

COMMUNITY COLLEGE OF DENVER

Title: New Faculty Orientation

Guideline #: INST – 6

Approved: February 4, 2013
July 13, 2015
August 9, 2017

REFERENCES: None

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

To ensure that all faculty at the Community College of Denver (College) are provided information regarding College guidelines and processes.

2. APPLICABILITY

These guidelines apply to all faculty of the College.

3. DEFINITIONS

- a. New Faculty Orientation – Program designed to provide all new faculty members with information on College guidelines, processes, assessment practices, and student focused andragogy.

4. GUIDELINES

All new faculty are required to attend New Faculty Orientation (Orientation) within sixty (60) days of the census date of the semester they begin teaching at the College. Failure to attend will result in the loss of teaching privileges at the College.

Orientation includes substantive information on issues dealing with, but not limited to, Family Educational and Privacy Rights Act (FERPA), civil rights laws, sexual harassment, Student Life and Student Code of Conduct issues, and compliance with the American with Disabilities Act efforts. It will also include information unique to the College including faculty uses of Banner, the intranet, retention efforts, student resources, syllabus requirements, and our learning management system. Finally, it will align our active learning focus and strategies to the College's outcomes and mission.

Adjuncts will be compensated at the approved hourly rate of pay for this type of activity for their participation in the Orientation. All faculty will be credited with professional development hours for their participation.