

Substitutes

The Board of Trustees has authorized the employment of faculty members as substitute instructors. Instructors will be asked to substitute only in their fields of specialization. All substitute faculty must be Board approved for the term in which they substitute. Faculty should arrange for substitutes by consulting with the dean, as pre-approval is required. Generally, substitutes are not used for one-time or short-term absences. If appropriate, trades or “swaps” should be considered, and communicated with the dean as approval is required.

Supplies

Students generally furnish their own supplies. Exceptions may be in certain laboratory situations. Faculty members needing specific supply items should discuss their requirements well in advance with their Division Dean.

Syllabus

See Article 9B of FA-District Contract.

During the first day of class, students must be given a syllabus. The Faculty Contract also requires you to provide your Dean with a copy of the course syllabus for each course you teach by the end of the first week of instruction. It is recommended that you turn in your syllabus in advance of the first week to provide time for feedback and adjustments if needed.

Community College instruction also must conform to the Course Outline of Record as a matter of regulation and preserve articulation agreements with our transfer partners. All course outlines are searchable in our course inventory system, [CurricUNET](#). Your syllabi's course content should be reflective of this outline.

The Faculty Contract also requires certain elements be present on the syllabus:

1. **Contact information:** name, office number, phone, voicemail, and Chabot-Las Positas Community College email address;
2. **Instructional resources:** office hours, textbook(s), and course supplies (required supplements and/or recommended text, special required supplies);
3. **Grading method:** an explanation of the manner in which final grades will be calculated;
4. **Important dates** to know including: last day for “W”, date and time of Final Examination, and the deadline to apply for Federal Financial Aid
5. **Safety requirements**, if applicable;
6. **Student Learning Outcomes (SLO)** associated with that course, which could be provided as text or links.
7. **Disability accommodations** and campus services, which could be provided as text or links;