SECTION 1 - WELCOME TO BAKERSFIELD COLLEGE! ................................................................. 5
Bakersfield College Mission ................................................................................................. 5
Meeting the Needs of College Students .............................................................................. 5
The Faculty Handbook: Overview & Purpose .................................................................... 7

SECTION 2 - PROFESSIONAL EXPECTATIONS ...................................................................... 8
Departmental Meetings ....................................................................................................... 8
Committee Participation ...................................................................................................... 8
Flex Obligations ................................................................................................................... 8
Accessing Flex Reporting Forms ....................................................................................... 9
Office Hours ....................................................................................................................... 10
Academic Freedom ............................................................................................................ 10
Student Learning Outcomes (SLO) ................................................................................... 10
Syllabus ............................................................................................................................... 11
Syllabus Statement for Students with Disabilities ............................................................... 11
Syllabus Statement Recommendation for Delano Campus: ............................................ 11
Syllabus Statement Recommendation Solely for Interactive Video Classes: ............... 11
Teaching Online Courses ................................................................................................. 12
Course Enrollment ............................................................................................................. 12
Class Roster/Roll Sheets .................................................................................................... 12
  How do I access banner? (BANWEB) ........................................................................... 12
Class Size .......................................................................................................................... 15
The Wait List ...................................................................................................................... 16
Class Cancellation ............................................................................................................ 16
Course Cancellation .......................................................................................................... 16
Record Keeping ............................................................................................................... 17
Census Dates ..................................................................................................................... 17
Dropping Students for Non-Attendance ......................................................................... 17
Final Grades ..................................................................................................................... 17
Positive Attendance Hours ............................................................................................... 18
Assigning a “W” Grade ..................................................................................................... 19
Assigning an “I” Grade ...................................................................................................... 19
“RD” Grade ..................................................................................................................... 19
Grade Change .................................................................................................................. 20
Posting Grades ................................................................................................................. 20
Miscellaneous .................................................................................................................. 20
Policy for Repeating Courses ......................................................................................... 20
What Attendance Records are Required? ...................................................................... 20
Class Breaks .................................................................................................................... 20
Field Trips: Required and Optional ................................................................................ 20
Out of Class Assignments ............................................................................................... 21
Guest Speakers .................................................................................................................. 21
Curriculum ........................................................................................................................ 22
Grievance .......................................................................................................................... 22
Student Complaints against Faculty Members .............................................................. 22
Complaints against Faculty Members That Are Filed by Individuals Other Than Students .................................................................................................................................................. 22
Definitions & Conditions of Grievance Processing ......................................................... 23
Faculty Absences .............................................................................................................. 23
Policies ............................................................................................................................... 24
Sick Leave Accrual ............................................................................................................ 24
Absence Reporting Process/Forms.................................................................24
  Full Time Faculty .......................................................................................24
  Adjunct Faculty ...........................................................................................25
Notification Procedure ..................................................................................25
Substitute policy..............................................................................................25

SECTION 3 – RESOURCES FOR FACULTY........................................................................... 27
  ACADEMIC CALENDAR....................................................................................27
  FINAL EXAM SCHEDULE ............................................................................27
  LIBRARY SERVICES .......................................................................................27
  MEDIA SERVICES ..........................................................................................28
  GRAPHICS CENTER .....................................................................................29
  To access the graphics center web page: .....................................................29
  Bookstore Services .......................................................................................30
  OBTAINING DESK COPIES OF TEXTBOOKS ..............................................30
  Textbook Ordering .........................................................................................30
  Instructional Supplies ...................................................................................31
  RESOURCES FOR STUDENTS ........................................................................31
  Counseling ...................................................................................................31
  Disabled Student Programs and Services (DSP&S) .....................................31
  Test Accommodations ..................................................................................31
  Tutoring ........................................................................................................32
  Financial Assistance ......................................................................................32
  Extended Opportunity Programs and Services (EOP&S) .........................32
  Student Learning Resources ........................................................................32
  Student Health Center ................................................................................33
  Student Conduct ..........................................................................................33

SECTION 4 – PERSONNEL PRACTICES ........................................................................... 34
  BARGAINING AGREEMENT ..........................................................................34
  FACULTY ASSIGNMENT ..............................................................................34
  FACULTY EVALUATION ................................................................................34
  Full Time Faculty ..........................................................................................34
  Checklist of Full-time Faculty Evaluation Forms ........................................35
  Adjunct Faculty ............................................................................................35
  Checklist of Adjunct Faculty Evaluation Guidelines and Forms ..................36
  PAYROLL .......................................................................................................37
  Full time ........................................................................................................37
  Adjunct........................................................................................................37

SECTION 5 – WORK ENVIRONMENT .............................................................................. 39
  SAFETY ..........................................................................................................39
  ACCIDENTS/MEDICAL EMERGENCIES .........................................................39
  EMERGENCY PREPAREDNESS/PROCEDURES ...........................................39
  NIMS 100 Training .........................................................................................40
  BC-Alert ........................................................................................................40
  OFFICE SPACE ..............................................................................................40
  How do I obtain a key for my assigned space? ..........................................41
  How do I set up my voicemail? .................................................................41
  How do I get a campus e-mail address? ......................................................41
  What is the @ number? .................................................................................41
  HOW DO I ACCESS MY CAMPUS E-MAIL FROM OFF CAMPUS? ..........41
REMINDELS FOR COMPUTER SECURITY: ........................................................................................................... 42
HOW DO I OBTAIN A PARKING PERMIT? ........................................................................................................... 42
CAMPUS MAIL ..................................................................................................................................................... 42

SECTION 6 – GENERAL INFORMATION .................................................................................................................. 43
KERN COMMUNITY COLLEGE BOARD OF TRUSTEES ....................................................................................... 43
COLLEGE CATALOG (ONLINE AND HARD COPY) .................................................................................................. 43
COLLEGE WEB SITE ............................................................................................................................................... 43
PUBLIC FOLDERS .................................................................................................................................................. 43
COLLEGE CLASS SCHEDULE ............................................................................................................................... 43
CONFERENCE ........................................................................................................................................................ 43
FINAL NOTE .......................................................................................................................................................... 44
REFERENCES ......................................................................................................................................................... 45
Section 1 - Welcome to Bakersfield College!

Bakersfield College (BC) first opened its doors on the Bakersfield High School campus in 1913, serving 13 enrolled students. In 1956, the college moved to its present location, serving 1,400 students. In 2009, the college serves over 15,000 students, has expanded its efforts in the community, and is designated as a Hispanic Serving Institution. Over the years, BC’s open door policy and thus its primary mission has been a commitment to excellence as it works to meet the basic skills, work force development, and general education needs of its students. More specific details about BC’s history are available through documents found on the campus website.

The most recent Accreditation Self Study and the annually updated Educational Master Plan are available at the following sites:

- http://www2.bakersfieldcollege.edu/accreditation/

Bakersfield College Mission

With its heritage as a foundation and eye toward the future, Bakersfield College provides the high quality education necessary for our socially and ethnically diverse students—whether they be vocational, transfer-oriented, developmental, or some combination of these—to thrive in a rapidly changing world.

We will accomplish our mission by:

- Establishing strong connections with our student and business communities
- Understanding the needs of our diverse student population
- Responding to student and community needs with efficiency and flexibility
- Honoring our long heritage of community involvement
- Remaining vigilant in scanning our present and future environment within which we operate
- Promoting tolerance and patience with all of our stakeholders

Meeting the Needs of College Students

As faculty members, however, your greatest concern would be the changes in the student population being served. Specific BC demographics are routinely updated on the Institutional Research and Planning website (http://www.bakersfieldcollege.edu/irp/IRP_Home.asp). In general, however, the typical Bakersfield College student is a Hispanic woman in her early twenties attending classes part-time during the day. Like her fellow students across the campus and across the country, this typical student undoubtedly works at least part-time, juggles a myriad of other life obligations, and probably lacks sufficient academic preparation.
In addition to these external characteristics, typical college students more routinely share other ancillary traits as well. Many of our students have little confidence in their ability because they have little experience in or even expectation about the academic arena. Since they do not know the system, even the logistical things such as arranging a good schedule or seeking a waiver or exemption can become barriers to success. At the same time, these adult working students also need to see the reason behind the learning: how will the course content help them in their jobs or to meet their goals? Motivation becomes something faculty members need to help the students master. In short, faculty members need to become more and more intentional and strategic about student engagement with the learning process. That is, faculty must become partners with students in assisting them to become active learners.

Attewell and Lavin (2007) explained that this shift in student needs and characteristics is a shift in expectations about college. In the past—when many of today’s educators were in school—students fit themselves into the academic life. Now, for most college students “a college education is something that has to be fitted into the rest of life” (Attewell & Lavin, 2007, B16). Thus we see more short-term classes, evening and weekend sessions, and online delivery with its promise of access 24/7. Not only do our students need to adjust to new challenges and tasks while attending classes, many faculty need to adjust their expectations about the students who are sitting in their classrooms.

To engage and motivate students as well as dispense discipline knowledge requires flexibility and creativity from faculty. This shift in expectations is actually the paradigm shift from teaching to learning initially discussed by Barr and Tagg (1995). The basic premise now is to plan not what the faculty member will do in class each day, but what the students will do. These student activities are also now directly tied to student learning outcomes and assessments.

Lang (2007) makes it sound simple: “The best teachers are the ones who take the time to explain to the students why they are learning what they are learning.” Knowles, Holton, and Swanson (2005) suggest that the teacher nowadays becomes a facilitator or change agent who involves the students in the following elements of effective learning:

- Preparing the listener,
- Establishing a climate conducive to learning,
- Creating a mechanism for mutual planning,
- Diagnosing the needs for learning.
- Formulating program objectives (content) that will satisfy these needs,
- Designing a pattern of learning experiences,
- Conducting these learning experiences with suitable techniques and materials, and
- Evaluating the learning outcomes and re-diagnosing the learning needs (p.15)

As a teacher at Bakersfield College, you consistently attend to these elements of learning and student engagement every time you prepare a syllabus and step through a classroom door. You are the one who sets the learning agenda and the learning attitude that will be evident in the
classroom. BC appreciates the education, expertise, and experience you bring to the campus and values the passion, commitment, and dedication you share with students. Taken together, this mastery of content and learning strategies become the art of teaching.

**The Faculty Handbook: Overview & Purpose**

However, there are other elements inherent in effective teaching: the logistic or mechanisms involved with classroom management and record keeping. To make the artistry work, the teacher needs to verify enrollments, so students get credit for what they learn. The teacher also needs to address such matters as copying materials, meeting standards, giving directions, following rules and procedures, submitting grades, being evaluated, parking without getting a ticket, knowing who to call to ask questions, and then asking questions. The mandates that must be addressed are spelled out in education code and then made operational through the district’s [Board Policy Manual](http://www.kccd.edu/Board%20Policy%20Manual/Default.aspx).

Frustration levels rise when it takes too much time to find the right form or to determine what office the completed form needs to be returned to. To make things more challenging, although every campus addresses all these mechanical aspects of teaching, no two places will do so in the exact same way. So even if you have been teaching for years and years, knowing all the processes and routines you must address at Bakersfield College may be new to you. If these logistical matters become overwhelming, they can even start to undermine the artistry each teacher is able to master.

The purpose of this Faculty Handbook, therefore, is to provide answers and overviews about these logistical aspects of teaching that cannot be ignored. This Handbook explains processes and procedures and even provides access to necessary forms. The goal is that this Handbook will anticipate your questions, so you can find answers when you need them. Whether your question is about your paycheck, a field trip you are planning, or how to secure a substitute, the answer will hopefully be in here. Of course you can always ask your Department Chair and/or your Area Dean for help too.

Once you master these more mechanical aspects of teaching, you can devote your time and energy to exploring the other opportunities on campus, whether it is attending a campus workshop or participating in a collaborative project. Many of these options are supported by efforts through Staff Development, Foundations of Excellence, Assessment, and the Basic Skills Initiative. Most of these opportunities are announced via campus e-mail—along with reminders about crucial deadlines and necessary regulations. Do you have a campus e-mail account? If not, you can look up how to secure one in the Handbook!

This is a living document; your feedback on aspects of the Handbook that you found helpful and recommendations for improvements are welcome and should be shared with your chair and/or dean.
Section 2 – Professional Expectations

Congratulations on becoming a member of the Bakersfield College Faculty. As a faculty we take great pride in our institution and the quality of education we are able to provide. Our expectations of our students are high as we strive to create and uphold educational standards that will assist our students in their personal and academic endeavors. As faculty members, we are expected to plan instructional and non-instructional activities that are appropriate to the level and purpose of the course, and to use media aids, the library, and other relevant resources to enhance student learning. Where possible, we should utilize alternative instructional delivery approaches to enhance student access to education. In order to accomplish this, faculty members must endeavor to communicate with both students and staff in a professional manner as well as maintain their expertise within their subject area.

Other collegial activities include participation in retention and institutional research activities, participation in faculty governance activities, and participation in and recruitment/articulation with schools and colleges. Faculty members must neither conduct personal business, which interferes with contract responsibilities nor use District or College personnel, facilities or equipment for personal business. Finally, faculty members must adhere to College and District policies and procedures. All professional expectations are listed in the Bargaining Agreement: Professional Expectations.

The current agreement between the Kern Community College District and the Kern Community College District Community College Association/California Teachers Association/National Education Association shall be referred to as the Bargaining Agreement.

Departmental Meetings

Professional expectations for faculty include attendance and participation at department meetings. Refer to the CCA Bargaining Agreement: Professional Expectations.

Committee Participation

The Academic Senate announces openings for campus committees each semester. Many committees seek a representative from each department on campus. Being involved is a great way to meet colleagues and to serve your department and campus. The more faculty who are involved, the greater the faculty voice and input on important issues.

Flex Obligations

Flex provides a way for the State to fund activities designed to improve the quality of instruction/performance at both the individual and the institutional levels. Flex obligations are professional development activities that occur outside of the regularly scheduled teaching day. Full time faculty members are required to complete a minimum of twenty-four (24) hours of flex training each year. Adjunct faculty teaching at least 3 units for a regular semester length course are required to complete a maximum of two (2) hours flex-credit each semester. These hours are reported to the State to assure compliance. Failure to complete necessary hours may result in loss of pay or notice on faculty evaluations. End of semester/year flex reports may be accessed through the Bakersfield College website and are submitted directly to the Area Dean.
Accessing Flex Reporting Forms

- Go to the BC Homepage – Employee Services – Staff Development

- Flex Information can then be found under FLEX Information.
Office Hours

Office hours need to be posted on your office door/board. Full time faculty members are required by contract to conduct five (5) office hours each week, to be scheduled for the convenience of students. Adjunct faculty are not required to conduct office hours.

Your schedule (which includes the day and time each class meets along with your office hours) is also submitted each term to your Department Chair and Dean.

Academic Freedom

As discussed within the collective CCA Bargaining Agreement, education in a democracy depends upon earnest and unceasing pursuit of truth and upon free and unrestricted communication of truth. As such, faculty members shall be free to exercise academic freedom, including freedom of investigation, freedom of discussion in the classroom, freedom to select texts and other instructional materials, freedom of assignment of instructional exercises, and freedom of evaluation of student efforts. It is imperative that faculty members acknowledge that in the exercise of academic freedom they have a responsibility to be accurate and comprehensive in making reports, to be fair-minded in making interpretations and judgments, to respect the freedoms of other persons, to exclude irrelevant matters from classroom discussions and instructional exercises, and to make appropriate distinctions between statements of fact made as faculty subject-matter specialists and opinions made as private citizens.

The College recognizes the fundamental right of faculty members to be free from any censorship or restraint, which might interfere with each faculty member’s obligation to pursue the truth and maintain intellectual integrity in the performance of routine teaching functions. The faculty must take great care not to infringe on anyone’s academic freedom or intellectual property. This includes the careful use of materials to be reproduced for classes and the respectful observance of all intellectual property rights including the copyrighting of materials.

Student Learning Outcomes (SLO)

It is the responsibility of faculty members to ensure that any course they teach conforms to the approved curriculum for that course. The Chair of your department will provide a copy of the approved elements for each course as determined by the College Curriculum Committee. This information will include such elements as the course content outline, course goals, Student Learning Outcomes (SLO’s) for the course, specific writing requirements (if applicable), and other requirements for testing and evaluation (if any have been specified for the course). The remainder of the course elements is to be determined at the discretion of the faculty member.

If you need a copy of the approved course outline for any course you are teaching, speak to your Chair and/or Dean.
**Syllabus**

The course syllabus constitutes a contract between the student and the faculty member. As such, the faculty member should be careful to be both clear and specific as to what is expected of the student in the course and of what the student may expect from the faculty member. In this manner the syllabus will determine the rights and duties of both the student and the faculty member. The syllabus should minimally include the following elements:

- Name of instructor/Contact information (Office phone number/email address)
- Course objectives/Student learning outcomes
- Course content outline
- Weekly schedule of assignments
- Required textbook
- Performance evaluation methods
- Course grading
- Attendance policy
- Office hours/Office location
- Availability of tutoring
- Services/Accommodations available for students with disabilities

**Syllabus Statement for Students with Disabilities**

The most current statement recommendation can be located on the Bakersfield college website. Go to student services tab. Click on Disabled Student Programs and Services (DSP&S). The link to the statement is at the bottom of the page.

**Syllabus Statement Recommendation for Delano Campus:**

"Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Student Programs & Services (661-720-2000), Delano Campus, Room 1001, as soon as possible to better ensure such accommodations are implemented in a timely fashion.”

**Syllabus Statement Recommendation Solely for Interactive Video Classes:**

"Students with disabilities who are in need of live captioning in this Interactive Video Class are encouraged to contact Distance Learning (661-395-4694) as soon as possible to better ensure such accommodation is implemented in a timely fashion. Please contact Disabled Student Programs & Services located at Student Services Building, 1st Floor, Counseling Center (661-395-4334) for all other accommodation requests.”

*Please feel free to contact us at 395-4334 for more information or assistance.*
Teaching Online Courses

Faculty Resources for faculty teaching online courses are available at: http://www.bakersfieldcollege.edu/distance_learning/instructor. It is recommended that all online faculty have read the Online Courses Faculty Handbook.

Course Enrollment

It is the responsibility of faculty members to maintain accurate course records. This includes but is not limited to taking roll, ensuring all students attending class are registered, updating class rosters prior to the census dates, and the timely posting of grades. Prior to the start of each semester, the Office of Admissions and Records provides information and time frames to ensure accurate records. It is essential that instructors accurately tend to this information. Keeping accurate records will keep the College in compliance with state funding requirements and audit criteria.

The following sections provide instructions that will assist you in maintaining accurate records.

Class Roster/Roll Sheets

You should print your class roster the day of your first class meeting. At Bakersfield College we do not allow students to crash classes on the first day; students are added to classes using the wait list system (see “The Waitlist” section below). The instructor can drop students who do not show up the first day of class. It is recommended that you drop students the same day the class meets to allow students to roll from the waitlist. It is recommended that you take roll every class meeting for the first few weeks. Drops and new Adds from the waitlist happen each evening when the system is updated. Because new students are added to your classes from the waitlist system, it is recommended that you re-print your roll sheets daily, at least until census date. If you are not able to print your own class roster, ask your Department Chair or Department Assistant for a copy of your roster or access to Banner.

How do I access banner? (BANWEB)

- Type in banweb.kccd.edu into your browser’s address bar
- Click on “Login to Secure Area”
- Type in your user ID (the @ number listed on your staff assignment sheet)
- Type in your PIN (person identification number) – If it’s your first time use your six digit birth date
- Click “log in”

- Click on “Faculty and Advisors”
- Click on “Class Roster”

- Select the current term from the drop down button
- Select the correct CRN (Course Reference Number)
At this point you can print the roster in the format on the screen OR you can download the roster to an excel spreadsheet. Both options are at the top of the page.

Class Size
The number of seats per each class section is determined by the Department Chair, the area Dean, and by the physical limitation dictated by the actual classroom. The number of seats available for your course is listed at the top of your class roster. Faculty members cannot go over the set class size. When a class size at the end of a semester is unreasonably low as a pattern, the faculty member and the supervising educational administrator should develop and implement a plan to remedy the situation.
When a class size at the end of a semester is unreasonably low as a pattern, the faculty member and the supervising educational administrator should develop and implement a plan to remedy the situation.

**The Wait List**
You will find complete waitlist instructions on the Waitlist page in your BanWeb menu. Once you have logged in to BanWeb,

- Click on Faculty services
- Click on waitlist
- Select term
- Select CRN
- On this page (Detail Faculty Wait List) click on
- Visual guide for using the waitlist

**Class Cancellation**
Once the semester class is underway, there may be times when the faculty member will need to cancel a class meeting (illness, car accident, etc.). The CCA Bargaining Agreement: Professional Expectations states that the faculty member shall not combine, cancel or change meeting times or places of classes or activities without the permission of the College President or designee.

At the beginning of each semester you should receive specific instructions from your Department Chair regarding the emergency contact and class cancellation notification procedure. Notification procedures will vary according to the location of the teaching assignment, the time of day, and the day of the week. Typically, notices will go to a Department Assistant who can then post a notice to students. If unable to contact a Department Assistant, Contact your Dean’s Office or BC Public Safety and Security Office (661-395-4554).

**Course Cancellation**
The Dean, after consulting with the Department Chair, may cancel a section with low enrollment.
Record Keeping

Census Dates
Census dates are the documented calendar times for determining the actual enrolled student population for the college. The census date enrollment numbers impact college funding. These dates are listed on your class roster. The State Education Code requires that accurate records be maintained. When you submit grades you are attesting to the accuracy of your class roster. It is important to keep accurate records and to be mindful of accurate enrollments at census date.

<table>
<thead>
<tr>
<th>Course Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN: 12345</td>
</tr>
<tr>
<td>Duration: Aug 22, 2011 - Dec 09, 2011</td>
</tr>
<tr>
<td>Status: Active</td>
</tr>
<tr>
<td>Census Date: Sep 06, 2011</td>
</tr>
<tr>
<td>30% Date: Sep 19, 2011</td>
</tr>
<tr>
<td>60% Date: Oct 31, 2011</td>
</tr>
</tbody>
</table>

Dropping Students for Non-Attendance
Faculty members can drop students who do not show up for the first day of class on the first day of class. Once the semester is underway, the College catalog states that instructors may drop a student from a course when absences number the equivalent of two weeks of class recorded from the first day of instruction. If particular circumstances warrant and can be justified academically, faculty members may drop students after less than two weeks of absences.

Final Grades
To enter final grades for a course, follow the How do I log in to Banner? Directions are in the class roster/roll section of this handbook. Once you have logged in:

- Click “Faculty and Advisors
- Go to Final Grades and Attendance Hours – enter
- Select Current Term
- Select Correct CRN
- Click “Final Grades & Attendance”
Read the instructions carefully; enter your grades using the drop down button. When complete, click the “Submit Grades” button on the bottom of the page. This will save all of your data. If you need to, you may continue to make changes until you “NOTIFY A&R TO ROLL GRADES TO HISTORY.”

➢ The last step requires you to notify A&R to roll grades to history. (Scroll to the top of the page)

Once this is done and A&R has rolled the grades, you cannot make any changes. This step must be done in order to have the grades appear on the student’s transcript.

College policy is that grades must be submitted to A&R within 72 hours after completion of each final. If there are compelling reasons for late submission of grades, you must contact your Department Chair and Area Dean.

Positive Attendance Hours
Courses requiring documentation of positive attendance hours are labeled on the BanWeb final grade-reporting site. On the right side of the page on which you have entered course grades, there is a column for positive attendance hours.
Determine the number of hours required for your course. This is listed in the college catalog with the course description. Subtract the number of hours the student has missed from the total hours for the course. This is the positive attendance hours to be entered.

**Example:**
Say the course is a total of 54 hours and meets 1.5 hours twice a week. If the student is absent 2 times (3 hours) then 54 - 3 = 51. Enter 51 for the positive attendance hours.

### Assigning a “W” Grade
A grade of “W” is assigned to students who drop after the initial drop date, but no later than the 60% date of the course. These dates are listed on your course roster. These “W” grades will be seen on the final grade roster; it is not a grade the faculty member literally enters on the form.

### Assigning an “I” Grade
An “I” (Incomplete) grade may be assigned to students who have completed 75% of the course work and the instructor is willing to give additional time (up to 2 semesters) for the student to complete all necessary assignments for the class. Prior to assigning an “I” grade the instructor must notify the student. Incomplete grades are to be used for compelling reasons only (accident en route to final, etc.) and the student should not be failing at the time the incomplete is granted.

At the time an “I” grade is entered the instructor will be required to enter the grade to be issued if the missing work is not completed and the date by which the work must be made up. Although college policy allows an instructor to give the student until the end of the term, one year later, to complete the work, most instructors find it advisable to allow a shorter time period. When all outstanding work has been completed, the instructor will then submit a Supplementary Report of Student’s Grade card.

### “RD” Grade
Instructors are required by state regulations to enter grades for all enrolled students. An “RD” grade is assigned by A&R when an instructor leaves a student’s grade blank or fails to submit grades by the time A&R staff must roll grades.

Any “RD” grade that has been issued is to be resolved within three weeks of the notification to the faculty chair and dean by submitting a Supplementary Report of Student’s Grade card to A&R. If that is not submitted, Banner will automatically change the “I” to the alternate grade that the instructor entered when grades were submitted.
Grade Change
To issue a grade change, complete the Supplementary Report of Student’s Grade card and forward to A&R. The majority of grade changes are due to inaccurate calculation of student’s grade, or data entry error during the grade reporting process.

Posting Grades
If you opt to post student grades using student generated IDs, you must scramble the list so that the students are not in alphabetical order.

Instructors are required to maintain student confidentiality regarding student enrollment and any graded records. The Family Educational Rights and Privacy Act (FERPA), state law, and Kern Community College District Board Policy protect student records. Copies of the Bakersfield College FERPA policy are available in the Office of Admissions and Records.

Miscellaneous

Policy for Repeating Courses
BanWeb prevents students who have a combination of one W grade and one F, D, or NP for a specific class from registering for a third attempt at taking the class. Your Department Chair may sign waivers, allowing a repeat of the class. The college may not receive state funding for students provided a waiver to repeat the course. These decisions are handled on an individual basis.

What Attendance Records are Required?
The State Education Code assigns legal responsibility for accurate attendance and grading records to each classroom instructor.

Attendance records are legally required for each course. The final documentation for grades and attendance are to be taken to A-7 in A&R (located at A-7) at the end of each semester.

Class Breaks
California Education code permits a ten-minute break for each whole clock hour of instruction. Break periods must occur within the instructional hour and they may not be accumulated and taken as a block at the end of the class session. Holding to the scheduled class hours is the professional expectation of all faculty members.

Field Trips: Required and Optional
Field trips require pre-approval from the Area Dean. Discussing your field trip ideas with your Department Chair and Area Dean in the planning stages can facilitate deciding whether to work for a mandatory or an optional field trip. If the field trip is a mandatory experience it is included in the instructional hours of the class. An optional field trip is one the instructor arranges outside of class hours. If it is an optional experience, alternate ways to obtain a comparable experience MUST be developed for students who cannot participate. Field trips can be valuable educational experiences, but several factors must be considered before a field trip is approved:

• The educational value
• The cost of the trip and the arrangements made to cover the cost so there are no disparities in access
• The liability to the college for including the field trip as an instructional activity

Out of Class Assignments

When assignments are given to attend a musical, theatrical, political, faith based or other event to observe and write a report or prepare a presentation based on observations gained from attendance several things need to be considered:

• Cost of the event and impact on access. It is expected that a range of activities with different costs would be arranged for students, including some no-cost options such as special passes or free nights or days, etc.
• When looking at options consider several choices occurring at different times so that time conflicts due to work, other classes or family can be accommodated.
• When there is only one time option include it in syllabus so students can arrange their schedules accordingly.

Refer to the CCA Bargaining Agreement: Professional Expectations. The faculty member shall provide for supervision of students at events or field trips throughout the activity.

Out of state travel requires prior KCCD Board approval. Students must complete travel forms with emergency contact numbers prior to travel.

Off campus assignments may be voluntary or involuntary—where students assume personal responsibility for travel arrangements. Students must complete travel forms with emergency contact numbers prior to any school-sponsored trips. Where applicable, faculty members must provide for supervision of students at events or field trips throughout the activity.

Notification to the Department Chair and Area Dean is required to assure that the necessary forms are completed, and that BC’s exposure to liability issues are reduced or avoided. Forms must be approved and on file with the Dean at least a week prior to the event.

If a field trip is a required part of the course, it must be noted in the official course outline and must be announced to students as they enroll. Optional field trips can enhance a class, but student participation cannot be mandated; for these field trips, it is important to have an alternative assignment available. It would be prudent to discuss your field trip plans with your Department Chair and Area Dean while still in the planning stages.

Guest Speakers

The College recognizes that discussion of public issues on the campus plays a significant role in promoting the education of its students and in preparing them for intelligent participation in society. Guest speakers are at the discretion of the instructor but must have prior approval from the Area Dean.
Guest speakers do not remove the instructor’s responsibility for managing the class; the instructor must be present during the class time and ensure that the appropriate classroom environment is maintained.

**Curriculum**

The mission of the Bakersfield College Curriculum Committee is to ensure that the curriculum is consistent with the mission of the college, addresses the needs of students and the community, and meets the requirements of law and regulation. The curriculum includes programs of study as well as individual courses. It must support strong transfer and vocational programs and include a strong general education program as the foundation upon which students will build.

The Committee reviews and recommends changes in and/or approval of courses on the basis of the requirements of applicable sections of Title 5. These requirements include such items as grading policy, units and hours, intensity, prerequisites, difficulty and level. Other considerations include: the clarity and completeness of the course outline, appropriateness of the course to the program or discipline presenting it, and appropriateness to the mission of the college.

**Prior** to making any changes/revisions to your course SLO’s or content outlines, consult your Department Chair.

**Grievance**

**Student Complaints against Faculty Members**

When students file complaints against faculty members, the complaints shall be resolved through the Student Complaint or Discrimination Complaint policies. An official complaint must be in writing and signed by the student. The College Catalog and the Student Handbook both review the student grievance policy. If you have questions, talk with your Chair, Area Dean or Dean of Students.

**Complaints against Faculty Members That Are Filed by Individuals Other Than Students**

When individuals other than students file complaints against faculty members, the appropriate administrator shall confer one-to-one with the faculty member within ten (10) working days. The faculty member shall be notified that (1) a complaint has been made and (2) he or she is entitled to representation by the bargaining agent. All such complaints shall be in writing and signed by the complainant. If the matter is not settled at the Vice President level, the College President or designee may take steps leading to personnel action according to Board Policy and/or law. (Refer to the Bargaining Agreement: Personnel Files and Complaints – Appendix A for implementation guidelines of employee dismissals/disciplinary action). All faculty members have the right to CCA representation in meetings with College or District administration where faculty reasonably believe that such meetings may lead to disciplinary action.

This section provides a brief overview of the grievance process. Please refer to the CCA Bargaining Agreement: *Grievance* for the specific details regarding the grievance process. The
The purpose of the grievance procedure is to secure, at the lowest possible administrative level, and as rapidly as possible, equitable solutions to problems affecting the compensation or working conditions of unit members and the Association. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

No reprisals of any kind shall be taken by the District or by any member or representative of the administration or the Board against any one filing a grievance, any party interest, any bargaining unit member, the Association, or any other participant in the grievance procedure because of such participation.

**Definitions & Conditions of Grievance Processing**

A “Grievance” is a claim by one or more unit member(s) or the Association that there has been a violation, misinterpretation, or misapplication of a specific provision(s) of the CCA Bargaining Agreement: *Grievance*. (Informal and formal grievances are defined in the Bargaining Agreement: *Grievance*.)

**The process:** An individual filing a grievance may be accompanied by an Association representative at both the informal and formal levels of grievance processing; forms in the grievance process that are personally delivered shall be evidenced by a signed receipt. The Association shall be given copies of any written responses to grievances under this Agreement, and the scope of the Grievance is limited to that stated on the *Formal Statement of Grievance* form.

**Time Limits:** The time limits specified at each level should be considered the maximum, and every effort should be made to expedite the process; the time limits may, however, be extended in writing by mutual agreement. If a bargaining unit member fails to comply with the established time limits at any time during the formal grievance process, that process will be terminated. However, the individual filing a grievance will have one opportunity to re-file the original grievance within thirty (30) days of the missed deadline.

*Again, please refer to the Bargaining Agreement: Grievance to ensure that you follow proper policy and procedure regarding the grievance process.*

**Faculty Absences**

**Policies**

When possible, faculty members should report absences in sufficient time to provide proper substitution in the classroom, as deemed appropriate in consultation with the Department Chair and Dean. **Before arranging a substitute, permission must be received.** Faculty members should not combine, cancel, or change meeting times or places of classes or activities without permission of the College President or designee.

*The KCCD/CCA Bargaining Agreement: Absences and Leaves states:*

*Full time faculty shall be entitled to ten (10) days’ leave of absence for illness, injury, or quarantine each year. (One additional day shall be granted for each additional 20 days of Bargaining Agreement assignment.) Seven (7) days each year may be used for personal necessity leave; Three (3-in state) to five (5-out of state) days may be granted for bereavement.*
funeral arrangements, or attendance of an immediate family member or close personal associate.

Faculty members working less than full time shall earn sick days proportional to their assignment. Faculty members will earn sick leave for teaching extra pay, extended day, continuing education and summer session classes to be used only for those classes.

Detailed information on the allowable types of leave can be found in the Bargaining Agreement: Absences and Leaves

Sick Leave Accrual

Unused leave (for full time assignment) shall be accumulated. Full-time Faculty earn sick leave for extra pay (adjunct or full time overload) at one (1) hour of leave for each sixteen (16) through eighteen (18) hours taught. Adjunct Faculty earn sick leave at one (1) hour of leave for each seventeen (17) hours taught. Sick leave shall be credited upon the completion of a course, but may be used during the course taught. Refer to the Bargaining Agreement: Leaves and Absences-Appendix A.

Absence Reporting Process/Forms

Full Time Faculty

An Academic Absence Report is to be completed for each absence and submitted to a Department Chair or Area Dean upon return to duty.

Accessing the Form can be done through the BC Intranet:

- Go to www.KCCD.edu
- Click on Human Resources
- Click on Forms
- Click on Faculty (Shortcuts to Sub folders)
- Click on Adjunct Faculty – Absence Report.pdf or Faculty – Absence Report.pdf
**The Bargaining Agreement: Absences and Leaves states:**
If a faculty member misses a contract day, a full day of leave will be charged, regardless of the number of hours of the assignment. If a faculty member misses part of the day’s assignment, leave will be charged at the proportion of the assignment missed is to the full day’s assignment.

**Adjunct Faculty**
An Adjunct Faculty and Academic Extra-Pay Absence Report is to be submitted for each absence from an extra pay class upon return to duty.

![Adjunct Faculty and Academic Extra-Pay Absence Report]

**Notification Procedure**
When absences occur, each department or area will have its own specific procedures to follow. There may also be variations for day and evening classes. Be sure you verify with your Chair and Dean what the notification procedures are for your area at the start of the semester. Typically, the faculty member will contact the area support staff or the Department/Dean’s Administrative Assistant so that notices can be posted in the classroom. Instructors may post instructions regarding assignments or changes in schedules. An instructor alerting students about the absence prior to being gone does not eliminate the need to follow the correct notification procedure.

Notification numbers for off campus classes:

- **Arvin High School**: 661-395-4202
- **Delano Center**: 661-720-2000
- **Northwest Center**: 661-395-4029
- **Stockdale High School**: 661-395-4202
- **Weill Institute**: 661-395-4202
- **WESTEC**: 661-395-4204
- **Contact Public Safety and Security Office**: 661-395-4554

**Substitute policy**
Paid substitutes must be authorized and approved by the Area Dean prior to the substitute’s service being arranged. *Faculty may NOT “trade” classes with a colleague to cover an absence.*
Anyone in charge of a class during an assigned faculty member’s absence must meet minimum qualifications for teaching within a discipline at BC and be on record with the KCCD payroll/human resource office.
Section 3 – Resources for Faculty

Academic Calendar
The Bakersfield College/Kern Community College District academic calendar is approved by the Board of Trustees and can be located online at the BC website (About BC) or through the KCCD website.

Final Exam Schedule
➢ The final exam schedule is located in the Schedule of Classes booklet and on the BC Homepage – Important Dates

If there are compelling reasons for changing the time/date for a final exam, contact your Department chair and Area Dean before doing so. Any changes to the final exam time must be approved prior to the week of finals. Also remember that significant learning activities must take place during the final exam time, so just dropping off an out-of-class final or giving students their grades is not sufficient. For greater detail, consult your Chair and/or Dean.

Library Services
The Grace Van Dyke Bird Library provides access to information in a variety of ways and formats. There are more than 70,000 books and 250 periodical titles in the collection. Using the Library webpage as a starting point, students are given access to the Library catalog and several periodical databases as well as guidance to useful Internet sites. To access these services from an off campus site use your employee ID number. The Reference Librarians are available during Library hours to assist library users with research needs. Book/reference material (including Books-on-Reserve) requires a Gades Card. Workshops and tours are available with prior arrangements.

More information is available on the BC homepage ► click on the student services tab ► library.
Keep an eye out for the faculty guide (a tri-fold brochure) that is circulated at the beginning of the fall semester.

**Computer Commons:** Just a few steps below the main entry of the Grace Van Dyke Bird Library is the Computer Commons. This area houses numerous computers that provide students and faculty with Internet access as well as word processing capability. Printing requires a Gades Card.

**Media Services**

Media Services offers a variety of equipment and services for any instructional need. BC Media Services acquire and maintain multimedia equipment for use or loan to faculty to support instructional technology in the classroom. Video Production services from script to final product are also available as well as consulting and training. All video related materials must be closed captioned to be used in the classroom – this is Kern Community College District Board Policy. Media Services has a job request form under the “forms” area for BC employees. [http://www.bakersfieldcollege.edu/employee/forms/msworkrequest.asp](http://www.bakersfieldcollege.edu/employee/forms/msworkrequest.asp). If you have any questions or need further guidance please contact Kristin Rabe, Media Services Manager at 395-4516 or go to the Media Services Site.

- Go to the BC homepage.
- In the top right corner, click on department sites.
- From the drop down, choose media services, then click on the green arrow.

- Click on the ‘Media Services Web Site’ link in the blue shaded box on the right side of the page under department information.
Graphics Center

The Graphics Center is located on the first floor of the Student Services Building near the mail room. It offers a variety of services for Bakersfield College employees.

- **Walk-up black & white and color copy service:** For jobs up to 200 images per visit, this walk-up service is available. Walk-up service offers one-sided and two-sided copying and machine collating and stapling. Paper sizes available are to 8.5 x 11, 8.5 x 14 and 11 x 17 inch bond paper as well as 8.5 x 11 card stock. Many colors are available. originals must be camera-ready for walk-up service. It is not necessary to fill out a form for this service.

- **Online Photocopy Requests:** You can submit your copy requests from your computers! All you need to do is come by and pick up your jobs once they have been completed.

- **Regular photocopy service:** The Graphics Center offers a 48-hour service for copy jobs up to 5,000 images. This includes one-sided and two-sided copying, machine collating, stapling, and three-hole punching. The copier can automatically collate. Machine collating is limited to a maximum of three colors or paper. The maximum paper size for photocopying is 11 x 17 inches. This size paper may require additional time. Services available that require an additional working day are cutting, folding and padding. Booklets which are stapled along the fold can take up to an additional working week. Complete a photocopy request form, available at the Graphics Center.

- **Class Packs:** Instructors are encouraged to compile the majority of their handouts into "Class Packs" to be sold in the Bookstore each semester. Please allow 15 working days for the packets. These packets can be submitted online or in person at the Graphics Center. Contact Debby Moberg at 395-4651 or dmoberg@bakersfieldcollege.edu or Bill Parker at 395-4504 or biparker@bakersfieldcollege.edu with questions.

- **Copyright:** The Graphics Center does not reproduce copyrighted materials without an official copyright release from the publisher. For more information regarding copyright questions please visit [http://www.nacs.org/public/industry.asp](http://www.nacs.org/public/industry.asp).

- **Exams**

- **Forms:** No-Carbon-Required (NCR) paper is available for your forms. Currently 8.5 x 11 inch, 2- and 3-part NCR paper is available. Quantity x number of parts = images. NCR jobs will take approximately three to five working days. Maximum of 300 images are allowed at one time due to machine limitations and specifications.

- **Stationery, Envelopes & Letterhead:** Envelopes with the BC logo and address and BC letterhead are available at the Graphics Center. Stop by to pick up quantities up to 1,000. If you have a need for more than 1,000, please call the Graphics Center as soon as possible to ensure availability.

- **Business Cards:** Business cards are available in quantities of 250. Write changes on a business card and send it to the Graphics Center. The Graphics Center currently covers business card costs. It takes approximately 5 to 7 working days to process a business card order.

To access the graphics center web page:

- Go to the BC homepage.
- In the top right corner click on department sites.
From the drop down, choose graphics center
Click on the green arrow.
Click on the ‘Graphics Center Web Site’ link in the blue shaded box on the right side of the page under department information.

Bookstore Services
The Mission of the Bakersfield College Bookstore is to support the academic and administrative goals of Bakersfield College. The bookstore is located just west of the campus center. Not only does the bookstore have textbooks, but also class supplies, scantrons, clothing, coffee cups and other items with the BC logo. The bookstore strives to provide materials and services needed to support instructional programs. The BC Bookstore will not lend textbooks for review. Refer to the Bookstore home page for the hours of operation.

Obtaining Desk Copies of Textbooks
Unless the department requires a specific textbook, the selection of course materials is at the discretion of the faculty member. Faculty members should consult with their Department Chair in order to avoid inconsistencies and conflicts with departmental policies. Field representatives for the major textbook publishing companies are also good contacts for obtaining review copies of textbooks which you may wish to consider for adoption in future courses.

It is the responsibility of each faculty member to obtain a desk copy of the text from the publisher. However, on occasion, due to reasons beyond the faculty member’s control, such as late faculty assignment, late textbook changes by the publisher, etc., it may become necessary to advance a College bookstore text to a faculty member. In order to obtain a College bookstore text, the faculty member must do the following:

- Sign an agreement to pay the price of the textbook or return the textbook in new condition within 45 calendar days of receipt of the College bookstore text.
- Provide the Bookstore a promissory note: consisting of a check, credit card or other bank draft dated 46 calendar days in the future (from the time of obtaining the college text).
- Obtain a replacement textbook from the Publisher and/or return the book in new condition within 45 days to the Bookstore at which time the promissory note will be returned.
- Failure to return the textbook within 45 days and/or in new condition will result in the Bookstore staff charging the credit card, or depositing the check or other bank draft.

The BC Bookstore will not lend textbooks for review. Instructors needing a desk copy will need to order a desk copy from the publisher. Please check with your Department Chair prior to ordering a desk copy.

Textbook Ordering
Textbooks are ordered twice a year: in October for the following Spring term and in April for Summer and Fall terms. The textbook ordering process is done electronically and is coordinated by the Department Chair. Faculty are to indicate the following information on the electronic form: class size, number of sections, re-adopted text, and required or recommended text. Once the faculty member completes the order form, the forms are returned to the Department Chair.
The Department Chair will review the order form and forward it to the Bookstore. It is recommended that the Department keep a copy of the completed order form.

**Instructional Supplies**
Requests for instructional supplies should be directed to your Department Chair and Area Dean.

**Resources for Students**
Many of the resources available to students are located in the Student Services Building. This building is in the center of campus and houses the Larry Robinson Counseling Center (1st floor), the Jerry Ludeke Learning Center (2nd floor) and much more.

**Counseling**
The Larry Robinson Counseling Center is located in the Student Services building, lower level. Students needing academic, career, or personal counseling should meet with a counselor. Information related to academic planning, course requirements for a certificate or a major, help with study habits, transfer requirements, and career planning is offered.

➢ *Phone: (661) 395-4421*

It should be noted that academic counseling for international students is available with a staff member that can respond to the unique issues of these students.

*For more information, refer to the ▶ BC Homepage ▶ Student services ▶ International students*

➢ *Phone: (661) 395-4421.*

**Disabled Student Programs and Services (DSP&S)**
The purpose of Disabled Student Programs & Services is to ensure access to the college and its programs and to provide accommodations and support services for students with disabilities. The program provides services for students with physical disabilities (including temporary disabilities), psychological disabilities, learning disabilities, speech and language disorders, students who are blind or have visual impairments, students who are deaf or hard of hearing, and students with health limitations. The program provides accommodations and support services to meet students' disability-related academic needs.

These special services include counseling, registration assistance, learning disabilities assessment, tutoring, mobility assistance, sign language interpreter and reader services, special classes, alternative testing arrangements and note taking assistance. Special equipment includes tape recorders, materials in alternate formats (Braille, large print, tape) and assistive computer technology. All facilities are accessible and services are tailored to meet individual needs.

➢ *Phone: (661) 395-4334 VTTY*

**Test Accommodations**
Test accommodations are available for students with verified disabilities through Student Services. Faculty can electronically submit their exam to accomdesk@bakersfieldcollege.edu
including pertinent information or deliver the exam to the accommodations desk. The accommodations desk is located on the first floor of the Student Service Building (SS135).

Students who have completed the disabilities assessment testing process will receive a form identifying their accommodation needs. The student should present this form to the instructor. Students are responsible to complete the form and make an appointment for testing at the accommodations desk. The student should consult with the instructor regarding accommodation appointment times.

➢ *Phone: (661) 395-4334*

**Tutoring**

Students having difficulty should be advised by faculty as to appropriate measures for improvement and of the services available to them on campus for tutoring and academic enrichment activities.

- The Student Success Lab offers free reading, writing, and math guided tutorials through computer-assisted instruction as well as free proofreading assistance. The lab is located in SS-143.
  ➢ *Phone: (661) 395-4654*

- The Math Lab offers free tutoring in Math 50, A and D as well as other courses. The lab is located in SS-140
  ➢ *Phone: (661) 395-4530*

- The Tutoring Center is upstairs from the Student Success Lab. The tutoring center provides free tutoring to all students with drop-in tutoring for Math and English and pre-scheduled tutoring for most other subjects.
  ➢ *Phone: (661) 395-4430*

**Financial Assistance**

Students who are in need of financial assistance should contact **The Office of Financial Aid** in the Student Services Building

➢ *Phone: (661) 395-4437*

➢ Go the ►BC home page ►Student services ►Financial aid.

**Extended Opportunity Programs and Services (EOP&S)**

This is a state funded program that serves students from low-income, educationally disadvantaged backgrounds. Located on the second floor of the Student Services Building (adjacent to the financial aid office.)

➢ *Phone: (661) 395-4427*

**Student Learning Resources**

The Academic Development Department, based in the Jerry Ludeke Learning Center, offers various language and study skills courses to assist students in reaching their educational goals. A variety of services are also offered through the Student Services Center and the Assessment Center.
**Student Health Center**

The Student Health Center is located in Campus Center 3. Students are entitled to the services of the Health Center provided by a full-time registered nurse and a part-time physician, Nurse Practitioner and Mental Health Professional. The goal of the Health Center is to help students maintain a state of optimum health, both mental and physical. This is achieved by emergency first aid treatment, mental health services, counseling, physical consultation, and general medical and physical attention. Services at the Student Health Center are not available for faculty.

- For more information refer to the [BC homepage](http://www.bakersfieldcollege.edu) ► student services ► health center.

**Student Conduct**

Students should conduct themselves in a professional and ethical manner at all times, as described by the Board of Trustee of the Kern Community College District, in support of public education and the standards of appropriate behavior as defined in the pursuant sections (Education Code Section 76037). If a student is found in violation of the student conduct policy, a faculty member may suspend the student from his/her class under provisions of Education Code Section 76032. A faculty member may remove a student for the day of the removal and the next class meeting. (suggest: This action should be immediately reported to the area dean and the Dean of Students. A referral to the Dean of Student’s office should be completed by the faculty member for any Code of Conduct violations. During the period of removal, a student shall not be returned to the class without the concurrence of the instructor of the class. If a Code of Conduct violation is reported, the student may not return to class until the violation has been reviewed and a disposition has been reached. The affected faculty member and area dean are notified of the outcome of the reported Code of Conduct violation.

When necessary, the faculty member should rely on Public Safety and Security Office (Non-emergency 661-395-4554, Emergency 661-395-4555) as a resource for dealing with students that do not respond to instructions and who constitute a serious disruption or threat to the classroom environment. Where appropriate, the faculty member should refer students to the Student Conduct Code and procedures, which outline the rights and duties of students.

For more information on the student conduct code, refer to the current Bakersfield College Student Handbook (located on the Bakersfield College website). Copies are available in the Dean of Student’s office. If you have any questions or concerns or a classroom situation that you are not certain how to address, talk with your Chair and/or Dean as soon as possible; they can help determine the best course of action.
Section 4 – Personnel Practices

This section of the handbook briefly summarizes the information found in the CCA Bargaining Agreement. You should always consult the Bargaining Agreement for details regarding all contractual related issues and guidelines.

Bargaining Agreement

Upon hire you should have received a copy of the current Bargaining Agreement (The agreement between Kern Community College District and the Kern Community College District Community College Association/California Teachers Association/National Education Association (Bargaining Agreement). This document identifies the participating parties and identifies your rights and responsibilities as a faculty member. Many items in this handbook will refer to various sections of the Bargaining Agreement. In 2008-2009, adjunct faculty became members of CCA and thus will be covered by the KCCD-CCA Bargaining Agreement. If you have any questions about the Bargaining Agreement, talk with your Campus CCA Representative, Department Chair and/or your Dean.

Faculty Assignment

The College President and/or designee shall determine the assignment for each faculty member to meet student needs. The right of assignment shall not supersede any other protection guaranteed under the CCA Bargaining Agreement: Faculty Assignment.

Faculty Evaluation

Faculty evaluations are an essential component in the evaluation of an academic institution. At Bakersfield College, the faculty evaluation process aims to ensure that quality teaching and support services remain the core ingredients in undergraduate education. This section will provide a brief overview of the process. The purpose, requirements, and process are detailed in the CCA Bargaining Agreement: Evaluation/Tenure of Faculty and Evaluation of Adjunct Faculty.

Full Time Faculty

The evaluation process for full time faculty begins in the 3rd -5th week of the first semester after hire. At this time an evaluation committee is convened which consists of one faculty member selected by the evaluatee, the faculty chair for the area, an educational administrator, and one department area member chosen by the department. This committee has several functions throughout the evaluation process. Please refer to the CCA Bargaining Agreement: Evaluation/Tenure of Faculty for the suggested timeline of activities.

Mode A evaluations are conducted for the first 4 years of employment to determine the granting of tenure. The Mode A evaluation process consists of a comprehensive evaluation involving a representative committee and a wide range of evaluation instruments and components (See CCA Bargaining Agreement: Evaluation/Tenure of Faculty). Once tenure has been granted, the evaluation moves to the Mode B process.
Mode B evaluations are conducted every 3 years. The first mode B evaluation after tenure will be a comprehensive evaluation. Subsequent evaluations will alternate beginning with a Brief evaluation. The faculty chair and an Educational Administrator along with the evaluatee participate in the brief evaluation. In the event of a less than satisfactory evaluation during the Comprehensive Mode B evaluation process, the College president may implement a Mode C evaluation. Please refer to the CCA Bargaining Agreement: Evaluation/Tenure of Faculty for more information regarding all aspects of the evaluation process.

**Checklist of Full-time Faculty Evaluation Forms**

<table>
<thead>
<tr>
<th>Faculty evaluation teams will use the following two (2) required guidelines and forms:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Form A/FT Coversheet for the Faculty Evaluation Process</td>
</tr>
<tr>
<td>□ Form Q/FT: Administrative Assessment Review</td>
</tr>
</tbody>
</table>

Below is a checklist of the additional forms that should be included in the Mode A and Mode B Comprehensive evaluation, according to faculty assignment. Mode B Brief adds only the Student Evaluation Forms to the above required forms.

### Instructional Faculty
- B/FT: Observation for Classroom Instruction
- D/FT: Observation for Instructional Materials
- E/FT: Student Evaluation for Instructional Faculty

### Instructional Faculty with Open Lab
- B/FT: Observation for Classroom Instruction
- D/FT: Observation for Instructional Materials
- G/FT: Observation for Open Lab Activity
- H/FT: Student Evaluation for Open Lab Faculty

### Instructional Faculty with on-line classes
- C/FT: Observation for On-line Instruction
- D/FT: Observation for Instructional Materials
- F/FT: Student Evaluation for On-line Instructional Faculty

### Non-Instructional Faculty with Student Contact Hours
- L/FT: Student Evaluation for Non-Instructional Faculty
- I/FT: Student Consent Form for Observation of Faculty/Student Interaction
- J/FT: Observation for Counseling/Non-Instructional Faculty

### Non-Instructional Faculty without Student Contact Hours
- P/FT: Faculty Service Surveys that reflect the full range for faculty service

### Library Faculty/Non-Instructional
- M/FT: Observation form for Library Faculty
- N/FT: Student Evaluation for Library Faculty

### Counseling/Non-Instructional Faculty
- J/FT: Observation for Counseling/Non-Instructional Faculty
- I/FT: Student Consent Form for Observation of Faculty/Student Interaction
- K/FT: Student Evaluation for Counseling Faculty

### Faculty with Reassigned Time (not related to Faculty union released time)
- P/FT: Faculty Service Surveys that reflect the full range of reassigned service

### Faculty with Reassigned Time for Director Responsibilities
- O/FT: Faculty Director Evaluation

### Remediation
- R-1/FT: Mode A Remediation Plan
- R-2/FT: Mode A Remediation Plan Report
- S-1/FT: Mode C Remediation Plan
- S-2/FT: Mode C Remediation Plan Report

### Examples of Faculty with Multiple Assignments
- Library Faculty/Instructional
- B/FT: Observation for Classroom Instruction
- D/FT: Observation for Instructional Materials
- E/FT: Student Evaluation for Instructional Faculty
- M/FT: Observation form for Library Faculty
- N/FT: Student Evaluation for Library Faculty

- Counseling Faculty/Instructional
- B/FT: Observation for Classroom Instruction
- D/FT: Observation for Instructional Materials
- E/FT: Student Evaluation for Instructional Faculty
- I/FT: Student Consent Form for Observation of Faculty/Student Interaction
- J/FT: Observation for Counseling/Non-Instructional Faculty
- K/FT: Student Evaluation for Counseling Faculty
Adjunct Faculty

Adjunct faculty are to be evaluated by the Department Chair or their designee. The evaluation process is annually for the first 3 years of employment, then once every 6 semesters thereafter. Please refer to the CCA Bargaining Agreement: Evaluation of Adjunct Faculty for more information regarding all aspects of the evaluation process.

Checklist of Adjunct Faculty Evaluation Guidelines and Forms

Adjunct Faculty evaluation teams will use the following two (2) required guidelines and forms:
- Form A/ADJ: Adjunct Faculty Evaluation Coversheet
- Form Q/ADJ: Administrative Assessment Review

Below is a checklist of the additional forms that should be included according to the adjunct faculty assignment.

Instructional Faculty
- B/ADJ: Observation for Classroom Instruction
- D/ADJ: Observation for Instructional Materials
- E/ADJ: Student Evaluation for Instructional Faculty

Instructional Faculty with Open Lab
- B/ADJ: Observation for Classroom Instruction
- D/ADJ: Observation for Instructional Materials
- G/ADJ: Observation for Open Lab Activity
- H/ADJ: Student Evaluation for Open Lab Faculty

Instructional Faculty with On-line Classes
- C/ADJ: Observation for On-line instruction
- D/ADJ: Observation for Instructional Materials
- F/ADJ: Student Evaluation for On-line Instructional Faculty

Non-Instructional Faculty with Student Contact Hours
- I/ADJ: Student Evaluation for Non-Instructional Faculty
- J/ADJ: Observation for Counseling/Non-Instructional Faculty
- I/ADJ: Student Consent Form for Observation of Faculty/Student Interaction
- K/ADJ: Student Evaluation for Counseling Faculty

Non-Instructional Faculty without Student Contact Hours
- P/ADJ: Faculty Service Surveys that reflect the full range for faculty service

Library Faculty/Non-Instructional
- M/ADJ: Observation form for Library Faculty
- N/ADJ: Student Evaluation for Library Faculty

Counseling Faculty/Instructional
- B/ADJ: Observation for Classroom Instruction
- D/ADJ: Observation for Instructional Materials
- E/ADJ: Student Evaluation for Instructional Faculty
- J/ADJ: Observation for Counseling/Non-Instructional Faculty
- K/ADJ: Student Evaluation for Counseling Faculty
- I/ADJ: Student Consent Form for Observation of Faculty/Student Interaction

Faculty with Reassigned Time (not related to Faculty union released time)
- P/ADJ: Faculty Service Surveys
- K/ADJ: Faculty Director Evaluation
- Q/ADJ: Student Consent Form for Observation of Faculty/Student Interaction

Remediation
- R-1/ADJ: Special Evaluation Plan
- R-2/ADJ: Special Evaluation Plan Report
- S-1/ADJ: Re-Evaluation Plan
- S-2/ADJ: Re-Evaluation Plan Report

Examples of Faculty with Multiple Assignments

Library Faculty/Instructional
- B/ADJ: Observation for Classroom Instruction
- D/ADJ: Observation for Instructional Materials
- E/ADJ: Student Evaluation for Instructional Faculty
- M/ADJ: Observation form for Library Faculty
- N/ADJ: Student Evaluation for Library Faculty

Counseling Faculty/Instructional
- B/ADJ: Observation for Classroom Instruction
- D/ADJ: Observation for Instructional Materials
- I/ADJ: Student Consent Form for Observation of Faculty/Student Interaction
- K/ADJ: Student Evaluation for Counseling Faculty
- I/ADJ: Student Consent Form for Observation of Faculty/Student Interaction

Bakersfield College Faculty Handbook
Revised: Summer 2011
36
**Payroll**

**Full time**

Full time faculty members are compensated according to the assigned number of contract days. Your salary, class and step placement as well as your contracted number of days are listed on your annual Notice of Assignment. This notice is mailed to your home address prior to the start of the fall semester. You will need to sign the notice, keep a copy and return the signed copy to Human Resources at the District. Please refer to the CCA Bargaining Agreement: Compensation and Benefits – Appendix for the Basic Faculty Salary Schedules. Your annual salary will be paid in 12 monthly installments starting on the last working day in August.

Overload and other non-contract services shall be paid in four equal monthly payments starting the last day of September for the Fall term and the last day of February for the Spring term.

**Salary advancement**

Salary advancement can be accomplished in several ways. Please refer to the CCA Bargaining Agreement: Compensation and Benefits for various activities/courses and approval criteria for salary advancement. Faculty members are encouraged to discuss courses/activities with their educational administrator. Coursework, seminars, and workshops for salary progression should be submitted on the District form titled “Request for Approval of Credit for Salary Advancement.” Appropriate documentation and explanation will need to be attached to the form. If you have questions about whether an activity would be eligible for salary advancement, consult with your Dean.

![Request for Approval of Credit for Salary Advancement](image)

**Adjunct**

Adjunct faculty members are compensated based on load at the current contractual rate. Payroll is computed based on load; if there are any class cancellations or absences, these must be submitted to payroll and will be deducted from the monthly payment. Adjunct faculty are paid on
the 15th of the month beginning in September for the Fall term and in February for the Spring term. Adjunct faculty can teach to a maximum of 67% of a full-time faculty load.
Section 5 – Work Environment

Safety

The Department of Public Safety is responsible to maintain a safe environment, to enforce District rules and regulations, Vehicle Code laws, secure buildings and protect campus property. This mission is accomplished through the values of Integrity, Respect and Support. Their jurisdiction extends to the boundaries of the various campuses which include Bakersfield College, Weill Institute and the Delano Community Center as well as the Stockdale High School.

Bakersfield College Public Safety Officers have been granted administrative authority by the Board of Trustees and College President to investigate, apprehend, and arrest anyone involved in illegal acts on campus. If a student commits a minor offense involving District/College rules and regulations, the Department of Public Safety may refer the student to the Dean of Students. Other more serious offenses of District/College rules and regulations may also be investigated and handled by the Department of Public Safety in cooperation with the Bakersfield Police Department or related law enforcement agencies.

For your safety, the campus has several ‘code blue’ light stands. To use a "Code Blue Light" all you need to do is push the button. You will be directly connected to the Department of Public Safety 24 hours a day. When a member of Public Safety answers the call you need only talk into the area around the button and the Public Safety staff member will communicate with you. When using the Code Blue system please be aware each station is numbered and it is suggested the user refer to the large yellow gold number. Public Safety and Security Office also provides on campus escort upon your request.

 ➢ Phone: Non-emergency 661-395-4554 or Emergency 661-395-4555

Accidents/Medical Emergencies

If there is an emergency on campus, call Public Safety and Security Office, as that office contacts the appropriate law enforcement or medical response agencies and directs them to the emergency location. Call the Public Safety and Security Office (395-4555) to secure the necessary assistance. Notification of the Area Dean should also occur along with timely completion of any related paperwork. At a minimum, faculty members must file an injury report with the Public Safety and Security Office

Emergency Preparedness/Procedures

Bakersfield College has become actively involved in emergency preparedness. There is a wealth of information on the BC Emergency Response Plan (ERP). The information can be found at http://www2.bakersfieldcollege.edu/erp/ or go to the BC homepage and under employee services look for the link to the ERP page.

The basic plan is to stay calm, call for help, and then follow the directions as they come forward. Each classroom has an evacuation map near the door, so you can see where to take your students if you are evacuating the building (fire, for example). Whether you evacuate or stay in your classroom, stay with your class and keep the students together until given the word that it is safe
to allow students to leave. **Faculty members play an important role in ensuring that students understand how the college will respond to an emergency situation.** Evacuation maps and Emergency Flip Charts are located in every classroom to assist you with appropriate procedures during declared emergencies. Please familiarize yourselves and your students with the important actions required during emergencies.

**NIMS 100 Training**

In the event of an actual state/local emergency Bakersfield College faculty and staff are required to become “Disaster Workers.” In order to meet this requirement all employees are required to be trained at the NIMS 100 level (FEMA’s - National Incident Management System). [http://www2.bakersfieldcollege.edu/erp/Training.htm](http://www2.bakersfieldcollege.edu/erp/Training.htm)

**BC-Alert**

During an emergency, the emergency notification system will alert and provide pertinent information and instructions to students, faculty and staff via voice, e-mail and text messages to the phone numbers and e-mail addresses on file. The system uses CONNECT-Ed, which is a web-based mass notification system that sends emergency messages instantly and simultaneously to telephones, mobile phones, wireless devices and email addresses uploaded into the CONNECT-Ed system by KCCD. **In order to ensure that you are notified via this system; remember to always update your contact information in BanWeb – Personal Information.**

**Office Space**

Full time faculty are assigned an office as are most adjunct faculty. If you do not have office space assigned, talk with your Chair and Area Dean immediately. In the office, you would have access to a campus phone as well as a desktop computer. While some individuals may be assigned a single office, many share the space with one or more colleagues.
How do I obtain a key for my assigned space?

- Go to the BC Homepage
- Click on “Employee Services”
- Click on “Forms”
- Click on “Facilities, Operations, and Scheduling”
- Enter necessary information about the room, building, office, or elevator you are requesting a key for
- Submit to Facilities and Operations. The request will be forwarded to the appropriate supervisor for approval.

How do I set up my voicemail?

- Check with your Department Assistant or
- Dial (661) 395-4701 and press *
- Enter your mailbox number (which is your 4 digit extension) followed by the (#) symbol.
- Follow the prompts. Detailed instructions are located in the campus directory.
- Contact the District Office for changes to passwords. Phone (661) 336-5100

How do I get a campus e-mail address?

Once you have been assigned an ID number (@ number) an activation process will automatically occur. Human Resources will provide information regarding how to change your password. Due to frequent interruptions of outside email systems the primary mode of email communication will be done using BC email addresses only.

What is the @ number?

Your identification number is sometimes referred to as your user id or the @ number. It begins with the @ symbol followed by eight (8) numbers. It is found below your name on your staff assignment sheet. It should be used in place of your social security number (SSN) on any KCCD document.

How do I access my campus e-mail from off campus?

- Go to [http://exchange.bakersfieldcollege.edu/](http://exchange.bakersfieldcollege.edu/) and click the “Click here to Access” link and a Log in box will appear
- In the Username box, type your entire email address (only when logging in for the first time).
- Enter your password. Use the same password you use to log onto your desktop on campus and Click Log on.
**Reminders for computer security:**

- Don’t share your password
- Lock your keyboard when you leave your workstation
- Keep your password secure and secret – not posted on your desk
- Don’t log onto multiple workstations and allow someone else to use or access your account.

**How do I obtain a parking permit?**

At Bakersfield College, faculty members do not have to pay for a parking permit. To obtain a parking permit go to [www.thepermitstore.com](http://www.thepermitstore.com). (Helpful hint: click on the ’09-11’ option). Once you have completed the process, print the receipt. This becomes your temporary permit until you receive your permanent permit (in approximately 10 days) If you have difficulty obtaining your permit, please contact the office of Public Safety @ 395-4554.

**Campus Mail**

Each faculty member has the option of having a mailbox in the mailroom (located next to the Graphics Center in the breezeway/concourse of the Student Services Building.) Faculty bulletins, complimentary books, interdepartmental communications as well as BC and KCCD publications are placed in your mailbox.

➢ *For questions call 661-395-4411.*

Some Departments also offer department mailboxes where department updates and reminders are posted. Check with your Department Chair and Dean to verify the particulars for your department.
Section 6 – General Information

Kern Community College Board of Trustees

The Kern Community College District service area is divided into five segments for elected representation. Of the seven members of the KCCD Board of Trustees, two each represent central Bakersfield and southwest Bakersfield. One each represents Porterville, Ridgecrest and northeastern Kern County. The Board of Trustees meetings are regularly scheduled on the first Thursday of every month unless otherwise noted on the Calendar of Meetings. The minutes are available on the KCCD website as well and are also distributed to all faculty.

This information can be found on the District web site www.kccd.edu ► click on the Board of Trustees tab ► click calendar. There is also a link to the District web site at the bottom of the BC homepage.

College Catalog (online and hard copy)

A current copy of the Bakersfield College Catalog can be obtained from the Graphics Center and is posted online. Students can also purchase a catalog at the Bookstore.

College Web Site

The Bakersfield College website offers a wealth of information from student services, faculty services, and message from the President, links to the KCCD site, department web site links, faculty directories, and so much more. Please take some time to explore this invaluable resource. Go to www.bakersfieldcollege.edu.

Public Folders

The Public Folders can be accessed from your Outlook e-mail account. Click the public folders tab (at the bottom of the folders window) for a list of all of the committees that have documents posted. Accessing public folders and the minutes and agendas posted there is a great way to stay informed. Check with your department to see if they make use of these public folders to share teaching materials and other department communications.

College Class Schedule

A complete schedule of classes for the current semester is available online at www.bakersfieldcollege.edu. There is a link to “still open classes” that may help you advise students into other sections, if you are not able to accommodate them in your class. The most accurate version of the schedule at any point in time is found on Banner Web.

Conference

Professional development for all faculty members is highly encouraged. Faculty can attend on campus workshops or off campus training. Occasionally some funding is available from specialized funds (basic skills initiative or VTEA, for example), but you would need to secure a funding decision prior to attending the event. If you have questions about funding, talk with
your Area Dean. If the event requires that you miss class, you need to secure prior approval from your Area Dean to see if “professional leave” will be granted for your absence. A Travel Conference Form must be completed prior to the event, even if no classes will be missed and no reimbursement is expected. Discuss your request with your Area Dean to be certain all approvals and forms are provided.

**Final Note**

This Faculty Handbook is intended to provide the Bakersfield College Faculty with guidelines that will facilitate an efficient work and instructional environment. Please be sure to consult the current Bargaining Agreement for changes and negotiations updates. If you have any questions, talk with your Chair and Dean.

---

**WELCOME TO BAKERSFIELD COLLEGE!**
References

Agreement between the Kern Community College District and the Kern Community College District, Community College Association/California Teachers Association/National Education Association.


Kern Community College District Board Policy Manual.


SPECIAL THANKS

The information in this Handbook was compiled from the wealth of information and advice available across campus, beginning with a former version of this document. However, a Foundations of Excellence CLIP (Community of Inquiry & Practice) took on the challenge of creating this new version of the handbook to support all faculty. Once the initial CLIP prepared the document, others joined the group to help coordinate the editing. The following colleagues helped finalize this version for your use:

Cindy Collier
Jennifer Johnson
Dee Quatraro
Patti Ross
Debra Strong
Bonnie Suderman
Rene Trujillo

If you have any questions or suggestions to make future editions of this document more comprehensive and user friendly, share the feedback with your Department Chair or Dean, so the feedback can be shared with the Faculty Chairs and Directors Council. Thanks for your help!