



## Adjunct Orientation Information

- **Public Safety Contact Information**
  - Palm Desert
    - Extension: 2111
    - Outside Line: 760.341.2111
  - Indio
    - Extension: 5398
    - Outside Line: 442.666.9438
  - Mecca/Thermal
    - Extension: 3027
    - Outside Line: 760.490.8588
  - Palm Springs
    - Extension: 7245
    - Outside Line: 760.777.0498
  - KCOD
    - Extension: 2111
    - Outside Line: 760.341.2111
- **Medical emergencies in the classroom**
  - Emergency Response Guide in the classroom
  - Call 911 on the office phone, automatically calls Public Safety
- **Supervisory and reporting relationships for adjuncts**
  - If you have questions, see your Dean or Director.
  - Full-time faculty provide reminders, but not directives. Example, full-time faculty is assigned to be an SLO Coordinator, and the faculty SLO Coordinator reminds all faculty that they need to complete SLOs.
  - Deans, Directors, and Vice Presidents assign work for pay.



- **Family Educational Right to Privacy Act (FERPA)**
  - Questions, contact Curt Luttrell (extension 7441).
  
- **Handling disruptive students**
  - Assessment and Care Team (ACT) Website (COD main page, Student Services, Assessment and Care Team under health and safety)
    - When to make a report
    - How to make a report, includes the online report
    - Team members
    - Handbook
  - Complete the ACT form if there are any concerns.
  - Faculty has a right to dismiss a student from two class sessions
  - If faculty wants to dismiss a student for more than 2 class sessions, including permanent removal, contact Carlos Maldonado, Director of Student Life and complete the ACT form
    - Carlos Maldonado ext. 2566
  - Call Public Safety and inform your Dean or Director of the incident
    - 911 on the classroom phone is connected to Public Safety; dial from classroom phone, Sheriff can locate the phone call
  - Title IX issue (discrimination based on sex, sexual violence or physical abuse), report to Human Resources (extension 2529)