

## GETTING STARTED

### NEW HIRE & ONBOARDING

Location: District Human Resources  
8800 Grossmont College Dr., Bldg 38J  
El Cajon, CA 92020  
(619) 644-7572

<https://www.gcccd.edu/new-hires/default.html>  
All new hires must have a completed electronic application on file to begin the Onboarding process.

<https://www.gcccd.edu/new-hires/adjuncts.html>  
The new part time faculty application process is a collaborative effort involving the applicant, Department Chair, Division Dean and Human Resources.

### NEW ADJUNCT ORIENTATION

Location: District Human Resources  
<https://www.gcccd.edu/new-hires/adjuncts.html>  
Attend the District's New Adjunct Orientation and onboarding session to learn about Workday, Payroll, Network Accounts, Employee ID Cards, Benefits, Parking and other essential information. These sessions are offered twice a month, day and evening sessions. Attend the Cuyamaca College New Faculty Orientation during Flex Week to introduce you to the college and learn about the "Cuyamaca Way."

### EMPLOYEE ID CARD

Location: Bldg 38J  
(619) 644-7637  
<https://www.gcccd.edu/new-hires/default.html>  
Once you have been assigned an employee identification number, please visit District Human Resources to obtain your card. Walk-ins are welcome.

### ADJUNCT FACULTY WORKROOMS

Locations: E-112C; F-625; H-131; H-135; B-267  
All are equipped with desks, phones and computers. Keys are available to faculty upon request of their department chair/Dean.

### DUPLICATING

Location: F-113  
(619) 660-4585  
<https://cuyamaca.edu/college-info/administration/as/duplicating/default.aspx>  
A self-service copy machine is available for use by staff who need to make up to 10 copies at one time. If you need to make more than 10 copies, please submit a request for duplicating services. Cuyamaca. [Duplicating@gcccd.edu](mailto:Duplicating@gcccd.edu)

### TEXTBOOKS

Location: Student Center, I Building  
<https://www.facultyenlight.com/?storeNbr=312>  
Please complete your textbook order by the deadlines. This helps to keep costs lower by increasing used and rental options. Consider adopting Open Education Resources (OER) for your course as it is a free resource for faculty and students. For more information: <https://cuyamaca.edu/library>

### PARKING PERMIT

Location: A-103  
(619) 644-7654  
<https://app3.omnigo.com/grossmont/CESReportExec/OPR/>  
Staff permits are available at CAPS offices. Only cars with staff permits are allowed in spaces designated for staff and only vehicles with handicap placards or plates are permitted to use handicap parking. Save time a pre-register for your parking permit. Remember to disable your pop-up blocker and bring an ID to CAPS for pick up.

### KEYS FOR CLASSROOMS

Location: Business Services F-113  
(619) 660-4351  
Faculty must make a request for keys through their department chair/coordinator. Once approved, faculty will be contacted via email for key pick up at the Switchboard Office. **Part time faculty must return keys at the end of each semester or session.**

### CAMPUS MAP

To view the campus map please visit [www.cuyamaca.edu/college-info/maps-directions](http://www.cuyamaca.edu/college-info/maps-directions)

**Wi-Fi** Username: firstname.lastname  
Password: This password is your birth date in six-digit format (mm/dd/yy)  
For example November 4th, 1994 is (110494)

To view the faculty handbook online, please visit <https://cuyamaca.edu/faculty-staff/academic-senate/default.aspx>

### NETWORK ACCOUNTS & EMAIL

Location: Information Technology Department, District  
<https://www.gcccd.edu/it/help-desk/account-requests.html>  
The Information Technology department is responsible for districtwide technology, communications, and software. To obtain a network account and email, complete the forms at the link above. You will need a network account to log into any classroom computer.

### PROFESSIONAL DEVELOPMENT REQUIREMENTS

<https://www.cuyamaca.edu/faculty-staff/pro-dev/default.aspx>  
Faculty are required to complete professional development hours by attending scheduled activities or completing individual activities. These are paid hours, and forms must be submitted by the deadline to receive the pay.

### INSTRUCTIONAL SUPPLIES

Location: F-116  
(619) 660-4235  
<https://www.cuyamaca.edu/college-info/administration/as/mailroom.aspx>  
Instructional supplies can be obtained by submitting a supply request. This form is in the Mailroom. Supplies available include pens, pencils, paper clips, paper and white board pens. Check the supply list in the Mailroom for a comprehensive list.



## ENROLLMENT MANAGEMENT

### WEB ADVISOR FAQ AND TUTORIALS FOR FACULTY

<https://www.cuyamaca.edu/services/admissions/faculty/faq.aspx>

### ADDING AND DROPPING STUDENTS

Location: Web Advisor <https://wa.gcccd.edu>  
<https://cuyamaca.edu/services/admissions/faculty/addcodes.aspx>

Instructors can access/print rosters, and wait lists on Web Advisor. "Attendance Roster File" instructions can be found at <https://www.gcccd.edu/formsdepot-district/default.html#A>

### ADD CODES

Location: <https://cuyamaca.edu/services/admissions/faculty/addcodes.aspx>

An Add Authorization is required for students wishing to add a class using WebAdvisor. An Add Authorization is required for closed classes and for all short-term classes once the class has started. An Add Authorization is required for OPEN full-term classes beginning the second week of class. The add authorization is to be assigned to students who are approved to add your class.

### PRIORITY WAIT LISTS

Location: <https://cuyamaca.edu/services/admissions/faculty/pwl.aspx>

Waitlists are turned on once classes are full. Instructors are to grant an add authorization on, or after the first day of instruction. Faculty must grant and add authorization in order based on your waitlist roster.

### CENSUS DROP ROSTER

Location: [https://cuyamaca.edu/services/admissions/faculty/tut\\_census.aspx](https://cuyamaca.edu/services/admissions/faculty/tut_census.aspx)

Faculty must submit a Census drop roster by the deadline. Faculty must drop students who never attended or who stopped attending near the beginning of the course.

## CLASSROOM MANAGEMENT

### ACADEMIC FREEDOM

Board Policy: <https://www.gcccd.edu/governing-board/pols-and-procedures-ch4.html>  
Academic freedom is fundamental for the protection of the rights of the instructor in teaching, and of the student to freedom in learning. It carries with it duties correlative with rights.

### COURSE SYLLABUS REQUIREMENTS

Location: <https://www.cuyamaca.edu/faculty-staff/academic-senate/files/syllabus-guide.pdf>

Instructors are required to submit copies of current syllabi to their division dean for all of their course assignments by the end of the first week of instruction.

### COURSE OUTLINE

Location: <https://www.cuyamaca.edu/in/oi/curriculum/outlines/default.aspx>

Official course outlines of record are available on the College intranet.

### DISRUPTIVE STUDENT BEHAVIOR

Location: I-115  
(619) 660-4295

<https://www.cuyamaca.edu/campus-life/student-affairs/faculty/default.aspx>

The Dean of Student Affairs provides support and guidelines on minimizing and managing disruptive behavior in the classroom.

### ACADEMIC DISHONESTY

Location: I-115  
(619) 660-4295

<https://www.cuyamaca.edu/campus-life/student-affairs/faculty/default.aspx>

Per the Student Code of Conduct, academic honesty is required of all students. Faculty resources such as sample statements for syllabi and a student notification letter are available at the above link. Contact the Student Affairs office if you believe an alleged conduct violation should be addressed.FAC

## FACULTY RESOURCES

### CANVAS

Location: C-111 (619) 660-4013  
<https://www.cuyamaca.edu/academics/canvas/default.aspx>

Canvas is the Learning Management System (LMS) used by the District. Faculty should consider using Canvas to provide their students with resources such as announcements, instructor contact information, course syllabus and grades. See above link for training opportunities.

### CLASSROOM TECHNOLOGY

(619) 660-4395

<https://www.cuyamaca.edu/academics/support/help-desk/default.aspx>

Faculty experiencing computer or technology problems in their classroom, lab or office should contact the Help Desk by phone or C-helpdesk@gcccd.edu.

### ONLINE TEACHING

Distance Ed Coordinator: Jodi Reed  
(619) 660-4465

<https://www.cuyamaca.edu/faculty-staff/teaching-online/default.aspx>

The Teaching Online website is a resource designed to help distance learners and online teachers succeed.

### FACULTY HANDBOOK

<https://www.cuyamaca.edu/faculty-staff/academic-senate/default.aspx>

The Faculty Handbook provides you with a comprehensive guide for faculty teaching at Cuyamaca College. This online handbook is ADA accessible and provides links to resources necessary to be successful.

### FACULTY EVALUATIONS

Location: AFT Guild, Local 1931  
(619) 640-1155

<https://aftguild.org/contracts/grossmont-cuyamaca.html>

Faculty should refer to the GCCCD/AFT contract for evaluation procedures. Adjunct faculty are evaluated in the first semester of hire, and once every six semesters thereafter.

### GETTING PAID

<https://www.myworkday.com/gcccd>  
<https://intranet.gcccd.edu/workday/training/resources.html>

Workday provides a system of record for all Payroll function at GCCCD. Workday provides you the ability to access all information related to pay including accessing pay slips, payment elections, and tax documents.

