New Adjunct Faculty Initiation/Check List
Things to Know and Expectations for New AVC Faculty

WELCOME to our AVC team! We hope this checklist will prove helpful in orienting you to the services you can utilize, requirements of your position and other information. Please read through the following carefully and use it as a resource through the year. Feel free to clarify anything with your department chair or the Administrative Assistant for your division.

General Campus Information

1. **PROXIMITY CARD**

   New faculty will need to get a PROXIMITY CARD in SSV 180, free of charge. The card will also grant you the ability to check out books at the AVC library and enjoy discounts at the AVC theatre and athletic events. Once you obtain the card you will need to provide the 5-digit number that starts with a 3 on the back of the card to the Administrative Assistant.

2. **PARKING PASS**

   New faculty will be issued a free parking pass at the main Human Resources Office in the Administration Building. It will be a valid pass as long as you work at AVC. There is no parking pass required at the Palmdale facility.

3. **OFFICE OF STUDENTS WITH DISABILITIES (OSD)**

   If you have students with disabilities they may be referred to the Office of Students with Disabilities (OSD) if you need help or have questions. Students may tape class lectures, ask for note takers and take exams in the OSD office if they complete the proper paperwork to you in a timely manner. Please contact Louis Lucero at extension 6161 with questions.

4. **STUDENT HEALTH SERVICES**

   AVC students have access to a variety of Medical, Dental, Mental Health services. Student can make appointments for these by contacting AVC Student Health Services Located in SSV 180 or calling 661-722-6300 ext 6683. Enrolled AVC students can also Utilize urgent care services located at 45074 North 10th Street West, Lancaster Monday through Friday 7:30 am – 8 pm and Saturdays 9 am to 3 pm.

5. **MAILROOM/BOX**

   You will also be issued a mailbox on campus in BE 128. Note that only faculty can enter the Mailroom. It is YOUR responsibility to check your mailbox on a frequent basis and to respond to written official inquiries or forms from the college in a timely manner. For example, census reports must be returned to Admissions and Records by the deadline. If you only teach in Palmdale, you can request that your mail be forwarded to this site.

6. **IMC MOVIES AND VIDEOS**

        All AVC faculty have privileges to check out and/or reserve audio/visual material and equipment from the IMC Office. Note that all classrooms should have computer and projector capabilities for presentations.

        All videos must be ADA compliant and closed captioned. IMC is able to help you meet this requirement, but please allow them enough time for the work.

Office/Administrative

7. **OFFICE/COMPUTER ACCESS**

        Your divisional Administrative Assistant can help you sign up for office space where you can work and meet with students when necessary in one of the adjunct offices. Providing times to meet with students is highly recommended.

8. **COMPUTER NETWORK ACCESS AND PHONE EXTENSION**

        You will also be issued an automatic username to log-on to the computer network on campus. You are _strongly encouraged_ to upload your Power Point presentations and any other material you might regularly use in the classroom so it is easily accessible on any computer on campus. All materials and videos must be ADA compliant. Campus extensions can be found by clicking the Directory link on the AVC website home page.

9. **KEYS**

        It is the responsibility of each faculty member to obtain necessary keys or electronic access through the division Administrative Assistant for the adjunct office, mailroom and keys for _EVERY_ room that you will be using _EACH SEMESTER_, whether you teach in Lancaster or at the Palmdale Center. The Administrative Assistant will send an email at approximately the 12th week of the semester requesting you check the next semester's schedule to see if you are in need of keys for the upcoming semester. Please be prompt in answering this email, as this will allow adequate time for the Facilities Department to issue your keys or electronic access as quickly as possible. If you are teaching in Palmdale, please speak to the Administrative Assistant at the Palmdale Center.

10. COPY PRIVILEGES

The last 6 digits of your 900 number will allow you to access the copy machine in the adjunct office across from the Mailroom (BE 124). However, there is a limit to the number of copies you can make on your own each semester. Therefore, you are *strongly encouraged* to make use of the free copy services at the Copy Center. The Copy Center is located inside the Mailroom. Duplication procedures and forms are available at https://www.avc.edu/administration/busserv/Mailroomduplication. Duplication Request forms are also available on the Mailroom counter. Please allow two days advance notice for completion. Finally, Antelope Valley College *strictly* adheres to *all* copyright laws, so you will need written permission from the publisher to make copies of authored publications. Violations will not be tolerated, and could lead to disciplinary action.

11. EMAIL ADDRESS

New faculty will automatically be issued an AVC email address. However, it is ***your*** responsibility to check your AVC email on a regular basis and respond in a timely manner to both student emails and official messages from the college, including your dean, department chairs, SLO facilitator, or Administrative Assistant. Failure to respond to your e-mails and missing official deadlines will be noted in your evaluation.

Please post your AVC e-mail to your syllabus and do not use a personal e-mail address.

Instructional/Discipline Information

12. COURSE OUTLINE OF RECORD AND SYLLABI

All faculty are required to provide students their syllabi to include the Course Outline of Record and Student Learning Outcomes for each class every semester by the end of the second week of the semester at the very latest. You are also required to electronically submit such material early every semester to the division office by the end of the first week of instruction. See your Department Chair for more information or help in these matters.

To find the Course Outline of Record for the classes you are set to teach, go to http://www.curricunet.com/AVC/search/course/, and in the Search column, click on Course, which will allow you to navigate to the approved outlines for all courses within your discipline. Your outline must meet all requirements listed in the COR in order to maintain a satisfactory rating in your reviews.

All syllabi must include: Course Objectives, Student Learning Outcomes (SLOs), and ADA compliance statement (see below for exact wording):

*REASONABLE ACCOMMODATION

Accommodation will be provided for students with disabilities. If you have a legally protected disability under the American with Disability Act (ADA) or California discrimination law, and you believe you need reasonable accommodation to participate fully in this class, please contact me. Students must register with AVC's Disability Student Service Program. Their contact information is 661-722-6360 and TDD 661-722-6362.

Further, it is HIGHLY recommended you include your attendance and classroom conduct policies and expectations. This should also include your policy on plagiarism. According to Board Policy (BP) 5500 Student Code of Conduct Academic Violations 1a), an instructor who determines that a student has cheated or plagiarized has the right to give an F grade, or numerical equivalent, for the assignment or examination.

13. **STUDENT LEARNING OUTCOMES**

Each course comes with pre-set Student Learning Outcomes that must be covered during the semester. All faculty test SLOs for each class and submit the results outcomes to the department SLO Facilitator no later than the end of each semester. Contact your Department Chair for guidance through your first semester. Failure to adequately complete your SLO data to your facilitator by the deadline each semester will be noted in your review process.

14. **ROSTERS AND ATTENDANCE**

There is no need to create your own roster. Go into MyAVC and click on "Print rosters, post grades, and access student records." Your classes should be listed in the scroll list. Click on the course of choice and your class roster will appear. You will want to print out the entire file in landscape, as it will also include your add codes to use at the beginning of the semester. You will need to print new course roster after census. Take attendance every day. You are required to turn your attendance records in to Admissions and Records at the end of the semester, and it is recommended that you keep a copy in your files.

15. **CLASSROOM DISCIPLINE**

If you have a student(s) who are disruptive in class, according to Education Code 76032 you have the right to suspend the student from class for the day and the next class (see the college catalog, available online).

If you suspend a student, please contact your dean for guidance on any documentation that is necessary. Make sure to keep good records, document everything and communicate fully.

16. **WAITLIST/NO SHOWS**

At the beginning of each semester, you will be receiving an e-mail regarding the waitlist system. Please make sure to look at the details and contact your division chair or the Administrative Assistant with questions.

17. **CANVAS ACCESS**

You will have the opportunity to utilize the Canvas Course Delivery System, where faculty can post assignments, quizzes, Power Points, syllabi, and much more. It is very user friendly and convenient to use in conjunction with your classes. If you are interested in learning how to use Canvas, contact AVC's Canvas trainer, Greg Krynen. Greg offers frequent training sessions throughout the academic year or can work with you individually. For more details, you can contact him at gkrynen@avc.edu or at 661-722-6300, ext. 6877.

18. **CAMPUS ALERT SYSTEM**

It is highly recommended that you sign up for the Rave Mobile Safety alert system. In case of emergencies and on-campus emergency drills, you can receive messages in various ways (text, calls, e-mails). The sign-up system is easy to follow and can be found on the AVC home page at the bottom under "Rave Mobile Safety".

Each semester, you will receive email notification of emergency drills that are scheduled. Please adjust your syllabus accordingly so you are not testing during these drills, and follow all directions for the event. It is our responsibility as employees of AVC to help our students learn what to do in case of an emergency.

19. **GRADES**

Final grades must be submitted via your myAVC account by the end of the first week after the semester ends. Late grade submissions will be noted in your evaluation process.

20. **FACULTY PROFESSIONAL DEVELOPMENT (FPD) (also referred to as FLEX)**

You are paid to complete your FPD obligation. Adjunct must be complete the same number of LHE hours each semester as you are teaching. One-third of those hours must be in Standard 1. All the information can be found on the Faculty Professional Development website at https://www.avc.edu/administration/organizations/fpd in the Handbook. The website also provides a calendar of FLEX activities that are available and gives you access to the FPD Contract System. You must submit your FPD proposal **and** self-report attendance to your dean via the FPD Contract System by the stated deadlines each semester.

21. **EVALUATION PROCESS**

You will be evaluated your first semester, then every 3 years by a full-time faculty or the division dean. You will be contacted at the beginning of the semester and given all documents and expectations at that time.