



FACULTY HANDBOOK

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1. INTRODUCTION

This handbook is a tool to assist both contract and adjunct faculty as they navigate through the Merritt College system. The goal is for you to get the answers to frequently asked questions. After you read through it, your comments, recommendations and suggestions are welcome and appreciated. Modifications and revisions will be made based on the feedback I get from you.

2. BUDGET AND SUPPLIES

The supply budget is officially allocated at the beginning of the fall semester. It is always best if supplies are ordered the semester BEFORE they are needed as it takes several weeks to several months to receive classroom materials. Our intention is to be one semester to one year ahead in equipment/supplies. Please note what supplies you need for your class(es) and submit them to the department chair as early as possible so that the requisition can then be submitted to the division secretary. Include all the pertinent information required to fill out a purchase order. This information includes: the name of the supplier or vendor, supplies needed including item number as applicable, costs including taxes and shipping, delivery charges if applicable etc. All suppliers must be vendors with Peralta. If not, a completed vendor application must be submitted. The division secretary has these in the office.

If you are teaching both fall and spring semesters, it would be advantageous to order supplies for both semesters at the same time to avoid the possible weeks/months it may take to receive supplies ordered through purchase orders. Some office supplies may be ordered through a new system call, "Just in Time" which guarantees delivery of supplies within 24 hours. If you have any questions concerning the budget or supplies please contact your Department Chair.

3. CALENDAR AND FINALS

You should receive an academic calendar that lists the pertinent dates during the semester. Calendars should also be posted in the office, on the office door and/or in various locations around your department. Please make note on your syllabi of any holidays, professional days etc.

Finals week is indicated on the calendar and class finals should be held as shown. Special arrangements can be made for early finals if absolutely necessary. However, a **class meeting MUST be held on the date regularly scheduled for the final**. This is due to the fact that your compensation includes finals week, so you must hold a final meeting.

4. CLASS FILES AND OTHER INFORMATION

For every class that we offer a set of CLASS FILES is essential. Class files contain pertinent information for that class. These files are stored for your use. We want to have your syllabus, notes, miscellaneous handouts, exams, articles etc. **Please leave a set of handouts, particularly lab and field trip schedules, with department chairs every semester. Department chairs submit them to the division secretary.** Students often ask questions of us regarding your handouts. Complete sets assist administration in answering student queries! Additionally, our goal is to post class syllabi and course outlines on the department web page.



5. CLASSROOMS

PLEASE help us keep the classrooms in good order. If you allow students to eat and drink in the classrooms, you must be responsible for cleaning the room when you leave. **YOU** are responsible for your students and the classroom; please keep in mind that other instructors use the same space. **PLEASE** re-orient the tables/chairs if reconfigured and erase the chalk/dry erase boards as needed.

6. COPY SERVICES

If you need copies for your class you **MUST** either take them over to Production (Q-105, hours are posted on the door) and they will quick copy up to 200 copies while you wait, at no cost to our department **or** you may email them to production at Merritt-Production@peralta.edu. If more copies are needed Production can advise the turn around time for availability. The cost center copy code for Division I is 653 and for Division II is 652.

7. FACULTY ADVISING

It is very important for all of us to know what's going on in your department. Our students come to us for advice and guidance regarding their future and classes taught in the department. We all need to be familiar with what courses are being taught and when courses are scheduled to be taught as well as the general schedule and certificate requirements. If you do not have a current Merritt College catalog see the division secretary or the office of instruction so you can obtain a copy.

8. STUDENT LEARNING OUTCOMES

Some course titles and brief descriptions do not sufficiently inform the student as to the course content or what they will know once the class is over. **ALL** classes will be required to have Student Learning Outcomes listed on the course syllabus.

9. COURSE OUTLINES AND SCHEDULES

All course outlines must be updated every 5 years. Because of the time it takes to complete course outlines, get them approved by the Curriculum Committee and the division dean and get them into the new catalogs and brochures, preparation must begin two semesters in advance. If you are considering a **NEW** class, please see the department chair ASAP. He/She will assist you in filling out a Course Outline in the format requested by the administration. Any changes that are received beyond the deadlines will result in at least a semester's delay in implementation. Please check with your department chair, division dean or the curriculum committee chair for deadlines.

10. CUSTODIAL SERVICES

We have limited custodial assistance (emptying waste receptacles is the primary objective); therefore, please encourage your students to pick up after themselves and to recycle their paper, cans and bottles. **It is your responsibility to clean up after your class if they do not.**

If you notice that the bathrooms are out of paper towels, soap, etc., send an email to FSmith@peralta.edu or to KJebali@peralta.edu for the custodian. Also, when lights/bulbs are out or if you encounter other facilities issues please submit a work order to the business office (Q-200).



12. STUDENT EVALUATIONS

Near the end of the course or somewhere in the middle of the semester, your class may be asked for feedback about the course. Generally it will be regarding class content, pace, organization and suggestions. Evaluations are helpful to both the instructor and the department and aid in supporting students by acknowledging that we are open to their suggestions and are listening to their concerns. Some students require anonymity in order to be candid. Please respect this by allowing students to submit them unsigned in an envelop.

If you would like to regularly monitor the class, there are several short forms/ questionnaires available.

One example is called the **One - Minute Paper** and it simply asks:

- 1) What was the most relevant point that was discussed in today's lecture?
- 2) What questions still remain?"

13. FACILITIES

Please do your part to keep classrooms, bathrooms, and the campus grounds clean! Pick up paper when you see it. If you need to report anything which is broken or in need of repair, a service request needs to be filled out. Examples of this include doors or locks which do not work, outlets which are broken, lights which need replacement, heating/cooling switches which do not work properly, etc. The "request for service" form is attached.

14. FACULTY BULLETIN BOARD

All departments should have a faculty bulletin board conveniently located in a central location. You could post important information such as:

- Academic calendar
- Special events
- Finals schedule
- Details regarding late start classes
- Pictures of faculty members
- Department chair hours
- Professional development activities
- Department meeting schedule

15. CONTRACT EDUCATION CLASS INFORMATION

Contact your division dean if you have an idea about for contract education.

16. SYLLABUS

Course syllabus should be distributed to students the first meeting of class and a copy given to the department chair during the second week of classes. Syllabi include instructor contact information such as: office hours, room number, email address and phone number.

The syllabi also include:

- A course description and assignments.
- Student learning outcomes.
- Grading policy and attendance policy.
- Class participation points.



- A calendar for assignments, field trips, non-instruction dates when applicable, exams, and the like.
- Other resources or support services (as applicable).
- Course expectations should be clearly defined for students, especially disruptive student policy and policy on cheating and plagiarism. For example, what will happen to the student if he/she is caught cheating on an exam?
- Attendance policy should be clearly spelled out
- Class meeting times and location
- Recommended: If a tardy rule is to be enforced and/or affect grading points include this for clarification.

ALL faculty should email their class syllabi to the division secretary. We are attempting to collect them all and have them copied and put into a binder at the division office, counselor's office and admissions/records in order for students to be better able to assess class content etc. The idea is for them to be able to make more informed decisions regarding their classes.

17. GRADES AND GRADING POLICY

It is required that you hand out and explain your grading policy and how grades are determined at the beginning of each semester. A general grading policy handout is in the department office. However, your grading policy needs to reflect your class structure and the dynamics deemed appropriate for maximum enrichment. You are also required to follow your own stated grading policy.

Faculty will be able to access their class roster through Peralta Web VPN. (See **PASSPORT**)

HELPFUL PHONE NUMBERS/ CONTACT INFORMATION

Faculty Contacts

To email any faculty member use their first initial and last name {at} peralta.edu (e.g. john doe = jdoe@peralta.edu)

Student Services

Admissions and Records 510.436.2487
Peralta College Admissions 510.466.7368
Bookstore (R-125) 510.436.2438
College Counseling Center 510.436.2475 or 510.436.2429
Disabled Student Program Services 510.436.2516/2517/2579
EOPS 510.436.2474
Financial Aid 510.436.2465
Learning Center 510.436-2442
One Stop Shop Career and Job Placement Center 510.436.2445
Student Health Services 510 436-2533
Learning Center 510- 436-2442

Student Support Programs

Basic Skills Initiative- Ann Elliott (510) 434-3895
East Bay Career Advancement Academy – Sandra Johnson-Zehaye (510) 693.0589
Emergent Teacher Program- Angela Khoo (510) 434-3961
MAP – Maximum Achievement Grant-Carlos McLean (510) 434- 3893
Puente Program Isela Gonzalez Santana, (510) 436.2648



TANF-CDC – Temporary Assistance for Need Families Child Development Careers Program-
Laura Gomez- Contreras (510) 436-2476
Title III- Audrey Trotter (510) 434-3820

Administrative Contact Information

Division I – Humanities and Social Services, Secretary Brenda Hampton 510.436.2425
Division I – Interim Dean Stacy Thompson 510.436.2609
Division II - Mathematics, Science, & Vocational Studies Dean Rebecca Kenney 510.436.2426
Division II- Mathematics, Science, & Vocational Studies, Secretary Milfie Howell 510-436-2409
Vice President for Instruction Linda Berry 510.436.2410
Dean of Student Support Services Anthony Powell 510.436.2585
Vice President of Student Support Services Josue Hoyos 510.436.2477
Business Administration Services Manager Jacquelin Bell 510.436.3897

18. INCOMPLETES, RECORD CHANGES, ETC.

At times you will need to give a student an incomplete. This designation usually indicates that the student is missing one or more tests or projects due to circumstances beyond his/her control, which prevents him/her from receiving a grade. In order to process an incomplete you must fill out an incomplete form. The form is designed to be straightforward, but your Department Chair can assist you if there are some questions about the process. **An incomplete record must have a grade assigned if the student does not complete the conditions you assigned within one year. You must turn in an incomplete form for each student to Admissions and Records at the time you turn in your grade rosters!**

Occasionally, you will need to change the permanent record of a student. This usually happens when a wrong grade was entered and filed. In order to change the record please:

- 1) Fill-out a **Request for Record Correction** form and sign it. (Only ORIGINALS will be accepted).
- 2) Attach all supporting documentation required (e.g. a copy of the grade roster for the class).
- 3) Forward these particulars to the division dean.

19. KEYS

Keys to enter your office should be obtained from the business office (Q-200) after filling out a key card. Classrooms should be open for classes that are offered during regular class hours. All faculty will be issued keys and will be solely responsible for them. **There is a \$75 charge to replace lost keys.** If access to classrooms is needed in during evening hours at 510.436.2442 or on the weekend you should contact the evening administrator on duty at 510.213.0328.

20. LIBRARY & RESOURCES

It is helpful to students if departments have a library of books relevant to the program. Please take some time each semester to review the books that are available for your classes. Ensure that the students understand that these books cannot be checked out.

A current reader should be available in the library for student use. Also, the library should have copies of all required and recommended books for each class for its Reserve Book section.

The Learning Center provides tutoring for all students. It is helpful to the tutors to have copies of your class assignments on file.

21. OFFICE HOURS



You are required to hold 5 hours per week of office hours. This is in order for you to be available to students for questions, advice etc. Office hours must be posted on your door and submitted to the office of instruction every semester.

22. OPENING AND CLOSING

Classrooms should be open when instructors arrive. If they are not and you do not have a key, the division deans and secretaries can let you in. When you leave your classroom in the evening, turn off the light and lock the door.

23. PARKING

Since parking is regulated it is **imperative** that you obtain a parking permit. Forms are available in the department office and must be filled out and submitted to the business office. You may also request a parking pass via email by emailing your request to the department chair with vehicle information. The request is then forwarded to the division dean for approval. The parking pass can be picked up at the business office, generally within 48 hours. Adjunct parking permits are valid for only one semester. Permits **must** be placed on your dashboard, **clearly visible** for the parking control officer to see.

Please remind your students about parking, and that there is a ticket machine in all the parking lots. Any car not parked in a designated stall will be ticketed. There are reserved spaces around the campus for staff and instructors.

24. PAY, UNION, CONTRACT

Paychecks are available from the Bursar, (Q-215) at the end of the month. The bursar can be reached at (510) 436-2402. You must have completed all required paperwork with the District Office before you are paid for your work. The District HR Department determines your pay-rate based on a combination of your education and experience. As you acquire more skills, training, education or experience, (each class you teach), it is recommended that you update your file annually with the District Payroll Office. It has been our experience that they do not automatically move you to the next higher pay scale unless you prove to them that it is warranted. Please be aware of the different pay scales and what is needed to move to the next higher level. Information pertaining to pay scales is listed in the contract. A copy of the current contract is always kept in the office. Again, familiarize yourself with your rights and benefits. Everyone contributes to the union because it represents all staff by collective bargaining. Since you contribute you might want to join. The Peralta Federation of Teachers can be reached by calling (510) 763-8820. We have two local representatives. See us if you need to contact them. Paychecks can now be electronically deposited to your bank. Authorization for electronic payroll deposit forms can be found at the bottom of the faculty & staff menu page at www.peralta.edu.

25. PROFESSIONAL DAYS & PROFESSIONAL DEVELOPMENT FUNDS

Every full time instructor teaching for the Peralta Community College District is required to participate in Professional Days. At the beginning, as well as during the course of the semester, there will be a few days set aside as Professional Days. Classes are cancelled and the district provides classes / seminars etc. for your professional development. Adjunct faculty's obligation to participate is determined by your teaching load if you are teaching on a day that has scheduled professional activities. For example, if you are teaching a class that is paying you for 3 equated hours, then your obligation is for 3 hours. If that class



falls on a Wednesday and classes are cancelled, you are getting paid for that day so you must participate in professional development activities.

There is funding available for individual professional development activities such as workshops and seminars. The funding cap changes every year so it is necessary for you to get the most current information about caps when applying for funds from the Merritt College Staff Development committee. Most staff development information is available on the Merritt website.

26. RECYCLING

Please encourage your students to recycle. There are paper recycling bins in various locations around the campus. If you do not have a bin, contact the business office. Please do what you can to recycle your junk mail.

27. REIMBURSEMENTS

Occasionally we need to use our own funds for school purchases \$50.00 max. If you need to be reimbursed you must provide the original receipts. We are subject to annual audits and must account for all our reimbursements. Also, it is required that you talk to me **before** making any purchases which will require reimbursement since we are operating on a very limited budget.

28. ROSTERS & MAIL- see Passport (Faculty Center)

- a.) Class rosters are available through Passport. If you need training on Passport access, contact Anita Black: ablack@perlata.edu.
- b.) Census data must be submitted on time.
- c.) Add cards are only needed when the class is officially closed and you are allowing a student to enroll. Dropping classes can be done by accessing Passport.

29. SECURITY / FIRST AID

If an emergency occurs, the telephone number for **Peralta Security is 510.466.7236**. **Outside lines require that you dial 9 for a dial tone.**

We have been fortunate in that thefts have been at a minimum. In order to keep them low you should encourage your students to keep an eye on their belongings, especially purses and backpacks. If you see someone who appears to be a visitor, be helpful and see what he/she needs and report any suspicious activity or concerns you might have regarding security.

There are First Aid kits in most department offices. **The telephone number for the school nurse (Karen Bougae) is X2534. Call her during regular hours if you have a medical problem. But contact Peralta Police as well, or call 911 if there is a life-threatening medical emergency and you cannot reach Peralta Police.**

30. SICK LEAVE

If you need to miss class due to an illness or injury, you **MUST** contact the Division Secretary and your department chair ASAP in order for us to post a notice of the cancellation of your class. The secretary will notify the dean of your absence. **When you are ill, it is your responsibility to notify all of the students**



in your class. This is out of consideration for students, some who travel a long distance and only take one class.

Sick leave is accrued by ALL instructors in proportion to the number of hours they are teaching. An instructor with a teaching load of 30 hours (15 hours / semester) is allowed 10 days per year. Therefore, if your teaching load is 3 hours then you are allowed 1 day of sick leave. Appropriate sick leave forms (B form) must be submitted to the division dean in a timely manner.

31. STAFF MEETINGS

All departments should have regular department meetings. We encourage you to have more informal staff meetings such as a dinner, a breakfast or a happy hour get-together. We feel it is important for all of us to talk to each other, share our concerns, triumphs, and disasters. All of us can help in this endeavor! If you wish to arrange some times, dates etc., inform your department chair or division dean for assistance with getting the word out.

32. STUDENT INFORMATION

Each semester some departments create a “department letter” that provides students with program information and updates. Department web pages should be regularly updated as they are increasingly used by students for information.

33. TEXTBOOK ORDERS

Prior to each semester, you will receive one or more **Textbook Request Forms**. Please fill them out and submit the form ideally midway through the semester before required. If your book is out of print or back-ordered they will let you know ASAP so that you might either choose another text or make different arrangements for the class. You may want to include an instructor copy, and a copy for the department and library with your order.

Please make a copy of your textbook order and give it to the department chair. The department chair needs to know that you have completed your orders since the Bookstore calls him/her if there are any questions or problems.

Make sure you state clearly whether the book is required or recommended The Bookstore will mark all texts "required" unless otherwise advised.

**If you do not require a text you should write that on the book order as well so that information can be given to students by the bookstore.

34. CLASS SCHEDULES

Classes should be scheduled in blocks. For example, **Three-unit MWF classes begin on the hour and last for 50 minutes. T/R classes last for 1.5 hours.** After 12:00 on MWF and 12:30 on T/R, the schedule can be more flexible.

36. COURSE CANCELLATION POLICY

Unless justified by a late start date, last class needed for a degree/certificate, last class in a sequence, etc. or has a history of late enrollments, all classes with single digit enrollment will be cancelled on the Friday before classes begin. Any of these exceptions need to be communicated to the Dean ASAP.



All classes in low double digits, below 20 (same exceptions as above), will be allowed to meet once to determine actual enrollment. If the class is taught by an adjunct faculty member and it is cancelled, he/she will be paid for one hour. The college will not pay an instructor for a full day if the class is cancelled. The enrollment number they are looking for is 35. Please monitor your classes or the administration, Division Dean or Office of Instruction will intercede.

Check for these under-enrolled classes on the PASSPORT schedule. Chairs need to make recommendations for cancelling classes by emailing the division dean.

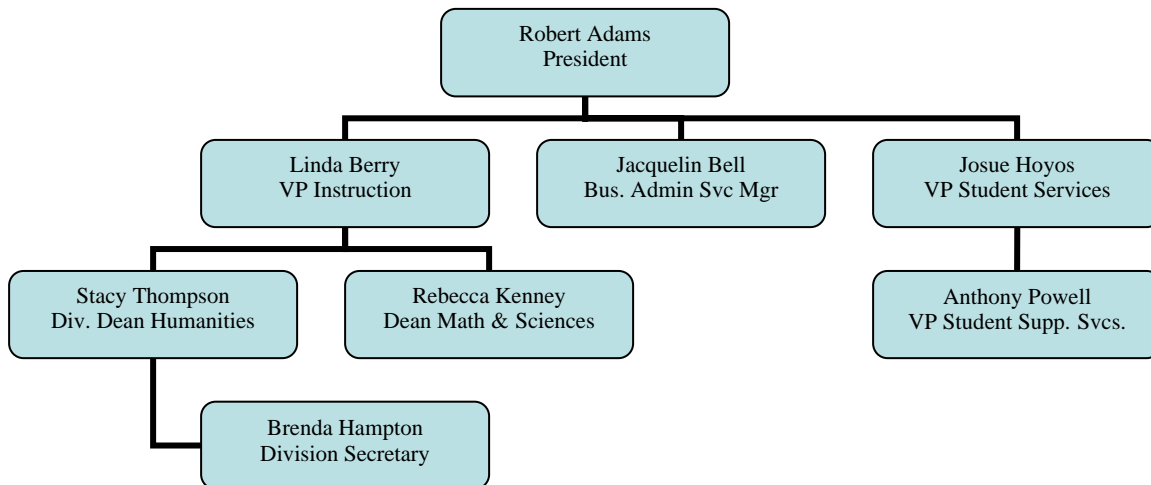
To check enrollment go to Promt and sign in and then again for Passport

- Select People soft
- Select Student Adm 8.9
- Select Reporting Tools
- Select Query Viewer
- Type in pcc_sa and hit the return key
- Select PCC_SA_SCI - HTML
- For /SCI term - type in 1092 (spring 2009)
- For campus - 6 (Merritt)
- Subject – chdev (for child development)
- Then hit view results

37. PASSPORT

Attached is the most current information regarding accessing the Passport system

38. ORGANIZATIONAL CHART





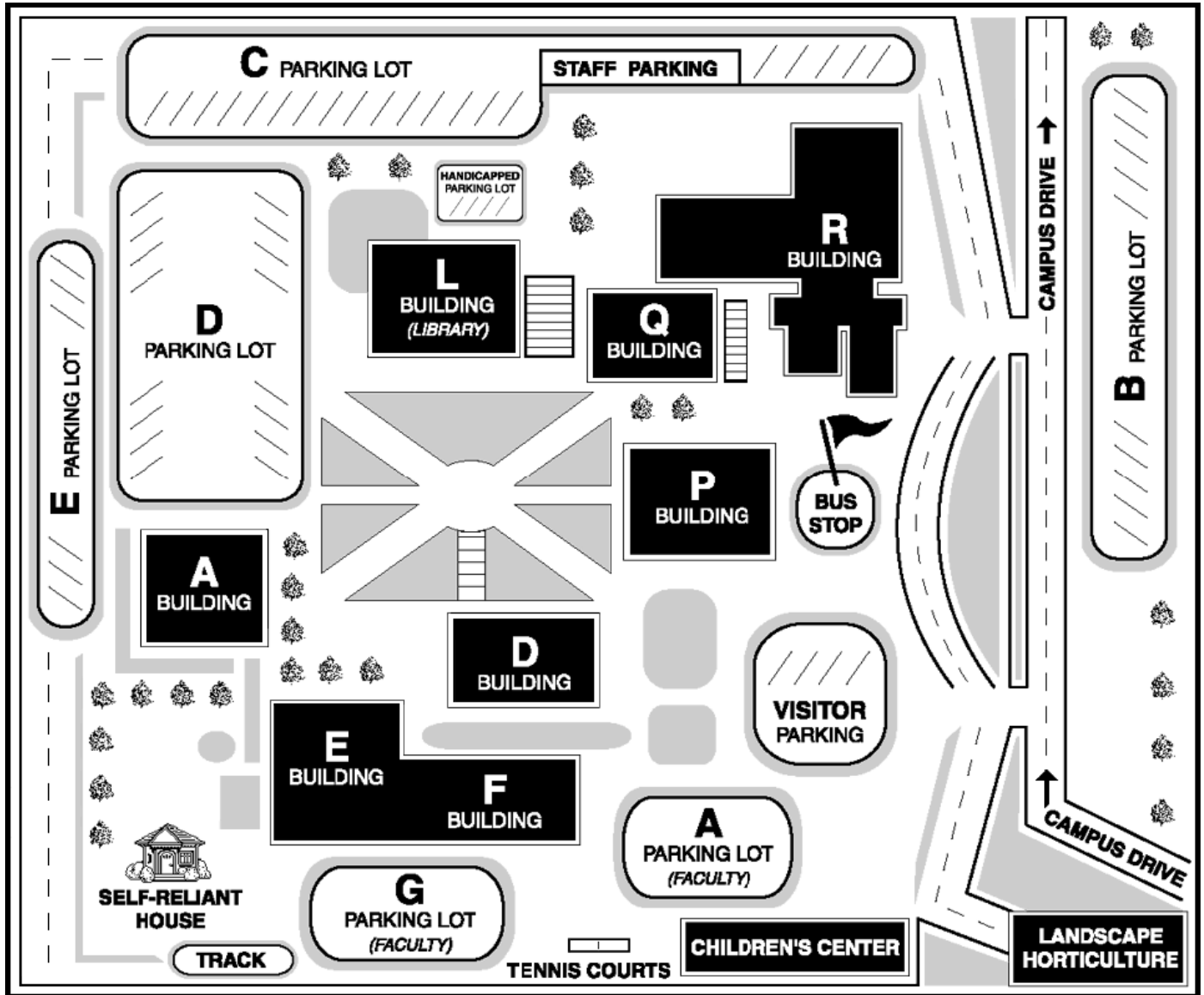
Academic Calendar

SPRING 2009 Semester

January 14	W	Day & Evening Instruction Begins
January 17	S	Saturday Instruction Begins
January 19	M	Martin Luther King Jr. Day – Holiday Observance
January 30	F	Last Day to Drop Full-term Credit Classes and Receive a Refund <i>Short-term and open-entry classes must be dropped on or before the first day of class to receive a refund.</i>
January 31	S	Last Day to Add Classes
February 2	M	Census Day – Instructor Verify Enrollment in Classes
February 7	S	Last Day to Drop Full-Term Credit Classes Without “W” Appearing on Transcript <i>All outstanding fees are still due even if classes are dropped today.</i>
February 13	F	Lincoln’s Birthday – Holiday Observance
February 14/15	S/Su	Saturday/Sunday Classes Do Not Meet
February 16	M	Washington's Birthday – Holiday Observance
February 24	T	Professional Day – Classes Do Not Meet
March 6	F	Last Day to File Petitions for AA or AS Degree/Certificate
March 25	W	Professional Day – Classes Do Not Meet
April 13–19	M–Su	Spring Recess
April 20	M	Classes Resume
April 25	S	Last Day to Withdraw and Receive a “W” <i>All outstanding fees are due even if classes are dropped on this day.</i>
April 25	S	Attendance Verification Day – Instructors Verify Enrollment
May 16	S	Saturday Instruction Ends
May 19	T	Malcolm X’s Birthday – Holiday Observance
May 22–29	F–F	Final Examinations
May 25	M	Memorial Day – Holiday Observance
May 29	F	Spring Semester Ends



Merritt College CAMPUS MAP



Building Programs/Offices

- A Art, Audio-Visual, Child Development, Fitness Center, Music, Classrooms
- D Allied Health Programs, Academic Enhancement Center (Learning Center, Electronic Classroom, Tutorial, Math Lab, Computer Lab), Classrooms, Mailroom
- E Gymnasium, Classrooms
- F Locker Rooms, Faculty Offices
- H Landscape Horticulture
- L Adapted Computer Learning Center/DSPS, Anthropology Museum, Library/Learning Resources
- P Classroom, Computer Information Systems
- Q Administration (President's Office, Vice President of Instruction), Business Services, Cashier's Office, Production Center
- R Admissions and Records, Assessment, Bookstore, Career Center, Counseling, Disabled Students Programs and Services, EOPS, Financial Aid, Health Services, Puente Program, Safety and Police Services, Student Activities, Transfer Center, Veterans Affairs, Vice President of Students
- SRH Self-Reliant House (Environmental Management Program)



Attached are additional information items that may be useful.