Adjunct Quick Start Guide

Hello and welcome to Fresno City College. As a newly hired adjunct faculty member, we thank you for joining us in our mission to provide quality, innovative educational programs and support services directed toward the enhancement of student success, lifelong learning and the economic, social, and cultural development of our students and region.

Being new to Fresno City College, we anticipated you have many questions and developed this "Quick Start Guide" to address issues common to newly hired faculty. As we routinely tell our students, effective communication is key to success. If you ever have a question or concern, **CONTACT your Division Dean, Division Instructional Administrative Assistant, or Department Chair.** We are all here to help you succeed.

Division Dean: _____   **Division Office Phone:** _____

Division Admin Assistant: _____   **Division Office Location:** _____

Department Chair/Lead Faculty: _____

Chair/Lead Faculty email or phone: _____

Campus Police: 442-5911 (phone)   Ext. 5911 (campus extension)

Classroom Computer Log-In: _____

Technology Support HelpDesk: Phone: 559.443-8670 or extension 8670

In addition to this guide (and once your MyPortal account is established), routinely check your SCCCD email. In the near future, you will receive messages regarding:

- Formal Adjunct Orientation
- Division Announcements
- District Communications (from HR and payroll)
- Union Membership
- Adjunct Academy Information

Finally, we have a dedicated Adjunct Connect/New Faculty webpage that provides comprehensive information and resources:
https://www.fresnocitycollege.edu/faculty-and-staff/resource-guide/new-faculty-guide.html

Please scroll down beyond this outline to the appropriate table:

Employment
- Employment Contract
- Pay
- TB Test/Chest X-ray
- Certification on Safety Training
- New Hire Packet
- Terms of Employment
- Payroll
- Direct Supervisor
- Union Information

Information Access
- ID Number
- My Portal
- Self-Service
- Microsoft Outlook/Campus Email
- Canvas
- Campus Mailbox/Print Media
- Classroom Keys
- Classroom Technology
- Parking Permit

Curriculum
- Course Outline of Record
- Course Syllabus
- Simple Syllabus
- Required Text
- Course Deadline Dates
- Production
- Copyright Laws

Classroom
- Classroom Location
- First Day Rosters and Authorization Codes
- Classroom Access: Keys, Fobs, Security
- Technology and Media
- Classroom Supplies
- First Day Attendance
- Class Caps
- Adding Students, Waitlists, and Permission Codes
- Dropping Students
- Reinstating Students
- Final Grades

EMPLOYMENT

	Item	Description	For additional information…
❑	**Employment Contract**	A signed employment contract is required prior to teaching a course at FCC. Prior to signing the contract, note the class name, section, dates, times, and venue/location to ensure you are clear on the teaching assignment to which you are agreeing. FCC has the ability to rescind a teaching assignment if the course is cancelled or if a full-time faculty member cannot meet their teaching (contractual) load. A part-time instructor who has their assignment taken away within two weeks of the start date will be paid for two weeks of employment.	Contact the division that extended the teaching assignment and/or review the adjunct collective bargaining agreement at https://www.scccd.edu/departments/human-resources/collective-bargaining-unit-agreements.html
❑	**Pay**	All faculty salaries are based upon several factors including education, professional, and teaching experience. Salary information is handled through the SCCCD Human Resource Department and adhere to the negotiated part-time academic contract (see Salary).	To view the current part-time faculty salary schedules, stipends, and salary classifications, visit the link below and scroll down to Part-Time Faculty. https://www.scccd.edu/departments/human-resources/salary-schedules.html
❑	**TB Test/Chest X-ray**	All new faculty must provide evidence of a negative TB skin test or a cleared chest x-ray within the last 60 days. This may be done through your own personal physician or through the FCC Health Services office.	The FCC Health Services office located downstairs in the Student Services Building, Room ST-112. Check the website for specific TB testing days/hours. https://www.fresnocitycollege.edu/campus-life/health-and-wellness/health-services/index.html

	Item	Description	For additional information…
❑	**Certification on Safety Training**	All new faculty must complete safety training videos.	Faculty will receive an email detailing the process to access the online training videos. This training is mandatory for all SCCCD employees.
❑	**New Hire Packet**	Your Division Office will provide a New Hire Pack that you must complete and return (including completed TB and safety training forms) prior to the start of your teaching assignment.	
❑	**Terms of Employment**	Adjunct faculty are represented through the State Center Federation of Teachers. They negotiate the collective bargaining agreement which outlines the terms of employment. It is good to review this document to understand the required duties and what is not required of adjunct faculty (e.g., office hours, meetings)	To view the most recent part-time academic contract, visit: https://www.scccd.edu/departments/human-resources/collective-bargaining-unit-agreements.html
❑	**Payroll**	Payroll issues such as paydays, banking, and tax information is accessed through your MyPortal Self-Service (Employee) tab.	Instructions for Banking Self-Service http://intranet.scccd.net/Payroll/banking-self-service-user-guide-2_acc.pdf **MyPortal Self-Service (Employee Tab)** Banking Information - Direct Deposit; Sign up or make changes to DD can be done through Self-Service. Earnings Statement – Paycheck information Tax Information – W2s and 1095-C statements Stipend History – Brief description of stipends Position Grade & Step Info – Position Title and placement on salary table.
❑	**Direct Supervisor**	Instruction faculty report directly to the Division Dean who hired them. Although there is no formal reporting relationship, adjunct should also work closely with the respective Department Chair and/or faculty lead.	Division Deans: https://www.fresnocitycollege.edu/academics/divisions/index.html Department Chair or Faculty Lead: If you are not provided a Department Chair or Faculty Lead's name and contact information, ask your division Dean or division Instructional Administrative Assistant.
❑	**Union Information**	The State Center Federation of Teachers is the voice for all faculty (FT & PT) by negotiating duties	www.scftunion.org Contact information for SCFT Executive Council officers: https://www.scftunion.org/executive

Item	Description	For additional information…
	and work conditions and assisting faculty in addressing work-related issues. Soon after agreeing to teach for FCC, you will be contacted by a member of the SCFT, requesting membership.	

INFORMATION ACCESS

Item	Description	For additional information…
☐ **ID Number**	When all new hire forms are completed, you will be given an ID number. You will use your ID number to access My Portal, Self-Service, Outlook (email) and Canvas.	
☐ **My Portal**	My Portal is the electronic hub for faculty to access enrollment and employment data including Self-Service; Staff Outlook Email; Canvas; and other information necessary to manage your teaching assignment. As soon as you are offered a teaching position, the process of establishing an account will begin. When successfully logging into My Portal, users will be provided the opportunity to tag favorite apps from the "Apps Catalog" at the top of the title bar.	To log into My Portal, go to: FresnoCityCollege.edu; On the top right of the page, click "My Portal" Enter your username and password. For detailed instructions and access to the 24/7 HelpDesk: https://www.fresnocitycollege.edu/campus-life/technology.html
☐ **Self-Service**	Self-Service is the portal for faculty, employees, and students. After logging into Self-Service, all functions for faculty teaching are available in the FACULTY link. To manage your courses, select FACULTY. You will use Self-Service: Faculty to: 1. Access to class rosters, drop dates, roster certifications, etc. 2. Submit grades and attendance To view employment information (e.g., pay stub; W2, etc.), while in Self-Service, select the EMPLOYEE link.	Self-Service can only be accessed through "My Portal"
☐ **Microsoft Outlook (campus email)**	All formal SCCCD communications are provided through the District's Outlook account. You will be assigned a SCCCD/FCC email address and receive that address the same time you are granted access to My Portal. **Routinely check your email messages**. Specifically look for messages from your	Log into MY PORTAL

Item	Description	For additional information…
	Division Dean, the Division Administrative Assistant, campus administrators, teaching colleagues, and the union. While you may hear from students via email wanting to add your course, it is strongly recommended enrolled students use Canvas messaging as their primary source of communicating with students. Utilizing Canvas messaging will make it easier to manage and track all enrolled student communications. FCC faculty and enrolled students have FREE access to Microsoft Office 365 (MS Word, PPT, Excel, and Publisher). To download a free copy of MS Office 365, AFTER logging into MY PORTAL, scroll down below the favorite apps and you will see the MICROSOFT OFFICE 365 banner.	
❑ **Canvas**	Canvas is the learning management system (LMS) that FCC utilizes to host courses. Canvas is used for ground/on-campus/Face-to-face, online, and hybrid sections. At a minimum, all faculty must make their Canvas shell active and indicate where the course content and syllabus will be provided.	Log into MY PORTAL Canvas Faculty User Guide: https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor Canvas Faculty Support Chat: https://cases.canvaslms.com/liveagentchat?chattype=admin Fresno City College Faculty Technology Support HelpDesk: Phone: 559.443-8670 or extension 8670
❑ **Campus Mailbox and Print Media**	Your Division will request a campus mailbox for you in the Print Media and Communications Center (A-108). Mailroom hours are Monday through Thursday, 7:00 a.m. – 7:00 p.m. and Friday, 7:00 a.m. – 5:00 p.m. **Check your mailbox regularly.** This is the same location where faculty pick up any class-related printed materials (e.g., hardcopy exams, syllibi, etc.).	Faculty are to use the following copy center order form: https://fccpmc.formstack.com/forms/?1973750-9iYECmD3yt
❑ **Classroom Keys**	Your Division Office will assist you in obtaining keys necessary for your teaching assignment (classrooms, specific cabinets, storage). Be sure to obtain your keys PRIOR to the first week of class. Some divisions and buildings have additional security systems in place. Check with your Division. Also ask about rules for securing and/or sanitizing your classroom when finished teaching each day. At the end of the spring and summer sessions, adjunct must return keys to Administrative Services. If you are teaching a spring course following a fall teaching assignment, it is likely you	The Division will send a Master Key Request to Administrative Services (OAB-161) and you will pick your keys up from that location.

Item	Description	For additional information…
	will not be required to turn in your keys during the Winter Break. Check with your Division. Prior to the first day of class, take time to locate your classroom(s) and check that your key(s) work. Your Division will provide classroom information. This information is also found on your rosters (via Self-Service).	
❑ **Classroom Technology**	If you are teaching an on-campus/face-to-face section, prior to the first day of class, ask your division to show and explain the technologies and log-in information for your classroom.	
❑ **Parking Permit**	Unless otherwise announced, parking permits are required for on-campus parking. Faculty/Staff can park in any yellow (staff) or white (student/staff) stalls.	Parking permits can be purchased in the Business Office (OAB 151A). Business Office hours of operation are Monday through Friday, 8:00 a.m. – 5:00 p.m.

CURRICULUM

Item	Description	For additional information…
❑ **Course Outline of Record**	Course Outlines are written to define the parameters of a given course. They are used to ensure you are teaching the topics relevant to the essence of the class and that you are teaching the necessary core competencies. You will need to secure a copy of the course outline of record (Title 5) showing the objectives and student learning outcomes that must be taught in each semester for each class.	Secure a current course outline of record at: https://fresno.curriqunet.com/publicsearch/ If you need clarification on any element of the course outline, contact your Dean or Department Chair/Lead Faculty.
❑ **Course Syllabus**	The syllabus is a critically important component to your instruction. It is your contract with the student. The syllabus should contain the course section number and name, instructor contact information, office hours (if any), important dates, required texts and materials, and other elements such as class rules, policies, assignments, and grading criteria. Student must receive a copy of your syllabus the first day of class and a copy is required to be submitted to your division office by the end of the first week of class. Every division has syllabi from previous sections. Review and utilize	Although faculty have flexibility regarding overall form and content, there are several essential elements that **must be included in each syllabus**: • Faculty contact information • Student Learning Outcomes (SLOs) • Class schedule, meeting hours • Disabled Students Programs & Services accommodation statement • Required Text • Cheating/Plagiarism Statement Fresno City College provides a SIMPLE SYLLABUS program that is embedded in Canvas. SIMPLE

Item	Description	For additional information…
	past syllabi as a resource to ID assignments, rubrics, pacing, etc.	SYLABUS not only contains the required syllabus statements, but it also allows faculty to view and/or import (and modify) existing syllabi. Faculty are strongly encouraged to utilize SIMPLE SYLLABUS. Your Division office also have sample syllabi to review. Adjunct faculty are not required to have office hours but may be paid for this time. Please refer to the most recent collective bargaining agreement or ask your division dean for details.
❑ **Simple Syllabus**	Simple Syllabus is a syllabi creation software that is available and accessed through Canvas. Simple Syllabus houses all current and past syllabi that FCC faculty have created using the software. It is strongly recommended new faculty use Simple Syllabus as a starting point for their syllabi and modify/edit after copying over an existing syllabus. Simple Syllabus automatically includes some portions of each course's respective syllabi (e.g., title, section, start/end dates, learning outcomes). There are required statements such as disability accommodations and academic dishonesty policies which must be included in all syllabi.	In a course Canvas: Click on Simple Syllabus The software will load. A box will ask to view other syllabi with a pull-down menu for Term and Search. Select the term prior to the one you are teaching. SEARCH the course you are teaching (e.g., BIO 5) Select a course or instructor you would like to copy. Once the syllabi is copied over, personalize and do not plagiarize the syllabi of the instructor's syllabi that you copied. Make your edits.
❑ **Required Text**	To identify the correct text, visit the FCC bookstore website (see link to your right). To secure an instructor copy of the text or access to online instructor resources, ask the division to assist you in contacting either the instructor that had previously taught the course or the department chair. They will provide access to the publisher's book rep. Message the rep ASAP so the rep can provide you access to the online instructor's resources and also facilitate mailing you a hardcopy of the text (if available and requested). Mark the request URGENT with the class start date. As a second option, for most major publishers, the instructor can also go	https://www.bkstr.com/fresnoccstore Use the GET YOUR TEXTBOOKS pull-down menu Use the text information (Title, Authors, ISBN, edition, year, publisher) in your Simple Syllabus.

Item	Description	For additional information…
	directly to the publisher website and request a desk copy. Usually there is an instructor option that will assist faculty in obtaining a desk copy. Mark the request URGENT. The bookstore can provide publisher contact information if the instructor is having trouble. If available, view the text website Table of Contents to develop your syllabus and course pace until the text arrives.	
❑ Course Deadline Dates	Faculty are required to list several student deadline dates related to admissions & records on their course syllabi. These dates include the last day to add a class, the last day to drop the course with no "W" assigned; and the last day for students to drop a course with a "W" assigned. These dates are listed in self-service: faculty in the respective course. To secure the dates specific to a course, in the respective course, above the class roster will be a link (immediately below "Seats Available") titled: **Deadline Dates**. Select the **Deadline Dates** link and the dates will appear in a pop up. Faculty are to ensure all students active in your course align with the enrolled students on this page on the CENSUS DATE. The FINAL DROP DATE is the date you are to include in your syllabus (and ideally as a class announcement near the drop date). This is the last date students can drop your course without receiving a grade.	Log into MY PORTAL - Self-Service– Faculty – Select Course- Deadline Dates-
❑ Production	Your Division may have copy machines available for your use should you need ten copies or less copies. For more than ten copies, faculty must use the Copy Center. Use the copy center for items such as course syllabi, examinations, and other classroom materials/handouts	Located adjacent to the Mailroom in A-107 and A-108, their hours of operation during semester are Monday – Thursday 7a.m. - 7p.m. and 7a.m. - 5p.m. on Fridays. The Copy Center's off-semester hours are Monday – Friday 7a.m. - 5p.m. Faculty are to use the following copy center order form: https://fccpmc.formstack.com/forms/?1973750-9iYECmD3yt
❑ Copyright Laws	FCC print services operate in compliance with copyright laws.	**The Copyright Information** link provides extensive help for the instructor. https://www.fresnocitycollege.edu/faculty-and-staff/resource-guide/copyright-policy.html

Item	Description	For additional information…

CLASSROOM

	Item	Description	For additional information…
☐	**Classroom Location**	Your Division Dean/ Instructional Administrative Assistant will provide you the classroom number. This information is also available on Self-Service: Faculty. Check your classroom location prior to the first day of class. Do not assume your classroom is in the same location as the respective division for which you are teaching.	Campus Maps: https://www.fresnocitycollege.edu/about/contact.html
☐	**First Day Rosters and Authorization Codes**	First day rosters are available on the respective self-service course page **the day prior to the start of your class**. To print your roster, on the right of the respective course page, immediately under the big blue button labeled DROP STUDENTS is an icon of a printer labeled PRINT. **Select the PRINT link**. These are your official first day rosters.	Self-Service: Faculty – Select Section
☐	**Classroom access (F2F sections) – key, fobs, security**	The division that hires you immediately processes a key/fob request as soon as they receive your signed contract. Keys are distributed through Administrative Services (located in the OAB). Usually within 2 business days of processing the request, you will receive an email requesting you make an appointment to pick up your key. If you do not have time to secure your keys prior to the start of the class and your room is locked, notify the division office ASAP so they can make arrangements to have the room unlocked for you. FOBs are used for classrooms that contain expensive equipment such as computer labs. You will be notified if a FOB is required for your classroom. Faculty must secure their FOB from the District Police after collecting their key from Administrative Services.	Division Office https://www.fresnocitycollege.edu/faculty-and-staff/administrative-offices/administrative-services.html Admin Services link contains a map to their office; office phone number. The Executive Assistant in that office is responsible for key distribution (ext. 2388).
☐	**Technology and Media**	FCC's technology support provides faculty support related to: classroom technology	FCC Technology Help Desk https://helpdesk.fresnocitycollege.edu

Item	Description	For additional information…
	training; after hours support; and arranging for technology (not normally available) to be delivered to classroom The FCC campus provides free WIFI. On your WiFi capable device, search for the SCWIFI network. Staff and students login utilizing the same SCCCD password you use for Self-Service and Canvas. There is also a Guest network: SCWIFI-GUEST that	or call 559-443-8670 https://www.fresnocitycollege.edu/faculty-and-staff/administrative-offices/technology-support-services.html SCCCD Technology Support (Students and Faculty) 1-844-887-2223 (24/7) https://scccd.edusupportcenter.com/sims/helpcenter/common/layout/SelfHelpHome.seam?inst_name=scccd-hd
☐ **Classroom Supplies**	Contact your division to secure necessary supplies including whiteboard markers/erasers, etc. Most classrooms are shared among several divisions so it is a good idea to carry routine items with you and not assume they will be available in the classroom.	
☐ **First Day Attendance**	Faculty are required to record first day attendance based upon the first day rosters (received via Admissions & Records email or from Self-Service).	Self-Service: Faculty – Select Section Canvas attendance
Class Caps	Each class has a cap (total number of students allowed). To identify your class cap (for both face-to-face and online sections), in the respective course in self-service, each assigned class will have a row and columns with headings including the section, time, location, and availability. In the **availability column** are three numbers separated by a slash (/). For example: 0/50/4. The first number is the number of seats available (0). **The second number is the class capacity (50)**, and the third number is the number of students on the waitlist (4). Faculty are not to exceed (add students) beyond the class cap without permission from their Division Dean. Faculty receive extra pay for large group instruction (LGI) but **all LGI must be approved by the Dean**.	To identify your current enrollments, take the class cap and subtract the number of seats available. 0/40/4 (example #1) Example #1 shows 40 students enrolled, no seats available, and 4 students on the waitlist. The class cap is 40. 23/50/0 (example #2) Example #2 shows 27 students registered/enrolled; 23 seats available; and zero students on the waitlist. The class cap is 50.

Item	Description	For additional information…
☐ **Adding Students, Waitlists, and Permission Codes**	On the first day of class, after all enrolled students are accommodated, faculty are to first add students listed on their official waitlist in self-service. In self-service, select the respective course. All enrolled students will appear. Immediately above the class roster (listing all enrolled students) is a link titled: **Waitlist**. Click the WAITLIST link and waitlisted students will appear. There is a column that shows the rank of the student on the waitlist. If your section is face-to-face and the student wishing to add your section shows up to your class the first day requesting to add, and you have space, provide the student a permission code. Online students should log into the course Canvas on day one. Enrolled students who do not log into Canvas on day one (and typically perform a required simple task) should be dropped as "no show" students. On day two of instruction, faculty are then able to identify if there is space in their online section to accommodate waitlist students. For online courses, prior to the start of class, email waitlist students and inform them that, if there is space, they will receive a permission number on day two of instruction and must add the course by a specific day/time/deadline. If the waitlist student does not add by the deadline, revoke the permission number. Faculty are welcome to add any student as long as it does not exceed the class cap. **Considerations when adding students:** Provide students a specific time period to add your class (e.g., within 24 hours). Revoke the code after that time. Students should not be allowed to attend class (online or F2F) if they are not enrolled. It is good practice to not add students after the second class meeting (or after the first week of an online section). While	To share a permission code with a student, first copy the student's name or ID number from the waitlist. Then, in self-service, to the left of the WAITLIST link is a link titled: PERMISSIONS. Select the PERMISSIONS link. On the right side of the page is a magnifying glass icon with a text box. Paste/type the student name or ID number in the search box. The student's name and ID will appear. Select the student you wish to share an add/permission code. A pop up window will appear asking if you want to grant an add authorization to the student. Select OK. A window indicating an "add authorization was granted" will pop up on the top right of your screen. The student will receive authorization in both self-service and in an email informing them that you granted them permission to add the class. Faculty are able to revoke a permission code at any time.

Item	Description	For additional information…
	faculty are able to add students up until the third week of class, adding a student after the first week immediately places the student behind schedule. If your section is online and you have space due to "no shows", email the students on the waitlist (via self-service) and inform them there is space but provide them a specific day/time/deadline to contact you for a permission number (typically within 24 hours). After the waitlisted students are accommodated and you still have space, you are welcome to add other students. Again, provide students who receive a permission number a specific time period to add the course. Students add via self-service and faculty receive an email the next day listing students who have added or dropped a course. Students added to your course are also automatically added to your class Canvas.	
☐ **Dropping Students**	Students that do not attend class the first day are considered "No Shows." Faculty are required to record and report no show students no later than the end of the first week of class via self-service. In addition to dropping first day "no show" students, faculty can drop students up to the census date. Unfortunately, sometimes students attend the first day of class and then do not attend future courses or complete required work. Some faculty have a policy that states students must attend all classes, perform work, etc. to avoid being dropped from class. Make certain your syllabus contains a drop policy that supports your expectations for student performance, participation, attendance, etc. If you drop a student after the first day of class and before the census date, you must provide a last day of attendance. If you use Canvas, this is easy to identify the last date of attendance through the PEOPLE	To drop "No Show" students: In the respective course roster, there will be various columns (e.g., student name, email, status, NO SHOW DROP, and FACULTY DROP. Select NO SHOW DROP for the students that did not show up on the first day of class. After you have selected which students to drop, recheck the list to ensure you dropped the right student(s), then click the big blue button on the top right titled: DROP STUDENTS. To drop students AFTER class begins and before the census date: Go to the appropriate course in self-service. In the roster, scroll to student name. In the column titled: FACULTY DROP, check the box in respective student's row. Ensure you have selected the correct student(s) to drop and then click the big blue button on the top right titled: DROP STUDENTS.

Item	Description	For additional information…
	link. Click on the student's name and you will see the last log in date/time.	
☐ **Reinstating Students**	If a faculty has mistakenly dropped a student or the student had a valid reason for missing the first day of class, faculty can reinstate a student. If the drop was instructor error, the instructor can complete a reinstatement form and email it to the FCC admissions & records office. If the student is requesting reinstatement, they can complete the petition, forward to you, you sign, and submit to the admissions & records department. If the student is requesting reinstatement, they can complete the petition, forward to you, and you sign, and submit to the admissions & records department.	https://www.fresnocitycollege.edu/uploaded-files/documents/admissions-aid/reinstatement_petition_v062013__1_.pdf Make certain to provide the student a specific time period to submit the reinstatement form (e.g., 24 hours) or the student will get behind in the required coursework. Faculty do not have to reinstate a student if it was not an instructor error.
Final Grades	Final grades must be submitted electronically (via Self-Service) to the Admissions and Records Office immediately after the end of instruction for classes. Be prepared for a short turnaround time between the end of the term and the due date for grades. Grades are usually due at noon on the first Monday after the end of finals week.	To submit final grades: 1. Log into Self-Service and select the appropriate course 2. Above the class roster (list of student names), select the GRADING link 3. Your roster will appear. Immediately above the roster, two links will appear. One is titled overview and the other, FINAL GRADE. Select FINAL GRADE. A new screen will appear. 4. In the FINAL GRADE column heading, use the pull-down menu for each student to assign a grade. If a student earned a "D" or "F" grade, a last day of attendance must be provided. in the LAST DATE OF ATTENDANCE column for that student. Either refer to your attendance records or utilize the PEOPLE link in the course canvas. 5. Review each assigned grade prior to Submitting