

Left Pocket

- a. Using Foothill's website
- b. Academic Year Calendar ([23-24 Calendar](#), FA Contract)
- c. [FHDA Community College District Police Department](#)
- d. [Resources for faculty](#) (& orientation to our Foothill website)
 - i. [District New Hire info](#)
 - ii. MyPortal – via global menu bar
 1. My Rosters
 2. Payroll
 3. Foothill faculty
 4. Add codes
 - iii. [Course Outlines of Record](#)
 - iv. [Directory](#)
 - v. [Online Learning](#)
 - vi. [Online Faculty Handbook](#)
 - vii. Overview of [student services](#) on website
 - viii. Student services button in Canvas
- e. [Title IX information](#)
- f. Faculty are [mandated reporters](#). Asterisks on the roll sheet mean that students are minors. Check [FHDA Administrative Procedure 3518](#)

COVID-19

- g. [Faculty FAQs](#)
- h. [Student FAQs](#)

Section 1 - Legacy, Organization, Equity

- i. Foothill College [Mission Statement, Vision, Values](#)
- j. [Who are Foothill students?](#)
- k. [History and Legacy of Foothill-De Anza Community College District](#)
- l. [Shared Governance](#) - Decision Making at the College
- m. [FH Org Chart](#)
- n. [Employee organizations](#)
- o. Commitment to Equity - [Equity Plan](#)
- p. Student Success Analytics (MyPortal)

Section 2 - Classroom

- q. [Accommodations](#)
- r. [Online Learning](#) and Instructional Technology
 - i. [Canvas](#)

- ii. Zoom (MyPortal) [Zoom FAQ document](#)
- iii. How to get tech help
 - 1. [Online Learning](#)
 - 2. [ETS](#)
- s. [Online Faculty Handbook in Canvas](#) – includes Syllabus/ Classroom Policies and Procedures
- t. [Managing student issues](#)

Section 3 – Know Your Contract: FA Agreement - Article 7

- u. Re-employment Preference (REP) - Article 7.9 ([REP lists](#))
- v. Evaluations - Article 7.10 & Article 7.11 (*faculty are responsible for the student evals! Dean isn't going to nag you about it)
- w. Load - Article 7.2 -7.22
- x. Salary - Appendix C - verify you've been placed correctly
- y. Office Hours - Article 7.24
- z. [Professional Development](#) support for PT faculty – travel and conferences, on-campus offerings (stipend), learning cohorts through Online Learning
- aa. Benefits for PT faculty – defined benefit and cash balance – go to CalSTRS website to decide (talk to FA)
 - i. Health insurance
 - ii. Retirement
- bb. Class cancellations
- cc. Adding and dropping students

Section 4 - Student Success + College Culture

- dd. [Six Success Factors](#) that Support Student Achievement
- ee. [10 Ways Faculty Can Support Student Success](#)
- ff. [10 Ways Everyone Can Support Student Success](#)
- gg. [Avoiding Burnout: Self-Care Strategies for Faculty](#)

Section 5 - Getting started with your class

- hh. **Pre-first-class meeting:** welcome letter/video to students
- ii. What does your first Zoom meeting look like? OR, what does your first week look like?
- jj. Info Gathering Suggestions: What should I know about you? Best Class/Worst Class, what do you like to be called? How do you like to learn? What's one thing I can do to support your learning? Etc. etc.