



# Academic Senate Tenure-Track Handbook

## Academic Senate

Dear Colleagues,

As Academic Senate President, I am committed to assisting our faculty to be well informed concerning the tenure track system. Having gone through the tenure track process myself, I understand the importance of making the system transparent and easy to navigate.

This handbook, which provides general information and outlines the tenure track process, is intended to address many of your questions and concerns. Each tenure track faculty member experiences the same formal system of reviews with the same general criteria. It is my hope that this handbook will demystify the tenure track process and provide you with a basic framework for success.

Information for this handbook has been pulled from a variety of sources, including members of the Academic Senate. I hope you find this handbook useful and that you will consult it throughout your tenure-track process.

With my best wishes and many thanks for all that you bring to our institution.

Sincerely,

*Tina McClurkin*

Tina McClurkin  
President

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# Overview

The organization of this handbook mirrors the stages of experience for tenure-track faculty. We begin with an array of questions new faculty members face, and then describe the various review timelines experienced by tenure-track faculty.

Your experience as a tenure-track faculty member begins with the search that results in your appointment. Following the acceptance of your offer and the start of your first appointment, you are on the tenure track. Throughout the course of your appointment, directors, deans, tenured faculty, and other senior colleagues at NOCE will help you to develop your career.

We encourage you to review the materials that follow, both at the beginning of your appointment and then again as you progress through the steps of review. Any questions about these materials can be addressed to your department director.

All citations are from the Collective Bargaining Agreement Between North Orange County Community College District and United Faculty CCA-CTA-NEA July 1, 2016 - June 30, 2019, unless otherwise notated.

Throughout the document, you may see hyperlinks. To access the hyperlinks, the document can be found on the Academic Senate website.

Electronic versions of the Evaluation Report Forms found in the Appendix can be found online in MyGateway under District Forms, Human Resources (HR).

# Getting Started

## Parking

A parking permit is required at all three campuses. To receive a staff parking permit, pick up, complete, and return the Parking Permit Application form to your department's administrative assistant. Only one parking permit is needed and will work at all three locations.

## ID Cards

ID cards are available for all NOCE employees. Pictures are taken at the Security office located at the Anaheim Campus, 2<sup>nd</sup> floor. On some campuses the ID card can also act as a key. Contact your department director to request key card access.

## Materials

Getting started you will need books, course content sheets, office supplies, etc. Contact your department director and/or the department administrative assistant.

## Syllabus

Each course that is taught must have a course syllabus. The syllabus informs students of the rules, guidelines, policies and procedures of the class and the school. It is also a good practice to provide your director with a copy, so they can effectively deal with students that meet with them to discuss the course. The syllabus is your protection. Put everything in writing.

A template of course syllabi can be found in CurricuNet <http://curricunet.com/sce/>. You do not need to log in.

- On the left of the screen under Search, click Course. Enter the Subject and Course Number or just the Course Title and click OK.
- This will produce a list of the requested course. Courses can be listed as Active, Launched or Pending. Make sure you are choosing the Active course.
- Click the WR for the Course Outline Report and SY for the Course Syllabus outline.

Remember, the template provides basic information about courses and NOCE. Items specific to your department and to your course will need to be added by you.

## Copies

Department policy determines whether you can print copies using your department copier or department code. If you are only allotted a specific number of copies, consider posting information in Canvas. This is a great way for your students to have 24-hour access to your course materials.

If you do not have access to your department copier or code, copies are obtained from the Production department. To obtain copies from the Production Department, fill out a Production Request Form (Appendix B) and submit to your department administrator for completion. Forms should be located in your department. To guarantee timely receipt of materials, submit your request two weeks prior to the date needed.

## Keys

There are two types of keys to access internal and external doors on our campuses: keys and key cards. Keys can be checked out in the main office of the campus. Key cards are to be requested from your department director. Key cards are assigned access based on individual need.

## Main Offices

Anaheim Campus – 2<sup>nd</sup> floor

Cypress Center – NOCE Building in parking lot 4

Wilshire Center – Building 100

## Responsibilities

Full-time faculty members are expected to participate in campus and District governance (Academic Senate) and co-curricular activities including, but not limited to attending the mandatory non-student duty days, service on hiring, evaluation and other committees, attendance at graduation ceremonies, program and curriculum evaluation and development (including appropriate participation in the formulation of Student Learning Outcomes and the Student Learning Outcomes assessment cycle), etc., as part of their professional obligation. (5.1.3.1.3)

## Absences

Faculty with contracts of at least 175 days, but fewer than 193 days, who are employed full-time during the academic year, are allowed ten (10) days of regular sick leave credit at full pay. Faculty with contracts of 193 days, who are employed full-time during the academic year, are allowed eleven (11) days of regular sick leave credit at full pay. (13.5.1.1)

When instructional faculty are absent, you will indicate your absence in iTendance for the classes that were missed. All faculty need to complete an absence form (Appendix C). On the absence form you will have to select a reason for the absence; personal illness, personal necessity, family illness, jury duty, industrial illness/injury, or bereavement.

Sick Leave – 10 days at full pay (175 day contract)

11 days at full pay (193 day contract)

Personal Necessity – Six (6) days of earned and available regular sick leave for personal necessity leave. May not be used for pursuit of business, financial or economic interests, including the pursuit of employment outside the District (including self-employment), vacation or other recreational pursuits.

Family Illness – May use earned and available regular sick leave to attend to the illness of a child, parent, or spouse of faculty. “Spouse” includes the domestic partner of a faculty member as defined by section 297 of the California Family Code.

5 days per calendar year (175 day contract)

5.5 days per calendar year (193 day contract)

Jury Duty – Leave shall be granted by the District pursuant to the provisions of the Education Code and shall be granted with no loss in pay. Faculty shall reimburse the District for payment received for jury duty in a manner prescribed by the District, and the District shall issue the faculty member's normal pay check.

Bereavement Leave – Five (5) days with pay are allowed for absences due to the death of the faculty member's spouse, parent or child. Five (5) days with pay are allowed due to the death of the parent or child of a faculty member's spouse.

Time may be taken for brothers/sisters, brother/sister-in-law, son/daughter-in-law, grandparent or grandchildren, aunt/uncle, niece/nephew, or any person who has lived in the immediate household. Specific number of days are allowed with pay based on location as well.

### **Professional Activities**

You may request the following:

- Attendance at professional conferences and workshops
- Visitation to classes in other departments or areas, or at other colleges
- Participation in other professional activities

Such request should be submitted to your Immediate Management Supervisor. If approved, attendance shall be allowed with no loss of pay. If denied, there is an appeal process. (4.1.1 – 4.1.4)

### **Scheduling**

The Immediate Management Supervisor or designee shall collaborate with full-time faculty through written communications or department meetings before and after decision making in determining the following:

- Classes offered
- Scheduled times of offerings
- Number of sections within divisional allocation
- Assignments of full-time faculty members
- Development of divisional and departmental budgets
- Allocation and specification of equipment and facilities
- Participation in professional activities

Such collaboration shall be through department meetings, division meetings or written communications, as appropriate, in such manner as will afford a bona fide opportunity for participation of full-time faculty in the decision-making process.

Full-time faculty shall have a five (5) day period within which to review their individual schedule prior to the submission of such schedule to the next organizational level. During this five (5) day period, if requested by the full-time faculty, the Immediate Management Supervisor shall consult with the faculty concerning their schedule. (4.2.1 – 4.2.4)

## Workload

If you are looking for information concerning Instructor Workload, refer to Article 5 of the [UF Contract](#). If you are looking for information concerning Counselor Workload, refer to Article 6 of the UF Contract.

## iTendance

iTendance is the timecard and roster system for NOCE. Timecards must be submitted by the first of every month for the previous month's timecards. For example; all your November timecards are due by December 1<sup>st</sup>. Timecards submitted after the first will be processed the following month. For example; if you taught for 2 hours on November 26, but did not submit that timecard until December 3<sup>rd</sup>, those hours would not be processed until after January 1<sup>st</sup>.

Attendance can be submitted any time after the class is scheduled to begin. We encourage and appreciate prompt submissions to assist us in processing your timecards accurately and in a timely manner.

If you log in and do not see your class, it is because "Due Timecards" and rosters appear about 30 minutes before the class is scheduled to meet.

### Logging in

To login to the iTendance system you will need to provide your username and password.

Your username is usually the first initial of your first name and your full last name. For example, John Smith's username would be **jsmith**.

Your password is set by default to a six-digit version of your birthday in the format MMDDYY. So, if you were born on the 4th of July 1976, your default password would be 070476.

You can get the iTendance login page by going to the NOCE home page <http://noce.edu/> moving your mouse to the "Staff Resources" menu item of the gray menu bar, and clicking on "iTendance" on the drop-down menu.

Once you're logged in with your username and default password, you will be prompted to change your password. You can change your password to whatever you like, just make sure it is easy for you to remember, and difficult for others to guess. Type your new password in both the boxes, you have to type the same password twice to make sure there are no typos. After you successfully change your password you will be directed back to the login page where you can enter your same username and new password.

### Entering Timecard and Roster

To learn how to enter your timesheet and student attendance, click the link below to watch a short video. Through this link you will also see a link to Frequently Asked Questions.

### [Submitting a Timecard and a Roster](#)

#### Substitute Teaching

If you are substituting for a class that you normally do not teach, follow the process below to submit your timecard and roster.

1. Log into iTendance
2. Click on "Substitute for a Class" (in the upper right corner)
3. Use the Substitute search form to find the class you are subbing for
  - a. For example, if you know the CRN number, type that in the CRN field. If you know the class title, type it into the class title field.
4. You should get a list of classes that fall within your search criteria. Click on the CRN of the correct class.
5. Click on the specific meeting time of the class you are subbing for.
6. Fill-out the timecard and roster as normal, confirm as normal.

#### iGrade

iGrade is our system for entering grades at the end of the term. When the attendance is entered on the last day of class, the grade link will appear. After clicking on the link, you will see your roster and the grade options that are available.

#### Student Learning Outcomes (SLOs) and Assessments

Each term, SLOs are to be recorded for all courses taught. Instructors must assess and report on at least one student learning outcome per class. Instructions on reporting SLOs can be found by contacting the SLO Coordinator. (Contact your department administrator for the current contact information.)

### **Canvas**

Canvas is a learning management system. It is the primary location to store and display all your NOCE course materials and student grades. Canvas uses the latest Web technology available to provide you with a fast, efficient, attractive platform to help make your teaching and your students learning experience a successful one.

If you are new to Canvas, open Canvas by clicking the orange circle in the upper right-hand corner of the NOCE webpage, or by pointing to the Student Services tab on the NOCE website and clicking Canvas.

To log into Canvas, use the same username and password that you use to log into your school email. If you have more questions about using Canvas, on the left-hand side, in the green bar, click on Help. You will see a link for Instructor User Guide.

## Campus Safety

For an emergency dial 9-1-1 from any campus phone. To reach Campus Safety or Security, call the following numbers by NOCE Center:

Anaheim: 714.808.4911

Cypress: 714.484.7387

Wilshire (Fullerton): 714.992.7777

## Accident/Incident Report

All faculty either witnessing an accident/incident or supervising at the time should complete and submit an [Accident/Incident Report](#) within 24 hours to the CTE Program Director, who will forward the report to the NOCCCD Risk Management Office. In cases of serious injury, a telephone report is to be made immediately.

## Student Support Services

NOCE provides many support services for its students. Below you will find the services, a brief description, and a contact number for more information.

**Adult College and Career Transitions (ACCT)** – Available to currently registered NOCE students who are considering going to college or are searching for work. 714.808.4677

**Disability Support Services (DSS)** – has established collaborative agreements with several community agencies which enables us to provide additional supports to enable students to successfully complete postsecondary educational goals and vocational goals. 714.484.7057

- College to Career (C2C) – Provides additional educational and vocational support to students with intellectual disabilities.
- Workability III (WA3) – Provides vocational support to students with disabilities who are ready to work independently
- Independent Vocational and Educational Supports (IVES) – Provides one to one educational and vocational support to regional center clients
- Work Independence Self Advocacy Education (WISE) – Provides a postsecondary education experience at a one to four staff to student ratio for regional center clients.
- Academic, Relationship, Independence, Self-advocacy, and Emotional Health Lab (ARISE) – Provides specialized instruction, counseling, and services to support students with Autism Spectrum Disorder (ASD) as they pursue their educational and vocational goals.

**Scholarships** – Provides opportunities for students to apply for funding for textbooks, various student fees, and transfer fees to credit-based community college programs. 714.484.7101

**Student Success and Support Program (SSSP)** – Responsible for “core services” which includes: orientation, assessment, counseling/advising, student educational planning, and follow-up services. The SSSP team can assist students with the following:

- Define a course of study
- Develop student educational plans
- Provide academic counseling and referrals
- Assist with transition to college

Anaheim Campus: 714.808.4682

Cypress Center: 714.484.7440

Wilshire Center: 714.992.9565

# Tenure Review

The purpose of the program of evaluation is to provide the Probationary Unit Member the opportunity to demonstrate that he or she meets the standards required for retention and tenure. During the probationary period, a review of the Probationary Unit Member's performance will be conducted, culminating in a recommendation to the Board of Trustees to (a) enter into a contract for the following academic year(s); or (b) not enter into a contract for the following academic year(s). In making any decision relating to the employment of a Probationary Unit Member, the Board of Trustees shall rely primarily upon the advice and judgment of the Tenure Review Committee. Where the Board adopts an alternative course of action, the reasons therefore shall be set forth in writing to the Tenure Review Committee. (17.1.1)

It is the intent of the parties that evaluations are to be conducted in a supportive and collegial manner. While suggestions may be offered as to the manner in which improvement may be made, neither the District nor its agents assume responsibility for bringing about improvement, and compliance with evaluative recommendations or correction of cited deficiencies shall not guarantee retention or tenure. (17.1.2) All observations and assessments shall be conducted openly and with full knowledge of the Probationary Unit Member.

## YEAR ONE OF TENURE REVIEW

In the Appendix, you will find Article 17 of the United Faculty Agreement. Article 17 deals with Evaluation of Probationary (Contract) Tenure-Track Unit Members (Tenure Review). The contract references time by semesters. In the chart below, you will see the translation to trimesters.

Probationary Unit Members shall be evaluated in each year of probationary service, starting with the fall semester of the first year of probation. In the case of an individual hire in the spring semester, evaluation will start in the subsequent fall semester.

The following table identifies the timeline and completed task required.

By the end of week	Completed
1	17.6.1.2 – The Immediate Management Supervisor shall notify the faculty of the division and appropriate department of the need to make a selection.
4	17.6.1.2 - Selection of Tenure Review Committee
6	17.7.1.1 - The Tenure Review Committee shall meet with the Probationary Unit Member to plan for the process, review information and materials relevant to the evaluation process, and establish timelines for the classroom/worksite observations(s), administration of student evaluations, and subsequent evaluation conference.

By the end of week	Completed
8-10	17.7.3.1.1.2 - Student evaluations shall be administered, except in nontraditional classes, in which case the appropriate time shall be determined.
11	17.7.2.1 - The Tenure Review Committee shall participate in one (1) classroom/worksite observation.
11	17.7.4.1 - The evaluation process for the trimester shall culminate in a single written report, made upon the Tenure Evaluation Report Form. The committee would also decide on a contract category placement.
12	17.7.6.1 - The Tenure Evaluation Committee shall meet with the Probationary Unit Member to review the committee's assessments and the Probationary Unit Member's Evaluation Response.
12	17.7.6.4 - Prior to any disposition of the Tenure Evaluation Report, the Probationary Unit Member shall have the option, within seven (7) calendar days following the Evaluation Conference, to enter and have attached the Unit Member's response to the completed Tenure Evaluation Report.

When the fall trimester evaluation results in either Contract Category A or Contract Category B placement, the Tenure Review Committee shall recommend on the Tenure Evaluation Report Form that the Probationary Unit member be offered a contract for the next contract period.

When the evaluation for the fall trimester results in Contract Category C placement, the Tenure Review Committee shall recommend on the Tenure Evaluation Report Form that the Probationary Unit Member not be offered a contract for the next contract period.

During the first academic year of tenure-track service, a Probationary Unit Member shall be evaluated each semester, except where the contract category placement for the fall semester evaluation is Category C. (17.3.2)

For each trimester in which evaluation is to be conducted in the first year, Student Evaluation Forms shall be administered in all sections (classes) taught by the Probationary Unit Member.

***Counselors:***

Student Evaluation Forms shall be administered with respect to all student-related duties assigned for the semester during which evaluation is scheduled.

***Extenuating Circumstances:***

When the Probationary Unit Member has students, who have difficulty providing feedback on the prescribed forms, alternative methods of student evaluation may be selected by the Tenure Review Committee.

When the Probationary Unit Member has students, who are incapable of providing feedback, or where an evaluation of students is clearly impractical, the requirement for administration of student evaluations may be waived by the Tenure Review Committee and the reasons made part of the evaluation report.

## **YEAR TWO OF TENURE REVIEW**

The timeline for classroom/worksite observation, student evaluation, and evaluation conference in Year One apply to Year 2. In addition to classroom/worksite observation, a review of professional development, activities, responsibilities, and service apply. (17.4.1.1.1.3)

Throughout the course of the year, keep record of any professional development, activities, or addition responsibilities and services that you do. It will make it easier at the end of the year to report out to your Tenure Review Committee.

When the fall trimester evaluation results in either Contract Category A or Contract Category B placement, the Tenure Review Committee shall recommend on the Tenure Evaluation Report Form that the Probationary Unit member be offered a contract for the subsequent two (2) years.

When the evaluation for the fall trimester results in Contract Category C placement, the Tenure Review Committee shall recommend on the Tenure Evaluation Report Form that the Probationary Unit Member not be offered a contract for the next contract period.

A Probationary Unit Member retained after the first year of service shall be evaluated in the fall trimester only, except where the contract category placement for the fall trimester evaluation is Category B, in which case evaluation for the spring trimester shall be required. (17.3.3)

For each semester in which evaluation is to be conducted in the second year, Student Evaluation Forms shall be administered in all sections (classes) taught by the Probationary Unit Member.

### ***Counselors:***

Student Evaluation Forms shall be administered with respect to all student-related duties assigned for the semester during which evaluation is scheduled.

### ***Extenuating Circumstances:***

When the Probationary Unit Member has students who have difficulty providing feedback on the prescribed forms, alternative methods of student evaluation may be selected by the Tenure Review Committee.

When the Probationary Unit Member has students, who are incapable of providing feedback, or where an evaluation of students is clearly impractical, the requirement for

administration of student evaluations may be waived by the Tenure Review Committee and the reasons made part of the evaluation report.

### **YEAR THREE OF TENURE REVIEW**

The timeline for classroom/worksite observation, student evaluation, and evaluation conference in Year One and Two apply to Year 3. In addition to classroom/worksite observation, a review of professional development, activities, responsibilities, and service apply.

Probationary Unit Members retained after the second year of service shall be evaluated in the fall trimester only, except where category placement for the fall semester is Contract Category B or Contract Category C, in which case evaluation for the spring trimester shall be required.

Since this is the first year of a two (2) year contract, there will be no recommendation for contract renewal as provided in the Tenure Evaluation Report Part VI, Section B.

For each semester in which evaluation is to be conducted in the third year, Student Evaluation Forms shall be administered in several sections (classes) taught by the Probationary Unit Member for the trimester of evaluation, equated at not less than forty (40) percent of the sections assigned for the semester as selected by the Tenure Review Committee.

#### ***Counselors:***

Student Evaluation Forms shall be administered with respect to all student-related duties assigned for the semester during which evaluation is scheduled.

#### ***Extenuating Circumstances:***

When the Probationary Unit Member has students who have difficulty providing feedback on the prescribed forms, alternative methods of student evaluation may be selected by the Tenure Review Committee.

When the Probationary Unit Member has students, who are incapable of providing feedback, or where an evaluation of students is clearly impractical, the requirement for administration of student evaluations may be waived by the Tenure Review Committee and the reasons made part of the evaluation report.

### **YEAR FOUR OF TENURE REVIEW**

The timeline for classroom/worksite observation, student evaluation, and evaluation conference in Year One apply to Year 4. In addition to classroom/worksite observation, a review of professional development, activities, responsibilities, and service apply.

When evaluation in the fall trimester results in Contract Category A placement, the Tenure Review Committee shall recommend on the Tenure Evaluation Report form that the Probationary Unit Member be offered a contract as a tenured instructor.

When the evaluation in the fall trimester results in a Contract Category C placement, the Tenure Review Committee shall recommend on the Tenure Evaluation Report form that the Probationary Unit Member not be offered further employment.

For each semester in which evaluation is to be conducted in the fourth year, Student Evaluation Forms shall be administered in several sections (classes) taught by the Probationary Unit Member for the trimester of evaluation, equated at not less than forty (40) percent of the sections assigned for the semester as selected by the Tenure Review Committee.

***Counselors:***

Student Evaluation Forms shall be administered with respect to all student-related duties assigned for the semester during which evaluation is scheduled.

***Extenuating Circumstances:***

When the Probationary Unit Member has students who have difficulty providing feedback on the prescribed forms, alternative methods of student evaluation may be selected by the Tenure Review Committee.

When the Probationary Unit Member has students, who are incapable of providing feedback, or where an evaluation of students is clearly impractical, the requirement for administration of student evaluations may be waived by the Tenure Review Committee and the reasons made part of the evaluation report.

## **BEYOND YEAR FOUR**

Full-time faculty are to be evaluated once every three years, beginning with the third year of tenured service. The evaluation shall include:

- Classroom/worksite observation and assessment by the Immediate Management Supervisor of those activities which constitute your primary contractual duties
- Student evaluations
- Assessment of performance by a peer reviewer, at the option of the full-time faculty member. (18.3.1)

Faculty have within their professional responsibilities and as part of their professional obligation the responsibility to participate in program and curriculum development and evaluation, which includes appropriate participation in the formulation of Student Learning Outcomes (SLOs) and the Student Learning Outcomes assessment cycle. However, student performance on SLO assessments shall not be a component of a Unit Member's evaluation process. (18.3.2)

Evaluations shall utilize the criteria incorporated as Appendix F and the Evaluation Report Forms incorporated as Appendix K – Tenured Faculty Student Evaluation Pilot Forms, as appropriate to the assignment of the Unit Member being evaluated. Any observation or evaluation of a Unit Member’s performance shall be based upon the criteria established in this Article and shall not be conducted except in accordance with the provisions of this Article. (18.4.1)

All observations and assessments shall be conducted openly and with full knowledge of the Unit Member. (18.4.2)

# APPENDIX

- Appendix A [Sample Course Syllabus Template](#)
- Appendix B Production Request Form
- Appendix C [Regular/Contract Instructor Absence Form](#)
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# Appendix B

District Printing and Design Department • (714) 808-4600

## COPIES REQUEST

Job Number \_\_\_\_\_

Date of Request \_\_\_\_\_ Date Needed \_\_\_\_\_

District  FC  CC  Ana. SCE  Cypress SCE  Wilshire SCE

Department: \_\_\_\_\_

Ordered by: \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Approved by: \_\_\_\_\_

Dept./Budget Charge# \_\_\_\_\_

NAME OF JOB: \_\_\_\_\_

# of Originals \_\_\_\_\_ # OF COPIES NEEDED \_\_\_\_\_

(Each Copied Side Equals ONE Original)

- |  |              |                                     |   |
|--|--------------|-------------------------------------|---|
| <input type="checkbox"/> One Side Only | PAPER COLOR: | <input type="checkbox"/> Collate    | <input type="checkbox"/> Pad            |
| <input type="checkbox"/> Both Sides    |              | <input type="checkbox"/> White      | <input type="checkbox"/> DO NOT Collate |
| <input type="checkbox"/> Plain paper   | Other: _____ | <input type="checkbox"/> Staple     | <input type="checkbox"/> Shrinkwrap     |
| <input type="checkbox"/> 3-Hole Paper  |              | <input type="checkbox"/> Fold _____ | <input type="checkbox"/> Laminate       |

Additional Instructions: \_\_\_\_\_

DISTRIBUTION: White Copy-District Printing • Yellow Copy- Adult Ed. • Pink Copy-Customer

PRINT SHOP USE ONLY # of Clicks \_\_\_\_\_ Delivered Date \_\_\_\_\_