labs with their parent/guardian who is enrolled.

## **Turning In Your Class Records**

If you will not be at the college next semester, you are expected to leave your grade books and final exams with the Office of Instruction. This will provide the resource necessary to counsel students about possible grading issues or how grades were computed.



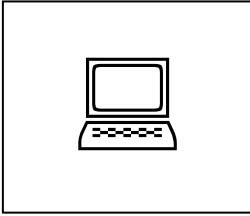
## **Photocopying/Printing of Classroom Materials**

Photocopying services are available in the Central Services Copy Center, which is located in Room CC3-412 behind the information area. Order forms for photocopying/printing jobs are located on the counter outside the Copy Center. 500 or fewer copies may be made from 7:30 a.m. to 7:30 p.m., Monday through Thursday and from 7:30 a.m. to 3:00 p.m. on Friday. 500 copies is a maximum copy guideline for those that are expecting immediate jobs to be finished within one hour of time (under 3 hours for color). The cost to your department for immediate walk-up service is \$.023 per copy. There is also 48 hour service which costs your department just \$.005 per copy. Please help us contain costs by only reproducing materials, which are absolutely necessary. Many departments overspend their photocopy budget every year. Please secure Department Chair approval for significant copying or printing jobs. Refer to the Printing and Photocopying guidelines available at the Copy Center for specific information regarding turnaround time and costs.

During the same hours of operation, printing services are available for requests of 400 or more copies. All printing requests that have 48 hours check marked should have a due date that allows two full work hours to complete. The cost is also dependent on the complexity of the request. A notification slip regarding completion of your 48-hour jobs will be placed in your mailbox. Also, please note that you should allow extra time for the processing of your materials during the two weeks before each semester and the two weeks before finals.

Remember that instructional packets of considerable length should be considered for sale through the Bookstore, thus avoiding a charge to your department's budget. Please also note that Central Services cannot reproduce copyrighted material without official copyright clearance.

You can contact the Printshop with any questions on costs or turnaround times of special requests at x3362.



## **Word Processing Services**

Word processing services are available through the Office of Instruction. Contact Cynthia Axel at ext. 3286. Please submit original work for word processing that is clear and organized. You may also submit PC compatible disks of draft materials.

Also, please note that you should allow extra time for typing of your materials during the two weeks before each semester and the two weeks before finals.

## **Handling Classroom Disruptions**

If a student is disrupting a class, you may have him or her removed and may suspend that student from the next class meeting. For further assistance, please contact the dean during the day, or the Evening Manager for night classes. You may also contact Police Services regarding this or other disturbances.

The college catalog contains information about our “Student Code of Conduct” for your reference. The Deans and Senior Deans serve as resources for dealing with classroom behavior issues.

## **Academic Freedom**

The Governing Board has affirmed “its belief in the academic freedom of faculty, management and students to teach, conduct research, write and challenge viewpoints without undue restriction.”

The policy also states that “faculty are citizens, members of a learned profession and representatives of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning with institutional affiliations, they should remember that the public may judge their profession and institution by their statements. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that they are not expressing their institution’s views.”

## **Academic Balance**

The college follows the Accrediting Commission for Community and Junior Colleges standards of good practice. One standard requires employees to “distinguish between personal conviction and proven conclusion and (to) present relevant data fairly and objectively.”

Furthermore, evaluation criteria require faculty to present controversial material “in a balanced manner acknowledging contrary views” and to recognize the right of students “to have points of view different from the instructor’s.”

# **Your Employment in the Contra Costa Community College District**

## **Hiring Process**

Being hired as a part-time faculty is a two-step process. First you document how you meet the minimum qualifications for the discipline in which you will work. Second, you have 60 days from your first day of employment to provide all your education and relevant work experience to be salary placed. If you do not provide the latter by the first payroll period, you will be paid at the lowest salary placement of \$53.59 for teaching. You will then be paid retroactively to the first day of instruction when you have submitted all your experience and education within those 60 days. You may contact Kathy Griffin, College Human Resources Assistant on your hiring process, and any subsequent questions, extension 3108.

## **Updating Employment Records**

It is imperative you notify the LMC Human Resources Office, extension 3108, of any changes to your employment data, such as change of address, name, telephone number, or emergency contact. This can affect the timely routing of vital District notices and pay warrants. Tax withholding changes may also be made through campus HR.

## **Tuberculosis Examination**

Employees are required to obtain a tuberculosis exam every four years and submit the original exam results to the LMC Human Resources Office. The employee pays the cost of the initial exam upon employment. Subsequent exams are available at no cost to the employee at a local facility. If your TB clearance is about to expire, a notice will be printed on your check stub. Please contact the LMC Human Resources Office at extension 3108 if you need additional information.

## **Hepatitis B Vaccines**

For certain instructional areas, Hepatitis B vaccines are available free of charge to part-time instructors. Please contact the LMC Human Resources Office at extension 3108 if you need additional information.

## **Evaluation Policy for Part-time Instructors**

Each part-time faculty member will be evaluated during his/her first, fourth, and seventh semester of employment and at least once every six semesters thereafter.

1. One regular (tenured) faculty member will conduct the evaluation each time except for the seventh evaluation; two regular faculty evaluators will conduct the evaluation. Management also has the right to participate in the process and the evaluatee has the option of adding another regular faculty member of choice.
2. For part-timers teaching in more than one discipline, each department has the right to conduct an evaluation.
3. The evaluator will conduct a pre-evaluation conference with the part-timer to obtain materials and information, to discuss evaluation criteria and to develop a schedule for observations, student evaluations and meetings.
4. The evaluator(s) will attend a class session and then complete the classroom observation information sheet.
5. Student evaluations will be administered.
6. The evaluator(s) will complete a summary report and compiled evaluation.
7. The evaluator will review the results of the evaluation with the part-timer.

Additional details on the evaluation process are contained in the *CCCCD Faculty Evaluation Guidelines*.

## **Our Flex Program**

There is a paid “FLEX obligation” for many part-time instructors teaching semester-length classes. All part-time instructors can be paid for 18 weeks of class. Since many classes meet for 17 weeks, part-timers are required to do FLEX activities in lieu of the extra week.

You have the option to participate in any FLEX staff development activities: workshops, campus/district projects, division/department meetings or projects, and

individual projects. Forms identifying your chosen FLEX activities should be obtained, completed, and returned to the Office of Instruction.

## **Payroll Warrants**

The payroll cycle is monthly with payment on the 10th of the month for part-time faculty and at the end of the month for full-time faculty. You are given the option at time of hire to elect a check or direct deposit of your pay, and whether you would like to pick-up your warrant at the Business Office Cashier's window, or have it mailed to you. Full semester classes are paid one-fifth every month for five months. Summer classes and short-term classes are also paid on the 10<sup>th</sup> of the month in equal payments over the length of the class. If the 10<sup>th</sup> falls on a weekend, pay is available on the Friday before after 12:30 p.m. If the 10<sup>th</sup> falls on a District-granted holiday, pay warrants are distributed for 2 hours only from 10:00 a.m. – 12:00 p.m. at the Business Office Cashier's window.

## **Step Advancement: Credit for In- Or Out-Of District Service**

When you have accumulated the equivalent of a year of full-time District service (1.0 for Spring and 1.0 for Fall = 2.0 FTE), you will automatically be included on a report from the District Office for the College HR Assistant to generate a Step advancement for you. The FTE for lecture is based on 270 hours per semester, 15 hours/week x the 18-week semester. Qualified District service excludes leave without pay and intermittent service as a substitute. Summers count for load beginning with SU06. The 2.0 FTE is calculated based on a summer, fall, and spring teaching sequence, such as SU08, FA08 and SP09. If you obtain a Step advancement at the conclusion of spring, your Step is effective with the first day of Flex in the fall; if you obtain the Step at the conclusion of fall, your Step is effective the first day of Flex in the spring. Therefore, the raise is applied in the semester after attainment. If you teach in a college District other than ours, you must submit a verification of load to the College HR Assistant to have this load manually entered in our system. You may obtain the necessary form by calling x3108. This out-of-District teaching must be at the college level to qualify. In no way may you earn more than a 2.0 FTE from all sources during the same summer/fall/spring time period; if you do, the excess is not counted. Some Step advancements do not yield a new hourly rate as there are plateaus built into the salary schedule. All salary schedules may be found on the District website, [www.4cd.edu](http://www.4cd.edu), then Human Resources, then Salary Schedules.

## **Salary Reclassification: Credit for Additional Education**

Following your first 60 days and the establishment of your final, original salary placement, you may request a Reclassification based on additional completed education at a later date. You must obtain official transcripts be sent to the College HR Assistant for evaluation of the new education. After your final, original salary placement, at least one half of this new education must be upper division, and one half may be lower division, and you may not re-take the same

courses within a 10-year period. If qualifying, your Reclassification is effective either the first day of Flex in the fall, or the first day of Flex in the spring.

## **Leave Entitlement**

### **Sick Leave**

Part-time instructors earn one hour of sick leave for each nine hours taught. Sick leave accumulates from semester to semester and the balance is now printed on your pay warrant. Each month, the balance reflects earnings and time taken through the previous month.

### **Personal Necessity Leave**

Each semester, part-time instructors earn one hour of personal necessity leave for every eighteen hours taught, part-time counselors earn one day for each thirty days of service. Personal necessity leave, once earned, is subtracted from the accumulative sick leave. Personal necessity leave must be approved by the dean in advance .

Whenever personal necessity leave is used, an analysis of actual service will be made to determine available hours. At the beginning of each fiscal year, July 1, your balance reverts to zero (0).

Note: There is no vacation leave for faculty.

## **Emergency Procedures**

When a crime or accident occurs on campus, contact Police Services at extension 3228. If there is an emergency, dial extension 3333. These telephones are staffed from 7:00 a.m. to 10:30 p.m. weekdays. At all other times, dial 9-911 (from campus telephones) for emergencies and 646-2441 (Sheriff's dispatch) for non-emergencies.

### **Emergency Evacuation**

Evacuation routes are posted in most classrooms.

Notification of an evacuation is the fire alarm. We do schedule evacuation drills from time to time. If there is another type of emergency situation that requires everyone to stay indoors, you will be notified by the public address system or by staff in your area.

## **Safety**

The college is responsible for maintaining a safe environment and providing adequate supervision of students in potentially dangerous situations. All employees share in this responsibility. All injuries on campus must be promptly reported to Police Services, extension 3228.

Students should be carefully supervised in the use of laboratory and other equipment in order to promote safety, reduce damage, and to insure essential supplies and equipment are constantly available. Any equipment stolen or damaged and any safety hazards should be reported to the Office of Instruction immediately.

## **Injuries/Accidents**

Any injury/accident should be reported to Police Services at extension 3228. You will also need to complete an accident report as soon as you are physically able. This report is available at Police Services. If an employee requires medical treatment, it is available at Kaiser Antioch Occupational Health, 3400 Delta Fair Blvd, Adobe Bldg, Antioch, unless you have completed a "Personal Physician Designation Form" allowing you to be treated by your personal physician indicated on this form. Please contact the LMC Human Resources Office for this form.

## **Evening Escorts**

Evening escorts are available upon request from Police Services, extension 3228, Monday through Thursday. These guides can provide assistance to individuals, students or faculty, who wish an escort from one location to another on campus. You may also contact the switchboard to make escort arrangements.

## **Parking**

There is no charge for faculty parking permits. **All faculty are required to have a current parking permit and must park in faculty/staff parking lots.** Permits may be secured from Police Services Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. If you will need to obtain a parking permit after 4:30 p.m., please phone the Police Services office, extension 3228, between 8:00 a.m. and 4:30 p.m., Monday through Friday, to make arrangements to secure your permit. The permits must be renewed every semester. Spring and Fall permits are valid through summer session. Permits are not required at the Brentwood Center.

Faculty who park in the student parking lots will receive a citation, even if the car has a valid faculty/staff permit.

Temporary parking permits are available from the Office of Instruction for guest speakers or class visitors.

## **Custodial Services**

If you have any acute problems with cleanliness in your office or classroom space during the day, please contact the Buildings and Grounds at extension 3226. For routine evening custodial services, dial extension 3107 (voice mail for the Custodial Hotline) and leave a detailed message. Your request should be completed that night by the custodial staff.

# Teaching Resources

## Tutoring For Your Students

Tutoring services at LMC are coordinated by the department chairs. Contact the appropriate faculty member for more information about available services for your classes.

The Core: Center for Academic Support is also available to assist students in all disciplines with their reading and writing assignments.

## Library Resources

The Library provides a full range of materials and services. Upon request, librarians will advise or assist in the preparation of study guides and bibliographies, give library orientations to classes, assist with computer database searches, and secure materials from other libraries, if available. Instructors are encouraged to request books to be ordered for the library collection. In addition, instructors are encouraged to request textbooks from publishers to be put on reserve for students. For additional information on the services that the library offers, please visit the library's web page at [http://www.losmedanos.edu/LMC\\_library](http://www.losmedanos.edu/LMC_library).

## Media Services

AV equipment or material requests need to be submitted one day in advance. Special AV setups require a minimum of one week advance notice. Media services support should be submitted by calling the support line at ext. 345, emailing: [media-help@losmedanos.edu](mailto:media-help@losmedanos.edu) or stop by the library during business hours.

# APPENDIX

- Instruction Method Type vs. Load Value
- Non-Instructional Method Type vs. Load Value
- Quick Reference Telephone Directory
- Voice Mail Instructions
- Web Advisor Instructions
- Campus Map

## Instruction Method Type vs. Load Value By Hours

Instructional Method Type						
	ENGL COMP	LECLCAR	LAB/LABAR	ACT	CO-OP ED	IND STUDY
Total # of Hours	12 hrs/wk	15 hrs/wk	20 hrs/wk	22 hrs/wk	675 hrs/sem	675 hrs/sem
9	1.82%	3.33%	2.50%	2.27%	1.33%	1.33%
18	8.33%	6.67%	5.00%	4.55%	2.67%	2.67%
27	12.50%	10.00%	7.50%	6.82%	4.00%	4.00%
36	16.67%	13.33%	10.00%	9.09%	5.33%	5.33%
45	20.83%	16.67%	12.50%	11.36%	6.67%	6.67%
54	25.00%	20.00%	15.00%	13.64%	8.00%	8.00%
63	29.17%	23.33%	17.50%	15.91%	9.33%	9.33%
72	33.33%	26.67%	20.00%	18.18%	10.67%	10.67%
81	37.50%	30.00%	22.50%	20.45%	12.00%	12.00%
90	41.67%	33.33%	25.00%	22.73%	13.33%	13.33%
99	45.83%	36.67%	27.50%	25.00%	14.67%	14.67%
108	50.00%	40.00%	30.00%	27.27%	16.00%	16.00%
117	54.17%	43.33%	32.50%	29.55%	17.33%	
126	58.33%	46.67%	35.00%	31.82%	18.67%	
135	62.50%	50.00%	37.50%	34.09%	20.00%	
144	66.67%	53.33%	40.00%	36.36%	21.33%	
153	70.83%	56.67%	42.50%	38.64%	22.67%	
162	75.00%	60.00%	45.00%	40.91%	24.00%	
171	79.17%	63.33%	47.50%	43.18%	25.33%	
180	83.33%	66.67%	50.00%	45.45%	26.67%	
189	87.50%	70.00%	52.50%	47.73%	28.00%	
198	91.67%	73.33%	55.00%	50.00%	29.33%	
207	95.83%	76.67%	57.50%	52.27%	30.67%	
216	100.00%	80.00%	60.00%	54.55%	32.00%	
225		83.33%	62.50%	56.82%		
234		86.67%	65.00%	59.09%		
243		90.00%	67.50%	61.36%		
252		93.33%	70.00%	63.64%		
261		96.67%	72.50%	65.91%		
270		100.00%	75.00%	68.18%		
279			77.50%	70.45%		
288			80.00%	72.73%		
297			82.50%	75.00%		
306			85.00%	77.27%		
315			87.50%	79.55%		
324			90.00%	81.82%		
333			92.50%	84.09%		
342			95.00%	86.36%		
351			97.50%	88.64%		
360			100.00%	90.91%		
369				93.18%		
378				95.45%		
387				97.73%		
396				100.00%		

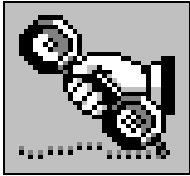
## Non-Instructional Method Type vs. Load Value By Hours

Total # of Hours	Non-Instructional Method Type			
	Counseling	Librarian	Other Reassigned Time	
	27.5 hrs/wk	40 hrs/wk	35 hrs/wk	40 hrs/wk
9	1.82%	1.25%	1.43%	1.25%
18	3.64%	2.50%	2.86%	2.50%
27	5.45%	3.75%	4.29%	3.75%
36	7.27%	5.00%	5.71%	5.00%
45	9.09%	6.25%	7.14%	6.25%
54	10.91%	7.50%	8.57%	7.50%
63	12.73%	8.75%	10.00%	8.75%
72	14.55%	10.00%	11.43%	10.00%
81	16.36%	11.25%	12.86%	11.25%
90	18.18%	12.50%	14.29%	12.50%
99	20.00%	13.75%	15.71%	13.75%
108	21.82%	15.00%	17.14%	15.00%
117	23.64%	16.25%	18.57%	16.25%
126	25.45%	17.50%	20.00%	17.50%
135	27.27%	18.75%	21.43%	18.75%
144	29.09%	20.00%	22.86%	20.00%
153	30.91%	21.25%	24.29%	21.25%
162	32.73%	22.50%	25.71%	22.50%
171	34.55%	23.75%	27.14%	23.75%
180	36.36%	25.00%	28.57%	25.00%
189	38.18%	26.25%	30.00%	26.25%
198	40.00%	27.50%	31.43%	27.50%
207	41.82%	28.75%	32.86%	28.75%
216	43.64%	30.00%	34.29%	30.00%
225	45.45%	31.25%	35.71%	31.25%
234	47.27%	32.50%	37.14%	32.50%
243	49.09%	33.75%	38.57%	33.75%
252	50.91%	35.00%	40.00%	35.00%
261	52.73%	36.25%	41.43%	36.25%
270	54.55%	37.50%	42.86%	37.50%
279	56.36%	38.75%	44.29%	38.75%
288	58.18%	40.00%	45.71%	40.00%
297	60.00%	41.25%	47.14%	41.25%
306	61.82%	42.50%	48.57%	42.50%
315	63.64%	43.75%	50.00%	43.75%
324	65.45%	45.00%	51.43%	45.00%
333	67.27%	46.25%	52.86%	46.25%
342	69.09%	47.50%	54.29%	47.50%
351	70.91%	48.75%	55.71%	48.75%
360	72.73%	50.00%	57.14%	50.00%
369	74.55%	51.25%	58.57%	51.25%
378	76.36%	52.50%	60.00%	52.50%
387	78.18%	53.75%	61.43%	53.75%
396	80.00%	55.00%	62.86%	55.00%

Continued on next page...

## Non-Instructional Method Type vs. Load Value By Hours (Continued from previous page.)

Total # of Hours	Non-Instructional Method Type			
	Counseling	Librarian	Other Reassigned Time	
	27.5 hrs/wk	40 hrs/wk	35 hrs/wk	40 hrs/wk
405	81.82%	56.25%	64.29%	56.25%
414	83.64%	57.50%	65.71%	57.50%
423	85.45%	58.75%	67.14%	58.75%
432	87.27%	60.00%	68.57%	60.00%
441	89.09%	61.25%	70.00%	61.25%
450	90.91%	62.50%	71.43%	62.50%
459	92.73%	63.75%	72.86%	63.75%
468	94.55%	65.00%	74.29%	65.00%
477	96.36%	66.25%	75.71%	66.25%
486	98.18%	67.50%	77.14%	67.50%
495	100.00%	68.75%	78.57%	68.75%
504		70.00%	80.00%	70.00%
513		71.25%	81.43%	71.25%
522		72.50%	82.86%	72.50%
531		73.75%	84.29%	73.75%
540		75.00%	85.71%	75.00%
549		76.25%	87.14%	76.25%
558		77.50%	88.57%	77.50%
567		78.75%	90.00%	78.75%
576		80.00%	91.43%	80.00%
585		81.25%	92.86%	81.25%
594		82.50%	94.29%	82.50%
603		83.75%	95.71%	83.75%
612		85.00%	97.14%	85.00%
621		86.25%	98.57%	86.25%
630		87.50%	100.00%	87.50%
639		88.75%		88.75%
648		90.00%		90.00%
657		91.25%		91.25%
666		92.50%		92.50%
675		93.75%		93.75%
684		95.00%		95.00%
693		96.25%		96.25%
702		97.50%		97.50%
711		98.75%		98.75%
720		100.00%		100.00%



## Quick Reference Telephone Directory

- LOS MEDANOS COLLEGE (925) 439-2181 (Pittsburg)  
(925) 798-3500 (Concord)
- BRENTWOOD CENTER (925) 513-1625
- Absence Reporting Line x813
- Academic Senate x3144
- Admissions x7500
- Bookstore x3316/3319
- Buildings and Grounds x3226/3225
- Business Office x3207
- Central Services x3262
- Custodial Hotline x3107
- Dean of Liberal Arts and Sciences x3132
- Dean of Occupational Education x3285
- DSP&S x3133
- District Office (925) 229-1000
- Human Resources (Personnel) x3108
- Instructional Media Services x3454
- Office of Instruction x3272/x3105
- Payroll x3173
- Police: Business x3228
- Police: EMERGENCY x3333
- President's/Vice President's Office x3103
- Senior Dean of Instruction x3216
- Senior Dean of Student Services x3372
- United Faculty 680-7283

# Voice Mail

## INSTRUCTIONS



### Set up

- Press the voice mail key on your phone.
- Wait for voice mail greeting.
- Press #.
- Enter your voice mailbox number.
- On operator prompt, enter default security code number 2223.
- Enter your new security code and #.
- Re-enter your security code and press # again.
- Enter 9 twice to exit voice mail.

### Retrieving Messages

- If you have messages, the red light will flash on your phone.
- To retrieve messages, press the voice mail key and #.
- You will be prompted to enter your mailbox number and security code.
- Press 5 to retrieve your first message. If you wish to save this message, press 7. To listen to the next message press 5. You must repeat this process for each message. When you have reached the end of your messages, voice mail will ask you if you wish to go to the first message again. To delete a message without listening to the entire message, press 3 and then press 5 to take you to the next message.
- Press 9 twice to exit your voice mail. Your messages will automatically be erased when you exit unless you pressed 7 to save them.

## To Leave A Message

- Press the voice mail key followed by the extension number.
- If the person is in, he/she will answer.
- You will automatically be connected to voice mail if the person is on the phone. If he/she is out of the office, the phone will ring five times and then the voice mail prompt will direct you to leave a message.
- To directly link to voice mail, press the voice mail key on your phone, \* and the extension.

## To Retrieve Messages Off-Campus

- From the Concord area, dial 798-3500. From Pittsburg, dial 439-2181.
- Upon hearing the college greeting, press #.
- You will be prompted to enter your extension number and security code.
- Retrieve your messages as normal.

## Personalize Your Message

- After entering your voice mailbox, press 4 and then 6 to record a personalized greeting. **Note: When you turn on a personalized message, all outside calls will be routed directly to your voice mail. *Your phone will no longer ring.***

## Personal Distribution List

- After entering your voice mailbox, press 1 followed by 6. Press 6 again to establish a personal distribution list to send the same message to a group.

## Messaging Options

- To forward an incoming message to another extension, press 1 and then 3 after you have listened to the message. The system will then prompt you to enter an extension.
- To immediately respond to a message, press 1 and then 7 after listening to the message. This only works if the sender was logged into his/her voice mailbox when the message was created.
- To immediately recall the sender of the message, press 1 and then 4 after listening to a message. This feature will work only if the message was sent by a sender who was logged in to his/her voice mailbox when the message was created.



## **Web Advisor**

### **I N S T R U C T I O N S**

You can use either Netscape Navigator or Internet Explorer.

- Go to the Los Medanos College web address at:

<http://www.losmedanos.edu>

- Click on the Web Advisor link.
- Log-in and then click on “Faculty”

Click on “Help” for any particular menu selection.