



Faculty Employment Handbook

www.edcc.edu/facultydev/

Prepared by
Human Resources and Instructional Staff

Revised January 2017

Welcome to Edmonds Community College

We're pleased that you accepted a teaching, counseling, or library assignment here at Edmonds Community College and hope that this is the beginning of a long and satisfying professional relationship.

Learning the procedures and policies of a college can be a daunting task. Fortunately, we anticipated some questions and provided guidance for you in this handbook. Please feel invited to ask questions of your Dean, division staff, colleagues, and the Human Resources staff. You make a difference for our students, and we are committed to supporting your work!

About This Handbook

The information contained in this handbook is provided as a general resource and is not intended to create any contractual right, obligation, or covenant with Edmonds Community College. The college makes every effort to ensure the information is accurate and current, and is updated annually by the Edmonds Community College Human Resources staff with help from many other offices across the college. The handbook is not a substitute for the official policies and procedures of the college, and the college reserves the right to change its programs or policies at any time. Visit the [college's website](#) for the most current information regarding college policies and programs.

You may also visit the [EdCC Human Resources web page](#) on the Edmonds CC Commons (intranet) for helpful information for all college employees. **Another great source of information for all employees is the [New Employee Orientation](#) site.**

[The Faculty Negotiated Agreement](#) is another important source of information regarding your working conditions.

We hope you will find this handbook a useful tool and a good starting place for obtaining information to assist you with your work assignment.

(To report inaccurate information, incorrect or non-working links, or to add/delete information to this handbook, email "HR" or call the Human Resources Office at 425-240-1400.)

TABLE OF CONTENTS

I. General Employment Information

Accidents and Emergencies	6
Automated External Defibrillator	6
Benefits	6
Compliance Training	7
Conflict of Interest	7
Degrees and Certificates	7
EdPass	7
Family Medical Leave	8
Human Resources Employee Links	8
Organizational Development and Employee Training (ODET)	8
Parking – See Parking/Parking Permits	8
Payroll/Paychecks	8
Personnel Records	9
Print and Mail Center	9
Travel & Off Campus Activities	9
Website for Edmonds Community College	10

II. Instructional Resources for Faculty

Academic Calendar	11
Academic Integrity/Academic Dishonesty	11
Announcements	11
Assurance of Employment Contracts (AEC) for Part-Time Faculty	11
Attendance Policy	12
Attendance Record Keeping	12
Behavioral Intervention Team (BIT)	13
Bookstore	12
Campus Art Committee	12
Canvas Classroom – Opening your Canvas Classroom	12
Center for Learning Connections (CLC)	13
Cheating – See Academic Dishonesty	13
Class Cancellation and Contracts	13
Class Rosters	13
Class Schedule	14
Class Syllabus	14
College Committees/Participation for Part-time Faculty	14
Computer Resources	14
Contracts and Personnel Action Forms (PAF)	15
Copyright Policies	15
Counseling and Resource Center	15
Dean's Role in Working with Part-Time Faculty	15
Department Head's Role in Working with Part-time Faculty	15

Desk Copies/Textbooks	16
Division Office Support Services	16
Dropping No-Show Students – See Attendance Policy	16
Duplicating Class Materials – See Print and Mail Center	16
eLearning: Online/Hybrid/Enhanced Classes	16
E-Mail and Voicemail	17
Emergencies – See Security or Accidents and Emergencies	17
Emergency Preparedness	17
Evaluation of Instructor/Course	17
Faculty Development Web Site	18
FERPA (Family Educational Rights and Privacy Act)	18
Final Exam Schedule	18
Food Services	18
General Education Learning Outcomes	18
Grade Submission/Instructor Briefcase	19
Grading Information	21
Guest Speakers	21
Hate Free Zone Proclamation	21
Instructor Absence from a Class/Leave	21
Instructor Briefcase	23
Instructor/Institution-Initiated Withdrawal Policy	23
Keys/Access	25
Learning Resources Division	25
Library Services (See Learning Resources Division and Visual Media Services)	25
Mail Pick-Up	25
Mediated Classroom Design and Support	26
Meeting Attendance for Part-Time Faculty	26
Office Space for Part-Time Faculty	26
Ownership of Materials and Intellectual Property	27
Overload of Class	27
Parking	27
Plagiarism – See Academic Integrity/Academic Dishonesty	27
Professional Development Funds for Faculty	28
Professional/Technical Certification	28
Registration/Rosters	28
Requests for Leave	28
Room Scheduling	28
Sale of Reproduced Material	28
Scantron Machine for Faculty Use	29
Security	29
SGID: Small Group Instructional Diagnosis	29
Student Complaints	29
Student Code of Conduct/Student Discipline	30
Student Discipline – Emergency	30
Syllabus/Course Outlines – See Class Syllabus	30
Technology Resource Center – See Distance Learning	30
Testing Center	30
Textbooks – see also Desk Copies/Textbooks	30
Training and Development – See Professional Development	31

Triton Alert Notification System	31
Veterans Resource Center	31
Veterans Training Support Center	31
Video Production – Learning Resources Division/Visual Media Services	32
Visual Media Services – Learning Resources Division/Visual Media Services	32
Waitlisted Classes	32
Weather and Other Emergency Class Cancellations	32
Wellness and Health Promotion	32
Workforce Development	33
Workplace Civility and Respect Policy	33

III. Student Resources

Advising	34
Basic Food Employment Training (BFET)	34
Career Action Center	34
I-CATCH Grant (Innovations in Creating Access to Careers in Health Care)	34
Center for Student Engagement and Leadership/Student Activities	34
Computer Resources	34
Counseling and Resource Center	34
Diversity Student Center	35
Learning Support Center – Tutoring and Writing Center	35
Math, Engineering, Science Achievement (MESA)	35
Services for Students with Disabilities	35
Student Housing – Residence Halls and Homestay	35
Student Privacy Issues	35
Student Rights	36
Student Technology Advice and Resource Team (START)	36
Veteran’s Resource Center	36
Veterans Training Support Center	36
Wellness and Health Promotion	37
WorkFirst	37

IV. Federation Information

Agency Fee Requirement	37
Faculty Bargaining Agent – Edmonds Community College Federation of Teachers	37

V. Appendix A: Major College Policies, Regulations, or Procedures

VI. Appendix B: General Information

VII. Index

[I. General Employment Information](#)

[Accidents and Emergencies](#)

Any accident involving a student or employee that occurs in a class or is witnessed by an instructor or other employee outside of class must be reported on an [Injury and Illness Incident Report](#). The instructor should contact Security if possible or call 9-911 if the situation is life threatening.

Employees are covered under the Department of Labor and Industries State Fund for any on-the-job injury or occupational disease. When seeking treatment, it is very important that the accident report form that your doctor or office staff fills out clearly indicates that the injury occurred as part of your work assignment.

Security Contact Hours and Phone Numbers:

The [Security Office](#) is located in Woodway Hall (WWY) 214. Security response is available 24 hours a day 7 days a week including holidays.

- The **primary cell phone number** for the **officer on duty** is: **[425-754-0154](#)**.
- The **secondary cell phone number** is: **[425-754-0192](#)**.
- **Extreme or Life-Threatening Emergency: Dial 911 then call Security.**

Please use the [Addresses for Edmonds Community College Facilities \(Owned and Leased\)](#) table in Appendix B to refer to exact building addresses when calling.

Emergency Telephones (yellow boxes) are a direct line to Security and are located outside these buildings and halls: Seaview Gym, Lynnwood, Snohomish, Meadowdale, Brier, Clearview, Monroe, Mill Creek, Gateway, and the Center for Families. Talk-A-Phone towers, commonly called “Blue Phones” are located across campus as well. By pressing the “Info” button you will be calling security directly 24/7. By pressing the emergency button you will be dialing 911 for Fire, Ambulance and Police assistance.

Automated External Defibrillator Machines (AEDs)

The college has nineteen AEDs throughout the college. Please familiarize yourself with the AED location closest to your office area or in buildings where you teach, these can typically be found next to your first floor elevators. For more information, contact the Security Office at 425-640-1501 during normal business hours.

[Benefits](#)

Full- and part-time faculty are eligible for medical, dental, and retirement benefits. Part-time faculty, who are employed at least half time, as defined in [the Faculty Negotiated Agreement](#), on a quarter-to-quarter basis, are eligible for insurance benefits beginning with their second consecutive quarter of employment. Retirement plan eligibility will be established for faculty who are employed for at least 50% of the full-time faculty equivalent for two consecutive quarters, beginning with the second quarter of eligibility. Eligibility for insurance and retirement benefits may also be established through combining employment at multiple institutions of higher education. Part-time faculty must notify all employers, in writing, of multiple employment status to qualify for these benefits. The Edmonds Community College notification form is sent out quarterly with the part-time faculty contract and is also available from the Human Resources Office at 425-640-1400.

Insurance benefits include medical, dental, basic long-term disability, and basic and optional life insurance.. More in-depth information about insurance and retirement benefits for faculty can be found on the [Edmonds CC Commons Intranet HR website](#), or by contacting HR at 425-640-1400.

More information about employee benefits and retirement options can be found at the following links:
[182-12-114 WAC - How do employees establish eligibility for public employees benefits board \(PEBB\) benefits?](#)
AND [State Board for Community and Technical Colleges - Retirement](#).

Compliance Training Requirement

Every employee at Edmonds Community College is required to complete compliance training which consists of five courses: **Sexual Harassment Prevention, Diversity Basics, State Ethics, Family Educational Rights and Privacy Act (FERPA), and Workplace Civility and Respect**. Upon completion of each course, print a copy of the completion certificate and email it to the Organizational Development and Employee Training Department. This training assists employees in understanding the federal, state, and/or college policies to which they are held accountable.

Retraining is required **every three (3) years** for all employees. New employees must complete the training upon hire, then every three years thereafter. NO email reminders for retraining will be sent. All five courses are now web-based and easily accessible without enrollment.

By following the instructions below, employees are now able to track their own training on the Training Tracker system. Contact Chris Hudyma at 425-640-1029 with questions.

INSTRUCTIONS—Web-Based Compliance Training

1. Go to <http://employees.edcc.edu/training/compliance-training>
2. Follow the steps on the site to read the materials and then take the quiz following each course.
3. Upon completion of each quiz, fill out and submit the form.
4. The link will take you to the Training Tracker database where you will login with your username and password (same as for accessing email). If you encounter problems logging in, contact the Helpdesk at x1234.
5. The completion will automatically be added to your employee training record. Exception: Those who submit time sheets will not have a training record. Print a copy of the completion page for documentation for your supervisor.
6. Individual employees' training reports are accessible at: https://app.edcc.edu/ODET/_odet.cfm

Conflict of Interest/Ethics

As a college employee you are subject to the mandates of the Washington Public Ethics Act. The essence of that law is that public employees may not use their employment for personal gain. For example, state property such as telephones and computers should be used for personal needs only on a very limited, infrequent basis (*de minimis use*). **Political communications or operations of a personal business are strictly forbidden uses of college property and resources.** In addition to the state law, the college has specific ethics provisions for employees. Please see the policy and regulations on Ethics and Conflict of Interest in [Appendix A](#), or [Conflict of Interest and Standards of Ethical Conduct Policy](#), and [Conflict of Interest and Standards of Ethical Conduct Regulation](#). For more in-depth training, please contact Organizational Development and Employee Training Office (ODET) at 425-640-1085 or check the [ODET Website](#). For ethics questions, contact the college's Ethics Officer, Dennis Curran, at 425-640-1647 or dennis.curran@email.edcc.edu.

Degrees and Certificates

The Edmonds Community College catalog and [website](#) are the best sources of information about degrees and certificates that are offered at Edmonds CC. If you have specific questions, call the department or division which houses that program or contact the [Advising Center](#) at 425-640-1458.

EdPass

All college personnel are required to have an identification card. A college photo ID (EdPass) is available through the EdPass Office located in Lynnwood 214, across from the Technology Resource Center (TRC) in Lynnwood 207. The EdPass is used for entry into buildings on weekends (when authorized); entry into classrooms and part-time offices; entry to available facilities and use of equipment in Seaview Gymnasium; to check out materials from the EdCC Library; to obtain a reduced bus fare pass on Community Transit; and as a FLEX debit account card that may be used at the Bookstore, cafeteria, and espresso stands once money has been credited to it by the employee. The EdPass is also used for printing in the computer labs or the library. Don't miss out on FREE printing in the labs--please see <http://www.edcc.edu/acs/> for free printing information for students. Faculty may

also use their EdPass to print in campus computer labs and get 20 free pages before paying to print! After that, printing costs \$.05 per page. Visit [Faculty and Printing/Academic Computer Services](#) for more information, including tips to help students print less. We're working to reduce the number of pages printed on campus as part of the college's sustainability initiative. If employees need to gain access to a computer lab, additional paperwork may be needed, so please see your Division administrative support staff. After initial paperwork is completed for special access, employees will need to have their EdPass re-encoded annually every Fall Quarter in the Security Office, Woodway 214.

Family Medical Leave (FML)

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees of covered employers with unpaid, job-protected leave for specified family and medical reasons. Eligible employees may take up to 12 workweeks of leave in a 12-month period for one or more of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care, and to bond with the newborn or newly-placed child;
- To care for a spouse, son, daughter, or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job.
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

Human Resources Employee Links

The Human Resources Division has a [public website](#), as well as an Edmonds CC Commons [employee website](#) with links to helpful information all employees need to know. Please check back frequently, as additional links and information are added, or as information changes. The Edmonds CC Commons employee site includes information on benefits, compensation, internal jobs at the college, forms and processes, and helpful links to other agencies such as [Washington State Human Resources](#), [Washington State Department of Retirement Systems](#), or [Public Employee Benefits Board \(PEBB\) benefits sites](#), as well as links to [ODET](#) programs and information.

Organizational Development and Employee Training (ODET)

ODET offers seminars, workshops, and online training. It is located in the Center for Employee Learning in Clearview 120.

Parking – See [Parking/Parking Permits](#)

Payroll/Paychecks

All state employees are on a "lagged" payroll, which means that employees are paid after the work is done. A part-time instructor teaching a typical full academic quarter will generally receive 6 paychecks for Fall Quarter, 5 paychecks for Winter Quarter, 5 paychecks for Spring Quarter, and 4 paychecks for Summer Quarter. Special assignments are paid after the work is completed.

Permanent full-time faculty elect either a 19 or 24 paycheck payment schedule (with balloon payment in June) when signing the yearly contract.

Employees are **strongly** urged to sign up for Direct Deposit. You may have your paycheck mailed via U.S. Mail, however this option is being phased out and will not be available indefinitely. When you sign up for direct deposit, your first check will go through a test process—your first check after signing up is generated as a paper check, and you have the option to pick up your "test" check in the Human Resources Office. *(This information is also located on the back of the direct deposit form for reference and there is a box on the front left hand upper corner that you will need to check if you want to pick it up in the Human Resources Office.)*

On November 6, 1986, the Immigration Reform and Control Act of 1986 went into effect. This federal statute requires all employers to identify and verify employment eligibility for all new employees hired after November 6, 1986. ***Providing documentation as to identity and employment eligibility is a condition of employment***

for every employee type at the college, and must be brought to the Human Resources Office as soon as possible after an employee's hire date, but **no later than three days after the employee's hire date**. (**NOTE: For part-time faculty, in order to gain timely access to Canvas, Instructor Briefcase, Earnings History, and other sites, you must provide all documentation to the Human Resources Office no later than one week BEFORE the quarter begins**. Getting documentation turned in early will help prevent delays in accessing these sites as part-time faculty prepare to start the quarter. Additional details can be obtained by contacting your Dean, Division support staff, or the Human Resources Office at 425-640-1400.

Personnel Records

Under state and federal regulations, the college is required to keep and report certain pertinent information about its faculty. A college application and other documents related to your employment will be kept in a confidential personnel file. You may examine your personnel file, but it cannot be taken from the Human Resources Office. You may contact the Human Resources Office at 425-640-1400 to make an appointment to review your file with a Human Resources representative.

Print and Mail Center - Mountlake Terrace Hall, Room 118 (See also [Mail Pickup](#))

- **Hours of Operation:**

- Fall, Winter, and Spring Quarters:
Monday, Wednesday, and Thursday 7:00 AM - 6:00 PM; Tuesday 7:00 AM - 7:00 PM, and Friday 7:00 AM - 5:00 PM
- Summer Quarter:
Monday-Thursday 7:00 AM - 6:00 PM; Friday 7:00 AM - 12:00 PM
- Quarter Breaks and Non-instructional Days:
7:00 AM - 5:00 PM

- **Mailroom:**

Please check your mailbox regularly for mail, messages, and any duplicated materials you have requested for your classes. Materials can be accessed by combination lock evenings and weekends when the building is open for classes. Contact the Print and Mail Center at (425) 640-1587 for a combination number if you will need access during these times.

- **Duplicating:**

Our purpose is to provide quality printing and duplicating services for college administration, faculty, and staff at the lowest possible cost with the shortest turnaround time possible. We offer black and white or full-color copies on a wide array of paper stock, as well as a variety of other binding and finishing services. Staff are available to provide assistance, customer support for all our services, and to answer questions at 425-640-1692.

You can submit your job to [Digital Store Front](#), or email your request as an attachment to duplicatingoffice@email.edcc.edu. When submitting hard copy requests please remember to fill out a Duplicating Request Form with your budget number and all necessary information, available in your Division Office or the Print and Mail Center. Please clear large copy requests with your Dean prior to submitting the request. Typical duplication requests will be ready in 24 hours with larger jobs requiring extra time. We invite you to utilize our services and experience what our customer commitment can do for you.

Travel and Off-Campus Activities

All travel is subject to Washington State law and Office of Financial Management regulations in addition to college procedures. The college will reimburse expenses where pre-approved and applicable for travel, only as provided in those laws and regulations.

Prior to travel, faculty are required to complete a Travel Authorization form, to be approved/signed by the Dean; if out-of-state travel is included, pre-approval and signature by the Executive Vice President for Instruction is required as well. If travel is out-of-the-country, pre-approval and signatures are required from the Dean, the Executive Vice President for Instruction, and the President. **ALL air travel and car rentals must be booked through [Linda Russell](#) in the Hospitality/Tourism Department of the Business Division, phone**

425-640-1137. The steps listed above are necessary for faculty members to be reimbursed.

Once approved and signed, all forms and supporting documentation are forwarded to Marina Kholoshenko, the college travel liaison, in the Business Office at mail stop BUDACT. Contact your Division Office to assist with obtaining required approvals and signatures.

Website for Edmonds Community College - The college website address is www.edcc.edu.

II. Instructional Resources for Faculty

Academic Calendar

The academic calendar (<http://www.edcc.edu/calendar/academic.html>) provides you with quarterly information about holidays, advising, registration, grading deadlines, etc.

Academic Integrity (Academic Dishonesty)

The Academic Integrity (Academic Dishonesty) Guidelines for students are included in [Student Code of Conduct](#), which specifies cheating and plagiarism as grounds for disciplinary action. Some departments also have specific policies about how cheating and plagiarism are to be handled. The practice of the college is that a student who is guilty of cheating or plagiarism fails that test or assignment. If another incident occurs the student usually fails the class.

If You See Something, Say Something. The college has implemented an [incident reporting process](#) for student conduct violations, and for academic integrity violations. In every case of academic dishonesty, cheating, plagiarism, or unauthorized collaboration, faculty are asked to report the details using the [Academic Integrity Incident Reporting Form](#). In every case of student conduct violations, faculty are asked to report the details using the [Incident Reporting Form](#). Complete the form online, entering the details of the case as you know them, and following the directions to submit the form. Your report will begin the process of formal review of the case. Student discipline records will be checked to verify if the student is guilty of similar infractions in other classes. If so, the student may be put on probation or suspended from the college. For more information, contact [Ross Villegas](#), Student Conduct Officer, at 425-640-1125.

Announcements

Please read announcements that are in your mailbox and email regarding advising, registration, and program information/deadlines to your students. Faculty are required to have a college email and to check it regularly. Making these timely announcements to students, especially evening students, is often the only way they have of getting important information. Be aware that the information itself may not say "please announce to students". However, if it relates to advising, registration, or program information, please announce it to your students. If students have questions about procedures you cannot answer, have them contact your Department Head or the Division Office for clarification.

Arts, Culture and Civic Engagement (ACCE) Program

The Arts, Culture, and Civic Engagement (ACCE) program at Edmonds Community College is a dynamic coalition of individuals and departments working together to provide diverse and enriching initiatives to our campus and global community through innovative programming, unique partnerships, and lifelong learning opportunities. ACCE serves as the coordinating body for the creation and promotion of initiatives aimed at enhancing community cultural development, social inclusion, active citizenship, and personal development. The ACCE program values:

- Collaboration and Communication
- Responsibility and Accountability
- Innovation and Creativity
- Inclusion and Respect

Annual grants for projects that fit these goals and mission are made in the spring. Contact [Gerry Ebalagoza-Tunnell](#), at 425-640-1168 OR [Barbie-Danielle DeCarlo](#) at 425-640-1538 for more information.

Assurance of Employment Contracts (AEC) for Part-Time Faculty

Departments may apply annually to the Executive Vice President for Instruction to have one or more of their associate faculty granted contracts that assure them a specific minimum amount of employment through a school year. Associate faculty who are granted these contracts receive certain benefits that are spelled out in the contract. Associate faculty may wish to discuss this with their Department Head or Dean.

Attendance Policy - See [Instructor/Institution-Initiated Withdrawal Policy](#)

Attendance Record Keeping

You have the option of making student attendance a part of assigning grades. Regardless of your choice about whether or not attendance will affect students' grades, you must keep attendance records for all of your classes. Those records can be very important in student matters such as eligibility for financial aid, Veteran's benefits, and Running Start enrollment. Attendance records may also be needed in case of emergencies, and the need to account for students, staff, and faculty on campus as well as any visitors to the classroom.

[Bookstore](#) - See also [Textbooks](#)

The full-service Bookstore, also referred to as the College Store, has a spacious, attractive home in Brier Hall 106. Visit the [website](#) for Bookstore hours at the bottom of the home page, as well as information on textbooks, gifts, clothing, and other merchandise for sale.

The College Store is operated by Barnes and Noble College Booksellers LLC, providing retail services for the EdCC community, students, faculty, and staff. Its mission is to support the educational experience of its customers by providing all the course materials and related resources necessary in a financially-responsible manner by offering a variety of textbook options from new and used books to rental and digital titles.

In addition to college textbooks and course materials, it offers:

- Computer Supplies
- School and Office Supplies
- EdCC Clothing and Spirit Gifts
- Backpacks
- Calculators
- Art Supplies
- Assorted Candy and Snacks
- Greeting Cards
- General Reading, Reference and Bargain Books
- Staff and Faculty Discounts of 10% on personal purchases and 25% on Department Purchases.

The College Store's professional staff is committed to customer satisfaction and welcomes faculty, staff, and students to its store. You may reach Bookstore staff at 425-640-1672 or edcc.bncollege.com.

Campus Art Committee

Over the years, Edmonds CC has accumulated a collection of art from a variety of sources including commissions, purchases, and donations. [College Policy C 6.4.102](#), sets parameters for the establishment of a Campus Art Committee to provide structure and governance for the acquisition, installation, maintenance, and disposition of all works of art. All are evaluated relevant to the college mission and instructional program goals, relationship to the existing collection, exhibit requirements, maintenance needs, available funding, and cost. The Art Committee is an advisory committee to the college President. For more information, contact the Dean for Humanities and Social Sciences at 425-640-1856, or Executive Vice President for Instruction at 425-640-1557.

Canvas Classroom—Publishing your Canvas Classroom

Publish your Canvas course to make it accessible by students.

1. Log into Canvas at <https://edcc.instructure.com> using your regular college login credentials.
2. Access your course then find the Course Status area in the right hand sidebar. Unpublished will be in **RED**.
3. Click the Publish button. Publish will then be **GREEN**. This completes the process and the course is published and visible to all students.

Student Communications within Canvas

1. All students are given a Google email (EdMail) account within 48 hours after registering for a class greater than 0.0 credits.
2. Students can manage their own EdMail accounts or get help from Student Technology Advice and Resource Team (START) at start@edmail.edcc.edu or go to www.edcc.edu/online/start. START is located in Lynnwood 305.
3. Students can manage their own communications and notifications settings in Canvas; help is available in the Canvas Guides or from START.

Behavioral Intervention Team (BIT)

The college has developed a comprehensive behavior intervention process, identifying key resources and people trained to assist in handling potential crisis situations. The Behavioral Intervention Team (BIT) manages the intervention process and is available to assist. For more information or help, contact [Ross Villegas](#), Student Conduct Officer/BIT Case Manager, at 425-640-1125.

Center for Learning Connections (CLC) - Community Education

The Center for Learning Connections designs training and manages projects to help individuals and organizations respond to change and improve quality. It is especially effective in working with educators (at all levels and locations), welfare and workforce development professionals, and community-based organizations. The CLC is a self-supporting office located at, and legally part of, Edmonds Community College. The CLC is located in the Maltby Building at North Campus Complex, 7020 – 196th Street S.W., Lynnwood. Visit the CLC website at <http://www.learningconnections.org/>.

Cheating - See [Academic Integrity \(Academic Dishonesty\)](#)

Class Cancellation and Contracts

Decisions about class cancellations are made by the Division Dean based on student enrollments.

Class Rosters - See also [Instructor Briefcase](#)

Your first day roster is available in your Instructor Briefcase, so please check Instructor Briefcase.

However, instructors can print up-to-date rosters any time through Instructor Briefcase (*see instructions below*).

Faculty members are responsible for checking [Instructor Briefcase](#) rosters to ensure students attending class are officially registered. If a student's name is not on a roster by the 10th day, he/she will not be counted in state MIS reporting for reimbursement purposes, and will not be on the grade sheet at the end of the quarter – CHECK ROSTERS ON A DAILY BASIS. If a student's name isn't there or it disappears, tell him/her to go to Enrollment Services.

Enrollment Services is located on the 1st floor of Lynnwood Hall (<http://es.edcc.edu/>). Regular business hours are Monday and Tuesday, 9:00 AM to 6:00 PM; Wednesday 10:00 AM to 6:00 PM; Thursday, 9:00 AM to 8:00 PM; and Friday 9:00 AM to 5:00 PM. For extended and special dates/hours, please visit the [Enrollment Services Website](#).

To view/print your class rosters in Instructor Briefcase: *(If you do not see a class you teach listed, it means there is no enrollment or you were not entered as the primary instructor for the class.)*

- Locate the class you want under Class Rosters on the left-hand side of the screen.
- Use the scroll bar if you are unable to see the listing
- Double click on the class you want to view
- Use the scroll bar located on the right-hand side of the screen to view the entire roster
- To print, click **File**, then **Print**

[Instructor Briefcase](#) is maintained through the Information Technology Department. Email helpdesk@edcc.edu or call 425-640-1234.

Class Schedule

Each quarter a class schedule is published and distributed. It contains a wealth of information about college procedures, contacts, deadlines, services, and classes. The quarterly schedule of classes is also available [online](#).

Class Syllabus

Faculty are required to provide a written syllabus to their students at the first meeting of their class and to post a copy to the syllabus upload website: <https://ads.edcc.edu/syllabi/>.

- A [Syllabus Template](#) is available for faculty reference, listing required elements. Class syllabi should include all required elements: course objectives as identified in the Official Course Syllabi (Official Syllabi) expectations, grading, and policies. You can also post your syllabus to a class website or class Canvas site. <https://ads.edcc.edu/syllabi/>
- [Syllabus Template](#). The syllabus template is a web-based interactive syllabus that you can use by copying it and filling in each section.
- There is a standard process to submit your syllabus. First, create your syllabus and save it in any standard document format, such as .pdf, .doc, .xls. Go to the Syllabus Upload website: <https://ads.edcc.edu/syllabi/>. Log in to the website using your usual college username and password and then upload your syllabus. Syllabi must be submitted by the third day of the quarter or by the first day of a late start class.

College Committees/Participation for Full-time and Associate Faculty

Faculty have numerous opportunities to participate on college-wide and division committees. Full-time tenured faculty serve on contractual committees, such as Curriculum Committee, Academic Standards and tenure committees. Associate faculty are welcome and encouraged to serve on college committees, though it is not an expectation of the position. For example, campus emergency preparedness planning and campus emergency response and recovery operations need faculty involvement and provide several training opportunities, including First Aid and Community Emergency Response Team training for Citizen Corps. Consult with your Dean about committee work. Service may be voluntary or paid, depending upon the work and by arrangement with the Dean.

Computer Resources

Computers and technology resources are available for all faculty.

- For associate faculty, computers are available in the part-time offices and the Technology Resource Center (TRC), Lynnwood Hall 207. Your Division Office can tell you where its part-time faculty office spaces are located. (See also [Office Space for Part-Time Faculty](#).)
- **Citrix** is a web-based program that allows access to applications and resources normally available on campus servers. Through Citrix you can access the Microsoft Office applications, the U-Drive, and your campus My Documents folder. Please contact the [Helpdesk](#) at 425-640-1234 to request access to Citrix.
- The campus is moving toward using Google Drive and its associated applications for storage, sharing documents, email, and creating sites to store and share information. After logging into Gmail, those applications and storage locations can be accessed through the web-browser.
- **U-Drive:** The "U-Drive" was developed to address the need for campus-wide reference to a variety of CURRENT information. You can use the U-Drive to view, print, or save information to your own computer, thus saving the time and cost of hard-copy duplication and distribution. All campus employees can read the U-Drive contents. Files are arranged in folders "managed" by a department or division (i.e. Human Resources, Executive Vice President for Instruction, etc.) or Special Functions (i.e. Legislative News). To get to the U-Drive, if it is not already on your desktop, click on My Computer, then U-Drive under network drives. The U-Drive contains a wide variety of information such as the following:
 - [ODET Compliance Training Request](#)
 - [Help Desk](#)
 - [School Closure and Emergency Information and](#)
 - [Triton Alert Communications](#)

- Announcements, Notices Of Events
- Human Resources Procedures, Policies and Regulations
- Travel Regulations, Purchasing Guidelines
- Departmental Information, Office Hours
- Electronic Forms

Contracts and Personnel Action Forms (PAF)

Currently under revision, details will be added at a later time.

Copyright Policies

Edmonds Community College has a written copyright policy ([C 6.3.805, Copyright Policy](#)) that faculty are expected to abide by when using copyrighted materials and writings in their classroom. Guidelines for complying with copyright legislation are listed below. For all book materials submitted for printing at the Print and Mail Center, the copyright stamp must be included with the request form. Without the copyright stamp, your duplicating request could be delayed. The copyright stamp is located in your Division Office.

When scanning, copying and posting published material, it is important to comply with Copyright legislation. To ensure compliance:

- Always include a notice that the materials are protected by copyright.
- Scan and post only the portions needed for the particular instructional session or assignment. The scanned materials should be available on your password protected Canvas class site, accessible only to students registered in your class.
- The scanned materials should be made available only for the period of time that is relevant to the context of the class session.
- Post a limited portion of an electronic textbook to your Canvas classroom. Consult with the textbook publisher's License or Terms of Use Agreement to ensure compliance. Always include a notice to your students that the posted material is protected by copyright.

Questions? Contact the Associate Dean for Learning Resources, the Copyright Officer.

Counseling and Resource Center - Faculty and Staff

The Counseling and Resource Center is not only for student use! We are available to discuss student concerns and/or behaviors; offer guidance and/or support with assisting students in distress; and provide referrals to mental health providers for staff and faculty. We are happy to stop by your classroom and share information about our resources or present on a special topic in your classroom related to wellness and health promotion. For more information please feel free to contact [Jessica Burwell](#), Director of Counseling and Wellness Services, at 425-640-1654, or stop by the Center located in Mountlake Terrace Hall, Room 145.

Dean's Role in Working with Associate Faculty

The Dean of the Division is the direct supervisor of all part-time faculty. It is he/she who officially hires part-time faculty, based on faculty expertise, past teaching experience, and the input of the Department Head. If you have questions or concerns about employment status, personnel matters, disruptive or problematic students, or anything else that calls for you to speak directly with your supervisor, please contact your Dean through the Division Office, by email, or leave a voice message. ([Part-time Faculty Position Description](#))

Department Head's Role in Working with Part-Time Faculty

Department Heads play an important role in the instructional program of Edmonds Community College. They are faculty members, not administrators, who take on defined responsibilities in department leadership, class scheduling, budget management, and recommendations regarding hiring of part-time faculty. Department Heads have no supervisory responsibilities or authority, although they are very important in the scheduling of classes and the assistance that they provide for part-time instructors. ([Department Head Core Responsibilities](#))

Desk Copies/Textbooks

A desk copy of your textbook may be requested through your Department Head or the Division Office. Check

with your Department Head for the procedure to follow when ordering textbooks for your classes. Please review the college regulation ([C.6.104.R102](#)) on Resale of Desk Copy Textbooks. Faculty may accept complimentary textbooks and other publications from publishers and use these items to conduct official business. However, this policy prohibits giving away these textbooks, or selling such textbooks and other publications for personal gain. Check with your Division Office about disposal of textbooks. Desk copies are **NOT** available through the College Store.

Division Office Support Services – See also [E-Mail and Voicemail](#)

Please contact your Division staff about any assistance you might need. The Division staff, including the Division Dean and support staff, are available to answer any questions.

Supplies: Office and instructional supplies are available for you in the Division Office. Please stop by to get the supplies you need. Keys to the supply room and part-time faculty offices may be provided for those instructors who must have access at times other than 7:30 AM - 5:00 PM. Please contact the Division Office for issuance of office keys.

Communicating: For new part- and full-time faculty, the Division Office will work with you to set up the following:

- **Email:** You will be issued an EdCC email account which you'll use for conducting official communications with students and your Division Office. You'll use the same login credentials you use for email as you will to log in to Canvas to manage web grading. **DO NOT** use a personal email account. **NOTE: The College uses Google mail. Assistance with and training in basic Google-based applications is available through the [Technology Resource Center \(TRC\)](#).**
- **Mail Box:** Once you have been hired, a mailbox will be set up for you in the Print and Mail Center. Instructors that teach only online classes may choose not to have a mailbox; please contact your Division Office.
- **Voicemail:** Please contact your Division support staff about setting up your College telephone number and voicemail account.

Calendars, Room Assignments, Forms, etc.

The best source for general information about the quarterly academic calendar, forms, room assignments, and general "survival" information will be the Division Office staff, the Division Dean, or the Department Head. The class schedule includes a [quarterly calendar](http://schedule.edcc.edu) (<http://schedule.edcc.edu>). Many commonly-used employment forms may be found on the [Human Resources Edmonds CC Commons Website](#).

Dropping No-Show Students

See [Instructor/Institution-Initiated Withdrawal Policy](#) and [the Financial Aid Services Web Site](#) for more information.

Duplicating Class Materials – See [Print and Mail Center](#)

eLearning - Online, Hybrid, and Enhanced Classes

Information about online, hybrid, enhanced courses and student resources is available on the eLearning web site: <http://www.edcc.edu/elearning/>.

The Technology Resource Center (TRC) provides training and support for faculty, and staff in the use of Canvas (Learning Management System), Google Apps for Education, MS Office, Adobe Acrobat, Panopto (Lecture Capture), and Blackboard Collaborate (Web Conferencing). Canvas tutorials are available online and can be accessed at any time. Tutorial DVDs on various software applications can be checked out from the TRC. For instructional technology support contact the TRC at itsupport@email.edcc.edu or stop by Lynnwood Hall Room 207.

E-Mail and Voicemail

It is important that faculty have an EdCC email address and that they regularly check for messages from students, administration, and staff members. In order for students and staff to contact faculty quickly, it is MANDATORY that faculty have and use an EdCC email account. Voicemail may be required but may be linked to your college email account. The Division staff will establish email and voicemail accounts for new faculty prior to the first week of classes—faculty will be informed prior to the start of classes of their email address and voicemail number. This information will be sent to your campus mailbox or your home. Please check email and voicemail daily—voicemail will be automatically cleared every 30 days. Delete unnecessary voicemail message(s) to keep the lines of communication open.

Questions about your account or other technology issues can be discussed by calling 425-640-1234 or emailing helpdesk@edcc.edu.

Emergencies - See [Security](#) and/or [Accidents and Emergencies](#)

Emergency Preparedness

Edmonds Community College continues to refine procedures and planning to address emergencies that may arise on campus. Employees also need to attend to some basic preparations to assist students and colleagues in the event of a natural disaster or an act of violence on campus. Following are some steps that you can take:

1. Set up your personal contact information on the Triton Alert Notification System to receive immediate notices about anything occurring on campus that you and students must know about immediately. You will automatically receive emails in your campus email box; however, you can opt to receive text and voice messages on any other mobile devices you choose. You must take action to add those additional devices. See [Triton Alert Notification System](#) for directions.
2. Review the location of exits from your office and the room(s) and building(s) where you teach.
3. Review the campus map located at <http://campus.edcc.edu/> and know the location of gathering sites following an evacuation so that you can direct students and others in the building if clearing the building is necessary. Maps showing designated gathering sites throughout campus are posted in every classroom, major office area, and public areas. Consider carrying a flashlight in your routine classroom supplies; even in daylight hours corridors and stairways may be dark.
4. Review the location of telephones in the areas in which you teach or carry a charged cell phone (in some instances cell phones will not be effective).
5. Consider storing food and water provisions for 3 days in case you are unable to leave campus. A survival kit can be placed in your office area and/or your vehicle. Check with your Dean about planning that may be in place within your Division.
6. Make sure your home and family have plans in place to address emergency communications, provisions, and survival supplies for 3 or more days.
7. Consider speaking with your students about their own preparedness at school, work, and home.

Evaluation of Instructor/Course

The Division Administrator will arrange for student evaluations of your courses at least once per year. Evaluations are normally done during the seventh week of the quarter. You will receive the results after the end of the quarter. [The Faculty Negotiated Agreement](#) spells out this process in greater detail.

All part-time faculty have job descriptions for their teaching, library or counseling assignment. In their first quarter of teaching, new part-time faculty will have student comment forms completed during their fifth week, will be observed by their administrator, and will meet with their administrator for review of the evaluation checklist. Normative and written comments will be administered the second quarter of teaching. Continuing part-time faculty will have student evaluations completed annually per the current process and will meet with the dean to review the evaluation checklist once every 9th quarter of teaching.

Faculty Development

The faculty development program provides opportunities and support for faculty in their pursuit to increase student learning. This [site](#) provides information about teaching resources, learning labs, conferences, and professional development funds. [Melody Schneider](#) (425-640-1106) and [Kristina Jipson](#) are the Faculty Development Coordinators for the 2016-2017 academic year.

FERPA (Family Educational Rights and Privacy Act)

Student privacy rights prevent the posting of grades by social security numbers or student ID numbers. Faculty are required to complete the FERPA training available online before having access to student information. Please see your Division staff or contact ODET at 425-640-1085 for information about the training. To register for online training, visit <http://odet.edcc.edu/training>. For more information about FERPA in general, please see the FERPA [website](#).

Final Exam Schedule

The final exam schedule is posted on the calendar [website](#). Summer quarter classes, which begin at other times, will be examined on the last scheduled class meeting. Faculty must meet with their classes on the scheduled final exam date. If special circumstances arise that will require a **change** from the scheduled exam date, **you must first contact your Dean**. Final exam exceptions are ultimately approved by the Executive Vice President for Instruction. If students request their finals be returned to them, please ask them to provide a self-addressed, stamped envelope. Intensive ESL and ABE ESL programs have a modified exam week schedule; please check with the Department Head or Division Office.

Food Services

There are currently two restaurants open on the EdCC campus, and two espresso locations:

- **The Brier Grill** is located on the first floor of Brier Hall; hours are 7:30 AM to 6:00 PM Monday through Thursday, and 7:30 AM to 2:00 PM on Fridays. The Brier Grill serves made-to-order hot entrees, soups, salads, sandwiches, pizza, beverages, and snacks.
- **The College Cafe** is located in Brier Hall 105; hours are 11:30 AM to 1:00 PM Monday through Thursday (most weeks). The Cafe is a quality, full-service restaurant. Menus, cooking, and service are all provided by students in the Culinary Arts program.
- **Triton Espresso I** in the lobby of Mountlake Terrace Hall is open 7:00 AM to 6:00 PM Monday through Thursday, and 8:00 AM to 1:00 PM on Fridays.
- **Triton Espresso II** in the lobby of Mukilteo Hall is open 7:30 AM to 2:00 PM Monday through Thursday, and 8:00 AM to 12:00 PM on Fridays. (Triton Espresso II will also be open for selected events at the Blackbox Theatre; times and dates will vary depending on events.)

In addition, catering services are exclusively provided by Campus Food Services. Please contact Kelli Cain at 425-640-1305 or email kelli.cain@edcc.edu to arrange for catering for special campus or community events, small meetings, parties or gatherings, official Advisory Committee meetings, or for any questions.

General Education Learning Outcomes

Edmonds Community College offers multiple opportunities to integrate knowledge and skills throughout its degrees and certificates. Specifically, the college emphasizes this integration through its General Education Learning Outcomes:

- **Communication Skills: Communicate** and interact effectively through a variety of methods appropriate to audience, context, purpose, and field/discipline.
- **Human Relations and Professional Development Skills: Act** responsibly in applying professional and academic standards associated with personal wellness; sustainable management of resources; and/or with success in educational, workplace, community, and group settings.

- **Quantitative Analysis/Symbolic Reasoning Skills:** *Reason* clearly using academic or professional modes of inquiry; using quantitative or symbolic reasoning; and/or using other discipline/field specific methods to explore and create ideas; identify information needs; process, evaluate, and use information; and recognize, analyze and solve problems.
- **Cultural Diversity Skills:** *Explore* and apply multiple perspectives in order to examine cultural differences and influences; maintain effective professional/working relationships; and/or interact effectively in multicultural settings.

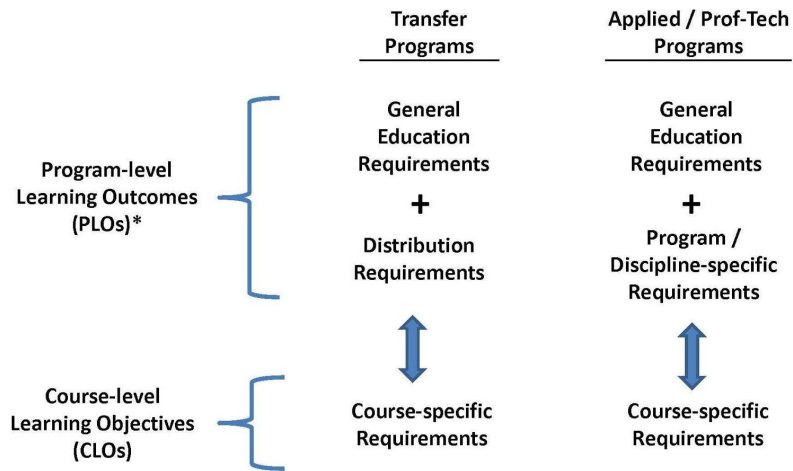
Students who earn any of our two-year degrees or certificates of 45 or more credits have opportunities to develop and apply these General Education Learning Outcomes, along with discipline specific learning Program-level Learning Outcomes (PLOs) and Course-level Learning Objectives (CLOs).

The college’s General Education component serves a number of purposes, including the following:

- encouraging students to develop knowledge, habits, and skills for lifelong learning, productive work, and citizenship;
- demonstrating, for students who intend to transfer, basic knowledge that helps prepare them to develop breadth and depth in the areas of humanities, mathematical and natural sciences, social sciences, human relations, cultural diversity courses, and/or discipline-specific requirements;
- providing professional-technical students with a recognizable core of related instruction including identified outcomes in the areas of communication, computation, and human relations that align with and support program goals and outcomes; and
- representing identifiable and assessable student learning outcomes that support the college’s educational mission.

Please be prepared to discuss and explain to students the General Education outcomes and identify how these skills are being addressed and assessed in their programs of study. See the college’s [Teaching and Learning Assessment Plan](#) and the diagram below for more details.

Diagram of Edmonds CC’s Student Learning Outcomes



*Edmonds CC defines programs as degrees and certificates. This diagram refers to programs of 45 or more credits.

Grade Submission/[Instructor Briefcase](#)

Instructors access class rosters and submit grades electronically via Instructor Briefcase. Electronic grading is mandatory at Edmonds Community College. You will need an EdCC email address, your instructor SID number,

and your PIN number to log into Instructor Briefcase. The Instructor Briefcase website is available Monday through Friday, 4:00 AM to 11:00 PM, and 24 hours a day most weekends and holidays (exceptions will be posted). If you have any questions, contact the [Helpdesk](#) at 425-640-1234 during regular business hours. See [Instructor Briefcase](#) for more information.

Electronic Grading

To submit your grades electronically through Instructor Briefcase, you will need a [college email account](#), [instructor SID number](#), and [PIN number](#). Assistance and equipment will be available in Enrollment Services during grading timelines for those new to this process.

Students may access final grade information through the college website or student kiosk on campus. If students request assignments to be returned to them, please ask them to leave a stamped, self-addressed envelope with you for this purpose. Division staff do not give out grades and they are not posted in the Division Office, faculty offices, or classrooms, per FERPA requirements.

Decimal Grading

Edmonds Community College assigns decimal grades. The following scale to establish equivalency between decimal and letter grades has been adopted as a standard.

A	4.0 - 3.9	B-	2.8 - 2.5	D+	1.4 - 1.2
A-	3.8 - 3.5	C+	2.4 - 2.2	D	1.1 - 1.0
B+	3.4 - 3.2	C	2.1 - 1.9	E	0.0
B	3.1 - 2.9	C-	1.8 - 1.5		

This scale is one option faculty can use. Check with your Department Head for the grading scale used in your department.

Audits and Satisfactory/Unsatisfactory (S/U) Grades

Students may audit classes. Changes to or from audit status must be processed by Enrollment Services by the date noted in the Quarterly Schedule. Satisfactory/Unsatisfactory grades are not allowed in all courses. Check with your Department Head or the Division Office to determine if your course has this option before informing your students of the possibility.

Incompletes

If you assign a grade of incomplete to a student, make sure that you have completed a contract with the student that stipulates what work must be completed and the date for completion. This form is available in the Division Office. If the contract is not completed, the grade will change to one listed on the contract.

- An “I” grade may be given only at the instructor’s discretion when “the student has done satisfactory work but could not, for some unavoidable reason, complete part of the course work or take the final examination”. To receive an incomplete, the student must develop a contract with the instructor that sets deadlines and quality standards for the work that needs to be completed. Students must complete the work by the deadline set by the instructor. This deadline is not to exceed one year. If the contract is not satisfactorily completed by the deadline established by the instructor, the “I” grade will be changed to the grade listed on the contract.
- **Please do not** give a student an “I” and suggest he/she take the same course again in a future quarter. The “I” sits on the transcript and some transferring institutions now transfer it as a 0.0. You could do more harm than good.
- **Please do** use a contract if a student is receiving financial aid--not having an “I” contract could jeopardize the aid. A contract also makes clear to both parties what the expectations are and avoids disputes in the future.
- **“I” Grade Contracts are available in the Division Offices. Do not use “V” and “I” grades interchangeably.**
- **Do not use** the “I” grade if the student stopped attending but did not withdraw, or never attended your class. Use a “V”, 0.0, or whatever grade he/she earned prior to disappearing.
- **Do not** request that a student’s grade be changed from an “I” to a “V” or from “V” to “I” as they have very

different meanings. An “I” needs to be agreed upon and a contract written.

Retention of Grading Records

Per College Regulation [C 1.9.100 R103](#), the responsibility for evaluating student work and assigning grades resides with the instructor. Records documenting the basis for individual students’ final grades must be available for explanation, justification, or review by appropriate college officials and, when necessary, by the Grade Change Committee provided for in the negotiated agreement.

The following provisions apply to all college instructors:

1. Grading records must be retained for one full year (four quarters).
2. Records will be kept in such a way that college officials can determine from the class syllabus, the grade record, and other pertinent information the process used in assigning the final grade.
3. Part-time instructors who are not returning the following quarter to teach at the college are required to submit necessary grading records to the Division Administrator at the end of the quarter in which they are employed.
4. Continuing part-time instructors are encouraged, though not required, to submit records quarterly for maintenance by the college. However, upon leaving the college they shall submit records for the prior four quarters.
5. Full-time instructors shall maintain grading records in their offices and, upon resignation or retirement, shall submit the past four quarters’ grade records to the Division Administrator for maintenance by the college.

Grade Changes

Grade changes, including late or missing grades, must be submitted through our campus GATE system by the instructor of record. If the instructor of record is unavailable, the department dean may submit the grade.

Grading Information

You will receive a detailed list of grading practices. Grading Practices are contained in College Regulation ([C1.9.100 R101](#)). Copies are also available:

- in Instructor Briefcase under “Grading Practices”
- in the college catalog ([Student Grades](#))

Guest Speakers

Limited funds are available to pay guest speakers for your classes. Please contact the Division Office for deadlines and the guest speaker request form. **Prior approval of the Dean is required.**

Hate Free Zone Proclamation

In the college’s continued efforts to provide quality opportunities for learning and service, and respond to the dynamic needs of our diverse community, a declaration of our commitment to condemn all discrimination and intolerance directed against people because of their culture, sexual orientation, nationality, ethnicity and faith was approved. This resolution directs the college to continue its efforts to:

1. Reduce intolerance and bias crimes toward those of different backgrounds or beliefs;
2. Provide educational programs, services and support to those in communities targeted by such crimes and incidents of intolerance;
3. Work with students, employees, community groups and local organizations to assure that procedures for reporting such crimes and incidents of intolerance are in place and understood;
4. Clarify and reinforce procedures to respond to discrimination and harassment in the workplace; and
5. Welcome and foster positive interactions among all people, and all cultures.

Instructor Absence from a Class/Leave

If you have to miss class FOR ANY REASON, it is imperative that you call your Division Office. An official notice will be posted to alert students of your absence, give special instructions, and date of return. If you

know you are going to be absent for a planned reason, please discuss coverage of your class with your Department Head and Dean. Leave Request forms must be submitted through the [Liquid Office](#) system. All leave requests are logged by Division staff and need to be signed by the Division Dean.

- Given sufficient time and availability of funds (subject to the pre-approval of your Division Dean), it may be possible to arrange for a substitute for your class. On very short notice, it probably will be necessary to cancel the class meeting.
- When you know that you will miss a class for illness, inclement weather, or other reason, please leave a message for your students on your voicemail and/or on whatever electronic announcement means (web site, Canvas, etc.) you normally use for class communications. Tell your students how they can check to find out if your class will be meeting. This is recommended even when you realize only a short time before the start of the class that you will be absent. Students can often be saved the inconvenience and expense of a trip to campus if they know that your class will not meet.
- If you realize that you must cancel an evening or weekend class and the Division Office has closed for the day, leave a message about your absence on the office telephone, then notify the Campus Security Office at 425-640-1501, or the cell phone for the officer on duty at 425-754-0154 and ask them to post a cancellation notice on the door of your classroom. They may also be available to meet with your class to discuss safety issues.

Part-time faculty accrue compensable sick leave at a rate of FTEF X 8 hrs/month. During the first quarter of employment, an employee will be credited with the total quarterly accrual effective the first contract day. Subsequent quarter accruals will be based on earned monthly accruals, and employees will not be permitted to use sick leave before it has been earned.

Permission for any leaves, other than Sick Leave/Emergency Leave or Personal Leave (available to part-time faculty with Annual Assurance of Employment Guarantees), must be granted by the Dean prior to the leave.

Leave for Suspended Operations

See ***“Emergency Communications—How we decide”*** | www.edcc.edu/alert

In emergency conditions, notices will be provided as soon as possible to local media outlets, posted to <http://flashalert.net/id/EdmondsCC>, and the [college website](#). Email alerts will be sent via EdMail to students and all-campus email alerts sent to employees.

The [Triton Alert Notification System](#) will also be used to send notifications regarding campus closures, emergency situations, or evacuation orders in the event of an emergency or inclement weather. Edmonds CC students and employees are automatically enrolled to receive Triton Alerts through their college email addresses. In addition, **sign up** to receive text and voice messages on your mobile or home phones and/or additional email notifications to personal email addresses.

In inclement weather, Edmonds Community College typically makes decisions regarding emergency closures or class cancellations by 5:00 AM for day classes, and 3:00 PM for evening classes (or as early as circumstances allow). The college seeks to stay open to fulfill its mission whenever possible; however, individuals should protect their own health and safety. Work with your supervisor if you need to make other arrangements in an emergency. Students are to work with their instructors if they need to make other arrangements. **Take care of yourself and be safe!**

If you do not report to work when the college is open but classes have been canceled, you must complete a [Leave Request form](#) in Liquid Office upon your return, choosing one of the following:

- a) Emergency leave (deducted from sick leave)
- b) Leave without pay
- c) "Other" - stating "work completed at home"

This is not deducted from the leave balance and must be pre-approved by the Dean.

PLEASE NOTE: WE ARE NOT PART OF THE EDMONDS SCHOOL DISTRICT, AND OUR CLOSURES MAY DIFFER.

Instructor Briefcase (IBC)

The IBC process requires the use of your System Identification Number (SID) and a Personal Identification Number (PIN.)

The following two steps must be completed prior to a **PIN** being assigned:

1. The instructor information must be input and set to “active” in the employee database (PPMS) in Human Resources. This requirement also applies to volunteer positions.
2. The instructor must have an active Edmonds CC email account.

The Division Office will request the email address. Once the email is assigned, the faculty member will be provided with a temporary password. The Division Office may send the temporary password to a faculty member’s home address via U.S. mail.

To access Instructor Briefcase:

The faculty member must have their **PIN** and **SID** to gain access to the IBC. These numbers are generated within 24 hours of the faculty member’s activation in the PPMS database. Faculty may find both the **PIN** and **SID** numbers by logging onto the following website: <http://www.edcc.edu/earnhist>:

- To access a **SID** number, the employee only needs to enter his/her social security number, last name, and birthdate (in the correct format) into the form.
- To access a **PIN**, use the assigned email ID (do not include “@edcc.edu”) and password. Once that login is accepted, the birth date will be required for secondary validation. You may change your **PIN** from within the IBC and/or earnings history sites. You can change your email password at: <https://emppass.edcc.edu/showLogin.cc>.

The document entitled “Instructor Briefcase” is a step-by-step instruction guide and can be found on the EdCC website for reference at [Instructor Briefcase Instructions](#). This document will assist you with accessing IBC, changing your PIN, or viewing your class rosters when you wish. IBC is accessible from any computer, PC or MAC, with the appropriate version of Google Chrome, Mozilla Firefox or Safari.

The grading memos, instructions, and regulations that you received in the past with the grade sheets are now located in the Instructor Briefcase (underneath the globe). These should be reviewed each quarter for possible changes. Rosters may be viewed once the students have started to register. If there is no one registered for your class the item number will not show on your list of classes.

Help is Available - If you have lost your PIN or just don’t remember it, you can access it at the [PIN/SID Lookup Tool](#). (NOTE: The Lookup Tool is not available on normal business days between 11:30 PM and 4:00 AM.) If you need help with learning how to enter your grades or having someone there in case you need to ask a question, assistance is available in Enrollment Services, the [TRC](#), and from other faculty.

Instructor/Institution-Initiated Withdrawal Policy (Formerly Attendance Policy)

Instructors may initiate a withdrawal for students who do not attend 60% (three days) of on-ground classes, or participate in 60% of online classes during the first five instructional days of the quarter. Instructors may extend this option through the tenth day of the quarter (eight days for summer) for students who initially attended/participated in class, but by the tenth day have achieved less than 60% attendance/participation.

Please note that this is done at the discretion of individual instructors. Students cannot rely on instructors to initiate a withdrawal, nor can they expect automatic withdrawal because they fail to attend or participate in a class.

Refund of Tuition and Fees

Students enrolled in state-support classes who are withdrawn during the first five days of the quarter receive a full refund of tuition and fees. Students who are withdrawn between the sixth day and the tenth day of the quarter receive a 50% refund of tuition and fees.

Self-support classes have different refund policies: No refund is given for online self-support classes after the first day of the quarter, and no refund is given for all other self-support classes after the first day of class. The class schedule indicates which classes are designated as self-support.

Because instructor-initiated withdrawals are discretionary, students remain responsible for officially withdrawing from classes within the specified deadlines published in the official academic calendar to be eligible for a refund.

Institution-Initiated Withdrawal

The college may withdraw a student from a class or classes if the student has been suspended for lack of academic achievement, has not paid tuition, or whose conduct has resulted in a disciplinary suspension/termination. A tuition refund may not be provided under these circumstances.

Please follow the procedures listed below:

- Faculty are not required to drop students from their classes for non-attendance/participation. These types of drops are discretionary.
- To drop a student from your class/es for non-attendance/participation or for failing to meet prerequisite requirements, email [Faculty Drops](#) in Enrollment Services. **On the subject line put "Instructor Withdrawal."** In the body of the email include the name and section of the course, and the student's full name and ID number. More than one student may be included in the email.
- For students who did not attend/participate in at least 60% of the first week of the quarter, the drop list must be received by [Faculty Drops](#) **no later than 3:00 PM on the fifth instructional day of the quarter**. This is the last day we can give students a 100% refund (see the academic calendar).
- For faculty who wish to extend the drop period through the second week, email [Faculty Drops](#) **no later than 3:00 PM on the tenth instructional day of the quarter**. This is the last day we can drop a student without a transcript entry (see the academic calendar). Please also follow the email instructions given above.

Online Classes:

Instructors determine what constitutes 60% participation in online classes, and are responsible for making sure students are given this information.

Classes that meet less than daily:

The attendance standard does not specifically address the many variables of when and how often classes meet. However, we no longer count the number of days students attend class before dropping them, rather the new standard looks at the percentage of attendance/participation. If your class meets anytime during the first week of the quarter, use the 60% standard and follow the process listed above for drops during the first five days of the quarter, and for extending drops through the tenth day of the quarter.

- **Saturday Classes:** If your class meets on Saturdays, please follow the process listed above, but email Nanci Froemming no later than 10:00 AM on the Monday following your Saturday class.
- **Late Start Classes:** Please email [Quynh-uyen Mihara](#), Associate Director for Enrollment Services, directly regarding drops for non-attendance/participation for any class that starts after the tenth day of classes. Approval of drops is based on the established "tenth day" of your class, and state

requirements regarding transcript entries and refunds.

The attendance standard is found at: <http://www.edcc.edu/es/register/drop-policy.html>.

Keys/Access

If you have need for a key, please work with your division support staff to complete the appropriate forms. If you need access to a room for some reason at other than your regular class meeting time, request this from your Division Office. Security can also unlock rooms when needed. [Your EdPass is your key](#) to many/most classrooms or part-time offices.

Learning Resources Division

Library Services

The Edmonds Community College Library is a valuable resource for faculty and students. The Library has excellent print and electronic resources to support instruction and student learning. At our website, <http://www.edcc.edu/library/> you will find over thirty-five research databases providing access to full-text periodical articles, E-books, and images; link to the Library catalog containing a description and location for all library print and audio-visual materials; links to selected academic resources that support information research; and information about Library hours, services, and contacts.

The Library also provides an active instructional program integrating a learning commons (150+ computers) with reference assistance. Faculty may schedule customized instructional sessions for their classes, and an online Information Literacy tutorial is also available through the Library's website. To help faculty receive the best service possible, each academic division has been assigned a librarian liaison who works with instructors to make sure appropriate library materials are purchased to support their classes - [Library Liaison Listing](#). For questions or suggestions regarding the Library, please contact the reference desk at 425-640-1472 or dburke@edcc.edu. Further information about **Library Services for Faculty** is available at [Faculty Services](#).

Visual Media Services

The Visual Media Services' department mission is to provide the campus community with access to contemporary visual communications tools, production, and distribution of visual media via a variety of formats. Instructional support includes developing video programs and modules for instructors.. The [video lab located in LYN 415B](#) is available for students to record directly into Canvas, presentations and simulated interviews.

Most all Arts, Culture and Civic Engagement programming at Edmonds Community College is recorded for the campus community and accessible via cable TV, Vimeo, www.vimeo.com/edcctv and several You Tube channels. Please see our [web page](#) for detailed information and project request forms, or visit us in MDL 206.

Mail Pick-Up (See also [Print and Mail Center](#))

Each instructor is assigned a mailbox, located in Mountlake Terrace Hall, Room 118. Instructors are expected to pick up their mail regularly because important communications from the Office of the Executive Vice President for Instruction and the registrar are distributed through the campus mail service. Full- and part-time faculty should check their mailboxes each day they are on campus. Part-timers teaching off campus should make arrangements with their Division Office to obtain mail on a regular basis. Your mailbox has a combination lock for after-hours access (evening/weekend) contact Print and Mail Center staff to receive your combination.

Mediated Classroom Design and Support (MCDS)

MCDS provides support for all mediated classrooms. If you need immediate assistance in your classroom, there is a phone in the classroom--call ext. 1234 (Helpdesk) if before 5:00 PM, or ext. 1446 if after 5:00 PM. If you would like a walkthrough of the features in a mediated classroom, please contact us at media@edcc.edu or 425-640-1446 to schedule an appointment.

Meeting Attendance for Part-Time Faculty

Part-time instructors are encouraged, but not required, to attend department and division meetings. In some cases, your Dean may be able to authorize additional pay for attendance. Part-time faculty should contact their Department Head for details and meeting times for departmental meetings. Division meetings are usually scheduled the first and third Fridays of the month.

Office Space for Part-Time Faculty

Please consult with Division staff for more information, and to locate part-time office space and available computers and telephones. Each Division is responsible for assigning and keeping track of the space assigned to the part-time faculty teaching in their Division.

Part-time faculty office spaces are currently coordinated by the following Divisions, and are designated in the following locations until further notice:

- STEM and Humanities and Social Sciences Divisions:
 - SQL 301
 - MLT 107 (has two private consultation areas)
 - BRI 206 (Science Faculty)
 - MIC 203 (Music Faculty)
- Business and Health & Human Services Divisions:
 - SNH 252 (all part-time faculty welcome)
 - FIR 105 (Horticulture faculty)
 - BRI 110 (Culinary faculty)
 - SEA 102 (PE faculty)
 - WWY 120 (AHE faculty)
 - GWY 205 (AHE/CATCH faculty)
- Pre-College Division:
 - MUK 414 (has one private consultation area)
- International Education Division:
 - MUK 314-315

Department Heads and Deans should work with Division staff to make sure that every part-time faculty member knows that desk space, computers, and file space are available in their appropriate areas. Division staff will assign file space to a part-time faculty member and help locate desk space, if he/she so desires, in one of the areas coordinated by that Division. If another Division needs to find file or desk space in an area not coordinated by that Division, the staff should work with the appropriate Division staff in another area to help locate available space.

Private Consultation Areas - Please note that MLT 107 and MUK 414 have some unreserved areas that can be used for private consultation with students. LYN 415A (contains tables, chairs, whiteboard, and WiFi but no computers) may also be available, but that room needs to be scheduled in advance by contacting [Jan Tuff](#) at 425-640-1146. Other campus rooms may also be occasionally available to consult with students privately. Part-time faculty should contact their Division staff for more information.

Ownership of Materials and Intellectual Property

Materials, processes, or inventions produced by a faculty member which involves use of time, facilities, college personnel, or other college resources are owned by the college unless there is a written agreement between the faculty member and the college prior to the production that has other terms. If you need further information about this, contact [Dennis Curran](#), Associate Vice President for Human Resources, at 425-640-1647. This policy is part of the negotiated agreement between the college and the faculty. [The Faculty Negotiated Agreement](#) has very specific provisions regarding the ownership of material you prepare for your contract assignment. Unless you have made specific arrangements (through the Associate Vice President for Human Resources), the college retains ownership of materials prepared for your work assignment.

Overload of Class

If a class reaches its capacity (ranging from 20-50 students), and additional students ask to enroll, please consult your Department Head regarding the department's class overload policy. Students need a signature to register after the third day of the quarter with the exception of late-start classes.

Parking/Parking Permits

See the Parking Plan at <http://www.edcc.edu/campus/parking.html> to keep updated.

Parking for faculty and staff is free, but you need to obtain an annual employee parking permit from the Security Office or the Cashier's Office to park in a designated employee lot. Employee parking permits are issued to permanent faculty and staff. The parking permit will be issued on an annual basis for the school year, and must be adhered to the lower left corner of of your vehicle's windshield.

To obtain a parking permit, please have the following:

- Present your current employee ID with a bar code (EdPass/CWU Connections Card)
- Manufacturer of the vehicle
- Model of the vehicle
- Color of the vehicle
- The state in which the vehicle is registered
- Year of the vehicle's manufacture
- License plate number

For a more complete look at the rules governing parking on campus, please see the [Security Website](#).

Plagiarism - See [Academic Integrity \(Academic Dishonesty\)](#)

Plagiarism - College Copyright Policy - C 6.3.805

Edmonds Community College recognizes that United States copyright law exists for the public good and balances the intellectual property rights of authors, publishers, and copyright owners with the educational community's need for free exchange of ideas. The college intends to abide by the United States Copyright law, Patent Law, and Off-Air Recording Guidelines.

A. Copyright Officer

The college designates the chief administrator of the library as the copyright officer for the college. The copyright officer will exercise general oversight of the copyright function for the college and will assure that information about the law and guidelines are available in appropriate instructional offices, the library, the communication center, and the college bookstore. The copyright officer will also serve as the final authority for denials of requests made through the College Bookstore, the Communication Center or other campus offices that have copiers for student and employee use.

B. Copying Prohibitions

Copying of materials or other uses not specifically allowed by the law, fair use, license agreement, or the permission of the copyright holder is strictly prohibited. If after a study of the law and/or guidelines there is

uncertainty as to whether reproduction or use of materials meets the requirements of the law, the copyright officer shall be consulted. If the copyright officer determines that the requirements of the law have not been met, the college employee or student requesting to copy the material must seek written authorization to copy or use the material from the copyright holder in the manner set out in college regulations and guidelines. If the material is to be reproduced and sold in the College Bookstore, the written request for authorization must state that the material is to be reproduced and sold.

C. Liability and Sanctions for Willful Infringement

Persons requesting the work shall have the liability for willful infringement of the copyright law and guidelines. Edmonds Community College will impose sanctions on any student or employee where there is a finding of willful infringement of the copyright policy consistent with appropriate college policies, collective bargaining agreements and classified employee rules.

D. Copyright Authorization Files

Permanent files of all written copyright authorizations, permissions, releases, waivers, responses to requests for permissions and licensing agreements will be held in locations designated by the President or designee.

Professional Development Funds for Faculty

Professional development funding is available for both full- and part-time faculty. Application forms are available through Division Offices and requests for funds to attend conferences or workshops must be submitted to your Department Head and approved by your Dean, in advance. See [the Faculty Negotiated Agreement](#) for a description of how this funding can be used. Part-time faculty interested in receiving staff development funds may contact their Department Head or Division Office.

Professional/Technical Certification

Full-time faculty, and some part-time faculty, who teach in the professional-technical areas will need to acquire certification if they teach over a specified number of credit hours in a professional technical area. If you have questions about certification, call the Vice President of Workforce Development and Training at 425-640-1421.

Registration/Rosters – See [Class Rosters](#) and/or [Instructor Briefcase](#)

Requests for Leave

Any non-emergency leave, including professional development leave, must be approved by your Division Dean prior to the leave. See [Instructor Absence from a Class/Leave](#) for more information.

[Room Scheduling](#)

Generally our facilities are fully scheduled; thus, any change in time or location of a class must be coordinated through the appropriate Division. Any change of classroom furniture during a class needs to be re-set at the end of same class. To schedule a meeting or special event, see the Events Management and Scheduling website, www.edcc.edu/scheduling. Go to "[On Campus Requestor](#)" to check out the online schedule process. See also the reference to online google site for more information.

Sale of Reproduced Material

To assist the college in providing adequate instructional materials, the EdCC Bookstore sells duplicates of needed information not available in textbooks. These materials are printed at the Print and Mail Center on campus, then sold to the students at the Bookstore. However, in order to assure that this process is cost efficient both to the students and the college, the college has adopted a regulation, [C 5.5.100 R102](#), which includes:

1. All printing requests for material must be delivered to the EdCC Print and Mail Center.
2. If copyright permission is needed, it must be obtained prior to submission to the Print and Mail Center, and will be subject to verification by a third party in partnership with the Bookstore.
3. All material must be camera-ready, all pages counted, and all paste-ups and collating completed. The Print and Mail Center will not be responsible for assembling material.
4. Any material reproduced and sold through the Bookstore must be required text for all students in class.

5. The cost of any material reproduced by the Print and Mail Center and sold by the Bookstore, and left unsold at the end of the fiscal year and/or considered obsolete, will be absorbed by the Bookstore budget. Faculty are requested to estimate as accurately as possible the quantity for each duplication request in order to avoid heavy overstock situations.
6. All material must be listed as required for that course at the time the textbook order is submitted.
7. The Bookstore will not store originals of any printed materials. They will be returned to the person originating the order as soon as the order has been processed.
8. All materials should include a title page and/or course number listing.
9. In order to ensure that the printed materials are ready for the beginning of the quarter, please allow a four week turnaround time.

SCANTRON Machine for Faculty Use

SCANTRON machines are available outside SNH 239 and on the 1st floor of MLT outside the Print and Mail Center. See your Division staff for technical issues.

Security (See [Accidents and Emergencies](#) and [Triton Alert Notification System](#))

The Security Office is located in Woodway Hall (WWY) 214 - see the EdCC campus map at <http://campus.edcc.edu>. Personnel are on duty to provide services related to safety and security for all campus users, including the following: assistance with locked classroom doors, first aid responses, emergency response for major emergencies, security escorts, battery assists, building patrol, door unlocks, traffic enforcement, emergency preparedness, and safety and crime prevention training.

Use the [Addresses for Edmonds Community College Facilities \(Owned and Leased\)](#) list in Appendix B to refer to exact building addresses when calling. **Print and post this list in your work space for reference.**

SGID: Small Group Instructional Diagnosis

Faculty who wish to get detailed input from their students about any classes they teach may arrange to have a trained facilitator come to the classroom to meet with the students. Students work in small group and full class configurations to provide feedback to the facilitator. This process usually gives much more diagnostic feedback to the instructor than the pencil and paper student evaluations that are used as part of the administrative review of faculty performance.

Following the classroom visit, the facilitator provides the information that was collected from the students to the instructor in a private, confidential meeting. The information gleaned from the SGID is not intended for administrative use; it is for the instructor's use only. To arrange for an SGID, contact your Faculty Professional Development coordinators at faculty.development@email.edcc.edu. Typically faculty receive an email with an SGID request form at the start of week three each quarter. After completing that form faculty will be matched with a trained facilitator who will coordinate the process. No record of the SGID is kept by anyone other than the instructor.

Student Complaints

A complaint is any expression of dissatisfaction with the performance of a college employee or procedure. Students who have a complaint are advised to consult with the Office of the Vice President of Student Services for advice in proceeding with the complaint process. The Director of the Center for Student Engagement and Leadership (CSEL) or designee or a person that the student chooses will act as an advocate who can assist the student in the completion of the complaint process. The student may waive the right to an advocate. The college regulation covering [Student General and Grade Complaint Procedures](#) explains this process. Complaints of discrimination or harassment, including sexual harassment, should be filed with the Title IX Coordinator, Edmonds Community College, 68th Ave. W., Clearview Building, Room 122C, Lynnwood, WA 98036, as per the College's [Nondiscrimination and Harassment Policy](#). The college takes all discrimination complaints seriously and in compliance with state and federal laws, and has a process for investigation and resolution of all types of complaints. Classroom/instructional complaints involving the teacher and instruction are first directed to the appropriate Dean, and that the Dean will communicate with the faculty member about that.

Student Code of Conduct/Student Discipline

Enrollment in Edmonds CC carries with it the obligation that the student will be a responsible citizen of the college. At the same time, the college has the responsibility of informing students of their rights and responsibilities, defining reasonable standards of behavior, and assuring substantive procedural due process. Please see the [Student Code of Conduct](#) and the Student Code of Conduct [Hearing Procedures](#).

If You See Something, Say Something. The college has implemented an [incident reporting process](#) for student conduct violations, and for academic integrity violations (see also [Academic Integrity/Academic Dishonesty](#)). If you are having difficulty with a student because of a potential student misconduct issue or you become aware of a potentially troublesome situation involving a student or students, you are asked to report the details using the student conduct [Incident Reporting Form](#). This form should be used to report any issues related to the following:

- any situations of concern
- threat and suicide assessment
- behavior intervention
- Title IX and violence against women
- bias-related incidents and responses
- student conduct

Complete the form online, entering the details of the situation as you know them, and following the directions to submit the form. Your report will begin the process of a formal review of the case. Student discipline records will be checked to verify if the student is guilty of similar infractions in other classes. If so, the student may be put on probation or suspended from the college. For more information, contact [Ross Villegas](#), Student Conduct Officer/BIT Case Manager, at 425-640-1125.

Student Discipline – Emergency

Faculty members or administrators may take reasonable summary action necessary to maintain order when they have reason to believe that such action is necessary for the physical safety and well-being of the student or the safety and protection of other students or of college property or where the student's conduct materially and substantially disrupts the educational process. Contact Security for assistance. Follow up with your Division Dean and [Ross Villegas](#), Student Conduct Officer/BIT Case Manager, for appropriate action.

In addition, the college has developed a comprehensive behavior intervention process, identifying key resources and people trained to assist in handling potential crisis situations, known as BIT (Behavioral Intervention Team). BIT is available to assist. For more information, contact [Ross Villegas](#), Student Conduct Officer/BIT Case Manager, at 425-640-1125.

Syllabus/Course Outlines – See [Class Syllabus](#)

[Technology Resource Center \(TRC\)](#) – See [eLearning/Online Learning](#)

[Testing Center](#)

The Testing Center is located in MLT 152 and offers a variety of testing services including: make-up tests; eLearning; correspondence; placement tests for non-native English speakers; Accuplacer Challenge; TOEFL; and GED. If you have a student who needs to take a makeup test, see your Division Office or contact the Testing Center for instructions on how to have the Testing Center administer the tests. Before arranging times for tests with students, please call the office to make sure there is not a group test being conducted at that time. Please do not send students to the Testing Center unannounced. Students must bring photo ID to take a test. GED testing occurs Tuesday through Thursday. There is no GED testing on Mondays or Fridays. You may call the Testing Center at 425-640-1546 or 425-640-1735, OR visit the [Testing Center Website](#) for more information. Testing Center hours may be found at http://www.edcc.edu/testing/_schedule.php.

Textbooks – See also [Desk Copies/Textbooks](#)

In July 2010, Congress enacted a new law called “The Higher Education Opportunity Act.” One of the provisions

of this Act requires that “institutions of higher education, to the maximum extent possible, make accurate required and recommended textbook information including ISBN and retail price available on its internet course schedule used for pre-registration and registration purposes.” In plain English, **students need to be able to determine the price of their course materials when they register for class. This necessitates that our instructors submit their textbook adoptions in a timely manner. For the 2014-2015 school year, the dates associated with these deadlines are:**

Winter 2017	* November 19, 2016
Spring 2017	* February 21, 2017
Summer 2017	* May 22, 2017
Fall 2017	* May 22, 2017

****Approximate—Dates Subject to Change***

For questions about textbooks or suggestions that could improve how the College Store supports the educational experience, contact:

[Bookstore](#)
425-640-1575

[Director of Auxiliary Services](#)
425-640-1586

[Textbooks - Placing Your Textbook\(s\) on Reserve in the Library](#)

For information about placing a copy of your textbook on reserve in the Library, visit this [link](#).

Title IX Responsibilities

Title IX responsibilities, definitions and procedures are covered under the College Nondiscrimination and Harassment Policy ([WAC 132Y-300](#)). All Faculty members are “Responsible Officials”, which means they have a duty to report any violations of Title IX or the Nondiscrimination and Harassment Policy. Alleged violations should be reported through a [Title IX incident report form](#). For additional information, consult the College’s [Title IX website](#).

Training and Development – See [Professional Development](#)

[Triton Alert Notification System - Emergency Communications](#)

The Triton Alert System will be used to send notifications regarding campus closures, emergency situations, or evacuation orders in the event of an emergency or inclement weather. Edmonds CC students and employees are automatically enrolled to receive Triton Alerts through their college email addresses. Sign up to receive text and voice messages on any of your mobile or home phones and/or additional email notifications to personal email addresses. Visit [Triton Alert Notification System](#) for information on how to setup text and voice notifications, and add additional email addresses to your contact information.

[Veterans Resource Center](#)

Reintegration from military to civilian life and the transition to college is an adjustment and can be a challenge for veterans. The goal of the Veterans Resource Center is to support veterans in their journey from boots to books. Students may contact the Center to learn about the many resources available to them and their family as they work toward their academic and professional goals. Visit the Veterans Resource Center in Lynnwood Hall 215; phone 425-640-1175 or visit our website at: <http://www.edcc.edu/veterans/default.html>.

[Veterans Training Support Center – See \[VTSC Website\]\(#\)](#)

In collaboration with the Washington Department of Veterans Affairs, the Veterans Training Support Center (VTSC) provides professional development to those who provide direct service to Veterans, service and family members. The aim is to raise awareness and understanding on trauma informed care to better serve those who serve. To review upcoming training events go to: <http://veteranstrainingsupportcenter.org/index.php>. VTSC will

also provide customized training on a variety of Veteran-related topics. The Veterans Training Support Center is part of the Center for Learning Connections. For more information, contact Peter Schmidt at 425-640-1463 or peter.schmidt@edcc.edu.

Video Production – See [Learning Resources Division/Visual Media Services](#)

Visual Media Services – See [Learning Resources Division/Visual Media Services](#)

Waitlisted Classes

Beginning summer quarter 2013 the college implemented a campus-wide waitlist system for classes that reach capacity during the enrollment period. Most courses are included in the waitlist system. Exceptions include ABE, GED, ESL, EAP, EdCAP, High School Completion courses, and any linked or clustered courses, which do not do well in the waitlist environment.

Please note the following in regards to managing waitlisted courses:

- Instructor permission to enroll a student in a waitlisted class is not accepted in Enrollment Services prior to the first day of the quarter.
- As students drop classes, other students on the waitlists are moved into open spots automatically throughout the day.
- Beginning the first day of the quarter, the waitlists are closed and faculty manage the enrollment for their classes.
- All waitlisted classes require instructor permission for students to enroll - even if a spot opens up. This means faculty must check their rosters located in Instructor Briefcase if there are questions about how many are actually enrolled for a class/es.
- Instructors are expected to use the waitlist when making decisions as to who is given permission to register.
- Waitlists are viewed in Instructor Briefcase. Note: faculty may need to scroll down to see the waitlist link.
- Waitlisted students are instructed to go to the first class session, or contact the instructor on the first day of the quarter for online classes. This indicates the student is still interested in registering for the class.
- If a student does not contact faculty, or come to the first class session, faculty may skip that student on the waitlist.

Weather and Other Emergency Class Cancellations

If weather or other short term hazardous conditions prevent an academic employee from coming to work, the faculty member is granted the right to work at home if classes are canceled. He/she may take Emergency Leave if classes are not canceled. See also [Instructor Absence from a Class/Leave](#), [Leave for Suspended Operations](#) and [Leave Request form](#) in Liquid Office.

Wellness and Health Promotion

Wellness and Health Promotion supports academic success, productivity and life-long learning. We provide programming and learning opportunities for a variety of wellness and health related topics throughout the year.

Interested in presenting a special topic in your classroom related to wellness and health promotion? If so, we are happy to present on a variety of topics right in your classroom!

We also support a campus Wellness Center which serves as a safe space for not only students, but for our entire campus community! Feel free to stop by for a cup of tea or water, use our space to relax between classes, inquire about topics related to health and wellness, access printed material, referral to resources and seek opportunities for learning. For more information or to schedule a classroom presentation, visit our Wellness Center, located in Lynnwood Hall, Room 236, or call 425-640-1756.

Workforce Development

Many students in your classes are receiving funding either directly or indirectly through the numerous worker

retraining programs we have on campus. The web site at <http://www.edcc.edu/workforce/> provides information, resources and a Workforce newsletter.

[Workplace Civility and Respect Policy](#)

Edmonds CC is committed to providing a friendly and supportive environment characterized by civility, mutual respect, and inclusiveness where students, faculty, and staff are helped to achieve their goals. Please review this important document by clicking on the [link](#).

III. Student Resources

Advising

Located on the first floor of Lynnwood Hall, the Advising Office provides student advising, and computer access for students to research universities and the transfer process via the internet. A limited amount of print material is also available. Students may use computers to register online or research career and educational programs. Students may make appointments to meet with academic advisors, as well as faculty advisors. Advising appointments can be made by calling 425-640-1458.

Basic Food Employment Training (BFET)

If a student is eligible for food stamps, he or she can also get help with childcare, gas, books, and some emergency support services while attending Edmonds CC. Tuition assistance is available if a student is ineligible for federal financial aid. In addition, a student will receive job search assistance while completing his or her program. [See the FAQ](#) for more information.

The BFET office is located in Gateway Hall, 6600 - 196th Street, Lynnwood, WA 98036.
Office hours are weekdays from 8:00 AM - 5:00 PM

- Information Line | 425-640-1727
- Program Specialist, Maria Klots | 425-640-1257

Career Action Center

The Career Action Center is located in MLT 130 and may be reached at 425-640-1256 or by email at careeractioncenter@edcc.edu. Students can access information about jobs and internships. Staff offer help with job search, resumes, and interviewing skills.

I-CATCH (Innovations in Creating Access to Careers in Health Care)

The I-CATCH program provides tuition assistance and other supports e for a career pathway into r select health care professions to low-income adults in Snohomish County to fill critical jobs in Allied Healthcare (direct patient care, pharmacy and laboratory, medical office and information, and social and human services . I-CATCH is offered at Edmonds CC, Everett CC, and Skagit Valley College Visit the I-CATCH website at <http://www.edcc.edu/CATCH/> or <http://catch4careers.com/icatch>.

Center for Student Engagement and Leadership/Student Activities

The Center for Student Engagement and Leadership (formerly *Office of Student Life*), located in the student union in Brier Hall, offers a wide range of student activities. It provides events, trips, lectures, intramurals, concerts, clubs, multicultural programs, leadership opportunities and more. The Associated Students of Edmonds Community College (ASEdCC) funds over 60 programs and services across campus. A list of these programs and services is found in the Student Handbook. Staff members encourage students to have a voice in how their Services and Activities (S&A) fees are spent. Currently, ASEdCC funding supports child care, performing arts, clubs, lectures, trips, athletics, Brown Bag Lectures, Services for Students with Disabilities, the information center, and many other programs and services. For a complete listing, visit the [website](#).

Computer Resources

Computer resources are available in Alderwood Hall, Brier Hall, Meadowdale Hall, Monroe Hell, Mountlake Terrace Hall, Mukilteo Hall, Snohomish Hall, Snoqualmie Hall, the Learning Commons in the Library, and Woodway Hall. Wireless access is available in most areas of campus. For additional computer help available to students, see the link to the EdCC website for the [Student Technology Advice and Resource Team \(START\)](#).

Counseling and Resource Center

The Counseling and Resource Center provides free, confidential and professional counseling services, resources and referral to support the academic and personal success, health and well-being of our students and campus community. For more information and/or to schedule an appointment with a professional counselor, please call

our front desk at 425-640-1358 or visit our office, Mountlake Terrace Hall, Room 145.

Diversity Student Center

The Diversity Student Center is located in the Triton Student Center, in Brier 240. It offers a peer mentoring program that helps students understand college life, a conversation partner program to help second language speakers with English in a friendly conversational setting, a lending library of textbooks, calculators, and a computer lab with internet access for students. It assists with focusing on cultural awareness and diversity efforts across the campus.

International Student Services

International Student Services provides comprehensive information, services, and programs for all prospective international students, current international students, and prospective agents. Detailed information is available at the [International Student Services website](#).

Learning Resources Division/Library Services (Follow Link)

Learning Support Center - Tutoring and Writing Center

The Learning Support Center provides free one-on-one academic support for students currently enrolled at EdCC. Faculty play a key role in helping the Center assist over 2,400 students each year. The Center is located in Mukilteo Hall, 1st floor, Room 113. It provides academic support for students in writing and tutorial services, as well as student support for Canvas. Schedules are normally available by the second week of the quarter. For more information, call 425-640-1750 or email tutoring@edcc.edu.

Math, Engineering, Science Achievement (MESA)

The MESA program, located in the Math Center in Mukilteo Hall 206, provides support to low-income, educationally disadvantaged students studying math and science and seeking to transfer to bachelor's degree programs. The program aims to increase the numbers of women and underrepresented minorities studying math and science.

Services for Students with Disabilities

The College provides assistance to students and instructors through the Office of Services for Students with Disabilities (SSD) located in Mountlake Terrace 159. The program helps students with all types of disabilities such as those who are deaf, blind or visually impaired, have mobility or language issues, learning disabilities, or who have chronic health, neurological, psychological, or emotional issues. SSD also connects students to outside agencies and other programs to ensure they succeed in college. SSD can be reached at 425-640-1320.

Student Housing and Residence Life—Residence Halls and Homestay

We serve a diverse community of more than 800 US and international students each year in residence halls and home stays, which provides educational experiences for both Edmonds CC students, Central Washington University students, and families in our community. Rainier Place is the newest residential facility. The college also offers housing at Sophie Court, north of the main campus. The Residential Life program facilitates a living/learning community, which promotes the holistic growth and development of Edmonds CC's resident students. For more information about all student housing options, please visit our website at www.edcc.edu/housing, or email Housing@edcc.edu.

Student Privacy Issues

The college has established and enforces guidelines which are in accordance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment or FERPA) for release of information about students. These guidelines delineate the information which becomes a part of a student's permanent educational records and govern the condition of its disclosure. In general, information about student educational records may not be released without express permission of the student. You may review the [Student Records-FERPA Policy - SS 4.0](#) and the [Student Records-FERPA : Release of Student Information Procedures SS 4.01pr](#) for the exact language.

Student Rights

Protection Against Improper Disclosure and of Confidentiality of Teacher-Student Relationships:

Information about student views, beliefs, and political associations that instructors acquire in the course of their work as advisors, teachers, and counselors is confidential, and protection against improper disclosure is a serious obligation. Judgments of ability and character may be provided only under appropriate circumstances, with the knowledge and consent of the student. Complaints should be filed with the Office of the Vice President for Student Services.

Academic Regulation Appeals: Students shall be provided an impartial hearing regarding requests to waive specific academic regulations. To initiate the process, students should request a petition to waive from the Enrollment Services Office and complete the process delineated on the form. If a student wishes to challenge the decision, the student must direct the request to the Academic Standards Committee.

Student Technology Advice and Resource Team (START)

Student Technology Advice and Resource Team (START), is a student-led resource focused on helping students understand and use the available Edmonds CC technologies — including Canvas (Learning Management System), EdMail, Windows 8, and Google Apps. START hosts workshops, develops online tutorials and provides phone, email or drop-in support for students. START staff is available to provide individual classroom workshops. The START team is staffed by students from the Computer Science and Computer Information Systems programs. START staff are available for one-on-one basic technology support in Lynnwood Hall 305, the Library Learning Commons area.

Phone Support - 425-640-1101 (same hours as drop-in support)

Email - start@edmail.edcc.edu

Web Site - www.edcc.edu/online/start

Drop-in Hours - Monday -Thursday 9:00 AM-5:00 PM and Friday 9:00 AM-12:00 PM

Location - Lynnwood Hall Room 305 (Library Learning Commons Area)

Veterans Resource Center

Reintegration from military to civilian life and the transition to college is an adjustment and can be a challenge for veterans. The goal of the Veterans Resource Center is to support veterans in their journey from boots to books. Students may contact the Center to learn about the many resources available to them and their family as they work toward their academic and professional goals. Visit the Veterans Resource Center in Lynnwood Hall 215; phone 425-640-1175 or visit our website at: <http://www.edcc.edu/veterans/default.html>.

Veterans Training Support Center – See VTSC Website

In collaboration with the Washington Department of Veterans Affairs, the Veterans Training Support Center (VTSC) provides professional development to those who provide direct service to Veterans, service and family members. The aim is to raise awareness and understanding on trauma informed care to better serve those who serve. To review upcoming training events go to: <http://veteranstrainingsupportcenter.org/index.php>. VTSC will also provide customized training on a variety of Veteran-related topics. The Veterans Training Support Center is part of the Center for Learning Connections. For more information, contact Peter Schmidt at 425-640-1463 or peter.schmidt@edcc.edu.

Welcome Back Center

The Welcome Back Center offers targeted services to those who have been trained as a doctor, nurse, dentist, or other health care professional before coming to the US, and who need assistance pursuing their career. The Center provides information for obtaining their Washington State license, seeking guidance in reaching their health care career goals, or exploring other options in health care. Services provided include:

- Individual assessments
- Workshops
- Networking opportunities

- Resources
- Referrals

For more information, visit the [Welcome Back Center web site](#).

Wellness and Health Promotion

Wellness and Health Promotion supports academic success, productivity and life-long learning. We provide programming and learning opportunities for a variety of wellness and health related topics throughout the year. We also support a campus [Wellness Center](#) which serves as a safe space for not only students, but for our entire campus community! Feel free to stop by for a cup of tea or water, use our space to relax between classes, inquire about topics related to health and wellness, access printed material, referral to resources and seek opportunities for learning. For more information or to schedule a classroom presentation, visit our Wellness Center, located in Lynnwood Hall, Room 236, or call 425.640.1756.

WorkFirst

WorkFirst financial aid is designed to help income-eligible students train for a specific career, gain better skills, and move into higher wage jobs. WorkFirst offers a variety of training programs. If eligible, a student may qualify for college classes or for short intensive training at the Business Training Center. WorkFirst pays for tuition, books, and fees for classes. To qualify, a student must be receiving Temporary Assistance for Needy Families (TANF). Students may call 425-640-1686 to schedule an appointment.

IV. Federation (AFT) Information

Agency Fee Requirement

Part-time faculty who are under contract by the tenth (10th) day of the quarter for a period of time which spans 30 days or more are required to pay a representation fee to the Edmonds Community College Federation of Teachers (Federation) as a condition of continuing employment. Details about the agency fee requirement are given out to all new and returning part-time faculty at the beginning of his or her first quarter. For further information, contact Federation President Margaret West at mwest@email.edcc.edu.

Faculty Bargaining Agent – Edmonds Community College Federation of Teachers

The [Faculty Collective Bargaining Agreement](#), which covers working conditions, salary, hiring, tenure, and other matters affecting the working lives of faculty, is negotiated between the District 23 Board of Trustees (Edmonds Community College) and the Edmonds Community College Federation of Teachers, Local 4254 (American Federation of Teachers, AFL-CIO). This bargaining agent has been elected by the faculty in accordance with Washington law and the regulations of the Public Employee Relations Commission.

The Federation is governed by elected officers from the college; some positions are shared. Members for 2014 - 2015 are:

President	Margaret West	mwest@email.edcc.edu
Vice President for Membership	Linda Carlson	linda.carlson@email.edcc.edu
Vice President for Communication	Susanne Meslans Cathy Costa	smeslans@email.edcc.edu ccosta@email.edcc.edu
Vice President for Adjunct Faculty	Linda Carlson Marcia Woodard	linda.carlson@email.edcc.edu marcia.woodard@email.edcc.edu

Vice President for Faculty Outreach	Greg LaVielle Patrick Rolland	gregory.lavielle@email.edcc.edu patrick.rolland@email.edcc.edu
Vice President for Grievance	Scott Haddock Kay Latimer	scott.haddock@email.edcc.edu klatimer@email.edcc.edu
Vice President for Contracted Programs	Theodora Doromal Melissa McKay	tdoromal@email.edcc.edu melissa.mckay@email.edcc.edu
Vice President for Finance and Operations	Peter VanderWeyst	pvanderw@email.edcc.edu

Meetings of the Federation Executive Council (CAC) are held twice a month, on the first and third Wednesdays, and the minutes are published. Full membership meetings and meetings for all faculty are held throughout the year as issues and needs dictate.

The Contract Administration Committee, comprised of up to four Federation representatives and up to four administrators, deals primarily with contract compliance and interpretation, generally, and meets once a month.

The Federation works hard to be aware of and responsive to the needs of all full-time and associate faculty. Faculty are urged to communicate their questions and concerns to any member of the Executive Council.

APPENDIX A

Major College Policies and Regulations/Procedures Referenced in this Manual

The College is guided by policies and regulations/procedures adopted by the President's Cabinet. The Board of Trustees has also adopted a set of policies related to the policy responsibilities specific to the Board. *College and Board of Trustees policies and regulations can be found on the U-Drive in the folder "Policies_and_Regulations".* Below is a list of key policies and regulations/procedures referenced in this handbook and/or related to your employment. *NOTE: The College is working to update all policies and regulations/procedures; links to revised or new policies and procedures will be corrected and links to outdated versions removed as changes occur.*

Absence for Reasons of Faith or Conscience	SS 8.0
Absence for Reasons of Faith or Conscience : Student Requests for : Procedures	SS 8.01pr
Affirmative Action and EEO Policy Statement	C 6.3.101
Affirmative Action/Nondiscrimination Regulations	C 6.3.101 R101
Aids Policy	C 6.3.111
Alcohol and Drug-Free Policy	HR 2.0
Alcohol and Drug-Free Campus : Procedures	HR 2.01pr
Appropriate Use of College Information Technology Resources	C 6.3.900 R102
Building Access	C 6.4.100 R103
Conflict of Interest and Standards of Ethical Conduct Policy	C 6.3.104
Conflict of Interest and Standards of Ethical Conflict Regulation	C 6.3.104 R101
Consumer Information and Student Right to Know Act	SS 2.0
Copyright Policy	C 6.3.805
Equal Opportunity and Access for Persons with Disabilities	HR 1.0
Reasonable Accommodations for Students with Disabilities : Procedures	HR1.01pr
Fines and Penalties for Violations of Traffic Rules (See also Traffic)	C 6.4.501 R103
Grades	IN 1.0
Grades : Grading Practices : Procedures	IN 1.01pr
Grade Records (Policy)	IN 2.0
Guidelines and Procedures for Conflict of Interest and Standards of Ethical Conduct	C 6.3.104 R101
Minor Children on Campus	C 6.5.300
Nondiscrimination and Harassment Policy	132Y-300 WAC
Nondiscrim.Accommod for Disabled Employees & Job Applicants	C 6.3.105 R101
Notification of Death/Missing Student	SS 9.0
Death/Missing Student : Procedures and Guidelines	SS 9.01pr
Procedures for Events Where Alcoholic Beverages are Served	C 6.3.113 R101
Procedures for Reporting State Employee Misconduct (Whistleblowers)	C 6.3.107
Promotional Material Posting and Distribution	C 6.3.800 R102
Reasonable Accommodations for Students with Disabilities	C 6.3.105 R102

<u>Resale of Desk Copy Textbooks</u>	C 6.3.104 R102
<u>Sale of Reproduced Materials</u>	C 5.5.100 R102
<u>Smoking Policy</u>	C 6.3.520
<u>Smoking on Campus Regulation</u>	C 6.3.520 R101
<u>Software Protection and Licensure</u>	C 6.3.901
<u>Student Code of Conduct (132Y-125 WAC)</u>	SS 1.0
<u>Student Records-FERPA</u>	SS 4.0
<u>Student Records-FERPA : Release of Student Information : Procedures</u>	SS 4.01pr
<u>Student Grade and General Complaints</u>	SS 5.0
<u>Student Grade and General Complaints : Procedures</u>	SS 5.01pr
<u>Traffic WAC 132Y-100</u>	C 6.4.501
<u>Use of Electronic Messaging Systems</u>	C 6.3.900
<u>Workplace Civility and Respect</u>	C 6.5.600

Appendix B

General Information

Addresses for Edmonds Community College Facilities (Owned and Leased)

- Alderwood Hall 20210 - 68th Ave. West, Lynnwood, WA 98036-5999
- Batting Cage 19828 - 196th St. SW, Lynnwood, WA 98036-5999
- Black Box Theatre 20310 - 68th Ave. West, Lynnwood, WA 98036-5999
- Boiler Room 20020 - 68th Ave. West, Lynnwood, WA 98036-5999
- Brier Hall 20122 - 68th Ave. West, Lynnwood, WA 98036-5999
- Business Training Center 9901 - 24th Pl. West, Everett, WA 98204
- Cedar Building (Warehouse) 7014 - 196th St. SW, Lynnwood, WA 98036-5999
- Center for Families 20400 - 68th Ave. West, Lynnwood, WA 98036-5999
- Clearview Building 7030 - 196th St. SW, Lynnwood, WA 98036-5999
- Firdale Hall (Horticulture) 19810 - 68th Ave. West, Lynnwood, WA 98036-5999
- Gateway Building 6600 - 196th St. SW, Lynnwood, WA 98036
- Glacier Building (North Duplex) 20010 - 68th Ave. West, Lynnwood, WA 98036-5999
- Horticulture Greenhouse 19806 - 68th Ave. West, Lynnwood, WA 98036-5999
- Lynnwood Hall 20212 - 68th Ave. West, Lynnwood, WA 98036-5999
- Maltby Building 7020 - 196th St. SW, Lynnwood, WA 98036-5999
- Meadowdale Hall 20128 - 68th Ave. West, Lynnwood, WA 98036-5999
- Mill Creek Hall 20130 - 68th Ave. West, Lynnwood, WA 98036-5999
- Monroe Hall 6606 - 196th St. SW, Lynnwood, WA 98036-5999
- Mountlake Terrace Hall 20124 - 68th Ave. West, Lynnwood, WA 98036-5999
- Mukilteo Hall and Black Box Theater 20310 - 68th Ave. West, Lynnwood, WA 98036-5999
- Olympic Building 7010 - 196th St. S.W., Lynnwood, WA 98036-5999
- Pilchuck Building (South Duplex) 20014 - 68th Ave. West, Lynnwood, WA 98036-5999
- Rainier Place (Dormitory) 19920 - 68th Ave. West, Lynnwood, WA 98036-5999
- Relocatable H (RLH) 19922 - 68th Ave. West, Lynnwood, WA 98036-5999
- Seaview Gymnasium 19906 - 68th Ave. West, Lynnwood, WA 98036-5999
- Small Business Development Center 808 - 134th St. SW, Suite 101, Everett, WA 98204
- Snohomish Hall 20226 - 68th Ave. West, Lynnwood, WA 98036-5999
- Snoqualmie Hall 20022 - 68th Ave. West, Lynnwood, WA 98036-5999
- Sophie Court (Dormitory) 7103, 7107, 7111 - 196th St. SW, Lynnwood WA 98036
- Washington Aerospace Training and Research Center (WATRC) 3008 - 100th St. SW, Everett, WA 98204
- Woodway Hall 20200 - 68th Ave. West, Lynnwood, WA 98036-5999

[Board of Trustees](#)
[Edmonds Community College Foundation](#)
[Campus Map](#)
[Jobs at the College](#)