



Faculty Handbook



COLLEGE
OF THE
REDWOODS

CM/llh - AC/Faculty_Handbook_Cover_2010-13.indd 08.20.10 photo by J.Lozier-Hannon

MISSION STATEMENT

(BP 1200)

“College of the Redwoods puts student success first by providing accessible and relevant developmental, career technical, and transfer education. The College partners with the community to contribute to the economic vitality and lifelong learning needs of its service area. The College continually assesses student learning and institutional performance and practices to embrace diversity, to encourage a healthy community environment and to improve upon the programs and services we offer, all to promote student learning.”

FOREWORD TO THE COLLEGE OF THE REDWOODS FACULTY HANDBOOK

This faculty handbook provides information of interest to our full-time and part-time faculty. For convenience, links have been provided at every opportunity to point you to the CR website, www.redwoods.edu, which hosts a considerable amount of good information.

Of particular note for faculty, on the main CR webpage, is a link labeled “Faculty and Staff” (<http://www.redwoods.edu/employees>). When in doubt, start there! This is the main portal to myriad links for Committees, Planning, Forms, Course Outlines and Syllabi, and links to the Program Review templates and calendar, Assessment, and Institutional Research, <http://www.redwoods.edu/ir>. There are direct links to our Canvas learning management platform, Web Advisor, Webmail, Human Resources, the web-based Help Ticket system, and many other useful bits of information.

The academic calendar and college catalogs (current and archived) are located on the CR website home page, under “Academics” on the red bar, as are current and future class schedules (<http://www.redwoods.edu/academics>).

All policies and procedures related to hiring, employment, salary and benefits are on the Human Resources page, <http://www.redwoods.edu/hr>, and on this page there are also downloadable PDFs of the current CRFO (faculty) and CSEA (classified staff) contracts, along with other useful documents. Familiarization of the website is recommended.

This handbook is for informational purposes, and every effort is made to ensure its accuracy. The district reserves the right to change any provision at any time. If you are unsure about the accuracy of any item, please contact Karen Reiss, karen-reiss@redwoods.edu, or Kristy Carlsen, kristy-carlsen@redwoods.edu, the faculty who are currently tasked with the maintenance of the Faculty Handbook.

An electronic version of this handbook is located at <http://www.redwoods.edu/employees/Instructional-policies>, (alphabetic by header). All links will take you to the web pages on which the information exists; once on the page, you may need to click on a specific link to access the information. This is done so any changes to information will automatically update the handbook.

Table of Contents

Chapter 1 The College

Philosophy Statement	Chpt 1, P -1
Mission Statement	Chpt 1, P -2
Organizational Charts	Chpt 1, P -3
Accreditation	Chpt 1, P - 9
Academic Senate	Chpt 1, P - 9
Academic Freedom Policy	Chpt 1, P -10
Cr Foundation	Chpt 1, P -11
Equal Opportunity/Nondiscrimination/ Programs & Compliance	Chpt 1, P -12
Sexual Harassment	Chpt 1, P -13
Drug-Free Workplace	Chpt 1, P -15
College And Academic Senate Committees	Chpt 1, P -16
Educational Program Advisory Committees	Chpt 1, P -33

Chapter 2 The Faculty

Responsibilities Of The Academic Senate	Chpt 2, P -1
Faculty Meetings	Chpt 2, P -1
Faculty Qualifications	Chpt 2, P -1
Instructor Absence	Chpt 2, P -1
Issues Subject To Collective Bargaining	Chpt 2, P -2
Professional Development (Flex Days)	Chpt 2, P -3

Chapter 3 Instructional Policies And Procedures

Syllabi	Chpt 3, P-1
First Page Of Syllabus (Required)	Chpt 3, P-3
Curriculum Development	Chpt 3, P-4
Grading Regulations And Procedures	Chpt 3, P-5
Withdrawal	Chpt 3, P-7
Course Repetition	Chpt 3, P-7
Examinations	Chpt 3, P-8
Examination Make-Up	Chpt 3, P-9
Credit By Examination	Chpt 3, P-9
Student Attendance Policy	Chpt 3, P-9
Classroom Guest Speakers	Chpt 3, P-10
Independent-Study And Selected-Topics Courses	Chpt 3, P-10
Room Usage	Chpt 3, P-10
Division Meetings	Chpt 3, P-11
Audit Regulation	Chpt 3, P-11

Chapter 4 Business And Operational Policies And Procedures

Tuberculin Tests	Chpt 4, P-1
Parking On The Eureka Campus	Chpt 4, P-1
Lost And Found	Chpt 4, P-1
Keys	Chpt 4, P-2
Telephones	Chpt 4, P-2
Use Of Information Resources	Chpt 4, P-3
College Web Site	Chpt 4, P-4
Faculty Travel	Chpt 4, P-5
Field Trips	Chpt 4, P-7

Transportation	Chpt 4, P-8
Insurance And Responsibility	Chpt 4, P-8
Code Of Conduct For Field Trips	Chpt 4, P-9
Chapter 5 Instructional Support	
Learning Resource Center (Lrc)	Chpt 5, P-3
Academic Support Center (Asc)	Chpt 5, P-6
Distance Education	Chpt 5, P-9
Technology Support Services (Tss)	Chpt 5, P-10
Printing Services	Chpt 5, P-12
Textbooks And Bookstore Supplies	Chpt 5, P-14
Publicity And Media Assistance	Chpt 5, P-15
Scholarships And Other Assistance	Chpt 5, P-15
Institutional Research	Chpt 5, P-16
Chapter 6 Learning And Student Development	
Matriculation	Chpt 6, P-1
Admissions And Records Roster Procedures	Chpt 6, P-2
Academic Counseling And Advising Services	Chpt 6, P-3
Eops/Care/Calworks	Chpt 6, P-3
Disabled Students Programs And Services (Dsps)	Chpt 6, P-4
Transfer Center	Chpt 6, P-5
Child Development Center	Chpt 6, P-6
Financial Aid	Chpt 6, P-6
Waiver Or Deferred Collection Of Enrollment Fees	Chpt 6, P-7
Student Complaints	Chpt 6, P-7
Student Complaints — Grade Changes	Chpt 6, P-8
Student Complaints Other Than Academic & Unlawful Discrimin	Chpt 6, P-8
Guidelines For Handling Disruptive Student Behavior	Chpt 6, P-9
Student Conduct Code And Disciplinary Procedures	Chpt 6, P-10
The Family Educational Rights And Privacy Act Of 1974	Chpt 6, P-21
Chapter 7 Health And Safety	
Illness And Injury Prevention Program	Chpt 7, P-3
Security And Safety	Chpt 7, P-3
Fire Safety	Chpt 7, P-4
Emergency Procedures For Student Accidents Or Illness	Chpt 7, P-4
Injuries And First Aid	Chpt 7, P-5
Injury Response Guidelines Summary	Chpt 7, P-6
First-Aid Supplies	Chpt 7, P-6
Duties And Responsibilities Of The College Nurse	Chpt 7, P-6
x4111 Emergency Number (Eureka Campus)	Chpt 7, P-7

The College

Chapter 1

ACADEMIC SUPPORT CENTER (ASC)

The Academic Support Center in Eureka is located within the Learning Resource Center; in Del Norte, it is located within the Library. Many learning support services are offered including computer use, tutoring, testing including math and English placement, instructional services, media, room reservations, and . Current information regarding hours and services can be found at <http://www.redwoods.edu/asc>. Faculty are encouraged to make students aware of the many resources available at the ASC, and to continually remind them to utilize these services.

Computer Use

All ASC locations have computer stations with internet capabilities; all are connected to a printer. Students have access to word-processing and spreadsheet programs, as well as PowerPoint using a Microsoft XP platform. Also, specific programs for use by particular courses or disciplines may also be loaded onto ASC computers. Instructors must abide by all copyright legislation regarding software usage.

Tutoring

The ASC provides free tutoring in content-area courses and in studying/learning strategies for individuals and small groups. If you believe your student(s) would benefit from tutoring, but is not eligible for DSPS services, please have them contact the ASC.

Testing and Assessment Services

The ASC offers a variety of testing services to support classroom instruction and serve the public at large. Details are available at <http://www.redwoods.edu/asc>.

For the CR Community:

- English/math assessments
- Testing for DSPS students with verified accommodations (quiet rooms; extra time, etc.)
- Individual make-up exams (for students with instructor permission)
- English competency exams and make-ups (with instructor permission)
- Distance education exams for individuals
- Learning and Study Strategies (LASSI) assessments
- Learning styles assessments

Fee-for-service to the public include:

- GED Testing
- Out-of-district Exams

Instructional Services

The ASC has a selection of free instructional handouts on essay writing, speech preparation, grammar, punctuation, MLA and APA documentation, and learning and study strategies (available at <http://www.redwoods.edu/Eureka/ASC/Handouts.asp>).

Room Reservation Services

The ASC has five small rooms in which individuals or small groups may meet and/or study for a limited period of time. All rooms have computers with internet. Two rooms have computers with assistive technology for student use. Although students are encouraged to reserve the rooms in advance, drop-ins are welcomed and rooms are also available on a first-come, first-served basis. Rooms may be reserved for up to 4 hours per student per day. Students may reserve a testing module not more than 1 week in advance. During mid-terms and finals, only DSPS students who have approved module accommodations may reserve and use these rooms for test purposes only.

