

First-Year Faculty Cohort (FYFC)

Pierce College, 2024-2025

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](mailto:helpdesk@pierce.ctc.edu) (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

Friday, September 13, 2024

- 8:30am-12:00pm

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

Tuesday, September 17, 2024

- 9:00am-4:00pm at Pierce College Fort Steilacoom (FS), CAS 404 (Library), CAS 371 (Boardroom)

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)

- SASS Deans
- Black & Brown Men's Retreat leaders
- Pierce College Executive Team (E-Team)
- Instructional Deans
- Pierce College Federation of Teachers (PCFT) President
- AVPs
- Deans of Student Services (5)

FYFC Gatherings

All Friday cohort gatherings are scheduled from 1:30 – 3:30pm. 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

Friday, October 18, 2024 | Supporting A Successful Tenure/Permanent Status Process

- 1:30-3:30pm, Pierce College Puyallup (PY), CTR 250

Learning Outcomes

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

Campus Partners

- VPLSSs
- Deans of Instruction

Friday, November 15, 2024 | Teaching & Learning - Inclusive Practices in the Classroom, Part 1 of 2

- 1:30-3:30pm, Pierce College Puyallup (PY), CTR 252

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
- Vice Presidents for Learning and Student Success (VPLSS)

Friday, December 6, 2024 | Mentoring & Advising - Student support networks, Part 1 of 2

- 1:30-3:30pm, Pierce College Fort Steilacoom (FS), SNR 121

Learning Outcomes

- 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

- Dean of Student Holistic Services
- Dean of Student Services
- Dean of Student Engagement
- Associate VP of Student Equity, Design, and Advocacy
- Starfish Technology Specialist

Friday, January 17, 2025 | Teaching & Learning – Instructional student supports

- 1:30-3:30pm, Pierce College Fort Steilacoom (FS), CAS 404

Learning Outcomes

- Identify the instructional student supports faculty can embed and/or activate to support Black & Brown student academic success
- Explain the processes and resources involved in utilizing instructional student supports
- Celebrating submission of tenure documents and making it through the first report

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 21, 2025 | Teaching & Learning – Inclusive Practices in the Classroom, Part 2 of 2

- 1:30-3:30pm, Pierce College Puyallup (PY), CTR 250

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 nominated by Instructional Deans

Friday, March 21, 2025 | Mentoring & Advising – Students support networks, Part 2 of 2

- 1:30-3:30pm, Pierce College Fort Steilacoom (FS), RAI 262

Learning Outcomes

- Identify the student support networks faculty can activate 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
- Dean of Holistic Student Supports

- Dean of Student Engagement
- Associate VP of Student Equity, Design, and Advocacy
- Instructional Deans

Spring Term

Friday, April 18, 2025 | Shared Governance – How Pierce’s Shared Governance Supports Mission

- 1:30-3:30pm, Pierce College Puyallup (PY), CTR 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 Chancellor
- Pierce College Presidents
- Instructional Deans

Friday, May 30, 2025 | Successful Year 1 in the Tenure/Permanent Status Process - A Celebration of Excellence!

- 1:30-3:30pm, Pierce College Fort Steilacoom (FS), CAS 371 (Boardroom)

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
- 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 accommodation 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 lunchroom 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 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 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

A [subscription tool](#) from Campus Safety will send you text messages or emails about official steps Pierce College is taking to address emergent situations.