

A/H NEW FACULTY 2017-2018

FOR NEW FACULTY...

▪ FIRST STEPS:

- Please stop by the Arts & Humanities Office (R230; 425-564-2341) to fill out new hire paperwork.
- Bring your social security card, a picture ID (driver's license or passport), and green card (if applicable).
- If you have questions about the paperwork, please contact [Susan Roselle](mailto:sroselle@bellevuecollege.edu), the Division Operations Director, at 425-564-2344 or e-mail at: sroselle@bellevuecollege.edu

▪ E-MAIL, PHONE & NETWORK ACCOUNT:

- To obtain your BC network account and e-mail address, visit the Bellevue College main page, in the bottom menu click on Faculty and Staff, under Technology Help, click on [NetID Tool](#).
- BC email is the official communication device for all college employees and students. **THE DIVISION WILL NOT USE PERSONAL EMAIL TO CONTACT FACULTY.** Please require your students to use their BC email accounts too.
- You need a 9-digit SID (Staff/Instructor ID) number and a 6 digit Employee PIN in order to log onto many useful online resources on the BC network on campus.
- Adjunct faculty can have an individual phone number that links to voicemail. Contact one of the following A&H staff members for more information: [Janis Juarez](#) (425-564-2346), [Jin Wang](#) (425-564-2343), or [Jon Kissoondyal](#) (425-564-2325).

▪ KEYS:

- Once you have your BC SID #, you may initiate a key request with Susan Roselle.
- You will receive a message via e-mail when your keys are ready, and can be picked up at Campus Operations (K-100).
- All keys must be returned to the college when your employment ends.

▪ OFFICE SPACE:

- If you are a full-time faculty member, you will be assigned an office space. Space is limited, so you can expect to share with a colleague.
- Adjunct faculty share communal office spaces. There are several available for A&H faculty, so check with staff or your chair about the options.
- A&H has offices (in R-230 and the B-tower) that adjunct faculty can reserve in advance to meet with students. Check with Jon Kissoondyal for more information.

▪ EMERGENCY INFO:

- Call 911 in case of an emergency.
- [Public Safety](#) (D-171; 425-564-2400)
- Review the emergency info posted in each classroom and share with your students.
- Campus alert system: [Sign up for text alerts](#)
- View the video "[Shots Fired on Campus](#)" on how to prepare for an active shooter on campus: <http://www.bellevuecollege.edu/lmc/streaming/>.
- In an emergency, first responders may ask you who was in your classroom. Taking attendance daily can save lives.

▪ PARKING PERMITS

- PAID PERMITS ARE REQUIRED DAILY. After 3pm, on-campus parking is free except for lots D1, 4, and 15.
- You can purchase an annual or daily permit, depending on your schedule. For more information, review the [Parking Information](#) on the Public Safety site. <http://www.bellevuecollege.edu/publicsafety/parking/>
- To purchase a permit, visit the [BC Parking Portal site](#): <https://www.permitsales.net/bellevuecollege>

▪ ABSENCES:

- **NOTIFICATION:** Instructors who miss a scheduled class **FOR ANY REASON** must notify their program chair AND division staff. In most cases, those absences fall into categories referred to in the contract as PERSONAL LEAVE ([Article 18.4](#)), which are reprinted on the back of the absence form you will find in your box when you return.
- There may also be PEDAGOGICAL REASONS why an instructor might cancel a class meeting during the quarter. You might, for example, be holding individual conferences, giving students time to work on a group project, or requiring them to research a topic in the library. If that is the case, **PLEASE MAKE SURE THAT YOU ARE AVAILABLE ON CAMPUS** (in a designated office space or classroom) during your scheduled class meeting time. If you cannot be physically present on campus for a scheduled class meeting, then you need to follow the division procedure for reporting an absence by notifying your chair and division staff.
- **PLANNED ABSENCES:** When you know in advance that you're going to be absent (a conference, workshop, personal day, etc.), please complete and submit the advance absence form (available in the A&H Documents Library on MyBC) AT LEAST TWO WEEKS PRIOR TO YOUR ABSENCE, if possible. Both your chair and the dean need to sign that form, and instructors need to explain how their classes will be covered.
- **TO REPORT AN UNPLANNED ABSENCE**, please call **425-564-2341** to speak to a LIVE person, or send an e-mail message to Art & Humanities Staff at: Art&HumStaff@bellevuecollege.edu to notify division staff. Once notified, a

notice will be posted outside the classroom for students. Before/after office hours, call BC Security (425-564-2400). Follow-up with an email. DO NOT LEAVE VOICE-MAIL OR ONLY SEND AN EMAIL TO ONE STAFF MEMBER.

- **ARRANGING FOR A SUBSTITUTE:** If you arrange for a substitute to cover your classes, it's essential to notify your chair of your plans in advance. The contract requires that we pay adjunct faculty for every extra hour spent substituting, provided the substitution was approved by the dean in advance; for full-time faculty, substitutions are paid after the first three hours of substituting each quarter. For more information, see **Article 18.9**.
- **MORE INFORMATION ABOUT PERSONAL LEAVE** (accrual, reasons for usage, etc.) can be found in Article 18 of the BC Faculty Contract.

▪ PROFESSIONAL DEVELOPMENT:

All A&H faculty who have taught at BC for two consecutive quarters can apply for professional development funds. You can find the PD funds request on the A&H page on MyBC (under "Documents Library"). ALL FUND REQUESTS MUST BE APPROVED IN ADVANCE.

▪ BC FACULTY CONTRACT

An electronic version of the BC Faculty Contract is available on the HR site of MyBC (under "Employee Manuals"). The following articles have information relevant to part-time faculty:

- Article 7 – Faculty Rights
- Article 13 – Part-time Faculty (promotion and annual contracts)
- Article 14 – Workload and Faculty Responsibilities (salary, office hours, general responsibilities)
- Article 18 – Personal Leave (how to accrue, reasons for usage)
- Article 24 – Part time Faculty Review and Evaluation (timing and process)

BEFORE CLASS BEGINS...

▪ DISABILITY RESOURCE CENTER [DRC]:

The college is required by law to provide equal access to qualified individuals with disabilities. Please review the information "[instructor responsibilities](#)" provided on the DRC web site and work with the DRC to make sure that students receive their accommodations: <http://www.bellevuecollege.edu/drc/faculty/disabilities-in-a-nutshell-primer-for-faculty/>

▪ SYLLABI:

Every quarter, instructors must assist A&H staff in collecting syllabi. Please send Canvas syllabi links to [Janis Juarez](#). For more information about how to do that, visit the [A&H Commons website](#) at:

<http://commons.bellevuecollege.edu/artsandhumanities/canvas-syllabi/>

PLEASE FOLLOW THE GUIDELINES BELOW BEFORE SUBMITTING YOUR SYLLABI:

- Review the updated [syllabus template](#) for required info:
<https://www.bellevuecollege.edu/bcconnect/create-a-syllabus-using-the-bellevue-college-syllabus-template/>
 - Use the current DRC statement available on the template. DO NOT craft your own.
 - Confirm that links are active and current.
 - Ensure that quarters, dates, and times are updated.
 - Include APPROVED course outcomes (check with your chair if you're unsure about this).
 - Avoid fonts that pose a barrier to students with disabilities. For online reading, sans-serif fonts (e.g. Arial, Calibri, Verdana) are generally considered more legible than serif fonts (Times New Roman), narrow fonts or decorative fonts.
 - If you are new to BC, please send your syllabi to your chair for review prior to posting.
- **ACCESSING CLASS ROSTERS & POSTING FINAL GRADES:**
- Once you have a BC network account and email address, you can access MyBC and INSTRUCTOR BRIEFCASE, where you can get class rosters and post final grades.
 - You will need either your SSN or your employee ID and PIN number to login.
 - Please check your class roster frequently during the first week of the quarter to ensure that students sitting in your on-the-ground classes are actually enrolled.
 - FINAL GRADES MUST BE SUBMITTED BY QUARTERLY DEADLINES, which are sent out to faculty via email. Late submissions can affect a student's financial aid or ability to enroll in subsequent courses.
 - For more information, visit the Bellevue College Online Instructor Briefcase site and download the [Instructor Briefcase User's Manual](#) which will give instructions on web grading. <https://www.ctc.edu/~bellevue/ibc/grading.pdf>
- **CANVAS:**
- Every course has its own Canvas site, which faculty should use to post/distribute course syllabi, handouts, announcements, and assignments.
 - All courses must use Canvas, not some other learning management system.
 - Canvas is an important instructional resource for students and should be used in case of an instructor's extended absence, an emergency, or weather cancellations.
 - To begin using your Canvas site, you must complete the [Canvas Orientation](#) located at the eLearning web site
<http://www.bellevuecollege.edu/bcconnect/start-teaching-with-canvas/>

- The college has resources available to help you develop an effective Canvas site. Please check with your chair for more info about those resources.

▪ BOOK ORDERS:

- Before placing a book order, check with your department chair. Some departments require specific books, while others allow instructors to choose their own.
- Consider using Open Education Resources, which are FREE TO STUDENTS and readily available for many courses. For more information, visit the [Open Washington](http://www.openwa.org/): Open Educational Resources Network web site
<http://www.openwa.org/>
- WA state law (RCW 28B.10.590) requires that colleges make textbook info available to students **AT LEAST FOUR WEEKS BEFORE CLASSES BEGIN**, so don't delay!

▪ MAKING COPIES:

- See A&H staff for a personal copy code you can use to access the copy machines on campus.
- To reduce printing costs, limit the number of handouts you give to students by posting them on Canvas.
- The Division's copy machine in R230 **CANNOT BE USED** for class sets (more than 17 copies of a document).
- If you need more than 17 copies of any document, please use the Request Center's [online form](#) (a minimum of 24 hours notice is required) or go to the Copy Center (D175):
<https://www.bellevuecollege.edu/printingservices/request/>

IN THE CLASSROOM...

▪ FEDERAL PRIVACY LAWS (FERPA):

- Complete the [online FERPA training](http://www.bellevuecollege.edu/ferpa/) available at this site:
<http://www.bellevuecollege.edu/ferpa/>
- Students' information is protected by federal privacy laws, known as FERPA. If someone contacts you for information about a current or former student (grade, attendance, etc.), please check with your chair before responding.
- You may have high school students (known as "Running Start" in WA) in your classes. Even though some students are minors, they are protected by FERPA laws.
- Privacy laws also protect students' work. Grades cannot be posted in a public place. Papers should be collected/returned online or in class, not by leaving a box outside your office where others can access them.

▪ **SERIOUS COMPLAINTS (CHILD ABUSE, DISCRIMINATION, HARASSMENT, ETC.):**

- Child abuse & neglect: Instructors are **REQUIRED BY LAW** to report abuse and neglect of those under 18 to Child Protective Services. For more information, visit the "[Report Concerns](#)" web page on the Bellevue College web site at <http://www.bellevuecollege.edu/reportconcerns/>. Discrimination and harassment complaints (students, faculty, or staff) should be referred to Human Resources.
- Please contact your chair or dean if you suspect a student may have been victimized by abuse, discrimination, or harassment.

▪ **REPORTING CONCERNS ABOUT A STUDENT:**

- Use the [CARE Team Referral Form](#) to report concerns regarding student behavior, conduct, welfare, or bias/hate incidents:
<https://publicdocs.maxient.com/incidentreport.php?BellevueCollege>
- Seek help as soon as possible if you have a student whose behavior is disruptive or concerning. Your department chair is an excellent resource.

▪ **LATE REGISTRATION/ADDING STUDENTS:**

- **ADDING STUDENTS:** If space is available, you may add students to your classes no later than 3pm on the FIFTH day of each quarter (3rd day for summer). Students can download and print a Late Registration Petition, which you must sign before they can add.
- **WAITLIST:** If your class has a waitlist, you should follow the waitlist order on your roster in approving late registration petitions, **provided that waitlisted students are present for the first class session.**
- **INSTRUCTOR DROP:** Students who do not attend class during the first two class meetings of the quarter and do not contact the instructor in advance may be dropped from the class at the instructor's discretion. For online and hybrid classes, students who do not log in to the class website by the end of the second day of the quarter and do not contact the instructor in advance may be dropped at the instructor's discretion. Instructor-initiated drop requests must be submitted no later than 3pm on the FIFTH day of the quarter (3rd day during the summer). The [Drop request](#) form will be available during Week 1: <http://www.bellevuecollege.edu/records/instructor-initiated-drop-request-form/>
- **LATE REGISTRATION AFTER THE 5TH DAY** requires chair and/or dean approval. Students must provide evidence that verifies **EXTENUATING CIRCUMSTANCES** (e.g., illness, bereavement, institutional error) prevented them from registering during week one.

▪ **STUDENT EVALUATIONS:**

- The division expects ALL INSTRUCTORS to conduct student evaluations quarterly through their Canvas course sites. Evaluations give students an opportunity to have their voices heard about the quality of instruction, and they

often give faculty meaningful feedback. In order for your students to access evaluations, you must publish your Canvas course site.

- Response rates are important! Without sufficient data, we cannot accurately gauge students' feedback on an instructor or course. Check with your chair about how to get the highest possible response rates.

▪ STUDENT COMPLAINTS:

No matter how good an instructor you are, at some point in your career, a student may complain about your class to another BC employee (usually the chair, but sometimes a staff member, the assistant dean, the dean, or even the BC president).

Complaints are primarily of two types: grades and instructor feedback. If you are proactive (publish clear grading guidelines, use a rubric, and return student work promptly), you can help to reduce the number of student complaints. Here's a brief outline of the INFORMAL complaint process in A&H:

- When students complain about a class or instructor, they are encouraged to speak directly to their instructors.
- If the student has already tried to resolve the problem or is reluctant to meet directly with the instructor, the student is then referred to the chair.
- The chair will typically share the student's complaint with the instructor. By doing so, the chair is not making a judgment about the validity of the complaint. That is for the instructor to reflect on and determine, in most cases.
- If a student's complaint cannot be resolved informally, they have the right to file a formal complaint. [1450P General Complaint Resolution Procedures](#) can be found under Policies and Procedures on the Bellevue College web site.

▪ FIELD TRIPS:

If you are planning a field trip, make sure your students have options in case they are unable to attend.

The "Participant Assumption of Risk Notice" form must be completed by students for all in-state, one-day field trips where students are providing their own transportation. Instructions and the form can be accessed on the Risk Management portal in the [Forms Library](#) on the Administrative Services SharePoint site.

<https://bellevuec.sharepoint.com/sites/adminservices/finance/Pages/Risk.aspx>

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