



Chabot College
ADJUNCT FACULTY
HANDBOOK

The information contained in the Adjunct Faculty Handbook has been compiled from a variety of sources, including the Agreement Between the Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association, July 1, 2006 – June 30, 2009, and the Board Policies manual. These publications are available at www.clpccd.org/HR and www.clpccd.org/Board. Where discrepancies exist, the information contained in those original publications takes precedence.



Welcome

As an instructor at Chabot College, you are a valued member of our instructional team. Please don't hesitate to call the appropriate person if you need assistance. The information in the Adjunct Faculty Handbook is designed to acquaint you with the college's policies and procedures and to provide you with a guide to the academic practices expected of all instructors. If you have a question after reading the handbook, we encourage you to contact one of the following individuals:

		<u>Room</u>	<u>Phone</u>
Vice President, Academic Services	George Railey	214	723-6626
Vice President, Student Services	Melinda Matsuda	208	723-6744
Dean, Applied Technology and Business	Tom Clark	1502	723-6652
Dean, Arts and Humanities	Gary Carter	1130	723-6828
Dean, Counseling	Matthew Kritscher	144	723-6718
Dean, Special Programs	Gerald Shimada	207	723-6956
Dean, Health, P.E. and Athletics	Dale Wagoner	2203A	723-7202
Dean, Language Arts	Marcia Corcoran	Villa B, Office B4	723-6805
Dean, Science and Mathematics	Tram Vo-Kumamoto	2002	723-6897
Dean, Social Sciences	Susan Sperling	Villa B, Office B5	723-6669

**CHABOT COLLEGE
ADJUNCT FACULTY HANDBOOK**

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Section I.
Employment
Conditions

COURSES OFFERED CONTINGENT ON ENROLLMENT

Courses at Chabot College can be offered only when the enrollment warrants. When a class fails to develop sufficient enrollment, it may be canceled. Such cancellations release the District from obligations to the instructors except for reimbursement for hours devoted to initial meetings of those classes.

PERSONNEL AND EMPLOYMENT RECORDS

Employment by the Chabot-Las Positas Community College District requires action by the Board of Trustees. Submission of a complete and accurate employment application is required. Official transcripts verifying completed higher education are required along with letter(s) verifying occupational experience in the case of career-vocational faculty. If instruction will be provided under conditions of equivalency, supporting documents will be required. Timely payment for faculty requires that a current T.B. clearance be on file with the Payroll Office in Business Services. A fingerprint card must also be on file. All post-hiring paperwork (e.g., withholding statement, oath, etc.) must also be on file to ensure prompt payment.

GOVERNING POLICIES

For further references on District Governing Policies, refer to the current standard edition of the Faculty Handbook and the Board Manual available at the Office of Academic Services. These publications are also available online: Handbook at http://Handbooks/Handbook2009_2.pdf and Board Manual at <http://www.clpccd.org/board/BoardPoliciesIndex.php>.

EMPLOYMENT COMPLIANCE NOTICE

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (45CFR 86), Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1974 and its own statements of philosophy and objectives, Chabot College does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, or handicap.

Inquiries regarding the College's equal opportunity policies and procedures may be directed to Melinda Matsuda, Vice President of Student Services, Room 208, Building 200, (510) 723-6744 (student matters); Director of Human Resources, (925) 485-5235 (employment matters); or to the Director of the Office of Civil Rights, U.S. Department of Education, 230 "C" Street, S.W., Washington, D.C. 20201.

COLLECTIVE BARGAINING UNIT

Members of the Collective Bargaining Unit who wish to read the contract can find a copy in their division office, on reserve in the library (ask at the Circulation desk), or online at <http://www.clpccd.org/HR/HRContactsandSalarySchedules.php>.

QUESTIONS OR PROBLEMS, INCLUDING GRIEVANCES

Any questions or problems regarding one's employment status, working conditions, or assignment should be discussed first with the immediate supervisor (e.g., Dean). If a satisfactory solution is not achieved, all other administrative channels should be explored. Every effort will be made to work out problems in a mutually satisfactory manner. Any problem not resolved to your satisfaction should be referred to the Faculty Association grievance officer.

TERM OF TEMPORARY APPOINTMENT AND EMPLOYMENT

The authority to employ instructors as adjunct certificated employees rests with the Board of Trustees. The Board authorizes the Chancellor to employ instructors during an academic year. The specific assignment within the Board authorization is for specific semesters within the school year and for classes, which are assigned by the responsible administrator.

The period of employment shall be as required for the needs of the District during the academic year. The academic semester and time are subject to assignment by the College President. Temporary employment may be terminated at any time by the Governing Board.

VERIFICATION OF ASSIGNMENT

EACH INSTRUCTOR IS RESPONSIBLE FOR VERIFYING DETAILS OF ASSIGNMENTS.

- Course(s) to be taught
- Time: Days and Hours
- Room(s)/Location
- Textbook

Verification can be made by checking the class schedule or by asking the division dean or the administrative assistant of your teaching area.

PART-TIME SICK LEAVE: EARNING AND ACCUMULATING

Sick leave for part-time (adjunct) faculty is calculated on a scheduled hourly basis. For each hour of primary service for a week during a term, one hour of sick leave is earned. This sick leave is accumulated from year to year. Sick leave is credited at the beginning of the term and may be utilized immediately. If the unit member terminates employment before the end of the term, the unit member must pay back the hours earned.

Formula: #hours/week/term = #sick hours/term

For example, a three-hour class equals three hours of sick leave for the term.

CONTRACT, REGULAR, AND TEMPORARY FACULTY BUMPING RIGHTS

Contract, Regular and Temporary unit members who experience a class cancellation may bump a part-time (adjunct) instructor only before the first class meeting.

ADJUNCT SENIORITY AND ASSIGNMENT PROCESS

Refer to Article 18 of the Faculty Contract (including MOUs), available online at <http://www.clpccd.org/HR/HRContactsandSalarySchedules.php>. Division offices also have copies of the current Faculty Contract.

EVALUATION

Part-time (adjunct) faculty members shall be evaluated during the first semester of employment. This evaluation shall be peer review driven with coordination and appropriate involvement of the Division Dean. Thereafter evaluation shall be done at least once every three (3) years of employment. If there is a break in service of two academic years, the unit member will be evaluated during the first semester of reemployment.

Management reserves the right to conduct more frequent evaluations.

The negotiated standard student evaluation forms shall be distributed and collected by the evaluator as part of the classroom visit. The negotiated standard student evaluation forms shall be summarized as part of the negotiated evaluation report. The negotiated students evaluation forms shall be anonymous and shall be returned to the part-time (adjunct) unit member at the end of the semester/term by the Division Dean/supervisor. The summary shall be a fair and accurate report of the information provided on the student evaluation forms. The evaluation report shall be a fair and accurate summary of the judgment of the individual evaluator.

A qualified part-time (adjunct) unit member may perform part-time (adjunct) evaluations, as well as serve on Peer Review Committees for tenured faculty. Part-time (adjunct) unit members shall not evaluate other Part-time (adjunct) unit members with whom they compete for assignments within a discipline. Qualification as an evaluator is dependent upon participation in evaluation training. Training sessions for performing evaluations shall be conducted by the Faculty Association on an annual basis as part of staff development activities. Part-time (adjunct) unit members who have completed their third semester, or later, of employment in the District and who have also completed one such training session on evaluation, and who have been evaluated with above average ratings, shall be eligible to become evaluators. Compensation for completing such a training session shall be made, not to exceed three (3) hours at the Faculty "F" hour rate, as stated in Article 21.G2b [\$46.92/hour].

Contract, regular and temporary unit members who are providing services on an overload part-time (adjunct) assignment outside their primary disciplines shall be evaluated as per the guidelines as set out in Article 18.

MAXIMUM WORKLOAD

Part-time (adjunct) unit members shall be limited to assignments totaling no more than sixty percent (60%) of a full-time (100%) workload in any semester. This load limit is computed in terms of Calculated A Hours per week. Summer session is excluded from the calculation.

Under the provisions of California Education Code 87482, a part-time (adjunct) unit member may be assigned to teach more than 60% of full-time workload limit in any one semester, classified with temporary status, so long as such assignments are limited to no more than two semesters within any period of three consecutive years.

Paid participation by part-time (adjunct) unit members in evaluations, staff development activities, committee work, class substitution in any class for which the unit member is not the instructor of record, or any other service of an occasional nature shall not count toward the load limit.

Please refer to the faculty contract for information regarding placement on the schedule of part-time service rates, notification of contract and temporary faculty vacancies, and other related information. A copy of the contract is available in your division office, on reserve in the library (ask at the Circulation desk), and available online at <http://www.clpccd.org/HR/HRContactsandSalarySchedules.php>.

RETIREMENT SYSTEM

The Chabot-Las Positas Community College District has established an Alternative Retirement System, and offers a choice of two alternative retirement system plans for part-time instructors, counselors, and librarians. The two Alternative Retirement System plans offered are the Public Agency Retirement System (PARS) and the STRS Cash Balance (CB) plan. Part-time academic employees can also enroll in the STRS Defined Benefit plan (the regular STRS plan for full-time employees) in accordance with CalSTRS procedure.

New part-time instructors, counselors and librarians automatically become a participant of the CalSTRS Cash Balance Program. However, because CLPCCD offers an Alternate Retirement System, you may elect the alternative plan instead of the STRS Cash Balance Program. In order to choose the alternate plan, the completed election form (CB533) must be received in Payroll no later than 60 days after the first day of employment. Part-time academic employees who wish to enroll in the STRS Defined Benefit plan (the regular STRS plan for full-time employees) may obtain enrollment forms from the HR office. For more information about the STRS Cash Balance and Defined Benefit Plans, please contact STRS @ (800) 228-5453 or www.calstrs.com.

INITIAL PLACEMENT ON THE SALARY SCHEDULE OF PART-TIME (ADJUNCT) FACULTY

Step credit shall be given on the following basis:

- a. Entering part-time (adjunct) faculty may be placed as high as step four (4) on the Schedule of Part-Time Service (Adjunct) Rates.
- b. Full-time teaching, counseling, library or special assignment experience in an accredited school or college shall be credited at the rate of one (1) step for each complete year of experience.

- c. Part-time teaching, counseling, library or special assignment experience in an accredited school or college, including summer work and temporary leave replacement employment shall be aggregated into full-time equivalent years.
- d. Credit for full-time work experience in an occupation directly related to the assignment shall be allowed at the rate of one (1) step for every two (2) complete years of experience. The applicant bears the burden of proving a nexus between his/her work experience and proposed assignment.
- e. Work experience other than that listed above, including experience as a teaching or laboratory assistant, shall not be considered.

RETURNING TO CHABOT AFTER A BREAK IN SERVICE

If the unit member received additional teacher experience elsewhere, then he/she shall receive an additional 1 step for each 1 FTE of experience elsewhere when initially placed on the part-time (adjunct) salary schedule.

ADVANCEMENT ON THE SALARY SCHEDULE

After initial placement on the Schedule of Part-Time (Adjunct) Service Rates is established, the next step, and all subsequent steps, shall be earned by aggregating at least nine (9) Faculty A Hours (CAH equivalents) of full-time teaching load at the current step. Summer session or inter-session service shall count towards this requirement; however, a unit member may advance a maximum of one (1) step in any one academic year.

Substitute service paid on an hourly basis is excluded from the foregoing, unless the member has taught greater than 50% of the class. Placement on the higher steps of the schedule is understood to provide no expectation of tenure or permanence of employment.

VERIFICATION OF EXPERIENCE

In order to verify step placement, it is the responsibility of the unit member to request submission of verification letters to the District Human Resources office.

- a. Within fifteen days of Board approval of hire, the District Human Resources office shall send the negotiated form to new faculty members (see Appendix 21H.3 of the faculty contract). This form stipulates the timeline for verification documents to be submitted in order for the initial placement to be effective. This includes retroactive placement for fall, spring, or summer term of service.
- b. Letters for this purpose must be on official letterhead and signed by the appropriate authority of the verifying institution. Copies of employment contracts issued from the Human Resources office(s) of local educational institutions may serve in lieu of narrative letters, as long as such documents contain detailed enough information from which

service credit can be calculated. Additional requirements may apply, as agreed by the District and Faculty Association.

- c. Each letter must clearly state the term of the teaching employment or work experience. In addition, if this prior teaching experience was not full time, the verification letters must evidence details as to the equivalent units taught for each semester or quarter.
- d. Step placement shall not occur until verifying documentation is received. If documentation received more than ninety (90) days after notification in accordance with part a, above, results in a change of initial placement, and the unit member is retained to work subsequent semesters, the resulting change shall be effected beginning with the unit member's next semester and/or summer or inter-session assignment. Notwithstanding, errors in placement due to factors other than the unit member's failure to provide the necessary documentation shall not be subject to this timeline governing retroactivity.
- e. A newly-hired part-time (adjunct) unit member who believes he or she has been improperly placed may appeal that placement via the Faculty Association.

EMPLOYEE RIGHTS—SEXUAL HARASSMENT

In accordance with federal and state law, the Chabot-Las Positas Community College District provides a school and working environment free from all forms of sexual harassment. The District will also maintain an environment in which all students and employees model this behavior, and are treated with dignity and respect.

Sexual harassment is set forth in Education Code Section 212.5 as follows:

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following circumstances:

- (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the education institution.

Such conduct by employees or students is deemed unacceptable behavior, will not be tolerated by the District, and is considered a serious offense. Violation of this policy will constitute cause

for disciplinary action. Specific disciplinary action shall be related to the severity of the incident and/or the degree to which repeated incidents have occurred. Such disciplinary actions for employees may include, but are not limited to, verbal warnings, letters of reprimand, suspension without pay and dismissal. Such disciplinary actions for students may range from counseling to suspension and/or expulsion.

Examples of conduct constituting sexual harassment, as well as the procedures for filing, processing and resolving sexual harassment complaints in accordance with Title 5 of the California Code of Regulations, Section 59320, et seq. are found in Chabot-Las Positas Community College District Administrative Rules and Procedures for this policy. Additionally, each College and the District Office will designate the responsible officer for enforcement of this policy. Each College and the District Office will ensure that there is adequate communication of this policy and the accompanying procedures to all students and employees.

ADMINISTRATIVE RULES AND PROCEDURES – SEXUAL HARASSMENT

Investigation and Resolution of Complaints regarding Sexual Harassment.

INTRODUCTION

The Chabot-Las Positas Community College District recognizes that all members of the college community have the right to study and work in a climate of mutual respect and trust. The District is committed to creating and maintaining an atmosphere which respects the dignity of its students, faculty, staff and visitors. In keeping with this policy, the Chabot-Las Positas Community College District Governing Board does hereby adopt the following procedures in accordance with Title 5 of the California Administrative Code Sections 59320-59342 et seq.

DEFINITIONS

1. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions.
 - a. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
 - b. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
 - c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
 - d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment may include, but is not limited to:

- 1) sending suggestive or obscene letters, notes, invitations, making derogatory comments, slurs, jokes, epithets, assaults, touching, impeding or blocking movement, leering, gesturing, displaying sexually suggestive objects, pictures or cartoons;
 - 2) continuing to express sexual interest after being informed that the interest is unwelcome;
 - 3) when sexual advances are rejected or in retaliation for allegations of sexual harassment, implying or withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed; within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared or suggesting a recommendation or college application will be denied;
 - 4) engaging in coercive sexual behavior to control, influence, or affect the career, salary and/or work environment of another employee; within the educational environment, engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student;
 - 5) engaging in offering favors of educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification etc., in exchange for sexual favors.
2. **Complainant:** One who alleges that he or she has personally suffered unlawful discrimination, or one who has learned of such unlawful discrimination in his or her official capacity [Title 5, Section 59328(a)].
 3. **Informal Complaint:** A verbal allegation from a complainant as defined above to the attention of the designated Sexual Harassment Officer.
 4. **Formal Complaint:** A written allegation from the complainant as defined above filed with the designated Sexual Harassment Officer.
 5. **Designated Sexual Harassment Officer:** The College or District Administrator responsible for ensuring District/College compliance.
 6. **Respondent:** A person against whom a complaint of sexual harassment has been made.

COMPLAINT PROCEDURES

Any student, employee, applicant for employment, or visitor who believes he or she has been subjected to sexual harassment should immediately inform the designated Sexual Harassment Officer.

Any employee who receives information, either verbally or in written form, that sexual harassment has allegedly occurred shall immediately notify the designated Sexual Harassment Officer. Unless otherwise designated, the designated Sexual Harassment Officer will be responsible to investigate all complaints in accordance with the following policies:

Informal Complaint

An individual who alleges that he or she may have been subjected to sexual harassment and would like assistance in determining whether or not he or she has been or is a victim of sexual harassment, should contact the appropriate designated Sexual Harassment Officer to discuss his or her concerns. The complainant will be advised that he/she may also file a complaint or charge with the U.S. Equal Employment Opportunity Commission; the U.S. Department of Education, Office of Civil Rights; the California Department of Fair Employment and Housing; and the Office of the Chancellor, California Community Colleges.

The following informal procedure has been established to resolve charges of sexual harassment within thirty (30) days of the District's/College's receipt of the complaint. If the complaint is not resolved in thirty (30) days, the complainant shall be notified that he or she may file a formal complaint pursuant to the procedures for filing a formal complaint. A formal complaint may also be filed at any time during the informal process.

1. The designated Sexual Harassment Officer shall meet with the complainant to:
 - a. understand the nature of the concern.
 - b. give to the complainant a copy of the policy and procedure concerning unlawful sexual harassment and inform complainant of his or her rights;
 - c. assist the individual in any way advisable.
2. If a resolution is reached that does not include disciplinary action, the resolution shall be implemented and the informal process shall be concluded.
3. The designated Sexual Harassment Officer shall keep a written log of discussions and a record of the resolution. This information shall become part of the official investigation file if the complainant initiates a formal complaint. A letter summarizing the informal investigation and the resolution agreed upon shall be sent to the District Chancellor, or the appropriate College President, the complainant and the respondent, and kept as part of the record, if needed.

If informal resolution of the concern is possible, it is not necessary to pursue a formal complaint.

FORMAL COMPLAINT

If the complaint is not resolved at the informal stage, the complainant may file with the designated Sexual Harassment Officer a written statement of the problem and his/her proposed remedy on the form prescribed by the State Chancellor's Office. This form shall be provided to the complainant by the designated Sexual Harassment Officer. The formal complaint shall be filed as soon as possible after it is determined that no informal resolution can be achieved, and not

later than one year from the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination or sexual harassment [Title 5, Section 59328].

1. All written complaints shall be signed and dated by the complainant, and shall contain at minimum the name(s) of the individual(s) involved, the date(s) on the event(s) at issue, and a detailed description of the action(s) alleged to constitute the sexual harassment. Names, addresses and phone numbers of witnesses or potential witnesses should also be included.
2. Within five (5) days after receipt of a signed complaint, the appropriate designated Sexual Harassment Officer will review the complaint to determine whether it describes the kind of sexual harassment which is prohibited under these procedures, and whether the complaint sufficiently describes facts of the alleged misconduct.

If the complaint does not describe the kind of prohibited conduct the District/College investigates under this procedure, the complainant will be notified and referred to the appropriate process.

If the complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding the alleged misconduct, the complaint will be returned and the complainant will be asked to submit an amended complaint which provides enough factual detail to allow the above determination to be made.

The complainant will receive an additional (3) days to submit an amended complaint.

3. The formal investigative process shall begin immediately upon receipt of the written complaint, or amended complaint. The designated Sexual Harassment Officer shall notify the District Chancellor or the College President that the investigation is about to commence and shall meet with the complainant to review the complaint and describe the scope and nature of the investigation.

The designated Sexual Harassment Officer shall also meet with the respondent to present a copy of the complaint and this policy, to review his or her rights, and to review the scope and nature of the investigation. At this stage the District Chancellor may decide to utilize the services of an outside investigator to conduct the investigation.

4. Prior to completing a full and thorough investigation, the designated Sexual Harassment Officer shall meet again with the complainant and the respondent separately to give an overview of the steps taken during the investigation, and to ask complainant and respondent for the names of additional people, if necessary, to be interviewed to obtain additional information. If an outside investigator is used, these names shall be given to him/her for further follow-up.
5. The results of the investigation shall be set forth in a written report and submitted to the College President (or the District Chancellor or designee, as appropriate) within sixty (60) days of the commencement of the investigation, and shall include.
 - a. a description of the circumstances giving rise to the complaint;

- b. a summary of the information provided by each witness, including the complainant, any witnesses identified in the complaint, and other witnesses identified by the respondent or within the course of the investigation;
 - c. an analysis of any relevant data or other evidence collected during the course of the investigation;
 - d. any other relevant and factual information deemed appropriate by the designated Sexual Harassment Officer.
6. Within ten (10) working days, the College President (or the District Chancellor, if appropriate) shall review the report of the investigation and shall determine whether or not sexual harassment occurred with respect to each allegation in the complaint. These findings shall be based solely and exclusively on the evidence and the written record in the case.

The findings shall be submitted to the District Chancellor for review and recommendation of disciplinary action if appropriate. Disciplinary action shall be related to the severity of the incident and/or the degree to which repeated incidents have occurred. Such disciplinary actions for employees may include, but are not limited to, verbal warnings, letters of reprimand, suspension without pay, and dismissal. Disciplinary actions for students may range from counseling to suspension and/or expulsion.

7. The entire investigation shall be completed within (90) days. The following shall be forwarded by the President or District Chancellor (for District employees) to the complainant and the respondent:
- a. a summary of the investigative report required pursuant to Title 5, Section 59334;
 - b. a written notice setting forth:
 - i. the findings as to whether sexual harassment did or did not occur with respect to each allegation in the complaint;
 - ii. the proposed resolution of the complaint;
 - iii. the complainant's right to appeal to the District Governing Board and the State Chancellor pursuant to Title 5, Section 59338;
 - iv. the respondent's right to file a written response to the findings;
 - v. a description of actions taken, if any, to prevent similar problems from occurring in the future.

APPEAL RIGHTS

District Chancellor

If the complainant is not satisfied with the results of the decision, the complainant may appeal the determination to the District Chancellor by submitting objections within ten (10) days of the receipt of the determination. The District Chancellor shall respond within thirty (30) days of receiving the complainant's appeal. If the District Chancellor does not act within (30) days, the determination of the President shall be deemed approved.

District Governing Board

If the complainant is not satisfied with the decision of the District Chancellor, the complainant may appeal the determination by submitting objections to the District Governing Board within ten (10) days of the decision of the Chancellor. Within thirty (30) days of receiving the complainant's appeal, a copy of the final decision rendered by the District Governing Board shall be forwarded to the complainant and to the respondent. If the Board does not act within thirty (30) days, the determination of the District Chancellor shall be deemed approved and shall become the final District decision in the matter.

State Chancellor's Office

The complainant shall have the right to file a written appeal to the State Chancellor within thirty (30) days after the District Governing Board issues a decision or permits the administrative decision to become final.

Office of Civil Rights

Any individual may also file a complaint of unlawful discrimination at any time during or after use of the District/College sexual harassment complaint process with the U.S. Department of Education, Office of Civil Rights, Old Federal Building, 50 United Nation Plaza, Room 239, San Francisco, CA 94102; (415) 556-7000.

Final Report to the State Chancellor's Office

Within one hundred fifty (150) days of receiving a complaint, the District/College will forward to the State Chancellor of the original complaint, the report required regarding the investigation which shall describe the nature and extent of the investigation conducted by the District, a copy of the notice sent to the complainant, a copy of the final District decision rendered by the Governing Board, or a statement indicating the date upon which the administrative determination became final, and notices of appeal rights.

GENERAL PROVISIONS

1. Any questions regarding this policy should be directed to the designated Sexual Harassment Officer whose name is listed in the College Catalog and the Schedule of Classes.
2. Any person who is dissatisfied with the manner in which any of the designated Sexual Harassment Officers conduct a sexual harassment investigation, or is dissatisfied with the manner in which questions regarding these procedures are resolved should contact the appropriate College President or the District Chancellor to seek resolution of such issues.
3. Although these procedures anticipate that the designated Sexual Harassment Officer is responsible for investigating all complaints of sexual harassment, nothing in this policy is intended to prohibit either the College President or the District Chancellor from appointing a different administrator or an outside investigator as investigator where appropriate. Where it is determined that an administrator other than the designated Sexual Harassment Officer will investigate a sexual harassment complaint, the appointed administrator shall do so in accordance with this policy.

4. The District/Colleges recognize that confidentiality is important to all parties involved in an investigation of sexual harassment. To the extent practical, the District/Colleges will make every effort to ensure the confidentiality of the complainant, respondent and witnesses. Employees and/or students interviewed in accordance with these policies will be directed to maintain such confidentiality.
5. The District/Colleges will not tolerate retaliation against any student or employee for initiation, pursuit or assistance with a complaint of sexual harassment. Any individual who retaliates against any employee and/or student in violation of this policy shall be subject to disciplinary action.
6. Any individual who is determined to have falsely initiated, or participated in, a sexual harassment claim may be subject to disciplinary action.

DISSEMINATION OF POLICY

All employees and students shall be provided with a copy of this complaint procedure, and it will be posted in prominent places throughout the District/Colleges. Each new employee shall receive a copy of this complaint procedure.

A copy of this complaint procedure will also be available in the Offices of the President, Vice President of Academic Services, Vice President of Student Services, designated Sexual Harassment Officer, and the District Human Resources Office.



Section II.
Faculty
Information

CAMPUS SAFETY AND SECURITY

The Chabot College Department of Campus Safety and Security is comprised of a unique partnership between Chabot College and the Hayward Police Department. The director is a sworn Hayward police sergeant who is augmented by a staff consisting of classified campus safety officers, classified dispatchers, hourly campus safety officers, and hourly student cadets. This blend of police and civilian staff affords a greater range of efficient services to our campus community. Officers are on duty at all times when classes are in session, and on weekends and holidays to patrol the campus.

The Chabot College Safety and Security Department public office is located in Room 2302 at the southeast corner of the first floor of Building 2300 (adjacent to the cafeteria). This office is open from 6:30 AM to 9:00 PM Monday through Friday. If the office is closed the on-duty security officer can be contacted by telephone in the following ways:

- From any off-campus telephone dial (510) 723-6923 or 6923 from any college phone.
- Dial *19 from any campus pay phone.
- Activate any one of the ten emergency call boxes located throughout the campus.
- For emergencies call 911 from any phone.

REPORTING CRIMES, SUSPICIOUS ACTIVITIES OR SAFETY HAZARDS

All members of our campus community must share responsibility in reporting crimes, suspicious activities, and safety hazards to keep our campus safe for all. Crimes against persons and violent crimes will be investigated on campus by the Hayward Police Department by the assigned campus police officer or a police officer summoned by a campus safety officer. Crimes against property will be investigated by a campus safety officer unless the incident involves a substantial loss or theft of a motor vehicle. Suspicious activities and safety hazards will be investigated promptly by the on-duty campus safety officer who will delegate the appropriate resources to resolve the incident.

LOST AND FOUND

A centralized Lost and Found is located in the Campus Safety Office in room 2302, building 2300. Lost articles may be turned in or retrieved between the hours of 8 AM-8 PM, Monday through Friday and 8 AM-3 PM on Saturday if there is a dispatcher on duty. Articles deposited with the Lost and Found are held until the end of each semester. After this period, unclaimed items will be disposed.

SAFETY PROGRAMS AND MEASURES

The Department of Campus Safety and Security offers escorts to the campus community to and from the parking lots. To arrange to have an escort accompany you from your classroom or office to your vehicle, dial 6923 from any college phone, *19 from any campus pay phone, or activate a nearby emergency call box. An escort will be dispatched by radio to meet you at your location.

The Department of Campus Safety and Security sponsors educational programs on a wide variety of issues related to crime prevention and personal safety. Check with the Campus Safety and

Security office or Office of Student Life for details on upcoming events. In addition, the Department of Campus Safety and Security is committed to keeping the campus community informed about patterns, trends, or incidents that pose a threat or substantial risk to our community. Such information is typically published in special crime bulletins posted at the office of the Department of Campus Safety and Security or other campus media such as the campus newspaper, The Spectator.

Safety through environmental design is yet another component of effective crime prevention. Our maintenance and Operations Department works hard at keeping the campus grounds well groomed and adequately lit during darkness. The campus grounds and parking lots are lit at nightfall until 11:00 PM during normal days of operation. Emergency Call Boxes and telephones are strategically located throughout the campus for your safety.

Emergency Call Boxes are outdoors in all the parking lots and adjacent to the athletic fields. They can be found by locating the blue “Call Box” signs or illuminated blue light during darkness. Simply follow the directions on the call box for assistance.

Emergency Campus Telephones can be found in all of our elevators and buildings. The telephones are marked “Emergency Telephone” and most are contained inside a red or white metal box mounted to the wall. Simply open the box, pick up the phone and follow the printed directions. Elevator phones will dial directly to the Campus Safety and Security Office while other phones require you dial the Campus Safety and Security extension (6923 or 6666). Please familiarize yourself with the locations of the emergency phones in the areas you travel on campus.

HOURS OF OPERATION AND ACCESS TO COLLEGE FACILITIES

The college’s normal hours of operation are printed on signs at every entrance to the campus. They are 7:00 AM to 10:00 PM, Monday through Friday; and 7:00 AM to 5:00 PM on Saturday. There are typically special events that take place after the normal hours of operation; however, access is restricted to the special event(s). Individuals who need to be in campus buildings or areas outside the normal hours of operation must obtain authorization from their supervisor and must notify the on-duty campus safety officer of their presence. All students, faculty and staff have been issued ID cards which they may be asked to produce if there is a question about their authorization to be in a specific area before, during, or after the normal hours of operation.

Many college buildings, classrooms and labs are protected by intrusion alarms. Do not enter the area until an instructor or authorized person has deactivated the alarm. We are all responsible to ensure the safety and security of our college buildings and facilities. Ensure all door and windows are locked when rooms are unattended. Turn off lights, gas, machinery, or equipment when not in use. Activate the intrusion alarm system if applicable. Report any problems with safety or security of our buildings, facilities, or areas promptly to the Campus Safety and Security office.

PARKING

Special parking areas around campus have been established for faculty and staff. Parking permits will be issued by the Office of Safety and Security for use in designated parking lots.

Failure to have parking permits visibly displayed in your automobile may result in parking violations. Vehicles parked in violation will receive a citation and may be towed at the owner's expense and inconvenience. Faculty are requested to park in the lots assigned to them. Questions regarding parking should be directed to the Director of Safety and Security, 723-6663. Failure to comply with the parking rules and regulations may result in disciplinary action, the issuance of a parking citation and/or cause the vehicle in violation to be towed at the owner's expense. Please refer to the Parking Rules, Procedures, and Information bulletin or contact the Campus Safety and Security Department for more information.

MEDIA SERVICES

MEDIA SERVICES CENTER

This center provides multimedia products and services designed to support and enhance faculty instruction, class projects, and campus events. Communication of the subject matter, retention of information and a lively exchange of ideas is certainly improved when all of our senses are engaged.

Our knowledgeable staff will gladly assist you in assessing your Media needs, offering creative solutions, providing workable alternatives, and satisfying your diverse requirements. We strive for 100% customer satisfaction!

Some of the Services we support include:

- Graphic Arts and Desktop Publishing
- Offset Printing and Digital Reproduction
- Media Circulation and Installation
- Maintenance of Audiovisual Systems
- Videoconferencing

Please contact our office to reserve equipment, place an order, or to discuss an upcoming project.

Hours: 8:00 AM to 6:00 PM Monday - Friday
Closed for lunch 12:30 to 1:30 PM
Closed for the weekend

Contacts for Printing/Reproduction:

Colin Pejman, Graphics/Reproduction Services 723-6754
Isabel Braunstein, Media Services Specialist 723-6752

Contacts for Audiovisual Equipment:

Michael Seaton, Coordinator 723-6992
Don Fuller, AV Services Specialist 723-7225
John Sims, AV Services Specialist 723-6757

REPROGRAPHICS AND PRINTING

The Reprographics/Printing Department is a hub of activity where work requests are transformed into finished products. Continuous improvement of processes and workflow is one of the underlying tenets of this department. We are constantly challenged to produce quality materials both efficiently and quickly. We offer high-speed digital duplicating, offset printing, and a full complement of bindery options.

Please allow up to three (3) days for standard time frames. Complete your Order Request forms and deposit them in Building 100, Room 130.

We also offer an “on demand” Express Service to accommodate your rush projects. Please comply with the criteria listed below, so we can accommodate everyone in a timely and courteous manner.

Hours: 7:00 AM to 7:00 PM Monday - Thursday
 7:00 AM to 3:00 PM Friday

Contacts:

Lorenzo Iriarte, Reprographic System Tech. 723-6761
Phyllis Webb, Reprographic Assistant 723-7215

Express Services

Copies while you wait!!

Our Express Service can accommodate your urgent requests. Retrieve and prepare your Order Request form in the lobby of Building 3400. Do not forget to include your departmental charge account number. Walk your request to the Express Service counter window. Relax while your request is being processed. Remember, express doesn't mean instantaneous. Allow enough time to submit your order and for us to run your job. We strive to have you in-and-out within 30 minutes. Please adhere to the guidelines outlined below.

Originals

- 8.5 x 11, 20# white paper
- clean and camera ready (leave 1/2" white margins)
- No staples, no paste-ups, no colored paper
- limited number of separate requests

Copies

- 8.5 x 11, 20# white paper
- up to 1000 total impressions
- one side or both sides
- automatic staple

GRAPHIC ARTS

Creative talent is characteristic of our Graphics Department. We provide a wide range of illustrative services which encompass:

- design consultation
- technical illustration
- layout and design
- creation of camera-ready artwork

We can help you plan your project from conception through pre-production. Projects range from the very simple to the highly complex. We can assist you with creating business cards, stationary, brochures, newsletters, mailers, flyers, signs, posters, instructional and promotional materials. Attention to detail, high quality, and customer satisfaction is of utmost importance throughout this process. The Graphic Arts staff can manipulate digital text and graphic files to create full graphic compositions for production.

We utilize Macintosh and PC-based workstations outfitted with state-of-the-art graphic programs and page-layout applications. These tools allow us the flexibility to create sophisticated images, drawings, charts, graphs, illustrations. We can accommodate multiple file formats and computer platforms employing conversion software.

Helpful Hints

- plan your project
- provide clear and legible instructions
- submit files electronically or on portable media
- allow sufficient time to meet timelines

Contact, Phone Number, Location, and Service Hours

Building 3400

Colin Pejman, Graphic Designer

723-6754

Hours: Monday	10:00 AM to 8:00 PM
Tuesday	11:00 AM to 4:30 PM
Wednesday	10:00 AM to 9:00 PM
Thursday	9:00 AM to 4:30 PM
Friday	10:00 AM to 8:00 PM

INSTRUCTIONAL TECHNOLOGY CENTER

The Instructional Technology Center is a group of support services designed to enable faculty and staff to effectively use technology in the workplace and to support classroom instruction. These services include workshops, step-by-step guides, and individual consultation on “office” applications, course management system (Blackboard) implementation, Web publishing, and other various software.

EDUCATIONAL TECHNOLOGY

Educational Technology offers technical training resources for faculty and staff to facilitate adoption of technology into classroom, lab, online, and office venues. Training includes college-supported software, multimedia applications, and the Blackboard Course Management System (CMS). Instructional support staff may be contacted for individual and/or department projects.

Contact, Phone Number, Location, and Service Hours

Building 1800, Room 1828

Main Voice Mail Number: 723-7016
Minta Winsor, ITC Coordinator 723-6620
Lisa Ulibarri, Instructional Designer 723-7224
Hours: 8:00 AM - 5:00 PM Monday—Friday

THE HUB

The Hub is an instructional technology resource computer lab for Chabot College administrators, faculty and staff. The facility houses both PC and Macintosh computers with hardware and software to enable user to:

- Create “Office” documents (Office 2007)
- Create Adobe PDF files (Adobe Acrobat 9)
- Use an off-line gradebook (GradeQuick)
- Create and edit graphic images (Adobe Creative Suite 4)
- Scan graphics and text (to PC or Mac)
- Desktop publish (Microsoft Office Publisher 2007; Adobe Creative Suite 4)
- Edit and publish Web Pages (Microsoft SharePoint Designer 2007)
- Burn files onto CD
- Quickly publish tests and surveys to Blackboard using Respondus.

Contact, Phone Number, Location, and Service Hours

Arlene Adamson, (510) 723-6643
Building 100, Room 121
Hours: Find hours posted on door (Room 121) or contact Arlene Adamson

WEB SERVICES

Chabot College has both an Internet and Intranet presence. If you’re comfortable using the basic tools in Microsoft Word, then we have the tools and the talent to help you discover how to build simple Web pages that are user friendly and accessible to your audience, without having to learn HTML.

We provide guidance in this new medium, plus counseling on the proper way to present content to your readers.

Contact, Phone Number, Location, and Service Hours

Abdullah Yahya, Webmaster, (510) 723-7617
ayahya@chabotcollege.edu

Building 1800, Room 1828
8:00 AM to 5:00 PM Monday - Friday

FACULTY ABSENCE

Instructors who are unable to meet their classes should contact their division offices prior to 4:30 p.m. If you are unable to contact your division, you may leave a message for the evening administrator at 723-6637. Instructors teaching a 7:00 a.m. class must also contact Security at 723 6923 so they may post a notice. In the event a substitute is approved, it is the instructor's responsibility to provide appropriate instructions and materials for a substitute. Saturday faculty are to call Security at 723-6923. Please do not arrange for your own substitute.

OFFICE HOURS

Part-time (adjunct) unit members assigned a 33.3% load (5 CAH equivalent) or higher, not counting activity hours or courses taught exclusively on an individualized mastery learning basis in a given semester, shall have the option of serving one (1) weekly office hour, to be compensated at the rate of \$43.20 per hour.

Qualified instructors interested in holding office hours should contact their deans during the first week of the semester. Please tell the division assistant the time and location of your weekly office hours.

ENERGY CONSERVATION

The Chabot-Las Positas Community College District has pledged itself to energy conservation. Consequently, it is everyone's responsibility to carry out conservation measures. Please turn lights off when leaving a room and keep windows closed during cold weather. If there are any energy problems, please report them promptly to either the administrator in charge in the evening (name posted on the door of academic Services, Room 210, Building 200) or to your division dean during the day.

IDENTIFICATION CARDS

Adjunct faculty can obtain a photo identification card through the Office of Student Life. In order to obtain a Photo ID, please provide Photo ID (driver's license, state-issued ID or passport)

Contact, Phone Number, Location, and Service Hours

Room 2361, Building 2300 - Second floor (510) 723-6749

Photo ID Center Hours of Operation:*

- Monday - Thursday: 9:00 AM – 6:00 PM
- Friday: 9:00 AM – 4:00 PM

**Hours subject to change.*

KEYS

In most instances, classrooms used will be opened by custodial personnel prior to the class period.

If a classroom has not been opened, contact Security, and an officer will unlock the classroom. Faculty needing a key for a room that is to be locked at all times can request a key from the division Dean in your area. The division Dean will provide the instructor with an authorization card to obtain a key from Security. Faculty needing a key to a classroom that has an intrusion alarm can obtain an authorization card from their Dean. Take the authorization card provided by the Dean to the Safety and Security office, and they will provide you with the key and sonitrol password.

MAILROOM

Adjunct faculty mailboxes are changed each semester. A mailbox list is located at the switchboard counter in Building 200 with the newly assigned mailbox numbers. For Saturday faculty a list is provided in the outer mailroom area.

PARKING PERMITS

Adjunct faculty are issued parking permits for Chabot College by the Campus Security Department. If you do not already have a parking permit, one may be obtained from the Security Office in Building 2300. Please be certain to observe specific parking lot regulations.

PAY PROCEDURES

With the exception of specialized classes, most classes taught on Semester calendar will be paid by contract (automatically). Dollar amounts are determined by class units and salary step.

For classes requiring a service report, failure to submit the report by the 15th of each month will delay payment until the following month. Reasons for nonpayment include managers not submitting the “Personnel Action Form” to Human Resources in a timely manner; employee not submitting paperwork such as payroll information (I-9, W-4, fingerprint and TB results). Additional questions regarding any aspect of the payroll procedure should be referred to the Office of Academic Services or the Payroll Office.

SUPPLIES

Students generally furnish their own supplies; exceptions are listed in the class schedule. Faculty members needing specific items should discuss their needs well in advance with the division Dean well in advance of anticipated use.

TEXTBOOKS

Instructors should confirm the proper textbook(s) in use for their course and section by consulting with their division Dean. The officially designated basic texts are expected to be used by each instructor teaching a particular course. Complimentary desk copies will be sent from the publishers upon request. A form letter for this purpose can be obtained from the Dean’s office.

Textbooks are selected annually by the faculty and approved by the division Dean. A basic text may be used by all sections of each course. Supplemental textbooks and lists of required class materials are also submitted to the division Dean. Special procedures need to be followed to create “instructor texts” or collections of materials. See your Dean.

Deadlines for ordering supplemental textbooks are:

Text needed for	Text Request due in Division Office
Fall Semester	March 23
Spring Semester	October 15
Summer Session	March 15

Contact the Bookstore Textbook Buyer from off campus at (510) 783-9800, ext. 17; from on campus at ext. 6925 or 6926. Visit our webpage at www.chabotbookstore.com.

TIME AND ROOM CHANGE

All classes are to be held at the announced times for the entire length of the period and in their regular designated rooms. Any changes from the assigned schedule must be approved by the division Dean.

E-MAIL ACCESS

For those of you interested in e-mail access, please check with your Dean regarding the location of available terminals, as well as further information on terms and conditions for obtaining an e-mail password. Faculty may obtain a Request for Faculty E-Mail Account form from the division office or online at <http://www.clpccd.org/tech/documents/Forms.php>. It is important to have an email address that is available to students wishing to contact instructors.

COMPUTER USE

1. Proper Use

- a. Board Policy 2311 specifies that the computer systems of the District are provided for the following purposes:
 - 1) use by authorized employees and agents of the Chabot-Las Positas Community College District for District business;
 - 2) use by authorized employees of the Chabot-Las Positas Community College District for professional activities related to the employee's job function; or
 - 3) use by registered students or authorized employees of the Chabot-Las Positas Community College District for instructional activities; or
 - 4) public access to approved District or College information resources via the public telephone and data networks.
- b. Use of District computer resources for personal or recreational purposes are prohibited. Prohibited activities included but are not limited to, the following examples:
 - storing personal recipes
 - balancing your personal checkbook
 - preparing a homeowner's association newsletter
 - playing any sort of computer games unless the games are a specific component of an instructional activity or assignment.
- c. Use of District computer resources for personal gain, profit, or commercial purposes is prohibited. Prohibited activities include, but are not limited to, the following examples:
 - consulting for profit
 - typing services for profit
 - maintaining commercial business records
 - developing software for sale, except as permitted in Board Policy pertaining to intellectual property rights
 - any activity which is not District business or a professional activity related to the employee's job function.
- d. Use of District computer resources for unauthorized activities are prohibited. Unauthorized activities include, but shall not be limited to, the following examples:
 - use of passwords or accounts of another use;
 - attempts to capture or "crack" passwords;
 - attempts to break encryption protocols;
 - attempts to use loopholes in computer security or special passwords to gain access to

- systems, obtain extra resources, or make unauthorized use of systems;
- destruction or unauthorized alteration of data belonging to the District or to another user
- creation or communications of “viruses,” “worms,” or “Trojan horses”;
- acts that restrict access to the system or damage the system;
- acts that deliberately misrepresent the identity of the source of a message;
- acts that harass, threaten, or defame other persons;
- acts that violate any law.

VOICE MAIL ACCESS

Voice Mail is available to adjunct faculty on campus; please check with your division Dean for available office space in your division, or the administrative assistant regarding the procedure to obtain a phone number on campus, so you may set up your voice mail.

LIBRARY SERVICES

The faculty and staff of the Chabot College Library are eager to help you and your students find the information you need. We offer a variety of individual and classroom services and rather than provide detailed written descriptions of these services, we would rather talk to you by phone or in person so we may tailor our service to your specific needs.

Location and Service Hours:

Building 100, Second Floor
 Reference 723-6764 or 723-7006
 Checkout/Reserve 723-7513 or 6765

Hours: 8:00 AM – 8:30 PM Monday - Thursday
 8:00 AM – 3:00 PM Friday

AUDIOVISUAL CENTER

The Audiovisual Area houses non-print materials, such as audio and visual cassettes, records, filmstrips, DVDs, and compact discs along with study carrels containing viewing and listening equipment.

Location and Service Hours:

Building 100, Second Floor Mezzanine, 723-6766

Hours: 8:00 AM – 8:30 PM Monday - Thursday
 8:00 AM – 3:00 PM Friday

STUDENT COMPUTER LAB

The Student Computer Lab is located on the mezzanine of the Library and is open to all currently registered Chabot/Las Positas College students. It now contains over 120 computers available for word processing, web searching, Email, and Microsoft Office Applications. There is always at least one lab assistant available to assist students.

The computer lab has a high-speed internet connection. Printing in the lab requires payment of a fee.

To use the lab, students need:

- Chabot/Las Positas College ID card, which must be left with the lab assistant for each computer that is being used in the Lab.
- Removable storage media such as USB flash drive or diskette



Section III.
Academic
Practices/
Services

CLASS VISITS

College Administrators and designated members of the full-time faculty hold responsibility for visiting classes and evaluating instructors' performance. Some experienced and trained adjunct faculty may also do class visits. In general, the evaluator does not announce the classroom visit ahead of time.

COURSE OUTLINES

Please contact the administrative assistant in the division to obtain an outline for the course you are instructing or visit the Academic Services web site at <http://www.chabotcollege.edu/academics/outlines.asp>. Instructors must follow the current course outline for each course taught. The official course outline has been approved by the college's Curriculum Committee and approved by the Board of Education. It is also the outline that has been used when the course has been articulated for transfer to other colleges.

COURSE SYLLABUS

During the first day of class, students should be given a syllabus, which includes the following:

1. **Course content and goals**
 - general course content, course objectives and prerequisites (source of information course outline)
2. **Textbook(s) and course supplies**
 - required supplements and/or recommended text
 - indicate special supplies required
3. **Course requirements and students responsibilities**
 - lateness/absence policy
 - withdraw deadlines, assignments, reading list with dates, and class participation
4. **Outside requirements**
 - field trips
 - assignments requiring students to attend functions at locations or times other than those announced in the class schedule
 - special added costs beyond textbooks
5. **Grading standard**
 - grading components and criteria for grading (see section on Grading, below)
6. **Instructor information**
 - office hours, office number
7. **Dates to Know**
 - last day for "NGR"

- last day for “CR/NCR”
- last day for “W”
- holidays
- last day of class
- date and time of final

8. Other supplemental information

- laboratory, teaching mastery learning and/or other related procedures, i.e., safety requirements, handouts/study guides, etc.

FACULTY EARLY ALERT

Faculty Early Alert is a program of cooperation between Faculty, the Probation counselor and the Office of Special Programs and Services. It is designed to identify potential problem students and to assist the instructors in taking positive measures to prevent these students from becoming candidates for probation. For further information and forms, contact the Counseling Office, Building 100.

EXAMINATIONS

At least one midterm examination should be administered. A final examination, which may include performance/demonstrations held during the final examination period, should be given in each course unless specifically exempted by the Vice President, Academic Services. If no final examination is given, other class activities shall be held during the period scheduled for the final examination. The final examination is planned for two hours in duration. A final examination schedule is published and normally covers the last five days in the semester. No changes are permitted in this schedule nor are examinations to be given in advance of the scheduled time unless approved in advance by the division Dean and the Vice President, Academic Services.

If unusual circumstances shall prevent an individual student from taking an examination at the scheduled time, alternate arrangements must be made by the student with the instructor prior to the scheduled examination. The instructor shall report the exception to the Vice President, Academic Services.

GRADING

GRADING PRACTICES

Because letter grades should be assigned on the basis of stated objectives and standards, grading strictly on a curve basis is not justifiable. There should be no rigidly predetermined percentage of each grade in a course. Also, instructors should remember that a “C” grade is defined as “satisfactory” and meets graduation requirements.

Awarding grades to students is the responsibility of the instructor of the course in which the student is registered. Once awarded, grades are final. They may not be changed except where evidence is presented that a clerical error has occurred. A special “Grade Change” request form

should be completed and signed by the instructor, the division Dean, and by the Vice President, Academic Services. Requests for a grade change must be made during the semester immediately following the semester or session for which the grade was assigned.

RETENTION OF INSTRUCTOR RECORDS

Instructors should maintain complete records used as a basis for grades and be prepared to present these records and justify the grades if challenged. You may use any method you wish to maintain your grade records. If you are interested in using an off-line grade book, GradeQuick allows instructors to customize the grading scale, drop low scores, weight tests or categories of tests, keep attendance, print seating diagrams, and print reports. Instructors may check the software out at the AV desk, upstairs in the library. Workshops on using GradeQuick are available through the Instructional Technology Center, and a step-by-step guide is available online at <http://www.chabotcollege.edu/ITC/guides/>.

Faculty members are reminded that all examinations and other original records should be retained for at least one year beyond the semester in which the course was completed. A longer period of time is recommended.

INSTRUCTIONAL TIPS

Your job is to facilitate learning not just to impart information. Lecturing may impart information, but it doesn't necessarily facilitate learning. Learning can be facilitated by:

- student involvement in question and answer sessions
- discussions
- group problem-solving
- brainstorming
- debating
- giving reports and summaries (written and oral)
- panel presentations
- role playing
- term paper writing
- taking field trips

Instructor presentation and planning that includes:

- a variety of presentation methods
- use of A-V materials, videotaping
- clearly stated goals and objectives
- regular testing to see that the goals and objectives are being met
- prompt grading and return of assignments
- every effort to stimulate students to do their best work

Oral participation from a student increases retention.

Writing helps students to integrate what they're learning.

If students know that you expect and demand performance, they will tend to work harder.

Positive reinforcement works better than criticism.

Blocks to learning coming from boredom, irritation, confusion and fear. Beware of creating any of them.

THE FIRST CLASS SESSION:

1. Introduce yourself. Write your name, course and section number, meeting times and days on the board.
2. Give out a clear syllabus for the course and go over the information on it. Encourage questions about the course requirement, prerequisites, grading, and attendance policies, all of which should be stated in writing.
3. Tell students how they may contact you outside of class. (A phone number, a note in your mailbox, whatever will work best for you and them). The administrative assistant does not take messages. It is best to give a Chabot phone number, not a home one.
4. Establish some means (a telephone tree, perhaps) to get in touch with your students should the need arise.
5. Review college regulations. Note that no smoking, drinking or eating is permitted in the classroom; no alcohol is allowed at the college; parking is by permit only on all Chabot College lots. Parking policies are enforced.
6. Try to learn a little about your students at the first class session. Students appreciate being called by name. Make an effort to learn names as soon as you can.
7. Call the roll. Wait until the end of the scheduled time to drop any student who does not attend the first class meeting. This allows those who get lost or have trouble parking the time they need to find the classroom.
8. At the end of the class period, add petitioners to fill any vacancies left by “no shows.” Then if you still have room, add others who wish to get in until enrollment reaches the maximum allowed for your course.
9. Meet for the entire scheduled time, and have the students learn something that first class session. **Do not let it be a “throw away” session.** Why? First, because we don’t have enough time in the semester as it is; second, the initial class session is the one that creates lasting first impressions and expectations and these need to be positive.
10. Have students write evaluation of course/instructor.

We have found that the first day of class sets the tone for the whole semester. When we arrive promptly, provide evidence of careful planning in syllabi, conduct class in a friendly business-like manner, assure that some meaningful learning experience takes place that very first meeting

and that students get acquainted with each other and with us—we are letting students know that they will find learning in our classes both challenging and fun. It is by such means that the College has achieved the reputation for teaching excellence.

SOME TIPS ON DEALING WITH ESL STUDENTS

The Chabot-Las Positas Community College District has many students whose native language is not English. We also have a thriving ESL (English as a Second Language) program. If you have a student whose skills in English are too weak to meet the minimum requirements of your course, we recommend you tell the student of your concern and refer the student to the Tutorial Center or to the Language Arts Division where many English Learning Skills and English as a Second Language courses are offered.

In trying to be understood by those who do remain, following these guidelines will help:

Pause frequently. This is the most important—and most often neglected—thing you can do.

Remember that when listening to a foreign language, people need time to process what they hear. Pause for a second or two between sentences. That will give students the time they need to understand. Simplify your sentences and vocabulary as much as possible. Avoid negatives. Avoid slang. Avoid long polysyllabic words. Avoid auxiliaries like, would, could, may, might, must, can, will, should. Face the class, not the board, so students can read your lips and hear your words clearly.

GUEST SPEAKERS

Instructors who invite speakers to address their classes should notify their division Dean in advance, preferably one week, by using the appropriate form available from the division office. Instructors must remain in the classroom while guest speakers are present. The college does not pay for guest speakers. Faculty can obtain a temporary parking permit for a guest speaker from the Safety and Security office, Academic Services office, or your division office.

FIELD TRIPS

A field trip is defined as any movement of a class outside of its regularly assigned classroom for the purpose of receiving educational experiences not possible in the classroom.

Class I - Field trips are on-campus activities limited to college campus. Authorization is granted by the first line administrator or other designated administrator.

Class II - Field trips are in-district activities conducted off campus but limited by boundaries of the Chabot-Las Positas Community College District. Requests must be submitted at least two weeks prior to the date of the trip. Requests will be submitted to the division Dean or other designated manager. The approved requests will be forwarded by the division Dean to the Office of Academic Services. Approved requests will be submitted by the Vice-President of Academic Services or designee to the President of the College or designee.

Class III - Field trips are activities conducted outside the boundaries of the Chabot-Las Positas Community College District, but within the State of California. Requests must be submitted at least one month prior to the date of trip. Authorization granted by division Dean, Vice-President of Academic Services, President of Chabot College, and the Chancellor for approval by the Board of Trustees. Check with the administrator in charge for additional policies, procedures, and limitations established for field trips.

Class IV - Field trips are out-of-state activities conducted outside the State of California. Authorization for Class IV field trips is granted by the Board of Trustees. Authorization of field trips that require travel outside the United States may be revoked in time of war or regional armed conflict.

In Accordance with the California Education Code (1081.5), adult students or parent/guardians of minor students must sign the waiver of claims against the Chabot-Las Positas College District and the State of California for injury, accident, illness, or death occurring during or by reason of the field trip.

Class I Field Trip—Instructor Responsibility:

- Pre-planning, previewing, leading, and evaluating the field trip as an educational experience;
- Obtaining verbal authorization from the division Dean;
- Advising the division office on the day of the trip of the time to be gone from the classroom and the destination;
- Obtaining necessary clearance from the Office of Academic Services for the use of campus facilities other than the assigned classroom(s);
- Evening instructors should advise the Office of Academic Services of the trip, time and destination.

Class II and III Fieldtrips—Instructor Responsibility:

- Pre-planning, previewing, leading, and evaluating the field trip as an educational experience;
- Preparing and submitting the College Field Trip Request Form at least two weeks (Class II) to one month (Class III) prior to the date of the trip;
- Insuring that all necessary arrangements are made;
- Supervising the conduct of the trip.

Class IV Field Trip—Instructor Responsibility:

- Pre-planning, previewing, leading, and evaluating the field trip as an educational experience;
- Preparing and submitting the College Field Trip Request Form at least one month prior to the date of the trip;
- Insuring that all necessary arrangements are made;
- Insuring that all students and the parent or guardian of minor students have signed and returned the waiver of claims form. Forms for all students must be filed by the instructor

in the Vice-President of Academic Services' Office at least 3 school days before the field trip begins. Failure to file the form with the Vice-President shall prevent student(s) from participating in the field trip;

- Supervising the conduct of the trip.

GENERAL POLICIES AND PROCEDURES RELATING TO FIELD TRIPS

Limitations - The following limitations are established for field trips.

- a. Field trips may not be scheduled on state, legal or school holidays. Field trips during recess periods require prior discussion and approval of the Vice President of Academic Services.
- b. Field trips may not be scheduled during the last two weeks of any term.
- c. Students cannot be required to attend field trips when admission fees are charged.
- d. Activities requiring admission fees and other such costs to students should not be scheduled during regular class hours.
- e. Field trips that require students to miss other classes should be carefully coordinated in advance with the instructors involved.
- f. It is the responsibility of the individual student to notify in advance the instructors of classes, which he will miss while on the field trip.
- g. Students must make up work missed because of field trips.
- h. There will be no penalty for students who miss a class because of a required field trip by another, if the trip is verified in advance and if the student makes up the required work within the agreed time.
- i. Class sessions held off campus in instructors' homes, students' homes, or elsewhere are authorized only when approved as Class II or III field trips.
- j. Instructors cannot be reimbursed for time devoted to field trips held outside of the regularly assigned class hours. Under special circumstances and with appropriate approval for the classification, a field trip may be conducted in lieu of a regularly scheduled class period. In these situations the instructor can be reimbursed for time equal to the class involved.

Instructor Responsibility

- a. Each instructor sponsoring a field trip is an agent of the college and as such is responsible for making proper arrangements for the trip, including a first-aid kit, and conducting the trip in ways which insure against negligence and safeguard the welfare of the students while under the jurisdiction of the college.

- b. Each instructor planning a field trip, which will take students from other classes, shall prepare a notice of that activity including a roster of the names of the students involved. Copies of this notice and roster will be given to each student for presentation to the instructor(s) of the class(es) he or she will miss while on the field trip.
- c. When arrangements have been made in advance to have students go on their own to a field trip destination, and when the class assembles and convenes at the destination, the instructor may meet them at the destination.
- d. When a class is convened on campus and moved as a group from the campus to the field trip destination, the instructor must meet the class on campus and accompany it enroute unless other arrangements have been approved by the Vice President of Academic Services.

Transportation

Transportation for Class II, III, and IV field trips can be arranged in any one of several ways.

- a. The use of district-owned vehicles may be requested on the Field Trip Request Form, dependent upon the number of students participating. The cost of the use of the district-owned vehicles is chargeable to the budget of the appropriate division at the current mileage rate.
- b. If the number of persons exceeds the capacity of district vehicles, charter bus transportation may be requested on the Field Trip Request Form. The cost of the charter service is chargeable to the budget of the appropriate division.
- c. Instructors may use their own vehicles to provide transportation for students on approved field trips. Approval must be obtained on the Field Trip Request Form.
- d. The use of privately-owned vehicles to carry students on field trips is the least desirable method of transportation. Only under unique conditions should this means of transportation be considered. Under no circumstances will privately-owned vehicles be used without prior approval obtained on the Field Trip Request Form.
- e. Instructors may suggest that students go on their own to destinations or events to observe, to hear, to see, or otherwise gain experience related to the course of study. The assignment must be voluntary, however, and no penalty can be assessed for students who do not or cannot complete the assignment. Alternative assignments should be provided.

MATRICULATION

Matriculation is a program which assists students by providing access, admission, orientation, counseling and follow-up services to assist students in selecting and achieving their educational goals. The primary purpose of matriculation is to match students' skills, needs, and goals to the college's courses, programs and services. Chabot College strongly supports Matriculation and believes that as a result of participation students will be better able to make informed educational choices when they have information about their strengths and how they can best utilize them to

achieve their personal educational goals. Matriculation is a partnership between the student and Chabot College.

For a discussion of exemptions from Matriculation components, see the College Catalog. Students who believe they are eligible for exemption from any of the Matriculation components may obtain an exemption form from the office of the Dean of Counseling, Building 100, Room 140.

PREREQUISITES

Many of the courses offered have prerequisites, and these are specified in the College Catalog and enforced by computer at the time of registration. Instructors are not authorized to set aside the prerequisites that have been established by the Curriculum Committee and approved by the Board of Trustees. Students wishing to initiate the Prerequisite Challenge process should contact the counseling office.

SMOKING AND FOOD RESTRICTIONS

Smoking and eating in classrooms are prohibited. Outside smoking is restricted to the parking lots.

STUDENT RIGHTS AND PRIVACY

Students and alumni of Chabot College have the right to review the official educational records, files, documents, and other materials which contain information directly related to them. For further details, please refer to the Student Rights and Privacy section of the Chabot College Catalog.

TIME SCHEDULE AND BREAK TIME

The classroom hour teaching is defined as 50 minutes (exclusive of passing time). Each 50 minutes of such attendance shall be counted as a clock hour.

Time schedule for classes as follows:

Catalog Hours	Meetings Per Week	Break Time Allowed
1	1	No Break
1 ½	1	No Break
1 ½	2	No Break
2	1	10 Minute Break
2 ½	2	15 Minute Break
3	1	20 Minute Break
	2	No Break
4	1	30 Minute Break
	2	10 Minute Break
	3	No Break
4 ½	1	30 Minute Break
	2	No Break
5	2	10 Minute Break
	3	5 Minute Break
	2 times a week + 1 hour	10 Minute Break
6	2	20 Minute Break
	3	10 Minute Break

Break may not be accumulated and taken at the end of the class period.

CLASS VISITORS

A Chabot College student may visit a class with the instructor's prior permission. Students and instructors are reminded that auditing is prohibited (e.g., frequent attendance without official enrolling).

Any non-student who desires to visit a class must obtain a special guest pass from the Vice President, Student Services. The only exception to this rule is in the case of students who are enrolled in Teacher Education classes at other institutions and are making an assigned observation. These individuals must be referred to the Office of Academic Services for authorization. It is District policy that in every case visitors must receive prior permission of the instructor concerned.

STAFF DEVELOPMENT

The Chabot Staff Development Committee is made up of representatives from the entire college staff—classified, faculty, and administrators. Members are chosen by the senates, academic divisions, or are appointed by the administration.

Chabot College Staff Development offers faculty, staff and administrators support for planning or attending enrichment activities, workshops, conferences and training. The Staff Development Committee plans Fall Flex Week and events throughout the year.

Part-time (adjunct) faculty, when required by the District to attend on-campus meetings, shall be compensated at the prevailing hourly rate for the period of the meeting. In addition, part-time (adjunct) faculty will be paid at the prevailing hourly rate for the college-wide initial orientation for new faculty members and for in-service training as approved in writing by the appropriate administrator. Prior written approval from the appropriate administrator must be obtained for any compensation for in-service training. Such training, in order to be compensated, must be specifically related to the course of study taught by the individual faculty member.

ATTENDANCE REPORTS

Please refer to the Admissions and Records handbook, the Student Attendance and Grade Manual, available from campus computers at <http://info/chabotstudentservices/admissions/>.



Section IV.
Student-
Related
Information

ADMISSIONS AND RECORDS

Assistance for faculty available:

Monday-Thursday 7:00 AM to 9:00 PM
Friday 9:00 AM to 5:00 PM
Building 100, Counseling Lobby

Faculty Help Line: (510) 723-6704 or email eweimer@chabotcollege.edu.

BOOKSTORE

Bookstore hours are 7:45 AM to 6:30 PM, Monday through Thursday, and 7:45 AM. to 12:00 NOON on Friday.

CAFETERIA SERVICES

During the Academic Year, the cafeteria, located in Building 2300, is open from 7:30 AM to 5:00 PM., Monday through Thursday, Friday 7:30 AM to 2:00 PM. Summer and Semester Breaks: Monday through Thursday, 7:30 AM to 5:00 PM. Closed on Fridays.

COUNSELING, TRANSFER, AND ASSESSMENT CENTERS

Counseling: *8/17 - 8/21/09*

Monday-Thursday 9:00 AM to 7:00 PM
Friday 9:00 AM to 12:00 NOON

8/24 - 8/28/09

Mon, Tue, Thurs 9:00 AM to 7:00 PM
Wednesday 9:00 AM to 2:00 PM and 4:00 PM to 7:00 PM
Friday 9:00 AM to 12:00 NOON

8/31 - 12/23/09

Mon, Thurs 9:00 AM to 7:00 PM
Tuesday 9:00 AM to 5:00 PM
Wednesday 9:00 AM to 2:00 PM and 4:00 PM to 7:00 PM
Friday Closed

Building 100
(510) 723-7013

Transfer, Employment and Career Services (TECS) Center:

8/17 - 8/21/09

Monday-Thursday 9:00 AM to 7:00 PM
Friday 9:00 AM to 12:00 NOON

8/24 - 8/28/09

Mon, Tue, Thurs 9:00 AM to 7:00 PM
Wednesday 9:00 AM to 2:00 PM and 4:00 PM to 7:00 PM
Friday 9:00 AM to 12:00 NOON

8/31 - 12/23/09

Mon, Thurs 9:00 AM to 7:00 PM
Tuesday 9:00 AM to 5:00 PM
Wednesday 9:00 AM to 2:00 PM and 4:00 PM to 7:00 PM
Friday Closed

Building 100, Room 146
(510) 723-6720

Assessment: Building 1800, Room 1840
(510) 723-6722

The Assessment Center schedule is available in the Class Schedule or online at <http://chabotcollege.edu/Counseling/assessment/>.

The Disabled Student Resource Center (DSRC) offers support services to students with disabilities. Any student with a verified physical, communication, or learning disability is eligible for services. Support services include direct services, programs, and campus and community referrals. Counselors are available to assist students with academic and vocational goals and for personal counseling and community referrals. Direct services include assistance with academic planning, registration, new student orientation, mobility, interpreters, reader services, and alternative testing. A variety of adaptive equipment is available for student use.

DISABLE STUDENTS PROGRAMS AND SERVICES

The DSRC is located in Building 2400, and can be contacted by telephone (510) 786-6725 or TDD (510) 723-7199.

HIGH-TECH CENTER

Located in the DSRC (Building 2400), the High-Tech Center houses computers with state-of-the-art adaptive hardware and software. Programs include screen readers, screen magnifiers, voice recognition software for students who cannot use a keyboard, and a program to assist students in reading textbooks by use of a scanner. The Center also provides other programs to help students learn keyboarding and math, as well as software assigned by other instructors.

LEARNING SKILLS PROGRAM

The Learning Skills program is designed to assess students to determine if there is a Learning Disability and to provide instruction to prepare students academically for college courses.

ADAPTIVE PHYSICAL EDUCATION

DSPS offers students an opportunity to design their own individualized physical education programs with an instructor. Activities range from weight training and flexibility exercise to swimming and self-defense. Chabot provides a fully equipped Adaptive Physical Education gym, where students can work out on treadmills, pulleys, weights, walkers, and exercise bikes.

Adapted Physical Education courses are available for students with physical disabilities. Contact the DSRC at 723-6725 for more information.

STUDENT ELECTIONS

The Associated Students (ASCC) Election Code states that “No campaigning of any kind shall take place inside a classroom” in which a class is scheduled or in session.

STUDENT HEALTH CENTER

All students are eligible for unlimited visits to the Student Health Center located in Building 100, Room 120. Services at low or no cost include assessment, evaluation, and treatment for minor illnesses and injuries, physical examinations, over-the-counter medications, immunizations, reproductive health services, non-urgent emergency care, early illness intervention, physician referrals, and health education and advisement. Telephone (510) 723-7625. Call for hours.

STUDENT TEXTBOOKS

Students are required to provide their own textbooks, which may be purchased at the Bookstore. Instructors are not to sell books to students.

INSTRUCTIONAL MATERIAL FEES (STUDENT)

Ed Code Section 76365 permits districts to charge additional fees to cover the cost of materials deemed necessary for certain courses. These courses may carry a nominal fee for instructional materials deemed necessary for certain courses. Courses requiring instructional material fees will be so noted in the class schedule. However, the college retains the right to amend the course listings for instructional materials fees and prices are subject to change. Instructors should note on their course syllabus where approved instructional materials fees are required. Questions regarding these fees should be directed to the appropriate division Dean.



Section V.
Semester
Calendars

FALL SEMESTER 2009

Orientation Week

August 11, 12.	New Faculty Orientation
August 13.	Convocation Day
August 14.	College Day
August 17.	Instruction Begins
August 22.	Instruction Begins Saturday Classes
September 4.	Last Day to Add or Drop (NGR–No Grade of Record) in person
September 6.	Last Day to Add or Drop (NGR–No Grade of Record) online
September 5-7	Holiday Weekend - Labor Day Campus Closed
September 8.	Census for Full-Term Classes
September 18.	Deadline to apply for Pass/No Pass (Full-Term Classes)
October 30.	Last day to apply for Graduation end of Fall Semester 2009
November 6.	Last Day to drop with a “W” (Withdrawal) (in person or online)
November 13.	Holiday - Veterans Day
November 14.	Saturday classes meet as scheduled
November 25-28	Holiday - Thanksgiving Campus Closed - No Saturday Classes
December 11	Last day of Instruction, Full-Term Classes
December 12	Last day of Instruction, Saturday Classes
December 14-19	Final Examination Period
December 21–January 18.	Semester Recess
January 6	Deadline for instructors to File Grades

SPRING SEMESTER 2010

January 18	Holiday - Martin Luther King, Jr. Day Campus Closed
January 19	Instruction Begins
January 26	Instruction Begins Saturday Classes
February 5	Last Day to Add or Drop (NGR - No Grade of Record) in person
February 7	Last Day to Add or Drop (NGR - No Grade of Record) online
February 8	Census Day
February 11	Mandatory Flex Day (Campus Closed for daytime courses starting before 4:00 PM only)
February 12, 13, 15	Holiday - Presidents' Weekend Campus Closed
February 19	Deadline to apply for Pass/No Pass
April 3	Saturday Classes Meet
April 5–10	Spring Break (No Instruction)
April 16	Last Day to drop with a "W" (Withdrawal) (in person or online)
April 30	Last Day to apply for Graduation end of Spring Semester 2010
May 17	Last Day of Instruction, Saturday Classes
TBA	LAST DAY OF INSTRUCTION
May 22-28	Final Examination Period
May 31	Holiday - Memorial Day Campus Closed
May 28	Commencement
TBA	Deadline for Instructors to File Grades