

## APPENDICES

- I. **Tables of Contents** These Tables of Contents are taken from college documents and publications to assist faculty in finding references to specific college policies and/or procedures.

Section A. College Policy Manual  
Section B. College Catalog  
Section C. BCC/UFF Collective Bargaining Agreement

II. **Organizational Charts**

- III. **Forms** Samples of the forms most frequently used by faculty are provided for information.

A. Closed Class/Transfer Card	REG-22
B. Credential Change Application	PER-106
C. Desk Copy Form	
D. Drop Slip	REG-43
E. Evaluations (Faculty and Administration)	
F. Facility/Equipment Request	PRO-1
G. Grade Change Request	REG-12
H. In-house Request/Receiving Report	AUX-1
I. Leave of Absence Request	
J. Media Scheduling Request	AVS-3
K. Personnel Recommendation	PER-1
L. Petition for Refund of Tuition and Matriculation Fees	REG-103
M. Professional Development	
N. Professional Title Form	
O. Purchase Requisition (On Line)	
P. Purchase Order	
Q. Refund Petition Medical Documentation	REG-104
R. Repairs/Service Request	RS-1
S. Sabbatical Leave Form	
T. Student Disruption/Discipline Report	
U. TDA/Estimated Travel Cost	ACC-13
V. Travel Voucher/In-County	ACC-14
W. Travel Voucher/Out of County	ACC-5
X. Tuition Assistance Applications	CASH-006
Y. Tuition Reimbursement Application	
Z. Vehicle Request	PHP-4
aa. Vehicle Travel Roster	PHP-5
bb. Telemedia Production Order	
cc. Photography Order Form	CLR-PGA

- IV. **Personnel Policies/Procedures** Copies of policies and procedures regarding hiring.

A. Recruitment, Selection, and Assignment of Personnel  
(Policy 6Hx2-3.02, Procedure A6Hx2-3.02)  
B. Adjunct and Substitute Faculty  
(Policy 6Hx2-3.07, Procedure A6Hx2-3.07)  
C. Personnel Contracts (Policy 6Hx2-3.09)