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Hello and welcome to Fresno City College. As a newly hired adjunct faculty member, we thank you for joining us in our mission to provide quality, innovative educational programs and support services directed toward the enhancement of student success, lifelong learning and the economic, social, and cultural development of our students and region.

Being new to Fresno City College, we anticipated you have many questions and developed this "Quick Start Guide" to address issues common to newly hired faculty. As we routinely tell our students, effective communication is key to success. If you ever have a question or concern,

We are all here to help you succeed.

442-5911 (phone) Ext. 5911 (campus extension)

Phone: 559.443-8670 or extension 8670

In addition to this guide (and once your MyPortal account is established), routinely check your SCCC email. In the near future, you will receive messages regarding:

- Formal Adjunct Orientation
- Division Announcements
- District Communications (from HR and payroll)
- Union Membership
- Adjunct Academy Information

Finally, we have a dedicated Adjunct Connect/New Faculty webpage that provides comprehensive information and resources:

<https://www.fresnocitycollege.edu/faculty-and-staff/resource-guide/new-faculty-guide.html>

*Please scroll down beyond this outline to the appropriate table*

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Employment Contract  
Pay  
TB Test/Chest X-ray  
Certification on Safety Training  
New Hire Packet  
Terms of Employment  
Payroll  
Direct Supervisor  
Union Information

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ID Number  
My Portal  
Self-Service  
Microsoft Outlook/Campus Email  
Canvas  
Campus Mailbox/Print Media  
Classroom Keys  
Classroom Technology  
Parking Permit

	<p>A signed employment contract is required prior to teaching a course at FCC. Prior to signing the contract, note the class name, section, dates, times, and venue/location to ensure you are clear on the teaching assignment to which you are agreeing.</p> <p>FCC has the ability to rescind a teaching assignment if the course is cancelled or if a full-time faculty member cannot meet their teaching (contractual) load. A part-time instructor who has their assignment taken away within two weeks of the start date will be paid for two weeks of employment.</p>	<p>Contact the division that extended the teaching assignment and/or review the adjunct collective bargaining agreement at <a href="https://www.sccd.edu/departments/human-resources/collective-bargaining-unit-agreements.html">https://www.sccd.edu/departments/human-resources/collective-bargaining-unit-agreements.html</a></p>
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	<p>will not be required to turn in your keys during the Winter Break. Check with your Division.</p>	
	<p>Prior to the first day of class, take time to locate your classroom(s) and check that your key(s) work. Your Division will provide classroom information. This information is also found on your rosters (via Self-Service).</p>	
	<p>If you are teaching an on-campus/face-to-face section, prior to the first day of class, ask your division to show and explain the technologies and log-in information for6lhTf299.B6.49 569.0c2/TT0 1</p>	





	<p>directly to the publisher website and request a desk copy. Usually there is an instructor option that will assist faculty in obtaining a desk copy. Mark the request URGENT. The bookstore can provide publisher contact information if the instructor is having trouble.</p> <p>If available, view the text website Table of Contents to develop your syllabus and course pace until the text arrives.</p>	
	<p>Faculty are required to list several student deadline dates related to admissions &amp; records on their course syllabi. These dates include the last day to add a class, the last day to drop the course with no "W" assigned; and the last day for students to drop a course with a "W" assigned. These dates are listed in self-service: faculty in the respective course. To secure the dates specific to a course, in the respective course, above the class roster will be a link (immediately below "Seats Available") titled:</p> <p style="padding-left: 40px;">. Select the <span style="padding-left: 100px;">link</span> and the dates will appear in a pop up.</p> <p>Faculty are to ensure all students active in your course align with the enrolled students on this page on the CENSUS DATE. The FINAL DROP DATE is the date you are to include in your syllabus (and ideally as a class announcement near the drop date). This is the last date students can drop your course without receiving a grade.</p>	<p>Log into MY PORTAL - Self-Service- Faculty - Select Course- Deadline Dates-</p>
	<p>Your Division may have copy machines available for your use should you need ten copies or less copies. For more than ten copies, faculty must use the Copy Center. Use the copy center for items such as course syllabi, examinations, and other classroom materials/handouts</p>	<p>Located adjacent to the Mailroom in A-107 and A-108, their hours of operation during semester are Monday – Thursday 7a.m. - 7p.m. and 7a.m. - 5p.m. on Fridays. The Copy Center’s off-semester hours are Monday – Friday 7a.m. - 5p.m. Faculty are to use the following copy center order form: <a href="https://fccpmc.formstack.com/forms/?1973750-9iYECmD3yt">https://fccpmc.formstack.com/forms/?1973750-9iYECmD3yt</a></p>
	<p>FCC print services operate in compliance with copyright laws.</p>	<p><span style="padding-left: 100px;">link</span> provides extensive help for the instructor. <a href="https://www.fresnocitycollege.edu/faculty-and-staff/resource-guide/copyright-policy.html">https://www.fresnocitycollege.edu/faculty-and-staff/resource-guide/copyright-policy.html</a></p>



training; after hours support; and  
arranging for technology (not normally  
available)





