



SAN DIEGO  
CITY COLLEGE

2021-2022

# Faculty Handbook





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# Class Quick Start Guide

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# mySDCCCD Faculty Portal

- Sign-in to mySDCCCD Faculty Portal to accept a Tentative Assignment Offer (TAO), view class information, submit attendance grade rosters, and more.

<https://myportal.sdccd.edu/psp/IHPRD/?cmd=login>

- Go to mySDCCCD Hub for Faculty Support Center training videos and guides. <https://mysdccd.atlassian.net/wiki/spaces/MYS/overview>

# Payroll Services

- Part-time (adjunct) and overload faculty pay begins with logging in to [my.sdccd.edu](http://my.sdccd.edu) and accepting a Tentative Assignment Offer (TAO). TAOs are approved by the dean and entered in the system by the dean's assistant. Faculty may begin an assignment only after accepting the TAO.
- Part-time (adjunct) and overload faculty assignments are paid on the tenth of each month.
- Employee Self-Service allows employees to view and update personal information like addresses, phone numbers, direct deposit information.
- Use Employee Self-Service Timekeeping to report leave, enter hours worked (part-time and overload non-classroom only), or substitute hours.
- For questions about TAOs, contact the dean and dean's assistant.



# Syllabus Requirements

- To encourage student retention, please include a statement requesting that the student speak to you prior to dropping your class.
- Faculty are required to provide a digital copy of syllabi to the dean and department chair.
- The college does not schedule final exams outside of the regularly scheduled class time. Faculty are required to meet with students on the last day of class.

# Syllabus Requirements (continued)

## Required Information

- San Diego Community College District requires the following information be included in syllabi:
- The course title, course number, and course reference number (5-digit Class Number).
- Contact information including email address.
- Office hours (a requirement for all full-time contract faculty). Part-time faculty are not required to hold office hours unless participating in the paid office hours offered by AFT.
- Textbook title(s) and information on other required or optional materials.
- Course student learning outcomes taken from the official district-approved course outline.
- Specific statements are required to be included in your syllabus. Information can be found in the [SDCCD Faculty Resource Handbook](#).

# Course Outlines

## Course Outlines

The syllabus needs to meet department/district outline requirements. A course outline for the class(es) you are teaching is available from your Department Chair and/or dean's Office. The course outline states the student learning outcomes expected upon completion of the course. It also outlines essential information about the course such as the number of units, required hours and requisites, and transfer applicability. Ideas for assignments and methods of evaluating student performance are also given.

- Course outlines and sample syllabi are available online by going to: <http://www.curricunet.com/SDCCD/> Login/password is not required to access the information. On the left column of the screen, under "Search" click on "Course". Under "Subject" select from the drop down menu (i.e. PSYC). Enter the course number (i.e. 101). For "Status" select "Active". Click "OK." Click on the blue and red "CO" to view the course outline for PSYC 101. Click on the "S" to view the sample syllabus for PSYC 101.

# Textbooks

Order class textbooks and supplies online or verify textbooks are not required. San Diego City College Bookstore faculty resource webpage includes a guide to logging in and using the online requisitions as well as FAQs.

[https://www.bookstore.sdccd.edu/city/site\\_faculty.asp](https://www.bookstore.sdccd.edu/city/site_faculty.asp)

## Bookstore Contact Information

Textbook & Course Materials Buyer	619-388-3491	<a href="mailto:cityreqs@sdccd.edu">cityreqs@sdccd.edu</a>
City Campus Store Supervisor	619-388-3976	<a href="mailto:dporter@sdccd.edu">dporter@sdccd.edu</a>

# Program Cards

Program Cards are a record of each contract faculty member's weekly schedule including office hours, class times, reassigned time, and committee participation. The Program Card form is to be completed by contract faculty and submitted to appropriate dean prior to the start of the fall and spring semesters.

# Flex – Instructional Improvement

The Instructional Improvement Program (Flex) is a requirement for colleges operating under a flexible academic calendar. Participation is required for all contract and adjunct faculty in lieu of instruction resulting from the reduction from an 18 week to a 16 week flexible calendar. Participating in the Instructional Improvement Program is mandatory. Faculty who do not participate in the program will have their pay deducted to reflect the hours not worked and may be subject to disciplinary action. It is the responsibility of the faculty to monitor the status of their Flex obligation throughout the semester.

The program is designed to offer faculty the most flexible range of possible work activities, which are called Flex Activities, with many scheduled during designated Flex Days. Faculty can fulfill the obligation at any time during the semester (adjunct) or the academic year (contract). Flex Activities can be made up of college designated activities and workshops, or approved Independent projects, as long as they qualify as Instructional Improvement Activities under Title 5.

Visit sdcity website to sign up for activities.

<https://www.sdcity.edu/faculty-staff/professional-development/instructional-improvement-flex.aspx>

# Digital Print Center

Digital Print Center - 619.388.3444, Room T-131

- Location: SDCC Campus T-131T Building, bottom floor, facing west, towards "A" Bldg
  - Special Hours until further notice:  
Friday 8:00AM-12:00PM
  - Please call for service during these limited times

Visit website a list of services and more information:

<http://www.sdccity.edu/about/leadership/administrative-services/print-mail-room.aspx>

# Mail

## Special Hours until further notice:

- Friday 8:00AM-12:00PM. Please call 619-388-3444 for service during these limited times

## Faculty Mailboxes

Faculty Mailboxes are located in T-131. Mail is a regular method of communication and conducting business between the college and faculty. Faculty are expected to check mailboxes often. Adjunct faculty mailboxes are changed at the end of each semester. Mail left in an adjunct mailbox will be send to division dean.

## Meter Mail

- All stamped and metered mail is processed by US Postal Services
- First Class, Priority, Express, Certified, Return Receipt, International and other type of services available.



# Mail (continued)

- Mailroom Center will only meter mail that is official college business. Mail should be unsealed.
- No personal mail will be metered or taken to post office. Each mail piece must have college return address with department or senders name.
- Flat Rate envelopes, boxes and forms for USPS are supplied at no cost.

## Timelines

- All outgoing mail packages must be in the center by 9:00am for processing and pick up by U.S. Postal Services.
- Outgoing mail with special services such

as Express, will be taken to US Post Office.

## Curbside Pickup

- A USPS curbside mail box is located on Russ Boulevard by "A" building. Pick up time is 10:00am.

## Delivery – District

- District Mailroom Center delivers and picks up twice a day.
- District mail is comprised of District, Mesa, Miramar, Continuing Ed., Unified School District and other select college districts.

# Keys and Alarm Codes

## Keys and Alarm Codes

**Deans will provide a *Key Request Form*** and alarm code request when necessary. You will be contacted by College Police staff when the key and alarm code is ready. However, if not contacted within the 10-day period, please call the College Police Office (619) 388-3460. A photo ID is required to pick-up a key. Any college key issued to faculty will open faculty restrooms and CitySITE faculty workroom.

# Parking Permits

Parking permit requirements for college parking lots are not being enforced during the COVID-19 pandemic.

The College Police Office issues parking permits free of charge (fee for replacements). Complete the *SDCCD Faculty/Staff Parking Permit Application* available from the dean or College Police (Room V-100), obtain the dean's signature. The dean's assistant will forward the form to College Police. Or, if desired, one may personally take the signed application to the College Police Office. Parking permits are required for all college and district parking lots 365 days per year. SDCCD parking permits are accepted by all community colleges in San Diego and Imperial counties when the permit-holder is conducting SDCCD district business. Read the [SDCCD parking regulations](#).

# Wireless Internet (WIFI)

WIFI access is available in indoor and outdoor spaces. The password is city[current semester and term year]. For example, cityfall2021

# Class Management Resources

- Class Hours and Breaks
- Records Office Contact Information
- Student Records
- disAbility Support Program and Services
- Emergencies
- Evacuation Plan
- Classrooms and Furniture
- Animals on Campus
- Disruptive and Distressed Behavior
  - Field Trips
  - Guest Speakers
- Instructional Supplies
- Minor Children In Class
  - Petitions
  - Tutorial Services
- Students Rights, Responsibilities, and Administrative Due Process



# Class Hours and Breaks

Faculty are expected to conduct class as scheduled. If a class is terminated prior to the scheduled time of adjournment, written notice (including email) must be given to the appropriate dean. The college's printed class schedule indicates the beginning and ending time of class and includes break time(s) as follows:

Class hours per day	Break time
Less than two	No break
Two - three	One (1) ten-minute break
More than three	Two (2) ten-minute breaks

Break times must not be scheduled at the beginning or end of class. Consult with the dean about the length of breaks for classes scheduled outside of this schedule.

- If for any reason faculty will not be in the classroom for the entire scheduled time, call the deans' Office between the hours of 8:00am to 5:00pm Monday through Thursday and 8:00am to 4:30pm Fridays. Call the evening/weekend administrator (619.559.3468). An administrator is on duty until 10:00pm Monday through Friday and 8:00am to 4:30pm on Saturdays.

# Records Office Contact Information

Employees work remotely

## **ADMISSIONS and RECORDS – (619) 887-4989**

Supervisor: Megan Soto, [msoto@sdccd.edu](mailto:msoto@sdccd.edu)

Dora Meza, [dmeza@sdccd.edu](mailto:dmeza@sdccd.edu)

Staff: Janay Patton. Sr. SSA, [jpatton@sdccd.edu](mailto:jpatton@sdccd.edu)

Sonia Lopez, SSA, [slopez@sdccd.edu](mailto:slopez@sdccd.edu)



# Student Records

Faculty Resource Handbook is a collection of San Diego Community College District policies and procedures on the following student record business:

Attendance and Grade Rosters

Permission Numbers

FERPA requirement

Student Drops

Assigning Incomplete grade

Absence and Attendance

Wait List

Student and Faculty Initiated Petitions

Student Follow-Ups

FAQs

# disAbility Support Program and Services (DSPS)

Academic Accommodations and Disability Accommodations:

The procedures associated with this policy are found in [AP 3105.1](#).

The DSPS program webpage includes faculty resources like FAQs regarding class accommodations.

<https://www.sdcccd.edu/students/services/dsps/resources.aspx>

Call DSPS 619-800-2873 or email [citydsps@sdccd.edu](mailto:citydsps@sdccd.edu) for additional information.

# Emergencies

## Medical Emergencies

- For a life threatening situation, call 9-911 from any non-pay campus telephone. You may just dial 9-1-1 from a pay or cell phone.
- Contact **COLLEGE POLICE DISPATCH** at 619-388-6405 **AND PROGRAM THE NUMBER IN YOUR SPEED DIAL ON YOUR CELL PHONE.** The number is also **—IN THE RED LETTERS** Remember that the police on campus are the **FIRST RESPONDERS** for emergencies. They are the ones who patrol our campus, and know how to dispatch help to various campus locations, are CPR certified and have defibrillator access (AED). They assure that paramedics can locate the victim and assist in transport of the victim to an appropriate medical facility.
- Remember, call 9-911 from Campus phones, 9-1-1 from your cell or pay phone, and 619-388-6405 for District Police Dispatch.

# Emergencies (continued)

- All incidents should be reported to Student Health Clinic and an accident report completed by the student to have District Accident Insurance Coverage recapture costs possibly incurred by the student.
- QUESTIONS? Call the Student Health Clinic at 619-388-3450.

## **Defibrillators (AED)**

- Automated External Defibrillator (AED) are safe, effective, and easy to use devices to restore the heart to a normal rhythm. Devices are located throughout the campus. Please see the [college map](#) for locations.

# Emergencies (continued)

## Dismissing Students

For all other non-medical, non-life-threatening, or non-disaster emergencies:

As long as it safe to do so, faculty should not dismiss students unless

- directed by College Police, College President, College Vice President or designee.
- the estimated time of returning to the classroom is beyond the scheduled class time. Faculty must immediately inform the dean if students are dismissed before the scheduled class ending time.

## Campus Alert System

College Police is the primary notification point for emergencies at City College. College Police will begin dispatching public safety services to assist the SIC (Site Incident Commander), pursuant to their policies and procedures.

# Emergencies (continued)

## **Fire Alarm**

Buildings are equipped with fire alarms. Alarms will sound only in the incident area. In case of a fire alarm, guide students to the designated evacuation area. Do not re-enter the building without the permission of College Police. Follow the guidelines for dismissing students.

## **Power Outage**

In case of a power outage or blackout, notify College Police Dispatch 619-388-6405. Remain in class and continue instruction for as long as it is safe to do so. Follow the guidelines for dismissing students.

## **Water**

In case of a water-related emergency (such as water shut off or isolated flooding), evacuate students to the designated area, if necessary. Call College Police Dispatch 619-388-6405 to report the incident. Inform the dean. The dean will look for an available room so that instruction may continue. Follow the guidelines for dismissing students.

# Emergencies (continued)

## Emergency Callboxes

- Emergency Callboxes have been installed in most classrooms. Most are located on the front wall (teaching area) of the classroom. Please familiarize yourself with the "Callbox" location in each environment. You need to push the button for direct dial to College Police Dispatch.

Emergency Callboxes called "Talk-A-Phone", have been installed in select locations on campus. See [map](#) for locations. Students, faculty and staff are encouraged to learn the locations of these emergency call boxes on campus and to use them for security and emergency communications.

## LiveSafe app

- San Diego City College uses LiveSafe to communicate safety alerts, emergency information, and more. Get LiveSafe Download from the App Store or Google Play. Register and fill out your profile. Select San Diego City College organization.



# Evacuation Plan

Each classroom has Emergency Procedures and an evacuation plan posted. Please become familiar with both and encourage your students to review the information.



# Classrooms and Furniture

Faculty must obtain prior approval from the department chair or dean when changing classrooms. Do not change rooms independently. This is extremely important. In case of an emergency, administrators or College Police would be unable to locate the class. Additionally, classroom management software is used to schedule maintenance and events. Unauthorized use of a classroom will cause a room conflict.

## **MOVING FURNITURE**

Faculty may decide to change the layout of classroom furniture to enhance learning. In consideration of colleagues, return the classroom to the original layout at the end of each class meeting.

# Classrooms and Furniture (continued)

## **Adaptive Furniture for Students with Disabilities**

Some classrooms will have padded adjustable chairs or tables. These items will be labeled with a reserved sign. The last 4 digits of student ID are on the label to identify who the chair is reserved for. Please do not move furniture from classrooms. Furniture accommodations are authorized by DSPS Department. Contact DSPS if you questions.

# Animals on Campus

Service Animals: Students with disabilities may have service animals to assist with their accommodation needs. Service Animals are allowed to be in the classroom and on campus **without** coordinating services through DSPS. A service animal can only be a dog or in rare instances, a miniature horse.

- Most times the need for these services are obvious
- If you are not able to identify a disability, you may ask “Do you have a disability” (you may not inquire about the nature of the disability) and if the response is “yes” you may then ask “what task does your service dog provide”. You may not require a demonstration of the task.
- BP 3100 applies to the handler/student. If the service animal is causing a disruption or safety concern there may be violation of BP 3100.
- If you have additional concerns it is recommended that you contact DSPS for assistance. For more details see [AP 3105.2](#)

# Disruptive and Distressed Behavior in Class

Work with Student Affairs when student conduct issues arise.

[https://www.sdcity.edu/about/leadership/student-services/student\\_affairs/](https://www.sdcity.edu/about/leadership/student-services/student_affairs/)

Information specifically for faculty and staff:

[https://www.sdcity.edu/about/leadership/student-services/student\\_affairs/docs/briefguide\\_on\\_studentconduct.pdf](https://www.sdcity.edu/about/leadership/student-services/student_affairs/docs/briefguide_on_studentconduct.pdf)

# Field Trips

## Field Trips

The [Request/Authorization to Conduct Off-Campus Student Activities](#) and [Travel Permission Release and Waiver](#) forms must be completed and submitted to the dean for approval at least two weeks prior to the date of the field trip. All field trips must directly relate to course content. Overnight, out-of-state, or international travel requires prior approval from the Board of Trustees. Click here for complete information about overnight, out-of-state, and international student travel.

See SDCCD Board Policy 3120: [Off-Campus Student Activities](#); Procedure 3120.2: [Authorization to Conduct Off-Campus Student Activities](#).

# Guest Speakers

- The [Lecture/Workshop Speaker Engagement Form](#) must be completed and submitted to the dean for approval prior to the lecture/workshop. Faculty must be present throughout the entire time that a guest speaker is in the classroom.
- To provide a guest parking pass, visit the College Police website and submit a [Special Events Request Form](#). (619-388-3461, V-100,)
- Volunteers and visitors are expected to adhere to conduct expectations according to [Procedure 3100.4](#).

# Instructional Supplies

Instructional supplies, (e.g. chalk, erasers, dry-board markers, etc.) are usually in the classrooms. If not, make the request from the Department Chair or the Digital Print Center.

# Minor Children in Class

Minor children who are not enrolled are not permitted in any classroom at any time. Minor children who are not enrolled are not to be left unattended at any time while on the campus.

[San Diego City College Catalog 2021-2022, p. 88](#)



# Petitions

Students and faculty conduct important college business via petition process. A comprehensive guide to the college's petitions is available online. The information is organized alphabetically by form title and includes procedures to successfully complete the process as well as sample forms.

<https://www.sdccd.edu/students/forms-and-documents.aspx>

# Tutorial Services

Tutorial Services – (619) 388-3685, L-205

The Tutorial/Learning Center serves San Diego City College and the ECC, and is dedicated to helping students achieve their academic goals. The mission at the Tutorial/Learning Center is to provide high quality academic support to all City College and ECC students. The center encourages and promotes a culturally diverse and inclusive environment and helps to develop students' self esteem, confidence, and persistence.

To support students enrolled in City's online courses, the Tutorial/Learning Center (TLC) is providing **FREE** online tutoring services with **two options** : Canvas Tutoring and eTutoring.

# Students Rights, Responsibilities, and Administrative Due Process

## Policy 3100 – Students Rights, Responsibilities, and Administrative Due Process

- The San Diego Community College District Board of Trustees, Chapter 5-Student Services, Policy 3100 describes student rights, student responsibilities, and student code of conduct.



# District and College Policies

- Faculty ID Cards
- Consensual Relationships
- Prohibition of Harassment and Discrimination in the Academic Setting
- Sex-based or Gender-based Misconduct Resource Guide
- Academic Freedom and Freedom of Expression
- Academic Honesty
- Faculty Code of Professional Ethics
- Committee Participation
- Faculty Absences
- Substitute Assignments
- Professional Development
- Off Campus Assignments
- Online Instruction
- Posting Signs, Flyers, and Banners
- Smoke-Free Campus
- Learning Resource Center (LRC)
- Online Classroom Teaching Resources

# Faculty Identification Cards

**Payroll Office, District, Room 385, 619.388.6582**

Faculty ID cards are not obtainable during COVID-19 pandemic closure.

# Consensual Relationships

- Board Policy 4120 Consensual Relationships, prohibits faculty from entering into a consensual relationship with a student under the employee's authority. Situations of authority include, but are not limited to: teaching; counseling; recommending employment of a student for an hourly work experience or other non-academic position; exercising substantial responsibility for grades, honors, or degrees; and considering disciplinary action involving the student. In addition, faculty should discourage a student with whom he/she has had a consensual relationship from enrolling in a course the employee is teaching, or seeking other District-related services from the faculty.

<http://www.sdccd.edu/docs/policies/Human%20Resources/BP%204120.pdf>

# Prohibition of Harassment and Discrimination in the Academic Setting

- The District prohibits illegal discrimination. District policy provides “No person shall be unlawfully subjected to discrimination or denied full and equal access to, or the benefits of, district programs or activities on the basis of ethnicity, national origin, religion, age, sex, gender identity, gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.” Board Policy 3410 Nondiscrimination. <http://www.sdccd.edu/docs/policies/District%20Governance/BP%203410.pdf>
- All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, and District policy and will not be tolerated. Board Policy 3430 Prohibition of Harassment provides: “The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: ethnicity, national origin, religion, age, sex, gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical disability or mental disability of any person, or because he or she is perceived to have one or more of the foregoing characteristics.” <http://www.sdccd.edu/docs/policies/District%20Governance/BP%203430.pdf>
- Faculty may take an online training program regarding Sexual Harassment Prevention. Visit <http://sdccd.keenan.safecolleges.com/> and enter your complete District email address (e.g. username@sdccd.edu) or the email address provided to the district as the contact address in order to access the training. The training program is a resource provided by SDCCD Employment and Professional Development Department.



# Prohibition of Harassment and Discrimination in the Academic Setting (continued)

- A complaint of unlawful discrimination or harassment can be filed with a Site Compliance Officer (SCO). Please click on the following link for information on how to contact an SCO. Once a complaint is filed, an investigation may be conducted by the SCO as part of the Informal Resolution Process ("IRP") to gather facts and help resolve the complaint (Title V Section 59327). Alternatively, the complainant may file a formal written complaint by submitting a completed San Diego Community College District Unlawful Discrimination Complaint Form to the District's Equal Opportunity & Diversity Officer (Title V Section 59328).

Please click on the following link for a copy of the [formal complaint form](#).

Below, please find a list of the Site Compliance Officers and their contact information.

- **San Diego City College**, Edwin Hiel, Training & Investigations, E-Building,  
[ehiel@sdccd.edu](mailto:ehiel@sdccd.edu) | 619-388-3036
- **District Office and Service Center**, Johanna Palkowitz, Training & Investigations  
[jpalkowi@sdccd.edu](mailto:jpalkowi@sdccd.edu) | 619-388-6591

# Sex-based or Gender-based Misconduct Resource Guide

- What to do if you are a victim of sexual harassment, sexual assault, dating violence, domestic violence or stalking.

[https://www.sdccd.edu/docs/SSDept/Title%20IX/titleix\\_resourceguide\\_web.pdf](https://www.sdccd.edu/docs/SSDept/Title%20IX/titleix_resourceguide_web.pdf)

# Academic Freedom and Freedom of Expression

The San Diego Community College District is committed to an academic environment that embraces the principles of academic freedom and freedom of expression. This commitment is based upon the value that free expression is essential to excellence in teaching, learning, critical inquiry and service to the community. Please see the complete Board of Trustees policy on Academic Freedom and Freedom of Expression ([Policy 4030](#)).

# Academic Honesty

Students are expected to be honest and ethical at all times in their pursuit of academic goals in accordance with Policy 3100, Students Rights, Responsibilities and Administrative Due Process. [Procedure 3100.3](#) outlines the process of handling academic honesty issues.

# Faculty Code of Professional Ethics

- I. Community college faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
- II. As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. Faculty members demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation of students for private advantage and acknowledge significant assistance from them. They protect the academic freedom of students.

# Faculty Code of Professional Ethics (continued)

- III. As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas faculty members show due respect for the opinions of others. Faculty members acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.
- IV. As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the stated regulations of their institutions, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decisions upon the program of the institution and give due notice of their intentions.
- V. As members of their community, faculty members have the rights and obligations of all citizens. Faculty members measure the urgency of these obligations in the light of their responsibilities to their subject areas, to their students, to their profession, and to their institutions. When they speak or act as private persons they avoid creating the impression that they speak or act for their colleges or universities. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

# Committee Participation

## Committee Participation – (619) 388-3578

Faculty make important contributions to the operation of the college and district through committee participation. Contract faculty are expected to serve on at least one district or college committee. Adjunct faculty are encouraged to participate on committees. Faculty should contact the [City College Academic Senate](#) for committee appointment.

# Faculty Absences

- Instructors must report an absence of any duration to his/her immediate manager (dean) or manager's designee (Department Chair) prior to or during the first working hour of the assigned workday unless an emergency makes notification impossible. ([AFT College Faculty Agreement 11.2.2](#)) Follow the absence reporting procedure prescribed by the dean. To contact the administrator on duty during evening and weekend assignments, call 619-559-3468.
- Faculty shall be required to complete and submit electronically via the District approved timekeeping system for each separate pay reporting period within five (5) working days of their return to work to the immediate supervisor.



# Substitute Assignments

Substitute assignments are made by the appropriate manager/dean. To assist the administrator and department chair in obtaining coverage for classes, faculty may provide recommendations of available substitutes. Please leave your telephone number with the dean's secretary so that the substitute may discuss the material that needs to be covered. This communication is necessary to provide continuity of instruction during faculty absences. Substitutes are not available in all departments. *Substituting faculty will enter substitute hours via the PeopleSoft Faculty Portal.* Please see the Payroll information in this handbook for more details.

# Professional Development

## Professional Development

The professional development program at City College is dedicated to supporting the college mission of student learning and achievement by providing transformative learning opportunities for faculty, staff, and administrators.

- Professional Development Advisory Committee (PDAC)
- Travel/Conference Funding
- Flex Events Calendar
- New Hires Institute

# Off Campus Assignments

- Various City College courses are made available in the community through classes offered at off campus sites such as high schools, military bases, businesses, social service agencies and at San Diego Community College's Educational Cultural Complex (ECC). Classes scheduled off site are usually offered in 8 or 16 week sessions. Due to the short duration and variable schedules of some off campus classes, it is important that faculty pay close attention to deadline dates for adding/dropping students. Off campus instructors must check class rosters and drop students using online services. If there are discrepancies between students' names on the roster and students in attendance, please contact the Off Campus Programs Office.
- Services on campus are also available to off campus instructors, although faculty should contact the Off Campus Programs Office for information about duplicating procedures, mailbox access, audio/visual or other needs. Off campus instructors must report their absences to the office of Off Campus Programs [gesguerr@sdccd.edu](mailto:gesguerr@sdccd.edu) and [imgarcia@sdccd.edu](mailto:imgarcia@sdccd.edu).

# Online Instruction

- The District supports the development of online courses through SDCCD [Online Learning Pathways](#). City College faculty are supported by regular training sessions and individual instructional development and design appointments through SDCCD Online Learning Pathways.
- **Canvas 24/7 Technical Support.**
- Online Faculty Certification Program
- Accessibility Tools and Resources
- Captioning
- Canvas Studio
- Faculty Training
- Camera Recommendations

Faculty Support Hotline: 844-612-7422 or email:  
[support@instructure.com](mailto:support@instructure.com)

# Posting Signs, Flyers, and Banners

- The public may post signs and flyers on campus in designated free speech areas. Posting in areas outside of the free speech zones requires approval from the Student Affairs Office.
- Signs and flyers sized 8.5in x 11in or smaller.
- Staples, tacks, or pushpins should be used when posting on bulletin boards. Tape or glue is not allowed. The College Bookstore sells Student Affairs Office does not supply or sell posting materials.
- Only one flyer may be posted per bulletin board.
- Do not post over other flyers.
- Do not remove any flyers. Report improper posting to Student Affairs Office (619)388-3498.
- The college reserves the right to remove signs and flyers if the above requirements are not met.

# Posting Signs, Flyers, and Banners (continued)

- All banners must be approved by the Student Affairs Office.
- Banners may not exceed 30 ft in length.
- Only painter's tape and/or rope may be used for securing banners. Student Affairs Office does not provide or sell supplies.
- The college reserves the right to remove banners if the above requirements are not followed.

# Smoke-Free Campus

San Diego City College is a smoke-free, vape-free campus.

- No smoking on campus
- No smoking in pedestrian walkways
- No smoking at campus entrances/exits
- No smoking on or near campus stairs or stairwells
- No smoking in parking lots or parking structures

[FAQs about the college smoke-free, vape-free policy](#)

# Learning Resource Center (LRC)

## Learning Resource Center (LRC)

- The library provides students with reference material, books, journals, data bases, information, and guidance in research.
- **Live Chat** has librarians available online for research assistance anytime.
- Online Services include Book Checkouts, individual or group Zoom appointments with a librarian, access to e-book collections, national databases, and video collections.
- Webpage: <http://library.sdcity.edu/home/campus-closure-resources>



# LRC Online Classroom Teaching Resources

- Book Scanning Service
- Tumblr Blog of online resources by SDCC Online Mentor
- Nationwide list of teaching through disruption resources
- CVC-OEI Online Instruction and Services Resources
- Gale Teaching Resources
- Internet Archive
- Webpage: <https://library.sdccity.edu/home/campus-closure-resources>



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