KEY PHONE NUMBERS

- Emergency Numbers
- Social and Behavioral Sciences Numbers

OFFICE PROCEDURES AND SERVICES TO SUPPORT INSTRUCTORS AND STUDENTS

- FLEX OBLIGATION
- CRITICAL DEADLINES
  1. Flex Obligation
  2. Enrollment Census
  3. Grade Reporting
  4. Syllabus
  5. Book Orders
- OFFICE SERVICES AND PROTOCOLS
  1. Absences
  2. Copier and Duplicating
  3. Student Work Drop Off/Pick Up
  4. Facilities Usage
  5. Emergencies
- INSTRUCTIONAL GUIDELINES AND RECOMMENDATIONS
  1. Professional Standards
  2. Final Exams
  3. Evaluations
  4. Roll/Grade Sheets
  5. Syllabus Preparation
  6. Moodle Classroom Shell
  7. Facilitated Student Services for Instructor Referral
  
     - Success Centers
  
     - Guiding Panthers to Success (GPS) Centers
  
     - Honors Program
  
     - Phi Theta Kappa
  
     - Disabled Programs and Services
  
     - EPOS and CARE
  
     - Student Health Services
  
     - Veteran Services
  8. E-Mail and Voicemail
  9. Miscellaneous

- Harassment Policy
- Accidents and Injuries
- Room/Keys
- Desk Copies
- In-State Field Trips
- Guest Speakers
- Faculty Success Center
- Online Resources
  - Chaffey Web Portal
  - Behavioral Intervention Team (BIT)
  - Chaffey College Academic Senate Handbook
    (Academic Calendar, Non Discrimination, Prohibition of Harassment, Student Behavior/Integrity Code and Violation Form)
  - Electronic Reserve (eRes)
  - Student Behavior Code and Grievance Procedure
  - Turnitin.com

- Rancho Campus Map – Faculty Success Center Location
EMERGENCY NUMBERS

**Campus Police ~ After Hours (including safety escort) or EMERGENCY (from any campus phone)**

6911

(from Off-Campus) **652-6911**

General Daytime Administrative Assistance

6632

**Health Services**

Nurse or to report injuries: 6331 or 6335

If no response, call Campus Police at ext. 6911

In a MEDICAL EMERGENCY:

1) First Call 911 for Paramedics
2) Call Campus Police at ext. 6911 for backup
3) Call Health Services at ext. 6331 for nurse assistance

**Evening Administrator on Duty ~ Len Crow, AD-109C, M-F until 7 p.m.**

Cell # (909) 633-6671 or 6508

**Maintenance issues that require immediate attention after hours ~** Bob Chavez, Attendant (909) 532-2489

### SOCIAL AND BEHAVIORAL SCIENCES

Office Hours: 7:30 a.m. – 4:30 p.m. MTWThF (subject to change)

Location: SS-109

Telephone: (909) 652-6253

**ABSENCES:** Report all absences (always leave a message) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

652-6253

If missed class is at a Center, please contact the Center as well:

CCCC 652-8010

CCFC 652-7401 or 7405

**Cory Schwartz, Dean**

Karen Matejcek, Administrative Assistant 652-6244

Denise Bermudez, Administrative Assistant 652-6241

Tim Greene, Coordinator

*Economics, History, Humanities, Philosophy, Political Science*

Bob Price, Coordinator

*Administration of Justice, Correctional Science, Child Development & Education*

Angela Sadowski, Coordinator

*Anthropology, Psychology, Social Science, Sociology*

**Child Development Center**

Birgit Monks, Director, Child Development Center 652-6876

**Honors Program**

Julie Song, Director 652-6237

**Phi Theta Kappa (PTK)**

Dan Loomis, Faculty Advisor 652-6266

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**Chaffey College Mission Statement:**

Chaffey College improves lives within the diverse communities it serves through equal access to quality occupational, transfer, general education, and foundation programs in a learning-centered environment where student success is highly valued, supported, and assessed.
FLEX OBLIGATION

Pursuant to the CCFA/District Agreement, Article 17.4 – Flex Calendar, all contract/regular and credit part-time instructional faculty are expected/obligated to participate in flex activities

- Adjunct faculty are obligated to participate in flex activities, at minimum, for the number of hours they would have taught had classes been offered during the scheduled flex days. However, they are not expected to participate in scheduled flex activity hours that are ABOVE the maximum number of hours required of a contract/regular faculty member (4-7 activity hours constitute one flex day).

- These flex obligations can be met by attending scheduled workshops and presentations or school/department meetings. Individual faculty may designate a maximum of 2 of the 5 flex days per year as in-lieu of flex. In-lieu of flex proposals to be performed on non-service days or on service days outside of the individual faculty member’s accountable hours require pre-approval by the school dean and documentation of activity outcomes within four weeks of the completed activity.

- Flex verification forms and evaluations can be found on the Professional Development website at www.chaffey.edu/profdev; deadline dates for submission are printed on the form. When absent from a flex day obligation, faculty are required to notify the office staff and submit their completed official absence form within ten (10) service days from the date of absence. Failure to do either of the above shall result in a pro-rata payroll deduction.

CRITICAL DEADLINES

1. Title 5, section 58004(c), requires clearing the rolls of inactive enrollment for attendance accounting purposes during the census period. Enrollment Census information is submitted online via the Drop Roster on MyChaffeyVIEW. The school recommends a DUE DATE of three working days prior to the Census Date listed on the Drop Roster. This allows time to address any technical snags. If your census has not been submitted by the Last Day to Add as indicated on your Class Roster, your census report will be considered delinquent and you will receive a very urgent reminder from the dean and this will be noted. It is the instructor’s responsibility to submit the census by the dates specified for each section. Accurate and timely census reporting is critical for college funding and deadlines must be adhered to.

   - Encountering technical difficulties does not excuse delays. Therefore, it is advisable to submit an initial census as early as possible to avoid tardiness. After submitting your initial census, you may continue to amend the census online with additional drops until the deadline. Students who are dropped in error may be reinstated with an instructor initiated ADD/REINSTATE Card. Contact office staff for assistance.

   - If you are delinquent you will be required to immediately hand deliver or fax a signed, hard copy of your census drops to the Admissions office.

   - Instructors have a responsibility to drop students who have not entered the class (DN – Did Not Enter). If you have no students to drop, you must click the “no students to drop” box at the top of the census report.

   - If you encounter technical problems, please contact ITS Support (652-6789) or the office (652-6253) immediately for assistance before the close of the last day to add.

   - After census is complete you will continue to have access to roster information and you may continue to drop students online (ID – Instructor Drop) after the census up through the last day to drop.

2. End of term Grade Reporting deadlines must be strictly adhered to as well, and are also submitted online via MyChaffeyVIEW. Grade deadlines can be found on the Academic Calendar (www.chaffey.edu/calendar/index.shtml). Failure to submit grades in a timely manner will result in RD (record delayed) grades on student transcripts and can negatively impact your students’ transfer and/or continued enrollment prospects when they are dependent on course prerequisite or minimum grade requirements. You will then be required to personally submit a Grade Change Form for each student individually at the Rancho Admissions office.

3. A copy of each Syllabus is due in the Dean’s office by your first class meeting date. Electronic submission should be sent to via email to karen.matejcek@chaffey.edu. (See page 6 for syllabus preparation.)
4. **Book Orders** are processed online via the [Faculty Store Link](http://books.chaffey.edu/), and are the responsibility of the instructor to initiate as soon as you receive your assignment. The dean’s office staff will provide you with the required information for the appropriate term course number, section number, and enrollment capacity. You will need to input the title, author, publisher, edition/year, ISBN, and whether the text is required or optional. Contact the book buyer desk at (909) 652-6568 or 6578 for technical assistance.

**OFFICE SERVICES AND PROTOCOLS**

1. **REPORT ALL ABSENCES, TARDY, AND UNFORSEEN EMERGENCIES** to the Social and Behavioral Sciences office at (909) 652-6253. **Always leave a message if you are calling outside office hours.** A sign will be posted for the students and an absence sheet placed in your mailbox. ALL SIGNED/COMPLETED ABSENCE FORMS ARE DUE TO OUR OFFICE WITHIN 7 CALENDAR DAYS OF THE DATE YOU RETURN TO WORK. If your class would begin before office staff will hear the message (e.g., you are calling just before an evening class) you should also contact Campus Police at (909) 652-6911 to post a sign for the students. If you are teaching at the Fontana or Chino Campus you should also call their main number with the same information (campus phone numbers can be found on page 2). **Failure to report absences may be considered grounds for disciplinary action.**

- Arrangements for substitutes require prior approval from the dean and DOES NOT release you from the absence reporting obligation. Education Code requires that there be a Chaffey employed certificated person in charge for the entire class session.
- Adjunct faculty earn cumulative sick leave benefits at the rate of one and one-half (1.5) absences per semester for each assigned class and is calculated in hours. The legitimate reasons for a paid absence are: illness or injury, critical illness in immediate family, personal necessity (as defined in the contract), bereavement (immediate family), judicial leave (subpoena for jury duty or to appear on behalf of District for litigation), or District assignment. If you have used all of your available leave, further absences will result in a pay deduction.
- Absences for prearranged social/vacation/recreation reasons do not qualify as personal necessity and will be taken with deduction thereby offsetting the cost of substitutes. Adjunct instructors should inform the coordinator of such anticipated absences before agreeing to semester class assignments.

2. The **Copier** in SS-109 is for small, immediate projects and should not be used to copy tests or lengthy handouts. Each instructor is assigned a maximum of 300 copies per section per term. Your access code is your colleague I.D number without the first zeroes, unless informed otherwise (e.g., 0001234=1234, 0012345=12345). Large quantity, multi-page documents are to be sent to **Central Duplicating/Lithography.** Allow 2-3 working days for turnaround. Requisition forms and a drop box are available in the SS-109 mail room. You can also submit your documents through the web at [www.chaffey.edu/printrequest](http://www.chaffey.edu/printrequest) or via e-mail to Printshop@chaffey.edu.

**ALTERNATIVES TO CONSIDER** (to save paper and duplication costs):

- Request 2-sided copies whenever possible.
- When printing a PowerPoint presentation, format the print setup (print what) as **Handouts** (with up to 9 slides per page) or as **Outline View**. (See also large print requests below.)
- **Electronic-Reserve (ERes)** is a quick and easy way to make course materials readily available to students online through the Library. Students can access materials anytime and print their own copies as needed. Contact Gina Hicks in the Library at 652-6805 to get started.
- Large print requests that are used term to term for the same class should be processed through the bookstore and sold as a **course packet**. Note that copyright laws must be adhered to in this process. Consider this option for lengthy PowerPoint presentation handouts. Contact Sylvia Martinez in the Bookstore for more information (652-6568).
- Moodle (requires enhanced Moodle training through the Distance Education office) ([http://www.chaffey.edu/onlineed/Faculty/Training.shtml](http://www.chaffey.edu/onlineed/Faculty/Training.shtml)).

3. **Student Work Drop Off** at the Social Science office is acceptable under the following conditions: 1) students do so at their own risk; 2) students are instructed to drop off papers in our office during open office hours which are subject to change; 3) we do not date or time stamp any assignments.

Instructors may leave envelopes for an individual student (not entire class) to pick up from the office if arrangements are made in advance.
4. Facilities Usage

a) All classrooms in the Social Science building have an assigned configuration. We ask that you do not change the configurations. If a class activity requires temporary reconfiguration, you are responsible for returning the room to its original layout. Input on permanent configurations is welcome.

b) Most campus classrooms are equipped with an array of multimedia equipment to facilitate the learning environment. It is important that you remember to power off any multimedia equipment you have used in the classroom, especially the ceiling mounted projector (due to expensive projector bulb replacement costs). If you experience technical problems with the equipment, please report them to the office or call the Help Desk at X6789.

c) You are responsible for enforcing the no eating or drinking in the classrooms policy. “Potlucks” are not an acceptable substitute for instruction. If planned in conjunction with suitable instruction, they should be held outside or arrangements made ahead for an appropriate facility. Contact the Facilities office at 652-6184.

d) Always turn off the classroom lights and lock the door when you leave. Vandalism and theft are not uncommon on campus.

e) Please keep the classroom windows and doors closed to maintain proper functioning of the heating and air conditioning systems. If you have a temperature problem in the classroom, or need to report any utility malfunction or unsafe condition, please contact the Social and Behavioral Science office at ext. 6253 or Maintenance at ext. 6716.

f) If you have announcements to post, you may use the bulletin board inside the classrooms or the patio area of the Social Sciences Building. The bulletin boards outside the classrooms are reserved exclusively for office use.

g) Classroom phones are equipped with direct dial buttons to Campus Police for EMERGENCIES and to the ITS Help Desk for assistance with classroom technology.

5. Emergencies ~ Do not be a hero! If you encounter any form of violence, harassment, or discrimination of any kind, or erratic behavior, report it directly to office staff and call Campus Police at ext. 6911.

INSTRUCTIONAL GUIDELINES AND RECOMMENDATIONS

1. Professional Standards

The faculty in our school are committed to high professional standards. We try to model the behavior we expect from our students, including a full measure of instruction on the first day or evening of the semester. We arrive on time and dismiss at the end of a full class period. We return student work carefully marked – including comments that will encourage improvement – in a timely manner.

It is important to release your class no later than the published end time which allows for student passing time to other classes and instructor preparation for the next module. In addition, Education Code prohibits the accumulation of break time in multi-hour block scheduled classes to shorten the full class period.

Maintaining standards for academic rigor is an important part of the higher education experience. The California Community College Chancellor’s Office maintains that “for each hour of lecture, it is assumed that students will be required to spend an additional two hours of study outside of class.” (For laboratory courses, it is presumed that students complete most required work in class.) In keeping with this standard of rigor, it is recommended that students be challenged with assignments that will develop their critical thinking skills.

2. Final Exams MUST be held on the date and time printed in the class schedule. Instructors are contractually obligated to meet with the students for that time period. All finals are to be given according to the published final exam schedule. An absence sheet is required if you are absent during scheduled final exams.

- If you give a take home final (for example, and essay) you must meet your class for the scheduled final exam time and give an objective test or hold a class discussion. A social event is not a final exam.
- If a student has a conflict in final exam schedules, contact the office immediately to verify the accuracy of the schedule. This is an error that must be resolved.
- If an extenuating circumstance or conflict compels you to change the final exam to a date or time other than what is in the published final exam schedule, you must obtain prior approval from the Dean by submitting a written
request, along with all student signatures agreeing to the proposed change. Be sure to clear room availability with the Administrative Assistant for your discipline.

✓ If you will be absent from your final exam you must notify the dean’s office through the coordinator as soon as possible so that a substitute may be approved. The final exam materials and instructions should be prepared in advance for the substitute. Depending on the reason for your absence leave or pay deduction will apply.

3. **Evaluations**

All new part-time instructors are subject to a formal classroom evaluation their first semester. Evaluations will be performed in accordance with the CCFA contract.

The process consists of student evaluations and a classroom visit by a full-time faculty member in the specific discipline. (Form samples are available upon request.) The evaluation will be discussed with the part-time faculty member and you will receive a hard copy after it has been reviewed and signed by the Dean.

4. **Roll/Grade Sheets/Add Codes**

All student roster information is available in real time through MyChaffeyVIEW. It is the instructor’s responsibility to print add codes, create/maintain attendance and grade records. (Excel roster templates are available upon request to assist you.) It is advisable that you maintain all records in a secure, accessible location for future reference as students have up to two years to petition for a grade change.

✓ **MyChaffeyVIEW** : Access through the college website (www.chaffey.edu). Your user name is your first and last initials with your College ID number (e.g., John Smith, js0012345). Your initial password is your 6-digit birth date. You will be prompted to change it. You must change it immediately. To obtain an Excel sheet of your roster data you may check the “Email a Copy to Myself” box from the regular roster and submit. A copy will be sent to your Chaffey email account.

5. **Syllabus Preparation**

You must prepare a section specific syllabus for each class. A copy of your syllabus is expected in the Dean’s office BY THE FIRST CLASS MEETING, preferably submitted electronically. **Your syllabus must include the DATE and TIME of the FINAL.** Be sure to specify what you expect of students in terms of attendance, class participation, drop policy, plagiarism policy and assignments.

Consider using the below outline as a guide to developing a syllabus that will effectively communicate the scope of the course and the responsibilities of all parties. Providing comprehensive information facilitates the objective of empowering students to be accountable for their own student success.

✓ **What, When and Where**
  * Identify Institution
  * Term
  * Course Identification
  * Section number(s) with meeting time and location
  * Last day to add/drop
  * Final exam date(s) and time(s)
  * Instructor name and contact information (do not use an email from another institution)
  * Office hours and location

✓ **Descriptive Detail**
  * Course catalog description (verbatim)
  * Prerequisites (verbatim)
  * Student Learning Outcomes (verbatim)
  * Course objectives
  * Textbook information
  * Supplemental information/materials/requirements (including Moodle or eRes)
Policies and Expectations

- Classroom behavior policy; behavior code and consequences
  - Faculty may remove a student from class for up to two class periods with the filing of a behavior code violation form and the student is required to meet with the dean prior to returning to class.
  - Late assignment/make-up policy
- Attendance/participation policy
- Drop policy
  - Including clear and precise conditions for making instructor drops (for example, “after 6 absences”).
  - You may NOT drop a student for lack of academic progress (Title V Section 55003(o)).
  - You may drop students until the last day for students to drop, but you should remind your students in your syllabus that it is ultimately their responsibility to drop if they decide to discontinue the class before the drop date.
- Academic integrity code and consequences (cheating and plagiarism)
  - We urge you to insert a statement such as: Plagiarism, an unlawful act that is defined as the misrepresentation of the published ideas or words of another as one’s own, will not be tolerated in Chaffey College courses. At the discretion of the professor, plagiarism will be punishable by either an “F” for the assignment or, if repeated or serious, an “F” in the course.
- Grading policies, assignment values, grade calculations
  - C-’s are not permissible as a final grade because they are evaluated as a substandard grade for transfer.
  - Incomplete (I) grades can be issued only with extenuating circumstances (unforeseeable, emergency and justifiable reasons) with the submission of an Incomplete or In-Progress Grade Contract; the student then has one year to fulfill the contract before the grade will default to your pre-determined grade.
  - An FW grade indicates the student failed due to non-attendance and failure to withdraw. However, this grade should be issued with the understanding that it cannot be changed; an F grade, however, can easily be reversed by the instructor should an oversight be discovered at a later date, and the student can remove it from their transcript by course repetition.

Calendar Schedule

- Session by session outline and assignment list

Campus Resources

- Disability Programs and Services
- Student Health Services
- Success Centers
- Veteran’s Resource Center

6. Moodle Classroom Shell

- All courses have a Moodle classroom shell. You must be certified before you can access the Moodle shell. Information regarding training options can be found on the Distance Education website training page (http://www.chaffey.edu/onlineed/Faculty/Training.shtml).

7. Facilitated Student Services for Instructor Referral

- Success Centers

The Success Centers can significantly impact your students’ overall college success. These centers offer tutorials, workshops, and computer access to assist students in their academic development and success. Discipline specific centers on the Rancho Campus are designed to help students with particular subject area courses and skills. Multidisciplinary Centers are located at all Chaffey sites and are set up to service students in all subject disciplines.

Math Success Center MATH-121 (909) 652-6452
Language Success Center BEB-101 (909) 652-6907
Multidisciplinary Success Center LIB-73 (909) 652-6932
Writing Success Center BEB-101 (909) 652-6820
Chino Success Center CHMB-145 (909) 652-8150
Fontana Success Center CCFC-107 (909) 652-7408
State regulations require an instructor/counselor referral for students who wish to participate in any Success Center activity. You may electronically refer all students simply by checking the “Required Tutoring Referral” box when accessing your section rosters via MyChaffeyVIEW.

✓ **Guiding Panthers to Success (GPS)**

These centers provide new and returning Chaffey college students with assistance in registration, unit load planning, how to use MyChaffeyView, developing an Abbreviated Education Plan (1 semester plan), and performing a degree audit to check progress on academic goals. Locations: Rancho VSS-111; Chino CHMB-240; Fontana FNFC-121

✓ **Honors Program**

Instructor referral is a means of recruitment for the Honors Program. If you identify a student as a candidate for this program (3.0 GPA in a minimum of 12 transferrable units) you can make a direct referral to the Honors office in Student Services Administration building (SSA-122) at (909) 652-6263, or identify the student on the Honors Nomination form that is distributed to all faculty at the end of each term.

✓ **Phi Theta Kappa (PTK)**

Phi Theta Kappa is the largest honor society in American higher education. The chapter’s mission is two-fold: 1) recognize and encourage the academic achievement of two-year college students and (2) provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming. Qualifications for membership include being currently enrolled at Chaffey College, have completed a minimum of 12 transferrable credit units at Chaffey College, and have an GPA of 3.5 or higher.

✓ **Disabled Programs and Services**

If a student identifies themselves as requiring assistance due to some physical or educational limitations, please refer them to the DPS office for assessment at (909) 652-6379. Students requiring DPS accommodations are identified to the instructor in ChaffeyVIEW via the DPS Accommodation Roster. Note that the identification of such students is considered strictly confidential. It is the student’s responsibility to notify DPS of all coursework that will require assistance. The DPS staff then facilitates communication with the instructor to provide said accommodations while meeting the instructor’s criteria.

✓ **EOPS and CARE**

Extended Opportunity Programs and Services (EOPS) is designed to ensure student retention and success through academic support and financial assistance for eligible students. Cooperative Agencies Resources for Education (CARE) is a program that serves a limited number of EOPS students who are single heads of household parents. It provides additional support services beyond those available through EOPS. Call 909-652-6349 for more information.

✓ **Student Health Services**

Student Health Services is dedicated to assisting students to achieve and maintain optimum physical, mental and emotional health. Currently enrolled students are eligible to utilize Student Health Services, which include counseling services. Videos are available on topics such as test-taking anxiety. Locations include Rancho in MACC-202 (652-6331) and Chino in CHMB-105 (652-8190).

✓ **Veteran Services**

The Veteran Services Office at Chaffey Community College serves as a liaison between veteran students, and the Department of Veteran Affairs. The office is equipped to assist veteran students with the appropriate forms to process claims for educational benefits. The office is also an information center to assist with any questions concerning veteran educational benefits or educational experiences at Chaffey Community College.
8. **E-mail and Voicemail**

Accessibility to modes of communication with the administrative staff and students is an integral part of your association with Chaffey College. The college provides both e-mail and voicemail to facilitate this communication. **Note that VOICEMAIL and EMAIL are connected** so it is imperative that both accounts are checked and cleared regularly. Otherwise your account will be blocked and you cannot receive or send any voice or email messages.

**Voicemail** – All part time instructors are provided a Chaffey voicemail number. At a minimum you should set you identification and greeting. If you choose not to use your voicemail for student communication, please leave a message in your greeting redirecting the student to an alternate means of communication.

<table>
<thead>
<tr>
<th>From an Off-Campus Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Dial your voice mail number: <strong>652-XXXX</strong></td>
</tr>
<tr>
<td>- Dial: <strong>/</strong></td>
</tr>
<tr>
<td>- Enter: <strong>last 4 digits of your VM number + #</strong></td>
</tr>
<tr>
<td>- Enter <strong>Password #</strong> (Your initial password is: <strong>123123</strong>)</td>
</tr>
<tr>
<td>- Press: <strong>Listen to Messages</strong></td>
</tr>
<tr>
<td>- 3 <strong>Send Message to Delete Folder</strong></td>
</tr>
<tr>
<td>- 3 <strong>Review Old Messages</strong></td>
</tr>
<tr>
<td>- 2 <strong>Deleted Messages</strong> (follow prompts to PERMANANTLY DELETE messages)</td>
</tr>
<tr>
<td>- 4 <strong>Set Up Options</strong></td>
</tr>
<tr>
<td>- 1 <strong>Greetings</strong> (standard, alternate, other)</td>
</tr>
<tr>
<td>- 3 <strong>Personal Settings</strong> (password, recorded name)</td>
</tr>
</tbody>
</table>

**E-Mail** – All part time instructors are provided a Chaffey e-mail account by submitting the appropriate form. Access your account via the web at [http://mail.chaffey.edu](http://mail.chaffey.edu). Your ID is **first.last@chaffey.edu** and the initial password is your 6-digit birth date. Your Chaffey email should be your sole email, however, you can forward it to a personal account from the web using the below steps.

- These instructions are specifically adapted for use with your email account **via the Web from a PC** (versus through Outlook or on a MAC)
- Go to [mail.chaffey.edu](http://mail.chaffey.edu)
- Log in to your account (first.last@chaffey.edu and your password)
- Click on **Contacts** (bottom left)
- Select **New** and create a new contact for your preferred email address
- Click on **Options** (top right under your name)
- Click on **Create an Inbox Rule**
- Click on **New**
- Under **“When the message arrive, and” select “it was received from”**
- Select the following names to receive all emails from the office staff: Cory Schwartz, Jenny Chavez, Karen Matejcek, and your designated coordinator (Tim Greene or Angela Sadowski)
- Under **“Do the following” select “redirect the message to”**
- Under My Contacts (left) click **Contacts** to view your personal contact list
- Select the preferred email address you added above
- Click **SAVE** (bottom right)
- Click on **“Save and Close”** at top left; then click on **“OK”**
9. **Miscellaneous**

- **Harassment Policy**
  Sexual Harassment and Non-Discrimination Training is offered during Flex and at various times throughout the year through Human Resources. Copies of the policies are given to all new hires and may be obtained from Human Resources.

- **Accidents and Injuries**
  Please contact Student Health Services at 909-652-6331 in the event of any accident or injury involving students on the Rancho, Chino or Fontana campuses. After 4:30 pm, contact campus police at 909-652-6911. For faculty or staff injuries, contact Company Nurse Injury Hotline at 888-375-0280. The Dean needs to be informed.

- **Keys**
  Room keys are ordered by the dean’s office and are available for pick up from Campus Police upon notification. Key replacements will cost from $10 to $50.

- **Desk Copies**
  It is the responsibility of the instructor to obtain desk copies directly from the publisher. *Please request to have desk copies mailed directly to your home address to avoid delivery delays on campus.* TEMPORARY desk copies can be obtained from the bookstore in emergency hire situations, but they must be replaced when you have obtained a permanent copy from the publisher.

- **In-State Field Trips**
  Broadly stated, Education Code exempts students from signing a District Liability Waiver (Form A) if a field trip is a REQUIRED part of class instruction. However, voluntary attendance field trips need Form A completed by all involved students and returned to your coordinator before the field trip can occur. If the field trip is part of the course, state it as required in your written class syllabus to reduce paperwork. All field trips, regardless of requirement, require submission of a Field Trip Authorization Request to the dean’s office.

  - **Guest Speakers**
    From time to time you may schedule a guest speaker to visit your class. Any guest that is brought on campus must complete a *Volunteer Services Agreement form.* The completed form should be returned to the SBS office staff as early as possible prior to the visit date. Obtain a guest parking permit from office staff (note guests cannot park in STAFF stalls)

- **Faculty Success Center**
  The Faculty Success Center is located in the ATL building at the south end of campus (see map on page 12). This provides a physical location for informal faculty collaboration and/or work space in addition to providing faculty with ongoing teaching and learning opportunities with a robust schedule of workshops and seminars. The hope is that as a result of instructors’ involvement with the FSC, they will be inspired to try new techniques, empowered to reach more students, energized in their passion for teaching, and engaged in learning and sharing with colleagues. Please explore this resource further at [http://www.chaffey.edu/profdev/FSC/index.html](http://www.chaffey.edu/profdev/FSC/index.html) for a full list of professional development opportunities.

- **Online Resources**
  **Chaffey Web Portal (my.chaffey.edu)**

  From the My Chaffey portal home page, faculty have access to the following applications from one location:
  - My ChaffeyVIEW;
  - CurricuNet; CurricuNet for PSR;
  - Outlook Web App;
  - Moodle

  There are also Faculty Quick Links to the following ChaffeyVIEW locations:
  - Grading
  - Class Rosters
  - Drop Roster (Census Drop)
  - My Class Schedule
Distance Education Moodle Request – online training available for enhanced, hybrid, or online teaching

Important Forms – scroll to the right of the calendar to find links to the following:

- Faculty Forms (including)
  - Grade Change Form
  - Flex Form
  - Print Shop Request
  - Turnitin Account Request
- Disciplinary & Behavioral Forms
- Faculty Evaluation Forms
- HR Forms

You will also find quick links to employee resources including:

- Leave Plan Summary
- Pay Advices
- W-2 Statement

Online Adjunct Orientation

An online orientation to Chaffey College is available to provide comprehensive training around common issues (both practical and pedagogical), and will significantly help you to navigate Chaffey College processes, culture, services, and expectations. This may also be used for flex credit during flex time or as in-lieu of flex credit if approved by the dean prior to flex.

Behavior Intervention Team (BIT)

BIT provides assistance and support to Chaffey personnel in assisting students in matters of behavior and conduct that do not rise to the level of behavior code violations and/or emergency situations. It is also helpful for faculty to report students of concern to BIT for information only so the team can make connections between incidents. There is an online reporting form through the BIT webpage at http://www.chaffey.edu/bit/. Otherwise, if you would like to speak to a member of BIT about situations involving assisting students in matters of behavior and conduct you are welcome to email us (without using the form) at ChaffeyBIT@gmail.com or contact any BIT member via phone (contact numbers are on the Members list of the webpage).

Chaffey College Faculty Senate Faculty Handbook

This document has additional information and is accessible online at http://www.chaffey.edu/fac-handbook/. Below are examples of subjects that are pertinent to instructional guidelines:

- EMERGENCY PROCEDURES (including Faculty Guidelines for Psychiatric Emergencies)
- FACULTY INFORMATION
  - Academic Calendar
  - Academic Behavioral/Integrity Code and Violation Form
  - Non Discrimination
  - Prohibition of Harassment
  - Student Behavior Code and Violation Form

Electronic Reserve (eRes)

Handouts can also be placed on eRes in the library. This service allows you to place your syllabus, handouts, sample exams or quizzes on reserve in the library. Students can then access these papers via the Chaffey College website. For more information on how to establish and manage your own eRes account, please contact Gina Hicks at gina.hicks@chaffey.edu.

Student Behavior Code and Grievance Procedures

Please refer to the Student Handbook. Academic and Behavior Codes and Violation forms can be obtained at http://www.chaffey.edu/fac-handbook/.
Turnitin.com
This is a resource available to all Chaffey instructors through the Distance Education office. Using this resource you can efficiently check students' work for improper citation or potential plagiarism. An account request is available under Faculty Forms in the Chaffey portal or through the Distance Education website at www.chaffey.edu/onlineed under Software & Services. Once the Distance Ed office receives the request, the faculty member will be emailed the account set up information.

10. Rancho Campus Map

SS-109: Cory Schwartz, Dean’s office, Social and Behavioral Sciences
G-130: Cory Schwartz, Dean’s office, Kinesiology, Nutrition, & Athletics
ATL-110: Faculty Success Center (http://www.chaffey.edu/profdev/FSC/index.html)