

## A. New Faculty

### a. Activating myHighline and ctclink Accounts

Your MyHighline username and password will be used to login to Highline computing resources such as e-mail, [Canvas](#), wireless internet, and more. Your activation code is sent in your welcome letter. This is a one-time use code which helps us verify your identity. If you did not receive an activation code, please [contact the IT \(Information Technology Services\) Help Desk](#) for further assistance. You will use your activation code to create your username and password. Your username will become your email address. ITS provides information on [what to do if you need to change or update your password](#).

Your [ctclink ID](#) is your Highline ID. You will use it to log into ctclink, which is our online information system for everything from accessing class rosters and entering grades to seeing paychecks and benefits to updating your personal and contact information. ITS has created detailed [step-by-step instructions on how to obtain and activate your ctclink account](#).

Another ID that is needed is your Highline ID card, which allows you to check things out from the Library, to have campus ID for safety reasons, and to show that you're an official Highline employee. Faculty can get their ID cards at Registration on the first floor of Building 6 during [business hours](#). Bring some form of identification with you. Registration will take your photo and print your ID card.

### b. Pay and Benefits

Employees are paid on a ten-day lag. This means that hours worked the 1st through the 15th of the month are paid on the 25th of the month, and hours worked the 16th through the last day of the month are paid on the 10th of the following month. Due to holidays and irregularities of the calendar there are exceptions. If the normal payday falls on Saturday, payments are made on Friday. If normal paydays fall on Sunday, payments are made on Monday.

- You can see [paychecks and earnings history in ctclink](#).
- Human Resources provides [further information about payroll](#).
- Details on benefits including health insurance, life insurance, sick and personal leave, and retirement is [furnished Human Resources](#).

## c. Faculty Contract

If a **full-time faculty member**, you will receive a contract for each year by mail. Please sign and return this form to [Human Resources](#) either by mail or by dropping it off at HR offices in Building 12. Full-time faculty is defined as lecturer, tenure-track, or tenured faculty member who has a faculty appointment.

**All other contracts** including for part-time faculty will need to be reviewed and signed in [ctcLink](#). This would also include contracts for moonlights (teaching more than the normal courseload in a given quarter) and stipended work for any special projects beyond the regular faculty obligations. If there is a contract you need to review and sign, you will receive an automatic email notification letting you know that there is a contract to sign. The email will look like this:

Dear <Name>, Your Highline teaching contract for fall is ready for your signature. Please log on to ctcLink and go to your Faculty Self-Service menu to verify and accept your contract. Before signing, please double-check that the following information is correct: Course type and number Times/days Delivery method Once the details have been verified, please sign and submit your contract. If you wish to reject this contract as it is written, please contact the Department Coordinator. Academic Affairs

[ITS](#) can help with providing information on [how to view and accept faculty contracts](#).

## d. Contract Days that are Non-Instructional Days

Contract days extend from a date not earlier than September 9 to a date not later than June 16. Generally contract days begin the third week of September. There is a break of at least two weeks following fall quarter and one week following winter quarter. Summer teaching is optional. Certain contractual days fall outside of instruction or testing (final exams) days. These include:

- [Opening Week](#). This is a week when staff, faculty, and administrators come together in community to prepare for the upcoming academic year before fall quarter starts. Activities include workshops designed to expand our perspectives on the ways we serve students and community building activities for all of campus. These extend from Tuesday to Friday with time given for department and division meetings, and prepping for fall quarter teaching.
- [Professional Development Day](#). PDD is a day of workshops and other activities that promote professional learning, collaboration, and community building which occurs every fall quarter during the third Friday of October.
- [Equity Development Institute](#). Equity Day is dedicated to equity-focused professional development as a way to live out our institutional commitment to

our core themes that occurs every spring quarter during the first Friday in May.

If absent during any of these non-instructional days, faculty are obliged to submit a sick leave request or a personal day request.

Additionally, the **days between the end of final exams and when grades are due** are also considered contractual days. Grades are generally due in [ctcLink](#) the Tuesday following finals exams week. Out of office messages should not be posted before this day.

## e. Faculty Class Assignments

Class assignments are decided on by departments in collaboration with faculty members. Decisions for how to assign classes vary by department and depend on enrollment trends, faculty preferences, and student needs. Please contact your [department coordinator](#) to find out more. Class assignments cannot be based on seniority.

Faculty are permitted to teach across Departments and Divisions assuming they are qualified to do so. However this can occasionally lead to administrative challenges when not adequately communicated. (For example teaching too many or too few courses to make a load which is currently 45 credits a year for tenured and tenure-track faculty and 40 credits a year for lecturers). For this reason, Coordinators should notify the Division Chairs in all impacted Divisions when assigning a class to a faculty member not in the same Division as the Coordinator.

Similarly Coordinators should notify their Chair and the supervisor when hiring a full time staff member to teach classes.

## f. [Parking Permits](#)

Every vehicle parked on campus must have a valid parking permit at all times. If you are full-time faculty or full-time staff and you need a pass, you will receive an annual pass that is valid until September 2024. Part time staff and faculty are administered parking passes quarterly, instead of annually. Below is some information about **Part-Time Staff/Faculty Parking Passes** for the Fall 2023 Quarter.

- If you need a Part-Time Staff/Faculty [Fall 2023](#) Pass, they may be picked up starting **September 1st** in-person at the Public Safety Office.
- If you own a Part-Time Staff/Faculty [Summer 2023](#) parking pass, the last date they are valid is **September 8th**.

Please follow these steps to get a new pass:

1. Present your staff/faculty ID at the Public Safety Office in Building 6, Room 104. Our hours of operation are posted on our [department webpage](#).
2. Upon confirming your status, we will give you a Fall 2023 part-time staff/faculty parking pass to place in your vehicle.
3. If an employee is not signed up for parking deductions at the time of permit pick-up, employees can also fill out the form at our office. Afterwards you may receive a pass.

We encourage paying for these passes with paycheck deductions. The deductions for a part-time staff/faculty pass is \$4.83 per paycheck. If you are not in paycheck deductions, you may also sign up for them at the [Public Safety Office](#).

As always, please do not hesitate to reach out to the department either at ext. 3218 or by [email](#).

## g. Safety and Alerts

### i. Public Safety Office

[Highline College Department of Public Safety](#) serves and supports our campus community to ensure a safe and secure environment. Beyond ensuring campus safety, officers can also help with:

- On-campus escorts
- Lost and found
- Vehicle assistance
- Access to buildings and offices in the event of being locked out

Officers are available 24 hours a day, 7 days a week, 365 days a year. The office is located in Building 6, Room 104, and can also be reached at a 24-Hour Phone Line: (206) 592-3218.

In the event of a more serious situation, call the Des Moines Police Department: (206) 878-3301.

For Emergency Police or Medical (24-Hour) Call: 911.

### ii. Highline Text Alerts

Emergencies can occur at any time. Highline has established procedures for you to follow during an emergency to protect your personal safety and minimize the negative effects on campus. Preparing for emergencies, even

the most basic, will help you respond quicker and more effectively should the need ever arise.

**Sign up to receive campus emergency alerts straight to your smartphone (via text) at [HC Alerts Messages](#).**

### iii. Emergency Procedures

To learn what to do in the event of an emergency, please see [Emergency Procedures](#).

Call 206-592-3218 or [e-mail the Public Safety Office](#) should you have any questions about what procedures to follow.

## h. Office Space

Full-time faculty are provided with a private office on campus as much as is possible within space constraints. Part-time faculty may have to share an office space. Your office space will be designated before you arrive on campus. Your building's administrative assistant at the front desk, department coordinator, or division chair can help you locate your office and address any questions. Each office space is provided with a computer, phone system, desk, and chair. Should you need accommodations, please contact [Human Resources](#).

## i. Keys and Classroom Access

In order to get keys for your office and the classrooms you'll be teaching in, faculty need to ask their building or faculty/division administrative assistant. They will work with Public Safety to get you the keys you need. Faculty can pick up keys at [Public Safety](#).

If faculty need a list of division administrative assistants, they can click expand the academic divisions on the [Highline Organization Structure](#).

## j. Phone Numbers and Voice Messaging

Each office is equipped with a phone that has the [Avaya Aura Messaging system](#) for voicemail. You can find your phone number in the [Highline Directory](#).

- ITS has [instructions for different phone functions](#).
- [Instructions on how to access voice messages](#) are provided by ITS.

## k. Mailbox

All full-time faculty members are assigned a mailbox. Part-time faculty generally share a designated mailbox. The mailboxes can be found in the common area of your office building, usually in a space behind your building administrative assistant's desk.

## l. Directory

To find the email, phone number, office, and office hours for employees on campus, go to the [Highline Directory](#).

## m. Printing and Copying

Each building has its own printer and copier. To print, your office computer must be connected to the printer. If when printing you cannot see the name of the printer in the print dialogue box, contact [ITS](#). Once you select <print>, a dialogue box appears within 5-30 seconds which asks you to accept the charge and release the file to the printer. There is no charge for printing so the charge will appear as 0. Once you select <yes>, you will need to go to the printer's location and log into the Pharos computer connected to the printer. Once you log in with your username and password, you should see a list of all the files you sent to be printed. Select all files you want printed and click <print>.

To scan documents, you will need a copier code which your building's administrative assistant will provide you. This code is unique to each department. To access all copier functions, you first enter the code, then select what you would like to do. Scanned documents can either be printed or sent directly to your email.

Printing is available for students at the [Library](#) and Building 30. Each quarter every active student will be given a \$10 credit on their printing account. Students who have paid the Academic Technology (CF) fee will be given an additional \$10 credit for the quarter in which the fee is paid. This credit will be applied after the end of the add/drop period. Printing costs 10¢/page for black and white and 50¢/page for color. Students will be required to log in with their myHighline account. ITS has [provided more details about printing](#).

## n. Required Training

### i. FERPA

Students at Highline College have certain rights regarding their educational records. These rights are part of the federal legislation known as the Family

Educational Rights and Privacy Act (FERPA). In order for faculty and staff to have access to student records, FERPA training and successful completion of the FERPA quiz is required. The training consists of [reading the FERPA information at the Registration and Records website](#). Once you're done with the reading, you can take the quiz from the same website.

## ii. Ethics Policy/Training

Highline College expects that employees will observe the highest standards of ethical conduct. Each employee is expected to place the college's interest above his or her own self-interest in all education, business, and other work-related matters where there is any actual or potential conflict or the appearance of a conflict.

New employees are required to complete this training within the first month of their employment. To complete this training please proceed to [Ethics - Human Resources](#) and follow the instructions.

## iii. Get Inclusive

Additional training about bullying, child abuse, harassment, Title IX, and DEI is required by the state and is available through the Get Inclusive tile of the [Aviso/Watermark Okta system](#). Highline employees are required to complete this training. [Human Resources](#) will provide employees with information.

## iv. Canvas

Canvas is the LMS (Learning Management System) that Highline College uses. In order to get instructor access to courses, faculty are required to successfully pass the Canvas Orientation from [Educational Technology](#). The orientation covers basic techniques for using Canvas. Once the Orientation is complete, faculty will earn a \$250 stipend. Course shells will be available the following day.

If faculty are teaching online, hybrid, or hyflex classes, Canvas will be the tool to offer the online instruction. Regardless of instruction mode, all Canvas courses must be published within three days of the scheduled start date for the course, and all faculty are required to actively maintain a gradebook in Canvas for all classes.

For help with logging into Canvas, [e-mail ITS](#). Educational Technology provides additional support and training for using Canvas. For help and support with using Canvas effectively, contact [Educational Technology](#).

v. **ctcLink**

Prior to the implementation of the state-wide ctcLink system, electronic tools for student enrollment, financial aid, and employee processes were on different platforms. ctcLink centralizes all of these online tools into one place. For students, they need to activate their ctcLink account in order to enroll in classes, pay tuition and fees, access unofficial transcripts, review degree progress, and more. Faculty use ctcLink to enter final grades. All employees use ctcLink to view payroll information, access W-2 forms, and request leave, among other things.

Training on ctcLink is provided by the SBCTC, the Washington State Board for Community and Technical Colleges. [Faculty can access training](#) from the Highline website. ITS also [provides information about ctcLink](#). There is an additional resource page from [Academic Affairs](#).

o. **New Faculty Orientation and Seminars**

The [Learning and Teaching Center](#) [LTC] provides orientation and a year-long professional development series to all new faculty (lecturers and tenure-track faculty). These events are opportunities for community building with a cohort across departments and. They also provide chances to learn about Highline's unique environment and to get professional development on topics relevant to our student demographics.

- i. New Faculty Orientation happens on the Monday of Opening Week. All new faculty are required to attend. Attendance is optional for faculty who are in new faculty roles but who have attended a Highline New Faculty Orientation previously. Information about Highline policies, teaching practices, and human resources is provided.
- ii. New Faculty Seminar occurs on a regular basis during the academic year. The LTC will announce the meeting dates and times each quarter. New faculty are encouraged to attend to learn about inclusive teaching techniques and strategies to implement the tenure criteria into their work. It is also a great opportunity to collaborate with others on challenges you are facing in class. Finally, the seminar is designed to be a community of support and place to meet faculty outside your department.



## p. Important Resources

### i. LTC

The [LTC](#), the Learning and Teaching Center, is a faculty-driven center of professional development and educator support. The LTC fosters a culture of learning and teaching excellence to promote quality equitable learning experiences for our students, as well as a community for our faculty to learn from and support each other.

Faculty are encouraged to contact the LTC with questions about pedagogy, work-life balance, and ideas for workshops and collaborative sessions.

[E-mail the LTC](#) with questions about professional development and teaching.

### ii. Educational Technology & SETI

Highline faculty have access to a host of educational technology tools. The primary resources are [Canvas](#), [Zoom](#), and [Panopto](#). Additional resources are available through the [Highline Library](#), including collections of streaming video.

[Educational Technology](#) supports faculty with effective teaching practices using technology in all instructional modalities, including enhancing teaching and student engagement, using Canvas, Zoom, Panopto and other tools for online, hybrid, and virtual teaching, as well as technical help with these tools. Ed Tech is available for just-in-time support through [Search for Educational Intelligence \(SETI\) drop-in labs](#) and [one-on-one meetings](#). You can also [email them](#). [Contact them for the schedule](#).

### iii. IT Help Desk

The IT Help Desk is the go-to technology support for all students and employees. In contrast to [Educational Technology](#) which supports faculty with using technology in their pedagogical practices, the IT Help Desk provides assistance with passwords, Zoom accounts, hardware and software, and so forth. [Contact the IT Help Desk](#) if classroom equipment isn't working. Their website also includes a helpful [list of tech resources for employees](#). For in-person assistance, go to the front desk of Building 30.

### iv. Human Resources

[Human Resources](#) is located in Building 12, Room 101. The HR staff specialize in consultations about payroll, benefits, policies and procedures,

labor and employee relations, personnel system management, recruitment, and compliance. The [HCEA contract is available at their website](#).

[E-mail HR](#) with questions about paychecks, health insurance, benefits, and so forth.

#### v. Canvas Courses

Highline delivers some professional development courses through Canvas. These are available as resources. If you are not enrolled in these courses and would like to be, [e-mail Educational Technology](#).

- [Effective Teaching](#): Examine the components of the effective teaching tenure criteria.
- [Faculty Advising Open Course](#): Learn various strategies for advising our students in and out of the classroom.
- [Part-Time Faculty Guide and Support](#): Resources for part-time faculty are available.
- [Canvas Orientation](#): Get acquainted with Canvas and complete activities that help you set up your courses.
- [Remote Teaching](#): Learn about ways to successfully deliver different class modalities.

#### vi. Past Class Syllabi

[Division administrative assistants](#) have copies of past syllabi if faculty would like to see them.