FACULTY RESOURCE GUIDE

CUYAMACA COLLEGE

GETTING STARTED

NEW HIRE & ONBOARDING
Location: District Human Resources
8800 Grossmont College Dr., Bldg 38J
El Cajon, CA 92020
(619) 644-7572
https://gcccd.wd1.myworkdayjobs.com/gcccdcareers
All new hires must have a completed electronic application on file to begin the Onboarding process.
https://www.gcccd.edu/new-hires/adjuncts.html
The new part time faculty application process is a collaborative effort involving the applicant, Department Chair, Division Dean and Human Resources.

NEW ADJUNCT ORIENTATION
Location: District Human Resources
https://www.gcccd.edu/new-hires/adjuncts.html
Attend the District's New Adjunct Orientation and onboarding session to learn about Workday, Payroll, Network Accounts, Employee ID Cards, Benefits, Parking and other essential information. These sessions are offered twice a month, day and evening sessions. Attend the Cuyamaca College New Faculty Orientation during Flex Week to introduce you to the college and learn about the "Cuyamaca Way."

EMPLOYEE ID CARD
Location: Bldg 38J
(619) 644-7637
https://www.gcccd.edu/new-hires/default.html
Once you have been assigned an employee identification number, please visit District Human Resources to obtain your card. Walk-ins are welcome.

ADJUNCT FACULTY WORKROOMS
Locations: E-112C; F-625; H-131; H-135; B-267
All are equipped with desks, phones and computers. Keys are available to faculty upon request of their department chair/Dean.

DUPLICATING
Location: F-113
(619) 660- 4585
https://cuyamaca.edu/college-info/administration/as/duplicating/default.aspx
A self-service copy machine is available for use by staff who need to make up to 10 copies at one time. If you need to make more than 10 copies, please submit a request for duplicating services. Cuyamaca.Duplicating@gcccd.edu

TEXTBOOKS
Location: Student Center, I Building
https://www.facultyenlight.com/?storeNbr=312
Please complete your textbook order by the deadlines. This helps to keep costs lower by increasing used and rental options. Consider adopting Open Education Resources (OER) for your course as it is a free resource for faculty and students. For more information: https://www.cuyamaca.edu/academics/support/library/faculty-services/default.aspx

PARKING PERMIT
Location: A-103
(619) 644-7654
https://app3.omnigo.com/grossmont/CESIReportExec/OPR/
Staff permits are available at CAPS offices. Only cars with staff permits are allowed in spaces designated for staff and only vehicles with handicap placards or plates are permitted to use handicap parking. Save time a pre-register for your parking permit. Remember to disable your pop-up blocker and bring an ID to CAPS for pick up.

KEYS FOR CLASSROOMS
Location: Business Services F-113
(619) 660-4351
Faculty must make a request for keys through their department chair/coordinator. Once approved, faculty will be contacted via email for key pick up at the Switchboard Office.
Part time faculty must return keys at the end of each semester or session.

NETWORK ACCOUNTS & EMAIL
Location: Information Technology Department, District
https://www.gcccd.edu/it/account-requests.html
The Information Technology department is responsible for districtwide technology, communications, and software. To obtain a network account and email, complete the forms at the link above. You will need a network account to log into any classroom computer.

PROFESSIONAL DEVELOPMENT REQUIREMENTS
https://www.cuyamaca.edu/faculty-staff/pro-dev/default.aspx
Faculty are required to complete professional development hours by attending scheduled activities or completing individual activities. These are paid hours, and forms must be submitted by the deadline to receive the pay.

INSTRUCTIONAL SUPPLIES
Location: F-116
(619) 660-4235
https://www.cuyamaca.edu/college-info/administration/as/mailroom.aspx
Instructional supplies can be obtained by submitting a supply request. This form is in the Mailroom. Supplies available include pens, pencils, paper clips, paper and white board pens. Check the supply list in the Mailroom for a comprehensive list.

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ENROLLMENT MANAGEMENT

WEB ADVSIOR FAQ AND TUTORIALS FOR FACULTY
https://www.cuyamaca.edu/services/admissions/faculty/faq.aspx

ADDING AND DROPPING STUDENTS
Location: Web Advisor https://wa.gcccd.edu
https://www.cuyamaca.edu/services/admissions/faculty/default.aspx
Instructors can access/print rosters, add codes and wait lists on Web Advisor. "Attendance Roster File" instructions can be found at https://www.gcccd.edu/formsdepot-district/default.html#A

ADD CODES
Location: Web Advisor https://wa.gcccd.edu
https://www.cuyamaca.edu/services/admissions/faculty/addcodes.aspx
An add authorization code is required for students wishing to enroll in a course that is closed or already started. Giving the student an add authorization code is considered the same as signing an Add/Drop card. Students must use the Add Code by the expiration date printed on the code.

PRIORITY WAIT LISTS
Location: Web Advisor https://wa.gcccd.edu
https://www.cuyamaca.edu/services/admissions/faculty/pwl.aspx
A Priority Wait List (PWL) begins the moment the class if full. Once the course begins, students must be given an Add Code based on the PWL order to register for the course.

CENSUS DROP ROSTER
Location: Web Advisor https://wa.gcccd.edu
https://www.cuyamaca.edu/services/admissions/faculty/census.aspx
Faculty must submit a Census drop roster by the deadline. Faculty must drop students who never attended or who stopped attending near the beginning of the course.

CLASSROOM MANAGEMENT

ACADEMIC FREEDOM
Board Policy: https://www.gcccd.edu/governing-board/pols-and-procedures-ch4.html
Academic freedom is fundamental for the protection of the rights of the instructor in teaching, and of the student to freedom in learning. It carries with it duties correlative with rights.

COURSE SYLLABUS REQUIREMENTS
Location: https://www.cuyamaca.edu/faculty-staff/academic-senate/files/syllabus-guide.pdf
Instructors are required to submit copies of current syllabi to their division dean for all of their course assignments by the end of the first week of instruction.

COURSE OUTLINE
Location: https://www.cuyamaca.edu/in/oi/curriculum/outlines/default.aspx
Official course outlines of record are available on the College intranet.

DISRUPTIVE STUDENT BEHAVIOR
Location: I-115
(619) 660-4295
https://www.cuyamaca.edu/campus-life/student-affairs/faculty/default.aspx
The Dean of Student Affairs provides support and guidelines on minimizing and managing disruptive behavior in the classroom.

ACADEMIC DISHONESTY
Location: I-115
(619) 660-4295
https://www.cuyamaca.edu/campus-life/student-affairs/faculty/default.aspx
Per the Student Code of Conduct, academic honesty is required of all students. Faculty resources such as sample statements for syllabi and a student notification letter are available at the above link. Contact the Student Affairs office if you believe an alleged conduct violation should be addressed.FAC

FACULTY RESOURCES

CANVAS
Location: C-111 (619) 660-4013
https://www.cuyamaca.edu/academics/canvas/default.aspx
Canvas is the Learning Management System (LMS) used by the District. Faculty should consider using Canvas to provide their students with resources such as announcements, instructor contact information, course syllabus and grades. See above link for training opportunities.

CLASSROOM TECHNOLOGY
(619) 660-4395
https://www.cuyamaca.edu/academics/support/help-desk/default.aspx
Faculty experiencing computer or technology problems in their classroom, lab or office should contact the Help Desk by phone or C-helpdesk@gcccd.edu.

ONLINE TEACHING
Distance Ed Coordinator: Jodi Reed
(619) 660-4465
https://www.cuyamaca.edu/faculty-staff/teaching-online/default.aspx
The Teaching Online website is a resource designed to help distance learners and online teachers succeed.

FACULTY HANDBOOK
https://www.cuyamaca.edu/faculty-staff/academic-senate/default.aspx
The Faculty Handbook provides you with a comprehensive guide for faculty teaching at Cuyamaca College. This online handbook is ADA accessible and provides links to resources necessary to be successful.

FACULTY EVALATIONS
Location: AFT Guild, Local 1931
(619) 640-1155
https://aftguild.org/contracts/grossmont-cuyamaca.html
Faculty should refer to the GCCCD/AFT contract for evaluation procedures. Adjunct faculty are evaluated in the first semester of hire, and once every six semesters thereafter.

GETTING PAID
https://www.myworkday.com/gcccd
https://intranet.gcccd.edu/workday/training/resources.html
Workday provides a system of record for all Payroll function at GCCCD. Workday provides you the ability to access all information related to pay including accessing pay slips, payment elections, and tax documents.

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