

## FULL-TIME FACULTY HANDBOOK

### INDEX

Absences (Faculty).....	C-11
Academic Calendar.....	A-5
Academic Freedom.....	A-10
Academic Grade Point Average .....	C-21
Academic Honesty (Students).....	A-10
Academic Integrity (Faculty) .....	A-12
Academic Probation and Dismissal .....	C-21
Academic Senate (Faculty).....	A-9
Academic Standards.....	C-21
Acceptance of Gifts to the College or District.....	D-6
Administrative Symbol “MW”.....	C-23
Administrative Symbols “IP,” “RD,” “I”.....	C-22
Age.....	D-2
American with Disabilities Act.....	D-2
Assignment (Faculty).....	A-8
Assignment (Faculty) – Alternate Duty.....	A-10
Assignment (Faculty) – Full Service Week).....	A-9
Assignment (Faculty) – Overload).....	A-9
Assignment (Faculty) – Summer Session).....	A-10
Assignment (Faculty) – Summer Workload.....	A-10
Assignment (Faculty) – Workload Residuals).....	A-9
Board Manual.....	A-6
Board Meetings.....	A-6
Board of Trustees.....	A-5
Board of Trustees, District, and Colleges.....	A-4

Bomb Threats .....	F-4
Catalog (Catalog and Addendum) .....	A-6
Catalog Listing.....	C-5
Change of Address, Telephone, or Name.....	A-10, D-5
Civil Disaster .....	F-6
Civil Disorder (Reporting) .....	F-6
Civil Right of Employees .....	A-6
Class (Cancellation).....	A-10
Class (Large Lecture).....	A-10
Class Size .....	C-12
Class Visitors, Non-Students.....	C-13
Classroom and Office Supplies.....	D-7
Collective Bargaining Agreements.....	A-6
College and University Library Privileges .....	C-15
College Committee Structure .....	A-7
College Foundation .....	A-8
College Governance .....	A-7
Commencement .....	A-11
Communication (Faculty Administration) .....	A-9
Complaints and Derogatory Messages .....	A-11
Computer Center .....	E-9
Conferences .....	C-3
Contracts (Faculty – Request for Partial or Reduced Contracts) .....	C-10
Coordinator (Faculty).....	A-10
Course Articulation with Four-Year Colleges .....	C-5
Course Development .....	C-4
Course Outlines .....	C-6
Course Syllabus .....	C-6
Credit by Examination .....	C-22

Credit for Advanced Placement .....	C-22
Credit Hour .....	C-10
Credit/No Credit Grades .....	C-21
Curriculum Committee .....	C-4
Disability, Non-Discrimination .....	D-2
Disciplines (Primary and Secondary Disciplines Defined) .....	A-12, C-11
Dismissal of Classes .....	C-12
Displaying Materials .....	C-14
Distance Education .....	C-12
District and Colleges .....	A-5
Earthquake .....	F-4
Emergency Phones .....	F-9
Employment of Student Assistants .....	D-7
Enrollment Management .....	A-15
Equal Opportunity (Diversity and Employment – Faculty and Staff) .....	A-15
Escort Service .....	F-8
Evaluation (Tenured) .....	A-15
Evaluation (Untenured) .....	A-16
Explosions/Fallen Aircraft .....	F-5
Facilities (College and District) .....	A-16
Faculty Identification and Business Cards .....	C-14
Faculty Service Areas (FSAs) .....	A-16
Faculty Standards .....	C-3
Field Trips .....	C-17
Fire .....	F-3
First Aid Procedures .....	F-2
Floods .....	F-7
Free Speech .....	A-16
Furniture, Equipment and Room Arrangement .....	D-7

Gender .....	D-2
General Alarm .....	F-7
General Education (Philosophy of) .....	C-4
Gifts by Students to Faculty or Staff .....	D-7
Grievance (Faculty) .....	A-16
Harassment/Sexual Harassment .....	D-3
Hazardous Conditions .....	F-2
High School Articulation .....	C-22
Information Technology .....	E-8
Instructional Audio/Video Services .....	E-8
Instructional Technology .....	E-8
Insurance Coverage .....	D-5
Intellectual Property .....	A-16
Keys and Building Security.....	A-17, D-7
Leaves of Absence.....	A-17, C-13
Lecturers, Consultants, Guest Speakers .....	C-14
Library and Media Services.....	C-14, E-2
Library (Creating Accounts).....	E-5
Medical Benefits .....	D-4
Meetings (Division) .....	A-17
Meetings (Town) .....	A-17
Mission of Las Positas College .....	A-5
Non-Academic Facility Usage .....	D-8
Office Hours .....	A-17
Parking .....	F-9
Payment of Salary .....	D-4
Payroll Deductions .....	D-4
Payroll Procedures .....	A-17, D-4
Personal Injuries Requiring First Aid .....	F-2

Personnel Records and Files .....	A-17, D-5
Pet and Animals on Campus.....	A-18
Placement and Advancement on the Full-Time Salary Scale .....	A-18
Prerequisite Waivers .....	C-21
Pre-Retirement Reduction of Annual Workload .....	A-18
Professional Activities .....	A-18
Progress Probation and Dismissal .....	C-21
Purpose of Full-Time Handbook .....	A-5
Race, Color, or National Origin .....	D-2
Reimbursements .....	D-5
Repeating a Course .....	C-20
Reprographic Center (Copy Center) .....	C-14, E-9
Request for Custodial and Maintenance Service .....	D-7
Retraining Leave .....	A-18
Sabbatical Leave .....	A-18
Schedule, Faculty (On Campus) .....	A-19
Security Services.....	F-8
Sick Leave .....	C-14
Sick Leave Donation .....	C-14
Smog Conditions .....	F-7
Smoking and Eating in Classrooms .....	C-14
Special Courses .....	C-10
Student Evaluation and Grading Procedures .....	C-18
Substitute Instructors .....	C-13
Teaching and Learning Center .....	E-8
Technology Department .....	E-10
Telecommunications .....	E-11
Texts (Policy and Procedures) .....	C-14

Tuberculosis, Freedom Form .....	A-19
Utility Failure .....	F-7
Work Space .....	A-20
Workload (Faculty Assignments) .....	C-10
Workload Banking Policy .....	A-19