



Adjunct Faculty Handbook

2014-2015



Adjunct Faculty Handbook

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INTRODUCTION



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The Role of Adjunct Faculty

Adjunct Faculty comprise 49% of the Academic Year 2014-2015 teaching staff at GCC and as members of the adjunct faculty, you play a crucial role in the education of our students. The industry-related experience you provide is most important in our students' ability to develop the competencies, to achieve Student Learning Outcomes (SLOs), and to demonstrate mastery of the skill sets required in their respective class offerings. This Adjunct Faculty Handbook serves as a guide to assist with your teaching at the College.

Good Teachers and How they Make Education Happen

Teachers choose their vocation for reasons of the heart, because they care deeply about their students and about their subject. Good teaching comes in myriad forms, but good teachers share one trait: they are truly present in the classroom, deeply engaged with their students and their subject. They are able to weave a complex web of connections among themselves, their subjects, and their students, so that students can learn to weave a world for themselves. The connections made by good teachers are held not in their methods but in their hearts-the place where intellect and emotion and spirit and will converge in the human self. To educate is to guide students on an inner journey toward more truthful ways of seeing and being in the world. Good education is always more process than product. Good education teaches students to become both producers of knowledge and discerning consumers of what other people claim to know. Good education may leave students deeply dissatisfied, at least for a while...students who have been well served by good teachers may walk away angry-angry that their prejudices have been challenged and their sense of self shaken. That sort of dissatisfaction may be a sign that real education has happened. Learning does not happen when students are unable to express their ideas, emotions, confusions, ignorance, and prejudices. In fact, only when people can speak their minds does education have a chance to happen. Teachers possess the power to create conditions that can help students learn a great deal-or keep them from learning much at all.

-Parker Palmer

The Courage to Teach

GCC'S VISION & MISSION

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Vision

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

Mission

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

Sinagan Misi6n (Chamorro translation)

Guiya i Kulehon Kumunidat Guahan, i mas takhil6 mamananuen fin6 checho yan i teknikat na kinahul6 i manf6fachecho ya u n6 guaguaha nu i manakhil6 yan manmaolek na tining6 ni i manmafanangui yan i fin6n6guen chocho gi iya Maikronesiha.

“The function of education is to teach one to think intensively and to think critically. Intelligence plus character– that is the goal of true education.”

- Martin Luther King Jr.



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GCC GOALS & INITIATIVES

Goal 1—Retention & Completion

Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

Initiative 1: Incorporate the student-centered learning model into the curriculum and the classroom.

Initiative 2: Strengthen the professional development support for faculty to effectively implement the student-centered method.

Goal 2—Conducive Learning Environment

Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

Initiative 1: Enhance and monitor the College's facilities master plan to keep pace with institutional growth projections and priorities.

Initiative 2: Strengthen the participatory governance process to ensure that all stakeholders understand their role in collaborative governance.

Goal 3—Improvement and Accountability

Enhance the existing integrated planning, review, and evaluation processes that provide for the allocation of resources based on assessment results and college-wide priorities, in order to boost improvement and accountability.

Initiative 1: Update the College's existing institutional financial/resource allocation master plan to align with the new Institutional Strategic Master Plan vision, mission, and goals.

Initiative 2: Utilize the institution's assessment system and program review to evaluate the effectiveness of the College's resource allocation process.

Goal 4—Visibility and Engagement

Promote the Guam Community College brand to achieve regional, national, and international recognition.

Initiative 1: Market and highlight the GCC brand.

Initiative 2: Promote internationalizing our campus.

GCC'S CORE VALUES



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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

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.

"The secret in education lies in respecting the student." - Ralph Waldo Emerson



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THE ABCs FOR ADJUNCTS

Absences

In the event that an absence is necessary, please notify the following as soon as possible:

1. Your department Chair/Program Administrator
2. Student Support Office at **735-5555/6/8** (so that a notice may be posted on your classroom door).
3. Your students (via group email found in your MyGCC roster).

Note: Please submit your Make-Up Plan to your Department Chair/Program Administrator for each class missed immediately after. (Refer to Appendix H for the Make-Up Plan Form).

Academic Calendar

The calendar is available on the GCC website under the *Student Services* tab and Adjunct Faculty webpage. Dates and/or events that directly affect you and that you may want to keep in mind when planning major student assignments, exams, and fieldtrips are:

- Official holidays
- First/Last day of classes
- Official Campus breaks
- Commencement

Accommodative Services Process

Faculty at GCC are very supportive of students with special needs. If at any time a student needs assistance in obtaining an appropriate accommodation, the Office of Accommodative Services will serve as an advocate for the student.

The Office of Accommodative Services will provide an Approved Academic Accommodative Services Form to students with verified disabilities needing academic accommodations. The document informs faculty members of appropriate and reasonable accommodations that must be made upon request. (Please see Appendix D for form).

The Office of Accommodative Services is located in the Student Services and Administration Building, Rooms 2138 and 2139. The contact number is **735-5597**.

Assessment (College-wide)

GCC has a college-wide systematic and comprehensive assessment process to help improve student learning and teaching. **Your Department Chair will be asking you to provide evidence of the achievement of the 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.

Attendance

The College requires that attendance be recorded for every class. Your class rosters are found under the *faculty tab* on MYGCC.

Before the First Class Checklist

- ☐ Completely fill out and sign your Adjunct Class Assignment and Checklist Form
- ☐ Ensure you are clear about ALL Expectations regarding your teaching assignment with your Department Chair.
- ☐ Address all issues with Human Resources.
- ☐ Complete your TB Clearance.
- ☐ Obtain your GCC Employee ID Badge and wear it while on campus.

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.

Campus Safety

The GCC campus is monitored by security. If you witness any suspicious activity, contact Student Support Services Office in Building B (**735-5555/56/58**). The campus is secured with limited access to the campus after evening classes are completed.

Class Assignment & Checklist Form

Upon notification of employment, adjunct faculty, together with their Department Chair/Program Administrator, must complete the Adjunct Class Assignment and Checklist Form for each course. This is then forwarded to the Dean for approval. Upon approval, the Human Resources Office will prepare the employment contract. **This form is a requirement for adjunct faculty to conduct class.** (Please refer to Appendix A for the form).

Class Cancellations

Any class cancelled as a result of inclement weather will be made up. Make-up days for these circumstances are already built in to the academic calendar. In the instance of instructor absence, a Make-Up Plan form must be submitted (You may find the form in Appendix H).

Classroom Requirements

To ensure that our students receive the full benefits of their educational experience, the College requires complete adherence with the following:

1. Only registered students may be in your class. If a student's name does not appear on your class roster, please ask students to present their registration form to you for verification. Please do not allow a student in the classroom otherwise.
2. Visitors including children and spouses are not allowed in the classroom at any time.

The College encourages that these requirements be followed to ensure your teaching appointment is not adversely affected.

Classroom Security

Classrooms will be unlocked for you prior to the beginning of your class and locked by GCC personnel.

Clearance Form

The Adjunct Faculty Clearance Form is provided by the Department Chair/Program Administrator and you are encouraged to complete and submit it to the TPS Dean by the date grades are due. Doing so will ensure timely release of your last pay check. (The form can be found in Appendix B).

The Clearance Form for Adult Education Adjunct Faculty can be found in Appendix C.

Contract Signing

The Human Resources Offices (HRO) administers contract signing. Faculty may sign their contract at the following locations (usually three weeks after the semester begins):

- The Human Resources Office (on designated dates from 8:00 a.m.—5:00 p.m.)
- Student Support Services Office (on designated dates from 5:15— 8:00 p.m.)

Contractual Obligations

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. In a timely manner, notify the Department Chair (DC)/Program Administrator and the Student Support Office if an absence from class is necessary.
3. Submit a Make-up plan to the DC and Dean for classes missed.
4. Turn in grades to the Registrar at the end of the semester no later than the date indicated on the Adjunct Assignment Sheet.
5. Submit copies of assessment materials, grades, quizzes, and exams as requested by the DC/Program Administrator no later than the last day of the semester.
6. Check MYGCC prior to class meetings for updates and important information relating to classes, GCC functions, and HR and the GCC Administration.

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 of any class activities you may schedule, if you intend to miss class, and any other concerns or problems you may have.

You are highly encouraged to meet with your Department Chair if you 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.

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 *Employee Services* tab.

Drug and Alcohol Free Workplace

GCC endeavors to lead student and employees to higher ideals of character and 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) that can be found in MYGCC under the *Employee Services* tab under *Policies*.

Emergency Evacuation Procedures

During the first week of class, please brief students on emergency evacuation procedures and designated assembly areas. The Emergency Map route and the Emergency contact information are posted in all entrance/exit doors of each classroom and office.

In case of an emergency:

1. Contact the Student Support Services Office in Building B (735-5555, 735-5556, 735-5558).
2. Contact the Health Service Center (735-5644, 735-5586).

Employee Identification Badge

All employees, including Adjunct Faculty, are required to have a GCC ID badge and to wear their badge in plain sight at all times 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 the Student Support Services Office located in Building B.



ADJUNCT EMPLOYMENT PROCESS

Selection

Department Chair recommends individual for an adjunct faculty position

Human Resources Office (HRO) reviews applications

When individual is deemed qualified, he/she is considered for a specific course and schedule



Notification

Adjunct faculty member notified of course(s) and schedule(s)

Department Chair prepares and forwards Adjunct Class Assignment and Checklist Form

Dean reviews and approves Adjunct Class Assignment and Checklist Form



Contract

HRO prepares the Employment Contract based on the Adjunct Class Assignment and Checklist Form

Faculty member signs the contract early in the semester

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 student information must adhere to FERPA guidelines. Direct any questions to the Registrar. (Please see Appendix I for standardized FERPA statement to be included in your syllabus).

Fieldtrips/Other Out of Class Activities

All Fieldtrips and out of class activities must be reported and cleared through the Department Chair/ Program Administrator as these activities that involve students raise issues of liability with respect to possible student injury while participating in the fieldtrip or activity.

Please include fieldtrips and out-of-class activities in your course syllabus. You are encouraged to carefully think about how they are aligned with the SLOs and how they help your students achieve the SLOs. Faculty members are encouraged to use resources outside the college to enhance students' learning and to provide them with valuable opportunities to enhance their learning.

GCC Email

Your GCC Email account is the official venue for communication with the College and your students. Please ensure your email address is included in your syllabus and that you have read GCCs policy on email. You may find the complete policy under the *Work Life* tab under Administrative Directive 2006-1.

Handbook for Adjuncts

Please take the time to read the Adjunct Faculty Handbook because it is a valuable resource of information. Changes have been made to the handbook and keeping current on the new information will ensure a smoother experience here at GCC.

Important Policies

Please read the handouts provided by the Human Resources Office (HRO), as they will provide you with relevant information regarding the following institutional policies and procedures:

- Preventing Violence in the Workplace
- Discrimination & Sexual Harassment
- Drug & Alcohol Free Workplace
- Tobacco, E-Cigarettes, & Betel Nut - Free Workplace
- GCC Code of Ethics
- Postsecondary Student Handbook
- Adjunct Faculty Handbook

Copies may be obtained from the HRO and in the MYGCC page on the website.

Informal Classroom Observation

Department Chairs/Program Administrators and Campus 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. The classroom observations will provide evidence for Department Chairs/Program Administrators, and Campus Administrators in supporting positive feedback that can affect future selection to teach courses at GCC.

When you find a feedback form in your mailbox, please initial and return to your Department Chair/Program Administrator. If you have any questions regarding the evaluation/observation, please meet with your Department Chair/Program Administrator.

Join the Adjunct Faculty Community

In response to the faculty needs survey, we will be implementing in the 2014 Fall Semester a group page to provide an opportunity to exchange and share instructional practices and ideas amongst each other. You are highly encouraged to join!

Keep Current

Beginning this semester, there will be a college-wide move to implement the initiatives specifically focusing on student-centered education. Please check regularly for opportunities to engage yourself in training and become actively involved in your own professional development.

Keep your Eye on the Goal

Quote to reflect on: “[do those whom we serve]...grow as persons? Do they, while being served, become healthier, wiser, freer, more autonomous...” -Robert Greenleaf

Sometimes we get so caught up in the details of our tasks that we forget about the big picture - we exist because of and for the people, our students, whom we serve. Let's remind each other from time to time and encourage each other in our personal and professional growth, and to remain focused on our students.

Learning New Lessons

Quote for reflection: “It is what I was born for-to look, to listen, to lose myself inside this soft world-to instruct myself over and over...” - Mary Oliver

Don't be afraid to learn new things from others, about yourself, and from your students.

Learning Resource Center (Library)

The Learning Resource Center 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, please call 735-0228.

Make Up Plan

Should a class be cancelled due to inclement weather, instructor absence, or other unforeseen circumstance beyond your control, the cancelled class must be made up. Please see Appendix H for the form.

Mailbox

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

MyGCC

Every faculty member is given a GCC email account and access to MyGCC. Your email account and access to GCC will provide you with:

- Access to class rosters that are found under the Faculty tab
- Access to posting and reviewing students' 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.
- Email messages from your students and an opportunity to email your students individually or as a class. **Please refer to GCC's email account policy under the Work Life tab in MyGCC.**

Night Administrator on Duty

The Night Administrator is located in the Student Support Services Office (Building B). There are roving security guards on campus every night and an additional GCC administrator on duty. Should you have any problems during the evening, please call **735-5555, 735-5556, or 735-5558.**

Nurse

The nurse is located in the Health Service Center and is available Monday-Thursday until 7:30 p.m. during the regular semester. The telephone number is **735-5644/5586.**

Online Teaching Resources

Online teaching resources will be made available to you beginning Fall of 2014 including instructional strategies, teaching pedagogy, and the latest educational research information. Please stay tuned.

Pay

For the regular Spring and Fall 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. The specific dates for the Adjunct faculty pay should be listed on the GCC Adjunct Class Assignment and Checklist Form that was signed prior to the first day of classes.

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).

Photocopier/Copy Services

A photocopier is available in the Teachers' Workroom. (Room C2). You may obtain paper from your Department Chair.

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.

Post Secondary Student Handbook

Adjunct faculty are highly encouraged to become familiar with this document. The 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 (ie: cell phone use in class and plagiarism).

Information on procedures for student complaints, grievances, and grade appeals can also be found in the handbook.

Questions

Please ask questions if you are not sure and pay particular attention to the course guide, the expected Student Learning Outcomes (SLOs), and the departmental and college level expectations for assessments.

Resource & Guest Speakers

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

Semester End Checklist

- ☐ Complete all assessments of students' work.
- ☐ Record final grades according to the schedule provided.
- ☐ Complete the clearance process and submit the signed Adjunct Faculty Clearance Form.

Sign-In

Please sign in before the start of your class each day. The sign-in sheets are located in the following areas:

- Adult Education/GED Faculty: Adult Education Office, Foundation Bldg.
- Post Secondary Faculty –Student Support Office, Automotive Technology Office, Bldg. 500

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.

Student Learning Outcomes (SLOs)

As a student-centered institution, GCC prides itself on focusing on Student Learning Outcomes (SLOs) in designing and teaching courses. If you have questions on the SLOs for your courses, contact your Department Chair/Program Administrator. These SLOs are clearly defined in the course approval document. Please have your Department Chair provide you with the course document so the SLOs shown in your syllabus reflects exactly what is written in the course approval document and what is published in the catalog.

The texts, resources, and classroom learning activities should all focus on assisting the students in their achievement of the SLOs. If you are teaching a course for the first time, consult your Department Chair/Program Administrator and other faculty members in your department if you are unsure about how to focus on the SLOs and how to assess the students' achievement of the SLOs.

Syllabus

Your syllabus should be distributed to the students on the **First** day of class. An electronic or hardcopy of your syllabus must also be given to your Department Chair/Program Administrator. Please refer to the Appendix for a sample template. Syllabi must include the following:

- Course name and number, location, meeting days and time.
- Instructor's name and contact information (Please note: your GCC email is the official email).
- Course Description (See Course Guide for details; please extract verbatim from the Course Catalog).
- Student Learning Outcomes (SLOs) -Please extract verbatim from the Course Catalog.
- Required text and supplies (if no text is to be used, then state this).
- Late Work **and** Make Up Policy
- Calendar of Activities (not just a listing of topics or outline; must include timeframe).
- Evaluation Criteria w/grading scale (grading should be objective and based on student performance and not on attendance).

- Availability of Accommodative Services (please use the standardized statement found in the Appendix).
- Emergency and Evacuation Procedures (please use the standardized statement found in the Appendix).
- FERPA notice (please use the standardized statement found in the Appendix).
- Academic Integrity (please use the standardized statement found in the Appendix).
- Computer Use Waiver (please use the standardized statement found in the Appendix).

Through-Out the Semester Checklist

- ☐ Sign-in on campus before the start of your first class.
- ☐ Keep regular student attendance (for each class session).
- ☐ Provide students with clarity of expectations.
- ☐ Use your syllabus as your teaching guide and in assisting students in the achievement of SLOs.
- ☐ Utilize the resources in your department and in the College– your department chair, other faculty members, Student Support, Learning Resource Center, the deans, and other campus staff.
- ☐ Provide regular and appropriate support to ensure students complete the course successfully and achieve the SLOs.
- ☐ Assess students' learning regularly and provide meaningful feedback about their performance.

Tobacco Free Campus & Workplace GCC is a Tobacco free campus and workplace. 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 Services Office.

Tuberculosis (TB) Clearance The TB Clearance is a condition of employment. Adjunct faculty must have their TB clearance prior to conducting a class. The Student Health Center provides the skin test on Monday, Tuesday, Wednesday, and Friday. Skin tests are not administered on Thursday due to the two day requirement before a reading can be made. Readings are conducted throughout the week.

Under-Enrolled Courses

When a course has fewer than 13 students, there is a possibility that the course may be cancelled. In the event that it is not, please indicate on your Class Assignment and Checklist if you are willing to teach the class at a reduced rate.

Uncertainties/(the) Unknown

Quote for reflection: **“The only way to make sense out of change is to plunge into it, move with it, and join the dance.” - Alan Watts**

It's okay not to know sometimes. It's okay to ask questions. It's okay to make mistakes. So as long as we are doing it together and helping each other along the way, we will come out on top.

Violence Prevention in the Campus & Workplace

GCC is committed to providing a safe environment for student and employees. Thus, Policy 171 details the College's endeavor towards creating and maintaining an environment that is free from disruptive, (ie: *yelling, the use of profanity*) threatening (ie; *physical actions that convey aggression*), and violent (ie: *throwing things, pounding on a desk*) behavior. The policy applies to students, employees, and other individuals. For a complete description of the policy, please refer to *Policies* under the *Employee Services* tab in MYGCC.

Website

In response to the faculty and IDEA survey, best practices, and institutional goals and priorities, a number of new developments will be implemented beginning in the Fall of 2014. Please look for these in the website and you are encouraged to explore the resources that will be made available to assist you in your instructional practices.

eXamine

Quote to reflect on: **“Every [student] deserves a champion—a [teacher] who will never give up on them, who understands the power of connection and insists they become the best that they can possibly be.”** - Rita Pierson

Take the time to examine yourself and the art and craft of teaching. Ask yourself on a regular basis, how can I make it better to maximize the learning for my students?

Your contributions, skills, and talents are valued

Thank you for being an integral and important part of the GCC family!

Zenith

Definition: the highest point reached; the time at which something is most powerful or successful.

Quote to reflect on: **“The human is a singular creature who] has a set of gifts which make him unique among the animals: so that unlike them, is not a figure in the landscape [but rather] a shaper of the landscape.”** - J. Bronowski



APPENDICES

The forms contained in this section are critical to your teaching appointment at the College and need to be filled out accurately and completely. They also must be submitted to the appropriate office in a timely manner. If you have any questions and/or concerns, contact your Department Chairperson/Program Administrator.

Appendix A: GCC Adjunct Class Assignment and Checklist Form

Appendix B: Adjunct Faculty Clearance Form

Appendix C: Adult Education Faculty Clearance Form

Appendix D: Academic Accommodations Form

Appendix E: Student Progress Report Form

Appendix F: Monthly Student Progress Report Form

Appendix G: Faculty Acknowledgement Form

Appendix H: Make Up Plan Form

Appendix I: Standardized Statements (to be included in your syllabus)

1. Academic Integrity
2. Accommodative Services
3. Computer Use Waiver
4. Emergency and Evacuation Procedures
5. Family Educational Rights and Privacy Act (FERPA)

ADJUNCT ASSIGNMENT & CHECKLIST FORM

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Appendix A



GCC ADJUNCT CLASS ASSIGNMENT AND CHECKLIST FORM

INSTRUCTOR _____ DEPARTMENT _____
 ACADEMIC YEAR 2014-2015 SEMESTER FALL /SPRING/SUMMER LOCATION GCC
 EMPLOYEE BANNER #: _____ PHONE #: _____ EMAIL _____

COURSE ASSIGNMENT

You are currently scheduled to teach the following class(es):

CRN	Course/Section	Course Title	Cr	Days	Time	Room	Max

Note: This course may be removed from an Adjunct Faculty Member's schedule if the course is needed to complete a full-time faculty member's course load or if a course is cancelled for under-enrollment.

UNDER-ENROLLED COURSES:

Indicate your willingness to teach at a reduced rate if the course enrollment is below thirteen (13) students.

12, 11 or 10 students 75% of Adjunct Faculty Level	9, 8 or 7 students 50% of Adjunct Faculty Level	6 or less students Flat Rate of \$500
Circle one: YES / NO Initial: _____	Circle one: YES / NO Initial: _____	Circle one: YES / NO Initial: _____

COMPENSATION DETAILS

First paycheck released on: 9/26/2014 Final Grades due on: 12/11/2014 Final Paycheck released on: 12/19/2014

TB CLEARANCE

Faculty member has met the TB Requirement. Nurse: _____ Date: _____

ASSIGNMENT ACCEPTANCE

Carefully read and check off the following items. Sign the form at the end of the statements to indicate your willingness to accept a specific assignment as an Adjunct Faculty Member at GCC.

- ☐ I read and understand the Adjunct Faculty Guide and/or attended the Adjunct Faculty Orientation.
☐ I completed an updated employee emergency and consent form.

Check off and initial all that apply:

- ☐ I have faculty textbook editions _____, course guides _____, and other materials _____ from the DC.
☐ I have received _____ or turned in _____ a course syllabus to the DC.
☐ I am aware that I am still required to sign a formal contract. **Failure to sign the contract will delay any compensation to Adjunct Faculty Members.** Each course I teach will require a separate contract.
☐ At the end of the semester I will pick up and complete a Clearance Form from the DC. The completed and signed clearance form will result in a timely release of the final check.

I read and understood the items listed above.

I am aware of my responsibilities as an Adjunct Faculty Member at GCC.

I accept the assignment as listed above.

Instructor's Signature _____ Date _____

Approved by Department Chair: _____

Approved by Dean: _____

_____ Date _____

_____ Date _____

REVISED: August 7, 2014



ADJUNCT FACULTY CLEARANCE FORM

Adjunct Faculty Handbook

Appendix B

Instructor's Name: _____

Course Number (s): _____

Mailing Address: _____

Phone Number: _____

Semester: ____ Fall 2014 ____ Spring 2015 ____ Summer 2015

Department/School: _____

Section/Individual	Initial	Date
LEARNING RESOURCE CENTER <ul style="list-style-type: none"> Audio Visual Equipment and/or other instructional materials provided by the Library. 		
STUDENT SUPPORT ADMINISTRATOR (Bldg. B) <ul style="list-style-type: none"> ID Card 		
DEPARTMENT CHAIRPERSON <ul style="list-style-type: none"> All Teacher's Editions, Manuals, and/or other Instructional materials provided by the Department Chairperson Textbook and Equipment Inventory Keys to desks and/or cabinets Grade Report(s)/Attendance Sheets 		
ASSOCIATE DEAN - Student Services and Administration Bldg., 2nd Floor.		

NOTE: Clearance forms submitted after the last day to submit grades may result final pay being disbursed after the date indicated on the Adjunct Faculty Assignment Sheet. Should this occur, the faculty member may pick up the final check at the Associate Dean's Office.

Instructor's Signature

Date

ADULT EDUCATION CLEARANCE FORM



Adjunct Faculty Handbook

Appendix C

Instructor's Name: _____

Course Number (s): _____

Mailing Address: _____

Phone Number: _____

Semester: _____ Fall 2014 _____ Spring 2015 _____ Summer 2015

Department/School: _____

Section/Individual	Initial	Date
LEARNING RESOURCE CENTER Audio Visual Equipment and/or other instructional materials provided by the Library.		
STUDENT SUPPORT ADMINISTRATOR (Bldg. B) <ul style="list-style-type: none"> ID Card 		
ADULT EDUCATION/GED OFFICE <ul style="list-style-type: none"> Teacher's Edition Student Textbooks/Workbooks Equipment (Multimedia, laptops, etc.) Student Attendance (must be completed and submitted) Grades and Student Learning Outcome Measurement (samples of student work) 		
DEPARTMENT CHAIRPERSON <ul style="list-style-type: none"> All Teacher's Editions, Manuals, and/or other Instructional materials provided by the Department Chairperson Textbook and Equipment Inventory Keys to desks and/or cabinets Grade Report(s)/Attendance Sheets 		
ASSOCIATE DEAN - Student Services and Administration Bldg., 2nd Floor.		

NOTE: Clearance forms submitted after the last day to submit grades may result final pay being disbursed after the date indicated on the Adjunct Faculty Assignment Sheet. Should this occur, the faculty member may pick up the final check at the Associate Dean's Office.

ACADEMIC ACCOMMODATIONS FORM

Adjunct Faculty Handbook

Appendix D



GUAM COMMUNITY COLLEGE OFFICE OF ACCOMMODATIVE SERVICES APPROVED ACADEMIC ACCOMMODATIONS FORM

The Americans with Disabilities Act Amendments Act of 2008 (Amendments Act), effective January 1, 2009, amends the Americans with Disabilities Act of 1990 (ADA) and includes a conforming amendment to the Rehabilitation Act of 1973 that affects the meaning of the term disability in Section 504. Students with disabilities may qualify for accommodations and services if their documentation meets the definition of disability as stated in the ADA Amendments Act of 2008 (ADAAA). Accommodations provide equal opportunity to access the same level of achievement while maintaining the standards of excellence of the college. Should you have any questions or concerns, please contact the Office of Accommodative Services at x 5597 or email me at john.payne2@guamcc.edu. Thank you for your cooperation in responding to the needs of this student. The instructor has the right to challenge any accommodation that would fundamentally alter the nature and standards of the course.

Student Information

Student: _____ Student ID# : _____ Semester: _____ Beginning Date: _____ Ending Date: _____

General Accommodations

_____ Use of Personal Voice Recorder _____ Note Taker _____ Interpreter _____ Alternate Media

Exam Accommodations

<input checked="" type="checkbox"/> Explanation / Clarification of directions in writing	<input checked="" type="checkbox"/> Extended Time (30 minutes to an hour after class time)
<input checked="" type="checkbox"/> Explanation/Clarification of questions	<input checked="" type="checkbox"/> Non distracting Environment
<input checked="" type="checkbox"/> Multiple Choice/ Essay (where applicable)	<input checked="" type="checkbox"/> Oral Exam if needed
<input checked="" type="checkbox"/> Reduce items on page	<input checked="" type="checkbox"/> Use of math formulas during exam

Assistive Devices

<input checked="" type="checkbox"/> Word processing (on any computer)	_____ Big Mouse (Library)
_____ Spellchecker (on any computer)	<input checked="" type="checkbox"/> Desktop computer (Computer Lab & Library)
<input checked="" type="checkbox"/> Use of Personal Calculator	_____ Reading Pen (Library)

Other Accommodations

_____ Preferential seating	<input checked="" type="checkbox"/> Opportunity to stand or move around
_____ Alternative chair/table	_____ Mobility assistance
_____ Foot stool	<input checked="" type="checkbox"/> Tutoring
_____ Lumbar support (Library)	<input checked="" type="checkbox"/> Extended time for assignment completion and study guides <u>(1 class session only)</u> 2 class sessions when needed
<input checked="" type="checkbox"/> Use of Study Guides	_____ Enlarge Print, Font Size _____

Recommended by:

Approved by:

John F. Payne, Program Specialist Date _____
Office of Accommodative Services

Dr. Virginia C. Tudela, Dean Date _____
School of Technology and Student Services

I have reviewed and understand the above recommended reasonable accommodations:

Student Signature _____

_____ Date

STUDENT PROGRESS REPORT

Adjunct Faculty Handbook
Appendix E


GUAM COMMUNITY COLLEGE
Office of Accommodative Services
1st Floor, Student Services & Administration Bldg, Room 2138/2139
Tel.: 735-5597 TTY: 735-5597 Fax: 734-5238

STUDENT PROGRESS REPORT

Semester: _____

Name: _____ Date: _____ Room: _____

Instructor: _____ Class: _____

Estimated Grade To Date

Non-Credit Courses

Estimated Attendance to Date

A _____

P _____

Excellent _____

B _____

F _____

Good _____

C _____

Z _____

Average _____

D _____

Poor _____

F _____

Additional Comments:

Please complete form and return to the Office of Accommodative Services, located on the 1st floor of the Student Services & Administration Building (Bldg. 2000), room 2138 or 2139. Thank You.

Instructor Signature

Date

MONTHLY STUDENT PROGRESS REPORT

Adjunct Faculty Handbook

Appendix F



GUAM COMMUNITY COLLEGE
Office of Accommodative Services
1st Floor, Student Services & Administration Bldg, Room 2138/2139
Tel.: 735-5597 TTY: 735-5597 Fax: 734-5238

MONTHLY STUDENT PROGRESS REPORT

Semester: Spring 2014

Name: «Student_Name» Date: «Date» Room: «Room_No»

Instructor: «Instructor_Name» Class: «Course_NoSect»

The Office of Accommodative Services in its efforts to provide assistance to students with disabilities needs your input. Please take the time to make some **brief comments** on how well the above named student is doing in your class. Areas to be covered should include: attendance, behavior, understanding of course material, appearance, and interaction with fellow students in classroom activities.

Comments: _____

Please complete this form and return it to the Office of Accommodative Services, located on the 1st floor of the Student Services & Administration Building (Bldg. 2000), room 2138 or 2139. Thank You.

Instructor Signature

Date

FACULTY ACKNOWLEDGEMENT FORM

Adjunct Faculty Handbook

Appendix G



**GUAM COMMUNITY COLLEGE
OFFICE OF ACCOMMODATIVE SERVICES
FACULTY ACKNOWLEDGEMENT FORM**

Faculty,

Upon receipt of the Approved Academic Accommodations Form from your student, please sign and date in the table below. Should you have any questions or concerns, please contact the Office of Accommodative Services at 735-5597 or you may email me at kimberly.bautista@guamcc.edu or Mr. John Payne, Program Specialist, Office of Accommodative Services, at john.payne2@guamcc.edu.

Thank you!

Student's Name: _____

Semester/Year: _____

Faculty Signature Copy

Instructor	Course Title/ Section No.	Class Days	Class Time	Signature	Date

NOTE TO STUDENT:

ONCE YOUR INSTRUCTOR(S) HAS/HAVE SIGNED THIS COPY, PLEASE RETURN IT TO THE OFFICE OF ACCOMMODATIVE SERVICES.

OAS STAFF

DATE

MAKE -UP PLAN FORM

Adjunct Faculty Handbook
Appendix H


MAKE-UP PLAN FOR POST-SECONDARY CANCELLED CLASSES

ACADEMIC AFFAIRS DIVISION

INSTRUCTOR: _____ DEPARTMENT: _____

COURSE NO. TERM/YEAR	DATES(S) CLASS MISSED	MAKE-UP DATES(S)	MAKE-UP TIME	PLAN DESCRIPTION

(The following signatures are required)

Instructor: _____ Date: _____

Department Chair: _____ Date: _____

SSS Administrator: _____ Date: _____

Note: A copy of this make-up plan will be provided to your Dean
Revised 05/08/2014

STANDARDIZED SYLLABI STATEMENTS**Adjunct Faculty Handbook****Appendix I****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.

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 on pages 12 and 13 of the Student Handbook.

Accommodative Services

The Office of Accommodative Services provides assistance to individuals with disabilities seeking educational opportunities with Guam Community College. GCC in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans 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. Our office is committed to ensuring that students with disabilities are afforded an equal opportunity to access the educational programs and services that GCC has to offer, and to providing reasonable accommodations, adequate to the needs of an individual's disability within a classroom setting, while maintaining the level of academic standards required in all courses and programs at Guam Community College. The office is located in the Student Services and Administration Building, Room 2139. The office telephone number is (671) 735-5597 and email is john.payne2@guamcc.edu.

Computer Use Disclaimer

The Guam Community College provides students with access to various technological 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 student's responsibility to safeguard and back-up working files at all times.

Emergency & Evacuation Procedures

In case of any emergency, please contact Student Support Services Office at **735-5555/6/8** or call **688-1758 or 788-2223**. **For life threatening emergency, please call 911, and then call Student Support Services Office.** During the phone call, please identify yourself, identify your location (room and building number), and describe the emergency. Student Support Services Office personnel will be at the emergency site immediately. The emergency contact numbers are located at the entrance/exit of each classroom.

If an emergency arises which requires evacuation, it is extremely important that you follow your instructor's directions for evacuating the building, including where to congregate. Although an evacuation plan is posted near the door of each classroom, circumstances could change the posted routes. A fire alarm or bell will be utilized to initiate an evacuation. If there is no electricity, a gong will sound three (3) times. Once the reason for evacuation is resolved, the school bell will ring eight (8) times to signal everyone to return to their assigned buildings. For more information, you may find the GCC Evacuation Procedure on the GCC website at www.guamcc.edu.

For any power or water outage on campus, students will be informed via the media (radio stations) and the Pacific Daily News (PDN) Mobile Alert. Make-up classes will be arranged by the instructor when classes resume.

In an effort to keep all GCC constituents current on campus happenings, students are encouraged to sign up for the PDN Mobile Alert System. Instructions to register are posted on MyGCC Campus Announcements or you may log on to www.guampdn.com/SMS, fill out the necessary information, scroll to the Guam Community College section and select emergency alerts and updates.

FERPA Statement

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. You can learn more about student rights to privacy at the GCC online college catalog in Appendix I (<http://catalog.guamcc.edu>), 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.