Quiz
March 21, 2014

1. Provide the phone number of the Absence HOTLINE:
   ______________________________________________________

2. Where do you submit the Absence Form?
   ______________________________________________________

3. Where do you submit the Tuition and/or Conference Reimbursement Form?
   ______________________________________________________

4. Where do you find the Tuition & Conference Reimbursement Form?
   ______________________________________________________

5. Who is your Boss?
   ______________________________________________________

6. Signature(s) necessary for an Incomplete Grade form:
   ______________________________________________________

7. How many semesters does a student have to make-up an Incomplete?
   ______________________________________________________

8. Per AFT Contract, how many office hours are required per week for the full-time load? (not including additional hourly assignments) __________________________________________
   If you have additional hourly assignments, how many minutes do you add per week for each additional hourly? __________________________________________

9. For Grievance issues, who do you contact first?
   ______________________________________________________

10. What is the phone number of Sheriff’s office?
    ______________________________________________________

11. Define Release Time:
    ______________________________________________________
12. Per AFT Contract, how many hours per week does a full-time faculty obligated to work? ________________

13. For Payroll (Paycheck) issues, who and which office do you contact? ________________________________

14. Per AFT Contract, how many flex hours (professional dev) per fiscal year for full-time faculty? ________________

15. For additional hourly assignment, how many additional hours of flex? ________________________________

16. What is the maximum number of hours per day for flex credit? ________________________________

17. Do you get paid for fulfilling flex hours? ________________________________
   If Yes, when do you get paid? ________________________________
   If No, why do we need to do it? ________________________________

18. Per AFT Contract, how many flex days are mandatory/required for the entire fiscal year? ________________

19. Who is in charge of Academic Affairs? ________________________________

20. Which IDWG is your department in? ________________________________

21. Who assists us in the mail room each day? ________________________________

22. Name two of our colleagues in the Operations Dept: ________________________________

23. Per AFT Contract, who should be on your Tenure Review Committee? Specify by position and indicate voting members.
   i.  ________________________________
   ii. ________________________________
   iii. ________________________________
   iv.  ________________________________
   v.   ________________________________
24. Write and complete the full names of the following acronyms:

EPPIC
CC
CTE
IDWG
IT
IMC
TLC
SOD
ATD
AFT
ASG
SPC
STRS
VDK
COMPASS
HPC
CPR
NFA