



Faculty Handbook (2020-2021)

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Weed, CA 96094

Yreka Campus
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Yreka, CA 96097

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MISSION, VISION, VALUES, AND GOALS

Mission

College of the Siskiyous promotes learning and provides academic excellence for the students of Siskiyou County, the State of California, the nation and the world. COS provides accessible, flexible, affordable, and innovative education leading to associate degrees, certificates, college transfer, career and technical education, workforce training, and basic skills preparation.

Vision

College of the Siskiyous is a proud member of the California Community College system. Our vision is to be the first choice for higher education in the communities we serve and beyond. COS provides:

- Rigorous and comprehensive transfer programs
- General education programs
- Technological literacy
- Basic skills acquisition
- Workforce training and certification
- Career and technical education
- Cultural and community enrichment

all of which drive and support the economy of our region.

We are the support team who increases student access, encourages success, and improves retention, persistence, and completion.

Values

Integrity – Our decisions and actions reflect honesty, trust, and respect for all.

Excellence – Our decisions and actions reflect our commitment to accountability, innovation, and learning.

Openness – Our decisions and actions reflect open-minded transparent dialogue.

Institutional Goals

#1: Promote and support educational goal completion for all students.

#2: Sustain institutional health and vitality to meet the needs of the community.

#3: Evaluate institutional effectiveness for continuous improvement.

IMPORTANT CONTACTS

<u>Contact</u>	<u>Office</u>	<u>Ext.</u>
Help Desk	Information Technology	x5222
Dr. Stephen Schoonmaker	President's Office	x5200
Dr. Char Perlas	Instruction Office	x5201
Dr. Burton Peretti	LAS Office	x5375
Dennis Roberts	CTE Office	x5368
Elaine Eldridge	Academic Programs	x5296
Vacant	Academic Success Center	x5830
Mark Klever	Yreka Campus	x5927
Anne-Marie Kuhleman	Distance Learning Office	x5881
Melissa Green	Student Services Office	x5374
Valerie Roberts	Counseling Services Office	x5309
Meghan Witherell	Admissions and Records	x5500
Dr. Douglas Haugen	Student Discipline	x5295
Jan Harris	Financial Aid	x5209
Dr. Sunny Greene	Disabled Student Services	x5297
Darlene Melby	Administrative Services Office	x5220
Kent Gross	Business Services Office	x5529
Nancy Coughlin	Payroll Services	x5263
Ryan Galbraith	COS Bookstore	x5318
Veronica Rivera	Maintenance	x5233
Yreka Maintenance	Maintenance	x5566
Dr. Nathan Rexford	Research Office	x5336
Theresa Richmond	Human Resources Office	x5317
Kelly Groppi	Human Resources	x5552
Dawnie Slabaugh	Public Relations/Foundation	x5822

HANDBOOK OVERVIEW AND PURPOSE

Overview and Purpose

This Faculty Handbook has been created to provide College of the Siskiyous faculty with information that will allow them to best serve the needs of our students. The handbook is meant to be a 'one-stop' resource to assist in addressing frequently asked questions as well as inform faculty of processes. Should any conflict arise between the Faculty Handbook and collective bargaining agreements, the latter shall prevail.

This handbook will be continuously updated. Suggestions for revision are welcome and should be sent to the Office of Academic Affairs.

SECTION TWO: CLASSROOM AND PROFESSIONAL EXPECTATIONS

THE ACADEMIC SENATE AND CTA

The Academic Senate

The Academic Senate is a representative body of the whole faculty and makes recommendations to the administration of the college and the Board of Trustees with respect to the following academic and professional matters:

- Curriculum, including establishing prerequisites and placing courses within disciplines;
- Degree and certificate requirements;
- Grading policies;
- Educational program development;
- Standards of policies regarding student preparation and success;
- District and college governance as related to faculty roles;
- Faculty roles in the accreditation process, including self-study and annual reports;
- Policies for faculty professional development;
- Processes for program review;
- Processes for institutional plans and budget development;
- Other academic and professional matters as mutually agreed between the governing Board and Academic Senate.

CCA/CTA/NEA

College of the Siskiyous Faculty Association, CCA/CTA/NEA represents all contract and part-time academic faculty in all matters of compensation and working conditions.

Employees who are included in the Faculty Association/CTA/NEA include all full-time academic employees, and any part-time academic employees who choose to and have worked in at least three of the most recent regular semesters.

Employees who are excluded from the Faculty Association/CTA/NEA include all management, supervisory and confidential employees, including Directors, Deans, Vice Presidents and the President /Superintendent.

ACADEMIC FREEDOM

According to SJCCD Board Policy 4030: The Siskiyou Joint Community College District believes that academic freedom is fundamental.

Principles

- A. Academic freedom is essential in order to examine controversial issues objectively in the classroom, and to ensure access to information sources required for study of such issues.
- B. The intellectual search for and transmission of knowledge should go forward in an atmosphere free from fear of reprisal, while providing opportunities for critical thinking and understanding of conflicting points of view.
- C. To ensure the pursuit of truth, instructors and students must be free to investigate, to form conclusions, and to express judgments and opinions without impediment from special interest or conflicting public opinion groups.
- D. The right to criticize constructively college politics without fear of retribution is a necessary element of academic freedom.

Responsibilities

- A. Faculty have the responsibility for developing curriculum and selecting instructional materials, methods, and speakers to meet the goals of that curriculum.
- B. Faculty members must strive for factual accuracy and show restraint in dealing with topics outside their area of concentration.
- C. While showing respect for the opinions of others, faculty should, after impartial examination of the evidence, present the conclusions to which the evidence points, or note the inconsistencies in the data presented.
- D. Available data must be investigated comprehensively without selectively omitting pertinent information.
- E. Using the faculty's role as a platform to promote partisan points of view is not appropriate.
- F. All members of the college staff and the student body must feel free to speak and write publicly without institutional censorship, so long as they indicate they are not acting as institutional spokespersons.
- G. Faculty shall be employed, promoted, or retained without discrimination or harassment regarding their personal opinions as expressed in their scholarly, literary, or artistic endeavors.
- H. The College has a responsibility to society to defend and maintain academic freedom to ensure that educational goals can be achieved and that all fields of

knowledge can be studied, discussed, advanced and interpreted in an objective and scholarly manner.

SYLLABUS AND STUDENT LEARNING OUTCOMES

The college requires that each class have a course syllabus that explains to the students what will be expected of them. Below are the items that are required and items that are recommended. Your course syllabus represents a contract between you and your students. If one of your students appeals a grade, your course syllabus becomes the primary piece of reference. Use foresight; write it as a contract you can live with.

****Please submit syllabi to the Executive Assistant in the Instruction Office during the first week of classes each semester. See checklist on next page for required syllabi elements ****

Syllabi Checklist



COURSE NUMBER/SECTION: _____ SEMESTER/YEAR: _____

FACULTY NAME: _____

Syllabus Topic
1. Course number, section number(s), instructor's name, number of units, semester and year
2. Section meeting day(s), time(s) and location(s)
3. Course content defined, consistent with course outline of record
4. Official Course SLO's listed (ACCJC Standard II.A.6). Course SLOs are the Objectives Section from the Course Outline. Use the label 'Student Learning Outcomes' on the Syllabus and begin the list with the heading 'Students will be able to:' etc. This follows ACCJC guidelines.
5. Instructor contact information available (office, email, office phone and office voice mail)
6. Instructor office hours specified (days/times)
7. Student evaluation criteria defined (cannot be based on attendance)
8. Student grading standards defined
9. Statement on attendance/absences and make up policy
10. Text Materials required for class
11. Course content and calendar of topics covered in class.
12. Academic Honesty and core values
13. Dropping class/withdrawal

Recommended Syllabi Elements:

- Accommodations for student with disabilities statement
- Mass notification system
- Waitlist procedure
- Class meeting time and location
- Number of units
- Course prerequisites, co-requisites, advisories
- Cell phone and electronic device policy
- Other requirements, rules, or expectations
- Value of utilizing Library, ASC
- Quiz/exam/final exam information and schedule

*Student Learning Outcomes are found in the *Course Outline of Record*. The *Course Outline of Record* is found here: [Siskiyous.elumenapp.com/public](https://siskiyous.elumenapp.com/public).

CURRICULUM AND eLUMEN

A completed and approved course outline which complies with Title V, Course Standards regulations must be on file before any course is taught. The instructor of each course will be expected to conform his/her offering to that outline. The official set of signed course information forms, as approved by the Curriculum Committee, shall be maintained both electronically and in writing for all faculty to review or request a copy.

View the course outline for each course you teach on a regular basis. Pay special attention to linking learning outcomes with your teaching practice and in-class assessment activities. Course outlines may be viewed at <https://siskiyous.elumenapp.com/elumen/>

Proposals for new courses should be completed in consultation with the appropriate Dean or Director. Forms for completing the new course proposal process are available within eLumen. New course proposals are routed and approved or reviewed by the appropriate Dean, Vice President of Instruction, Curriculum Committee, and the Board of Trustees for final approval. Completed outlines for existing courses will be reviewed periodically for approval by the Curriculum Committee.

CLASS ROSTERS

Class Rosters: Instructors can access class rosters and waitlists through their mySiskiyous account. It is recommended that Instructors download a new roster

every class period to check for additions or deletions for the first two weeks. If you have a student on the printout and he/she is not in class and has not contacted you to save his/her spot, you may drop the student by downloading the Instructor Drop form on your Faculty tab. Those students who are present and whose names do not appear on your roster need to register immediately. As of the first day of class or if the class is full, the student will need your signature or an Add Authorization Code to register. Do not allow students to remain in your class until they have completed registration. This is both a liability and a possible FTES issue.

Adding Students: Some classes have been assigned a maximum number of students based on issues of academic quality, seating capacity, and/or equipment factors. The Banner registration system will close your class automatically when the maximum number enrolled is reached. Students have the capability to add themselves to the waitlist by either their mySiskiyou portal or by going to the Admissions & Records window. You are able to access your class roster and your waitlist on your mySiskiyou account online. If you have room in your class (because of no shows), you must take students off the waiting list in the order they appear (chronologically), and you must sign their "add" form or give them an Add Authorization code. **Note:** students on the wait list must show up at the first class session in order to maintain their place on the wait list.

For funding purposes, official enrollment (census) takes place the fourth Monday closest to 20% of each term. Our state apportionment is computed on these numbers so accuracy is extremely important. The College does not receive apportionment for students added after census, nor is it likely that students can truly benefit from entering the course so late, thus instructors are encouraged to ensure all students attending are registered prior to census. A Late Add Permit is required to register after census has occurred. Late Add approval must meet the following criteria:

- The student has been in attendance since the beginning of the class
- The student is moving from one level of a subject to another, i.e. ENGL 0950 to ENGL 1001.
- The student is changing from one section to another section of the same course that has the same start and end dates.

If a student meets the criteria they can download a Late Add Permit (<http://www.siskiyou.edu/admissions/documents/lateadd.pdf>) off the web. Please be sure to sign and complete the form and then you may send them to

the Instruction Office (x5201) in the Student Center. They will assist them in the completion of the process. Because the criteria for processing a late add is so narrow, be sure to explain thoroughly why the student is being added late. Late add dates for short-term, irregularly scheduled courses vary.

ATTENDANCE

Regular attendance is one of the most important indicators of student success. Therefore, students are expected to attend all sessions of each class in which they are enrolled. Each instructor establishes attendance standards, which is announced early in the semester and outlined in the first-day handout. Students should understand the standards in each class. An instructor may drop a student whose absences exceed the number of times a class meets per week.

If a student has not attended class or contacted the instructor by the fourth week (census) of class, instructors are requested to use the census form to drop the student. It is a disservice to students and the community to continue enrollment for “no shows.”

School activities such as athletic events, student government conferences, music festivals, field trips, and the like are approved instructional activities. However, this does not mean a student is excused from class assignments. It is the student’s responsibility to consult with each instructor prior to the absence to clarify what work must be done for each class and the deadline for completion of the work to the instructor’s satisfaction.

A student who ceases to attend a class and fails to submit an official “drop” sheet in Admissions & Records before the drop deadline, may receive a grade of “F” or an “FW.” The “FW” symbol indicates that a student has ceased attending a class and has failed the course for that reason. Although the grade point value of an “FW” grade is zero like an “F” grade, the “FW” grade recognizes that a student ceased attending and that this action resulted in a failing grade. If a student has failed because he/she has stopped attending than a “FW” should be entered instead of an “F” with the last date attended (This is required by Financial Aid and Veterans’ Services to meet new Education Code requirements.)The use of this grade is entirely at the discretion of the instructor.

STUDENT ADDING AFTER START OF THE SEMESTER

Census Classes: Students should be encouraged to register for classes prior to the beginning of the semester. If a student registers for a class after the first day of class, the following time limits and processes apply:

- **Week 1-3:** A student may add a class with Instructor signature or Add Authorization code.
- **Week 4:** Student cannot add classes after Week Four without a Late Add Permit. This does not apply to short term, late start classes.

Late Adds are approved if:

- The student has been in attendance since the beginning of the class but has not registered
- Student is moving from one level of a subject to another, i.e., ENGL 0950 to ENGL 1001.
- Student is changing from one section to another section of the same course with the same Start and End Dates.

Short-term courses: Registration is completed prior to the completion of 20% of the class. (For example, for a one-week class meeting daily, 20% of the course would have been completed by the end of the first day.)

ON GOING RECORDKEEPING

Once your class is off and running, your recordkeeping gets underway. You need to be aware that as an instructor, you are responsible for maintaining official student attendance records. There are two methods to account for student attendance (Census or Positive Attendance), and the type of class you are teaching determines the method:

For Census: Census is how COS reports all registered students to the state. These numbers are used to determine the college's apportionment funding, so it is critical to our fiscal health. This is REQUIRED by the State of California. COS also uses census as an early alert system so it is also a good opportunity to ensure that you and your students are on the same page as far as their status in the course. ****Census is usually due the fourth Monday or 20% of each term****

How do I report my Census?

STEP 1 – Log into your mySiskiyous Account.

STEP 2 – Use only symbols of "S" for Satisfactory (A, B, C) or "U" for Unsatisfactory (D, F).

STEP 3 – If you plan to drop a student as a "No Show" change the grade symbol to "NS".

STEP 4 – Once all students have an S or U or NS select the SUBMIT Button on the bottom of your screen. HINT: If you have more than one page you will need to select SUBMIT for each page.

STEP 5 – If you have no student to drop please complete a [Census Certification Form](#) and return it to Admissions & Records.

For Positive Attendance or (Positive Hour): Positive attendance is used for short-term, (less than a full semester), irregularly scheduled, and non-credit classes. Attendance is taken every class session, and even if the student only attends once, the records should so indicate. Use the positive attendance sheet located on your mySiskiyous tab. The permanent class roster may be obtained on the mySiskiyous portal at any time.

DROPPING STUDENTS AFTER CENSUS: If you need to drop a student after census please fill out an Instructor Drop form located on your Faculty Tab and submit to Admissions and Records.

CLASS RECORDS

Permanent class records must be kept with markings, which clearly support the grade each student receives (most instructors use an Excel or Canvas file). These records are turned in to the Admissions & Records either by e-mail, fax or in person. The records are permanently retained by the Admissions & Records Office.

Census (for full semester courses only) is the fourth Monday or 20% of each term. If the student is not attending class and you would like to drop them, you give them a census symbol of NS (No Show).

Attendance records for positive attendance classes are to be kept and input on your mySiskiyous account at the end of the class. The records must show the hours each student attended.

Positive attendance classes will have a column to enter positive attendance hours with the final grades. The total hours each student attended must be recorded.

Please contact the Instruction Office or Admissions & Records if you have questions regarding your course.

FINAL GRADE REPORTS/BACKUP

For Census classes: Faculty will log onto their mySiskiyous account to enter their grades. Grades and backup are due the Tuesday following the last day of finals. Backup can be e-mailed, faxed or brought into the Admissions & Records Office.

For Positive Attendance classes: Faculty will log onto their mySiskiyous account to enter their grades and total hours the Tuesday after the last class. Your "Back Up" must include hours of attendance broken down by day and information on how you determined the grade. Backup can be e-mailed or brought into the Admissions & Records office.

W Grade (Withdrawal): A grade symbol of "W" cannot be assigned on your final grade roster. If a "W" does not already appear on your roster, the student did not drop the course; therefore, you are required to assign the grade the student has earned. If the student stopped attending and did not drop he/she would receive an "FW" rather than a "W" or an "F". There will be no exceptions- inserting a "W" for a student that has not withdrawn cause errors in our reporting system to the Chancellor's Office.

F vs. FW Grade: The "FW" (Failing to Withdrawal) grade is for students who stopped attending and are failing. If a student has failed because he/she has stopped attending than a "FW" should be entered instead of an "F" with the last date attended (This is required by Financial Aid and Veterans' Services to meet new Education Code requirements). The use of this grade is entirely at the discretion of the instructor.

Incomplete Grades: An incomplete is defined as academic work, which for unforeseeable, emergency and justifiable reasons, has not been finished at the end of the term. If you assign an Incomplete, you must submit an Incomplete Contract to the Admissions & Records office with your backup.

Change of Grade: The Registrar will start rolling grades to transcripts at 5:00pm after 90% of the grades have been submitted. If you need to change a grade after the grade has been rolled to academic history, then you will have to fill out a Change of Grade form.

FERPA Disclosure: Please remember that student grades are confidential. Do not post student grades on your office door or anywhere else on campus. Any use of a partial student ID or SSN posted publicly with a grade becomes a FERPA violation, as even partial numbers can be traced to individual students.

DISTANCE EDUCATION

In order to reach students in outlying areas of Siskiyou County and to provide more flexibility for all students, College of the Siskiyous offers courses online, hybrid (partially online and partially on campus), and videoconferencing. All courses offered via distance learning are subject to the same rigorous course design and evaluation as on-campus courses, including acceptance through the Faculty Curriculum Committee, peer review, and course evaluation. If you will be teaching a videoconferenced course, please contact the Distance Learning staff to make arrangements for training. Online and hybrid courses are offered through the College's Learning Management System (LMS).

Online courses can be taken from any Internet-connected computer or mobile device. They are a good alternative for those who live at a distance from the campus or cannot be on campus during regular class hours. Videoconferencing connects several classrooms in the County to offer real-time interactive learning to students in outlying communities. The College supports a wide range of online and phone support services to assist distance students. For additional information, please consult the Distance Education Handbook.

FACULTY ABSENCES

When you are unable to meet your class: The College expects instructors to meet their classes as scheduled, and as indicated on their teaching contract. Instructors are not allowed to cancel classes; only the Deans, Director, and the Vice President, Academic Affairs can cancel a class. If you are ill or cannot meet your class because of an emergency, please notify the Instruction Office so that alternate arrangements can be made.

The College will make every effort to provide students with a continuous instructional program staffed by fully qualified instructors. When a teacher is required to be absent from a scheduled class, the administration will, in consultation with appropriate available faculty, determine which of the following alternatives is most advantageous:

- Cancel the class
- Reschedule the class for an earlier or later meeting
- Provide out of class assignments
- Provide an exchange between qualified faculty members

- Provide a qualified faculty substitute at extra pay
- Provide a qualified substitute

OFFICE HOURS

Full-time faculty members are expected to schedule and maintain at least five office hours per week each semester and to notify the Office of Instruction when those hours are scheduled (Note: an hour = 50 minutes). Exceptions to this policy must be cleared with the appropriate Dean. Notify the appropriate Dean before changing--or missing--any office hour. Office hours are part of the instructional program for our students and hence, are part of the duties and responsibilities of all contract faculty members, and should be scheduled at times when most students are available. Part-time faculty, depending on size of load each semester will be offered and have the option of taking a paid office hour.

STANDARDS OF PERFORMANCE

1. Communicates their academic subject clearly and effectively.
2. Displays a mastery of their academic subject material.
3. Provides clear assignments and directions to students.
4. Provides regular feedback concerning students' mastery of course-related materials or skills.
5. Creates a learning environment, which is free from harassment and prejudice.
6. Respects the dignity of the student.
7. Demonstrates an interest in helping students learn.
8. Provides for each student a current and complete course syllabus for each course taught.
9. Provides each student with information regarding academic progress on a regular basis throughout the semester.
10. Maintains scheduled office hours and is reasonably available to students.
11. Provides clear and timely course grading standards, attendance records, and reports.
12. Participates in appropriate department, committee and district meetings.
13. Prepares and submits accurate records and reports to the appropriate offices within established deadlines.
14. Participates in program review.
15. Participates in college governance.
16. Works with District staff, students and colleagues in a manner free from

harassment, prejudice and bias.

For specific details on the evaluation process, including components, frequency, and due dates, please refer to Article 7 of the Faculty Association Collective Bargaining Agreement.

FLEX OBLIGATIONS (FULL-TIME FACULTY ONLY)

The Staff Development/Flex Committee: is composed of five faculty members (appointed by the Academic Senate), and the Vice President, Academic Affairs. The Committee meets as needed throughout the academic year.

Budget: The College has set aside funds for faculty development as part of its commitment to the flexible calendar. A joint Staff Development/Flex Committee administers the use of these funds. Full-time faculty are eligible for flex and staff development funds. Part-time faculty are eligible for staff development funds only.

Individual Flex/Staff Development Proposal: For each individually planned activity, complete a proposal online and submit it to the Instruction Office. In the event that you need to revise a particular activity or substitute a different one, you should submit a written statement of the proposed change to the Flex Committee for their approval. For options for individually planned flex activities -- see Flex/Staff Development Guidelines for a list. Fillable forms can be found online at www.siskiyous.edu/committees/flex/.

Analysis/Documentation of Flex Activity: Within 30 days after completion of each individually planned flex activity, you need to complete this form online and submit it to the Instruction Office. Please make both forms as complete as possible. Once the proposal or analysis / documentation form has been reviewed by the Committee, a copy will be forwarded to the faculty member. Proposals or analysis forms that are not approved will be returned to you by the Committee Representative from your area.

Number of Days Required: Each faculty member on a full-time contract is responsible for five days (three mandatory days and two individual days). Faculty members with less than a 100% teaching contract are responsible for a proportionate number of flex days. Faculty members on a one-semester sabbatical are required to complete 50% of the flex obligation. Faculty members on a one-year sabbatical are not required to complete flex. Since the five flex

days are in fact legally part of the 175-day contract for faculty, failure to complete the required days must by law necessitate the docking of pay for the incomplete days. Since STRS contributions are based on a complete contract year, any deduction from the 175-day requirement will negatively affect your STRS contribution for that academic year.

Calculating Flex Days:

- Consult the academic calendar to determine non-instructional days. The white blocks on the academic calendar may be used as a flex day.
- One flex day is defined as a minimum of three hours.
- Any activity for which faculty members are remunerated above regular salary will not qualify for flex credit.
- For additional information, please refer to your Flex/Staff Development Guidelines for more details on flex:

www.siskiyous.edu/instruction/documents/flexbooklet.pdf

FACULTY EVALUATIONS

The COS evaluation process is intended to provide faculty with relevant feedback, a structured opportunity for reflection, and constructive suggestions for improvement. Instructors are encouraged to analyze the data obtained from the evaluation process to identify and address pertinent plans for professional growth. The evaluation process is designed to support the ongoing efforts of faculty to enhance their effectiveness in the classroom and in the COS community. The process is also designed to comply with legal mandates and to identify unsatisfactory performance.

MISCELLANEOUS CLASSROOM ITEMS

Field Trip Classes: Any class with a field trip going out-of-state will need a waiver of liability signed by the student as required by Title V, Section 55450.

Software in Classes: To avoid downtime in the classroom, instructors using computer software in their classes are strongly encouraged to test the software and equipment in advance to be sure they work. Please contact Tech Services at 938-5222 or x5222 for assistance.

Room Changes: Change in room location, meeting time, etc. requires the advance approval of the Dean, Director or Vice President, Academic Affairs.

Visitors: Children of students and anyone who is not registered for the class are NOT allowed in the classroom. Children should not accompany students on campus.

SECTION THREE: RESOURCES FOR FACULTY

HELP DESK / INFORMATION TECHNOLOGY SERVICES

If you need help accessing your mySiskiyou account: Contact the Student Help Desk at (530) 938-5523 or studenthelpdesk@siskiyous.edu.

Assistance with updating information on the website: Contact Web Links at (530) 938-5520 or weblinks@siskiyous.edu.

Technical support: Submit a help desk request at <https://siskiyous.happyfox.com/home/>. If have an urgent issue, contact Tech Services at (530) 938-5222 or techservices@siskiyous.edu. Instructions and a video on how to use Happy Fox can be found at <https://siskiyous.happyfox.com/kb/article/9-technology-help-desk-tutorial>.

Short-term Equipment (maximum of one week): Tech Services has equipment available for short-term checkout, including laptops, projectors, projection screens, presentation remotes, and speakers. Submit checkout requests via <https://siskiyous.happyfox.com/home/>.

Long-term Equipment: Contact your Dean regarding purchasing any equipment needed for longer than one week.

CAMPUS TELEPHONE AND MAIL SERVICES

Telephone: To place a call to another campus extension:

1. Dial the four-digit number

To place a call to a local off-campus number:

1. Dial 9 then the seven-digit phone number

To place a call to a non-local number:

1. Dial 9-1 then the ten-digit phone number, including the area code

2. After a quick series of beeps, dial your long distance code, then press #

If you do not have a long-distance code, please submit a help desk ticket at

<https://siskiyous.happyfox.com/home/>. Your code must be five digits, and cannot have been used by anyone else at the College.

Mail Services: The College mailing services are made available to College personnel for school business only. The mailing services are handled by the Human Resources Office. Outgoing mail must be in the mailroom in the non-stamped outgoing mail drawers located in the mailroom by 8:00 a.m. There are outgoing bins located on the H.R. counter for outgoing mail. Outgoing mail can be placed in the bins throughout the day for processing on the next business day.

Proper instructions must accompany any items that are to be mailed, for example, priority or media. Be sure to separate all out of country mail. Out of country mailings must have the country highlighted. All mail must be labeled with the department, office or person mailing the item noted above the return address.

Special circumstances are handled as follows:

- Yreka Mail: Delivered through interoffice mail on Tuesday. Mail to the Yreka Campus should be placed in the Yreka box located in the mailroom. Mail to the Weed Campus should be placed in the Weed box located in the office at the Yreka Campus.
- Manila Envelopes: Address with the end flaps closed to the right of the address.
- Regular #10 Envelopes: Flatten the contents as much as possible. These do not need to be sealed but must have the flap in the closed position. If the contents make the envelope bulky and unable to close envelope, please seal completely.
- FedEx, Express, and USPS Packages: Please bring these items to the Human Resources Office to be weighed, packaged and pick up ordered. This needs to be completed before 12:00 p.m. for FedEx Express Packages.
- UPS and FedEx Ground: Packages can be dropped off in the Maintenance Building.
- Personal Mail: A bin is available at the front counter in the Human Resources area of the Student Center for personal mail drop off. Pick up time varies.

If you have any questions, please contact the Human Resources Office at 938-5317.

TEXTBOOKS AND MATERIALS

Textbook Adoption Process: The Instruction Office releases the Course Schedule for the upcoming academic year in April (for summer and fall) and October (for spring). Instructors are responsible for selecting the textbooks for their courses. The Bookstore will distribute textbook adoption requests to

instructors listed on the 'Course Master'. A list of textbook adoptions are due to the Bookstore within one week prior to the start of student registration. The Bookstore will publish a 'Textbook Requirement List' for students by the start of student registration. This list will satisfy the requirements of the textbook portion of the Higher Education Opportunity Act. The Bookstore evaluates the textbook inventory around the eighth week of the fall and spring semesters. Unsold inventory is typically returned mid-semester (note: instructors may request that the return of unsold inventory be delayed if materials are set to be used later in the semester).

Textbook Desk Copies: Most textbook publishers offer a complimentary desk copy to instructors who have adopted one of their textbooks. Desk copies must be requested by the instructor from the publisher. Publishers will not send complimentary desk copies to the Bookstore. The Bookstore can provide publisher contact information. This contact information is also commonly found on the publisher's website. In the event that the textbook publisher does not provide a complimentary copy, a textbook can be purchased from the Bookstore and charged to their department with the appropriate budget manager's approval.

Textbook Buybacks: the Bookstore holds a textbook buyback event at the end of the fall and spring semesters. The Bookstore purchases used textbooks from students in exchange for cash. The Bookstore offers a textbook rental option on titles when the demand and condition of the book allows. You may consult with the Bookstore Supervisor at the time of textbook adoptions to determine if a rental option may be offered.

Non-textbook Materials: The Bookstore can sell materials and supplies needed for success in a course. This need should be communicated to the Bookstore at the time of textbook adoptions. The Bookstore is operated by the Vice President of Administrative Services to provide books and supplies needed by students.

For additional information, contact Ryan Galbraith in the COS Bookstore at ext. 5318.

LIBRARY SERVICES

Collections: The library holdings include more than 40,000 books, periodical subscriptions, newspapers, pamphlet files, microforms, and maps. Over 8,000 titles are available in various media formats. Special collections of COS documents, local history, and the Mount Shasta volcano are also available. Access to the catalog and online databases, including full text articles and about

21,000 electronic books are provided via the Library's Web page at www.siskiyous.edu/library.

Faculty are responsible for recommending library books, AV media and other materials in their area of instruction. The librarian will accept purchase recommendations for books based on budget, demand, and balance of the library's collection. Faculty are also responsible for assisting the librarian in weeding the collection. Flex credit may be available for weeding activity.

Instructors should annually budget for AV programs, media rental and instructional equipment to supplement their area of instruction. Expensive or infrequently used programs can be borrowed or rented. All video programs must be closed-captioned.

Circulation: Faculty and staff may borrow circulating library books and magazines for one semester (fall, spring, summer). All borrowed materials must be returned at the end of the semester. Earlier return is encouraged so that the materials are available to others. Non-circulating materials may be borrowed by an instructor for a short period, with the permission of the library staff. Audio-video programs circulate for two weeks and include "flex approved" programs. A list of "flex approved" library books is also provided.

Services:

- Interlibrary loan: Not currently available.
- Reference research: Library staff can help locate needed information. Database and Internet searching is also provided.
- Reserve collection: Faculty may place textbooks or other assigned readings in the reserve collections at the main library or at the Yreka Campus. Most reserve materials are used in the Library. Only selected textbooks are purchased by the Library. Others must be supplied by the instructor. Call the library for more information.
- Instruction: Library staff may be able to provide instruction in research and evaluation skills in the Library, in classrooms, offsite locations, or in computer labs, depending on the schedule and availability.
- Assignments/bibliographies: Library staff will assist instructors in designing appropriate library research assignments that incorporate information competency skills. Bibliographies of library materials on any subject may also be requested.

ACADEMIC SUCCESS CENTER

The Academic Success Center (ASC) serves currently enrolled students by offering a variety of services to support student success. See the COS website under the Academics tab/Academic Success Center. These services include free computer access, printing (up to 20 pages/day), “Study Pods” and study areas, WiFi and charging stations, Group study areas, and laptop computers and graphing calculators available to loan.

Tutoring: The ASC provides: free online tutoring services via NET Tutor (available 24/7) – NET Tutor is available for each class via Canvas; in-person peer tutoring for a variety of subjects (appointments recommended); paper review by ASC instructors (appointments recommended); instructional Support staff embedded in some math and English classes are also available for ongoing academic support (appointments recommended).

The ASC has two classrooms that are modular and can be arranged to suit a variety of room setups. Use of these rooms is requested through School Dude. Rooms can be used for meetings, workshops, computer labs (please indicate # of laptops in request).

Test Proctoring occurs in a private setting in the ASC using Proctorio and ChromeBooks set up specifically for this use. To arrange proctored testing for your students, please submit the form found on the “Test Proctoring” web page found under the ASC web page.

The ASC holds a variety of academic, student and life success workshops throughout the semester. A list of upcoming workshops will be distributed after the beginning of the semester. Faculty may consider offering extra credit where students need assistance.

Cooperative Work Experience is a credit class where students can earn college units while working a job. Classes are offered in both general and occupational work experience (i.e. Fire, Early Childhood, Biology, etc). Students earn a grade by meeting both the learning outcomes for their job and completing the required number of work hours.

The Student Help Desk is located in the ASC. Visit for in-person service, call 530-938-5339 or email studenthelpdesk@siskyou.edu.

STUDENT BEHAVIOR AND CODE OF CONDUCT

Code of Conduct: Responsibilities of being a student are outlined in the *Student Handbook*, which is provided to new students (GUID 5, SOAR sessions, and other programs) and also available online or by request at the Student Life office.

Student rights, responsibilities and Code of Conduct and disciplinary procedures are outlined in the *Handbook*.

In general, the majority of minor disciplinary matters in the classroom are handled informally between the student and instructor.

In accordance with Education Code, Title 3, Section 76032, an instructor may remove a student from his or her class for the day of the removal and the next class meeting. It is recommended that such removal occur only in exceptional cases, and, if removal is warranted, that the respective Dean and the Director of Student Life be notified of such action. Documentation of incidents is important. Forms for documentation are available from the Director of Student Life.

Reporting Violations of the Student Code of Conduct: For incidences of violations of the Student Code of Conduct, evidence such as written observation of the incident, student accounts, emails, etc...must be included with the Notice of Student Violation form.

Follow the steps below:

1. Meet with the student to review the Student Code of Conduct and introduce your evidence.
2. Complete the Notice of Student Academic Violation of the College of the Siskiyous Student Code of Conduct Form. Include student comments and, if possible, obtain the student's signature.
3. Submit the completed form to your respective Director or Dean.

There are three steps to the Student Conduct Procedure listed below:

1. Misconduct is reported, via this form, to the respective Director or Dean. After meeting with your Director or Dean, the form will then be forwarded to the Vice President of Student Services Office.
2. Once the written notice is received, the Student Conduct Administrator or Designee will conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. Such disposition shall be final and there shall be no subsequent proceedings.
3. If the student admits violating College policy, but sanctions are not agreed upon, there will be a subsequent process that may include a

hearing. This hearing shall be limited to determining the appropriate sanction(s).

For further information, consult the Vice President of Student Services Office.

Behavior Intervention Team (BIT): is a group of College faculty and staff whose purpose is to meet regularly to focus on interventions with students who are experiencing crisis and/or are displaying harmful or disruptive behavior. The team receives reports, conducts an investigation, performs an assessment, and determines the best mechanisms for support, intervention, warning/notification and response. The team then utilizes its resources and coordinates follow-up. Additionally, the team tracks “red flags” over time, detecting patterns, trends, and disturbances in individual or group behavior and implements additional follow up if necessary.

The BIT functions with a focus on safety and prescriptive early intervention, which will hopefully prevent an individual’s behavior from escalating and/or interfering with retention of the student. Behaviors which are in violation of the Student Code of Conduct are referred to the Vice President of Student Services Office.

The BIT acts in a proactive manner to assist students and will:

- Maintain confidentiality and uphold the Federal Education Rights to Privacy Act (FERPA)
- Notify proper authorities when deemed appropriate
- Address issues discreetly and with sensitivity
- Consult and support faculty, staff and students to the best of our ability
- Connect students with needed resources
- Recommend interventions
- Monitor and review ongoing behavior of students as notified

If you have any concerns about a student, we encourage you to email the Behavior Intervention Team: BIT@siskiyous.edu.

Plagiarism is an act of theft committed by a person who is stealing someone else’s intellectual property. Plagiarism is an act of dishonesty. Whether intentionally or unintentionally, a writer is misrepresenting someone else’s words or ideas as his or her own.

Intentional plagiarism exists when:

- A student lists sources that he or she has not used; or when a student copies from a source but fails to provide a citation. As such, the student is misrepresenting the original ideas of the source;
- A student copies material from another student's work without giving the other student credit;
- A student buys or borrows a whole paper or portions of a paper from another student or from the World Wide Web;
- A student copies another artist's music or work of art and tries to submit it as his or her own.

Unintentional plagiarism, which is also punishable, may exist when:

- A student attempts to paraphrase or summarize a source, but copies too much from the source instead of re-writing the ideas in his or her own words;
- A student inadvertently fails to include a parenthetical reference to a source, although the source is listed among the citations at the end of the paper;
- A student fails to put quotation marks around quoted material; when a student relies too heavily on external sources, thus expressing few or none of his or her own ideas.

These examples are not all inclusive of every possible form of plagiarism and should not be considered as such.

Reporting Plagiarism: For incidences of plagiarism, evidence such as a plagiarized website, Turnitin Report, or copied assignment must be included with the Notice of Student Violation form.

1. Meet with the student to review your plagiarism policy and introduce your evidence.
2. Complete the Notice of Student Violation of the College of the Siskiyous Student Code of Conduct Form. Include student comments and, if possible, obtain the student's signature.
3. Submit the completed form to the Vice President of Student Services.

Upon the initial violation, the student will be sent an email from the Vice President of Student Services which outlines AP 5520, Student Conduct Process. Upon the second violation, the student will be sent an email and certified letter informing the student that a hold will be placed on the student's record until the student meets with the Vice President of Student Services.

In severe incidences where you feel the student is a threat to self or others, immediately dial 9-1-1.

Psychological Crisis Intervention: The COS Counseling Department faculty are available to help faculty and staff assist students in crisis.

To request crisis intervention assistance:

1. Assess urgency: If the student is a danger to themselves or others, call 9-911 from any campus phone.
2. Then call Counseling Services at ext. 5353 OR 5309. State that you have an “emergency” or “crisis” situation and need help from a counselor.
3. If it is safe to do so, stay with the students until contact is made with the 911 responder or counselor. If appropriate, you may walk the student to Counseling Services in Eddy Hall or wait with the student until the counselor comes to meet the student.

If you have a student who you believe is not in actual “crisis”, but who is exhibiting pre-crisis behavior that will interfere with his/her success, please use step 2 above to refer the student.

EMERGENCY: CALL 9-911

CRISIS INTERVENTION: CALL EXT. 5353 OR 5309

AFTER 5:00PM: CALL 9-911

FINANCIAL AID

Regardless of income, every student should be encouraged to apply for financial aid. Students need to complete the FAFSA, which is available October 1st each year. Complete the FAFSA at <https://fafsa.ed.gov/>. Parents and students must create an FSA ID in order to electronically provide signatures. Every student is eligible for some type of aid to assist with college costs. Most of the aid comes in the form of money that does not have to be repaid.

Federal Pell Grants are federally funded awards. The Pell grant is adjusted according to the student’s enrollment. Accordingly, less than half time = 0.5 – 5.5 units; half-time = 6 – 8.5 units; three quarter time = 9 – 11.5 units; and full time = 12 or more units.

California College Promise Grant (Formerly the Board of Governors Fee Waiver). California residents can complete a FAFSA and based on Expected

Family Contribution (EFC) can be awarded a CCPG that covers registration fees. Students will still owe the Student Center Fee, Health Fee and Student representative fee. Students must maintain satisfactory academic progress to keep receiving the fee waiver.

Federal Direct Loans are available for students who need to borrow money for educational expenses. A Federal Direct loan must be repaid. To qualify, a student must have a complete financial aid file and be enrolled in six or more units. The student will go into repayment six months after withdrawal, dropping below six units, or after graduation.

All financial aid recipients must maintain satisfactory academic progress (SAP). Students who complete less than 67% of all units enrolled in per term and/or go below a 2.0 GPA will be placed on warning. They are eligible to receive federal and state aid the next semester. If they fail to maintain SAP, the student is then placed on a Disqualification status and is no longer eligible to receive aid, including the CCPG. The student can appeal if they had a situation out of their control that prevented them from being successful and can provide documentation. Examples: car accident, illness, death in the family.

Return of Title IV financial aid is required by the Department of Education if a student completely withdraws from his/her classes. The Financial Aid Office runs a report every two weeks and performs a calculation in order to determine how much a student has to return based on their withdrawal date. This calculation is performed on Pell grants and Federal loans. If a student receives an “F” grade, the withdrawal date is the 50% point of the semester. If the student withdraws beyond the 60% point of the semester they do not owe any funds back. If a student receives an “FW” grade without the withdrawal date, the Financial Aid Office is required to use the 50% point. It is important when assigning an “FW” to include the date the student stopped attending.

Students can call the Financial Aid Office at 530-938-5837 or stop by Monday through Friday 8am – 5pm. More information on remaining grants and eligibility requirements is located on our website: <http://www.siskiyous.edu/financialaid/>.

FEDERAL WORK STUDY

The purpose of the Federal Work Study Program is to stimulate and promote the part-time employment of students who are enrolled at College of the

Siskiyous and are in need of earnings from employment to pursue their education.

In order to be eligible for employment under the Federal Work Study Program, a student must meet the general eligibility requirements for Title IV financial aid programs. The Free Application for Federal Student Aid (FAFSA) is the instrument used to gather information on the student to determine eligibility. Due to the limited amount of Federal Work Study funds available each year, students must have filed a FAFSA and received their award notification. Federal Work Study funds are available beginning July 1st for the upcoming academic year.

Work study positions are now part of the District budget and planning process. The job description should include the name of the supervisor, purpose of the job, duties and responsibilities, job qualifications, length of employment (beginning and ending dates), and the number of hours needed per week. The job description has several purposes. It will provide the information needed to explain the position to students and will help them select the type of employment closest to their educational or career objectives. The job description also establishes a written record, for both student and supervisor, of the job's duties and responsibilities.

When a faculty member agrees to employ a Federal Work Study student, he or she also accepts the responsibilities that accompany the agreement. The supervisor must establish an environment similar to what a student will experience when he or she is employed in the work force. The Work Study Program is not a grant program -- the student must earn what money he or she receives. A good supervisor can make the student's work study experience as meaningful and useful as any course offered by the College. Students who fail to perform satisfactory work may be terminated by the supervisor. The Financial Aid Office should be notified when this occurs.

Work Study students who renew their eligibility will have the option to work with the instructor(s) they contracted with during the previous year. The student and the instructor must complete the "Student Employment Information" packet, including the department's six-digit tops code, and return it to the Financial Aid Office to determine eligibility.

COUNSELING AND ADVISING

The academic advising staff is available by appointment and on a “walk in” basis to all students to provide guidance in the educational planning process.

Counselors are available by appointment and assist students with educational planning and appeal processes, career exploration and planning, and personal issues. Both academic advisors and counselors will assist students with course placement, course selection specific for the student’s goal, and discussion of educational concern. Every student who is pursuing a certificate of achievement, associate’s degree, and/or transfer, should meet with an academic advisor or counselor prior to registering for each term.

Course Placement: In following the guidelines of AB 705, College of the Siskiyous utilizes high school coursework, high school grade point average in the placement of students into English and mathematics courses. For more information on AB 705, see the California Community Colleges Assessment and Placement webpage <http://assessment.cccco.edu/ab-705-implementation/>.

Student Support Services (SSS) is a federal TRIO program funded by the U.S. Department of Education. SSS is funded to serve 180 economically and educationally disadvantaged students and all participants must be either a first-generation college student, and/or low-income, and/or physically or learning disabled. The College of the Siskiyous’ SSS program designed to ensure the academic success and transfer of its participants to a four-year college or university.

Transfer Center: The COS Transfer Center provides services to students planning to transfer to four-year colleges and universities. Counselors and advisors provide information on course requirements, applications, costs, and more.

Articulation is a written agreement between College of the Siskiyous and other colleges that identifies COS courses that will satisfy university degree requirements.

- Articulation agreements between College of the Siskiyous and California public universities are listed at www.assist.org.
- Students may contact Counseling Services for articulation information or to request that an articulation agreement is established with their transfer university.

DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)

The Disabled Student Programs and Services (DSPS) office provides a wide range of support services and accommodations for students with documented permanent or temporary disabilities that impact their learning.

Students have the right to request reasonable accommodations if their documented disability imposes an educational limitation in the educational setting. A student with a disability who requests accommodations is responsible for identifying themselves to the instructor, and if desired, to the Disabled Student Programs and Services (DSPS) office in Eddy Hall 1.

Students who consult or request assistance from DSPS regarding specific accommodations, alternative text or use of auxiliary aids will be required to meet timelines and procedure requirements established by the DSPS office. Disabled student information is confidential unless permission is received from the student.

Accommodations for students with documented disabilities are provided by DSPS, however, as faculty, you are a partner in this process.

(1) First, your syllabus should include a statement that includes “accommodations may be arranged for students with a documented disability” (See Faculty Syllabus Template for example). If a student discloses their disability to you, please refer them to the DSPS office to start their process (you can even bring them by).

- *Please note that students with documented disabilities are NOT required to register with DSPS (they are only required to disclose and the disability is verified), and the appropriate accommodation(s) still need to be provided by you- DSPS is here to help in facilitating.*

(2) After the application and verification process is completed in our office, the DSPS Counselor, Director, or Learning Disabilities (LD) Specialist will meet with them and determine what accommodations will be needed in their classes.

Should the student need accommodations in your class, they should produce the accommodation form from our office, notifying you of what accommodations they will be using in your class. Please make note of them, as we may need your assistance in implementation of various accommodations (such as peer note-taking, or wearing a Hearing Helper, etc.). Your signature on this accommodation form indicates your awareness of these accommodations.

Do not draw attention to the student by discussing an accommodation request with the rest of the class. The student has been told to talk with you BEFORE or AFTER class, or DURING your office hours. If you are making a request for a DSPS note-taker, do not reveal which student needs the accommodation.

- *Typically, our office will find the note-taker, but if we cannot find one through our regular process, we may request that you make an announcement in class, or refer students you think will be good note-takers.*
- *Please note that the nature of the disability type is NOT disclosed to the instructor UNLESS the student has given written permission, or there is an imperative Educational Need to Know (as determined by the DSPS Director, Counselor, or LD Specialist).*

Accommodation Disagreements:

(1) If there is a disagreement regarding accommodations or concern regarding the appropriateness of the interaction with the student, document the discussion that took place and any actions taken to resolve the situation. A copy of the notes are given to the DSPS Director.

(2) It may be necessary for a meeting, which includes the faculty member involved, the DSPS Director (and/or DSPS Counselor, or Learning Disabilities Specialist), and the student, in order to come to agreement on the appropriate accommodation. When appropriate, instructors will be notified of the educational needs of a student with a disability who may need assistance in his/her program or classes.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

EOPS is a state-funded program designed to provide greater educational opportunities for people who are affected by educational and economic disadvantages. A specific charge of EOPS is to develop programs, services, and activities, which are over, above, and in addition to traditional college programs. The EOPS Program serves and encourages students in their educational goals and personal adjustment to academic life. Eligible students must be enrolled full-time and pursuing a degree, certificate of achievement or transfer.

SECTION FOUR: FACILITIES AND ADMINISTRATIVE SUPPORT

HUMAN RESOURCES SUPPORT

New Full-Time Faculty

New hire paperwork is the responsibility of the Human Resources Office.

Employees may not begin work until the appropriate paperwork is complete.

1. Newly hired employees must complete the following new hire paperwork:
 - a. I-9: Employment Eligibility Verification (Photo ID and birth certificate or social security card) or passport
 - b. W-4: Federal Withholding
 - c. DE-4: State Withholding Form
 - d. Oath of Allegiance
 - e. Drug-Free Workplace Form
 - f. Personnel / Demographic Information Form
 - g. Conflict of Interest Form
 - h. Worker's Compensation Form
 - i. Emergency Contact Form
 - j. Computer and Network Use Form
 - k. Fingerprint Processing Fee Deduction Authorization. The current State of California processing fee is \$51. The form may be completed for a deduction or the employee can pay \$51 at the time of submitting new hire paperwork.
 - l. Payroll Check Distribution (three options)
 - Direct Deposit
 - Paycheck mailed on pay day
 - Pick up paycheck from Cashier
 - m. CalPERS Exclusion Form
2. The following "conditions of employment" must be met before work can begin:
 - a. Signed contract
 - b. Completed fingerprint Live Scan and results from DOJ & FBI received. Live Scan forms are available at the Human Resources Office. A State processing fee of \$51 will be collected by the Human Resources Office as stated above.

- c. Evidence of a negative TB test or a TB Risk Assessment within the last four years.

New Part-Time Faculty

New hire paperwork is the responsibility of the Human Resources Office.

Employees may not begin work until the appropriate paperwork is complete.

3. Newly hired employees must complete the following new hire paperwork:

- a. I-9: Employment Eligibility Verification (Photo ID and birth certificate or social security card) or passport
- b. W-4: Federal Withholding
- c. DE-4: State Withholding Form
- d. Oath of Allegiance
- e. Drug-Free Workplace Form
- f. Personnel / Demographic Information Form
- g. Conflict of Interest Form
- h. Worker's Compensation Form
- i. Emergency Contact Form
- j. Computer and Network Use Form
- k. Fingerprint Processing Fee Deduction Authorization. The current State of California processing fee is \$51. The form may be completed for deduction or the employee can pay \$51 at the time of submitting new hire paperwork.
- l. Payroll Check Distribution (three options)
 - Direct Deposit
 - Paycheck mailed on pay day
 - Pick up paycheck from Cashier
- m. CalPERS Exclusion Form
- n. CalSTRS Permissive Election Form
- o. Computer Accounts Request

4. The following "conditions of employment" must be met before work can begin:

- a. Signed contract
- b. Completed fingerprint Live Scan and results from DOJ received. Live Scan forms are available at the Human Resources Office. A State processing fee of \$51 will be collected by the Human Resources Office as stated above.
- c. Evidence of a negative TB test or Risk Assessment within the last four years.

Health and Welfare Benefits

Health, dental and vision insurance plans are available to full-time faculty and eligible dependents. Employees have seven insurance plan options and pay a portion of their health and welfare benefits.

State Teachers' Retirement System

- A. This system is a compulsory one requiring a 10.25 percent employee contribution if the employee became a STRS member prior to Jan 1, 2013 (classic member) and a 17.7% district contribution by the gross salary of the base contract. If an employee became a STRS member after Jan 1, 2013, (PEPRA Member) the mandatory contribution is 10.205% and the district contribution is 17.71% based on gross salary of the base contract.
- B. As a STRS member, employees may be eligible for survivor and disability benefits.
*Please contact a CalSTRS representative to obtain more information regarding your retirement, survivor benefits and eligibility requirements for disability payments.
- C. An instructor may retire as early as age 55. Benefits take into account the number of years of service and age. Several retirement options are available; however, to maximize benefits, it is advisable to set up a consultation with the STRS representative in Redding at 800-225-5453.

Initial Salary Placement

Initial placement on the Full- or Part-time Faculty Salary Schedules is based on units earned at any accredited institution. Units earned at a foreign institution will be considered on the same basis to the extent that equivalencies can be determined. Transcript evaluation for degrees granted at an institution outside of the United States is required.

After review of transcripts, faculty will be placed as follows:

Column I

- A. Minimum qualifications or the equivalent. (Equivalencies are established by the Equivalency Committee. Minimum qualifications include a valid California Community College teaching credential in the subject area.)

B. Master's Degree in an assigned academic discipline.

Column II Master's Degree plus 20 semester units completed subsequent to the Bachelor's Degree.

Column III Master's Degree plus 40 semester units completed subsequent to the Bachelor's Degree.

Column IV Master's Degree plus 60 semester units. Forty (40) of these units must have been completed subsequent to the completion of the MA.

Column Movement

It is the instructor's responsibility to initiate the following procedures prior to enrolling in course work to be used for column movement:

1. Pre-approval of coursework to be used towards column movement is required by the Vice President, Academic Affairs. **Column Movement forms will NOT BE accepted after the coursework has been started or completed.**
2. Instructor will complete "Credit Toward Column Movement" form. Forms are available on the College website under Human Resources>>Forms Area (Link: <http://www.siskiyous.edu/humanresources/forms.htm>). Completed forms shall be submitted to the Vice President, Academic Affairs for pre-approval.
3. Vice President, Academic Affairs will review and approve or deny request and send a copy to the Instructor and forward the original to the Human Resources Office.
4. Acceptable Coursework for Column Movement
 - a. Approved coursework must be upper division or graduate college credit earned beyond the Master's degree. Coursework must directly benefit students in a faculty member's teaching or counseling discipline.
 - b. Graduate units earned subsequent to receipt of BA which were not required for the MA may be used for column movement beyond Column II.
 - c. Exceptions:

- i. In some cases, lower division coursework may be counted towards column movement. Exceptions to “4.a.” must be pre-approved, and no more than 6 lower division semester units may be used for column movement.
 - ii. Exceptions that may receive approval toward column movement include:
 - 1. Industrial or professional licensing or certification
 - 2. Lower division computer classes
 - 3. CPR or EMT (first time only)
 - 4. Courses which prepare faculty to interact more successfully with students of diverse cultural backgrounds
- d. Lower division units earned prior to employment with the District will not count towards column movement.
- e. Other:
- i. A classified employee who is also part-time faculty may receive Professional Growth Award points as well as credit toward column movement with the same units.
 - ii. An instructor on sabbatical leave may use coursework taken during the leave for column movement.

5. Submission of Official Transcripts:

- a. Instructor must request official transcripts be sent to the attention of the Human Resources Office to provide evidence of completion of pre-approved coursework.
- b. Official transcripts must be on file in the Human Resources Office on or before:
 - i. **May 1** – Final date for submitting notice of intention to complete requirements for a higher salary class on the salary schedule by next September 1 or end of scheduled summer session
 - ii. **September 1 or closing date of scheduled university or college summer session** – Final date for completing requirements for column movement.

- iii. **September 10** – Final date for filing evidence (official transcript) of completion of courses for column movement. In the case of degrees, October 1 is the final date for receipt of official notice from a college or university that requirements for the degree have been completed and the awarding of the degree approved. Part-time faculty must submit units for column movement by September 10 for credit toward column movement for the fall semester and by February 1 for credit toward column movement for the spring semester.

6. Application of Units for Column Movement:

- a. Upon receipt of official transcript, Human Resources will apply pre-approved and successfully completed units and inform the faculty member, Instruction Office programs analyst and payroll of any changes in columns.
- b. When an instructor earns enough units to move columns and the documentation was received by the timelines noted in 5 above, a revised contract will be generated noting the new column placement and any change in pay will be made retroactive to the beginning of the academic year for full-time faculty and the beginning of the appropriate semester for part-time faculty.

BUSINESS OFFICE

Duplicating Services

The photocopiers located on campus are to be used only by District personnel for College related business. The copiers are not to be used to print more than 60 copies per page. If you require more than 60 copies per page, you are requested to use the digital duplicator, currently located in the faculty copy center, in McCloud Hall 102A. There is also a copier located in ESTC 8-104.

On occasion, if special paper or supplies are needed, these items are to be purchased out of the area's supply budget. Color copies are billed back to departments and must have been approved before completion.

When instructors develop materials which are non-routine, e.g. textbook for the class, comprehensive manual, voluminous or expensive supplementary materials, and it is anticipated that students will be charged, the procedures to be used must be developed with the Vice President, Academic Affairs in advance.

FACILITIES AND MAINTENANCE

Parking

CAMPUS PARKING (WEED CAMPUS)

Parking lots are provided for the use of students, employees, and guests. Parking is permitted in designated areas, as indicated by a white stripe. Parking is not allowed in any thoroughfare, within 10 feet of any fire hydrant, or where otherwise restricted by posted signs.

The speed limit on campus is 10 mph, and drivers are expected to obey all posted regulations.

Enforcement of parking and traffic regulations on campus is performed by the Weed Police Department. Any citations issued are citations of the City of Weed and are treated accordingly.

OVERNIGHT PARKING

Overnight parking is allowed for residence hall students and students or employees on overnight college-sponsored trips.

Overnight parking is permitted in:

1. The two Lodge parking lots;
2. The strip along the Industrial Technology, Athletic Training Center, and Maintenance Buildings;
3. The small strip along the back of the gymnasium which is across from the Maintenance Building.

ACCESS AND KEYS

Keys can be requested through your respective Dean. Adjunct Faculty, please return any keys checked out to you at the end of each semester. Full-time Faculty, please confirm with your Dean the need to return keys.

SAFETY AND EMERGENCIES (COS CONNECT)

Campus Safety

College of the Siskiyou District is committed to the safety and security of all faculty, staff, students and visitors and has contracted with the Weed and Yreka Police Departments to provide public safety and security services at both sites with trained police officers. In addition to patrols, the police officers respond to emergency requests and criminal investigations.

Non-emergency and/or non-criminal incidents may be reported to the Behavior Intervention Team and/or the Vice President of Student Services Office.

Contact Information

24 hours a day / 7 days a week

- **Emergency: 911**
- **Weed PD:**
 - Phone: (530) 938-5000
 - Address: 550 Main St, Weed, CA 96094
- **Yreka PD:**
 - Phone: (530) 841-2300
 - Address: 412 W Miner St, Yreka, CA 96097

Monday through Friday, 8:00 am to 5:00 pm

- **Student Services Office:**
 - Phone: (530) 938-5374
 - Address: John Mantle Student Center, Weed, CA 96094
 - Email: StudentServices@siskiyous.edu
- **Behavior Intervention Team**
 - Email: BIT@siskiyous.edu

Weed Campus Maintenance Emergencies

Call from any campus phone extension

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COS Connect

Through Everbridge, College of the Siskiyou offers an emergency alert and notification system. Individuals can opt into various types of notifications including student registration, athletic, employee or general COS information and hazards and campus closures. During signup, you will be able to configure

your profile and select the types of alerts you want in the Alert Subscription section. You can also save multiple addresses for your home, childcare and work locations so hazard alerts can be specified using geographic locations.

To sign-up, go to:

<https://member.everbridge.net/index/453003085611736#/login>

GENERAL FACILITIES QUESTIONS

Maintenance, Operations, and Transportation Mission

"To provide the best environment possible for the promotion of positive student learning outcomes."

Maintenance Requests

SchoolDude is our online service for submitting maintenance work requests and for scheduling rooms: <https://login.myschoolbuilding.com/msb>

Transportation Requests

Vehicle scheduling for class field trips and athletic travel.

Contact

Office Hours: Monday - Friday, 7:00 am to 4:00 pm

Phone: (530) 938-5233