

Dear Colleague,

Welcome to Diablo Valley College! As with any medium-large bureaucracy, there are a myriad of policies, procedures, offices, and people in charge of specific essential processes. If you teach at several institutions, it is likely that all of them will function slightly differently. This guide is intended to make your DVC experience smoother by providing a reference for the operations of DVC.

DVC’s key focus and strategic goal is our commitment to equity, resolving our equity gaps, and to striving towards becoming an anti-racist institution. We are happy to have you contributing to these goals.

I’m Kris Koblik, faculty professional development coordinator and the authorial voice in the next pages. I hope to see you at an orientation session, but please feel free to contact me with any questions you have as you get started.

Disclaimer: The guide is just that: a guide. We have tried to ensure that the advice it gives is consistent with our contract, District rules and policies, and the California Educational Code. But in case of any inconsistency, these other documents take precedence. If you notice any inaccuracies, or have suggestions for supplementing the guide, please contact Kris Koblik, kkoblik@dvc.edu

I hope you have a wonderful and productive semester.

Yours,
Kris

Table of Contents

(clickable links to items)

In the Classroom

Table of Contents	1
Course Outline of Record (COR)	4
Course Syllabus	4
Parking	4
Keys	4
Office Hours/Student Hours	4
Student Equity Hour (SEH)Program	5
Textbook Choice & Ordering	5
Attendance and Census Dates	5
Class Enrollment Limits	6
Adding and Dropping Students	6
Disability Support Services (DSS)	7

Teaching Resources	7
On Campus:	7
Substitutes and Absences	7
Night Support	8
Student resources on campus	8
San Ramon	8
Pleasant Hill	8
Academic Proctoring Center	8
CARE Team	8
Counseling	8
Food Pantry	9
Library	9
PUMA Center	9
Student Workshops	9
Tutoring	9
Grades	9
Grading records and student work:	9
Field Trips/Competitions	9
Finals	10
Academic Integrity/Disruptive Students	10
Safety on campus	10
Academic Freedom	11
Office Space	12
WiFi, Mail, E-Mail, and Voice Mail	12
Wifi	12
Email:	12
Voice Mail and Campus phones:	12
Ye Olde-Timey Mail	12
Technology Resources	12
Classroom Technology Help	12
Central Services and Staff Lounge and Computer Lab	12
Technology Training	13
Copies/Duplications	13
Exams	13
Night/Weekend Service	13
Division/Department Copiers	13
Limitations	13
Library	13
Library Reserve	13
Interlibrary Loans	13

Library workshops and computer labs 14

Professional Development and FLEX Obligations14

Conferences.....14

Academic Senate14

Discrimination and Sexual Harassment.....15

Union.....16

Classified Senate16

Relevant Contract Sections16

Evaluations16

Grievance Procedures16

Seniority16

Leaves.....16

Salary and Benefits.....16

 Salary Schedules..... 16

 Other Academic Services (OAS) 16

 Medical Benefits..... 16

 Retirement Benefits 16

Summer & Winter Sessions16

67% Rule.....16

Ancillary Activities16

Unemployment16

Applying for a Full Time Position.....16

Other Important Info.....16

In the Classroom

Course Outline of Record (COR)

Find your official Course Outline of Record here:

<http://web.dvc.edu/CourseOutline/index.asp>

The COR is important because you will need to ensure you are covering the content and helping students master the outcomes on this official record. You will also need to include the Outcomes/SLOs on your syllabus, exactly as they are on the COR.

Course Syllabus

Information on required and recommended syllabus elements and a checklist is available here:

<https://www.dvc.edu/faculty-staff/pdfs/Syllabus-Checklist-and-Guidelines.pdf>

You may also want to ask your department chair, Division Dean or administrative assistant, area lead, mentor, Professional Development Coordinator, or other helpful faculty member for syllabus examples. You should submit a copy of your syllabus for each course and section to your Division Office by the end of the first week of the semester, or before your census date, in the case of short-term/late start courses.

DVC uses standardized syllabus file naming conventions to make it easier for deans and division administrative assistants to find syllabi and assist students. Note that this is just the file title of the pdf you turn into your Division Office--your printed syllabus can have whatever title you wish, and this file title does not need to appear anywhere in the text of your syllabus.

Please submit only PDF files of your syllabi to your Division Office (no doc, docx, odt, google doc links, etc.)

Please title your syllabus file using the following format:

PREFIX-COURSENUMBER-SECTION Lastname,
FirstInitial YEARTERM

Here's examples:

ENGL-122-1234 Kingsley, A 2020SU

ARTHS-191-0987 Koblik, K 2020FA

BIOSC-101-6678 Gorga, J 2020SP

For instructors using the same syllabus for multiple sections, you can add the additional section numbers:

POLSC-120-4565.7892 Ponce, A 2020FA

It is also OK to submit one syllabus for each section taught, if that is preferred.

Your syllabus is your contract with your students.

Accordingly, you should not make any policy changes after the course has started and you have given your syllabus to students. Any changes MUST be given to students in writing, and you must update your syllabus at the division office. Grade disputes often hinge on the clarity of syllabi and how closely they have been followed—it is in your best interest to make your syllabus as clear as possible.

Parking

New adjunct faculty get parking passes that are semester-by-semester. You can pick one up from Police Services with proof of faculty status—this can be your DVC Connect Card, official course offer, or a printout of your course schedule and picture ID. You can get parking permits for up to two vehicles. If you are awarded Part Time Preference Rehire Rights (staffing priority) you receive a permanent parking pass.

Keys

You will be issued a key for your office and any classroom where a key is required for individual access. Contact your Department Chair to request a key or confirm whether you need a key. Once ordered, you can pick up your keys from Police Services

Office Hours/Student Hours

Adjunct instructors are not required to hold office hours, but doing so benefits students if you do. Compensation for adjunct instructor student hours is at the non-instructional salary rate. Your load determines the number of office hours per week for which you may be compensated: 0.2 – 0.399 load = 9 student hours/term; 0.4 – 0.599 load = 18 student hours/term; 0.6-0.667 load = 27 student hours/term. Instructors teaching online may hold student hours online in proportion to their online load. Summer and

winter terms do not have the option for paid student hours.

To get paid for your student hour time, you need to fill out a form at the beginning of the semester stating when and where you plan to hold office hours, which is submitted to your division office. Check with your division administrative assistant for more information. Students often have incorrect perceptions of what “office hours” are for—some of them think that “office hours” mean you are working and should not be disturbed! If you hold office hours, consider describing their use and benefits to your class and calling them something more inviting. Many choose “student hours,” which we have chosen to use in this guide.

Student Equity Hour (SEH) Program

This program allows you an additional 17 paid student hours plus three paid hours of equity-focused training per semester. In order to participate, you must attend an orientation session the semester prior to your participation (usually held towards the end of the semester). For more information on the program, contact Anna Sohi, the SEH Program Coordinator (x22687) asohi@dvc.edu

Textbook Choice & Ordering

This depends on your department and course. Some departments have a common textbook that they use for all sections of a particular course, others require you to choose a text. Check with your department chair if you have not already received this information. If you need to order a book, do so as soon as possible. Textbook information is legally mandated to be available for students when they register for courses (so they can calculate costs accurately) so for next semester, the textbook choice is going to happen sooner than you think!

You can submit a textbook for adoption by going to the online faculty requisition site:

https://www.bookcenter.dvc.edu/site_faculty.asp?

Most publishers will send you a free desk-copy every semester if you assign their textbook. To put a copy on reserve for students, contact your local librarian.

For questions and help with ordering (for both campuses), contact Angela Hill ahill@dvc.edu or DVCbookcenter@dvc.edu or 925-969-2312.

If your course does not have required textbook and material costs, you can have it designated as a “ZTC” or Zero Text Cost course and get a jazzy little logo next to it in the online schedule. If you are interested in the possibilities of using open or cost-free educational resources (OERs, in our jargon-filled parlance), contact Kat King kking@dvc.edu (x22292) or Anne Kingsley akingsley@dvc.edu (x22491) for resources and support.

If you want to make your own reader, contact the Book Center manager. Publishers can also sometimes make custom texts that reduce student costs. Some courses have a materials fee that students pay when registering that allows them to use and access class-based sets of materials. Check with your department chair or area lead if this applies to your class.

Attendance and Census Dates

Your class roster is available to you through the multi-purpose roster on Insite. It will also be emailed to you after midnight on the day your class begins, as Insite is sometimes slow/glitchy the first week of the semester due to increased traffic. The class roster on the Canvas learning management system is updated every day.

It is a good idea to have some method of taking attendance, especially during the first weeks of classes when it’s very important to keep accurate records.

Note that some courses require “positive attendance” accounting, which requires you to track attendance at each student meeting. These courses are typically irregularly scheduled, open entry/exit, and/or non-credit. If you have a positive attendance course, you record attendance in InSite and your section(s) will be listed under the “positive attendance” menu option.

Canvas has an attendance feature, but make sure that it’s not automatically assigning points if you choose to track attendance this way (remember that DVC Academic Policy is that attendance alone cannot be a grade component). If students do not attend the first day of class, you may choose to drop them and add a student off a wait list. The typical practices on dropping no-shows vary by department and type of

course. Some courses are severely impacted with high-demand wait lists, while for others, you may be able to wait for the second class session before dropping no-shows. Check with your department chair for a sense of what is the best practice for your area. If a student has never attended (“no show”) or stops attending before the Census date, they get a refund on their tuition and do not receive a W on their transcript, so again, accurate record keeping in the first 4 weeks of class is very important!

The Census date is a really big and important deal for the college—it’s how the college gets paid from the state. Keeping accurate records for Census and turning them in on time is very important—so much so that it is a component of your peer evaluation. Census rosters will be available online—stay tuned for more details on this as the process as of August 2020 is being developed. Check with your department chair or your division administrative assistant if you don’t receive yours. Look for email from Gabe Harven and contact him with any problems: 925-969-2082 or gharven@dvc.edu. Keep a copy of your census roster for yourself just in case.

Please be aware that attendance cannot be a component of a course grade, but participation can. You need to spell out some guidelines for how you will be grading participation, if you choose to include it as a grading component, which cannot just be “came to class.”

Class Enrollment Limits

The class maximum enrollment varies depending on type of class, physical space needed, safety, union negotiations, etc. Check your COR or Insite for your class maximums. You may choose to enroll students above your class maximum, but are not required to do so—and remember that overenrolling may have an adverse impact on your already enrolled students or your department colleagues. You are required to add students up to the course maximum until the end of the late registration period, a date that will be printed on your class rosters. In courses with a high attrition rate, (such as many online courses) over-enrolling may be desirable, in others, it may be a safety issue. Check with your department chair.

The minimum number of students in a class is usually 20—if classes are lower enrolled than this at the start of the semester, they may be cancelled. Your department chair and division dean will be in contact with you if this is a possibility for your class.

Adding and Dropping Students

Adds and drops are done through InSite. There are text based instructions and videos on using the multi-purpose roster here: <https://www.dvc.edu/faculty-staff/class-roster-info.html>

At the beginning of the semester, you MUST give preference to students from your wait list before you add students who are not on the wait list. Not all courses have wait lists.

Dual Enrollment (high school) Students: Students in the “sophomore” high school year (below 11th grade or younger than 16) must get the instructor’s permission before enrolling and may not enroll before the first day of class; you have the right to accept or reject admission for such students. Junior and senior level high school students may enroll as special admit students in the course with the permission of their principal and parent.

If you add a student after the add deadline, that student will need the approval of you and the division dean and will then be processed by A&R. Late adds will not be approved without a compelling reason. Be sure that students who are attending your class are officially enrolled. Students who are not officially enrolled after the final deadline will NOT be given a grade, and that is devastating for all involved. No audits are permitted at DVC.

You can drop a student any time from the first day of class to the last day to drop with a W. If students are in your class after the census date, they will receive a W (Withdrawn) on their transcript. If a student has become inactive in your course and is repeatedly unresponsive to your messages, you may eventually choose to drop them rather than give them a failing grade—please see the attendance policies for more information on this. If you are teaching online, you log “attendance” by the last date a student logged in and was active in the course. Canvas has a tab that tracks student use that makes this very easy to see. The Attendance Policy for students is here:

<https://www.dvc.edu/communication/policies/academic/attendance.html>

Disability Support Services (DSS)

Students with disabilities **must** receive approved accommodations as agreed upon by the DSS office. All accommodations and services to provide accessibility will be through DSS, not outside providers. If a student requests disability-related accommodations that do not seem to be routed through the DSS office, you can contact DSS to confirm the accommodations.

DSS preserves student privacy and will not confirm whether a specific student receives DSS services unless the student has already disclosed their DSS status to you. However, the office will confirm accommodations that you have been requested to provide, and can often answer general questions about ensuring that students have an equitable and accessible learning environment. There are no “referrals” to DSS. If you believe a student is struggling due to a disability for which there may be accommodations, you can remind the student in a one-on-one setting or announce to the class generally that we have a DSS office that may be able to help, but refrain from “diagnosing” the student, employ a student-centered mindset that avoids deficit-model thinking, and remember that the student is in charge of their educational experience and may choose not to receive DSS services.

The most common accommodation is extended time on quizzes or exams. For online courses, DSS will email notification of a time adjustment to instructors. You can adjust the time for that student specifically on Canvas or in your testing software. For in person courses, students may bring or email you a form confirming their accommodation. Students should provide the form at least two working days in advance of the test. You can submit a copy of your test and materials to the DSS office. Most frequently, students with accommodations will test in the DSS Secure Testing Center, which provides a proctored and silent environment. Sometimes students may need to take the test at a different time of day, or rarely, a different day altogether, depending on their class schedule and time accommodations.

Other common accommodations include notetakers, interpreters, and alternate media/accessible materials, such as books in audio format. For online courses, DSS staff typically email you prior to the first week of class. For in person courses, you may receive a notification directly from the student.

Information on the services provided by DSS and people to contact with questions regarding services is available at

<https://www.dvc.edu/student-services/disability-support-services/index.html>

Teaching Resources

On Campus:

Instructional Technologists: Kat King 925-969-2292 kking@dvc.edu Crystala Button cbutton@dvc.edu

Teaching with the Canvas Course Management System: <https://www.dvc.edu/online-education/Canvas-Trainings.html>

Reading and Writing Across the Curriculum (RWAC)

Coordinator: Lynn Huang, 925-551-6264 lynnhuang@dvc.edu

Faculty Development Coordinator: Kris Koblik (hi!) 925-969-2253 kkoblik@dvc.edu

Accessibility and Disability Support Services information: Carrie Million, 925-969-2186 cmillion@dvc.edu

Check the Flex schedule for on-campus workshops during the semester:

<https://www.dvc.edu/instruction/prof-dev/flex.html>

Online:

Our professional development software is called GROW@4CD. You access it from Insite. GROW@4CD gives you access to LinkedIn Learning and all of the California Community College system’s professional development, online courses, and communities.

Substitutes and Absences

If you know in advance you are going to miss a class, it is highly recommended to make plans for a substitute, both so your class can continue its forward momentum, and because for certain classes, cancelling too many meetings means that students will not earn the units they were promised (this is

super rare but TO BE AVOIDED at all costs). If you have advance knowledge of your absence, you must fill out a Request for Leave form online

<https://m.4cd.edu/campusm/home#pgitem/1000006979>, at least one week prior to the absence. It is typically your responsibility to arrange for a substitute and what your class will do that day, although your department chair may be able to assist you, and may have a contact list.

If your absence is less predictable (illness, emergency) your first move is to CALL and EMAIL your division office. Leave a detailed voice message including, course details, your name and callback number if it's outside of working hours. Send this information in email as well. If you have an evening class (begins at 4pm or later) and your division office is closed, it's still necessary to call and email, but you should also call the Evening Office: Santino Aguilar 925-969-2007 saguilar@dvc.edu or the Evening Supervisor (a rotating dean): 925-969-2043 Programming these numbers as well as your division office number into your phone can save you some hassle.

It is extremely important that you let the division know as soon as possible that you will be absent from class. If you need to cancel your class, let your students know as quickly as possible after you have informed the division office. You may want to let students know that they can "opt in" to receive text messages about their cancelled courses in the "settings" tile of InSite.

If you substitute for a class, you get paid for it! You will need to fill out an electronic timecard (form #7117), located on the Faculty Forms Insite Tile. You will need to know the course name, section, and instructor you subbed for.

Night Support

The Evening Office is available Monday through Thursday until 8 p.m. whenever classes are in session (until 9 p.m. the first 3 weeks of Spring/Fall term). The office is located in the Instruction Office, room AB-214 (Administration Building).

The Evening Office provides administrative support, emergency contact and an administrative supervisor for our evening students, programs, faculty and staff.

There is also a copier in AB-214 that you can use in case of dire need after the Print Shop is closed. Copies are charged to your division's account. Your use of this copier should be rare.

Night classes can be lonely for both students and instructors. Consider researching who else teaches at night in your building and having a buddy. If you feel unsafe at night, you can request an escort from Police Services (PHC: 925-969-2785, SRC: 925-551-6212).

Evening office contact: Santino Aguilar 925-969-2007 saguilar@dvc.edu or the Evening Supervisor (a rotating dean): 925-969-2043

Student resources on campus

San Ramon

For San Ramon resources, please see the SRC student services index: <https://www.dvc.edu/san-ramon/services/index.html>

Pleasant Hill

Academic Proctoring Center

Typically, if a student misses an assessment in your class and you want to offer them a make-up, they can take it at the Academic Proctoring Center. Since Shelter in Place began in March 2020, the APC has been closed and it's unclear if it will be open in FA21. More information here:

<https://www.dvc.edu/current/mtc/index.html>

CARE Team

If you have a student who is of concern—because of food or housing insecurity, or because you fear they might be in danger or a danger to themselves or others, you might consider filing a CARE (Campus Assessment Response and Evaluation) report.

More information: <https://www.dvc.edu/faculty-staff/care/care-faq.html>

Counseling

DVC Counseling (SSC building, second floor) provides academic, career, and personal counseling to students. Students can either make an appointment or wait for a drop-in appointment. If a student is in crisis, you can also walk them over to Counseling and get them seen immediately (may not be true FA 2020).

Food Pantry

DVC has a food pantry available to students, and still operating during Shelter in Place. For more information: <https://www.dvc.edu/student-services/student-life/food-pantry.html>

Library

The library has many student and instructor resources. You can schedule a librarian to conduct an instructional workshop for your class on research methods, library resources, information literacy, or many other topics. You can put a textbook or support material on 3 hour library reserve. You can also use the library for inter-library loan requests for yourself or students. Library hours are TBD for the duration of the pandemic—check their website for updated information.

<https://dvc.libguides.com/c.php?g=13776>

PUMA Center

The Puente, Umoja and Mesa Achievement Center is the home for three college access and success programs – [Puente](#), [Umoja](#), and [MESA](#) and was established in 2015. The PUMA Center serves students from underserved/underrepresented backgrounds by building and nurturing community through embracing and validating students' cultural identity and humanity, with an emphasis on holistic development, equity, and social justice. For more information:

<https://www.dvc.edu/current/learning-community/puma/index.html>

Student Workshops

Student workshops are carefully designed to sharpen skills, introduce you to support resources on campus, and provide you with tips and tricks for making each semester successful. Workshops are open to everyone and they are FREE. These workshops are designed to help students develop academic and life skills, interact with faculty and staff, and build community at DVC.

<https://www.dvc.edu/student-services/student-life/workshops.html>

Tutoring

Tutoring at Diablo Valley College is available free of charge to all DVC students who seek help or are referred by an instructor. Tutoring instructional assistance in various academic subjects is provided by trained peer tutors and by instructional assistants.

Many of the students who access tutoring services on their own are already doing quite well in their classes, but students who have less experience may not be as quick to find tutoring. Consider referring struggling students to the Academic Success Center or other ways that you can connect students in need with academic support services. More information:

<https://www.dvc.edu/current/tutoring-services/index.html>

Grades

DVC allows only “whole” grades—no + or – grades. Grades are due three business days after the end of term. Grades are submitted through your multi-purpose roster on Insite. Information and a video is on the Class Roster webpage:

<https://www.dvc.edu/faculty-staff/class-roster-info.html>

Grade change forms are available on the Faculty Forms InSite tile. Failure to submit grades on time can result in the loss of part-time staffing preference. In certain situations, it is possible to give a student an Incomplete grade. Incompletes have many regulations—see the college Grade Policies for more information. Incomplete forms are available on the faculty forms InSite tile.

Here is the college Grade Policy:

<https://www.dvc.edu/communication/policies/academic/grades.html>

In the event of a grade dispute, the first step is to inform your department chair.

DVC policy is to return student work graded within two weeks of the due date.

Grading records and student work:

Grading records must be kept for a minimum of 3 years. Papers, exams and other graded work that is not picked up by students must be kept for one year. If you are unclear about whether you will return to DVC the subsequent semester, give your grading records to your dean's office (in the unlikely event of a grade challenge, the college needs to have the necessary back-up information to allow us to resolve the issue).

Field Trips/Competitions

(FALL 2021 UPDATE: FIELD TRIPS HAHHAHAHASOB)

College policy on field trips: If participating in a class field trip or other college sponsored activity (debate, athletic competition) causes a student to miss other classes, the student will not be penalized for the absence. Students must be allowed to make up any class work or point earning opportunities that they have missed (including exams, quizzes, and participation points) provided they have notified their instructor a minimum of two weeks in advance of their impending absence (or as soon as possible if there are extenuating circumstances such as post-season intercollegiate competition or rain make-ups, or field trips within the first two weeks of the term). If you want to schedule an official field trip (required attendance, in lieu of a regular class meeting) you must submit a [field trip request](#) to your division office at least one week prior to the field trip. You must also have student waivers on file, and submit a roster of who is attending.

Finals

The Contra Costa Community College District has a 16 week semester without a special “Finals Week” schedule. You are obligated to hold class meetings for all of your scheduled class sessions, which for those of us on the regular block schedule means twice in the last week of classes. Please consider that students may have a larger number of finals in a day than on a special finals week schedule, and be prepared to treat students with humanity and consideration. You are not required to give a final exam, but you must hold class during the last week of classes. According to our grading policy, you may not count a final exam for more than 50% of the course grade.

Academic Integrity/Disruptive Students

Here is a link to the Student Code of Conduct: <https://www.dvc.edu/communication/policies/student-rights/code-of-conduct.html>

If a student is disruptive, there are usually escalating incidents. Talking to your department chair or colleagues about resolving the student behavior can be very helpful. The usual first step is to cut the behavior short as privately as possible. You may be able to ask a student to stay briefly after class or meet

with you privately. Avoiding a public conflict as often as possible is advised. State as clearly as possible what you felt was unacceptable about their behavior, and what your expectations are for the future. If a student continues the unacceptable behavior after a warning, you may ask them to leave the classroom or stop engaging online. Section VIII of the Student Code of Conduct describes the necessary procedures before and after the removal of a student from the classroom. The student can also be required to meet with a conduct officer before returning to class. If you eject a student from class due to disruption, you should fill out a conduct/academic integrity incident report here: <https://www.dvc.edu/faculty-staff/conduct.html>

Keeping detailed records (time/place, what was said or written, who witnessed it) of problematic student encounters will facilitate any official procedures. If you are worried about a student and want to recommend services (Counseling, etc.) you can use the Campus Assessment, Response, and Evaluation (CARE) team referral system:

<https://www.dvc.edu/faculty-staff/care/index.html>

Note that this system is NOT for classroom incidents or academic integrity violations. If you find an instance of an Academic Integrity violation (cheating, plagiarism), you would use the same conduct report form previously linked.

Safety on campus

If you have immediate fears for your safety or the safety of students and/or employees, call 911 for the fastest response. You may also call Police Services (PHC: 925-969-2785, SRC: 925-551-6212). In classrooms with no telephone, there are classroom notification devices that connect directly to Police Services who will answer you if the button is pushed, and who can hear you when you talk —review your classroom environment and know the location of your notification device.

If you are on campus late at night and do not feel safe walking to your car, Police Services will provide an escort if you call and ask. This also applies to any student who may be feeling unsafe.

All faculty should review safety procedures during the first week of classes—sharing this information with

students is also encouraged. Employees are encouraged to attend Safety Monitor training (usually offered every semester).

For emergency procedures, including shelter in place and evacuation, please see here:

<https://www.dvc.edu/about/safety/emergency/index.html>

Notification of a shelter in place, evacuation, or campus closure will be broadcast to classrooms and offices through the telephone and classroom notification systems. Contra Costa County also has an emergency alert system: <https://cwsalerts.com/>

Academic Freedom

Academic Freedom is specified in our UF contract, Article 28: <http://uf4cd.org/contract/article-28-academic-freedom>

The following statement on Academic Freedom is from the 2019-2020 DVC Catalog:

The Contra Costa Community College District affirms its belief in the academic freedom of faculty, management, and students to teach, study, conduct research, write and challenge viewpoints without undue restriction. Members of the college 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.

Work Environment

Office Space

Office space may be available for adjunct faculty depending on the department and division. Ask your department chair.

WiFi, Mail, E-Mail, and Voice Mail

Wifi

You can configure your devices to connect automatically to WiFi on all 4CD campuses. Here are instructions: <http://www.4cd.edu/wifi/default.aspx> Yes, it is potentially richly ironic that these instructions are a link. Sorry.

Email:

You should have a DVC email set up for you automatically as part of the hiring process. If you don't, your Division dean/administrative assistant is the place to go. You should also be auto-enrolled in the ALL-FACULTY and PART-TIME-FACULTY distribution lists—if you are not getting much email, check that you are on these (again, through the division office) because you will miss important announcements if you are not. Using your official DVC email address for student communications is advised.

Voice Mail and Campus phones:

If you require a voicemail extension, Joyce Riley-Williams in Central Services (x22052; jrileywilliams@dvc.edu) can arrange one for you. Most campus numbers have a "stem" of (925) 969-XXXX, and adjunct voicemail boxes have a stem of (925) 685-1230 with a unique extension. To dial an office extension from on campus, add 2 to the last 4 digits. To dial out on an office phone, first dial 9. More detailed instructions are available from the Shor-Tel guide that should be nearby each phone.

Ye Olde-Timey Mail

All adjunct faculty have a hanging file where they receive physical mail in Central Services (AB-226). You may also have a division or department mailbox—say it with me now—check with your department chair.

Technology Resources

GROW@4CD is our PD software. Through it, you can access trainings, search workshops, find materials and join communities at college, district, and state levels. It is also how you would access all of the California Vision Resource Center with LinkedIn Learning (formerly Lynda.com) trainings and much more. Access GROW@4CD on the tile in InSite. Contact Professional Development Coordinator Jessica Martin jmartin@dvc.edu with questions or login issues. As a faculty member, you have free access to the Microsoft Office suite of Word, Excel, PowerPoint, and Outlook. You may download Office and run it from your personal devices. Here are instructions about how to access MS Office:

<https://www.dvc.edu/academics/departments/computer-science/office-software.html>

We typically do not provide computers or laptops to individual adjunct faculty, but check with your dean and department chair if you need a device to teach for FA2020. In typical semesters, laptops may be checked out for class time use through Media Services, L-112 helpdesk@dvc.edu (x22576)

Classroom Technology Help

For immediate help in the classroom, you can call Media Services, L-112 helpdesk@dvc.edu (x22576) If your area has an instructional tech (more common in Career Education (CE) and fields with high lab usage) you may also be able to call that person to assist.

It is a good idea to walk your classroom and test out the equipment prior to the beginning of the semester.

Central Services and Staff Lounge and Computer Lab

Central Services is located in AB-226 closest to Parking Lot 5. Mail and duplication services are the most frequently used services.

The Staff Lounge and Computer Lab is located in AB-217. The computer lab, in normal semesters, is open from 7am-8pm M-F during the semester. It probably will not be open or will have reduced hours or capacity in Fall 21. There is a printer for small jobs (10 pages or fewer) in the lab.

Technology Training

Jeanette Peavler, Crystala Button, and Kat King are the Tech Goddesses at DVC. They have offices in AB-217 by the computer lab, and are extremely helpful. They hold drop-in hours during the semester, as well as a wealth of workshops. Drop-in hours will be held FA 20 via Zoom. For a list of resources, see:

<https://www.dvc.edu/online-education/index.html>

Copies/Duplications

The strongly preferred copy methodology is to use the Central Services Print Shop. Originals of handouts can be emailed to dvcprintshop@dvc.edu as attachments, or brought to the printshop (AB-226), M-F, 8:00 am – 5 pm (pick up until 7 pm). The print shop offers while you wait service some of the time—note that there is NEVER walk-up service the first week of the semester, and usually not the first two weeks. Get your syllabus copies made early—it's a good idea to submit files and instructions at least a week in advance. You also have the option of filling out a Work Order, attaching it to your originals, and putting your packet in the tray at the counter. The printshop accepts PDF or any Microsoft Office file. Copies can be picked up from the shelves to the left as you are walking down the hall towards the Print Shop. The Print Shop can collate, staple, 3 hole punch, and/or cut into pieces. Copies on colored paper are possible but may cost your department extra. It typically takes 24-48 hours for copies, with longer wait times towards the beginning and end of the semester. Print Shop information:

<https://www.dvc.edu/college-support/printshop.html>

Exams

If you have an exam and you are concerned about secure duplication, you can use examonly@dvc.edu. Only classified or hourly staff (no student workers) will process and copy exams from this email address. You can also drop off exams in the exam lock box outside of the mailroom or have them copied while you wait. Finished exams will be locked in the exam case and available for pick-up during regular printshop hours or from the evening operator M-Th until 7 pm.

Night/Weekend Service

There is a self-service machine available M-Th, 6-8pm in the Evening Office (AB 214). Copies made on this

machine will be charged to your instructional division. Faculty teaching in the evenings (M-Th) can pick up copies and exams from 5 pm until 9 pm by going to Central Services and asking the switchboard operator for access. Weekend faculty need to make arrangements to pick up copies (including exams) prior to 5 PM on Friday. Central Services is not open on the weekends.

Division/Department Copiers

Your division administrative assistant will program the copy machine with an identification code (usually your employee ID). Faculty are allowed a specific number of copies from the division copy machine; check with your division secretary for this number. Some departments also have copiers or printers for faculty use—try not to use these as they are much more expensive for the department.

Limitations

Be aware of "fair use" copyright issues – the printshop can give you guidelines on this.

Long documents (more than 20 pages) cannot be processed by the print shop without a department GL number (and permission from your department chair and dean). If you have a long document, it can be sold in the Bookstore as a course reader—you would need to contact the Bookstore manager for assistance. contact Becky Marr at Pleasant Hill Campus:

DVCbookcenter@dvc.edu or 925-969-2312 or Bobby Sarkar at the San Ramon Campus:

bookcentersrc@email.4cd.edu or [925-551-6214](tel:925-551-6214)

Library

More information about the Library and services is available here:

<https://www.dvc.edu/library/index.html>

Library Reserve

In a typical semester, you may put your own personal copies of printed materials or library books and e-books on Reserve for 3-hour, 1-day, 2-day or 1-week circulation. Please do this in advance of the class or time needed, as it takes about three days for the library to process reserve requests.

Interlibrary Loans

The DVC Library can request books and journals/magazines via Interlibrary Loan from UC Berkeley and other colleges, though you should be

aware that this process may take a long time (from one to four weeks).

Library workshops and computer labs

Library Instruction sessions are designed to **develop research strategies and techniques**. While meeting students at an appropriate academic level, we emphasize critical thinking and evaluation skills which are designed to build information literacy competencies that lead to student success as they prepare to live and work in the complex and rapidly changing physical, social and cultural settings of our society. DVC librarians value innovation and collaboration in our information literacy instruction programming.

Library workshops are scheduled during regular class meeting times. Librarians customize library workshops to focus on your specific assignments and/or course objectives. In order to schedule a library workshop, you must fill out the online form.

If you would like to use the library computer lab or classroom, *and you don't need a library workshop*, contact the library administrative assistant at 925-969-2588. The lab and classroom are available on occasion and must be reserved at least one week in advance.

Professional Development and FLEX Obligations

Professional development is part of your professional obligations as faculty. It is included in your pay calculation per semester. The California community college system calls its PD calculation of hours "Flex" for reasons that you are probably not interested in (but I'm happy to explain, kkoblik@dvc.edu if you are curious). You can calculate your Flex obligation using the agreements linked on GROW@4CD (available as a tile on InSite).

The college holds three days of professional development prior to the beginning of each semester, two Optional Flex days and one Mandatory flex day (only mandatory for full time faculty, although you are welcomed and encouraged to attend). If you present a Flex activity, which you are encouraged to do, you get double credit.

Your Flex obligation will vary each semester based on your teaching load, modality, course schedule, and other factors. ***Most adjunct faculty will NOT have a Flex obligation for FA20 because fully online courses do not currently incur an obligation in our district calculation. You are still welcomed and encouraged to attend Flex workshops and engage in professional development!*

Flex activities are also offered throughout the semester. If you are unable to attend any of the official Flex activities but still have a Flex obligation to fulfill, you can count many activities as Variable Flex—see the agreement for information on what counts by division.

GROW@4CD is the way you will search, register, track, and log your Flex activities, and in some cases, also the way you will access training materials. Contact Jessica Martin with questions: jmartin@dvc.edu

Conferences

Adjunct faculty can apply for conference funding assistance at the same reimbursement rates as full time faculty. You can receive up to \$1,000 for conference-related expenses every other year. There is a competitive application process three times a year: once in mid-Fall, once in early Spring, and once in late Spring for summer events. Jessica Martin will send out emails soliciting applications, and you can contact her with more questions: jmartin@dvc.edu (x22038)

Academic Senate

All faculty members of Diablo Valley College are automatically Academic Senate members. Each division and various contingencies have a representative to the Academic Senate. Two seats are reserved for part time faculty representatives. Part time faculty serving as Academic Senate representatives receive a stipend of \$1,000. Contact the Academic Senate President (currently John Freytag, jfreytag@dvc.edu) for more details if you are interested in being a rep. Academic Senate meetings are open to all and take place most Tuesday afternoons from 2:30-4:30. Check the schedule, agendas, and more information here:

<https://www.dvc.edu/about/governance/faculty-senate/index.html>

Discrimination and Sexual Harassment

If you believe that you have been subject to discrimination or sexual harassment, HR Procedure 1040.07 covers the District processes for filing a complaint. If you are involved in a discrimination complaint on either side, you should also contact a 4CD Union representative to assist you.

http://www.4cd.edu/gb/policies-procedures/hr/H1040_07.pdf

Other information

Many of these issues are covered in the UF Part-Time Faculty Handbook: <http://uf4cd.org/wp-content/uploads/2016/04/4part-time-handbook-4th-Ed-2017.pdf>

Union

Classified Senate

Relevant Contract Sections

Evaluations

Grievance Procedures

Seniority

Leaves

Salary and Benefits

Salary Schedules

Other Academic Services (OAS)

Medical Benefits

Retirement Benefits

Summer & Winter Sessions

67% Rule

Ancillary Activities

Unemployment

Applying for a Full Time Position

Other Important Info