

CCD EXTENUATING CIRCUMSTANCE APPEAL FOR NEW FACULTY ORIENTATION

Instructions for Appeal Process:

Community College of Denver has a published procedure for New Faculty Orientation (NFO) and, as part of the New Faculty Onboarding Checklist, faculty and instructors are informed of the requirement to complete NFO Part 1 and NFO Part 2 during their first semester. Everyone must complete NFO Part 1. Instructors may apply for an exemption to NFO Part 2 based on their prior learning of effective andragogy.

An appeal process is available when a faculty member or instructor is unable to complete NFO Part 2 during their first semester teaching at CCD. To be eligible for an appeal:

1. The faculty member or instructor must complete this form and indicate the reason why NFO Part 2 was not completed during their first semester of employment.
2. This form must be signed by the department chair (faculty member's/instructor's direct supervisor), center dean, and provost. A copy will be kept on file with Human Resources.
3. Appeals must be submitted prior to the end of the semester in which the instructor was enrolled in NFO Part 2.
4. Repeated appeals will not be considered.

Extenuating Circumstance Appeal for New Faculty Orientation Application:

Name (print): _____

S#: _____ Phone#: _____

Email: _____@ccd.edu

Note: Please use your official CCD email account.

I affirm that I have read and understand this form and that the information supplied is true and complete. I understand that if my appeal is granted and I am permitted to take NFO Part 2 during my second semester teaching at CCD, I must complete the training at that time. I will not be allowed to appeal a second time.

Faculty/Instructor Name (print): _____

Faculty/Instructor Signature: _____ Date: _____

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Reason for not completing NFO Part 2:

I was not informed that I need to take the training.

Chair Initials: _____ Date: _____

I started the training but was unable to complete it.

TLC Initials: _____ Date: _____

I did not start the training.

Please explain: _____

Approvals:

Department Chair (print): _____

Signature: _____ Date: _____

Center Dean (print): _____

Signature: _____ Date: _____

Provost (print): _____

Signature: _____ Date: _____