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

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://www.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

TEXTBOOKS
Location: Student Center, 1 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/CESIReportExec/ORP/
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.

FACULTY RESOURCE GUIDE
CAMPUS MAP
To view the campus map please visit 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.
WEB ADVISOR FAQ AND TUTORIALS FOR FACULTY
https://www.cuyamaca.edu/services/admissions/faculty/faq.aspx

ADDITION AND DROPPING STUDENTS
Location: Web Advisor https://wa.gcccd.edu
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
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.

ACADEMIC FREEDOM
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/courriculum/outlines/default.aspx
Official course outlines of record are available on the College intranet.

DISRUPTIVE STUDENT BEHAVIOR
Location: I-115
(619) 660-4295
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
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.

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.