WHAT YOU REALLY NEED TO KNOW!

This Faculty How-To site is dedicated to being a “one stop shop” for information for the faculty member. This site will inform and empower your success.

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This section is a resource to support and enhance your teaching at SCC. It also informs you of opportunities to become more involved in the life of the SCC campus community.

Learn More >
Sacramento City College is an open-access, comprehensive community college, serving a diverse student population.

We provide a wide range of educational opportunities and support services leading to transfer, career advancement, basic skills development, degree and certificate attainment, and personal enrichment. Our commitment to continuous improvement through outcome-guided assessment, planning, and evaluation promotes student learning. Through these efforts, we contribute to the intellectual, cultural, and economic vitality of the community.

On this page:

- Campus Maps & Locations
- Faculty Statement of Professional Ethics
- Campus Mission, Vision & Core Values
- Who To Contact

CAMPUS MAPS & LOCATIONS

MAIN CAMPUS
- Driving Directions
- Maps

CENTERS
- Davis Center
- West Sacramento Center

CAMPUS MISSION, VISION & CORE VALUES

Take time to become familiar with the Sacramento City College Mission, Vision, and Statement of Core Values. These speak succinctly of who we are, of our institutional focus, and of our educational and cultural values. Revisit them often.

These key statements provide a context and can inspire your instructional efforts.

FACULTY STATEMENT OF PROFESSIONAL ETHICS

Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge,
recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end they devote their energies to developing and improving their scholarly and teaching competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

WHO TO CONTACT

Become acquainted with your division dean and administrative personnel as well as your department chair. They are prepared to answer any questions you may have and will help make your first semester as smooth as possible. The faculty/staff directory provides online access to information about personnel names, departments, office locations, and telephones. The Los Rios Community College District human resources website provides information on contracts, procedures, training opportunities, forms…

- Academic Divisions
- Department Chairs
- Faculty/Staff Directory
- LRCCD Human Resources (on-campus access only)

Next: New Hire Steps
NEW HIRE STEPS

The faculty new hire process starts when your dean offers you a position. You must wait for your formal offer from the dean before beginning the new hire process with Human Resources (HR).

On this page:

- Employment Processing
  - Fingerprinting
  - Documentation required
  - Orientation & processing

- After Orientation
  - Getting an email account
  - Getting a parking permit
  - Salary schedule placement

EMPLOYMENT PROCESSING

FULL-TIME FACULTY

Please contact your Division Office for details about your employment processing.

ADJUNCT FACULTY

Online access to information about the employment process for adjunct faculty can be found at the Los Rios Information for New Adjunct website.

STEP 1 – FINGERPRINTING

At the time the offer is given, you should receive a Fingerprint Packet. The Fingerprint Packet should include:

1. Request for Live Scan Service form.

2. Fingerprint Cost: A form authorizing our payroll department to withhold $32.00 from your first payroll warrant.

3. TB Clearance: A memo regarding our tuberculosis (TB) clearance requirement.

There are two options for fingerprinting: off-campus or on-campus.
BEING FINGERPRINTED OFF CAMPUS

Follow the instructions below if you are NOT having your prints taken at one of our campuses. View other locations that offer fingerprint Livescan services.

- You must use the Request for Live Scan Service form provided by Los Rios.
- Fingerprint clearances are sent electronically to H.R. You do not wait for the clearance.
- Pay whatever the fingerprinting vendor charges (usually this runs $50-$75).
- There is an additional $32 fee withheld from your first paycheck.
- You will need to bring one copy of the completed Live Scan form with you to your orientation appointment. Please do not give the H.R. copy to campus personnel.

BEING FINGERPRINTED ON CAMPUS

Follow the instructions below if you are going to one of our campuses. If you choose to have your prints taken on campus, PLEASE CALL 916-558-2365 for Live Scan availability BEFORE driving to the campus.

- Complete all sections on the Request for Live Scan Service form marked by an x.
- Both you and your hiring manager need to fill out the Los Rios Community College District College Police Fingerprint Scanning Authorization form.
- Follow the Instructions to Applicant section on the form.
- Go to Business Services to pay the fingerprinting fee ($15).
- Take that receipt to the SCC Police Department to get your prints done (call ahead to the PD to be sure someone is available to run the scan).
- There is an additional $32 fee withheld from your first paycheck.
- You will need to bring one copy of the completed Live Scan form with you to your orientation appointment. Please do not give the H.R. copy to campus personnel.

STEP 2 – DOCUMENTATION

Call your District Office Human Resources Specialist to set up an Orientation appointment. Please do not drop-in. New Hire orientations are conducted at the District Office Human Resources Office, located at 1919 Spanos Court, Sacramento, CA 95825, which is off of Howe Avenue between Northrop Ave. and Fair Oaks Blvd.

FIND YOUR HR SPECIALIST

Your specialist is determined by the first letter of your last name.

A – G – Maria Galvan – galvanm@losrios.edu or 916-568-3119
H – Pa – Hasmik Marjanyan – marjanh@losrios.edu or 916-568-3148
Pb – Z – Arcelia Montes – montesa@losrios.edu or 916-568-3172
When you call to schedule your appointment, you will be asked for some personal information (date of birth, name, address, social security number, etc.) In addition to your personal information you will also need to know the discipline that you are teaching and your date of hire.

PREPARING FOR YOUR APPOINTMENT

You will need to bring the following items with you to your appointment:

- Your completed Request for Live Scan Service form.

- Your Social Security Card. It is the practice of the District to request copies of Social Security Cards from new employees. We need to verify that we will be paying and issuing W-2 forms under the same name that is on your Social Security Card. Contact the Social Security Administration to request a replacement card if you have lost or misplaced your Social Security Card.

- Documents indicating that you have the right to work in the United States. Generally, most people use their Social Security Card and their Drivers License. Other items are acceptable; however, you will still need to provide us with your social security card, as noted above.

- You must complete the faculty application before meeting with a specialist.

- A voided check if you are interested in direct deposit.

- Emergency contact information: two names, phone numbers and addresses of your emergency contacts.

TRANSCRIPTS

You will also need to order official, sealed un-opened transcripts. Your transcripts will be due in HR no later than 60 days after your date of hire. The transcripts are required for two reasons:

1. To verify that you meet the minimum qualifications for the discipline that you are teaching.

2. To establish your salary placement. Your Class placement is based upon education. All adjunct faculty members start on Step 1.

You can request that your transcripts be sent to your home, and you can walk them in to HR; or, you can have them sent directly to your HR Specialist. If you choose to have your transcripts sent to your home, make sure that the envelope does not get opened! We cannot accept the transcripts if the envelope has been opened.

Because salary placement is based on degrees and units earned, you will want to order ALL of your transcripts (bachelors, masters, etc.). If you have a doctorate degree AND if the discipline that you are teaching is the same discipline as your doctorate degree, you will only need to order the doctorate. If the disciplines are different, then you will need to order all of your transcripts because according to the LRCFT contract, section 2.8.3.5.1, “Doctoral Degrees must be earned in a field directly related to the initial assignment.”

Degrees earned outside of the United States must be evaluated in the United States in order to be used.

TUBERCULOSIS CLEARANCE

You are also required to have a tuberculosis clearance and it is required within 15 days of your date of hire. We offer TB tests, free of charge, at our campus health centers. Please call the campus health center for their hours. You can go to your own physician if you chose. We do accept TB clearances from other school districts as long as they are less than four years old.
RETIRED NEW HIRES

If you have retired from the State Teachers’ Retirement System (STRS) you will be required to submit a Freedom from Disabling Disease form. The form must be mailed directly from your physician to your specialist before you start working. A physical is required for your physician to complete the form unless you have already had a physical no more than six months prior.

STEP 3 – ORIENTATION & PROCESSING

District Office HR orientation/employment processing, takes approximately one hour and is usually done as a group. Please let your specialist know, in advance, if you need special accommodations.

ARRIVE ON TIME

Los Rios HR schedules group appointments and cannot hold up an entire group or start over after they have already started the orientation. Therefore, if you are late, you will be rescheduled.

BRING YOUR PAPERWORK

The fingerprint paperwork and your documents that indicate that you have the right to work in the United States are crucial. Please do not forget them because we might have to reschedule your appointment if you don’t have the requested paperwork.

WHAT YOU WILL RECEIVE

You will receive a lot of information during your HR orientation, including:

FULL-TIME FACULTY

- Information on available medical and dental benefits.
- Information on Unemployment Insurance (UI) – your work is covered by unemployment; however, Los Rios employee’s do not pay into State Disability Insurance (SDI).
- How Class and Step placement works (for salary placement purposes) and where and when to pick up your payroll warrant or direct deposit “stub”.
- Information on the Los Rios College Federation of Teachers (LRCFT) – LRCFT is the union that represents the faculty employee’s at Los Rios. The collective bargaining agreement is on-line and you will be required to pay either union dues or agency fees.
- The option of enrolling in the State Teachers’

ADJUNCT FACULTY

- Information on available medical and dental benefits (you are not eligible until you have taught two of the last five semesters, excluding summer, among other requirements).
- Information on Unemployment Insurance (UI) – your work is covered by unemployment; however, Los Rios employee’s do not pay into State Disability Insurance (SDI).
- How Class and Step placement works (for salary placement purposes) and where and when to pick up your payroll warrant or direct deposit “stub”.
- Information on the Los Rios College Federation of Teachers (LRCFT) – LRCFT is the union that represents the faculty employee’s at Los Rios. The collective bargaining agreement is on-line and you will be required
You might be eligible to enroll in the Public Employees’ Retirement System (PERS), if you are already a member of their system.

The option of enrolling in the State Teachers’ Retirement System (STRS) or, you might be eligible to enroll in the Public Employees’ Retirement System (PERS), if you are already a member of their system.

## STEP 4 – AFTER ORIENTATION & PROCESSING

Congratulations and welcome to the Los Rios Community College District!

### SALARY SCHEDULE

#### FULL-TIME FACULTY

Information on the Class and Step Placement on the Salary Schedule can be found in the LRCFT contract, article 2.6. Information on what the Step placement credit excludes can be found in article 2.6.2.2.5.

#### ADJUNCT FACULTY

- Within a couple of months you will receive a letter from your District Office HR specialist indicating where you have been placed on the salary schedule. The letter will tell you from which educational facilities we have received official transcripts and will give you a detailed explanation of how you were placed.

- If you have been paid incorrectly and as long as your transcripts were received by the deadline date, you will automatically receive an adjustment for any monies in which you are due. Please notify your specialist immediately, in writing, if you find an error in your transcript evaluation.

- Please sign one copy of your letter and return it to your specialist by the requested due date.

### PAYROLL PERIODS

#### FULL-TIME FACULTY

Full-time faculty are paid on the last day of the month.

Payroll warrants for Employment Service Agreements (ESAs), and full-time overload are available on the 10th of the month following the month taught. If the 10th falls on a weekend or holiday, the warrant will be available on the last working day prior to the weekend or holiday. Warrant stubs for those who have electronic transfers are also available from the Business Office (RHN 173) anytime on the last working day of the month. A photo i.d. is required to pick-up warrants and warrant stubs through

#### ADJUNCT FACULTY

Payroll warrants for adjunct faculty, substitutes, Employment Service Agreements (ESAs), and full-time overload are available on the 10th of the month following the month taught. If the 10th falls on a weekend or holiday, the warrant will be available on the last working day prior to the weekend or holiday. Warrant stubs for those who have electronic transfers are also available from the Business Office (RHN 173) anytime on the last working day of the month. A photo i.d. is required to pick-up warrants and warrant stubs through
Office (RHN 173) anytime on the last working day of the month. A photo I.D. is required to pick-up warrants and warrant stubs through the Business Office. Pay stubs and tax information are also available to employees through the District Employee Self Service (ESS) website.

Next: Establishing Communications & Access
ESTABLISHING COMMUNICATIONS AND ACCESS

Complete these steps as soon as your Tentative Course Schedule (TCS) paperwork is processed, in order to open up the lines of communication with the Sacramento City College community and gain access to your classroom(s).

On this page:

- ID Number
- Mailbox
- Email Account
- Voicemail
- Parking Pass
- Keys
- Find Your Classroom/Check Keys
- Desire 2 Learn (D2L)
- Division & Department Meetings

□ ID NUMBER

When all new hire forms are completed, you will be given an ID number. You will use your ID number to access Employee Self Service, the College intranet (rosters, grades, Socrates), and Desire to Learn (D2L). This number will also be required to access any desktop computers or smart classrooms on campus.

□ MAILBOX

Faculty teaching on campus receive mail at division office mailbox locations. Faculty teaching at outreach centers will have a mailbox set up for them at that location. Instructor mailboxes are provided for college related material only and should be checked frequently.

□ EMAIL ACCOUNT

All Los Rios faculty are issued a Los Rios email account using either Outlook or Outlook Web Access (OWA). The
An email account is created once job data is processed by human resources. Log onto the Los Rios intranet portal and follow the instructions for your campus. You will not be able to log onto your class rosters until you have activated your e-mail account.

A Los Rios email account will be created for you once your Tentative Class Schedule (TCS) is finished processing. You will be notified when the email account is available. Please contact your District Office HR specialist, or the help desk if it has been two full weekdays after your orientation and you still do not have an e-mail address.

Log onto the Los Rios intranet portal and follow the instructions for your campus. You will not be able to log onto your class rosters until you have activated your e-mail account.

Email: Access and Management

The Telephone and Voice Mail – New User Setup Guide has detailed instructions on setting up and using your telephone and voicemail. You can access your voicemails via your Outlook email, rather than through your phone. They will come as email messages with audio files attached.

Adjuncts who wish to have a voicemail account should contact the Division Office with their request.

Additional information about Los Rios communications are at Unified Communications Portal.

Visit the Los Rios Police Department office in the SCC parking structure to pick up your SCC parking pass.

Staff parking passes are valid on any Los Rios Community College District property. Staff parking permits are valid in designated staff spaces (painted yellow). Disabled personnel are allowed to park in any vehicle parking space (student parking, staff parking, designated disabled parking spaces, timed parking spaces).
You will receive up to two stickers for two different vehicles. The parking passes are effective for two years. You will be notified via email when it is time to renew.

WHAT TO BRING:
- driver's license or other photo ID
- vehicle information (make, model, license plane number)
- proof of Los Rios Community College employment

□ KEYS

Make sure that you have any necessary keys. For assignments on the main campus, the division assistant will automatically request keys which can be picked up at Operations. If you are going to work off campus, teach in a smart class room, or are new to SCC, then it is strongly recommended that you visit the site before the beginning of the semester in order to get acquainted with your surroundings. Smart Rooms must be locked when not in use.

□ FIND YOUR CLASSROOM/CHECK KEYS

Take some time to locate your classroom(s) and check that your key(s) work. Your Division will provide classroom information. It also can be found on your roster sheets.

□ DESIRE 2 LEARN (D2L) LEARNING MANAGEMENT SYSTEM (LMS)

Contact the SCC Instructional Development office for assistance in setting up your student LMS in D2L, as well as your use of the Los Rios Google Apps system. D2L is where you can upload course content, create assignments, and manage grades. Further benefits to the student include a providing a calendar and acting as the communication tool across the semester.

□ DIVISION & DEPARTMENT MEETINGS

Check with your division office or supervisor for times and location of your division and/or department meetings. It is a good idea to go to all division and department meetings, especially at the beginning of the semester to get important information.

Next: Teaching Checklists
START OF SEMESTER – PREPARING TO TEACH

Concurrent with the steps related to employment processing and opening up lines of communication with the college, you should be preparing for instruction. This checklist can assist with the steps associated with this process.

On this page:

- Course Outline
- Communicating with Students
- Textbooks
- Student Information/Syllabus
- Rosters / Grades / Socrates (Intranet)
- Desire to Learn (D2L)
- Office Hours
- Flex/Professional Development Obligations
- Photocopying/Duplicating

COURSE OUTLINE

Get a course outline for each of the courses that you are going to teach. Course outlines are available through the Intranet at the district curriculum management system Socrates.

Check the dates of the final exam for each course that you are assigned. For specific times and dates, view the final exam schedules page.

COMMUNICATING WITH STUDENTS

If you haven’t already done so, now is an excellent time to contact your students through the online roster system to welcome them and provide them with information in preparation for the first day of class.

View a sample of a preterm letter for students.

TEXTBOOKS

Textbooks should be ordered online through the College Store website during these dates:

- October 1 - October 15 for Spring classes
You will receive an email telling you when the website is ready to receive your orders. It is important to order textbooks in a timely manner so the College is in compliance for posting textbooks to the class schedule. It also ensures that your students will have access to books at the start of the semester.

In addition to ordering the student textbooks, be sure to ask the publishing company for a teacher’s edition. You may order any book from the list of approved textbooks. This list will be sent to you prior to the online ordering window. If the book you wish to order is not on the list, contact the division assistant.

If this is your first semester teaching, check with the division clerk to see if textbooks have already been ordered for your class.

Textbook Adoption for Faculty – College Store

LIBRARY RESERVES

Many students depend upon textbooks on library reserves. If you have an extra copy of a textbook, or can get one from the publisher, please consider donating or lending it to library reserve. The SCC library can also purchase textbooks to be placed on reserve for your students.

Library Reserve

STUDENT INFORMATION

SYLLABUS

The syllabus is a detailed “roadmap” for the instructional activities that are part of a course. Faculty are not required to give out a Student Information Sheet in addition to a syllabus if the latter already includes all necessary information (see Required Information). Other information and materials may be included in a course syllabus, such as an instructor's teaching philosophy, copies of articles for class reading, study guides, and vocabulary lists, as well as a course schedule, detailed descriptions of assignments, and homework assignments.

Your syllabus must include a list of Student Learning Outcomes (SLOs), and they must match the SLOs listed under “Learning Outcomes and Objectives” in SOCRATES.

STUDENT INFORMATION SHEET

The Student Information Sheet is a brief overview of key information (ex., requirements, rules, exam dates) about a course. Every instructor is required to give a copy of the Student Information Sheet to each student in his/her class and to the dean.

Additional guidance about Student Information Sheets and Syllabi are available in the Faculty Handbook. Check with your division assistant for copies of sample syllabi or guidelines.

DOWNLOADS

- Syllabus Checklist [PDF]
- Faculty Handbook: Student Information Sheet and/or Syllabus [PDF]
ROSTERS / GRADERS / SOCRATES (INTRANET)

Intranet/Online College Services, most commonly referred to as simply the Intranet or Socrates, is a web application that supports processes and communication within the Los Rios Community College District. It consists of a collection of services accessible with a single user login and password.

Particular services include:

- roster presentation
- grade submission
- curriculum development
- administrative reports
- faculty web page generation

For detailed instructions please go to: Intranet. Click on About to get a general overview of the system. You may also access Instructions on the same site.

Faculty will be able to create an intranet account to access class rosters as soon as they have been assigned a Los Rios email account.

DESIRE TO LEARN (D2L) LEARNING MANAGEMENT SYSTEM (LMS)

Contact the SCC Instructional Development office for assistance in setting up your student LMS and use of the Los Rios Google Apps system. This is where you can upload course content, create assignments, and manage grades. Further benefits to the student include a calendar and can act as the communication tool across the semester.

OFFICE HOURS

FULL-TIME FACULTY

Full-time faculty are expected to hold five (5) office hours per week over the course of the fall and spring semesters. Within the compressed academic year, the total office hours must account for eleven (11) hours that would not occur if only one (1) office hour was scheduled for each day of the academic year.

Information on office hours should be include in

ADJUNCT FACULTY

Adjunct instructors are eligible to be compensated for office hours.

Adjunct faculty who teach a minimum of .20 load may be eligible for compensation for an office hour during the fall and spring semesters. Nine hours are required for .2; 18 hours for .4. Payment will occur at the completion of the semester.
If you teach at more than one college in the district, you may be eligible for compensation at each college. Adjunct faculty members must submit an office hour interest form/and a copy of his/her course information sheet which includes the scheduled office hours to their division office by the end of the first week of scheduled classes each semester in order to receive payment.

FLEX/PROFESSIONAL DEVELOPMENT OBLIGATIONS

All full-time and many adjunct faculty have a Flex obligation. Your Flex obligation is the total number of hours you must spend participating in professional development activities. Your tentative Course Schedule (TCS) states your Flex obligation.

EVENTS

SCC Faculty & Staff Calendar

RESOURCES

SCC Professional Development Database

Flex Obligation Attendance Form (PDF)

Flex Facts

KEEP UPDATED

Weekly Update blog: flex/professional development news, resources, and opportunities edited by the Staff Resource Center (updated every Monday).

FULL-TIME FACULTY

You have a minimum obligation of six hours per Flex Day, for a total of 12 hours. If you teach an overload class held on the same day as a Flex Day, you have an additional Flex obligation equaling the total number of hours you would have taught. Your Flex obligation must be completed within the academic year, July 1 to June 30.

ADJUNCT FACULTY

Under legislation AB1725, a number of days in the instructional calendar are set aside for professional development activities (flex). Usually, Flex Days are scheduled at the beginning of each semester. They include one or more days of workshops and one day of convocation and division/department gatherings. Division and Department meetings throughout the regular semester count towards college service and not flex.

Many adjunct faculty have a Flex obligation. Flex obligation is the total number of hours faculty
must spend participating in professional development activities. For adjunct faculty members, their Tentative Class Schedule (TCS) states their Flex obligation, which is based on teaching contact hours on Thursdays. Faculty can contact their division office for questions about documentation.

PHOTOCOPYING/DUPLICATING

PHOTOCOPY DUPLICATING

Visit your division office to find information about their photocopying policy and capacity.

SYLLABUS PRINTING

Syllabus printing requests should be sent directly to the College Store for processing, packaging, and preparation for purchase. Syllabus request forms are available at the College Store and/or Division Offices.

BULK DUPLICATING

For bulk duplicating visit Duplicating Services of the Reprographics department. Reprographics Duplicating Services is located on the main SCC campus in the Reprographics Building at 916-558-2458.

- Requests for duplication may be submitted online or via a Job Request Form from either Duplicating or Division Offices. A budget code and dean’s signature are required for specially funded programs (e.g., student organizations, sports camps, etc.). Duplicating Services also fills Supply Form Requests online.

- Duplicating Services houses the campus mail room. To request mail be distributed on campus (e.g., a flier publicizing an event), faculty should request the campus distribution list for the total number of administrators, faculty, and staff by division and/or area and follow the written instructions on the distribution list. Mailroom personnel will not distribute fliers, brochures, or anything else that is not properly bundled according to the written instructions on the distribution list. The distribution of mail used for personal gain is prohibited.

- Duplicating Services does not sort bulk mail. For mass mailings to the community, individual departments, divisions, or programs may contract with outside vendors. The college has a non-profit organization bulk permit number that may be used and/or printed directly on the publication, but prior permission must be obtained from Administrative Services. The cost of mailing and date of distribution must also be reported to Duplicating Services to ensure adequate funds are available in the account. Areas are expected to cover the costs for specialized mailings.

DUPLICATION OF COPYRIGHTED MATERIALS

The policies and regulations governing the development and copyright of materials are fully outlined under section 8333 of the Los Rios Policy/Regulation manual located on the Los Rios Web site. However, the following excerpt might be most useful:

COPYRIGHT PROTECTION GUIDELINES
Single copies may be made of printed materials for purposes of criticism, comment, teaching, scholarship, or research as follows:

- a chapter of a book
- an article from a periodical or a newspaper
- a short story, a short essay, or a short poem
- a chart, a graph, a diagram, a drawing, a cartoon or a picture from a book, a periodical, or a newspaper
- a single copy of an entire performable unit of music that is confirmed by the copyright to be out of print or that is unavailable except in a larger work, when made for academic purpose other than performance and solely for the teacher’s research or class preparation.

Multiple copies, not to exceed one copy per student, may be made for or by a faculty member for classroom use, provided that:

- Each copy carries the copyright notice.
- The copying is not used to substitute for the purchase of printed materials.
- The copying is not used to create or substitute for anthologies or other collective works.
- The copying is not from works described as “consumable” such as workbooks, standardized tests, test booklets, answer sheets, etc.
- The copying meets the tests for brevity, spontaneity, and cumulative effect.

In addition, the SCC Library website has additional information on copyright.

PAPERLESS/DIGITAL HANDOUTS

If you are interested in going paperless and providing handouts via D2L, Google Docs, or another online format please visit the Instructional Development department. For more information on electron portfolios in Google Doc please contact the Staff Resource Center online or at x-2176.

Next: During the Semester
DURING THE SEMESTER

Things to be aware of during the semester.

On this page:

- Class Rosters
- Adding Students to Class
- Faculty Attendance/Punctuality
- Absence Policies and Dropping Students
- Record Keeping and Attendance
- Financial Aid Information for Faculty
- Library Instruction
- Grading
- Early Assistance
- Incompletes
- Change of Grade
- Academic Calendar and Critical Dates
- Special Classroom Considerations

CLASS ROSTERS

Instructors are responsible for checking their class rosters for accuracy throughout the semesters. Class Rosters are available by accessing the Faculty/Staff page of the SCC Web site under Intranet/Roster/Grading HERE. If your roster is inaccurate, send an email to the Kim Goff, Admissions and Records supervisor: GoffK@scc.losrios.edu.

AUDITING

Auditing is not permitted. A student may not remain in class if his/her name does not appear on the on-line class roster or does not have a copy of their class schedule that includes the class. Students whose names are not listed on the class roster should be sent to the Registration/Financial Aid Lab (B153) or Admissions & Records for proper enrollment processing. Graded work should not be returned to students not officially enrolled in a course.

CENSUS DATE

Monitoring of class rosters throughout the semester is critical since failure of faculty to drop non-attending students may result in a liability for the college if the student is receiving financial aid. On the census date, faculty should verify that all students listed on their roster are “actively” enrolled. Students who are not attending on the census date must be dropped from the class. If students are dropped in error, faculty may contact Admissions & Records to have the student re-instated. You can find the census dates for fall and spring semesters on the Academic Calendar.
FINAL GRADES

In addition, rosters must be accurate at the time final grades are submitted.

D2L

For faculty who maintain course materials on D2L, both the D2L and the official rosters (found on the Intranet) must be reconciled.

ADDING STUDENTS TO CLASS (ADDITIONS/LATE REGISTRATION/WAIT LISTS)

Each class has been assigned a maximum number of students by the division based on classroom seating capacity and academic and equipment factors. During the first week of the semester, students may enroll into full-semester classes that are less than 90% full, without the faculty member’s permission. Beginning the second week, a class permission number is required to add the course. A student may not add a semester length course after the first ten days of the semester. Students may add classes after the last specified date of enrollment only due to extenuating circumstances. Proper forms can be obtained from the division office.

Students may add to a closed class only with the instructor’s permission and a permission number issued by the instructor. Faculty with closed classes may add students at their discretion based on room capacity and instructional considerations. Students shall be enrolled first by waitlist order. Once the waitlist has been exhausted, faculty may add additional students through an equitable method of their choice (random selection, order of class sign in, etc.). A student is not officially enrolled in class until the faculty has processed the add by providing the student with a permission number and the student has registered for the course. It is important to add no more students than is instructionally appropriate or the room can safely accommodate.

FACULTY ATTENDANCE/PUNCTUALITY

Instructors are expected to start class on time, provide the required 10 minute break in the middle of class if class exceeds 90 minutes, and keep students to end of designated class time.

FACULTY ATTENDANCE, SUBSTITUTES, AND GUEST SPEAKERS

Faculty members are expected to meet with their assigned classes on each day of the academic semester. If an instructor cannot meet his/her assigned class due to illness, an emergency or other circumstance, the instructor must call the division office and/or center office as soon as possible. His/her class can then be notified as to the instructor’s absence. Faculty are also strongly encouraged to notify their students directly when they are cancelling class via their Online Rosters or D2L. Failure to notify the division dean of an absence may result in loss of pay.

Furthermore, faculty may not arrange for guest speakers, or others to assume responsibility for their classes without first obtaining approval from their division dean as District guidelines for assigning substitutes must be followed. Faculty should not arrange for their own substitutes unless they have authorized to do so by their deans. All substitutes must be (a) in the Faculty Service Area (FSA) of the class for which they are substituting, (b) on the district’s approved list, and (c) processed by the district office before they can be hired and paid.
ABSENCE POLICIES AND DROPPING STUDENTS

A student may also be dropped from a class at any time during the semester for excessive absences, which are defined as 6% of the total hours of class time. Instructors should use the same procedures as above to drop students for excessive absence. Absence policies to be enforced in a course must be included in the Syllabus/Student Information Sheet.

A faculty member in an instructional area (especially career technical areas) may establish a policy that is more restrictive than the college policy when required by outside accrediting and/or licensing agency. When faculty members utilize either the college absence policy or their own policy, they must provide the policy to students in the Syllabus/Student Information Sheet.

Faculty members are encouraged to use discretion in excusing student absences. For example, documented illness and official college field trips could be considered as valid reasons for students to be excused from class and granted an opportunity to make up the work missed. In any case, any instructor drops should be consistent with the policy outlined in the course Syllabus/Student Information Sheet.

It is the responsibility of the student to drop the class to ensure that he/she is officially dropped by the drop deadline and will not receive a grade penalty for the course. However, faculty are responsible for ensuring the accuracy of their class rosters.

RECORD KEEPING AND ATTENDANCE

Record keeping is an important faculty responsibility. It is required that accurate and complete student grade records be kept for a period of three years. Attendance records are only required for positive attendance classes. In these classes, attendance records should also be kept for three years.

Keeping attendance records is recommended for the following reasons:

- attendance records are important if it becomes necessary to drop a student for non-attendance—in the event of an audit, faculty members must be able to provide the attendance records for each student dropped because of poor attendance
- faculty members must indicate the “last date of attendance” when issuing an unsatisfactory grade to students

LIBRARY INSTRUCTION

If your students have writing assignments or research projects, it’s crucial that they obtain library instruction to get prepared for the assignments. The SCC library offers three options of library instruction:

1. Course-integrated library instruction sessions are customized to your students’ needs and your course objectives. Requests for library sessions should be made at least two weeks in advance. Instructors attend these hands-on sessions with their classes during the regular class meeting time. More information

2. Face-to-face Workshops introduce students to library resources and research skills. Students come to these
sessions on their own time. Consider offering your students extra credit for attending the workshops. Contact Karen Tercho if you have any questions. Workshop schedule

3. PILOT is an online tutorial that teaches information literacy and library research skills. You can assign the tutorial to students as a regular class assignment or an extra-credit activity. More information

FINANCIAL AID INFORMATION FOR FACULTY

Students receiving financial aid should be held to the same standard as all other students. Managing class enrollment and dropping students for non-attendance on a regular basis helps ensure that students are not receiving financial aid when they are no longer attending. The end of semester grading process requires instructors to report the last date of attendance for a student receiving an “F” grade.

It is important that instructors enter the accurate date of last attendance. Entering an inaccurate date may have negative consequences for both the student and the institution. For more information, faculty should contact the Financial Aid Supervisor.

GRADING

Training is available on how to use Excel spreadsheets and/or D2L for grade record keeping. The information in the grade records is essential to document the process used to establish final grades for students. Faculty should take care that the information in the grade records reflects the grading criteria established in their student information sheets. Grade records should be maintained for three years. For more information, see the Faculty Handbook.

Final grades are posted through the Online Grading System (OGS) via the Los Rios Intranet. Instructions on using the OGS are available on the Intranet website.

Faculty should not post grades in public spaces, such as outside classrooms or offices, or on course websites using students’ names, student ID numbers, or social security numbers. If faculty choose to post grades, they should use a code or predetermined ID that cannot be utilized to identify specific students. Faculty members are required by Board policy and regulation (P-7252, R-7252 §8.1) to provide a mid term grade to students.

EARLY ASSISTANCE

SCC has a system in place for faculty to identify students who are having issues affecting their academic progress and refer them for assistance to address either personal concerns or academic concerns.

INCOMPLETES

An incomplete grade (I) may be assigned by the instructor when, in the judgment of the instructor, the student is unable to complete the requirements of a course because of unforeseeable emergency at the end of the semester. Examples of such emergencies include physical or mental illness, death in the immediate family, or
employment changes. Generally, a student should have completed at least two thirds of the coursework with a passing grade and be attending regularly up until the point the incomplete is requested; it is also expected that the student initiate the process and ask for the incomplete grade on or before the last class meeting. The decision to grant an incomplete is always the instructor’s.

To receive credit for the course, the student must finish the incomplete work no later than one year from the end of the semester in which it was assigned. The instructor may, as an option, require the work be finished at the end of the next regular semester rather than one full year if the instructor believes this is in the student’s interest. When selecting to issue an “Incomplete,” the instructor must also select the default grade that will be posted if the student’s work is not completed within the identified time period.

The “Incomplete” grade change is the only grade change that can be processed through the Online Grading System (OGS). A final grade will be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has elapsed. A student may petition for a time extension due to unusual circumstances. A student may not re-enroll in a course for the purpose of completing an incomplete.

CHANGE OF GRADE

Only the faculty member can submit a grade change for his/her students. The two most common reasons for changing grades are removal of an incomplete and an error in computing or reporting the original grade. In order to accomplish the change, the faculty member must fill out the appropriate grade change form in the Admissions and Records Office or in your Division Office.

For more information regarding grading, please refer to the college Catalog, Title V Regulations, and the Admissions and Records Office.

ACADEMIC CALENDAR AND CRITICAL DATES

All district-wide significant academic dates and deadlines are published on the Los Rios Community College website. These include both beginning and ending dates for instruction, holidays and breaks, end of drop period, and the semester Finals schedule, among many others.

These important dates can also be viewed on the Academic Calendar or you can download SCC critical dates.

SPECIAL CLASSROOM CONSIDERATIONS

DSP&S STUDENTS

The Disabled Students Programs and Services (DSP&S) is a comprehensive disabled student services program, committed to assisting students by providing physical access and appropriate support services for students with verified disabilities so they can fully participate in college. Information for faculty working with students with disabilities can be found HERE.

If you have additional questions or concerns, contact DSP&S located in Temporary 8, T08, 558-2781
CRISIS INTERVENTION AND STUDENT DISCIPLINE

SCC has processes in place to support faculty and staff in cases in which students do not adhere to the LRCCD Standards of Conduct. These processes are documented in the Faculty Handbook and on the college website [HERE](#).

The Incident Report form is available to document student discipline issues [HERE](#).

It can be completed online and emailed to the discipline intake officer and dean/supervisor. Situations involving threats can be referred to campus police at 558-2221.

LOS RIOS ALERT

The Los Rios Community College District has an emergency alert messaging system called Los Rios Alert. Once signed up, this system will notify you of any emergency situation on campus by sending a text message to your cell phone. Sign up (on campus access only) through the Employee Self Service page on the Los Rios website [HERE](#).

ERNI (EMERGENCY RESPONSE NOTIFICATION ICON)

You will see an ERNI icon on each campus desktop computer. If you double-click the ERNI Icon, College Police will respond. This emergency system was created to deal with situations in which you cannot safely call Campus Police at x2221.

Here are some tips to be sure you can access police help when you need it (and only when you need it):

- Be careful when attempting to move the ERNI Icon.
- If you double-clicked the ERNI Icon in error, immediately call x2221, press “0”, and inform the dispatcher that you activated the ERNI Icon in error.
- If you do not see the ERNI icon on your desktop, please save your work and reboot the computer.
- If the icon still is not there after you log back into your computer, please call Computer Services helpline at x2222 or email: scchelpline@scc.losrios.edu for assistance.
- This is a live emergency alert program, please DO NOT double click on the Icon unless you need LRPD Assistance.
- Please make sure the name of your computer matches the building and room number you are in. For example: B130-80411R4AGX computer is in Business building, Room 130.

Next: End of Semester
END OF SEMESTER

Things to be aware of near and at the semester.

On this page:

- Final Exam Schedule
- Turn in Grades
- Turn in Keys

FINAL EXAM SCHEDULE

For final exam schedules for fall, spring, and summer semesters please visit the Instructional Services website’s Final Exam Schedule page.

TURN IN GRADES

STEP: #1 LOG FINAL GRADES

Grades must be turned in electronically to the Admissions and Records Office shortly after the end of instruction for classes. Please be prepared for a short turnaround time between the end of the term and the due date for grades. You will find the specific deadline on the academic calendar/deadlines in the Schedule of Classes. If you have questions about the due date or entering grades, contact Admissions and Records at (916) 558-2351. Click HERE on how to enter your final grades in the Online Roster/Grading system.

STEP #2: UPLOAD FINAL GRADE ROSTER AND ATTENDANCE

Your grade rosters and attendance must also be submitted to Admissions & Records.

TURN IN KEYS

FULL-TIME FACULTY

There is no need to turn in your keys at the end of the semester unless your employment is terminated.

ADJUNCT FACULTY

At the end of the spring and summer sessions, you must turn in your keys to the Operations office, unless you know you will be using them.
If you are teaching a spring course following a fall teaching assignment, it is likely you will not be required to turn in your keys during the Winter Break. Check with your Division for more information.
SACRAMENTO CITY COLLEGE

EMAIL: ACCESS AND MANAGEMENT

OVERVIEW

Official Microsoft Information about Outlook Web Access 2010
Video: Introduction to Outlook Web Access 2010
Benefits of Using Cached Mode to connect to an Exchange Server
What clients can I use to connect to the Exchange 2010 Servers

POLICIES

What limits are set, by policy, on my email box?

HOW TO

Solve the “mailbox is full” issue
Open a Shared Mailbox (including voicemail) in Outlook Web Access 2010
Remotely wipe a lost device

How to Turn off Conversation View in Outlook 2010
How to Turn off Conversation View in Outlook Web Access 2010
How can the manager of a distribution list modify the membership of that list

CONNECT USING

MOBILE DEVICES

Connect to Exchange 2010 with an iOS 6 device (iPhone/iPad/iPod Touch)
Connect to Exchange 2010 with an iOS 7 device (iPhone/iPad/iPod Touch)
Connect to Exchange 2010 with an Android Phone
Connect to Exchange 2010 with a Windows Mobile Phone

NON-MOBILE

Connect to Exchange 2010 with Mac OS X Mail
Setup the Outlook 2010 client from home
Setup the Outlook 2013 client from home
Connect to Exchange 2010 with Outlook 2011 for Mac
Sacramento City College offers many resources to enhance and support your teaching. In addition, there are many opportunities for you to become more involved in the life of the campus community.

On this page:

- Academic Senate
- Academic Support Services
- Benefits
- Computer and IT Support
- Department Chairs
- District & college policies and regulations
- Evening Administrator
- Faculty Handbook
- Faculty Mentors
- Faculty/Staff website
- Governance
- Jobs at Los Rios CCD
- Library/Learning Resource Center
- LRCFT Contract
- Media Requests
- Planning and Resource Allocation
- Police/Campus Security
- Public Information Office
- Research and College Data
- Student Services

ACADEMIC SENATE

The Academic Senate is the organization on campus that represents faculty in the formation of policy in “Academic and Professional Matters.” The Senate facilitates communication among the faculty, the college and district administration, the students,

ACADEMIC SUPPORT SERVICES

SCC has a number of academic support services for students including: tutoring, writing center, services for students with disabilities, and computer labs.

BENEFITS

Adjunct faculty have access to benefits as employees of LRCCD.
and the Board of Trustees. The Senate strives to promote the development and maintenance of teaching excellence within the framework of academic freedom, professional responsibility, and ethics. (Title 5 §53200). Adjunct faculty may hold seats in the Academic Senate.

**COMPUTER AND IT SUPPORT**

The computer help desk is your primary contact for computer related problems. The telephone number is x2222 (on campus) and **916-558-2222** (off campus). The help desk can also be contacted by email.

**Information Technology**

provides technology coordination and support for the campus including computer technical support for both the academic and administrative areas of the campus, technical support of Distance Education and Online Instruction, support for the campus network infrastructure including both wired and wireless networks, and support and training for the campus e-mail system and web support, and printer support.

The Instructional Technology office provides consultation for Desire2Learn, Google Apps, and other academic technologies through drop-in lab appointments, workshops, and peer-driven learning communities. Self-paced, online learning is also
In the event that you are working after 5:00 PM MTWTH, an evening administrator is available until 8:00 PM for the first week of each semester.

**Evening Administrators Schedule**

**FACULTY/STAFF WEBSITE**

The faculty/staff website has information on college processes, instructional and institutional support, technology support, and professional development. There are direct links to college webpage used routinely by faculty, including the academic calendar and final exam schedule. There is a calendar for faculty/staff events including all training activities and a database of forms, handbooks, and schedules used by faculty and staff.

**GOVERNANCE**

Adjunct faculty are invited to participate in the shared governance functions at Sacramento City College, including participation in standing committees and Academic Senate as well as participation in accreditation activities.

**Shared Governance**

**LIBRARY/LEARNING RESOURCE CENTER**

The Library Faculty Services page is a highly informative site for both the student and instructor. It provides hours of operation and a Library telephone directory. It explains the Faculty Services such as placing an item on reserve for students, removing an item from reserve, and utilizing the library for class instruction.

**LRCFT CONTRACT**

The collective bargaining agreement between the Los Rios Community College District and the Los Rios College Federation of Teachers articulates the rights and responsibilities of faculty in the District. The LRCFT Contract covers areas such as salaries, workload, and types of leaves and is applicable to both full-time and adjunct faculty. This agreement is re-negotiated every three years.

**MEDIA REQUESTS**

Audiovisual provides on call troubleshooting and general assistance with classroom technology to the campus community and to both Outreach Centers.

**PLANNING AND RESOURCE ALLOCATION**

The planning website provides

**POLICE/CAMPUS SECURITY**

The number for the Campus Police is 558-2221. On campus

**PUBLIC INFORMATION OFFICE**

The Public Relations Office is
information about unit plans, college-wide plans, and resource allocation. Adjunct faculty are encouraged to provide input to college planning processes.

You may dial 2221. Please remember this number. If you are in a situation where you feel you need security, call the Campus Police. They may, in turn, call in the Sacramento City Police. If there is an emergency due to an accident or injury and you dial 911, they will not know your exact location on campus, so be sure to notify campus police so they can provide direction to the emergency responders.

RESEARCH AND COLLEGE DATA

The PRIE Research website has information about the college and student characteristics and achievement. In addition if you need to find or develop some data about a program or group the PRIE staff can assist.

STUDENT SERVICES

Become familiar with the opportunities and programs that the campus provides students. Visit the Current Students. Discover the robust offerings available: Counseling services, Financial Aid, Health Center, DSP&S, and Tutoring and Computer Labs are just a few of the valuable programs available to assist with SCC student success.

The division office provides a “Community Resources” booklet with sections on community resources available to our students who need help with housing, health issues, child care, food, drug and alcohol dependency, legal assistance, education and employment training, children’s and youth services, and veteran’s services. Copies of the booklet are available from the CalWorks office (558-2331) for distribution to your students.