Arts & Humanities Info for Faculty
2015-16

For New Faculty…

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

E-mail, phone & network account:
- To obtain your BC network account and e-mail address, go to this link: https://www.bellevuecollege.edu/netid/Default.aspx
- BC email is the official communication device for all college employees and students. *The division will not use personal email to contact faculty.* Please require your students to use their BC email accounts too.
- You need a 9-digit SID (Staff/Instructor ID) number and a 6 digit Employee PIN in order to log onto many useful online resources on the BC network on campus.
- Adjunct faculty can have an individual phone number that links to voicemail. Contact Janis Juarez (425-564-2346) or Susan Roselle for more information.

Keys:
- Once you have your BC SID #, you may initiate a key request with Susan Roselle.
- Pick up your keys at Campus Security (K-100).
- All keys must be returned to the college when your employment ends.

Office Space:
- If you are a full-time faculty member, you will be assigned an office space. Space is limited, so you may be sharing with a colleague.
- Adjunct faculty share communal office spaces. There are several available for A&H faculty, so check with staff or your chair about the options.

- A&H has an office in the B-tower that adjunct faculty can reserve in advance for meetings or conferences. Check with Susan Roselle for more information.

Emergency Info:
- Call 911 in case of emergency
- Campus Security (K-100; 425-564-2400) http://www.bellevuecollege.edu/publicsafety/
- Review the emergency info posted in each classroom and share with your students.
- Campus alert system: Sign up for text alerts at http://www.bellevuecollege.edu/alerts/
- View the FBI's video on how to prepare for an active shooter on campus: https://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video
- In an emergency, first responders may ask you who was in your classroom. Taking attendance daily can save lives.

Parking Permits
- Paid permits are required daily until 3pm.
- You can purchase an annual or daily permit, depending on your schedule. For more information, review this site: http://www.bellevuecollege.edu/publicsafety/parking/
- To purchase a permit, visit the BC Parking Portal site: https://www.permitsales.net/bellevuecollege

Absences:
- Instructors who miss a scheduled class *for any reason* must notify their program chair AND division staff.
- Please call 425-564-2341 or x2344 and (if possible) speak to a LIVE person, who will post the information outside the classroom for students. Before/after office hours, call BC Security (425-564-2400).
- Follow-up with an email. *Do not leave voice-mail or only send an e-mail to one staff member.*
- Do not arrange for a substitute yourself; that is the responsibility of your program chair.
- If you have missed a scheduled class meeting, you must complete an absence form to account for those hours. Absence forms are available in the A&H Forms Library on MyBC.
- More information about Personal Leave (accrual, reasons for usage, etc.) can be found in Article 18 of the BC Faculty Contract.

Professional Development:

All A&H faculty who have taught at BC for two consecutive quarters can apply for professional development funds. You can find the PD fund request on the A&H page on MyBC (under "Forms"). *All fund requests must be approved.*

BC Faculty Contract

An electronic version of the BC Faculty Contract is available on the HR/Staff page of MyBC (scroll down to Contracts). The following articles have information relevant to part-time faculty:
- Article 7 – Faculty Rights
- Article 13 – Part-time Faculty (promotion and annual contracts)
- Article 14 – Workload and Faculty Responsibilities (salary, office hours, general responsibilities)
- Article 18 – Personal Leave (how to accrue, reasons for usage)
- Article 24 – Part time Faculty Review and Evaluation (timing and process)

Before class begins…

Disability Resource Center [DRC]:
The college is required by law to provide equal access to qualified individuals with disabilities. Please review the information on "faculty responsibilities" linked below, and work with the DRC to make sure that students receive their accommodations: http://www.bellevuecollege.edu/drc/faculty/faculty-responsibilities/

Syllabi:
Every quarter, instructors must assist A&H staff in collecting syllabi. Please send Canvas syllabi links Janis Juarez. For more information about how to do that, visit this website:
http://commons.bellevuecollege.edu/artsandhumanities/canvas-syllabi/

Please follow the guidelines below before submitting your syllabi:
- Review the updated syllabus template for required info: http://commons.bellevuecollege.edu/artsandhumanities/syllabus-template/

- Use the current DRC statement available on the template. DO NOT craft your own.
- Confirm that links are active and current.
- Ensure that quarters, dates, and times are updated.
- Include *approved* course outcomes (check with your chair if you're unsure about this).
- Avoid fonts that pose a barrier to students with disabilities. For online reading, sans-serif fonts (e.g. Arial, Verdana) are generally considered more legible than serif fonts (Times New Roman), narrow fonts or decorative fonts.
- If you are new to BC, please send your syllabi to your chair for review prior to posting.

Accessing Class Rosters & Posting Final Grades:
- Once you have a BC network account and email address, you can access MyBC and *Instructor Briefcase*, where you can get class rosters and post final grades.
- You will need either your SSN or your employee ID and PIN number to login.
- Please check your class roster frequently during the first week of the quarter to ensure that students sitting in your on-the-ground classes are actually enrolled.
- *Final grades must be submitted by quarterly deadlines*, which are sent out to faculty via email. Late submissions can affect a student's financial aid or ability to enroll in subsequent courses.
- For more information, go to http://depts.bellevuecollege.edu/helpdesk/category/instructors-briefcase/

Canvas:
- Every course has its own Canvas site, which faculty should use to post/distribute course syllabi, handouts, announcements, and assignments.
- Online and hybrid courses must use Canvas, not some other learning management system.
- Canvas can also be an important instructional resource for students in case of an instructor's extended absence, an emergency, or weather cancellations.
- To begin using your Canvas site, you must complete the Canvas Orientation at http://bellevuecollege.edu/canvas/
- The college has resources available to help you develop an effective Canvas site. Please check with your chair for more info about those resources.

Book orders:
- Before placing a book order, check with your department chair. Some departments require specific books, while others allow instructors to choose their own.
- Consider using Open Education Resources, which are *free to students* and readily available for many courses. For more information, go to http://www.openwa.org/
- WA state law (RCW 28B.10.590) requires that colleges make textbook info available to students at least four weeks before classes begin, so don't delay!

Making Copies:
- See A&H Staff for a personal copy code you can use to access the Xerox machines.
- To reduce printing costs, limit the number of handouts you give to students by posting them on Canvas.
- The Division's copy machine in R230 *should not be used* for class sets (more than 17 copies of a document).
- If you need more than 17 copies of any document, please use the Request Center's online form (a minimum of 24 hours notice is required) or go to the Copy Center (D175): http://www.bellevuecollege.edu/ps/SubmitRequest.htm

In the classroom...

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

Serious complaints (child abuse, discrimination, harassment, etc.):
- Child abuse & neglect: Instructors are *required by law* to report abuse and neglect of those under 18 to Child Protective Services. For more information, go to http://www.bellevuecollege.edu/reportconcerns/

- Discrimination and harassment complaints (students, faculty, or staff) should be referred to Human Resources.
- Please contact your chair or dean if you suspect a student may have been victimized by abuse, discrimination, or harassment.

Reporting Concerns about a Student:
- Use this link to report concerns regarding student behavior, conduct, welfare, or bias/hate incidents: https://publicdocs.maxient.com/incidentreport.php?BellevueCollege
- Seek help as soon as possible if you have a student whose behavior is disruptive or concerning. Your department chair is an excellent resource.

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

Student Evaluations:
- The division encourages *all instructors* to conduct student evaluations quarterly. Evaluations give students an opportunity to have their voices heard about the quality of instruction, and they give faculty meaningful feedback.
- Evaluations can be conducted in person or online. Please check with your chair about what's the best option for your students.

- Response rates are important! Without sufficient data, we cannot accurately gauge students' feedback on an instructor or course. Check with your chair about how to get the highest possible response rates, especially if you're administering evals online.
- Additional information about student evaluations will be sent via email quarterly.

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

Complaints are primarily of two types: grades and instructor feedback. If you are proactive (publish clear grading guidelines, use a rubric, and return student work promptly), you can help to reduce the number of student complaints. Here's a brief outline of the *informal* complaint process in A&H:
- When the chair receives a student complaint related to instruction, s/he will encourage the student to speak directly to his/her instructor.
- If the student has already tried to resolve the problem or is reluctant to meet directly with the instructor, the chair will likely contact the instructor with information about the student's complaint.
- The chair will typically share the student's complaint with the instructor. By doing so, the chair is not making a judgment about the validity of the complaint. That is for the instructor to reflect on and determine, in most cases.

If a student's complaint cannot be resolved informally, s/he has the right to file a formal complaint. Here's a link to that procedure:
http://www.bellevuecollege.edu/policies/id-1450p/

Field Trips:
The "Participant Assumption of Risk Notice" form must be completed by students for all in-state, one-day field trips where students are providing their own transportation. Instructions and the form can be accessed on the Risk Management portal at
https://go.mybcc.net/adminservices/finance/risk/default.aspx

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