

## HOME

---

[College of Marin Mission Statement \(http://www1.marin.edu/mission\)](http://www1.marin.edu/mission)

## FACULTY HANDBOOK TABLE OF CONTENTS

To open each page, please use the navigation links on the left side of the page.

### IMPORTANT CONTACTS

- Administrative Offices
- Academic Departments
- Student Services
- Educational Services
- Other Student Services
- College Services
- Emergencies, Urgent Needs and Lost and Found

### EMPLOYMENT RESOURCES

- Human Resources Contacts
- Important Instructions about fillable forms
- Equal Opportunity Information
- Congratulations! You've been hired!
  - Before You Teach
  - Employment Contracts
  - Office Hours (Full-Time and Part-Time Credit Faculty)
- Faculty Evaluation
- Flex Obligation
- How much will I get paid?
- Getting Paid
- Payroll Deductions
- What if I Have to Be Absent?
- Health and Safety Issues
- Smoking and Drug Abuse

### COMMUNICATION

- Staying in Contact
- Telephone/Voice Mail
- MyCOM Web Portal
- College Email
- COM Directory Faculty Web Pages
- Snail Mail Mailboxes
- COM Connect - Emergency Info

### PREPARING FOR FIRST CLASS

- New Teachers
- 

- New and continuing Teachers
- To Do checklist before your first class
- Online Learning
- Instructional Tips
- Working with Struggling Students
- The Reading and Writing Lab
- The Online Writing Center (OWC) and the Virtual Reading and Writing Lab
- Student Accessibility Services (SAS), formerly Disabled Student Services (DSPS)
- Americans with Disabilities Act (Section 508) Compliance

## **ADDITIONAL INFORMATION**

- Staff Parking Permits
- Textbooks and the Bookstore
- Putting Books on Reserve in the Library
- Reprographics
- Self-service copiers
- Copyrights on Syllabi and Workbooks
- Media Services/Instructional Technology (IT)
- Classroom Scheduling Conflicts
- Classroom Care
- Classroom Keys/Key Fobs
- Emergency Procedures Evenings and Saturdays
- Library Services
- Tutoring and Learning Center
- Field Trip Policy
- IVC Services (Updated Spring 2023)
- Veterans Office
- The Student Activities and Advocacy Office

## **OPENING DAY INSTRUCTIONS**

*(UPDATED Spring 2023)*

- Class Rosters
- Adding Students
- Online Census Rosters for Dropping/Withdrawing Students
- Positive Attendance
- Student Attendance
- Pre-Requisite Enforcement
- Co-Requisite Enforcement
- Independent Study
- Grading Option Deadline
- Auditing
- Enrollment Services FAQs
- New Interactive Online Student Petitions

## **SYLLABUS, SLOS, ASSESSMENT**

- Requirements for a Course Syllabus, Syllabus Template, Link to course SLOs (Updated Fall 2021)
- Accessing up-to-date SLOs for your course (Updated Spring 2023)

- Letter Grade Default
- What should I include in my syllabus?
- Student Learning Outcomes (Updated July 2019)
- College Learning Outcomes
- Accrediting Commission of Community and Junior Colleges (ACCJC) and SLOs (Updated July 2019)

## **GRADING GUIDELINES**

- End of Term Guide from Enrollment Services for Faculty
- Assessment Methods
- Attendance and Grading
- Scantrons
- Final Exams
- Midterm and Final Grade Submission
- Academic Record Symbols and Grade Point Average
- FAQs About Plus and Minus Grading
- Pass/No Pass
- Incomplete "I" Grade
- In-Progress "IP" Grade
- "FW" Academic Grading Symbol
- Effect of Cheating on Grades
- Directions for Faculty to View Previously Submitted Grades on MyCOM Portal
- Application for Independent Study

## **CLASSROOM MANAGEMENT**

- COM CARE
- How to submit a COM CARE Report
- Progressive Discipline with Disruptive Students
- Student Standards of Conduct and Due Process
- Prohibition of Harassment Policy
- Final Grade Challenge
- Student Complaints
- Campus Police
- Types of Records and Locations
- A Student's Right to Privacy

## **OPPORTUNITIES / RESPONSIBILITIES**

- Instructor Responsibilities
- Academic Freedom Policy
- Professional Development Opportunities
- Professional Development Leave Committee (PDLC)
- College Governance
- Curriculum Development and Review
- Program Review
- Individual Research and Development Grants (IR&D)

## HANDBOOK

---

[Home \(/handbook\)](/handbook)

[Important Contacts \(/handbook/important-contacts\)](/handbook/important-contacts)

[Employment Resources \(/handbook/employment-resources\)](/handbook/employment-resources)

[Communication \(/handbook/communication\)](/handbook/communication)

[Preparing for First Class \(/handbook/preparing-first-class\)](/handbook/preparing-first-class)

[Additional Information \(/handbook/additional-information\)](/handbook/additional-information)

[Opening Day Instructions \(/handbook/opening-day-instructions\)](/handbook/opening-day-instructions)

[Syllabus, SLOs, Assessment \(/handbook/syllabus-slos-assessment\)](/handbook/syllabus-slos-assessment)

[Grading Guidelines \(/handbook/grading-guidelines\)](/handbook/grading-guidelines)

[Classroom Management \(/handbook/classroom-management\)](/handbook/classroom-management)

[Opportunities / Responsibilities \(/handbook/opportunities-responsibilities\)](/handbook/opportunities-responsibilities)