

- (2) If the Faculty member has scheduled overload and/or unbanked carryover, the combined Calculated A Hour (CAH) value of which is greater than that of the cancelled class, it will be used to cover the underage in accordance with Article 18H.
- (3) In consultation with the Faculty member's Administrator, bumping of a Part-time Faculty member may occur to satisfy the current semester's Load underage, in accordance with Article 18H. Bumping of a Part-time Faculty member shall only occur prior to the first day of class.
- (4) If the Faculty member and Administrator cannot agree on a course to satisfy the Load underage, the Administrator will assign the Faculty member a class. In the event the class is online, and the Faculty member is not adequately prepared to teach the course, and the Faculty member's unbanked carryover does not have the amount of Calculated A Hour (CAH) equal to or greater than the cancelled class, the Faculty member will carry a Load underage to be made up according to Article 10D.9.

9A.4 Student Grievance Action

Unit members shall not be required to attend a hearing on a student grievance filed against them if the student grievance timeline occurs outside of either the Fall or Spring Semesters. Moreover, it is agreed that in these circumstances an effort will be made to suspend the timelines in order to hear the grievance during the Academic Year. The student grievance process shall follow Board Policy 5530.

9B. Syllabus Requirement

By the end of the first full week of classes, unit members shall submit to their appropriate Administrator a copy of a Syllabus for each course taught. For short-term classes, submission shall be by the end of the second class meeting. For online classes, submission shall be by the end of the first week of classes.

The Syllabus shall include:

- a. the Instructional Faculty person's information (name, office number, phone, voicemail, and Chabot-Las Positas Community College email address);
- b. office hours, textbook(s), and course supplies (required supplements and/or recommended text, special required supplies);
- c. an explanation of the manner in which final grades will be calculated;
- d. dates to know including: last day for "W", date and time of Final Examination, and the deadline to apply for Federal Financial Aid—or, alternatively, in the case of an online syllabus, a link to;
- e. other supplemental information, including safety requirements;
- f. the Student Learning Outcomes (SLO) associated with that course, which could be provided as text or links;
- g. information about disability accommodations and campus services, which could be provided as text or links;