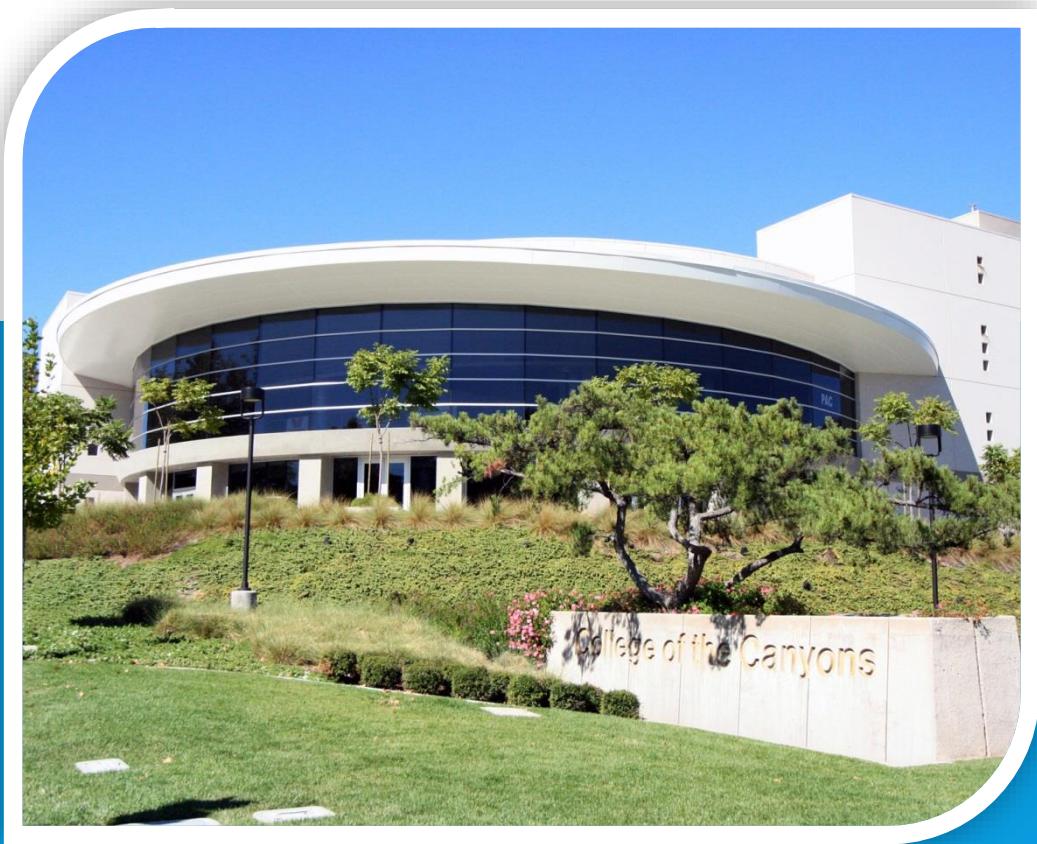


NEW ADJUNCT FACULTY ORIENTATION: INTRODUCTION TO INSTRUCTION

2/3/2026 6pm-7:30pm



HOUSEKEEPING



- All **NEW** adjunct faculty will be compensated directly, separate from FLEX credit.
- If you are NOT a new adjunct faculty and would like FLEX credit, please type "FLEX" in the Chat. We will submit your names to Professional Development.
- Please make sure your Zoom name matches your name so we can accurately report our Zoom attendees for pay and FLEX credit. Please consider also including your department/discipline: Example: Jennifer Brezina: English.
- Please remain MUTED throughout. However, you are welcome to raise your hand, unmute, and participate if you have questions.

Instruction Office Leadership and Collegewide Instructional Deans

Staff	Position
In-Process	Interim Assistant Superintendent/Vice President, Instruction
Dr. Jennifer Brezina	Associate Vice President, Instruction
Connie Palazzolo	Director, Enrollment Support
Harriet Happel	Career Education, Integrative Learning, and Career Center
James Glapa-Grossklag	Education Technology, Learning Resources, and Distance Education
Chloe McGinley	Associate Dean, Learning Resources and Director, TLC
Joy Shoemate	Director, Online Education

School Deans

Dean	School	Departments
Dr. Monica Shukla-Belmontes	Schools of Business and Applied Technologies	Architecture, Automotive Technology, Construction Management/Construction Technology, Electronic Systems Technology/Network Technology, Interior Design, Land Surveying, Manufacturing Technology, Water Systems Technology, Welding Technology, Business, Computer Applications & Web Technologies, Culinary Arts & Wine Studies, Economics, Hotel Restaurant Management, Paralegal Studies, Real Estate
Dr. Deanna Riveira	School of Social & Behavioral Sciences	Anthropology, Communication Studies, Early Childhood Education, History, Political Science/Global Studies, Psychology, Sociology
Andy McCutcheon	School of Humanities School of Visual and Performing Arts	Cinema, English, ESL, Humanities, Modern Languages & Cultures, Philosophy, Sign Language, Art, Art Gallery, Dance, Graphic and Multimedia Design, Media Entertainment Arts, Music, Photography, Theatre

School Deans, continued

Dean	School	Departments
Dr. Nadia Cotti	School of Health Professions & Public Safety	Nursing, Certified Nursing Assistant, EMT, Health Sciences, Diagnostic Medical Sonography, Pharmacy Technician, Administration of Justice, Fire Technology
Dr. David Vakil	School of Math, Science, & Engineering	Biological & Environmental Sciences, Chemistry, Computer Science, Earth & Space Sciences, Engineering, Mathematics, Physics
Chad Peters	School of Kinesiology & Athletics	Kinesiology & Physical Education, Recreation Management, Physical Therapy Assistant, Occupational Therapy Assistant
Dianne Avery	School of Personal and Professional Learning	Noncredit Dual Enrollment and Rising Scholars Instructional Services Agreements (ISAs)
Erika Torgeson	Counseling	Counseling

INTRODUCTION TO CAMPUS



- **Classroom Keys**
Available from the Administrative Assistant for your School (Humanities, Applied Tech, etc.) or CCC Quad 5 Communication Center (Canyon Country)
- **Parking Permit**
Campus Safety X8 (Valencia) or Quad 7 Room 700A (Canyon Country)
- **Email**
Account already set up once hired; contact Dean or Admin. Assistant
- **Security or Emergency**
During evenings and off campus, dial the On Duty Cell Phones: Valencia (661.510.3882) and Canyon Country (661.666.8738)
- **Mailbox**
Will be issued either at Valencia Communication Center or CCC Communication Center, depending on primary teaching assignment location

INTRODUCTION TO CAMPUS



- **IT Help Desk**
Dial extension 3953 (661-362-3953)
Zoom: <https://intranet.canyons.edu/departments/it/> - You'll need to login to the intranet to access support
- **Reographics**
Submitted online via Repro@canyons.edu (Valencia) or cccrepro@canyons.edu (CCC); can also be submitted in person (BONH-125) in Valencia or (CCC-502A) at CCC
- **Textbooks**
Contact your department chair or full-time lead discipline faculty member for copies of the textbook or order from the Publisher. The Campus Bookstore can no longer lend textbooks to faculty
- **Printing**
Faculty can print in the Adjunct office (BONH-312) in Valencia; on the Canyon Country Campus, please go to either CCC-205 or CCC-507

COURSE INFORMATION

- Every course has an official Course Outline of Record (COR)
- The COR includes important information such as:
 - Units/Transferability/General Education
 - Student Learning Outcomes and Objectives
 - Course Content
 - Typical Assignments and Textbooks
- All CORs can be found through the College of the Canyons eLumen Website at: canyons.elumenapp.com/public



FINALS AND GRADING

- There is no formal Final Exam Week or separate Final Exam schedule at College of the Canyons
- Final exams are given during the last class period(s) of the semester or term, and classes should meet for the entire duration each meeting for the entire term whether or not a final exam is given during the last week
- Attendance should not be used to determine a student's grade, only participation
- Students may be dropped from a course if they miss class for one more time than the class meets for one week (regular semester)
- Incompletes should only be assigned at the end of the term for emergency purposes if the student was otherwise passing the course



ABSENCES

- Please notify the administrative assistant for your School and your Dean both electronically and via telephone as soon as possible once you know an absence will be necessary
- It is helpful if you can contact your department chair and dean with as much notice as possible, as a substitute may be arranged if you are absent for more than one class period at the dean's discretion
- Before 9 am or after 5 pm or on weekends, please also communicate with the Communication Center as well as with your Dean, administrative assistant and department chair

THE LEARNING CENTER (TLC)

Services Include In-Person & Online:

- **Tutoring:** Expert help in Math/Science, English/Humanities, Computer Science/Multimedia
- **Workshops:** Faculty and tutor-led sessions to boost study skills & exam readiness
- **Guided Learning Activities (GLAs):** Tutor-guided self-paced tutorials to reinforce multi-disciplinary course concepts
- **TLC Testing Center:** In-person proctoring in a reduced-distraction environment for paper-based and computer-based testing



EVENING SUPPORT SERVICES



EVENING ADMINISTRATOR

DIAL COMMUNICATIONS CENTER AT EITHER CAMPUS

VALENCIA: DIAL 0
CCC: DIAL 0

CAMPUS SAFETY

Valencia: x3229 (Before 5pm) or 661-510-3882

CCC: x3977 (Before 5pm) or 661-666-8738

FACILITIES & MAINTENANCE

During regular hours, Facilities & Maintenance needs should be reported to your Dean, who can place a Work Order. During the evenings, you can also dial the Communications Center (dial 0) if immediate assistance is required



IT HELP DESK

IT help is available until 7pm – dial extension 3953 (or 661-362-3953) for assistance

EMERGENCY INFORMATION

- Evacuation and Emergency Procedures posters are in every classroom, and there is an Emergency Resource Guide in every Telephone Directory and Student Planner
- Emergency Numbers from classroom phones:
 - Each classroom zoom phone is pre-programmed with direct buttons for Campus Safety, the Communications Center/Mailroom, and Computer Support
 - To call 911, dial directly to the 911 operator. The 911 operator will pick up and Campus Safety will be able to listen in on the call.
 - Campus Safety: x3229 or 661-510-3882 at Valencia x3977 or 661-666-8738 at CCC
- Emergency Operations website
- COC-ALERTS

The image shows the front cover of the 'EMERGENCY PROCEDURES' booklet. The top half features the 'COLLEGE OF THE CANYONS' logo with a stylized 'C' and the text 'COLLEGE OF THE CANYONS' in a serif font. Below the logo is a large, bold, black title 'EMERGENCY PROCEDURES'. The bottom half is divided into several sections: 'EVACUATION' (with a building icon), 'EARTHQUAKE' (with a ground icon), 'SHELTER IN PLACE' (with a person icon), and 'SHOOTER/ACTIVE THREAT' (with a person icon). Each section has a brief description and a list of steps or procedures. The booklet is white with black text and icons.

NEW FACULTY ORIENTATION – ADMISSIONS & RECORDS

Steve Erwin

Associate Dean, Admissions, Records
and Online Services



CLASS ROSTER



- Access roster(s) via my.canyons.edu
- Rosters include registered student names, ID numbers, email addresses
- Deadline Dates – please include on course syllabus

ROSTER EXAMPLE



Section Details

[Back to Courses](#)

MLT-050-62713: Phlebotomy

Summer 2022
Valencia Campus

T/Th 7:00 AM - 11:15 AM 6/14/2022 - 7/5/2022	Last Day to Add: 6/15/2022
	First Day to Drop: 6/14/2022
Canyon High School, C2 Lecture And/Or Discussion/Census:	Last Day to Drop without a W (Day Before): 6/15/2022
TBD 7/6/2022 - 8/4/2022	Last Day to Withdraw: 8/4/2022
TBD	Refund Deadline Date: 6/14/2022

Seats Available 11 / 15 / 0

[Roster](#) [Attendance](#) [Drop Roster](#) [Grading](#) [Permissions](#) [Waitlist](#)

[Print](#) [Email All](#)

#	Student Name	Student ID	Cleared	Preferred Email
1	Joe Dirt Test	0390413	No	jdirttest@my.canyons.edu
2	MR Mickey Test Mouse Test	0141515		mmouse@my.canyons.edu
3	Min Mouse	0141516		mmouse1@my.canyons.edu
4	Blueberry Pancake	0507828		bpancake@my.canyons.edu
5	Optimus M. Prime (Withdrawn 7/5/2022)	0232744		omprime@my.canyons.edu

DEADLINE DATES EXAMPLE



MLT-050-62713: Phlebotomy

Summer 2022

Valencia Campus

T/W/Th 7:00 AM - 11:15 AM

6/14/2022 - 7/5/2022

Canyon High School, C2 Lecture And/Or DiscussionCensus):

TBD

7/6/2022 - 8/4/2022

TBD

Last Day to Add: 6/15/2022

First Day to Drop: 6/14/2022

Last Day to Drop without a W (Day Before 6/15/2022

Census):

Last Day to Withdraw: 8/4/2022

Refund Deadline Date: 6/14/2022

WAITLIST AND ADD AUTHORIZATIONS



- Waitlist capacity is 7
- In front of section starting, auto-waitlist function is active
- Waitlist is frozen the Friday before a section begins



WAITLIST EXAMPLE

Waitlisted 6 of 7

Roster Drop Roster Grading Permissions **Waitlist**

Email All

Active Waitlist

Student Name	Student ID	Date Added	Rank	Waitlist Status	Status Date	Class Level	Preferred Email	Add Authorization
Joseph Dirt	0390413	1/9/2023 12:10:05 PM	1	Active	10/19/2022		jdirtttest@my.canyons.edu	Add

ADD AUTHORIZATIONS



- Adding additional students to section, after the section has started
- In all cases, add authorizations are required (even if there are open seats), and are active until the add deadline

ADD AUTHORIZATION EXAMPLE #1



Waitlisted 6 of 7

Roster Drop Roster Grading Permissions **Waitlist**

Email All

Active Waitlist

Student Name	Student ID	Date Added	Rank	Waitlist Status	Status Date	Class Level	Preferred Email	Add Authorization
 Joseph Dirt	0390413	1/9/2023 12:10:05 PM	1	Active	10/19/2022		jdirtttest@my.canyons.edu	Add

ADD AUTHORIZATION EXAMPLE #2



Seats Available 1 0 / 24 / 6

Waitlisted 6 of 7

Roster Drop Roster Grading **Permissions** Waitlist

Faculty Permissions

Choose one of the categories below :

 **Requisite Waiver**
Waive prerequisites so that a student can register for the course.

 **Student Petition**
Review and manage student petitions.

 **Faculty Consent**
Review and manage faculty consent.

 **Add Authorization**
Review and manage add authorizations

[◀ Back To Faculty Permissions](#)

Student Add Authorization



Currently there are not any Add Authorizations.

0390320 

0390320
Thornton Ragnarok
Noncredit Intermediate
ESL
Liberal Arts & Sciences
IGETC CSU Humanities

DROPS



- No-Show Drop: You will be able to select a no show drop during the first week of your course. This drop is used for students who did not show up on the first day of class. (Required)
- Census Drop: This drop is used for a student who has stopped attending prior to the census drop. The state requires us to report this. This drop period will end on the drop deadline of your class. (Required)
- Instructor Withdrawal: This drop is used for a student who has stopped attending prior to 75% of the term. This is the last opportunity you will have to drop this student from your roster. Once the W deadline passes you must assign all students on your roster a final grade. (Optional)

GRADES



- Grades must be submitted within 48 hours of last class meeting
- A, B, C, D, F, FW may be assigned by an instructor. EW is not assigned by instructors
- If class is offered as Pass/No Pass, grades of P or NP will be available in drop-down menu. If student elects P/NP option, enter the earned letter grade – it will be converted to P/NP
- Incompletes must be agreed upon by both student and instructor. An incomplete form must be submitted to A&R
- FW is used to indicate a student stopped attending the course after the withdrawal deadline and has not achieved a passing grade
- EW is assigned via petition to the Academic Standards Committee

RESOURCES



- A&R Intranet:
<https://intranet.canyons.edu/departments/admissions/>
- A&R Faculty Handbook, Grande Change Request, Incomplete Grade Agreement, Reinstatement Forms
- A&R Faculty Liaison: Linda De Leon, 661-362-3629,
linda.deleon@canyons.edu

STUDENT SUPPORT, ACADEMIC INTEGRITY, & STUDENT CONDUCT

BEHAVIORAL INTERVENTION TEAM (BIT)

- The Behavioral Intervention Team (BIT) is a multi-disciplinary group whose purpose is to support students and faculty. BIT provides a structured, positive methods to address a student in distress which may be limiting their success in the classroom or engagement with campus departments or programs
- The Behavioral Intervention Team website has many resources and also a link to refer a student to BIT
- BIT Members include: John Lejay (Senior Investigator, Title IX and Student Conduct), Jeremy Patrich (Faculty), Sarah Cox (Director, Student Resources and Basic Needs) , Reinhardt Schuerger (Executive Director, Campus Safety), Priscilla Benites (Mental Health Supervisor), and Miranda Zamudio (Interim Assistant Superintendent/VP, Human Resources and Professional Development)

ACADEMIC INTEGRITY



- In 2023, the Academic Integrity Committee, a subcommittee of the Academic Senate, worked with the Vice President of Student Services to develop an Academic Integrity statement that the Academic Senate approved. This can be used in your syllabi or linked within your syllabi.
- The Academic Integrity Statement supplements the rules and definitions on plagiarism, cheating, and other forms of academic misconduct found in the Student Code of Conduct.
- The Vice President of Student Services Office has developed a Student Conduct website where you can find additional information on:
 - Academic Dishonesty Reporting Form
 - Plagiarism Resources
 - Academic Integrity Statement
 - Student Code of Conduct

HOW DO I REPORT ACADEMIC DISHONESTY?

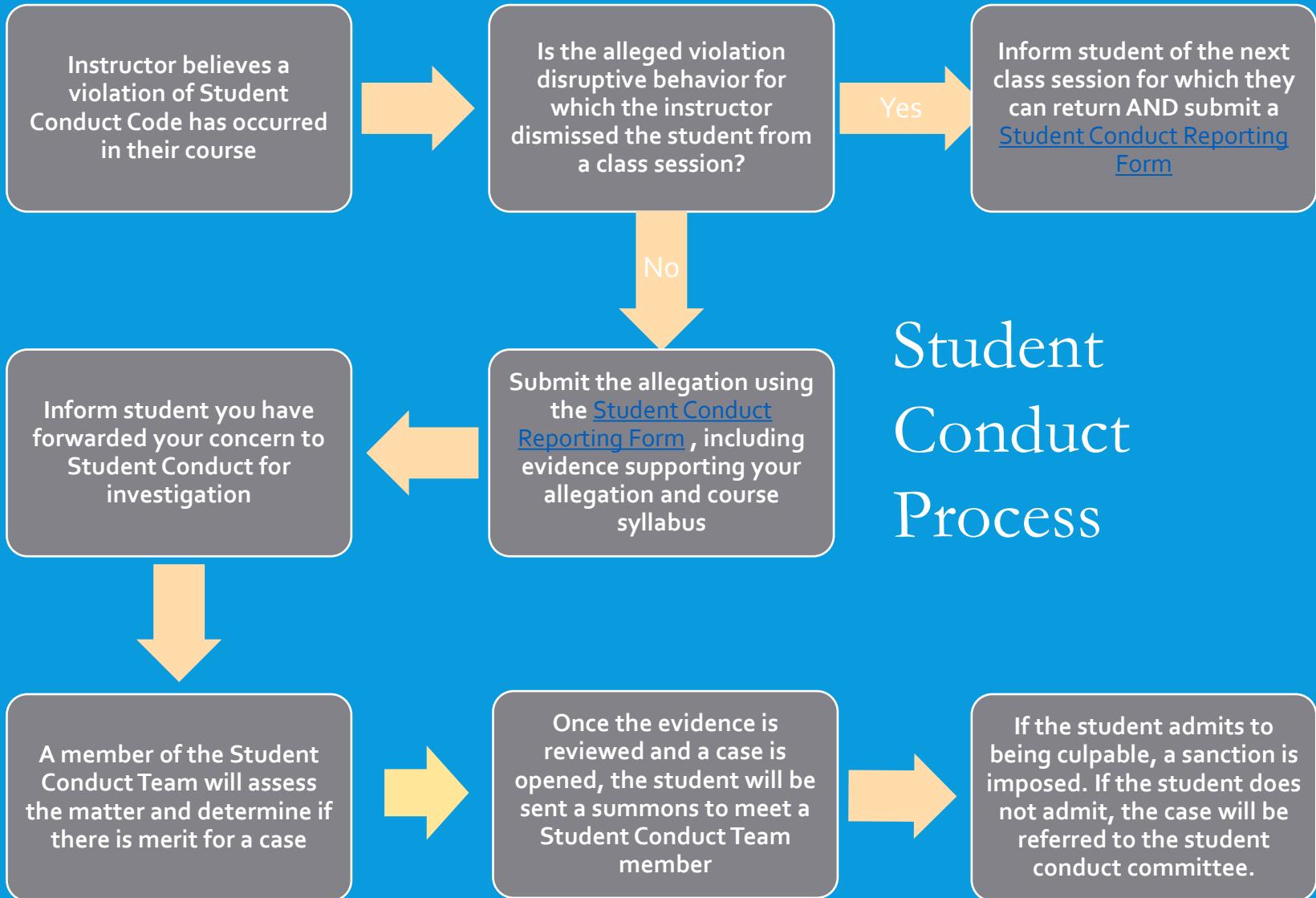


- You Can find the [Academic Dishonesty Reporting Form](#) on the [Student Conduct Faculty Resource](#) website.
- You cannot immediately penalize a student's grade for a violation of the student code of conduct. If you feel like the student is cheating, plagiarizing, using AI, etc. you must report that to the student conduct office because the student has the right to due process.
- The student conduct officers will review the case and be in touch with you related to your submission.
- Once the case is complete, you will be notified of how to grade the student based on the outcome of the case.

HOW DO I REPORT STUDENT MISCONDUCT?



- You can find the [Student Conduct Reporting Form](#) on the [Student Conduct Faculty Resource Page](#).
- If a student is violating the Student Code of Conduct and/or disrupting classroom instruction, and other methods or attempts to correct the behavior have not remedied the situation, an instructor may remove a student from class for "the day of removal and the next class session" (EC 76032).
 - Any such removal must be reported via the Student Conduct Reporting Form immediately.
 - Under no circumstances may a faculty member permanently remove a student from class [for disciplinary reasons](#).



Student Conduct Process



Why Should I Use Canyons Connects?

"CANYONS CONNECTS"

<https://www.canyons.edu/studentservices/connects/index.php>

- Canyons Connects (*Powered by Starfish*) is a student support program intended to improve student retention and success.
- The program allows for an instantaneous referral to help connect a student to support they need to succeed in your course.
- The software connects instructors, students, and campus services together under one umbrella.
- Instructors can send "KUDOS" (praise) to students to recognize their good work.
- Most faculty will receive requests to complete PROGRESS SURVEYS on their students. Progress surveys are an efficient way to send kudos, raise flags, or make referrals.
- At **any time in the course**, instructors can send kudos, raise flags, or make referrals to encourage students to seek academic assistance from the instructor or from the TLC, Counseling, or other services on campus.



Engage. Connect. Succeed.

WHAT DO WE DO?

Professional Development	Employee Engagement	Record-Keeping
Leadership Trainings	Holiday Parties	FLEX for all faculty
Mentorship Program	Wellness	Scheduling workshops
FLEX/PD Weeks	Retirees	Compliance
New Employee Onboarding	Service Awards	Committee Work
	Reward/Recognition	Adjunct FLEX pay reports
		Canvas/Section 508, Intro to OnlineLIVE, Canvas Refresh Course, Independent Projects/Non-COC Training Flex Requests

WHAT IS FLEX?

- The opportunity to do Professional Development for pay
- The year is divided into 2 semesters – Spring (1/1-6/30) and Fall (7/1-12/31)
- You are eligible for up to do up to 9 hours each term you are assigned a course. You are still eligible for compensation if your teaching assignment is canceled for that semester.
- First 5 hours at instructional rate/last 4 hours at non-instructional rate
- You need to be sure to sign up and sign in for any Professional Development you attend

HOW DOES IT WORK? ADJUNCT FACULTY

- Anything pre-approved, we enter as quickly as we receive it
- Anything that needs Faculty PD Committee approval will go to committee (meets 3rd Monday of each month when on contract)
- If approved, will be entered as quickly as possible
- If it is not approved or needs more information, you will receive an email from prodev@canyons.edu
- Once approved, we send all hours to payroll monthly (generally the 20th of each month, unless there is a holiday) for payment on the next month's paycheck

HOW DOES IT WORK?

TIMING

- Timing can be tricky...
- Adjunct Flex Payroll Reports are due to payroll no later than the 19th of the month
- This can vary depending on the time of year or holidays
- The Faculty PD Committee meets to approve on the 3rd Monday (during contract)
- As always, if you have questions about your flex, you can reach out to prodev@canyons.edu

WHAT CAN YOU DO TO MAKE IT EASY?

- Make sure to sign in at the session
- The facilitators should send the roster to the Professional Development team as soon as possible (within 48 hours is best!)
- We will follow up with the facilitators if we do not receive the roster
- Feel free to contact Professional Development if you're concerned something was not input or it was not input correctly
- We put rosters in as we receive them
- Once completed it will show on your transcript as "Completed"

WHAT CAN I RECEIVE FLEX FOR?

- Going to workshops
- Going to conferences
- eLearnings in the Vision Resource Center
- Department Meetings
- Mentorship
- And more!
- Double FLEX credit if you are the facilitator of a workshop!

INTERNAL VS EXTERNAL COURSE

- If the session begins with COC#XXX it is considered internal and we should receive the roster within 48 hours
- If an event is anything else - conference, outside e-Learning or webinar including CCC courses in the Vision Resource Center – they are external
- If the event is on the pre-approved list – simply send a copy of proof of completion to prodev@canyons.edu and sarah.dettman@canyons.edu
- If it is not on the pre-approved list – fill out the Enter FLEX Activity Form located on the home page of the Vision Resource Center

RESOURCES

TEACHING AND LEARNING RESOURCES



- [Center for Excellence in Teaching and Learning \(CETL\)](#)
 - [Teaching Foundations certificate](#)
 - [Online and OnlineLIVE Certification](#)
- [Online Education Services and Support](#)
 - [Adjunct Faculty Orientation to Online Education](#)
 - [Canvas and Online Teaching Resources](#)
 - [Open Educational Resources \(OER\) for Zero Textbook Cost \(ZTC\)](#)
 - [Workshops](#)
- [Culturally Responsive Teaching by Pamela Williams-Paez](#)
- [Equity-Minded Practitioners](#)

SYLLABUS RESOURCES



- **Syllabus**
 - [Academic Senate Syllabus Review Committee Report](#)
 - [USC Syllabus Review Guide](#)
 - [Equity Minded Syllabus Checklist](#)
- **Course Outline of Record (COR)**
Available from <http://canyons.elumenapp.com/public/>

Student Learning Outcomes

Available on the COR, must appear on your syllabus (an Accreditation requirement) and will be assessed based on department assessment schedule

INSTRUCTION OFFICE WEBSITES



Welcome to Instruction

On behalf of our Board of Trustees, students, faculty, staff, and administration, welcome to the Instruction Office at College of the Canyons. We know that you have many options when choosing where to pursue and accomplish your dreams of engaging in higher education, and we are grateful that you have chosen to consider College of the Canyons, an institution:

- distinguished as the first California Community College to offer a Bachelor of Science in Building Performance (part of the Architecture Program) beginning Winter 2025
- awarded the 2024 Carnegie Community Engagement Classification—one of only 19 community colleges nationwide to hold this prestigious designation
- named a 2023 Champion for Excelling in Equitable Course Placement in Campuswide English Enrollment, Latinx English Enrollment, and Black English Enrollment by The Campaign for College Opportunity
- named a 2022 Champion for Excelling in Equitable Course Placement in Campuswide English Enrollment, Latinx English Enrollment, and Black English Enrollment by The Campaign for College Opportunity
- honored as a 2021 Bellwether College Consortium award winner
- honored in 2021 as well as in 2018 and 2019 with the Champion of Higher Education for Excellence in Transfer award
- ranked #1 in Los Angeles County during 2019 as the best two-year college for adult learners
- featured #1 in Los Angeles County for completion rates by college-prepared students
- distinguished as one of the top transfer institutions in Los Angeles County

Please take a moment to peruse our website for more information about the innovative courses, programs, and student support opportunities currently offered to meet your educational goals. With the singular focus of creating the best possible student experience, College of the Canyons continues to promote access, engagement, and success by emphasizing diversity, equity, inclusion, and discovery through constant pedagogical and andragogical refinement, self-evaluation, continuous quality improvement, and technological development, adapting to the ever-changing economic climate of California while supporting workforce development. During this unique time in

Resources

[Academic Program Maps](#)

[Accessibility](#)

[Adjunct Information](#)

[Articulation](#)

[Canyons Completes](#)

[Canyons Connects](#)

[College NOW!
Program](#)

[Credit for Prior
Learning](#)

Quick Links

[Canyon Country Campus](#)

[CETL](#)

[Class Schedule](#)

[Curriculum](#)

[eLumen](#)

[Honors Program](#)

[Institutional Research](#)

[Library](#)

[Online Education](#)

[SLOs](#)

[Student Services](#)

[Textbook Portal](#)

[The Learning Center](#)

[University Center](#)

[CLICK HERE
FOR
INSTRUCTION
OFFICE
WEBSITE](#)

[FORMS AND PROCEDURES](#)

[INSTRUCTION OFFICE INTRANET SITE](#)

STUDENT CONDUCT RESOURCES



- www.canyons.edu/studentservices/conduct
- studentconduct@canyons.edu
- [Academic Integrity Statement](#) from the Academic Senate
- [Academic Integrity Committee](#)
- [Behavioral Intervention Team](#)
- **Clinton Slaughter, clinton.slaughter@canyons.edu , 661-362-3298**



Fall Hours 2025

Valencia

Mon & Thu
9am - 5pm

Tue & Wed
9am - 7pm

Friday
10am - 3pm

Online

Mon & Thu
9am - 5pm

Tue & Wed
9am - 7pm

Fri & Sat
10am - 3pm

CCC

Mon - Thu
10am - 4pm



Learn about TLC
Tutoring, Workshops,
Testing, and more!

CONTACT US!

The Learning Center:

- Canyon Country: (661) 362-3857
- Valencia: (661) 362-3662
- Email: tlc@canyons.edu

Chloe McGinley

Associate Dean, Learning
Resources and TLC Director

- 661-362-3346
- chloe.mcginley@canyons.edu

AFT COLLECTIVE BARGAINING AGREEMENT

MOU OF ACADEMIC EXPECTATIONS



Academic Expectations for all semester and session assignments can be found in the [AFT Collective Bargaining Agreement](#) and also on the [Instruction Office website](#).

Topics include:

- Accepting teaching assignments
- Textbook orders
- Following the Course Outline of Record
- Meeting the class for the scheduled hours at the assigned location
- Class active in LMS on first day of class for online/OnlineLIVE/hybrid
- Syllabi to students on first day and to dean first week (508 compliant)
- Reporting absences
- Recording grades in Canvas (only publish if Canvas certified)
- Timely grading
- Reporting final grades by established deadline

[CLICK HERE FOR
AFT CONTRACT](#)

OFFICE HOURS (Credit Instructional Faculty)



- Office hours are based on the lecture units/week for each class (fall/spring)
 - “Scheduled” office hours for a course must be on a regular schedule, either at the location of the course or virtually through Canvas
 - “Unscheduled” office hours are by arrangement with individual students (in person appointments, phone calls, computer-mediated communication)
- Flexibility in setting weekly schedule but must be in syllabus and submitted via the Office Hours form
- Please review updated Article 20 of the AFT contract for additional details

Lecture Units/Week	Scheduled Office Hours	Unscheduled Office Hours	Total Office Hours	Minutes in First & Finals Week
3	360	120	480	30
4	480	160	640	40
5	600	200	800	50

EVALUATIONS

[CLICK HERE FOR
AFT CONTRACT](#)



- New credit and noncredit faculty are evaluated during the first semester and thereafter at least once every 4 semesters of employment
- For credit faculty, the evaluator is designated by the department chair; for noncredit faculty, a full-time faculty member in the related credit department or appropriate educational administrator, assigned by the Dean of Personal or Professional Learning (or designee)
- For both credit and noncredit faculty, evaluations include: student evaluation, evaluation report, and self-reflection (professionalism report is optional)
- Both credit and noncredit faculty may submit a written, signed response regarding any component of the evaluation to the division dean within ten (10) calendar days after the Evaluation Conference



QUESTIONS?