FACULTY ORIENTATION – QUICK START GUIDE
Updated 2-4-21

Welcome to the _____ Division at Rio Hondo College! We are excited to have you as a team member and would like to make your transition to the division and college as smooth as possible. This document is intended to be an orientation or "quick start guide". Information is listed alphabetically for ease of reference, however, critical items to get your class started are highlighted in grey. More detailed information is in the college's Faculty Handbook (see Faculty Handbook section below for instructions on how to access it).

INSTRUCTIONAL INFORMATION[*]

1. **Absence/Attendance of Faculty –** All faculty must attend each day of course instruction and are expected to be prepared to start class on time and hold class until the end time. All absences (e.g. illness, jury duty, etc.) must be reported to the Dean and Sr. Secretary, who will try to find a substitute instructor in your absence. **If you have an urgent, same-day absence and you do not speak to anyone in the _____ Division office, please contact the Evening/Weekend College at 562.908.3437 so they can post a sign notifying students you will be absent.** An absence form must also be filled out with the appropriate leave type (e.g. illness, personal necessity, jury duty, etc.).

   Please note, faculty are not allowed to find their own substitutes without approval of the Dean and Secretary. Faculty are not allowed to cancel class sessions on their own and assign "make-up homework" instead. Faculty do not earn vacation leave and must plan vacations outside of course days and times.

   Full-time faculty must attend pre-identified office hours and faculty division meetings. Part-time faculty are highly encouraged to attend faculty division meetings, which can also be used as Flex hours.

2. **Academic Calendar (Instructional FLEX Calendar) –** The academic calendar can be found on the following link: http://www.riohondo.edu/staff-development/flexinstructional-calendar/

3. **Academic Integrity –** Academic integrity is compromised by acts of academic dishonesty, which include cheating, plagiarism, or obtaining or attempting to obtain credit for work through the use of any dishonest, deceptive, fraudulent, or unauthorized means. Academic dishonesty also encompasses helping someone else to commit an act of academic dishonesty.

   Faculty members have the right to choose whether or not to pursue suspected cases of plagiarism and cheating. When addressing plagiarism or cheating with reasonable evidence, the faculty member should meet with the student to discuss the concern. The student should have the opportunity to share his/her side of the story and explain his/her behavior. Faculty members may consult with the division dean or Dean of Student Affairs when determining whether academic dishonesty has occurred. All pertinent documentation, such as exams, plagiarized sources, and/or other possible evidence, should be retained by the instructor.

   For situations in which cheating or plagiarism has been identified, the faculty member is to determine the academic consequence in compliance with Education Code, board policies, or administrative procedures that prohibit dropping a student from a course. Faculty members shall inform students of the grade penalty that will be assessed. The consequences may include:

   a. *Receiving a "0" on that assignment.*
   b. *Being referred to the Dean of Student Affairs for further disciplinary action.*

   For more detailed information on Academic Integrity, please visit the Faculty Handbook.

4. **AccessRio (Attendance Rosters, Email, Grades, Flex Reporter, RoadRunner, etc.)** – AccessRio is the main gateway to all instructional and faculty information, including: email, attendance rosters, add codes, grade input, etc. New faculty are assigned an AccessRio account by Human Resources (HR).   *The FIRST time you enter your AccessRio account, you MUST do it on campus – otherwise, you will get locked out.* Please use your Rio Hondo College (RHC) email for all communication with students and for college business. Faculty should not use personal email to communicate with students.

   a. **Attendance Rosters / Add Codes / Grades**

      1. *Attendance Rosters* – Use AccessRio to print out your course roster of students for taking attendance each day. Refresh and check class rosters frequently at the start of each term to make sure that all students are registered, which is important for several reasons:
         - **Make sure all students are enrolled by the Census date for the class.** *(The College is paid on the basis of officially enrolled students only.)*
         - There are legal liability issues with any students who are not officially registered.
         - Only officially enrolled students will be eligible to receive a final grade.
         - Students are not permitted to audit a course at Rio Hondo College.
         - **If a student has not shown up to class at all, please drop the student before Census date.** *(The College should not be paid for students who never attended class.)*
         - The Census date for each section can be found at the top of your roster. Please note, dates can be different based on how the course is scheduled.

      2. *Add Codes* – On or after the first day of the term/session, students can only add classes with an Add Code. On the first day of class, faculty can find Add Codes in AccessRio to provide to students. Add Codes will not work until the class has met. If you give a student an Add Code before the term begins they will not be able to use it until after the class starts.

         Students who have a hold on their record will not be able to register, even with an Add Code. In addition, if there is a prerequisite/co-requisite for your course, an Add Code will not override that requirement. Therefore, it is important to ensure the student has either added the course or is no longer attending class by the Census date.

      3. *Grades* – Grades must be entered in AccessRio by the deadline. The deadline is always 4:00PM on Friday of the week following the end of your class.   If students request an "Incomplete" to finish their course work at a later time, then see the Faculty Handbook for details on the Incomplete request process. Any grade not submitted in AccessRio before the deadline, will require a grade card completed and submitted in person to the Admissions Office.

         Please keep your attendance and grade records for at least a year. All faculty are strongly encouraged to submit to the division secretary a backup copy of all of your assignment and exam grades, in case of future grade disputes. **If you teach classes that have positive attendance, you should submit a copy of your attendance records for all class meetings for the semester to the _____ Division Office.**

         Screen shots/directions for attendance, grading, etc. can be found in the Faculty Handbook.

   b. **Email**
      1. www.riohondo.edu
      2. At the top, click on "AccessRio", then sign in using your account name and password
      3. Towards the middle of the page, click on "RioMail for Faculty/Staff" to sign in for Email access

   c. **Flex Reporter** – Full-time (FT) and part-time (PT) faculty are required to complete "Flex Hours" (professional development) as part of their work load – failure to do so will result in pay being reduced, since your Flex hours are already calculated into your pay in advance. Flex hours required by each faculty are dependent on the assignment load for the semester (and found on the lower left side of the load sheet). Faculty must log into their Flex account and submit a Flex proposal typically within the first 3 weeks of the semester.

To access the Flex Reporter, faculty can log into AccessRio. There is a link for the Flex Reporter under the "Faculty" tab. The user name is the same as elsewhere on the website, but the password is the employee ID number – your ID number is located on the load sheet below your name. Please contact the _____ Division Secretary, _____, or HR if you need a reminder of your ID number.

You can find the list of acceptable Flex activities for the _____ Division in the following link:
https://www.riohondo.edu/staff-development/pre-approved-flex-activities/

For more information on Flex, visit the following website:
https://www.riohondo.edu/staff-development/flex/

    d. **RoadRunner Connect** – RoadRunner Connect is an early alert system and online communication tool that allows instructors and counselors to communicate regarding issues threatening student success. This tool can also be used to give "kudos" to students when successful milestones are achieved. Faculty can access RoadRunner Connect through AccessRio via the "Employee" tab.

5. **Breaks in Class** – Each clock hour is composed of one 50-minute class hour segment and a 10-minute segment referred to as a "passing time" between classes or as a "break" during a multi-hour class. For multi-hour classes, the 10-minute break times permitted may not be accumulated and taken at the end of class. For a list of the number of 10-minute breaks allotted for the clock hours in your class each day, please see the document titled "Contact Hours Computation Table…"

6. **Canvas** – Canvas is the online learning management system used at Rio Hondo College. Online and hybrid courses must use Canvas for course delivery. All faculty are strongly encouraged to use Canvas at a minimum for student communication and posting student grade progress. To request access to Canvas, email the Distance Education department: desupport@riohondo.edu. To request a sample template of your class in Canvas, contact the _____ Division office. To access Canvas, click on the Canvas icon on the upper right-hand corner of the RHC website: www.riohondo.edu

7. **Classroom Etiquette –** At the end of your class meetings, please erase the boards, put the chairs/tables in their original order (if you moved them), and clear any paperwork/materials your class left behind.

8. **Course Outline of Record** – All faculty members must follow the official course outline of record (COR) for the course(s) they are teaching. This is a legally binding document between RHC and the California Community College Chancellor's Office as well as transfer institutions accepting our courses. The COR includes the course description, textbook, objectives, and other key information for a course. You can find the COR in CurrIQunet (see CurrIQunet section for instructions on how to access it).

9. **CurrIQunet –** CurrIQunet is where course curriculum is posted, created and approved. Faculty can view a course outline of record (COR) for any active course in CurrIQunet. You should check the COR every semester for any changes that need to be reflected in your syllabus and curriculum. FT faculty are required to regularly update courses in CurrIQunet and thus have personalized logins. PT faculty can access CurrIQunet to view active courses by following these steps

    a. www.riohondo.edu
    b. Under "Faculty & Staff" tab, click on "Curriculum"
    c. Then, click on "CurrIQunet Link"
    d. Use the following login information:
        1. Email: PTfaculty@riohondo.edu
        2. Password: faculty
    e. Select "My Institution", then "Subject" desired in drop down menu (e.g. ACCT)
    f. Under "Draft, In Review" drop down menu click on "Active", then click "Search"
        1. Un-check the "Draft" and "In Review" boxes if you prefer to only see active courses

Select course of interest (be sure to click the "Active" course), then click through each COR section on the left side menu – or, you can see the full COR all at once in a printable format by clicking on "Reports" on the right side of the screen, then click "Outline".

10. **Evaluation of Faculty –** Part-time faculty and non-tenured full-time faculty will have scheduled evaluations with the Dean. Tenured FT faculty will conduct peer evaluations for other FT faculty. For PT faculty, seniority is established once you complete an assignment in 4 out of 6 semesters in a three-year period, so long as two satisfactory evaluations have been completed. If there is no class assignment for a current PT faculty member in a subsequent semester, a letter will be mailed stating so. Student instructional surveys shall be administered by an administrator or designee each Fall and Spring semester for all PT faculty. In the collective bargaining agreement (CBA), Article 9 has more details about evaluations and Article 26 has more details about the PT faculty seniority process. Please see "Collective Bargaining Agreement" section below for details on how to access the CBA.

11. **Faculty Handbook –** To view and/or download the complete Faculty Handbook, visit:
    a. www.riohondo.edu
    b. Hover your mouse over "Faculty & Staff" then under "Information", click on "Faculty Handbook"

12. **Family Educational Rights and Privacy Act (FERPA)** – Education records contain information which is directly related to a student. FERPA protects students' records even from their parents when they attend college. The institution (and faculty) would be held responsible if an *unauthorized* third party (including other students, parents, faculty and staff) gained access in any manner to a student's educational record, including their ID number. Please see Faculty Handbook for more details on FERPA.

13. **Field Trips –** A field trip request must first be submitted to the division dean for signature. See the Faculty Handbook for more details on this process.

14. **Final Exam –** Faculty cannot skip their scheduled final exam session. Your final exam room is typically the same as where your class was held, unless otherwise informed. To view the Final Exam Schedule, visit: https://www.riohondo.edu/admissions/admissions-homepage/final-exam-schedule/.

15. **Guest Speakers –** You should inform your division dean of any guest speakers you plan to bring to a class. Guest speakers should not be used in place of you as an instructor. Please see Faculty Handbook for directions on requesting a parking permit for a guest speaker.

16. **Instructional FLEX Calendar (Academic Calendar) –** The Instructional FLEX Calendar can be found on the following link: http://www.riohondo.edu/staff-development/flexinstructional-calendar/

17. **Lead Faculty –** Each department in the _____ Division has a full-time faculty member that has volunteered to be the lead contact for new adjuncts. Faculty contact information is listed at the end of this document. Should you have any questions on a course you are teaching, please reach out to the lead faculty. If they are not the subject matter expert for your course, they can point you to the right contact.

18. **Leave of Absence –** See "Absence/Attendance of Faculty" section.

19. **Load Sheets** – Load sheets list the faculty assignment(s) and load each semester, which are used to calculate pay. Full-time faculty may have up to 140% total load, inclusive of 40% overload (overload assignments are not guaranteed). Part-time faculty can have up to 60% load. Anything over these percentages needs VP approval. Faculty are required to sign their load sheet prior to each semester. Occasionally, minor adjustments will be made to load sheets after they have been signed, necessitating a new signature (e.g. a change in assignment, cancelled class, etc.).

20. **Office hours**
    a. *Full Time Faculty* – FT faculty are required to have 3.3 hours scheduled as "office hours". These are to be scheduled to be available to students. Office hours must be approved by the district. Office hours are to be noted on the load sheet and posted at the door of the faculty office.

    b. *Part Time Faculty* – PT faculty are not required nor compensated to hold office hours, however, students do appreciate you being available to them before/after class or by appointment, as needed.

21. **Online Teaching –** It is recommended that new faculty also become certified to teach online to open up more assignment opportunities for you. In order to teach online, faculty must complete an RHC Online Teaching Certification course (about 20 hours) or prove certification from another California Community College or @ONE. To request access to the Online Teaching Certification, course in Canvas, email the Distance Education department: desupport@riohondo.edu.

22. **Outcomes / Taskstream –** Outcomes are statements that specify what students will know, be able to do or demonstrate when they have completed a course. Outcomes are also important for the college's accreditation process. Outcomes need to be assessed in classes every year (in Fall or Spring terms). Outcomes must also be listed on each syllabus so students are aware of them.

    Taskstream is the software where outcomes are housed and where outcomes assessment data is entered by all faculty. Please see the document titled "Outcomes QUICK REFERENCE Guide…" to learn how to access Taskstream and enter outcomes data.

    If you need further guidance on entering outcomes data, you can explore the documents and videos available in the Faculty Resource Center in Canvas (accept the Canvas invitation when you log into Canvas and go to the Outcomes Module). If you have additional questions on outcomes, contact the lead full-time faculty member in your department or our division's outcomes committee representative, _____.

23. **Student Conduct –** Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The student shall not be returned to the class without meeting with the Dean of Student Affairs and concurrence of the instructor. See Faculty Handbook for more details.

24. **Syllabus –** Each course must have a syllabus that is distributed to students. The syllabus is like a contract between the instructor and student and should include key information for the course, such as: textbook, course description, course objectives, student learning outcomes, grading system, weekly schedule of homework/assignments, attendance policy, drop policy, etc. The majority of the course information is found in the course outline of record in CurrIQunet (see CurrIQunet section for more details). It is suggested that you plan your syllabus and course as far in advance as possible (e.g. 4 to 8 weeks in advance, ideally), in order to start the semester off in a well-organized manner. Please see the document titled "Syllabus Template" for more details of what should go in a syllabus.

    A copy of each syllabus must be emailed to _____ for our division's records, by or before your first class meeting. Please name each syllabus file in this format: "Course Faculty Name CRN Term" (e.g. "CIT 101 John Doe 32468 Spring 2019.docx").

25. **Taskstream** – See section titled "Outcomes / Taskstream" for more details.

26. **Textbook** – Please contact our Secretary, _____, for an instructor's copy of the textbook, if you have not received one already. If one is not available in our office, then a copy will be ordered for you.

If anything in this document contradicts the Collective Bargaining Agreement (CBA), Faculty Handbook (FH), Administrative Procedures (APs) or Board Policies (BPs), then the information in the CBA, FH, APs, and BPs are to be considered the correct information.

OFFICE/CAMPUS INFORMATION

27. **Contact Information –** Please ensure that your contact information is always correct at the college. If there are any changes, please notify the following people:
    a. _____ Division, ___(secretary name)_____, phone _____, email _____
    b. Human Resources, Kristin McLean (formerly Itatani) (562-692-0921 ext 5156) or kitatani@riohondo.edu

28. **Collective Bargaining Agreement (CBA) –** To view the CBA (faculty contract), please visit:
    a. www.riohondo.edu
    b. Hover your mouse over "Faculty & Staff"
    c. Under "Information", click on "Human Resources"
    d. Click on "Current Employees", then click on "HR Documents" to find the "RHCFA CBA…"

29. **Copies/Printing –** Faculty can make copies on a walk-in basis at Printing Services (Room A116) – the limit is 700 copies per semester for self-service copies. The door code to enter the room is 7102. Faculty will also need a copy code to utilize the self-service copy machines – _____ can assign you the copy code.

    Larger amounts of copies can be ordered online via Printing Services: printshop.riohondo.edu/portal. When filling out the form, use location code "_____". If you want it delivered to the _____ Division, you must check the Delivery Method for "Arrange for Delivery" and then indicate at the end of the form in the Miscellaneous box to "Deliver to Room _____". If your print request was submitted correctly, you will receive a ticket number via email. It is suggested that you order your copies at least one to two weeks in advance, especially during peak copy seasons (e.g. start of semester for syllabi, end of semester for finals, etc.).

30. **Evening/Weekend College –** Contact them if you will be absent during the evenings or weekends or if you need assistance from them when the _____ Division is closed: 562.908.3437 / Room A117.

31. **Keys** – Faculty receive a key for the classrooms in the _____ Building. Please be sure to lock the classrooms after you exit, unless the next faculty member has already arrived – please do not allow students to enter classrooms without their faculty being present. Also, be sure to lock the _____ Division office if you are accessing it after office hours. Classrooms with student computers have an alarm code – please ask _____ for the alarm code if you are teaching in a computer classroom.

32. **Mail boxes –** Each new faculty will be assigned a mail slot in the _____ office. Information from the dean, secretary, students, HR, payroll, etc. will be placed in this mail slot.   Please be sure to check it on a regular basis, at least once per week is suggested.

33. **Office –** FT faculty are assigned a dedicated office space. PT faculty have a shared office space in _____.

34. **Parking** – Each new faculty will receive a parking pass from HR, which is good for the entire year. Continuing faculty will receive their renewal parking passes from _____. The pass must be displayed in the car when parked on campus (or risk getting ticketed). You may park in all student and faculty lots.

35. **Safety & Incident reports**
    a. Rio Hondo College is a large campus. Please be aware of the surroundings, especially in the evenings. Security is available to accompany anyone (faculty / students / staff) to their vehicles, as well to address security concerns inside or outside of the classroom.
    b. If there is an incident on campus, please report it to the Security Office at ext. 3490 or ext. 15 (if dialing off-campus, call 562.908.3490).
    c. Helping Students in Distress Guide – The Faculty Handbook includes a guide on recognizing and helping students in distress (e.g. dangerous or disruptive behavior, emotional distress, etc.) & referral services.

36. **Supplies –** Dry erase markers are provided to faculty by _____. They should _not_ be left in the classrooms. If you need any other supplies, please contact _____.

CONTACT INFORMATION

To make an *internal call* from an RHC phone line to another RHC number, just dial the last four digits (e.g. dial 7359 instead of (562) 463-7359). To make an *external call* from an RHC phone, dial 9 then 1 plus the area code and number desired, e.g. 9 1 (562) 555-4321.

_____ DIVISION CONTACTS

ADMINISTRATION

TITLE	NAME	PHONE	EMAIL
Dean, _____			
Secretary, _____			

FULL-TIME FACULTY

DEPT	NAME	PHONE	EMAIL
Department	Faculty Name		

COUNSELOR

TITLE	NAME	PHONE	EMAIL
FT Counselor			

LAB**

TITLE	NAME	PHONE	EMAIL
Instructional Asst.			

DISTRICT CONTACTS

DEPT	CONTACT	PHONE	EMAIL
Computer/Telephone Help Desk**		562.463.3740	helpdesk@riohondo.edu
Distance Education (LR 141 A/C)		562.463.3218	desupport@riohondo.edu
Evening/Weekend College (A117)		562.908.3437	
Facilities		562.463.7609	
Human Resources (A113)		562.908.3405	hroffice@riohondo.edu
Payroll		562.463.7096	
Printing Services (A116)		562.463.7218	
Security (A117)		562.908.3490	
Student Health & Psych. Services.	Denna Sanchez, Coordinator	562.908.3438	dsanchez@riohondo.edu
Student Learning Outcomes	Alyson Cartagena, Coordinator	562.463.7405	acartagena@riohondo.edu
Taskstream	Institutional Research & Plan.	562.908.3412	

RHC Phone Directory by department: https://www.riohondo.edu/directory/

Student Services & Programs: https://www.riohondo.edu/student-services-vp/programs/