

APPENDIX Q
REQUIRED COMMUNICATION AND DOCUMENTATION
Foothill-De Anza Community College District

Policy

The District and Faculty Association agree that all full and part time faculty must, as part of their regular duties,

- Submit grades via the District Portal no later than the third working day after completion of the final examination period (per Article 7.21.1 and 10.8).
- When the colleges have fully developed a uniform mechanism for code submission, submit the codes for instructional material costs for each of their assigned sections as required by AB 607.
- List office hours on syllabi and submit syllabi stating required office hours to Division when requested (per Article 7.25.3.1 and 10.9.1.2). Submission is due by census date or two weeks after request from division, whichever is later.
- Obtain dean approval before changing the modality (per Article 10.7) of required duties for a day or more. In the case of an emergency related to their home or immediate family, faculty shall notify the Division dean as soon as is reasonably possible following the emergency.
- Whenever possible, notify the Division dean prior to the use of any leave. When not possible due to an emergency, notify the Division dean as soon as is reasonably possible.
- Submit leave reports for absences in a timely fashion (Article 16.40).

Non-compliance

The following procedures will be implemented when an instructor fails to meet the above outlined contractual responsibilities:

1. The first instance of unexcused failure to meet any of the contractual requirements detailed above will result in a written warning from the dean or appropriate administrator to the faculty member with a timeline to improve.
2. The second instance of unexcused failure within six terms of the first instance will result in the issuance of a letter of reprimand from the Board itself to the instructor and to their personnel file.
3. The third instance of unexcused failure within six terms of the second instance will result in a recommendation to the Board of Trustees that they commence proceedings to suspend the instructor without pay for two days. For temporary part-time faculty, a third occurrence will initiate the procedures set forth in Section 7.19 of the *Agreement* leading to the termination of re-employment preference with the College.
4. Any further instance reflects a chronic and severe condition that will result in added and potentially more severe disciplinary action, possibly leading to dismissal.

Extenuating Circumstances

If a faculty member has an emergency related to their home or immediate family member or is ill, they shall notify the Division Dean in a timely fashion and be granted a reasonable extension. This notification shall preclude the implementation of the procedures regarding non-compliance, steps 1 through 4, above.