

# First-Year Faculty Cohort (FYFC)

Pierce College, 2023-2024

## Welcome!

### What is the First-Year Faculty Cohort?

The First-Year Faculty Cohort (FYFC) is a community of practice that invites new tenure-track and permanent-status faculty to bring their lived experiences and authentic selves to contribute to discourse and action in supporting our entire student body, especially Black and Brown students. This year-long experience draws upon peer learning and sharing to enhance the skills of new faculty members in teaching & learning, advising, and shared governance. This cohort-based experience facilitates first-year faculty members' successful tenure and permanent status process.

## Modality

Our cohort will meet in person. Locations and modalities may change.

## Technology

### What technology will we use?

The technology you will need for the FYFC is all provided to you by Pierce College.

- Computer with internet access, webcam preferred
- Microsoft Outlook – employee email
- Microsoft Teams – collaboration and communication space
- Microsoft Office 365 – web-based Microsoft suite for file storage and sharing
- Microsoft Word – desktop client for document processing
- Zoom – video conferencing tool, should we need online meeting options

### Who provides technical support for the technology we will use?

The [Pierce College HelpDesk \(helpdesk@pierce.ctc.edu\)](mailto:helpdesk@pierce.ctc.edu) can support you with any technical questions you may have in acquiring and getting started with these tools.

## Participation Commitments

### About these Agreements

During our initial gatherings, FYFC members are invited to co-create commitments (norms) to guide our interactions with one another. The commitments below are offered as a proposed starting point that the cohort is welcome to add to, edit, and revise as needed on an ongoing basis. The facilitators will also share these commitments with campus partners who join us for cohort gatherings.

These agreements were developed and adapted by the Washington State Board for Community and Technical Colleges (SBCTC) Diversity, Equity, and Inclusion (DEI) committee.

## Proposed Community Agreements for Participation

- Honor the information shared
- Accept non-closure; joining with the goals of the conversation
- Be open to making mistakes
- Consider courage
- Listen from curiosity
- Move up and move back
- Do your part and allow others to do their part
- Speak from your own experience
- Honor the spirit of collaboration in lieu of hierarchy
- Respect silence
- Support the facilitator's direction during our conversations

## Cohort Themes, Goals & Learning Outcomes

### Cohort Themes

The themes of the First Year Faculty Cohort align with the three categories of the faculty job description at Pierce College in support of a successful first year in the tenure/permanent status process.

1. Teaching and learning
2. Mentoring and advising
3. Shared governance

### Cohort Goals

1. Contextualize the cohort and the role of tenure-track and permanent-status faculty within Pierce College's mission and organizational structure
2. Co-create and share prior knowledge of inclusive teaching and mentoring strategies in order to advance Black and Brown student excellence
3. Build cohort and community relationships to support a successful first academic year in the tenure-track/permanent status process

### Cohort Learning Outcomes

1. Explain how the role of tenure-track and permanent-status faculty members contributes to Pierce College's mission
2. Practice meaningful ways to advance Black and Brown student excellence through teaching and learning, advising and mentorship, and shared governance
3. Employ faculty support relationships and resources to facilitate a successful tenure/permanent status process

## Cohort Schedule & Learning Outcomes

### New Faculty Orientation Events

The New Faculty Orientation Events are scheduled at the Pierce College Fort Steilacoom campus and will take place in person. Locations and modalities are subject to change and any changes will be announced to the cohort as soon as possible.

## Nuts & Bolts

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### *Friday, September 15, 2023*

- 8:30am-12pm

#### *Learning Outcome*

- Navigate the Pierce College website and Intranet effectively to access employee resources, benefits, and leave information

#### *Campus Partner(s)*

- Human Resources (HR), Employee Learning & Development (ELAD)

## New Faculty Orientation

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### *Tuesday, September 19, 2023*

- 9am-4pm at Pierce College Fort Steilacoom (FS), Cascade (CAS) Boardroom/Room 371

#### *Learning Outcomes*

- Describe the student data and student journey that inform the college's commitment to furthering Black and Brown student excellence
- Identify how faculty can contribute to the college's support networks for Black and Brown students
- Explain the tenure/permanent status process and related faculty support resources at Pierce College

#### *Campus Partner(s)*

- EDI CARES, Black & Brown Men's Retreat leaders, Pierce College Executive Team (E-Team), Dean Team, Pierce College Federation of Teachers (PCFT) President

## FYFC Gatherings

All Friday cohort gatherings are scheduled from 1 - 3 p.m. These gatherings will take place in-person alternating between the Puyallup and Fort Steilacoom campuses. Locations and modalities are subject to change and any changes will be announced to the cohort as soon as possible.

## Fall Term

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### *Friday, October 20, 2023 | Supporting A Successful Tenure/Permanent Status Process*

- 1:00-3:00pm, Pierce College Puyallup (PY), College Center (CTR) Room 250

#### *Learning Outcomes*

- Apply the Pierce College tenure manual in order to develop a plan for completing the tenure or permanent status packet.
- Review the timeline, process, support resources, and criteria for a successful tenure or permanent status packet submission.

#### *Campus Partners*

- Deans of Student Success; Dean of Student Equity, Design, and Engagement

### *Friday, November 17, 2023 | Teaching & Learning - Inclusive Practices in the Classroom, Part 1 of 2*

- 1:00-3:00pm, Pierce College Fort Steilacoom (FS), Rainier (RAI) Room 201

#### *Learning Outcomes*

- Discuss how faculty can employ the pillars of the college's Inclusive Pedagogy framework in order to support Black and Brown student excellence
- Explain how the Inclusive Pedagogy framework is aligned with faculty learning and growth opportunities, including the tenure/permanent status process and course observations

#### *Campus Partners*

- Achieving the Dream (ATD) Inclusive Pedagogy (IP) designers, Instructional Deans, and Vice Presidents for Learning and Student Success (VPLSS)

#### *Friday, December 1, 2023 | Mentoring & Advising - Student support networks, Part 1 of 2*

- 1:00-3:00pm, Pierce College Puyallup (PY), College Center (CTR), Room 252

#### *Learning Outcomes*

- Identify the student support networks faculty can activate in order to celebrate and provide meaningful support to Black and Brown students
- Explain the similarities and differences between the student support resources

#### *Campus Partners*

- Vice Presidents for Learning and Student Success (VPLSS), Pierce College Federation of Teachers (PCFT) President, Tenure/Permanent Status Committee Chairs, Instructional Deans

### Winter Term

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#### *Friday, January 19, 2024 | Teaching & Learning – Instructional student supports*

- 1:00-3:00pm, Pierce College Fort Steilacoom (FS), Rainier (RAI) Room 201

#### *Learning Outcomes*

- Identify the instructional student supports faculty can embed and/or activate in order to support Black & Brown student academic success
- Explain the processes and resources involved in utilizing instructional student supports

#### *Campus Partners*

- Dean of Library & Learning Resources (which includes: Librarians, Writing Center, Peer Academic Support Services, Student Technology Assistance Team (STAT)), District Director of Academic Disability Services (ADS), Employee Learning & Development (ELAD)

#### *Friday, February 16, 2024 | Teaching & Learning – Inclusive Practices in the Classroom, Part 2 of 2*

- 1:00-3:00pm, Pierce College Puyallup (PY), College Center (CTR) Room 252

#### *Learning Outcomes*

- Practice inclusive teaching strategies that celebrate students' diverse funds of knowledge

#### *Campus Partners*

- Employee Learning & Development (ELAD), Instructional Deans, 2 Pierce College faculty

#### *Friday, March 15, 2024 | Mentoring & Advising – Students support networks, Part 2 of 2*

- 1:00-3:00pm, Pierce College Fort Steilacoom (FS), Rainier (RAI) Room 201

- Define the role of faculty mentor advisors within student support networks
- Provide examples of how faculty members contribute to the success of Black and Brown students through mentorship and advising

#### *Campus Partners*

- Deans of Student Success

### Spring Term

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#### *Friday, April 19, 2024 | Shared Governance – How Pierce’s Shared Governance Supports Mission*

- 1:00-3:00pm, Pierce College Puyallup (PY), College Center (CTR) Room 252

#### *Learning Outcomes*

- Discuss how Pierce College’s shared governance model supports the institutional mission
- Identify connections between your professional growth and development plan and shared governance opportunities
- Explain how your participation in shared governance advances Black and Brown student excellence

#### *Campus Partners*

- Pierce College Presidents, Instructional Deans

#### *Friday, May 17, 2024 | Successful Year 1 in the Tenure/Permanent Status Process - A Celebration of Excellence!*

- 1:00-3:00pm, Lakewood, WA

#### *Learning Outcomes*

- Acknowledge and celebrate the cohort’s contributions to the campus community
- Acknowledge and celebrate the cohort’s contributions towards Black and Brown student success

#### *Campus Partners*

- Vice Presidents for Learning and Student Success (VPLSS), Instructional Deans, and colleagues invited by cohort

## Faculty Support

What additional resources beyond the FYFC are available?

Tenure & Permanent Status Support

- [Your Instructional Dean](#)
- Your Tenure/Permanent Status Committee Members
- Your Department Chair
- [Vice Presidents for Learning & Student Success](#) (VPLSS)

Faculty & Instructional Resources

- [Your Instructional Dean](#)
- Your Department Chair
- [Faculty Central Intranet Site](#)

- Faculty Central provides faculty with institutional information including the academic calendar, the college's grading system, institutional technology and logins, campus parking, office equipment, campus emergency procedures, and employee payroll and benefits.
- [Employee Learning & Development \(ELAD\)](#)
  - The Employee Learning & Development team assists faculty with consultations, training, and support related to teaching and learning including: inclusive course design and delivery strategies for face-to-face, hybrid, and online courses; educational technology; and adopting open practices and educational resources (OER) into your course materials.

## Employee Resources

- [Human Resources](#)
- [ctcLink](#)
  - ctcLink is your portal to manage your employee information, submit leave requests, and more.
- [Information Technology/Help Desk](#)
- [About Pierce College](#)
  - This website provides quick links to several resources including Pierce College news, campus maps and directions, our organizational chart, institutional policies, and the district's strategic plan.

## Inclusive Learning

### How do employees request accommodations for permanent or temporary disabilities?

Pierce College values diversity and inclusion; we are committed to fostering mutual respect and full participation for all students. Our goal is to create a learning environment that is equitable, inclusive, and welcoming.

If you believe that a medical condition is affecting your ability to perform your job, you may want to begin the accommodation request process by discussing your needs with your supervisor or contacting Human Resources. You are not required to disclose the medical need for accommodation to your immediate supervisor.

### [Forms for Accommodation Requests](#)

During the accommodation request process, you may need to provide the following information:

#### **1. Accommodation Request**

What workplace barrier is preventing you, due to a disability or medical condition, from competing for a job, performing a job, or gaining equal access to a benefit of employment like an employee lunch room or employee parking? Try to specify the basis and nature of your request, the limitation(s) tied to your request, time constraints you may have, and possible accommodation ideas.

This highly recommended form can be used for that purpose: [Accommodation Request Form](#)

#### **2. Medical Certification**

In addition to the written accommodation request, you may be asked to submit a health-care provider statement. This documentation from your physician should establish your condition and describe how it affects job performance. Documentation should explain your diagnosed impairment, the functional limitations, and the need for a reasonable accommodation.

This highly recommended form can be used for that purpose: [Accommodation Medical Certification](#).

Once you've submitted the above items to Human Resources, you'll work together to determine if an accommodation can be made.

## Reasonable Accommodations for Faith/Conscience

Washington state law gives all public employees the option to take two unpaid holidays per calendar year for reasons of faith or conscience or for an organized activity conducted by a religious denomination, church, or religious organization.

Employees are permitted to substitute available accrued leave (not sick leave) for this unpaid time.

In order to use this time, employees need to request the day off from their supervisor following their department's usual process for requesting leave, as far in advance as reasonably possible. The employee needs to state that the leave request is for reasons of faith or conscience.

As per state law, supervisors must approve requests for unpaid faith and conscience days, unless either of the following applies:

- The requested time off creates an undue hardship for the college. "Undue hardship" is defined by WAC 82-56-020, <https://apps.leg.wa.gov/wac/default.aspx?cite=82-56-020>
- The employee's presence is necessary to maintain public safety.

## Emergency Response and Instructional Continuity

The safety and well-being of all employees is one of our priorities for this cohort. Emergencies may happen that affect our institution, community, or cohort. Because you are members of the Pierce College community, we strongly encourage you to visit and review the [Pierce College Campus Safety Emergency Response page](#).

### [Pierce College Emergency Notifications](#)

This subscription tool will send you text messages or emails about official steps Pierce College is taking to address emergent situations.