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Revised 08/01/2011

MESSAGE FROM THE PRESIDENT



Welcome to Santa Monica College! You are joining the premier faculty of an outstanding institution, and we look forward to the contributions you will make to our college.

DR. CHUI L. TSANG

SUPERINTENDENT/PRESIDENT

SANTA MONICA COMMUNITY COLLEGE DISTRICT

GREETINGS TO OUR FACULTY



To All Members of the Faculty:

I extend to you, our Santa Monica College faculty community, a warm welcome!

Please take advantage of the information contained in this handbook. It will serve as a great resource to the many services and programs available to students, staff and faculty at this college.

Feel free to peruse our redesigned HR Website at www.smc.edu/humanresources, where you will find information, documents and links to assist you in all of your human resource needs such as employment, professional development, District Calendar, bargaining unit agreements and MOUs, and much more.

The Office of Human Resources personnel are committed to providing customer oriented service within a professional, knowledgeable and friendly environment.

I am certain your stay at Santa Monica College will be filled with rewarding experiences.

A handwritten signature in black ink that reads "Marcia M. Wade". The signature is fluid and cursive.

MARCIA M. WADE

VICE PRESIDENT, HUMAN RESOURCES

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OUR VISION, MISSION & GOALS

Santa Monica College:

Changing Lives in the Global Community through Excellence in Education

Santa Monica College strives to create a learning environment that both challenges students and supports them in achieving their educational goals. Students learn to contribute to the global community as they develop an understanding of their personal relationship to the world's social, cultural, political, economic, technological, and natural environments.

To fulfill this mission, the College provides open and affordable access to high quality associate degrees and certificate of achievement programs. These programs prepare students for successful careers, develop college-level skills, enable transfer to universities, and foster a personal commitment to lifelong learning.

Santa Monica College serves the world's diverse communities by offering educational opportunities which embrace the exchange of ideas in an open, caring community of learners and which recognize the critical importance of each individual to the achievement of the college's vision.

Vision and Core Values

Santa Monica College will be a leader and innovator in student learning and achievement. Santa Monica College will prepare and empower students to excel in their academic and professional pursuits for lifelong success in an evolving global environment.

As a community committed to open inquiry that encourages dialog and the free exchange of ideas, Santa Monica College will serve as a model for students in the practice of its core values: intellectual inquiry, research-based planning and evaluation, democratic processes, communication and collegiality, global awareness, and sustainability.

Goals

To achieve this vision, Santa Monica College students will:

- Acquire the self-confidence and self-discipline to pursue their intellectual curiosities with integrity in both their personal and professional lives.
- Obtain the knowledge and skills necessary to access, evaluate, and interpret ideas, images, and information critically in order to communicate effectively, reach conclusions, and solve problems.

- Respect the inter-relatedness of the global human environment, engage with diverse peoples, and acknowledge the significance of their daily actions relative to broader issues and events.
- Assume responsibility for their impact on the earth by living a sustainable and ethical life style.

Supporting Goals

- Innovative and Responsive Academic Environment
- Supportive Learning Environment
- Stable Fiscal Environment
- Sustainable Physical Environment
- Supportive Collegial Environment

Institutional Learning Outcomes

Through their experiences at SMC students will acquire the self-confidence and self-discipline to pursue their intellectual curiosities with integrity in both their personal and professional lives; obtain the knowledge and academic skills necessary to access, evaluate, and interpret ideas, images, and information critically in order to communicate effectively, reach conclusions, and solve problems; respect the inter-relatedness of the global human environment, engage with diverse peoples, and acknowledge the significance of their daily actions relative to broader issues and events; take responsibility for their own impact on the earth by living a sustainable and ethical life style.

HUMAN RESOURCES MISSION STATEMENT

It is the mission of the Office of Human Resources to serve as a strategic partner alongside the college administration and Board of Trustees in meeting the vision, mission and goals of Santa Monica College. The Office of Human Resources is committed to taking a leadership role in providing services that support the College by promoting the concept that our employees are a most valuable resource in meeting the vision, mission and goals of the College. Thus, it is our mission to provide an optimal work environment for high productivity, continuous improvement and supreme customer service. This is accomplished by providing a full range of centralized, comprehensive human resource management services for employees of the College.

The Office of Human Resources also works with college staff to ensure compliance with all Federal, state, and local laws pertaining to personnel matters, including equal employment opportunity.

SECTION 1 PURPOSE OF HANDBOOK

This handbook is an attempt to provide brief answers to some of the most commonly asked questions concerning Santa Monica College's policies and procedures. Complete copies of the Board of Trustees' policies and administrative regulations are available online on the [Board Policy Manual](#) website. Most departments have their own policies concerning such matters as access to facilities, use of equipment, and textbook selection. Contact your Department Chair if you have questions about departmental policies. If you need clarification about any of the items addressed in the guidelines below, or if you have questions about any other college policy procedure, please contact your Department Chair.

SECTION 2 SANTA MONICA COMMUNITY COLLEGE DISTRICT

HISTORY

The Santa Monica Community College District is a 37+ acre campus with 5 satellite locations situated in the City of Santa Monica, which is located in the western part of Los Angeles County. Santa Monica College is operated under the California Law of 1917. The College provides excellent academic and vocational programs and counseling services to an ethnically diverse student population of 32,000. Santa Monica College is proud of the rich tradition of community service and public education.

A seven-member Board of Trustees, elected to a four-year term by the residents of Santa Monica and Malibu, govern the Santa Monica Community College District. A student-elected representative with an advisory vote serves on the board as student trustee.

The Santa Monica Community College District has an annual budget of \$120 million, approximately 1,900 faculty members and classified staff.

ACCREDITATION

http://www.smc.edu/policies/MasterPlans/Accreditation_2004.htm

Santa Monica College is officially accredited by the Western Association of Schools and Colleges and is approved by the California State Department of Education and the Office of Private Post Secondary Education for training veterans and other eligible persons under the provisions of the G.I. Bill. The University of California, California State Colleges and Universities, and private institutions of high rank give credit for transfer courses completed at Santa Monica College.

SECTION 3 SATELLITE CAMPUSES IN THE SANTA MONICA COMMUNITY COLLEGE DISTRICT

The Santa Monica Community College District is comprised of a main campus and several satellite campuses.

SANTA MONICA COLLEGE CAMPUSES & PROGRAM SITES

Main Campus

1900 Pico Boulevard
Santa Monica, CA 90405

SMC Performing Arts Center

1310 11th Street
Santa Monica, CA 90401

Academy of Entertainment and Technology

1660 Stewart Street
Santa Monica, CA 90404

Airport Arts Campus

2800 Airport Avenue
Santa Monica, CA 90405

Emeritus College

1227 2nd Street
Santa Monica, CA 90401

Administration

2714 Pico Boulevard
Santa Monica, CA 90405

Santa Monica Bundy Campus

3171 S. Bundy Drive
Los Angeles, CA 90066

John Adams Middle School

2425 16th Street
Santa Monica, CA 90405

Santa Monica High School

601 Pico Boulevard
Santa Monica, CA 90405



SECTION 4

ACADEMIC AFFAIRS AND INSTRUCTIONAL SUPPORT SERVICES

ADD AND DROP PERIOD

Some "Authorization to Add" codes are provided along with your online class rosters for all instructors at the beginning of the semester. Additional codes are available upon request through the faculty web portal. Students may self-enroll in online and hybrid classes until the Sunday night before classes begin. For on-ground classes, students may self enroll into open classes up until the night before the second class meeting. Once a class has reached 90% full, it will appear "closed" to students so that faculty can confidently give out add codes without fear of over-enrolling their class. To add a class once the class has started and 90% of your course seats are filled, the student must request an add code from the instructor. Students will be prompted to use this electronic code when they enroll online through Corsair Connect (formerly the Student Self-Service system) on the Admissions web page or through the SMC homepage. Friday of the second week of classes during the Spring or Fall semesters is the last day students are allowed to add classes with an instructor's add code. Instructors may approve that a student be added after the Friday of the second week by certifying that the student has been in attendance since the first day of class. In these cases, the instructor will issue a reinstatement code to the student and the student will need to add him or herself into the course through Corsair Connect. Add codes, reinstatement codes, and late add codes all essentially serve the same purpose but with different deadlines. They are all approvals to add one seat in your class, but each has a different expiration date. Be sure to tell the student the code's expiration date and be sure you are giving a code that has not already expired.

Instructors are expected to add students up to the limit set for their class. Students who attend class for the first two class sessions with the hope of becoming enrolled should be allowed to take the place of students who are enrolled, but who fail to attend the first two class sessions.

Faculty are required to clear their rosters of "no show" students before the refund deadline. An exception involves certain lab science classes for which a warning statement is included in the class schedule. The intent here is to enable an instructor to assign lab lockers and thus start the first two or three hour lab activity with a full complement of students. For these classes the instructor may add students to replace any students who are "no-shows" at the time of assignment of lab lockers.

Since it may occasionally happen that someone on your roster misses the first class session and then arrives late for the second class session, it is strongly advised that you delay adding students to replace "no-shows" until the end of the second class meeting. Otherwise you may end up with more students enrolled than you have seats. **Be sure you clearly outline your attendance policy in your syllabus.**

Please consider that students coming directly from work to attend evening classes may be unavoidably detained due to unusually heavy traffic congestion during the first two weeks of school. When determining who to give add codes to, it is your responsibility to drop all "no shows" by the refund deadline so that our census reporting is accurate.

It is fair to give priority to walk-ins that were there on the first day of class over those non-enrolled students who didn't appear until the second class meeting. You may not use pre-test scores, quiz results, interviews, personality, attractiveness, etc., to determine the order of adding students. Many faculty choose to use a lottery or random drawing of student names to distribute add codes when more students want to add than there are seats available.

You may get tremendous pressure from students who want to add your course. There have even been cases where students wishing to add have attempted to bribe the instructor. Be firm; take some pressure off yourself by referring students who have a problem with the enrollment procedures, the number of sections offered or the number of students allowed per section, to your Department Chair.

It is the policy of the SMC Bookstore to not allow students to purchase textbooks unless they provide evidence that they are enrolled in the class. This is so there will be enough books for the students who are enrolled. Unless you are certain you will have room in your class for these students, just tell them that it is school policy not to drop "no shows" so as to add other students until the end of the second class session. It is up to you as instructor to make a fair grading provision for those students who attend your class from the first session, but who are not able to become enrolled and purchase textbooks until after the second session.

Since the College is operating at full classroom capacity in the evening, there is simply no place on the main campus in the evening to put more classes, and it is doubtful that additional sections will be added. However, there are times when it may be possible to help people; at least their pleas for additional sections will be passed along to someone responsible for deciding which courses are taught and how many sections of each are offered.

CANCELLATION OF CLASSES DUE TO LOW ENROLLMENT

Any class with an enrollment of fewer than eighteen students is subject to cancellation. The decision to cancel a class is made by Georgia Lorenz, Dean of Instruction, in consultation with the Department Chair.

Adjunct faculty are paid a minimum of two weeks pay (one week pay in summer or winter sessions) for a class that is canceled after the class has met ([Article 8.6, Agreement between SMC FA and the District](#)).

A full-time faculty member whose class is canceled must be reassigned to another section; this can result in their replacing an adjunct faculty member. When the canceled class was to be taught as an overload or intersession assignment of a full-time faculty member no faculty member is displaced.

CLASS MEETING TIMES AND BREAKS

You are expected to meet your classes on time and for the time interval scheduled. Classes are not expected to get out early. A "three hour" class is scheduled for 185 minutes per session and is allowed 20 total minutes of break time per session. "Two hour" classes are

scheduled for 125 minutes per session and are allowed 10 minutes of break time per session. If your class meets for less than two hours, there are no breaks. It is not acceptable to save all the break time for the end of the class period so as to get out early, nor to use the break time at the start of class so as to start late. Your students need some break time even if you don't.

DEPARTMENT MEETINGS

Full-time faculty are required to attend departmental meetings. Part-time faculty are required to attend one departmental meeting. After fulfilling that obligation adjunct faculty are welcome, but not required, to attend.

DISTRICT CALENDAR

[http://www.smc.edu/apps/comm.asp?\\$1=300](http://www.smc.edu/apps/comm.asp?$1=300)

[*Article 11, Agreement between SMC FA and the District*](#)

Fall Semester - 16 weeks - last week of August to mid-December

Winter Session - 6 weeks - first week of January to mid-February

Spring Semester - 16 weeks - mid- February to mid-June

Summer Session - 8 weeks - mid-June to mid-August

FIELD TRIPS

Field Trips and Bus Transportation Requests Field trips should be planned weeks in advance. Student liability release and application forms are available in your department or the Office of Academic Affairs. Return completed field trip application forms to your Department Chair. Student release forms should be signed by students and collected and retained by the instructor.

FINAL EXAMS

Each class is expected to have a Final Exam. A special time schedule is provided for all semester long classes during final exam week, so as to allow three hours for each final exam and minimize conflicts. Adhere to the final exam schedule so as to avoid time conflicts. If your class has both lecture and lab times, select the final exam time that matches the lecture. Classes that are held on Saturday or Sunday and those that are less than a full semester in length will hold their final exam during the last class meeting. Instructors for short-term classes in the regular semester and Summer or Winter intersession are expected to administer the final examination during the last scheduled class period. Approval from your Department Chair and the Dean of Instruction is required for deviation from the final exam schedule.

FINAL GRADES

<http://www.smc.edu/apps/pubs.asp?Q=3&T=Dates+and+Deadlines&P=2>

Final grades must be posted by the date stated in the "Dates and Deadlines" established by Admissions and Records (see link above). Instructors are expected to post grades as soon as possible. Failure to submit your grades on time is considered negligent of your

professional responsibility and is taken seriously. All grades submitted after the posted submission deadline must be accompanied by a "Grade Change Form" for each student.

FLEX CALENDAR

[Article 11, Agreement between SMC FA and the District](#)

Flextime is time for which faculty members are compensated for professional development activities accomplished outside of instructional time. Flextime is governed by the Collective Bargaining Agreement and by State of California regulations.

For the academic year, nine flexible calendar days are part of the calendar for full-time faculty members. This includes three department days, four individual contract days and two institutional days.

Adjunct faculty members are obligated to participate in flex activities during the semester for a number of hours equal to the number of hours of their weekly faculty assignment. Part-time counselors and librarians are not required to complete the flex requirement unless they have a teaching assignment. Part-time counselors and librarians should consult with the Department Chair regarding the non-instructional faculty Memorandum of Understanding (MOU). You will have to make arrangements with your Department Chair in regards to flextime.

You will receive a Flex Contract at the beginning of the semester. List your planned flex activities and sign it in both places before you submit it to your Department Chair.

In general, activities that can be used by adjunct faculty members for flex time include participation in department meetings, office hours, attendance at the college-wide flex activities at the beginning of each semester, participation in departmental flex activities and attendance at professional meetings and seminars.

Please contact Monica La Benda, Professional Development Coordinator, if you have any questions or concerns.

PASS/NO PASS (P/NP) (formerly CREDIT/NO CREDIT) GRADE POLICIES

Students may enroll in a certain number of classes on a pass/no pass basis. To use the pass/no pass option, the student must submit a petition for approval through the Admissions office by the 30% point in the term. For specific dates, please see the Admissions website under "Dates and Deadlines." Ordinarily, instructors are not notified which students are enrolled on a pass/no pass basis. The teacher assigns a regular grade (A, B, C, D, F, U, W) for the student. Grades A, B, or C are changed by the Registrar to "P". Grades of D, F, U are changed to "NP". Neither "P" nor "NP" has any effect on a student's G.P.A.

SOLICITATIONS

Solicitations are not permitted in classes. Do not allow your students to be solicited by sales or political representatives during class time.

TIME CONFLICT POLICY

There is a state requirement that students have at least 10 minutes of "pass time" between classes. If a student wants to add into your class but has a time conflict (less than 10 minutes between the two classes they want to take) they will not be able to enroll in both courses. A student must pick up a Time Conflict form from the Admissions office and have either of the instructors agree to a "make up" of the 10 minutes the student would miss in the class (by leaving early or arriving late). The "make up" must be supervised and specific with the time and method. Please see the Time Conflict form on the Admissions website under "Forms" for more details.

**SECTION 5
COMMUNICATIONS****ELECTRONIC MAIL (E-MAIL)**

http://smcnet.smc.edu/email_request/emailform.htm

All faculty e-mail accounts are created based on an active assignment in the ISIS system. Once the Office of Human Resources has processed the employee, he/she can request an e-mail account via the internet. It is expected that all faculty use their SMC email. Critical communication from the District and your department chair will go to your SMC email address.

Please be sure that the Office of Human Resources has entered your information into the employment database **before** submitting this request and please have your assigned five-digit SMC employee ID number given to you at the time of processing.

The e-mail account or username is created using the employee's last name followed by an underscore and the first name. The default password used is the last four digits of the employee's social security number.

Microsoft Outlook and Internet Explorer are software applications used to access e-mail on campus. If you need assistance accessing e-mail on your campus computer, please contact the Telecom Department at (310) 434-3010.

FACULTY BULLETIN BOARD/POSTING LOCATIONS

The Faculty and Staff Bulletin Board is located in the mailroom in the Liberal Arts building and is a vital source of information and interest to faculty. Also, several bulletin boards and posting locations are set throughout the campus and satellite campuses for employee announcements. You may contact the Office of Human Resources for a complete listing of the designated locations.

MAILROOM

Liberal Arts, LA 102

The main campus mailroom is located at the East end of the Liberal Arts Building (Room LA

102). Each instructor is provided with a mailbox in the mailroom. The combination for the lock on the mailbox can be obtained from the mailroom clerk during the first week of the semester. Instructors who teach exclusively at the Bundy Campus, Emeritus Campus, SMC Performing Arts Center (Madison), Santa Monica Airport or the Academy of Entertainment and Technology receive their mail at those locations. Your mailbox is the location of all written college communication, including vital information from your department chair and the District.

While email is probably the best way to have your students contact you if you are an adjunct faculty member, there is a special "Notes for Instructors" slot in the mailroom. Please be sure to check your mailbox whenever you are on campus. If you need special access to the mailroom (to get packages, etc.) after regular hours, contact Campus Police at extension 4300.

ON-CAMPUS TELEPHONE DIRECTORY

<http://www.smc.edu/directory>

A campus directory is available to you online.

TELEPHONES

All full-time faculty are assigned an extension and an e-mail address on campus. Since adjunct faculty members are generally on campus only at the time their classes meet, it is recommended that you encourage your students to communicate with you through email rather than phoning the college. Since department offices are only open for limited times each day, find out from your Department Chair the department's phone number and office hours and instruct students to call only during those hours to leave truly important messages. If you have the good fortune to be "sharing" an office with a full time faculty member, check with that person about phone messages from students.

SECTION 6 FACILITIES

CLASSROOM DESKS, CHAIRS AND OTHER EQUIPMENT

Do not remove desks, chairs or other equipment from classrooms since each room is designed for several classes and the amount of equipment in the room has been established to meet fire and safety regulations.

COLLEGE BOOKSTORE

<http://www.smc.edu/bookstore> (310) 434-4650

Main Campus next to Student Center

Academy/AET 133

Bundy next to main entrance

The SMC Bookstore sells new and used textbooks, a selection of current fiction and nonfiction paperbacks, school and office supplies, campus sweatshirts, T-shirts, art and drafting materials. The Bookstore also stocks class schedules and the SMC catalog, which is updated annually.

At specified times, the Bookstore hosts buyback sessions for many of the textbooks purchased for classes at the College. The agency conducting the buy determines **ALL** prices offered for buybacks, and estimates will **NOT** be given over the phone. Buyback sessions are held **ONLY** at the Bookstore on SMC's main campus. Buybacks are held the first week of the Fall and Spring semesters and the Summer and Winter sessions, as well as during the week final exams are held each term. For specific times that buybacks will be held, please check with the Bookstore's main campus branch.

The booklist will be posted in all the Bookstore branches, as well as on the Bookstore's webpage.

COLLEGE BOOKSTORE: ONLINE BOOKSTORE

<http://www.smc.edu/bookstore> (click on the "Online Bookstore" link)

The Online Bookstore offers some especially convenient features. Students may browse through a catalog of items or search for a specific title, make purchases on the spot, and have their order shipped directly to their home.

COPYRIGHT INFORMATION FOR INSTRUCTORS

http://www.smc.edu/bookstore/copyright_info.htm

Instructors wishing to sell copyrighted information in course packs at the SMC Bookstore should go to the bookstore and complete the copyright authorization form. Instructors who wish to distribute copyrighted materials in class must follow all applicable copyright laws. The links below provide some further information about use of copyrighted materials:

Copyright Clearance Center Online : <http://www.copyright.com/>

Copyright Resources on the Internet: <http://groton.k12.ct.us/mts/pt2a.htm>

Copyright & Fair Use: <http://fairuse.stanford.edu/>

ELEVATORS

Facilities/Maintenance Office (310) 434-4378

Elevators are available for use by all members of the College community. Elevators are located in the Administration, Bundy, Cayton Center, Drescher Hall, Emeritus, Humanities and Social Sciences, Library, and Science Buildings. Elevator problems should be referred to Facilities/Maintenance at the number listed above and to the Campus Police Department (310) 434-4300.

EMERGENCY PREPAREDNESS & RESPONSE

<http://www.smc.edu/apps/pub.asp?Q=1669&B=1>

Campus Police at 310-434-4300 or dial 911

The College has published an Emergency Preparedness Manual. All Department Chairs have a copy. Your students are likely to look to you for guidance in an emergency situation. It is a good idea to spend a few minutes in class discussing what to do if an emergency situation develops. For most emergencies, the basic procedure is to get your students away from the site of the disaster once it is safe to do so and then call Campus Police. In the case of a major disaster that affects the entire campus, the Campus Police will already be aware of it.

(BP 2415 Campus Safety, BP 2416 Emergency Response Plan)

EMERGENCY PREPAREDNESS: Active Shooting Incidents

<http://www.smc.edu/apps/pub.asp?Q=1669&B=1>

Campus Police at 310-434-4300 or dial 911

The Santa Monica College Police Department (Campus Police) has adopted nationally accepted law enforcement response procedures to contain and terminate such threats. The following information regarding law enforcement response will enable you to take appropriate protective actions for yourself. The following instructions are intended for incidents that are emergency in nature (i.e., imminent or in progress).

If an active shooter situation develops, Santa Monica College will implement its emergency response plan and alerts will be sent out via the Connect Ed Notification System, E Mail, and Telephonic Message System for instructions to staff and students. Santa Monica College Police and the City of Santa Monica Police Department will work together to manage the incident.

Active shooter situations are dynamic and evolve rapidly, demanding immediate response and deployment from law enforcement and emergency personnel to stop the shooting and prevent further harm to the community.

In general, how you respond to an active shooter will dictate the circumstances of the encounter. If you find yourself in an active shooter situation, try to remain calm and call the **Campus Police at 310-434-4300 or dial 911 as soon as possible.**

If you believe an individual poses an imminent threat to a member or members of the College community please contact our College Police immediately. If you are located at a satellite campus and believe imminent danger is likely, please contact 911 immediately. If you do not believe that harm is imminent, but an individual's behavior seems threatening or seems like it could lead to harm to the individual or to the community, you should report the concern by contacting Campus Police or your dean's office.

It is better to err on the side of notifying the appropriate individuals than to remain silent; Santa Monica College has resources with which to assess these situations and the individual of concern. If you have any questions, please contact the Campus Police Department at **310-434-4300**. For additional information:

<http://www.smc.edu/apps/pub.asp?Q=1669&B=1>

EMERGENCY PREPAREDNESS: Earthquakes And Other Disasters

<http://www.smc.edu/apps/pub.asp?Q=1669&B=1>

Campus Police at 310-434-4300 or dial 911

Facilities Department (310) 434-4228

If you are in a building during an earthquake you are advised to stay in the building and seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment. After the initial shock, evaluate the situation and decide if it is appropriate to leave the building. Protect yourself at all times and be ready for aftershocks. If you are in a lab and it is possible to do so, have the students turn off any gas stopcocks and water before you leave the building. If you are already outdoors, move quickly away

from buildings, utility poles and other structures. Once outside, if possible move to a clear area at least 500 feet away from any affected buildings. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Do not return to an evacuated building unless told to do so by a College official. Locked boxes, located throughout the campus, contain supplies that will be useful in the event of an earthquake.

ENERGY CONSERVATION

Whenever you leave a room that is not going to be occupied immediately by someone else, you should turn off the lights and, if you have access to the switch, turn off the air conditioning or heating. Also turn off any classroom technology in rooms that will not be occupied immediately. This includes the LCD projector, computer, and document camera wherever applicable.

ENTRY TO BUILDING FOR OFFICES DURING NON OPERATIONAL HOURS

College Police Department (310) 434-4300

To gain entry to a building or office during non-operational hours (anytime between 11 p.m. & 6 a.m., Sundays, holidays and during semester breaks and vacation periods), employees must first receive prior authorization for access to College buildings, then go to the College Police Department (on campus) and present their identification to establish their identity and their right to enter. Under **NO** circumstances will students be admitted unsupervised during such hours.

FACULTY LOUNGE

The Staff Lounge is located on the Westside of the student dining hall (The Bread Factory). The hours of operation may vary during College breaks and other non-peak times.

FITNESS CENTER

P.E. Building (310) 434-4741

The [Fitness Center](#) is available to both students and the community. The center is located in the North end of the gymnasium. It features an Aerobic Super Circuit system that combines low intensity, high repetition circuit weight training with aerobic activity stations. The system has been proven successful and is especially designed to be efficient, effective, and fun! The hours of use are restricted to those not enrolled in a fitness class.

GUEST PARKING

Visitors must have the host department obtain permission in advance through the College Police Department (310) 434-4300. Employees from satellite campuses of the District should have parking decals and are therefore allowed to park in faculty/staff parking areas. Staff located in the Administration Building at 2714 Pico Blvd. has assigned parking spaces; there is no guest parking available. Metered street parking is available on Pico Blvd. for short term parking. For long term (i.e., all day) guest parking at 2714 Pico Blvd. contact Lin Caldwell (Caldwell_lin@smc.edu).

Faculty and Staff also can take advantage of the "Any Line. Any Time." free ridership program through the Big Blue Bus. You must get a current semester sticker through the Bursar's office and place it on your staff ID card to ride for free. For more details and bus route information, go to: <http://www.smc.edu/transportation/>

HEALTH SERVICES CENTER/EMERGENCIES

The [Health Services Center](#) is located near the East entrance to the cafeteria foyer (310) 434-4262.

This office handles any injuries or illnesses that occur on campus during the day and recommends that even students with minor injuries, should be examined by a staff member of the Health Services Center. For more severe injuries, the Health Services Center will send a staff member to the classroom.

The Health Services Center closes at 7:30 p.m. Phone the Campus Police at (310) 434-4300 if someone has a medical emergency when the Health Services Center is closed. They will route the paramedics to your classroom faster than if you phoned 911 directly.

LOCKS AND KEYS AND SECURITY

Most of the instructional rooms and offices are assigned to departments. Keys are issued on an "as needed" basis when the appropriate Department Chair fills out and submits a key request form. If your Department Chair determines that you need keys you will receive notification in your mailbox when your keys are ready to be picked up at the College Police Department. Please do not loan your keys to anyone. If you lose your keys, notify your Department Chair and the College Police as soon as possible.

Whenever you leave a classroom or lab and it is not going to be occupied immediately by another class, you should secure the room as is appropriate.

OFFICE OF HUMAN RESOURCES

<http://www.smc.edu/humanresources>

Administration Building, 2714 Pico Blvd., 2nd flr, Santa Monica, CA 90405 (310) 434-4415
(see Section 13 of this handbook)

OFFICE SPACE

Full-time faculty are assigned offices. Please see your Department Chair regarding your office location. Some departments have an arrangement whereby full-time instructors "share" their offices with other full-time or adjunct faculty. In such cases, some storage space may or may not be allotted to adjunct faculty. It is important under such an arrangement that the rights and properties of both the full-time and the adjunct faculty members be respected. See your Department Chair for details. If you do not have an office and need a place to meet with your students, see your Department Chair.

PARKING PERMITS

http://www.smc.edu/business_services/auxiliary_services/

Auxiliary Services Office, 1738 Pearl Street, Santa Monica, CA 90405, (310) 434-4255

The District sells one college-parking permit to each staff member. Cost is \$100 per year or \$50 per half year (Fall and Winter or Spring and Summer). These permits are available in the Auxiliary Services Office. The permit is for official use only and may not be loaned to non-employees. The permit must be visible at all times or citations will be issued. Staff parking decals are required on the Main Campus, Administration, Academy, Bundy, Emeritus, and Performing Arts Center Sites.

RECYCLING

<http://www.smc.edu/Recycling/>

Facilities Department/Recycling or (310) 434-8726

SMC has a recycling program. Cans, glass bottles, and plastic bottles are recycled in green painted recycling containers located in various selected localities.

Outside the classrooms in various strategic areas are clearly marked stations having three different containers for: (1) glass and plastic bottles and cans, (2) trash (food contaminated containers and wrappers) and (3) recyclable paper. There is signage for all containers.

White paper, colored paper, envelopes (even those with windows), magazines, and newspapers are included in the recycling program. *Paper cups, tissues, and paper contaminated with food waste are not included.* Cups clog the pulping machine because they are coated with wax or something else that makes them non-permeable to water. Paper that has any food on it contaminates the entire container, which then must be discarded as trash and added to a landfill.

You may contact Tom Corpus, Grounds Manager at (310) 434-4475 for a paper-recycling container if you need one.

SMC has a no eating and no drinking in classroom policy. Please remind your students not to eat in class. Please also remind your students to recycle. Together we do make a difference.

REQUISITIONING SUPPLIES

Supplies for classroom use or office use are to be requisitioned through the Department Chair or department manager or administrative assistant.

Faculty usually brings their own markers into classrooms. Please leave erasers, erasing cloths and cleaning fluid in the classrooms where you find them. Do not erase the boards with paper towels or anything else that will damage them. Soft rags and medical gauze both work well. The boards can be cleaned with Windex. Please keep the pens capped whenever you are not using them (even for a few seconds) as this prolongs their useful life.

ROOM RESERVATIONS, CONTACT

<https://ems.smc.edu/events>

Events Office (310) 434-3001.

You may submit an application for use of College facilities on-line through the Events

Department. Several venues are listed for your selection. You may also request special equipment and services at that time of the room request. Go to <http://www.smc.edu/permit/> to make your requests.

SAFETY

http://www.smc.edu/college_police/

Santa Monica College continually strives to provide an even safer, more secure campus environment for all members of our community.

Smoking, eating and drinking are not permitted in classrooms and other instructional areas. Student safety is the responsibility of each instructor. Report potential safety hazards to the College Police department.

UNAUTHORIZED OBLIGATIONS

Faculty and Staff are strongly cautioned against contracting for supplies, services, equipment, or offering or assigning work to another individual, unless properly authorized to do so. For further clarification regarding this policy, contact the Office of Human Resources or the Office of Academic Affairs.

UTILITIES AND MAINTENANCE

Facilities/Maintenance Department (310) 434-4479/electrical, heat-air conditioning

Facilities/Maintenance Department (310) 434-4478/carpenter, paint, plumbing

Maintenance problems can be reported to the numbers listed above according to the nature of the service being requested. In the event of a major utility failure that occurs during regular working hours (7:30 a.m. - 4:00 p.m., M-F) immediately notify the Maintenance department. If there is a potential danger to building occupants, or if the utility failure occurs after hours or on weekends or holidays, notify College Police at (310) 434-4300.

Report non-emergency repairs, including replacement of burned out light bulbs, to your Departmental Chair so that a work order can be generated.

WORK ORDERS

<http://domfe.smc.edu/webworkmodule83/>

Facilities Office/Maintenance Department (310) 434-4378

Work Order requests should be routed through Department Chairs or administrative assistants. Any faculty member can submit a work order request. If you see a problem requiring attention, e.g. graffiti, submit a work request. Work Order Requests may only be submitted online: (<http://maintenance.smc.edu/WebMainsaver10.2/1658/>).

SECTION 7 FACULTY GOVERNANCE AND ORGANIZATIONS

Faculty service on committees is expected of and encouraged for full time faculty. Such service can include being a sponsor of a student club, participating in faculty organizations, and assuming responsibilities related to the broader academic and social communities in which we operate. These non-teaching responsibilities are more significant now than ever before as a result of collective bargaining and legislation (AB 17256) that have imposed operational changes in hiring procedures and faculty governance. The Board of Governors of the California Community Colleges monitors the provisions of AB 1725.

ACADEMIC SENATE

<http://www.academicssenate.com/> (310) 434-4611

The Santa Monica College Academic Senate is composed of representatives, senators and represents all faculty in such areas as academic standards, curriculum development, and other academic and professional matters.

ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES (ASCCC)

<http://asccc.org/> (916) 445-4753

This is a statewide professional organization, interested in all matters pertaining to education, especially on the state level, including research, legislation, dissemination of information, and faculty rights and duties. The ASCCC, like the local faculty senates and district senates, is included in Title V of the Administration Code for Education, as representative to the Board of Governors in all faculty matters not covered by collective bargaining. For further information, write to ASCCC, 910 "K" Street, Suite 300 Sacramento, CA 95814.

FACULTY ASSOCIATION

<http://www.smcfa.org/> (310) 434-4394

The Santa Monica College Faculty Association ("FA" or "the union") is the exclusive bargaining and grievance representative for the faculty of the Santa Monica Community College District and is legally required to represent every member of the bargaining unit. Union membership is not a condition for employment but because of the Agency Shop provision of the Contract, fees are automatically deducted from salary warrants. A full-time or part-time faculty member contributes .58% of their salary (.3% contribution of salary for Emeritus faculty).

FACULTY ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGES (FACCC)

<http://www.faccc.org/> (916) 447-8555

As a non-profit, professional association of community college educators, the FACCC promotes legislation on all matters relating to community colleges and the professional recognition of community college teachers. For further information, write to: FACCC , 926 J St., Suite 211 , Sacramento, CA 95814 or call (916) 447-8555.

SECTION 8

INSTRUCTIONAL INFORMATION AND PROCEDURES

COURSE SYLLABUS

On the first meeting of class you should provide a course syllabus for your students. Your course syllabus should indicate what is expected of your students, including your grading policy, attendance policy, and a plan of course activities. The Student Affairs Academic Senate-Joint Committee has developed a "model syllabus" as a resource for faculty members. It can be accessed at their website:

<http://www.smc.edu/apps/pub.asp?Q=1639>

A good syllabus should include:

- Name, number and description of course (may use description in class schedule)
- Pre-requisites, co-requisites and/or advisories
- A summary of course content and objectives and student learning outcomes based on approved course outlines
- Required and recommended textbooks and other materials (handout packets, calculators, safety glasses, etc.)
- Your name, how to contact you through campus mail, and the location of the Mailroom (Room LA 102)
- Days, times and rooms for class meetings
- Tentative schedule of topics to be addressed in the course
- Schedule of lab experiments and lab policies, if you teach a lab course
- Tentative dates of tests, quizzes, papers, and other course assignments
- Date of the final exam as assigned by the college
- Description of the grading system, including the number of points allotted to tests, quizzes, papers, lab reports attendance, etc.
- Guidelines for papers and other assignments
- Instructors policy on late assignments and make-up tests
- Instructors policy on attendance and tardiness (Title 5 regulations specify that students will attend class regularly, and that instructors will have a method of monitoring attendance on a regular basis to determine whether a student is still actively pursuing the completion of the course)
- Instructor's policy on academic honesty (cheating), referring to the SMC Code of Academic Conduct (a statement such as "the academic honesty policy of Santa Monica College will be strictly enforced" is sufficient)
- A statement that you will make accommodation for disability related needs if students have a Disabled Student Center verification and let you know of these needs (The Disabled Student Center requires that a disabled student "self identify" and also provide appropriate documentation in order to establish the existence of the disability and the need for accommodation.)
- A statement that students with medical problems which might interfere with your class should let you know the nature of their problem, the action they want you to take if the problem occurs during class, the name and telephone number of their physician and/or names and numbers of people who can be called to take them home or to a place designated for their care

You should give a copy of each of your syllabi to your Department Chair (and lab techs, if appropriate) at the beginning of each semester.

EXCLUSION FOR NON-ATTENDANCE (AFTER FIRST TWO WEEKS OF SCHOOL)

During the semester, a student may be dropped from class when, in the instructor's judgment, the number of absences has become excessive. Normally this is one hour more than twice the number of hours the class is scheduled per week, unless there are extenuating circumstances and the student and the instructor come to a different agreement. Such judgment should be based exclusively on the student's prospect for successfully completing the course. Policies concerning dropping or lowering the grades of students because of excessive absences should be clearly stated in writing on your syllabus at the beginning of the semester. **Although both the College catalog and schedule of classes state that it is the student's responsibility to withdraw from the class, the state mandates that faculty shall clear their class rosters of no-shows or students no longer attending as of the first census day (Monday of the third week in a regular semester or Monday of the second week in a Summer session).**

Instructors are encouraged to manage their rosters online. It is important to drop students who are not actively attending your class. The definition of non-participation includes, but is not limited to, excessive unexcused absences. Students failing to attempt or complete course requirements (more than one assignment) may fall into the non-participation category. A student who drops or is dropped from a class during the first 50% of the semester will receive a "W" grade regardless of the quality of work performed or the number of previous absences. A student who attends after the 75% point in the term must earn a letter grade.

FACULTY/STAFF COMPUTER LAB

Located in the Media Center, this lab is equipped with as many as 30 PC-compatible machines as well as a couple of Macintosh computers, a laser printer, two digital scanners, and a Scantron machine. These computers all offer the standard Microsoft Office Suite software (Word, Excel, Access, and PowerPoint) and connect to the Internet using a broadband connection. Some machines offer multi-media authoring software. The lab is open according to the same schedule as the Media Center building. Typical open hours might be 7 a.m. to 10 p.m., Monday through Thursday, and 7 a.m. through 5 p.m. on Friday. Support staff is available to help with both hardware and software questions.

GRADING/GENERAL INFORMATION

During the first week of class all instructors should indicate in writing their standards and criteria for grading and should state clearly how the final grade is to be determined. Students should know how much of their final grade is affected by attendance, class participation, examinations, and other assignments. Students should also be informed in writing of penalties for missed exams and policies concerning make-up exams and submission of late assignments. A clear, written explanation of grading policies discourages student complaints and will serve as documentation for the instructor in the event a student chooses to appeal a grade. All of this information should be included in your course syllabus.

All students active after the 75 percentile of a semester or term must be awarded grades of A, B, C, D, F, or I (Incomplete). For courses designated as Pass/No Pass, the symbols P or

NP will be used.

"Incomplete" grades can only be given when the student is able to show that illness, accident, emergency, or special circumstances beyond the student's control prevents the completion of immediate "end of semester" course requirements. The instructor will fill out an online form when submitting their final grades.

The "incomplete" grade is not to be used to extend deadlines that the student might reasonably be expected to meet. A student must make up an "incomplete" grade no later than one year from the time it was assigned. The instructor must indicate at the time the "incomplete" grade is given the conditions for removal of the "incomplete" and the grade to be assigned if those conditions are not met.

The California Educational Code requires that students be given the grade they earn based on accumulated points. It is against SMC policy to give a student a D or F if they have earned a higher grade (students will sometimes negotiate for a D or F if they have earned a C so that they can retake the course and try for a higher grade).

If a student has a grade complaint that you cannot resolve, send the student to see the Department Chair. **Grade disputes** that cannot be resolved by the chair are referred to Lucy Kluckhohn (Extension 4713), or Tina Feiger (Extension 3986) College Ombudspersons, who will endeavor to settle the dispute through informal discussion with the instructor and the student. If the problem cannot be resolved through their efforts, a more formal Grade Appeal procedure is available to the student through the Dean of Enrollment Services. Only the instructor may change a grade unless the student is able to convince a committee of faculty, students, and administrators to make a recommendation for an administrative grade change to the Superintendent/President. Recommendations for grade changes must be based upon provisions of the California Education Code that allow changes only in cases of (1) bad faith, (2) fraud, (3) incompetence, or (4) mistake.

Be sure to submit your final grade rosters online by the published deadline (*usually 7 days after the term is over*). Failure to do so negatively impacts students who are waiting for their transcripts to be sent so they can transfer, and it can also negatively impact their ability to receive Financial Aid. Grades that are submitted after the posted deadline must be accompanied by a "Grade Change Form" for each student.

GUEST SPEAKERS IN CLASSROOMS

An instructor must be present at all times while a class is in session. A guest speaker may be used in a class, without pay, provided the instructor of record (or another instructor who has been processed by the Office of Human Resources) is also present. When appropriate, an instructor may incorporate an off-campus activity into the class instruction. At least 10 days prior to the off-campus activity, (1) a field trip request form approved by the Department Chair, (2) a copy of the class roster, and (3) signed field trip form that all students have signed must be on file in the department office. Note that there is no mileage allotment.

MULTIMEDIA (AUDIO/VISUAL EQUIPMENT)
Media Center (310) 434-4352

Many classes now have A/V equipment located inside the classroom. Check at the A/V counter (*located in the Media Center*) or call for more information on A/V classrooms and multimedia carts, TV/VCR'S, overhead projectors, screens, etc. that can be checked out through the Media Center. Keys and equipment must be returned to the Media Center before 9:55 p.m.

You can also have educational television programs recorded for classroom use by the Media Center personnel.

PHOTOCOPYING

Media Center/South side of Library (310) 434-4828.

Reprographics (located in the Media Center) will make copies of tests, quizzes, handouts, syllabi, etc. Copies can usually be done within a 4 hour timeframe, but please allow extra time during peak times, such as the beginning of the semester and during finals. You are allowed to make 10 copies per student per semester, exclusive of tests and syllabi.

For your convenience, the Bookstore and Reprographics can build and sell your "custom course packs". Simply contact the Bookstore for more information on this process, which will allow you to distribute large quantities of documents to your student at no cost to you. They want about 6 - 8 weeks of lead-time on major packets that are needed for the beginning of a semester. They can do smaller jobs with no copy clearance, during the semester in about 2-3 weeks. You must fill out two forms, including a copyright clearance in the Bookstore (*see David Dever, Ext. 4384*) and then take your photo-ready copy to the Media Center. You can arrange to have extra "desk copies" made of your packets at no cost to you or the department. Please provide copies of any handout labs to classified support staff as is appropriate.

OFFICE HOURS - ADJUNCT FACULTY

Adjunct faculty who are teaching load factor 1.0 courses are expected to fulfill and are compensated for 10 minutes of office hour time per hour of assignment. For example, an adjunct faculty member teaching a three hour course is expected to hold 30 minutes of "office hour" time per week. See Article 14.4 of the faculty contract. Although adjunct faculty not teaching load factor 1.0 courses are not required to hold office hours to help students who need extra help with course material, you are expected to make time available-before, during or after class-to answer questions about grades or class procedures. An option you might try is to occasionally devote a short period at the beginning or end of a regular class session for "office hours" type activities or for questions about course material.

You can use your classroom (if it is open). Check with your Department Chair to see if your department has a conference room that may be available for office hours. Check with your Department Chair to see if any of the full time faculty members in your department are willing to share their offices. Some adjunct faculty use the staff lounge to meet with their students. Time spent in office hours counts as flex time for adjunct faculty.

OFFICE HOURS - CONTRACT FACULTY

For each full-time faculty member whose contractual weekly teaching assignment is 12 to 16 WTH (weekly teaching hours) per week, four hours per week of the assigned total hours shall be devoted to office hours, regularly scheduled on at least three days of each week. Faculty member whose weekly contractual teaching assignment is 17, 18, or 19 WTH per week shall schedule three office hours per week, regularly scheduled on at least three days of each week. Faculty members whose weekly contractual teaching assignment is 20 WTH or more per week shall schedule at least one office hour per week. (*Article 6.4*)

RELIGIOUS HOLIDAYS

In accord with the [California Education Code](#), Sections 262 and 76121, Santa Monica College's policy is that students may be required to make-up missed work from absences due to the observation of a religious holiday, but they cannot be penalized for such absences. This extends to any work affecting a student's grade.

STUDENT COMPUTER LAB

<http://www.smc.edu/acadcomp/>

All Associated Student members currently enrolled at SMC may use the computers at the Cayton Associated Students Computer Lab, located on the second floor of the Cayton Building, above the cafeteria. Other labs are available only to students enrolled in specific SMC classes. However, during certain, variable, non-reserved hours, some of these normally restricted labs are open to the general student population. Some labs that follow this practice are the Computer Systems and Information Systems (CSIS) Lab (Room B231 in the Business Building) and the Library Lab, as well as the English Labs in Drescher Hall 203/204 and the Science Lab in Science 240. Please access the following web page for a complete list of SMC computer labs:

<http://www.smc.edu/acadcomp/labs/default.htm>.

To see the open hours of the larger labs available to general students, please reference the following web page: <http://www.smc.edu/acadcomp/labs/Labhours.htm>.

STUDENT MISCONDUCT / CHEATING

Cheating is both academically intolerable and a violation of standards of student conduct. The instructor should take every step possible to prevent and discourage cheating. It is strongly suggested that instructors have alternate test forms and seat students so as to discourage cheating. Don't be naive enough to think that your students would never cheat in your class. Don't take it personally if your students do try to cheat. Just stop them from doing it or getting away with it. That's part of your job. The following are appropriate actions instructors may take in dealing with cheating:

- Issuing of an oral reprimand, and assigning a failing grade to the exam or assignment in which cheating or plagiarism has occurred.
- In more severe incidents, including, but not limited to, impersonation, stealing exams or research papers, or repeated violations, recommending suspension or expulsion may result.

In any incident of academic dishonesty, the faculty member should adhere to the following procedures:

- Inform the student that academic dishonesty was the basis for the action.
- Inform the Department Chair about the incident.
- Complete an Academic Dishonesty Report form and submit it, along with any related evidence, to the Department Chair and the College Disciplinarian, Dean Deyna Hearn, within five working days of the allegation. This information will remain a part of the student's disciplinary records for two years. These forms are available from the Department Chair or online.

STUDENT MISCONDUCT/DISRUPTIVE BEHAVIOR

"Disruptive" refers to all behaviors that interfere with the legitimate instructional, administrative, or service functions of the College. This would include the behavior of students (or non-student intruders) who verbally threaten or abuse College staff or other students, physically threaten or assault others, willfully damage College property, use illegal drugs or alcohol on College grounds, interfere with the learning environment by disruptive verbal or behavioral expressions, or persistently make inordinate demands for time and attention from faculty and staff.

You have an obligation as the instructor in charge of the class to maintain control and not allow individuals to disturb instruction. If individuals cause a class disturbance, then you need to behave in such a way as to control the disturbance. Usually stopping what you are doing and looking at the person causing the disturbance is enough. If that doesn't work, asking the offender to step outside, and then talking privately to the offender is probably the best method.

When you get the offender outside do not allow yourself to be drawn into an argument. In a calm, firm voice say, "Think about what you are doing. Try to get control of yourself. You're disturbing the class. I can't allow that to continue. If you continue to disturb the class you will leave me with no option but to suspend you from class."

If the person tries to argue with you then say, "I don't have time now to discuss this with you. I will speak to you about this after class." Then go back into the classroom.

During the meeting after class inform the student that such behavior will not be tolerated and that if the student is unwilling or unable to accept the rules of classroom behavior, the student should withdraw from the course.

If the behavior is repeated, the instructor may suspend the student for (1) the class session in which the disruptive behavior occurred, (2) the next class period and (3) until the student meets with the college disciplinarian. If the instructor suspends a student, then the instructor must file written notification of the suspension with the College Disciplinarian, Dean Deyna Hearn. Please talk to your Department Chair about what happened so that the person who will likely be dealing with the student knows what is going on. If the student appears to have emotional problems, recommend personal counseling (available through Psychological Services located in LA 110). Notification should be sent to the College Police when physical danger exists for either an instructor or a student.

If the person refuses to cooperate with you and persists in trying to argue with you or disturbs the class in some other fashion, (1) announce to the class that there will be a fifteen minute break. (2) Ask to speak to the offending student in private and walk to an area of the room where there are no people. (3) As quietly, but firmly as possible, tell the offending student that he/she is suspended and may not return to class without administration approval to return. Do not allow yourself to be drawn into an argument.

If the offender refuses to leave the room, go to an emergency phone and call the Campus Police; inform them that you have suspended a student, and that he refuses to leave your classroom. They will know what to do next. Keep your cool. Act in a calm, resolute, rational, non-emotional manner through it all.

STUDENT PRIVACY RIGHTS

<http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

<http://www.smc.edu/apps/pub.asp?Q=1662&B=1>

The Family Education Rights and Privacy Act of 1974 ([FERPA](#)) requires educational institutions to protect a student's privacy by developing policies and implementing procedures for maintaining the student's records to prevent unauthorized access to them, and limit the types of level of access that are permitted.

To comply with [FERPA](#), Santa Monica College has developed policies governing student records and procedures for safeguarding those records, sharing student information with individuals and organizations, and maintaining a record of persons and organization who request or receive information from student records.

TAPE RECORDING IN CLASSROOMS

State law provides for the protection of instructors by requiring that the use of listening or recording devices in the classroom must have prior approval by the instructor concerned. Faculty should, however, recall that Federal law mandates "reasonable accommodation" for disabled students and such devices may be necessary for reasonable accommodation purposes. If you have questions about reasonable accommodations for students, please contact the H.R. Office and we will refer you to the appropriate resource/compliance officer.

WITHDRAWALS (FOR STUDENTS FROM CLASS)

A student enrolled in any class at Santa Monica College must attend all sessions of the class that meet during the first week of the class or risk being dropped from the class by the instructor.

Since attendance is essential for normal progress in a class, a student is expected to be in class regularly and on time. Faculty will determine the consequences of absences and late arrivals and should clearly outline their policy in their syllabus.

To withdraw from a class, a student may use the web enrollment system. It is the student's responsibility to withdraw from a class - informing the instructor is NOT sufficient notice. Failure to withdraw (officially drop) from a class could result in a grade of "F" (0.0).

SECTION 9 PARTICIPATORY GOVERNANCE AT SANTA MONICA COMMUNITY COLLEGE DISTRICT

DISTRICT PLANNING ADVISORY COUNCIL (DPAC)

<http://www.smc.edu/policies/PlanningCommittees/DistrictPlanningAndAdvisoryCouncil.htm>

The Board of Trustees establishes the District Planning and Advisory Council. The Board recognizes the Council as the body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate ([BP 2210](#)), Classified Senate ([BP 2220](#)), Associated Students ([BP 2230](#)) or the Management Association ([BP 2240](#)). Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services and technology planning. Discussion of these issues by the Council will not supplant the collective bargaining process.

MEMBERSHIP

The [District Planning and Advisory Council](#) shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff (Classified Senate and CSEA), students (Associated Students) and management (Administration/Management Association), who shall mutually agree upon the numbers, privileges, and obligations of Council members. The District Planning and Advisory Council shall establish its own procedures in conformity with the law. (*Adopted: 1/10/05*)

ACADEMIC SENATE STANDING NON-JOINT COMMITTEES

Adjunct Faculty
Department Chairs
Elections and Rules
Equity and Diversity
Fiscal Affairs
Legislative Action
Professional Ethics and Responsibilities
Social Committee

FACULTY SENATE JOINT COMMITTEES

Curriculum
Distance Education
Environmental Affairs
Information Services
Occupational Education
Personnel Policies
Professional Development
Program Review
Sabbaticals & Fellowships
Student Affairs
Institutional Effectiveness

If you are interested in serving on one of these committees, please contact the Academic Senate President at 310-434-4611.

SECTION 10 ORGANIZATIONAL CHART

ADMINISTRATION

<http://www.smc.edu/ManagementOrgChart>

The management organization charts can be located on-line on the Santa Monica College website under Administration & College Governance.

SECTION 11 OTHER CREDIT AND NOT-FOR-CREDIT PROGRAMS

COMMUNITY SERVICES

<http://commed.smc.edu/> (310) 434-3400

Bundy Campus, 3171 S. Bundy Dr. (at Airport Ave.), Room 112, Los Angeles, CA 90066

Continuing & Community Education Classes are short-term, not-for-credit classes. Some classes are open to students under 18 with permission of the instructor. College for Youth class ages are listed with the class title. Continuing & Community Education classes are not equivalent to credit classes and cannot be used to meet prerequisites in the SMC credit program.

EMERITUS

<http://www.smc.edu/emeritus/default.htm> (310) 434-4306 1227 Second Street, Santa Monica 90401

Emeritus College, started in 1975, is a college for seniors. A program of Santa Monica College, Emeritus serves over 3,400 students annually and offers over 120 free classes of interest to seniors. All classes are held during the day at more than 20 convenient locations throughout the community or at our home base on Second Street. The name Emeritus refers to people "retired with honor." All seniors are welcome.

SECTION 12 PAYROLL

ADDRESS/CONTACT INFORMATION

Administration Building, 2714 Pico Blvd, 3rd Floor or (310) 434-4234

The Payroll Department is located off the Main campus in the Administration Building on Pico Blvd. The Payroll Department is responsible for issuing payroll warrants to all employees (faculty, staff and students).

PAYROLL CALENDAR -WINTER SESSION/ FALL SEMESTER/ SPRING SEMESTER /SUMMER SESSION

Dates checks are released vary from session to session and semester to semester. Please check with the Payroll Department for dates.

FALL/SPRING SEMESTER

<http://www.smc.edu/humanresources/>

[Article 8, Agreement between SMC FA and the District](#)

Hourly employees working a compressed 16-week semester assignment shall be paid in four installments each semester during the regular year. Payment shall be made on the last weekday of each month after the first month of the semester.

SUMMER and WINTER SESSION

Three checks of equal amount are issued for six and eight week Load Factor assignments. Dates checks are released vary session to session. Please check with the Payroll Department for dates.

SECTION 13 PERSONNEL INFORMATION AND PROCEDURES

OFFICE OF HUMAN RESOURCES

<http://www.smc.edu/humanresources/>

2714 Pico Blvd., Suite 210, Santa Monica, CA 90405 (310) 434-4415.

The District Office of Human Resources is located off campus at 2714 Pico Blvd., Suite 210, Santa Monica, CA 90405 (310) 434-4415. Office hours are M-F, 8 a.m. to 5:00 p.m. This office handles the complete processing of faculty & staff assignment changes. (See *Appendix B: How Part-Time Faculty are processed to be paid in this handbook.*)

Faculty and staff who believe there is a mistake in their pay rate should first contact the Office of Human Resources. The office will review the matter and may ask faculty to contact the District Payroll department for clarification.

Other services provided by the Office of Human Resources include:

- Address and telephone changes
- Changes in withholding tax exemptions
- Direct Deposit (reinstatement)
- Employee benefit packets
- Insurance provider books
- Leave of Absence request forms
- List of Vision Care Providers
- Personnel Action Request forms (*authorization to hire*)
- *Employment Verifications
- Salary Updates/Changes

ACADEMIC RANK/FULL-TIME FACULTY

Yrs*	Group 1	Group II	Group III	Group IV	Group V	Group VI	Doctorate
1-3	I	I	I	I	I	I	A.P.
4-6	I	A.P.	A.P.	A.P.	A.P.	A.P.	Assoc.
7-10	I	A.P.	A.P.	Assoc.	Assoc.	Assoc.	Assoc.
11-15	A.P.	A.P.	Assoc.	Assoc.	Assoc.	Assoc.	Prof.
16-20	A.P.	A.P.	Assoc.	Assoc.	Prof.	Prof.	Prof.
21-30	A.P.	A.P.	Assoc.	Prof.	Prof.	Prof.	Prof.

I-Instructor

A.P. - Assistant Professor

Assoc. - Associate Professor

Prof. - Professor

* Years Teaching College ([AR 3211.6](#))

ACADEMIC STATUS

<http://www.smc.edu/humanresources/>

[Article 6, Agreement between SMC FA and the District](#)

Advances in academic status (associate professor) are granted to adjunct instructors based upon length of service.

Eligibility: After five consecutive semesters of employment with the District, with an assignment of at least 5LHE per week within a discipline for each of the five consecutive semesters, a part-time faculty member shall be designated as "Associate Faculty" provided that the part-time faculty member has not received less than a satisfactory evaluation during the qualifying five semesters.

ABSENCES

[Article 17, Agreement between SMC FA and the District](#)

Instructors have a responsibility to meet their classes on the dates and for the time interval scheduled unless prevented from doing so by illness or other emergency. When it becomes impossible to meet a scheduled class, it is the instructor's responsibility to notify the College. This should be done by calling the Department Chair and/or following the established practices of your department.

Notification that you will be absent should be given to your Department Chair as early as possible. Department Chairs have the responsibility of finding appropriate substitutes for classes. Substitutes must be instructors who have been processed by the Office of Human Resources. (see *Substitutes "Rules and Class Meeting Times" in this handbook*).

Full-time faculty shall be granted each college year a maximum of 10 days of ill time. Department Chairs shall be entitled to 11 days of ill time and Coordinators shall have 12 days of ill time.

Adjunct faculty earn illness time at the rate of 6 hours for each one hundred hours of teaching service. Illness leave hours are earned from the first day of employment and are accumulated from semester to semester and year to year.

Absences for reasons other than illness, certain emergencies, or official college business are considered personal and are unpaid.

ASCIP/METLIFE (FORMERLY LARISA) and CalSTRS CASH BALANCE PLAN - Part-Time Faculty Only

ASCIP/METLIFE (formerly know as LARISA) and CalSTRS Cash Balance Plan are mandatory alternatives for all academic employees who are not participants in the State Teachers' Retirement System (STRS).

AUDITING CLASSES BY FACULTY

[Article 10, Agreement between SMC FA and the District](#)

Faculty shall be allowed to audit up to two courses per year at Santa Monica College provided the instructor of the class agrees and a regular student is not displaced. Audit fees for the class shall be waived.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Change of address or telephone number should be reported immediately to the Office of Human Resources. All College information, including payroll warrants and benefits information are sent to the address on file in the Office of Human Resources.

COMMENCEMENT

All faculty are strongly encouraged to participate in the annual commencement ceremony, which customarily takes place on Corsair Field at 6:00 p.m. on the last Tuesday of the Spring semester. Academic regalia are made available for free through the Admissions Office.

CONFERENCE ATTENDANCE *(see also Professional Growth in this section)*

Conference funds may also be available through your department or Staff Development. See your Department Chair for conference funding and opportunities. ([AR 3133](#))

DISABILITIES

Under Federal and California law, the District has a duty to reasonably accommodate employees who are disabled so that disabled employees can perform the essential job duties of their positions. If you have questions about reasonable accommodations for disabled employees, please contact the H.R. Office and we will refer you to the appropriate resource/compliance officer.

EMERGENCY CONTACT

All employees shall provide the Office of Human Resources with an emergency contact and current telephone number through which they may be reached in the event of an emergency. Employees are encouraged to update emergency contact information by filing the appropriate form. Forms are available from the Office of Human Resources.

ENROLLMENT IN CLASSES

[Article 10, Agreement between SMC FA and the District](#)

(see Auditing Classes by Faculty in this section of the handbook)

Enrollment, whether for credit or not, should be outside of normal working hours, and not in conflict with assigned teaching or conference hours. Please notify your Department Chair of your intent to enroll, inform the instructor of the class of intended enrollment, and follow normal application and enrollment procedures.

EQUIVALENCY GUIDELINE

The Santa Monica Community College District, in its desire to select outstanding faculty members from the largest possible pool of qualified applicants, recognizes the fact that candidates may attain expertise in a discipline through a variety of means. Certain combinations of education, experience and other accomplishments in the field may be judged by the District as equal to the stated minimum qualifications for this position. Candidates who feel they possess such equivalent qualifications are encouraged to apply and provide appropriate documentation of their qualifications.

EVALUATION OF FACULTY

[Article 7, Appendix M, N and Appendix O, Agreement between SMC FA and the District/August, 2007 - August, 2010](#)

Newly hired full-time faculty are evaluated during their first (1st), second (2nd), third (3rd), and fourth (4th) year at Santa Monica College. Tenured full-time faculty members are evaluated every third (3rd) year (see policy regarding evaluations for more details and long-term substitute procedure). ([AR 4115a, AR 4115b](#))

Santa Monica College utilizes a peer evaluation process for review of tenured faculty. The process is designed to foster meaningful professional growth. The assumption is that all professional educators have areas in which improvement of performance is possible.

Adjunct Faculty members will be evaluated during their first semester at Santa Monica College. Adjunct Faculty are evaluated every four (4) semesters thereafter by their departments and every fourth (4th) semester by their students. ([AR4120.4a](#))

FACULTY SERVICE AREAS

[Article 16 and Appendix I, Agreement between SMC FA and the District](#)

The term "faculty service area" means a service or instructional subject area or group of related services or instructional subject areas in which service is performed by faculty. The term "eligibility criteria" refers to criteria by which a faculty member is deemed competent to render service in a faculty service area.

FAMILY MEDICAL LEAVE ACT (FMLA)

[Article 17, Agreement between SMC FA and the District](#)

FMLA is an approved unpaid leave. FMLA shall begin on the first actual day of your absence

and the 12 (twelve) weeks of leave shall be inclusive of any days in which you are entitled to paid leave. FMLA will run concurrently with any other leave you may have been authorized for by the District. Medical absences in excess of five consecutive working days must be verified by a medical doctor or licensed practitioner.

FINGERPRINTING

Campus Police, 1718 Pearl Street, Santa Monica 90405 (310)434-8847

Live Scan - Fingerprinting Process Pursuant to the State of California Education Code Section 87013, the Santa Monica Community College District is mandated to obtain fingerprints from all faculty members for purposes of criminal background checks. Education Code Sections 87405 and 87406 state in part, that a California Community College shall not employ, or retain in employment, persons having a criminal record that includes convictions for certain drug or sexual conduct offenses. Should such convictions exist, such persons will be excluded from employment opportunities or have their employment terminated. Currently, the fingerprint process is done by Live Scan. Live Scan is a system for the electronic submission of fingerprints and the subsequent automated background check and response. Faculty members shall be responsible for payment of the fees assessed by Live Scan Fingerprinting.

New employees, including all full and part-time faculty, management, supervisory, and classified employees, will be fingerprinted by District Police Officers. ([*State of California, Department of Justice, Education Code Section 87013, 88024*](#)).

GROUP AND STEP ADVANCEMENT

[*Appendix D, Agreement between SMC FA and the District*](#)

Group advancement earned and properly filed for by faculty shall be granted effective the beginning of the Fall semester (full-time faculty), or the beginning of Fall, Winter, Spring or Summer (part-time faculty). If you are planning to advance to a higher group on the salary schedule for the following College year, you must schedule an appointment with the Office of Human Resources **and** complete a course approval form (*see Human Resources for the appropriate form*) by April 15th.

Faculty who have full-time or partial assignments which extend over a period of at least 75% of the days that the College is in session during the Fall and Spring semester (regular session) shall advance one step on the salary schedule effective July 1st.

Adjunct faculty and/or full-time instructors teaching overload classes will be paid in four installments at the end of every month.

Questions regarding your salary should be directed to the Office of Human Resources.

HEALTH BENEFITS (MEDICAL, DENTAL, VISION CARE COVERAGE)

[*http://www.smc.edu/EmployeeBenefits*](http://www.smc.edu/EmployeeBenefits)

[*Article 10, Agreement between SMC FA and the District*](#)

Full-time faculty are entitled to a full benefits package which includes medical, dental, vision care and life insurance. Please be sure to see the benefits representative. You have 60

days from your date of hire to enroll in benefits.

Adjunct faculty who have been employed two previous semesters within the last six semesters, and, as of Monday of the third week of the semester, are assigned five or more teaching hours per week, are eligible to receive single-party Kaiser medical insurance, a composite dental plan or a single-party vision plan for that semester. If a part-time faculty member elects the Kaiser medical insurance, he/she may purchase at his/her cost, coverage for dependents, the composite dental, and/or vision insurance plan. If the covered instructor's teaching load during the year drops below five hours per week, but is at least three hours, the instructor's coverage will continue through the college year unless the reduction in load is at the faculty member's request. Contact a representative of the faculty association for more details.

HIRING

(see Hiring Policy, Appendix A of this handbook)

INJURY ON THE JOB / WORKPLACE SAFETY

<http://www.smc.edu/WorkInjuries/>

(310) 434-4102 Administration Building, 3rd Floor Risk Management

For job-related injuries, workplace safety issues and certificates of insurance contact Adriene Daniels.

Pre-Designation of Personal Physician

If you are injured on the job, you have the right to be treated immediately by your personal physician (M.D., D.O) **if you notify your employer, in writing, prior to the injury**. Per Labor Code 4600 to qualify as your pre-designated, personal physician, the physician must agree, in writing, to treat you for a work related injury, must have previously directed your medical care and must retain your medical history and records. Your pre-designated physician must be a general practitioner, family practitioner, board certified or board eligible internist, pediatrician or obstetrician-gynecologist. This is an optional form.

LEAVES OF ABSENCE

[*Article 17, Agreement between SMC FA and the District*](#)

Within the District/Faculty Association Agreement, several types of leaves are available to employees. Please discuss your request with your immediate supervisor. If you are unsure about the process, please feel free to contact the Office of Human Resource to assist with any absence and leave concerns.

MEDICAL LEAVES

[*Article 17, Agreement between SMC FA and the District*](#)

The Board of Trustees, Superintendent/President or designee may require a medical verification statement from any academic employee who is absent due to illness or injury. Such requests may be made to determine fitness to return to work. Requests will be made on a timely basis.

Please note: Failure to verify a medical leave may result in an unpaid status for the days of your absence(s).

For leave related issues, contact Vanna Ratnaransy in the Office of Human Resource.

MINIMUM QUALIFICATIONS

http://www.cccco.edu/divisions/esed/aa_ir/psmq/min_qual.htm

With the passage of Assembly Bill 1725 (1988), the issuance of credentials was discontinued in 1990. Credentials were replaced by a set of "Minimum Qualifications" that are used to determine a candidate's eligibility for academic and administrative positions in the community college system based on their education and experience.

All public California community college districts have hiring authority and must adhere to the minimum qualifications when establishing hiring criteria and/or determining hiring eligibility. The districts may include additional criteria over and above the minimums, but can never hire below the minimums. More detailed information is available at the link, [Minimum Qualifications for Faculty and Administrators for the California Community Colleges](http://www.cccco.edu/divisions/esed/aa_ir/psmq/min_qual/min_qual%20revApr406.pdf) or http://www.cccco.edu/divisions/esed/aa_ir/psmq/min_qual/min_qual%20revApr406.pdf.

Please Note: Holders of valid community college "life" credentials retain the right to serve under the terms of their credential, and are considered to meet the statewide minimum qualifications for all academic positions within their subject matter areas (EC 87355).

Education Code Sections on Minimum Qualifications

87350 et seq. Qualifications for Community College Personnel

To access the relevant sections of the [California Code of Regulations](#), here is a shortcut. Click on the link and when prompted enter the section number in the "Enter Section" box and put the words "Title 5" in the "Enter Title" box.

Title 5 Regulations on Minimum Qualifications

- 53400 *et seq.* Qualifications for Community College Personnel
- 53410 Instructors of Credit Courses, Counselors, and Librarians
- 53410.1 Professional License
- 53411 Health Services Professionals
- 53412 Instructors of Non-Credit Courses
- 53413 Apprenticeship Instructors
- 53414 Disabled Students Programs and Services Employees
- 53415 Learning Assistance or Learning Skills Coordinators or Instructors, and Tutoring Coordinators
- 53416 Work Experience Instructors or Coordinators
- 53417 Licensed or Certificated Occupations
- 53420 Educational Administrators
- 53500 *et seq.* Faculty Internship Programs
- 56260 *et seq.* Staffing Standards

In order to be employed in a California Community College, state law requires that faculty members fulfill specific requirements.

1. They must possess the minimum educational qualifications for their respective discipline prescribed by the California Community College Board of Governors or have the "equivalent."
2. They must possess a valid California Community College Credential in the subject discipline. (Issued prior to June 30, 1990).

Furthermore, the District may establish additional criteria for hiring that go well beyond the minimum qualifications set by the State.

NAME CHANGES

Administration Building/Office of Human Resources

Employees shall notify, in a timely period, the Office of Human Resources of changes in their name by filing the appropriate form and providing a copy of their new Social Security card.

PERSONAL INFORMATION (CHANGES/UPDATES)

Administration Building/Office of Human Resources

It is a good idea to review the personal information that the District has on file in the Office of Human Resources. You may wish to update or change the information currently on file; for example, changes in the following events require you to notify the office of Human Resources: address, marital status, dependents, contact information, beneficiary, etc.

PERSONNEL ACTION AUTHORIZATION (PAA)

Academic: Notices of Personnel Action Authorization for Instructors are initiated by the Office of Academic Affairs or Student Services and have all the pertinent information for new faculty members and their teaching assignments. The assignment must be confirmed by the District office before a paycheck can be issued. (*see Appendix 2: How Part-time Faculty Are Processed to be Paid*).

PROFESSIONAL DEVELOPMENT

[http://www.smc.edu/apps/comm.asp?\\$1=37](http://www.smc.edu/apps/comm.asp?$1=37)

Conference or professional development opportunities may be available through your department or the Professional Development Committee as provided under the provisions of [AB 1725](#). ([BP 3133](#))

SALARY

[Article 8, Agreement between SMC FA and the District](#)

Full-time faculty are paid on the first working day of the month. All newly hired full-time faculty will receive their first paycheck the 1st working day in October through June. All other full-time faculty have the option of being paid over 10 months or 12 months. Faculty members who choose to be paid over 12 months will receive their first paycheck the first

working day in August. Part-time faculty are paid at the end of the month during the Fall and/or Spring in which they teach. Part-time faculty receive four paychecks per semester.

SECTION 125

<http://www.smc.edu/humanresources/>

[*Article 10, Agreement between SMC FA and the District*](#)

Bargaining unit members will be permitted to participate in IRS Code Section 125 plans. Seminars and enrollments shall be conducted each November for the forthcoming year. Times and dates for such seminars and enrollment period shall be convenient for faculty members.

STATE TEACHERS RETIREMENT SYSTEM (STRS)

<http://www.calstrs.com/>

STRS, the retirement fund program for teachers, is funded by contributions by the State and by employees. To contact STRS, call (800) 228-5453 (Sacramento). The retirement fund program also has a home loan package for members.

SUBSTITUTES (RULES & MEETING TIMES)

It is every faculty member's responsibility to meet each class for the full amount of time scheduled-including the time designated for the final exam schedule. Having colleagues substitute without authorization is a violation of the Education Code and personnel procedures. In addition, faculty members are reminded of the following institutional guidelines:

- Faculty absences must be reported by completing a District absence form. If a substitute is provided, the substitute must be selected by the Department Chair from faculty members who have a current teaching assignment or have been processed as substitutes for the current semester.
- Class substitutes for the first day of a reported absence will not be approved. Exceptions will be recommended by the Departmental Chair for approval by the Dean of Instruction.
- Classified staff members may serve as substitute instructors only if they are currently authorized to teach and are performing these teaching duties outside the hours of their classified assignment.
- "Trading" of classes between faculty members is allowed only with the prior approval of the Department Chair.
- "Subcontracting" (out-of-pocket payment of a substitute with no absence report) is not allowed. All faculty absences must be reported and substitutes, if approved, must be paid by the District.
- Classes should meet at the location indicated in the schedule of classes. Any change of location must have prior administrative approval and must be

posted so that students are appropriately informed.

- Field trip forms must be completed if a class is to meet off campus in lieu of the regular class meeting time. (This does not apply to classes regularly scheduled to meet in off-campus locations.)

Please contact your Department Chair or Faculty Leader if you have additional questions.

TAX-SHELTERED ANNUITIES (TSA)

The Board of Trustees has adopted a resolution, which makes it possible for salaried employees to purchase tax-sheltered annuities as approved by the Internal Revenue Service. These annuities are purchased by amendment to the employment contract, reducing the employee's salary by the specific amount requested. The amount deducted for this purpose is not reported to the Internal Revenue Service or the Franchise Tax Board as taxable income during the year such annuities are purchased. Income taxes are deferred until the contributions are withdrawn. A reduction in salary for the purchase of TSAs does not reduce the gross salary reported to the State Teacher's Retirement System. Further information about TSAs is available in the Office of Human Resources through the Employee Benefits Coordinator.

TUBERCULOSIS EXAM

State law requires that all persons employed, **WITHOUT EXCEPTION**, in a school district submit evidence of freedom from tuberculosis upon initial employment. No person shall be initially employed by the District in an academic assignment unless the person has submitted to an examination within the past 60 days to determine that he or she is free of active tuberculosis, by a physician licensed under the California Business and Professions Code. New employees are responsible for arranging for a TB test at the District's Health Center before the employee begins working ([Education Code 87408.6](#)).

Permanent employees and part-time faculty are required to renew their TB certification **every four years**. TB clearance expiration dates will be monitored by the Office of Human Resources. Employees whose TB clearances have expired will be sent a request from District Office of Human Resources to submit proof of clearance within ten days.

If a positive result is obtained from the skin test, the employee will be required to obtain an X-ray. If the employee elects to go to one of the District's physicians, the District is billed and there is no cost to the employee.

Employees who are medically unable to undergo a skin test or x-ray must present a physician's statement to that effect. The physician must also certify that an examination has been performed and that the employee has been found free of the symptoms of active tuberculosis.

UNEMPLOYMENT INSURANCE

<http://www.edd.ca.gov/ui/rep/uiappind.htm>

(funded entirely by Employers' taxes)

Unemployment Insurance is a nationwide program created to provide partial wage replacement to unemployed workers while they conduct an active search for new work. Unemployment Insurance is a Federal-state program, based on Federal law, but executed through state law. Employers finance the UI program by tax contributions. In California, the Employment Development Department administers the UI program according to guidelines established by the [UI Code](#) and the [California Code of Regulations](#), Title 22. If you have questions about unemployment insurance, please access this webpage (<http://www.edd.ca.gov/unemployment/>) for State of California contact information.

SECTION 14

PUBLICATIONS

Catalog - Published each year the Catalog lists course descriptions, degree and certificate requirements, college and district policies, regulations and other information of interest to students and faculty; also includes a list of faculty and degrees they hold.

<http://www.smc.edu/catalog/default.htm>

Corsair – Student Newspaper - The campus student newspaper is published approximately every week. <http://corsair.smc.edu/> (310) 434-4340

Missed Information Online - Monthly Santa Monica College information updates for employees. Bruce Smith, Public Information Officer, (310) 434-4209

<http://www.smc.edu/missedinformation/>

Santa Monica Review - Founded by Jim Krusoe in 1988, **Santa Monica Review** is a nationally distributed literary arts journal sponsored by Santa Monica College. The journal is published twice yearly, in Fall and Spring.

The *Review* currently features literary fiction and nonfiction, though in past years also included poetry. SMR represents Santa Monica College's commitment to the literary arts, community, and literacy.

In 17 years of production, the **Review** has featured both first-time writers and established literary authors, with a focus on showcasing the work of Southern California and Pacific Rim writers.

http://www.smc.edu/sm_review/default.htm

Schedule of Classes - Published each semester; contains important regulations as well as useful information about student services.

<http://www.smc.edu/schedules/default.htm>

SECTION 15 STUDENT SUPPORT SERVICES

ADMISSIONS AND RECORDS/ENROLLMENT SERVICES

<http://www.smc.edu/admissions.html>

Admissions Complex near Pico Blvd. (310) 434-4380

Hours are subject to change without notice; please go to the website for updates. You may enroll at Santa Monica College if you are a high school graduate or are 18 years of age or older or are 16 years of age or older and submit your "Student Score Report" for passing the California High School Proficiency Examination and you meet the residency requirements.

AFRICAN-AMERICAN COLLEGIANS CENTER

<http://www.smc.edu/blackcollegians/default.htm>

Counseling Complex (310) 434-4232

The African-American Collegians Center is dedicated to promoting, encouraging, and increasing the retention, transfer, academic success, and graduation of African American students. The Black Collegians program helps guide the transfer process of Black Collegian students, and has successfully transferred Collegians to colleges and universities including Spelman College, Howard University, UC Berkeley, UCLA, and Stanford. All SMC students, regardless of ethnicity, are encouraged to visit the Center.

APPLYING FOR ADMISSION

Continuing Students do **NOT** have to reapply for admission. If you have never attended Santa Monica College (**new student**) or have been away for two or more consecutive semesters (**returning student**) you must first:

- File an application for admission online;
- Complete the assessment in English (or ESL) and Math;
- Arrange for transcripts of previous college work (or high school work, if no previous College work was completed) to be sent to the Admissions Office

You will be e-mailed an admission Welcome letter. Please review the letter for information regarding the online orientation, assessment, and enrollment procedures.

On the date and time of your enrollment, please log on to Corsair Connect from the Admissions webpage (<http://www.smc.edu/admissions.html>)

For a complete listing of services available through the Admissions Office, please visit the website or call the office.

ASIAN AMERICAN AND PACIFIC ISLANDER ACHIEVEMENT PROGRAM (AAPIA)

www.facebook.com/aapiaproject

The AAPIA program is a pilot project that has been designed to increase the retention, transfer and graduation rates of Asian American, Pacific Islander, and low income students who have had significant challenges in their scholastic and personal experiences. The

support services available to these students include:

- Designated counselors for academic and career planning
- Peer mentorship
- Supplemental instruction
- Special lectures

ASSESSMENT CENTER

<http://www.smc.edu/apps/pub.asp?Q=2605>

Liberal Arts Building, Room 109 (310) 434-8040

Assessment Services are available on a walk-in, first-come/first-served basis during normal testing hours. Hours are subject to change, however. Please note that there may be an extensive wait during heavy testing periods.

ARTICULATION

SMC recognizes that articulation is the cornerstone of the transfer process and consequently has a counselor, Estela Narrie, designated as the SMC Articulation Officer who devotes 80% of her time to articulation. The Articulation Officer works closely with UC and CSU and other four-year institutions to determine course equalencies, is an active member of the SMC Curriculum Committee, and serves as an important resource of information for SMC faculty and staff.

ASSOCIATED STUDENTS (AS)

http://www.smc.edu/associated_students/

Cayton Center (310) 434-4000

Associated Students provides students with the opportunity to enrich their college experience by becoming involved in student government and in a variety of campus clubs.

ATHLETICS

<http://www.smc.edu/athletics/> (310) 434-4311

Santa Monica College has a proud tradition of championship teams and student athlete alumni who have gone on to successful career at the four-year college, university, and professional team levels. SMC competes in the Western State Conference and is a member of the Californian Community College Commission on Athletics.

ATHLETICS COUNSELING

http://www.smc.edu/athletics/athletic_counseling.htm

PE 215 (2nd Floor GYM) or (310) 434-8017

This counseling program assists SMC athletes with academic planning, class scheduling, unit enrollment requirements, athletic eligibility, and other athlete-specific educational and counseling issues.

AUDITING OF CLASSES

Student auditing is not permitted at Santa Monica College. "Informal auditing" is not permitted. All students attending class must be enrolled for credit through the Admissions and Records Office. Students attending not-for-credit classes must be enrolled through the SMC Community Education Office.

BACK TO SUCCESS

<http://www.smc.edu/counseling/BackToSuccess.htm>

All students on academic or progress probation are urged to attend a Back to Success small group counseling session. Sessions are 2 hours in length and have an average of 8 - 10 students per session. Each session is facilitated by an SMC counselor. The workshops are only offered during the Winter and Summer sessions. The purpose of the workshop is to define, for the students, the college's probation policies and the consequences of probation, while providing the students with valuable information necessary for college success. The students have an opportunity to get their questions answered and engage in discussions with their peers regarding their college experience. At the end of the session, each student completes an educational plan for the next semester, which is checked by the counselor.

CALWORKS

<http://www.smc.edu/calworks/>

Transfer/Counseling Bungalow (310) 434-4884

California's welfare reform program, CalWORKS, offers eligible students the support needed to successfully transition from welfare to self-sufficiency. This includes academic and training support, pre-employment assistance, work-study experiences, financial resources and childcare services.

Temporary Assistance for Needy Families (TANF) is the Federal block grant program that has replaced AFDC. California Work Opportunity and Responsibility to Kids (Cal Works), is California's TANF program that provides education, job development, child-care, transportation and other supportive services to eligible welfare recipients as they prepare for the job market.

CARE (COOPERATIVE AGENCIES AND RESOURCES FOR EDUCATION)

Enrollment Services, Building C or (310) 434-4449

CARE is a state-funded program that offers educational and financial support services to single parents receiving AFDC/TANF and attending SMC full time.

CAREER SERVICES

<http://www.smc.edu/careercenter/>

Library Village, Room 161 or (310) 434-4337

SMC's Career Services Center offers a full spectrum of employment and career services including job and employment counseling, career counseling, job placement, internship placement, and assistance with resume writing and interviewing. The Center has a full

library of career resources, as well as computer-based career information systems.

COUNSELING

[http://www.smc.edu/apps/comm.asp?\\$1=7](http://www.smc.edu/apps/comm.asp?$1=7)

The Counseling Department at Santa Monica College has approximately 46 full-time and 70 part-time counselors who work in 20 different specialized counseling programs. Counselors counsel students individually and in small groups, lead student success workshops, and teach Counseling classes. (See the *Transfer Center/Counseling* in this section of the handbook for further information.)

COUNSELING CLASSES

The Counseling Department offers several Counseling classes to help students achieve success in school and in life. These courses, taught by Counseling Faculty, include:

- **Counseling 1 (CSU transferable):** Developing Learning Skills
- **Counseling 11 (CSU transferable):** Orientation to Higher Education
- **Counseling 12 (CSU transferable):** Career Planning
- **Counseling 19 (CSU transferable):** Orientation Seminar
- **Counseling 20 (UC, CSU transferable):** Student Success Seminar. This class is now SMC's 2nd most popular course and supports SMC's overall student retention effort.

The Counseling Department also offers many courses through the Disabled Student Services Program, covering similar topics and designed specifically for students with learning and/or physical disabilities.

CRISIS PREVENTION TEAM

<http://www.smc.edu/apps/comm.asp?Q=278>

Santa Monica College is committed to preventing crisis situations on campus and to ensuring a safe and healthy environment for all members of the college community.

The SMC "Crisis Prevention Team" is composed of various members of the SMC campus community whose role(s) and areas of expertise are key to effectively responding to a range of crisis situations and/or incidents of concern. Members of the Team include:

Team Leader	Brenda Benson, Dean, Counseling and Retention
Academic Affairs	Georgia Lorenz, Dean, Academic Affairs
Campus Police	Dr. Albert Vasquez, Chief of Police
Counseling Department	Laurie Guglielmo, Chair, Counseling Department
Health Services	Gloria Lopez, Coordinator, Health Services Center
Human Resources	Sherri Lee-Lewis, Dean, Human Resources
International Students	Kelley Brayton, Dean, International Education
Ombuds Office	Dr. Tina Feiger, Ombudsperson
Psychological Services	Dr. Sandra Rowe, Coordinator, Psychological Services
Student Judicial Affairs	Deyna Hearn, Dean, Student Services
Student Life	Deyna Hearn, Dean, Student Services

WHEN TO SEEK ADVICE:

- ♦ Violent Acts (threats, assaults, etc.)
- ♦ Uncivil Classroom Behavior
- ♦ Discipline Problems
- ♦ Weapons (guns, knives, etc.)
- ♦ Bizarre/Inappropriate Behavior
- ♦ Family/Domestic Problems
- ♦ Alcohol/Drug Abuse
- ♦ Thoughts or Gestures of Self Harm
- ♦ Whenever you wonder, "Should I?"

If violence is occurring "right now" and you need immediate help, call Campus Police at ext. 4300.

If you would like to consult with a Crisis Prevention Team member about a concern or issue, contact any one of the team members above and they will be happy to talk with you or refer you to a more appropriate person.

DISABLED STUDENT PROGRAMS AND SERVICES

www.smc.edu/disabledstudent/

Enrollment Services Building B (310) 434-4265. The TDD number is (310) 434-4273. This center serves students with disabilities who require assistance to succeed in their academic endeavors and to actively participate in the competitive mainstream college life. This assistance includes counseling services, technical support (including readers, interpreters, and test accommodations), and specialized support classes.

Students who wish to use the special counseling and admissions services provided through the Center for Student with Disabilities should call (310) 434-4265 before they start the admission procedures.

Under Federal and California law, the District has a duty to provide reasonable accommodations to disabled students. If you have questions about reasonable accommodations for students, please contact the H.R. Office and we will refer you to the appropriate resource/compliance officer.

Printed materials are available in alternative media upon request. To request publications in alternate formats for disability accommodation, send e-mail to DSCcontact@smc.edu or call (310) 434-4265.

DISCIPLINARIAN

<http://www.smc.edu/disciplinarian/>; see Office of Student Judicial Affairs in this section of the handbook

ELECTRONIC SEP/DEGREE AUDIT

Counselors utilize an electronic educational planning form as well as a Degree Audit system that was created in house by our IT department. Both the Degree Audit program and the electronic SEP are well utilized and continue to evolve as needs are identified.

EOP & S (EXTENDED OPPORTUNITIES, PROGRAMS AND SERVICES)

<http://www.smc.edu/eops/>

Enrollment Services, Building C (310) 434-3650

The EOPS staff provides educational and financial assistance to full-time students who come from low-income families, are first generation college students, or face other barriers to educational success.

FACULTY GUIDE

http://www.smc.edu/projects/336/Faculty_Online_Guide.pdf

This online resource for faculty shares important policies and information such as semester Dates and Deadlines, online Grade Change forms and other helpful tools to help with classroom administrative duties.

FINANCIAL AID OFFICE

<http://www.smc.edu/financialaid/>

Financial Aid Office in the Admissions Complex (310)434-4344

Financial aid is **money for college**. It is provided by the United States taxpayers to ensure that *everyone* who wants a college education has the financial ability to pay for their college expenses.

Students that receive financial aid, join a **partnership** that includes the Federal Government and Santa Monica College. Each member of this partnership has a role. If *you* receive financial aid, it is expected that you will enroll in courses needed to complete your chosen program, work hard at learning, and move responsibly toward successful completion of your educational goal.

FOOD SERVICES

Santa Monica College food services are located on the ground floor of the Student Center. The food services area includes a food court that offers a selection of meals, snacks, and beverages at reasonable prices. Service is indoors, and seating is available inside and on outdoor patio areas. Food and beverage carts, as well as vending machines, can be found at various locations on and off campus.

HEALTH SERVICES CENTER

<http://www.smc.edu/healthcenter/>

Cayton Center Complex by the Cafeteria (310) 434-4262

The Health Services Center provides primary health care services to currently enrolled Santa Monica College students. Services include: acute illness and injury evaluation, non-emergency care for mild infections and injuries, health care counseling, physician hours, mental health counseling, preventive health information and screening programs, immunizations and TB screening. The Health Center is staffed by registered nurses and health assistants.

INTERNATIONAL STUDENTS

www.smc.edu/international/

1734 Pearl Street or by calling (310) 434-4217 or sending a fax to (310) 434-3615

The College defines an “international student” as a student who is admitted to this country with an F-1 foreign student visa to attend SMC. Students with F-1 Visas from other schools may enroll at SMC on a limited basis. Please consult with the International Education Center for more information. Students with other type of visas (not F-1) may enroll through the Admissions and Records Office.

The International Education Center welcomes applications from international students who wish to attend Santa Monica College. Nearly 3,000 international students from more than 100 countries are currently enrolled at the College. SMC offers a number of district advantages to international students beginning their university education in the United States. Application for Admission may be downloaded from the website.

INTERNATIONAL EDUCATION CENTER

www.smc.edu/international/

1734 Pearl Street (310) 434-4217

The International Education Center offers academic and personal counseling for international students who are studying at SMC on a F-1 Visa.

LATINO CENTER

<http://www.smc.edu/latino/>

Counseling Complex or (310) 434-4452

The Latino Center is dedicated to promoting, encouraging, and increasing the retention, transfer, academic success, and graduation of Latino students. The Adelante Program is a support program that focuses on academic achievement, cultural awareness, and personal growth, and offers classes that accentuate the Latino experience. All SMC students, regardless of ethnicity, are encouraged to visit the Center.

LIBRARY

<http://www.smc.edu/library> For information call (310) 434-4334, or E-mail: libref@smc.edu

The recently remodeled and expanded SMC library has one of the target collections of materials in the California Community College system with more than 95,000 volumes and access to over 2,400 periodicals.

LOST AND FOUND

http://www.smc.edu/college_police/ or (310) 434-4608 (see Section 17 of this handbook)

MATRICULATION

State regulations mandate that all new students be “matriculated,” i.e., follow a formal enrollment process, which includes the components of admissions, orientation, assessment, counseling, and student follow-up. The Matriculation Office oversees this campus wide effort.

NURSING COUNSELING

Bundy Campus (310) 434-3456

This program assists SMC nursing students regarding academic planning and other nursing-specific educational and counseling issues.

OFFICE OF STUDENT JUDICIAL AFFAIRS

<http://www.smc.edu/disciplinarian/>

Administrative Complex/Main campus/Room 103 or (310) 434-4655

The Disciplinarian, Staff and Ombudsperson operate under the auspices of the Vice President of Student Services. The Office of Student Judicial Affairs, formerly the Disciplinarian's Office, is a place to go to have problems solved, reach agreements, and to gather information. The office takes a positive, comprehensive and proactive approach and provides a place for students and faculty to receive information regarding student conduct, academic honesty, behavior/anger management, before these concerns become discipline problems. It is crucial that faculty know they are being supported in dealing with extremely challenging and often disruptive students. Student referrals are received from faculty, staff and College Police. Only Santa Monica College Faculty and Staff Members may submit the online referral forms. If you are not already logged in at the time you open the form, you will be asked for your network user name and password. If the dialog box asks for domain separately, enter SMC; otherwise, enter "smc\user_name" in the user name field. If you have problems using this form, [email the webmaster](#). ([AR 4410](#)).

For online referral forms please use link:

http://www.smc.edu/disciplinarian/online_referral_form_instruction.htm

OMBUDSPERSON

Tina Feiger, Ed.D., Counselor, Associate Professor of Psychology, Ombudsperson

Lucy Kluckhohn Jones, Professor of Biology, Ombudsperson

<http://www.smc.edu/ombuds/> or (310) 434-3986

The Ombudsperson acts as a listening ear, conciliator, mediator, and resource for students with problems involving other students, faculty, and administrators. Responsibilities also include investigating grade disputes and other various complex issues.

ONLINE COUNSELING

The SMC Counseling Department offers an online counseling program for new and continuing students. Students who utilize the program are guaranteed a response within 48 hours.

ONLINE ORIENTATION

<http://www.smc.edu/orientation/>

Orientation is an Internet based presentation designed to promote student success. It includes information on: services and programs at Santa Monica College, planning a schedule of classes, the enrollment process and much more. New students who would like

additional assistance are invited to meet with a counselor in the Welcome Center.

OUTREACH

<http://www.smc.edu/counseling>

1724 Pearl Street, Santa Monica, CA (310) 434-4189

The Outreach Program serves as a bridge between SMC and local high schools, middle schools, and community agencies to ensure a smooth transition process from high school to college. Outreach provides services to over 60 local high schools in LA County, including college and career fairs, recruitment, on-site English and Math placement testing, financial aid presentations, and application workshops.

PICO PARTNERSHIP

<http://www.smc.edu/picopartnership/>

Counseling Complex (310) 434-4926

The Pico Partnership on the Move Program is a joint effort between Santa Monica College, Virginia Avenue Park and the City of Santa Monica, and is designed to provide educational counseling and financial assistance to underserved, under-represented at-risk youth living near the College.

PSYCHOLOGICAL SERVICES

<http://www.smc.edu/psychservices/>

Language Arts 110 (310) 434-4503

Psychological Services provides a broad range of services, including brief individual psychotherapy, crisis intervention, and referral services, to enhance the personal well-being, psycho-social development, and academic advancement of a diverse student population, as a means to promote student retention and graduation from SMC.

REGISTRATION *(See Admissions and Records Department/Enrollment Services).*

SCHOLARSHIPS OFFICE

<http://www.smc.edu/scholarships/default.htm>

1738 Pearl Street, Santa Monica, CA (310) 434-4290

The Santa Monica College Scholarship Program is sponsored by the Santa Monica College Foundation. The Foundation receives contributions for the Scholarship Program as well as other campus programs. For further information about making a contribution/s, please contact the Foundation Office at (310) 434-4215.

Approximately **300+ scholarships** are awarded at Santa Monica College each year. Criteria includes scholastic achievement, financial need, participation in school activities, community service, honors and organizational affiliations. Additional elements may be reviewed, such as educational objectives of applicants, which relate to a particular concentration, field of study, or major, place of residence or project and design portfolios.

SCHOLARS PROGRAM

<http://www.smc.edu/scholars/>

Library Village 117 (310) 434-4059

The Scholars Program is a honors program offering academic challenges and critical support services to students with a 3.0 GPA or higher, and provides priority consideration for transfer admission to a variety of universities including UCLA, UC Irvine, Loyola Marymount University, Occidental College, Pomona, and CSU Northridge.

The Scholars Program is a highly demanding, enriched educational program that prepares students with outstanding scholastic achievements for transfer to a four-year college or university. Students completing the Scholars Program are recognized as well-prepared and are **guaranteed priority consideration** at the junior level in most majors.

STUDENT SERVICES WORKSHOP AND EVENTS CALENDAR

Each semester the Counseling Department and other student service areas conduct a number of workshops and events to promote student success. The Counseling Department coordinates the publication of a Student Services calendar that is widely distributed to SMC faculty and staff.

TRANSFER/COUNSELING CENTER

<http://www.smc.edu/transfer> or <http://www.smc.edu/counseling/>

Counseling Complex (310) 434-4210

The Counseling Department at Santa Monica College has approximately 46 full-time and 70 part-time counselors who work in 20 different specialized counseling programs. Counselors counsel students individually and in small groups, lead student success workshops, and teach Counseling classes

The Transfer/Counseling Center provides counseling regarding life/school balance, overcoming barriers to success, and other related issues; assistance with course selection and academic planning; advisement on occupational certificates, Associate of Arts degree and transfer requirements; discussion of important dates and deadlines; and counseling for probationary or disqualified students.

Transfer services include visits from campus representatives from over 60 four-year institutions, campus tours of California colleges and universities, and workshops on the transfer application process and financial aid. For more information about transfer services, please visit the [Transfer Center website](#).

TRIO/STUDENT SUPPORT SERVICES

<http://www.smc.edu/trioss/>

Transfer/Counseling Center Annex (310) 434-4347

TRIO/SSS is a federally funded program designed to provide educational and financial support services to students who are either physically and/or learning disabled, from low-income families, are first generation college students, or have demonstrated academic

need.

TUTORING

<http://library.smc.edu/tutoring/>

There are four (4) major tutoring areas:

Mathematics - Math Complex
 English/Humanities - Drescher Hall, 3rd floor
 Modern Languages - Drescher Hall, 2nd floor
 Science Tutoring - Science Building

Audio/Visual materials are available in the Library
 Learning Disabilities - Math Complex

The Center for Students with Disabilities, located in Administrative Complex, Room 101, assists students with physical and/or learning disabilities.

VETERANS

www.smc.edu/veterans/

Veteran's Resource Center, Language Arts 135 or (310) 434-8205

Santa Monica College is approved as an institution for higher learning for veterans and veteran's dependents entitled to education assistance from the Veterans Administration (VA). To be eligible for VA education benefits, a veteran must have had at least 181 continuous days of active duty and have been discharged from active duty under conditions other than dishonorable.

Students who qualify for VA education benefits should see a Veterans Counselor in the new Veterans Resource Center, before beginning any application procedures.

VIP WELCOME DAY

<http://www.smc.edu/vip/>

The VIP Welcome Day is a joint student services program designed to welcome new students and their families to SMC. Highlights of the day include a campus resource fair and workshops designed especially for new students.

WELCOME CENTER

<http://www.welcomecenter>

Cayton Center, Room 110 (310) 434-8101

The Welcome Center is a convenient "one-stop" where new students can find the information, services and support they need to make a smooth transition to SMC. The Center's various student services, which include academic counseling, enrollment services and financial aid information, are designed to increase the retention of new students. During enrollment periods, the Welcome Center has academic and financial aid counselors, staff from the Admissions Office and trained student ambassadors on hand to answer

questions and assist new students with the admissions and enrollment processes.

The Welcome Center is available to assist new students with course selection and enrollment.

SECTION 16 OTHER SERVICES AVAILABLE TO FACULTY

ATHLETICS FACILITIES

Faculty and staff are welcome to use the campus athletic facilities, including the swimming pool, when they are not being used for instruction or athletic events. For information contact the Athletic Director and/or the Department Chair.

COLLEGE POLICE (Campus Police)

http://www.smc.edu/college_police/ (310) 434-4300
1718 Pearl Street, Santa Monica, CA 90405

"At Santa Monica College, the safety and well-being of our students, faculty, and staff is always our first priority. With the support of other departments, we have numerous people involved in keeping this campus safe and secure. However, a truly safe campus can only be achieved through the cooperation of all students, faculty, and staff."

Santa Monica College's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on the campus, in certain off-campus buildings or property owned or controlled by Santa Monica College and on public property within, or immediately adjacent to and accessible from the campus. The report also includes campus security information, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You may obtain a copy of this report by contacting the College Police Front Office or accessing the website. The report is an attempt to raise your awareness of campus security policies and crime prevention measures at Santa Monica College.

CREDIT UNION

<http://kinetca.org/> (800) 854-9846

Kinetca Federal Credit Union
2801 Wilshire Boulevard
Santa Monica, CA 90403
310-828-5795

The credit union offers a variety of services to its members including loans, checking and savings accounts, and auto insurance. For more information, please contact them for services and details.

APPENDIX A

ADMINISTRATIVE REGULATION & BOARD POLICY

Please review the District's policies and procedures at the following link:

- <http://www.smc.edu/apps/pub.asp?Q=545&B=1>

For your convenience, some of the District's policies and procedures are summarized below.

ALCOHOL AND DRUG FREE CAMPUS

It is the policy of the District to maintain an alcohol and drug free workplace by prohibiting the use of alcohol and the unlawful manufacture, distribution or possession of a controlled substance on the District's premises and/or in the course of the District's activities. ([BP 3111](#))

FACULTY CODE OF ETHICS

<http://academicsenate.smc.edu/ethics/ethicsstatement0302.htm>

"As educators committed to student success and the advancement of knowledge, faculty members recognize our special responsibilities as teachers and counselors, scholars, colleagues, members of an academic community, and citizens. We carry out our professional duties honestly, fairly, and reflectively while showing respect for all persons." (Statement on professional ethics Adopted 03/26/02 by SMC Academic Senate).

HIRING POLICY

The policies and practices regarding hiring will be negotiated through the campus and District Academic Senate, in accordance with AB 1725. Current policies and procedures regarding hiring may be obtained by contacting the Office of Human Resources. ([AR 3211/Full-time, AR 3230/Part-time](#))

SEXUAL HARASSMENT/MUTUAL RESPECT/DISCRIMINATION

The harassment or discrimination of employees or students in the academic and work environments violates both Federal and California law and will not be tolerated by the District. To retaliate against any individual for filing or participating with a complaint of harassment or discrimination, also violates Federal and California law and will not be tolerated by the District.

The District prohibits workplace and campus violence and strongly promotes civility in the workplace. The District is committed to maintaining a safe, collegial environment in which fear, intimidation and bullying will not be tolerated. Treating others with civility and respect and refusing to perpetuate or tolerate bullying behavior are expected performance standards of administrators, management, faculty, staff, volunteers and students as well as vendors, independent contractors and visitors to the College.

For the full text of the District's policies in these areas, please review Board Policies 3120, 3121, 3122, 3123, and 3124 at the following link:

- http://www.smc.edu/Projects/32/Board_Policy_Manual/BP_3000_Human_Resources.pdf

For the full text of the District's regulations in these areas, please review Administrative Regulations 3120, 3121, and 3123 at the following link:

- http://www.smc.edu/projects/32/Administrative_Regulations/AR_3000_Human_Resources.pdf

SMOKE FREE CAMPUS

Santa Monica College is committed to providing a healthy, comfortable and productive environment, free from effects of second-hand smoke, for its students, faculty and staff. Smoking shall not be permitted in any District building, vehicle or facility, or on District grounds. California Government Code Sections: 7596-7598 ([BP 2440 Smoke Free Campus](#))

APPENDIX B

GUIDE NEW EMPLOYEE PROCESSING AND SALARY PAYMENT

The following presents a short overview covering how new hourly-rate faculty are processed in order to be paid:

One: An "Authorization to Hire" Is Submitted

After a new instructor has been offered and accepted an hourly assignment, the Department Chair fills out a Personnel Action Authorization (PAA), known as an **authorization to hire form** covering the employee's assignment and submits it to the Academic Affairs office. The form contains the new instructor's name, address, phone number, and social security number, the courses to be taught, the Department Chair's signature, and the date.

The Department Chair submits to the Office of Academic Affairs an application and any transcripts. This form has the new employee's name, social security number, the type and length of the new assignment, including the class code (numerical code for assignment type) and funding source for the assignment. The PAA essentially authorizes the new employee to work.

The form is then signed or reviewed by:

- a) Department Chair
- b) College Academic/Student Affairs Officer
- c) College Human Resources Officer
- d) College Human Resources Staff member

Two: District Processing of New Faculty

The Office of Human Resources receives the personnel action authorization and contacts the individual in order to complete the processing of personnel and other employment forms. At the time of processing, the individual needs to provide a copy of transcripts, if not previously provided (which can be unofficial), and two forms of identification. The Human Resources Specialist reviews the PAA, district application for completeness and transcripts to determine the new employee's pay rate. The Academic Affairs Office, Student Affairs Office, the Mailroom, Postmaster, hiring department, and the Payroll Office are notified that the assignment is confirmed and the faculty member is cleared to work.

Three: The PAA is Entered Into the Computer

Once a new instructor's eligibility has been established, the information on this form is entered into the system (ISIS) by the Academic Affairs staff and will eventually generate the instructor's class rosters as well as listings in the class schedule. The PAA is then forwarded to the Office of Human Resources for processing.

Four: Campus Authorization to Pay Employee

Based on the information on the new employee's PAA, the Human Resources Specialist inputs the employee's assignment into the county system authorizing the District Payroll

office to pay the new employee.

Five: District Pays Employee

The District Payroll department sends the faculty a paycheck at the earliest opportunity- which is usually the next faculty pay date. (Faculty are paid based on weeks and checks are mailed to the address faculty have indicated as their warrant address on the address information found in the personnel processing packet, or directly deposited into a designated bank/credit union account. Pay dates are listed in the payroll schedule which faculty can obtain in the Payroll Department).

Any questions regarding personnel processing should be directed to the Office of Human Resources, (310) 434-4415. Any payroll questions should be directed to Payroll office, (310) 434-4234.