2024–2025

ADJUNCT FACULTY
HANDBOOK

GUAM COMMUNITY COLLEGE

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Welcome

Welcome to GCC!

As an adjunct faculty, you are a valued member of the academic community here at the Guam Community College (GCC). Adjunct faculty serves as part-time faculty for the College and bring to the classroom learning environment a wealth of knowledge and experience from their area of expertise. As a career and technical education institution for higher learning, adjunct faculty are often subject matter experts in the courses they teach, and as a result, provide real life examples and career insights for students. Additionally, they are connected to a professional network making it possible to invite guest speakers "in the field" to make learning rich and meaningful for our students. The adjunct's primary role generally intersects in four key areas: instructor, course planner, course manager, and referral source. Adjunct faculty ensure that student learning outcomes for the course(s) they teach are met. The Adjunct Faculty Handbook provides adjunct faculty with information about GCC, as well as information pertaining to administrative duties, human resources, course management, general policies, and available resources. An appendix section is also included, providing sample forms and reference information.

Should you have any questions, contact the Dean's Office for the School of Trades and Professional Services at 671-735-5589 ext. 5578.

RNING RESOURCE CENTER

Mission Statement

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia. (Board of Trustees Policy 100)

Guiya i Kulehon Kumunidåt Guåhan, i mas takhilo’ mamanaguen fina’che’cho’ yan i teknikåt na kinahulo’ i manfáfache’cho’ ya u na’ gúaguaha nu i manakhilo’ yan manmaolek na tiningo’ ni i manmafananågui yan ifina’na’guen cho’cho’ para Maikronesiha.

Vision Statement

Guam Community College will be the premier educational institution for providing globally recognized educational and workforce development programs.

GCC Transformation Blueprint (2020-2026)

GOAL 1: Advancing Workforce Development and Training

- Objective 1.1 Respond to local and regional occupational needs
- Objective 1.2 Cultivate meaningful partnerships

GOAL 2: Fostering 100% Student-Centered Success

- Objective 2.1 Enhance the professional development process for all employees
- Objective 2.2 Implement innovative strategies and practice flexibility in meeting student needs
- Objective 2.3 Integrate and enhance wraparound services

GOAL 3: Leveraging Transformational Engagement and Governance

- Objective 3.1 Strengthen stakeholder opportunities to engage in the transformational process, governance and institutional decision making
- Objective 3.2 Foster an organizational culture that empowers and facilitates transformational engagement and rewards collaboration

GOAL 4: Optimizing Resources

- Objective 4.1 Diversify revenue streams
- Objective 4.2 Integrate Return on Investment (ROI) and Total Cost of Ownership (TCO)
- Objective 4.3 Provide employee professional development
- Objective 4.4 Develop and implement succession planning
- Objective 4.5 Cultivate team building

GOAL 5: Modernizing and Expanding Infrastructure and Technology

- Objective 5.1 Expand educational footprint
- Objective 5.2 Ensure robust technology
- Objective 5.3 Provide access to sustainable facilities

Core Values

Diversity
We value an engaged, inclusive culture that embraces diverse points of view and collaboration to accomplish the College's common goals.

Accountability
We value a culture of institutional and individual responsibility, transparency, and continuous assessment and improvement.

Service
We support and recognize service at all levels of the College, striving to contribute to the benefit of the College, students, community, and our neighboring islands within Micronesia.

Integrity
We hold high standards of character and integrity as the foundation upon which the College is created.

Learning-Centered
We foster intellectual flexibility, knowledge, and skills by integrating teaching, assessment, and learning to promote continuous improvement of our programs and services to support our scholarly community.

Student-Focused ~ Life Long Learning
We are committed to education, inquiry, and service in order to meet our students' ever- growing and changing needs.

We promote lifelong learning, civic, and social responsibility, leadership, and career growth.

ADMINISTRATIVE SECTION

Academic Structure

The Guam Community College is comprised of two Schools: School of Trades and Professional Services (TPS) and the School of Technology and Student Services (TSS). Each School has an appointed Dean who has oversight over their respective academic departments. The Deans frequently communicate with department chairs concerning operational, curriculum, and other matters pertinent to their department and the College.

Department Chair/Program Administrator

The Department Chair (DC)/Program Administrator is your link to the College. Please contact your DC/Program Administrator as often as you need and keep him or her informed if you intend to miss class, and any other concerns or challenges you may have.

Adjunct faculty are highly encouraged to meet with their Department Chair regularly if they are teaching a course for the first time. In your meeting, you may also ask questions to gain insight about the GCC culture, the diversity of the student body, and teaching strategies that other faculty members have found successful. Your Department Chair and other faculty members are excellent resources and can provide support as you teach the course(s) assigned to you.

Adjunct Class Assignment & Checklist Form

Upon notification of employment by the Human Resources Office (HRO), adjunct faculty, together with their Department Chair/Program Administrator, must complete the Adjunct Class Assignment and Checklist Form for each course. (See Appendix A: Adjunct Class Assignment & Checklist Form)

When a course has fewer than 13 students, there is a possibility that the course may be cancelled. Please indicate on your Adjunct Class Assignment and Checklist Form if you are willing to teach the class(es) at a reduced rate.

TB Clearance

Listed on the Class Assignment Form is a section for TB Clearance. The TB Clearance is a *condition of employment*. Adjunct faculty must obtain their TB clearance prior to conducting a class. The Student Health Center offers skin tests on Monday, Tuesday, Wednesday, and Friday. Skin tests are NOT administered on Thursday due to the two-day requirement before a skin test reading can be made. Readings are conducted throughout the week.

Instructors whose TB Clearance has expired will not be allowed in the classroom until the clearance has been renewed. Health Center announcements are made via the GCC portal if there are changes to hours of operation. For more information, you may contact 671-735-5586 ext. 5577 or visit the Health Center, located on the first floor of the Student Center, Building 5000, Room 5126.

When the Adjunct Class Assignment & Checklist Form is completed and signed by the adjunct faculty and Department Chair, it is then forwarded to the Dean for approval. Upon approval, the Human Resources Office will prepare the employment contract. (See Human Resources Section below for more information.)

Adjunct Faculty Clearance Form

The Adjunct Faculty Clearance Form (See Appendix B: Clearance Form) is provided by the Department Chair/Program Administrator. Submit the completed Clearance Form to your appropriate academic department office by the date grades are due. (See Appendix C: Academic Calendar). You are highly encouraged to submit the Clearance Form as soon as possible to allow ample time to address any concerns which may delay the release of your last paycheck. You may also find the form on the GCC portal - Click on the Work Life tab, then scroll down to Adjunct Faculty. This form is fillable.

Contractual Obligations

The following are primary contractual obligations the College expects of its adjunct faculty:

1. Prepare for and make **full use** of instructional time, by conducting all classes and by starting and ending all classes at the appointed time.

2. Notify your Department Chair (DC)/Program Administrator and the Student Support Office immediately if an absence from class is absolutely necessary.

3. Submit a Make-Up Plan to your DC and Dean for class(es) missed. Click on the Work Life tab, then scroll down to Adjunct Faculty. This Form is fillable. (See Appendix D: Make Up Plan)

4. Upload grades on the MyGCC portal at the end of the semester, but no later than the date when grades are due.

5. Submit samples of assessment materials which may include grades, quizzes, and exams as requested by the DC/Program Administrator no later than the last day of the semester. Please redact student names.

6. Check MyGCC prior to class meetings and **regularly** for updates and important information relating to classes, GCC functions, HR, and other important information.

7. Additional requirements as a condition of employment, such as Federal compliance.

8. For courses requiring clock hours, please submit your clock hours during the semester

end clearance.

GCC Email

Your GCC Email account is the official venue for communication with the College and your students. Please check your email on a regular basis. Please ensure that your email address is included in your course syllabus and that you have read GCC's policy on email. You may find the complete policy under the *Work Life* tab under: Administrative Directive: *2006-01*

MyGCC

Every faculty member is given a GCC email account and access to MyGCC. Through MyGCC, you have access to:

- Email account.
- Class rosters which can be found under the Faculty tab.
- Posting and reviewing student grades electronically. **Please Note: Grades cannot be entered into the system after 5:00 p.m. on the day that grades are due.**
- Announcements that are pertinent to your department and/or faculty and staff.

Mailbox

Please check your mailbox in the Teachers' Workroom (Building C, Room C2) regularly for announcements or materials from your department or your students.

HUMAN RESOURCES SECTION

Personnel Essentials Checklist Before First Day of Class

- Obtain your GCC Employee ID Badge and wear it while on campus. All employees, including Adjunct Faculty, are required to have a GCC ID badge and to always wear their badge in plain sight while on the GCC campus. The badges are color-coded based on the individual's affiliation with the College. A badge may be obtained at Student Support Services temporarily located in Building C, Room C-1.
- Attend Adjunct Orientation if you are new or have not attended one.
- Completely fill out and sign your Adjunct Class Assignment and Checklist Form.
- Ensure you are clear ALL expectations regarding your teaching assignment with your Department Chair.
- Address all personnel-related issues with the Human Resources Office.

*Pay Schedule

For the regular Fall and Spring semesters, adjunct faculty members are paid twice. The first payment is given when the semester is half complete and the second payment is given after the final grades are submitted. Dates for the adjunct faculty pay:

Fall 2024
First Pay: October11, 2024
Second Pay: December 20, 2024

Spring 2025
First Pay: March 14, 2025
Second Pay: May 23, 2025

Summer 2025: August 1, 2025 (For summer classes and classes that are eight weeks or less, adjunct faculty members shall be paid in full on the pay period following the completion of class. The use of direct deposit is mandatory - except for educational consultants.)

*NOTE: Adjunct pay may be delayed if grades are not submitted on time or if clearance is not completed.

Adjunct Contract Signing

The Human Resources Office (HRO) administers contract signing. When contracts are ready to be signed, the HRO will notify adjunct faculty and Department Chairs. HRO will provide dates and location for contract signing on MyGCC.

Important Note: **The Adjunct Class Assignment and Checklist Form is NOT your adjunct contract**. The adjunct contract is prepared by the human resources department and will stipulate courses for contractual pay.

COURSE MANAGEMENT SECTION

Adjunct Faculty Absence- It is important to provide notification as soon as possible, if you are not able to conduct class as a result of an unforeseen situation. Please notify the following immediately:

1. Your students (via group email found in your MyGCC roster)

2. Your Department Chair/Program Administrator

3. Student Support Office at **671-735-5555 ext. 5418/5558** (so that a notice may be posted on your classroom door.)

4. The Department Chairperson must be notified as early as possible if there is going to be a prolonged absence. Substitute instructors for prolonged periods must be GCC approved and qualified by the Human Resources Office.

Class Notification (Canceled / Moved / Postponed)

Please complete the on-line Class Notification Form (go to MyGCC WorkLife Tab. Located in the GCC Internal Forms Portal) when you plan to cancel or postpone class or if your class will be meeting elsewhere for that class period. Student Support Services will post the notification on your classroom door and on MyGCC. This notification service is to help minimize confusion and allow time to accommodate changes to the class schedule.

In the instance of instructor absence, a Make-Up Plan form must be submitted to your respective Department Chair. The Make-Up Plan needs to be communicated with your students. (See Appendix D: Make Up Plan)

Provide the completed make-up plan to your respective Department Chair/Program Administrator for each class missed.

Guest Speakers

Please notify your Department Chair/Program Administrator no less than one week in advance of any guest speaker who will be meeting with your class. The proper protocol is the Department Chair/Program Administrator notifies the appropriate Dean and the Office of Communications and Promotions. Such notification in any way is not to prevent, discourage, or deny the use of guest speakers, but to keep the College informed of who is on the campus and for what purpose.

Attendance Tracker

The MyGCC Faculty Attendance Tracker is a course attendance feature of the College's Banner integrated system available for faculty teaching courses each semester. The tool is utilized for attendance and student authentication. For questions or assistance with this feature, please contact the Office of Assessment, Institutional Effectiveness & Research at gcc.aier@guamcc.edu. To access your Course Attendance, go to MyGCC, select the Faculty Tab and scroll down to "Faculty Attendance Tracker" dialogue box. Self-guided step-by-step instructions are included.

The College requires that attendance be recorded for every class.

During the first week of classes, please monitor your student attendance. If you notice that a student is in your class, but his or her name is not on the official roster, do the following:

- Notify the student discreetly that his/her name is not on the official roster.
- Please excuse the student to proceed and inform the Office of Admissions that his/her name is not on the official roster. (Please notify the Department Chair about this occurrence.)
- When the student returns to class, please ensure your official roster includes the student's name. (Only students whose names are listed on the official class roster can attend your class.)
- To enable our students to receive the full benefits of their educational experience, the College requires complete adherence with the following:
  - Visitors – including children and spouses – are **not allowed** in the classroom at any time.
  - For distance learning environments, please ensure proper etiquette and requirements are observed to minimize distractions.

Course Syllabus

The course syllabus is to be distributed to your students on the *First* day of class. An electronic copy of your syllabus must also be given to your Department Chair/Program Administrator. When received, the Department Chair will verify completeness of your course syllabus using a course syllabus checklist. (Go to WorkLife Tab. See Adjunct Faculty Updated Checklist in Adjunct Instructor portal.)

As you develop your course syllabus, there are important dates to consider. Please take note of the following event dates which are referenced in the academic calendar:

~ First/Last day of Classes
~ Grades Due
~ Official Holidays
~ Official Campus Breaks
~ Commencement

The Course Syllabus is the central course management document. Generally, it provides course information about "Who, What, When, Where, Why?" about the course. It may also be considered as a navigational tool in meeting the student learning outcomes from semester start to end.

A *General Outline of the Course Syllabus and Required Standardized Statements* is provided below to assist adjunct faculty in organizing the course syllabus. Standardized statements are required to be included in the course syllabus. Please contact the Department Chair should you have any questions about the course syllabus.

General Outline of the Course Syllabus and Standardized Statements

Course name and number, location, meeting days and time

Contact Information (Instructor's Name, GCC email address, Contact Number)

Method of Communication between faculty and students

- How will you be communicating with students and how you would like them to communicate with you? For example, phone, email, office hours, etc.
- Set expectations regarding response time, turnaround time, student participation
- Specific timeframes describing when to expect feedback for assignments and turnaround for communication

Course Description (Extracted verbatim from catalog.)

Student Learning Outcomes (SLOs) (Extracted verbatim from catalog.)

Required Text & Supplies

Evaluation Criteria with Grading Scale

Course Schedule (Calendar of Activities ~ includes dates of lesson topics, exams, presentation deadlines, lesson activities, etc.)

Late Work & Make Up Policy

Standardized statements to be included in the course syllabus:

- **Emergency and Evacuation Procedures**

In case of any emergency, please contact Student Support Office at 671-735-5555 ext. 5558 or call 671-688-1758 or 671-788-2223. For life threatening emergency, please call 911, and then call Student Support Office. During the phone call, please identify yourself, identify location (room and building number), and describe the emergency. Student Support Services personnel will be at the emergency site immediately. The emergency contact numbers are located at the entrance/exit of each classroom. Additional information regarding the Emergency Operation Plan Procedures and Annual Security Report can be found on MyGCC under the Campus Safety link.

- **Accommodative Services**

Guam Community College (GCC) is committed to achieving equal educational opportunity and full participation for individuals with disabilities. GCC in compliance with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA), encourages students with a documented disability, and who wish to receive instructional accommodations, to meet with the Office of Accommodative Services to secure accommodations. It is the responsibility of the student to identify themselves as a student with a disability and to provide documentation of disability. Students seeking accommodations may contact the Office of Accommodative Services at 671- 735-5641, ext. 5597. The Office of Accommodative Services is located in rooms 2138 and 2139 at the Student Services & Administration Building.

- **FERPA Notice**

Under the Family Educational Rights and Privacy Act (FERPA), your educational records are confidential and protected. Under most circumstances, your records will not be released without your written consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file.

- **Academic Integrity**

Academic integrity is fundamental to learning and is consistent with the Institutional Learning Outcomes (ILOs) espoused at Guam Community College. The concept of academic integrity lies at the very heart of any college and learning and scholarship cannot thrive without this fundamental value. Therefore, academic dishonesty cannot be tolerated. Students who commit such acts expose themselves to sanctions as severe as expulsion from the College. Additional information and definitions may be found in the Student Handbook at www.guamcc.edu. On the homepage, select the Student Life tab and click on “What Every Student Should Know” tab.

- **Computer Use Waiver**

The Guam Community College provides students with access to various technology tools to help them successfully achieve their educational goals. Although the college takes steps to ensure these tools are accessible and operational, it is the students' responsibility to always safeguard and back-up work.

- **Title IX**

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." – Title IX of the Education Amendments of 1972.

Distance Education Courses

[Adjunct faculty must obtain prior approval by the Dean of the School to teach distance education courses. For more information about distance education courses, please contact your department chair.]

If you have been approved to teach a distance education course, include the following information *in addition to* the course syllabus information above.

LMS Platform, Online Class Code and/or Meeting Link (Description of how the course will work, how to navigate the course and how to get started with the course.)

- Include description-Traditional, Online, Hybrid (synchronous or asynchronous)
- Include explanation of how this course is organized for navigation (i.e. the course content is organized by week for this semester...)
- Virtual office hours or hours that you are available online

Student Authentication - The College utilizes secure credentialing /login and password to authenticate the student's identity.

The College takes several steps to authenticate the identity of students taking online courses.

Student authentication in online courses is done using an institution-assigned Unique Identification Number (UID). The College has an established system for generating unique IDs for students and regularly monitors and maintains access credentials and addresses security breaches through the College's Management Information Systems Office and the Ellucian Cloud Team.

All students, while attending or working at GCC, are required to sue their assigned GCC email account for any and all electronic communications related to official GCC business.

The use of a GCC email account is privilege. Students are assigned a Guam Community College email address while attending GCC as per the eligibility guidelines. GCC reserves the right to revoke email and related privileges at the point of separation from GCC or at any time for failing to comply with this policy. (Administrative Directive 2006-01, dated July 18, 2013)

Netiquette

- Participation in class (online or in person) - it is important to interact with your peers in an appropriate manner
- Always use professional language in postings and emails
- Be respectful of your classmates

Expectations for class participation

- Insert your expectations regarding class participation
- Students are required to log in regularly to the online class site, participate in all

class activities

Technical Requirements & Required Software – (technology students must have to successfully complete the course)

- Technology and software needed to successfully complete the course

Minimum Technical Skills to Successfully Complete the Course (i.e., students should be able to download and open electronic documents; create, save, and upload documents.)

Available Resources (Contact information for available student services can be found on MyGCC, Student Services tab)

- Free online tutoring
- Accommodative Services, Tutoring, Health Services, Student Involvement, Degree Works, and Counseling & Advising
- Additionally, below are links to student services available to assist you in your success:

Accommodative Services
https://guamcc.edu/student-life/accommodative-services

Center for Student Involvement
https://guamcc.edu/csi

Health Services Center
https://guamcc.edu/HealthCenter

Reach for College
https://guamcc.edu/reachforcollege

Student Support Services
https://guamcc.edu/student-support-services

Technical Support
https://gcc.mis@guamcc.edu

Student Learning Outcomes (SLOs)

As a student-centered institution of higher learning, GCC prides itself in the course design and instruction that is focused on Student Learning Outcomes (SLOs). If you have questions about the SLOs, please contact your Department Chair/Program Administrator. The course SLOs shown in your syllabus must reflect exactly what is published in the current year catalog.

The textbooks, resources, and classroom learning activities should all focus on assisting students in their achievement of the SLOs. If you are teaching a course for the first time, please consult your Department Chair/Program Administrator or other faculty members in your department.

Fieldtrips/Other Out of Class Activities

All fieldtrips and out of class activities must be reported and cleared through the Department Chair/Program Administrator and Student Support Services.

Student Conduct

Please note that students are expected to conduct themselves in accordance with the guidelines identified in the Postsecondary Student Handbook. You are highly encouraged to review important policies with your students. The Student Handbook may be found on www.guamcc.edu. On the homepage, select the Student Life tab and click on "What Every Student Should Know" tab.

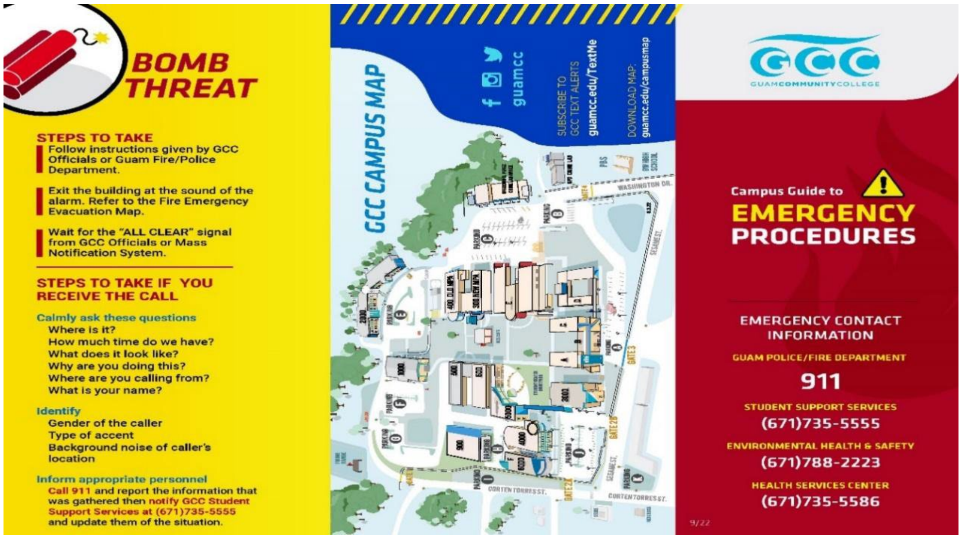
GENERAL POLICIES SECTION

Emergency and Evacuation Procedures

In the event of an emergency requiring evacuation, it is crucial to adhere to the College's emergency and evacuation procedures. These procedures will provide you with the necessary directions for safely exiting the building and information on where to congregate once outside. The evacuation map, which details the exit routes and designated assembly areas, is posted near the door of each classroom and throughout the College premises. Please familiarize yourself with these maps to ensure a prompt and orderly evacuation if needed.

Figure 1. The Fire Emergency Evacuation Map is posted throughout the campus for students and employees' information, such as classrooms, labs, auto and carpentry shops, Learning Resources Center, Student Center, Health Services Center, Book Store, employees' offices, GCC café, Student Lounge, conference rooms and other meeting spaces. It is also available online at https://guamcc.edu/CampusSafety.

Figure 2. The Emergency Procedures pamphlet is also available online at https://guamcc.edu/CampusSafety for students and employees' information.



BOMB THREAT

STEPS TO TAKE

Follow instructions given by GCC Officials or Guam Fire/Police Department.

Exit the building at the sound of the alarm. Refer to the Fire Emergency Evacuation Map.

Wait for the "ALL CLEAR" signal from GCC Officials or Mass Notification System.

STEPS TO TAKE IF YOU RECEIVE THE CALL

Calmly ask these questions
Where is it?
How much time do we have?
What does it look like?
Why are you doing this?
Where are you calling from?
What is your name?

Identify
Gender of the caller
Type of accent
Background noise of caller's location

Inform appropriate personnel
Call 911 and report the information that was gathered then notify GCC Student Support Services at (671)735-5555 and update them of the situation.

GCC CAMPUS MAP
guamcc
SUBSCRIBE TO GCC TEXT ALERTS guamcc.edu/TextMe
DOWNLOAD MAP: guamcc.edu/campusmap
WASHINGTON DR.
SESAME ST.
CORTEN TORRES ST.

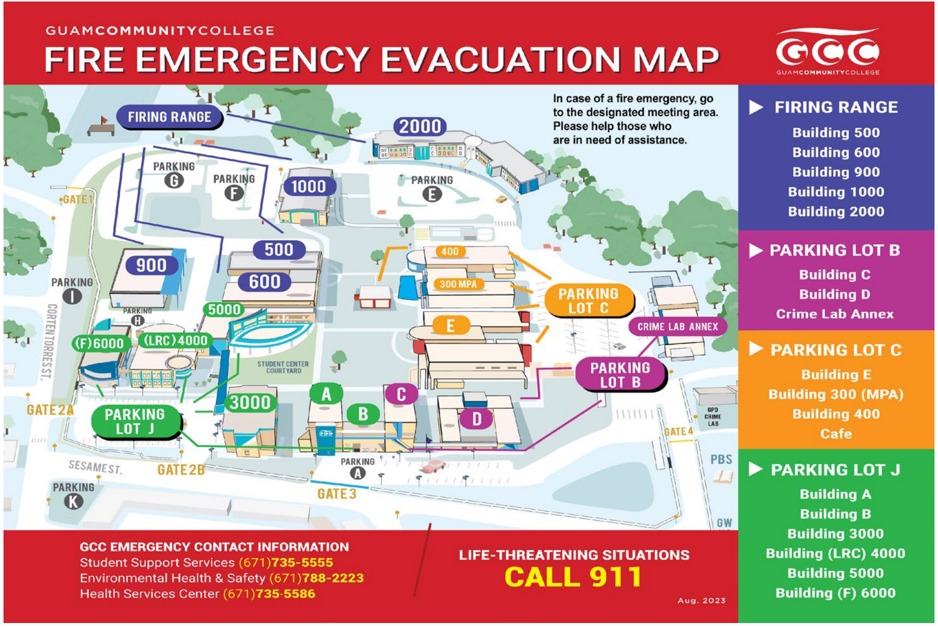
GUAMCOMMUNITYCOLLEGE

Campus Guide to
EMERGENCY PROCEDURES

EMERGENCY CONTACT INFORMATION
GUAM POLICE/FIRE DEPARTMENT
911
STUDENT SUPPORT SERVICES
(671)735-5555
ENVIRONMENTAL HEALTH & SAFETY
(671)788-2223
HEALTH SERVICES CENTER
(671)735-5586

9/22

The College has a comprehensive campus-wide Fire Alarm and Mass Notification System for



GUAMCOMMUNITYCOLLEGE

FIRE EMERGENCY EVACUATION MAP

In case of a fire emergency, go to the designated meeting area. Please help those who are in need of assistance.

FIRING RANGE
Building 500
Building 600
Building 900
Building 1000
Building 2000

PARKING LOT B
Building C
Building D
Crime Lab Annex

PARKING LOT C
Building E
Building 300 (MPA)
Building 400
Cafe

PARKING LOT J
Building A
Building B
Building 3000
Building (LRC) 4000
Building 5000
Building (F) 6000

GCC EMERGENCY CONTACT INFORMATION
Student Support Services (671)735-5555
Environmental Health & Safety (671)788-2223
Health Services Center (671)735-5586

LIFE-THREATENING SITUATIONS
CALL 911

Aug. 2023

FIRING RANGE
2000
PARKING G
PARKING F
1000
PARKING E
GATE 1
500
900
600
PARKING I
PARKING H
5000
400
300 MPA
PARKING LOT C
E
CRIME LAB ANNEX
(F) 6000
(LRC) 4000
STUDENT CENTER COURTYARD
CORTEN TORRES ST.
PARKING LOT B
GATE 2A
PARKING LOT J
3000
A
B
C
D
GPD CRIME LAB
GATE 4
SESAME ST.
GATE 2B
PARKING A
PBS
PARKING K
GATE 3
GW

emergencies. In the event of an evacuation, the fire alarm will be activated to initiate the process. If the main system fails or there is no electricity, megaphone bullhorns will be used as a backup notification system. Following the alarm, an announcement through the PA system (if operational) or a bullhorn will indicate the need to evacuate the building(s). Once the situation has been resolved, an announcement will be made to inform everyone to return to their assigned buildings. For additional information, please refer to the Emergency Operations Plan & Procedures and the Annual Security Reports, available at guamcc.edu/CampusSafety.

In the event of power or water outages on campus, students will be informed via media outlets such as campus announcements, radio stations, and the Pacific Daily News Mobile Alert. In an effort to keep all GCC constituents current on campus events, faculty and students are encouraged to sign up for the PDN Mobile Alert System: http://static.guampdn.com/textme/
Arrangements will be made for make-up classes.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law designed to protect the privacy of educational records and to establish the rights of students to inspect and review their educational records. As faculty, it is important to understand the privacy of students. Discussion and/or disclosure of information must adhere to FERPA guidelines. Direct any questions to the Registrar at gcc.registrar@guamcc.edu.

You can learn more about student rights to privacy by GCC online college catalog in Appendix J, by visiting the U.S. Department of Education website (http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html), or accessing the FERPA Group on MyGCC which is open to all users. If you still have concerns, please email the Registrar's Office at gcc.registrar@guamcc.edu.

Academic Integrity

Academic dishonesty can take different forms, including, but not limited to cheating, plagiarism, and technology misuse and abuse. In any situation in which students are unsure of what constitutes academic dishonesty, it is the student's responsibility to raise the question with the instructor. It is also the student's responsibility to be familiar with the student guidelines on academic integrity. Additional information and definitions may be found in the Student Handbook. Adjunct faculty are highly encouraged to become familiar with this document. The Student Handbook may be found on the GCC website (www.guamcc.edu) by clicking the Student Services tab. Areas that are of importance for classroom management are listed under the Academic Policies and Procedures section (e.g., cell phone use in class and plagiarism). Information on procedures for student complaints, grievances, and grade appeals can also be found in the Student Handbook.

Discrimination & Sexual Harassment

GCC is committed to providing a safe and comfortable learning and working environment for students and employees. Policy 185 outlines the College's commitment to preventing discrimination and sexual harassment. For a complete explanation, you will find the Policy in MyGCC under the *Governance* tab.

Violence Prevention in the Campus & Workplace

GCC is committed to providing a safe environment for students and employees. Thus, Policy 171 details the College's endeavor towards creating and maintaining an environment that is free from disruptive, (i.e.: *yelling, the use of profanity*) threatening (i.e.; *physical actions that convey aggression*), and violent (i.e.: *throwing things, pounding on a desk*) behavior. The policy applies to students, employees, and other individuals. For a complete explanation, you will find the Policy in MyGCC under the *Governance* tab.

Betel Nut-Free Campus

GCC is committed to promoting the health, wellness, and social well-being of its students and employees. Therefore, the College has instituted a betel-nut free campus. For a complete explanation, please read Policy 175 on MyGCC under the *Employee Services* tab.

Drug and Alcohol-Free Campus & Workplace

GCC endeavors to lead students and employees to higher ideals of character ad public service. Therefore, the College commits itself to a drug and alcohol-free campus and workplace. You are highly encouraged to read the complete Policy (410), which can be found in MyGCC under the *Governance* tab. Please inform your students that the use of cigarettes including e-cigarettes is not allowed on campus. You may report any violation of this policy to the Student Support Office.

RESOURCES SECTION

Learning Resource Center (Library)

The Learning Resource Center (LRC) offers many services to students and faculty. Take advantage of opportunities to have your students search for hard copy and/or electronic resources. The Learning Resources staff will be more than happy to assist you in identifying resources and using the facilities to maximize students' learning opportunities. For more information about available resources and services, go to the MyGCC portal and select the Community Resources tab, then select Library/Learning Resources Center or call 671-735-0228 ext. 0228.

Photocopier/Copy Services

A photocopier is available in the Teachers' Workroom located in Bldg. C, Room C-2. You may obtain paper from your academic department office or notify staff in the Student Support Office.

Copy service for large volume copying is available at the Copy Center located on the first floor of the Student Services & Administration Building. Please plan ahead and take advantage of opportunities to print what is needed over a period of time. Please avoid last minute printing/copying. For more information, please call 735-5550 ext. 5506.

AUXILIARY FUNCTIONS SECTION

Assessment (College-wide)

GCC has a college-wide systematic and comprehensive assessment program to help improve student learning and teaching. Your Department Chair will be asking you to provide evidence of the achievement of the Student Learning Outcomes (SLOs) and other competencies to assist in the assessment process. Through your Department Chair, the Office of Assessment, Institutional Effectiveness, and Research (AIER) may also solicit your assistance in the collection of data to contribute to the culture of evidence on campus.

IDEA student surveys are conducted to ascertain instructional quality. Students give feedback on teaching and learning based on their direct course experience, providing faculty with relevant information that ultimately guide and strengthen teaching. When scheduled, you will be receiving instructions via your GCC email account.

Informal Classroom Observation

Department Chairs/Program Administrators and other academic administrators will make informal classroom observations over the course of the semester. These observations are in line with the faculty evaluation process. Although Adjunct Faculty members are not formally evaluated, they are expected to teach to the same standards as all other GCC faculty. Please contact your Department Chair/Program Administrator if you have any questions regarding the informal classroom observation.

Campus Safety & Security

GCC strives to provide a safe and secure campus for all its students and employees. The following is a listing of activities that the College either follows or has undertaken to provide a reasonably safe environment in which to work and learn:

Night Administration

The College provides limited after-hour support for students and faculty in the form of night administration, located in Building C, Classroom C-1. The Night Administrator is the designated manager of the College during the evening hours and all activities or requests for assistance must be coordinated with the Night Administrator.

Security Guards

GCC contracts the services of a private security company to provide security on campus. Security activities are coordinated by the Student Support Office. Security personnel are located in Building C, Classroom C-1. The mission of security personnel is to protect our GCC Community. Security also assists students, faculty and staff with traffic control, accidents and incidents that occur on campus. Please call 671-735-5555 ext. 5418/5558 for more information.

APPENDIX SECTION

Appendix A

GUAMCOMMUNITYCOLLEGE

Adjunct Class Assignment and Checklist Form
Semester Year

Instructor Information

ALL SECTIONS MUST BE COMPLETELY FILLED IN FOR PROCESSING

Name:

BANNER ID:

Contact #

Email
(Please use the GCC Email)

Department

☐ Allied Health ☐Adult Education ☐Automotive ☐Business & Viscom ☐ Construction Trades ☐Culinary & Food Service
☐ Developmental ED ☐ Education ☐English ☐Math & Science ☐Criminal Justice & Social Sciences ☐Hospitality & Tourism

YOU ARE SCHEDULED TO TEACH THE FOLLOWING CLASS(ES)

CRN	COURSE NO. & SECTION	COURSE TITLE	CREDITS	CONTACT HOURS	DAYS	TIMES	ROOM

NOTE: ***A course may be removed from an Adjunct Faculty's schedule if the course is needed to complete a full-time faculty member's course load, or if a course is cancelled.***

COMPENSATION

FOR EACH CATEGORY , INDICATE YOUR WILLINGNESS TO TEACH AT A REDUCED RATE

12-10 STUDENTS	**9-7 STUDENTS**	**6 or FEWER STUDENTS**
75% Pay of Adjunct Faculty Level	**50%** Pay of Adjunct Faculty Level	**$500.00** Flat Rate
Circle One: Yes No Initials _______	Circle One: Yes No Initials:______	Circle One: Yes No Initials:______

TB CLEARANCE

TB Clearance Good Until _______________
Expiration Date

____
Nurse's Signature Date

ASSIGNMENT ACCEPTANCE

READ ALL STATEMENTS AND CHECK ALL BOXES THAT APPLY

☐ I have read the 2024-2025 Adjunct Faculty Handbook OR ☐ I have attended the Adjunct Faculty Orientation.
☐ I completed an updated Employee Emergency Consent Form.
☐ I have received the following from my Department Chair ☐Textbook ☐Course Guide Other Materials _________________________________.
☐ I have received a syllabus or ☐ submitted a course syllabus.
☐ I am aware that it is a requirement to sign a formal contract and that each course I teach requires a separate contract. **Unsigned contracts will delay compensation.**
☐ I am aware that I am required to submit documents such as Student Accommodative Forms and Progress Reports.
☐ I am aware that at the end of the semester, I will complete an Adjunct Clearance Form, and submit for a timely release of my final pay.
☐ I am aware of the annual administration of the IDEA Survey and that I am required to submit these to the AIER Office.
☐ I understand that annual TB Clearance is a condition of employment and that it is my responsibility to submit clearance **prior** to the start of classes. I understand that I will not be allowed in the classroom without clearance.
☐ I understand that the first paycheck will be released on ____________________**.** The final grades are due on __________ and the last paycheck will be released on ________________.

I HAVE READ THESE STATEMENTS, UNDERSTAND THE CONDITIONS OF THE ASSIGNMENT AS OUTLINED ABOVE, AND UNDERSTAND MY RESPONSIBILITIES AS AN ADJUNCT FACULTY MEMBER OF GUAM COMMUNITY COLLEGE.

Instructor's Signature: ____ Date: _______________

Department Chairs/Program Administrators- Please ensure the form is completely filled out before submission to the Dean's Office

______________________________	_______________	___________________________	____________
Department Chair/Program Administrator	Date	Dean's Signature	Date

Appendix B

GUAMCOMMUNITYCOLLEGE

ADJUNCT CLEARANCE FORM

☐ FALL SEMESTER ☐ SPRING SEMESTER ☐ SUMMER SEMESTER YEAR ____________________

Instructor Name: ______________________________________ Banner ID: ________________________________

Course Number(s): ______________________________________ GCC Email: ________________________________

Mailing Address: ______________________________________ Best Contact Number: _______________________

Instructor Signature: ____________________________________ Date: ___________________________________

ACADEMIC DEPARTMENT			
☐ ALLIED HEALTH	☐ ADULT EDUCATION	☐ AUTOMOTIVE TECHNOLOGY	☐ BUSINESS & VISCOM
☐ CONSTRUCTION TRADES	☐ CULINARY ARTS	☐ EDUCATION	☐ ENGLISH
☐ TECHNOLOGY	☐ MATH & SCIENCE	☐ HOSPITALITY & TOURISM	☐ SOCIAL SCIENCE & CRIMINAL JUSTICE

ACADEMIC DEPARTMENT (Department Chair)	**Initials**	**Date**
☐ All teacher editions, manuals, and/ or instructional materials provided by the DC ☐ Textbook and equipment inventory ☐ Samples of student work ☐ Keys to desk(s) and/or cabinets ☐ Online Grade Reports ☐ Online Attendance Sheets		
LEARNING RESOURCE CENTER (LIBRARY)	**Initials**	**Date**
☐ Audio-visual equipment ☐ Instructional resources ☐ Other instructional materials		
STUDENT SUPPORT SERVICES/ ADMINISTRATOR	**Initials**	**Date**
☐ ID Badge ☐ Mailbox ☐ Equipment		
ASSOCIATE DEAN Student Services and Administration 2nd Floor	**Initials**	**Date**
Adjunct Cleared ☐ Yes ☐ No ___________________________ **Submitted to HR** ☐ Yes ☐ No ___________________________		

Revised Mar2021TTH

Appendix C

G#am C!mm# i"$ C!llege
FIVE-YEAR ACADEMIC CALENDAR AY2023-AY2024 - AY2027-AY2028 REVISED

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+) `—□□p□ bp□□ l‡—□'p' šy"w □‡□p "wh„ ;$ l‡„"hl" w‡—□' □p‹—y□p hnny"y‡„h□ l□h" 'p"y‡„'.

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Approved:

Date: / / / '1--

Frank Arriola, Chairperson
Board of Trustees

Appendix D

GUAMCOMMUNITYCOLLEGE

Make Up Plan Form
For Post-Secondary Class(es) Cancelled

Instructor: ____ Instructor ID ________________

Term: __________ Subj. Course/Section: ___________________________ CRN: ___________

DEPARTMENT

☐ Adult Education
☐ Construction Trades
☐ Developmental Education

☐ English
☐ Nursing & Allied Health

☐ Automotive
☐ Criminal Justice & Social Science
☐Education

☐Hospitality & Tourism

☐ Business & Viscom
☐ Culinary/Food Service
☐Electronics/Computer Science/Office Technology

☐Math & Science

Date(s) Missed	Make-Up Dates	Make-Up Time	Plan Description

The Following Signatures Are Required:

Instructor: ____ Date: ___________________

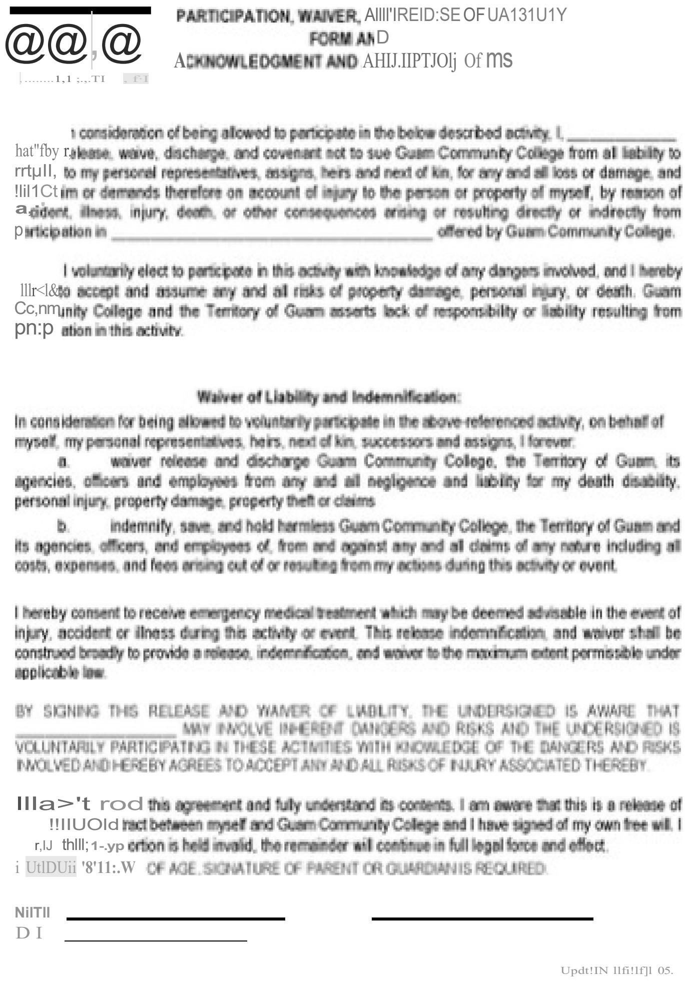
Department Chair: ____ Date: ___________________

Student Support Services
Administrator: ____ Date: ____________________

A copy of this Make Up Plan will be provided to the appropriate Dean.

Revised TTH08282020

Appendix E



PARTICIPATION, WAIVER, [illegible] FORM AND ACKNOWLEDGMENT AND [illegible]

[illegible] consideration of being allowed to participate in the below described activity, I, ______________ [illegible] release, waive, discharge, and covenant not to sue Guam Community College from all liability to [illegible] to my personal representatives, assigns, heirs and next of kin, for any and all loss or damage, and [illegible] im or demands therefore on account of injury to the person or property of myself, by reason of [illegible] cident, illness, injury, death, or other consequences arising or resulting directly or indirectly from participation in ________________________________ offered by Guam Community College.

I voluntarily elect to participate in this activity with knowledge of any dangers involved, and I hereby [illegible] to accept and assume any and all risks of property damage, personal injury, or death. Guam Community College and the Territory of Guam asserts lack of responsibility or liability resulting from [illegible] ation in this activity.

Waiver of Liability and Indemnification:

In consideration for being allowed to voluntarily participate in the above-referenced activity, on behalf of myself, my personal representatives, heirs, next of kin, successors and assigns, I forever:

a. waiver release and discharge Guam Community College, the Territory of Guam, its agencies, officers and employees from any and all negligence and liability for my death disability, personal injury, property damage, property theft or claims

b. indemnify, save, and hold harmless Guam Community College, the Territory of Guam and its agencies, officers, and employees of, from and against any and all claims of any nature including all costs, expenses, and fees arising out of or resulting from my actions during this activity or event.

I hereby consent to receive emergency medical treatment which may be deemed advisable in the event of injury, accident or illness during this activity or event. This release indemnification, and waiver shall be construed broadly to provide a release, indemnification, and waiver to the maximum extent permissible under applicable law.

BY SIGNING THIS RELEASE AND WAIVER OF LIABILITY, THE UNDERSIGNED IS AWARE THAT ______________ MAY INVOLVE INHERENT DANGERS AND RISKS AND THE UNDERSIGNED IS VOLUNTARILY PARTICIPATING IN THESE ACTIVITIES WITH KNOWLEDGE OF THE DANGERS AND RISKS INVOLVED AND HEREBY AGREES TO ACCEPT ANY AND ALL RISKS OF INJURY ASSOCIATED THEREBY.

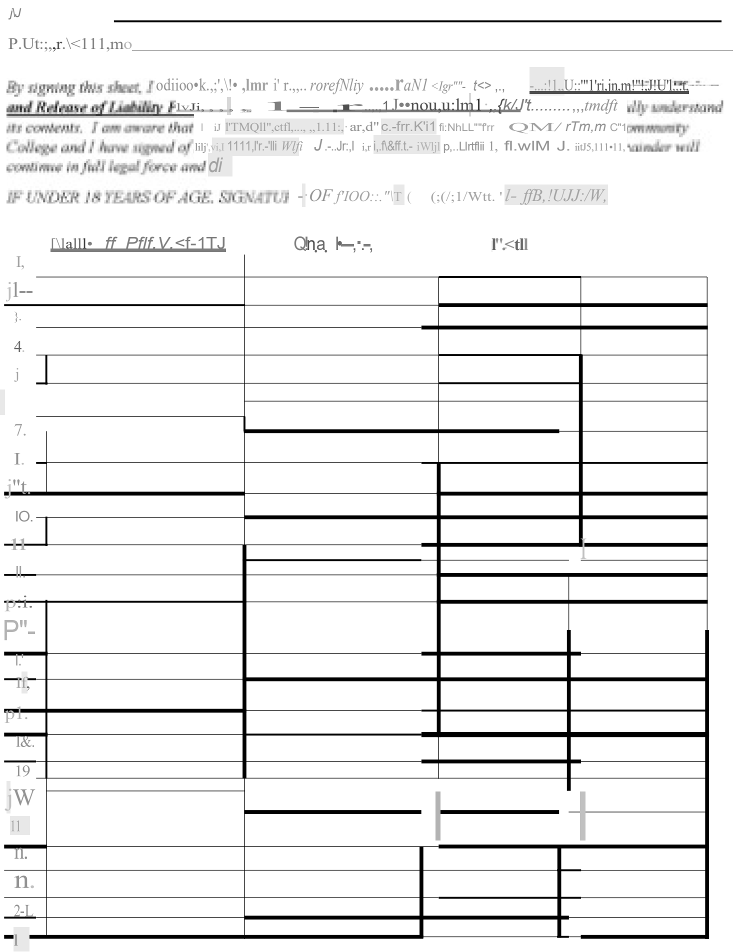
[illegible] this agreement and fully understand its contents. I am aware that this is a release of [illegible] tract between myself and Guam Community College and I have signed of my own free will. I [illegible] ortion is held invalid, the remainder will continue in full legal force and effect.

[illegible] OF AGE, SIGNATURE OF PARENT OR GUARDIAN IS REQUIRED.

[illegible] ______________ ______________

D[illegible] ______________

[illegible] 05.



[illegible] ______________

[illegible] ______________

By signing this sheet, I [illegible] *and Release of Liability* [illegible] *lly understand its contents. I am aware that* [illegible] *Community College and I have signed of* [illegible] *mainder will continue in full legal force and* [illegible]

IF UNDER 18 YEARS OF AGE, SIGNATU [illegible]

[illegible]	[illegible]	[illegible]	
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GUAMCOMMUNITYCOLLEGE

Incomplete Grade Request

The purpose of this form is to apply for an Incomplete Grade as outlined in the Guam Community College Academic Catalog. Appropriate approval must be granted prior to submitting the form to the Office of Admissions & Registration. Please see the current GCC Catalog for the Incomplete Grade Policy.

Last Name ______________________________ **First Name** ______________________________

Student ID ______________________________ **Program** ______________________________

Email ______________________________ **Phone** ______________________________

Semester ______________________________ **Year** ______________________________

CRN ______________________________ **Course Title** ______________________________

Please indicate below the reason(s) for applying for an Incomplete (I) Grade. This form must be completed and submitted to the Office of Admissions & Registration by the end of the term in which you are requesting the Incomplete.

I have medical documentation on file with Disability Services and/or Advising.

Verification Signature:____Date:______________

(This signature only verifies documentation on file and does not indicate a recommendation.)

Instructor Name: ____

☐ Approved ☐ Denied

Terms of Incomplete:____

____

Instructor Signature:____Date:______________

Department Chair Name:____

☐ Approved ☐ Denied

Comments:____

Chair’s Signature:____Date:______________

Form Revised December 3, 2020