

From: Schultz, Whitney **On Behalf Of** Rudolph, Mary Kay
Sent: Wednesday, March 01, 2017 3:12 PM
To: Rudolph, Mary Kay <mrudolph@santarosa.edu>
Cc: Schultz, Whitney <wschultz@santarosa.edu>; DL.ACADEMIC.AFFAIRS.COUNCIL <DL.ACADEMIC.AFFAIRS.COUNCIL@santarosa.edu>; Hopkins, Sarah <shopkins@santarosa.edu>
Subject: NEW REQUIREMENT - Faculty Training
Importance: High

Sent via bcc: DL.STAFF.FAC.ALL

Dear faculty colleagues,

This letter is to inform you of important faculty training requirements for the current academic year. Please read this email carefully for important information.

The AFA/District contract now includes a requirement for all faculty to complete training to Prevent Sexual Harassment and Misconduct in order to comply with Title IX requirements. This training must be successfully completed every three years by contract. The implementation of the first three-year cycle will begin this spring, **March 1, 2017**.

You will receive an email invitation from our online training vendor, Lawroom, that briefly describes the course and its completion date. You will have 30 days to complete the training. If you are unable to complete in 30 days, follow up reminders will be sent. The email invitation will provide brief instructions on accessing the course, along with a Lawroom-generated user ID and password.

Once the training is successfully completed, faculty may claim 2.0 hours of flex credit for this training through the faculty portal under Online Training numbered **ONL:03** by **May 1**. Those faculty members choosing not to claim flex credit by the deadline of May 1, will be paid two hours' pay at the base hourly rate on their final semester paycheck. There is no need for faculty choosing pay to submit anything; it will be submitted automatically to Payroll after the May 1 Flex Deadline.

Please watch for the Lawroom email invitation beginning March 2, and complete the training as soon as possible within the 30 days. **This is a required training which must be completed.**

Dr. Mary Kay Rudolph

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