



**Instruction and Supportive Services
Policies and Administrative Rules**

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Instruction and Supportive Services *Policies and Administrative Rules*

Board Policy 4.0: FACULTY RIGHTS AND RESPONSIBILITIES

~~Faculty responsibilities focus on facilitating student learning and supporting the goals and objectives of the college. Eastern Wyoming College supports the concept of academic freedom in higher education. Faculty have the right to expect significant autonomy in the classroom within the framework of meeting the educational expectations of the discipline, department, and college. Faculty are expected to comply with college policies, rules and procedures and to fulfill the expectations of the job description and the following Administrative Rules 4.0.1-4.0.4.~~

Faculty responsibilities focus on facilitating student learning and supporting the mission, vision, goals and objectives of the college. Faculty members will provide appropriate learning opportunities as they relate to the discipline and course content. EWC supports the concepts of academic freedom and intellectual freedom in higher education. The Board of Trustees require that the president/administration provide leadership, guidance and support in the instructional areas of the College. Guidelines, administrative procedures, and practices are found in the Faculty Handbook which is updated annually.

*Adopted 5/8/01
Revised 11/8/05*

Administrative Rule 4.0.1: ACADEMIC FREEDOM FACULTY HANDBOOK

~~Eastern Wyoming College supports the concept of academic freedom in higher education.~~

ACADEMIC FREEDOM

- ~~a. Instructors are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for financial benefit should be based upon a written understanding with the authorities of the institution.~~
- ~~b. Instructors are entitled to freedom in the classroom in discussing material relevant to their subject.~~
- ~~c. College instructors are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should indicate that they are not speaking for the institution.~~

The Faculty Handbook will be updated annually and will include processes and guidelines for

the following items relating to Faculty Rights and Responsibilities:

- **Terms of Employment**
 - Faculty Job Description
 - Contract Information
 - Official Faculty Transcripts
 - Employment and Tax Forms
 - Compensation and Payment Schedule
 - Workload
 - Academic Advising
 - Curriculum Development
 - Committee Work
 - Strategic Planning
- **Benefits of Employment**
 - Tuition Waiver Policy
 - Professional Development
- **Administrative Hierarchy**
 - Division Chairpersons
- **Offices and Communications**
 - Buildings and Classroom Access
 - Campus Offices
 - Telephones
 - Mailroom
 - Electronic Mail
 - Sending Packages
 - Photocopies
- **Academic Area Budgets**
- **Instructional Information**
- **New Faculty Mentoring**
- **Academic Freedom**
- **ADA Accommodations**
- **Independent Study Classes**
- **Syllabus**
- **Textbooks**
- **Teaching and Office Supplies**
- **Chemical Waste and Disposal**
- **Office Hours**
- **First Day and Week of Class**
 - Initial Class Roster
 - Waitlists
 - Change of Registration
 - First Class Meeting
- **Class Meetings**
 - Class Meeting Locations
 - Class Start Time
 - Class Breaks
 - Class Rescheduling
 - Special Class Meeting
 - Field Trips
 - Consultants and Guest Lecturers
 - Intern/Externships
 - Class Cancellation

- Class Cancellation Due to Weather, Disaster, or Emergency
- **EWC Code of Conduct**
 - Faculty Conduct
 - Student Conduct
- **Classroom Culture**
 - Student—Faculty Disputes
 - Classroom Disruptions
 - Procedures for Resolving Student Behavior Problems
- **Communication with Students**
 - Student Phone Numbers
 - Student E-mail Addresses
- **Evaluation of Student Performance**
 - Student Identification
 - Plagiarism
 - Make-up Exams
 - Final Exams
 - Advisor Alerts
 - Academic Alert
- **Instructor Evaluation**
 - Instructor Portfolio
 - Course Evaluation
- **Midterm and Final Grade Reporting**
 - Midterm Grade Reports
 - Final Grade Reports
 - Special Grades
- **Student Confidentiality**
 - Student Authorization to Release Information
- **Student Background Checks**
- **Subject Animals for Veterinary Technology Labs**
 - Reporting Concerns Regarding Animal Treatment 'Whistleblower Statement'
- **Distance Learning**
 - Distance Delivery Modes
 - Learning Management System and Tools
 - Distance Course Development
 - Process
 - Content
 - Internet and Web-based Class Materials
 - Required Class Materials for Online Classes
 - Course Delivery Preparation and Refresh
 - Course Administration, Delivery and Interaction
 - Class Rosters
 - Tracking Student Access
 - Content Presentation
 - Instructor Interaction
 - Communication Paradigm
- **Other**

*Adopted 5/8/01
Revised 11/8/05*

Administrative Rule 4.0.2: STUDENT LEARNING

Syllabus

Each instructor is required to have a comprehensive course syllabus available for students the first week of class. Two copies must be submitted to the appropriate division chairperson by the end of the first week of class. The division chairperson is responsible for submitting one copy to the Dean of Instruction. Copies of the required syllabus format are available from the Dean of Instruction.

Textbooks

Each instructor is responsible for choosing and ordering the textbook(s) to be used in class. When a course is taught by more than one full-time instructor, the instructors are encouraged to reach agreement on the text(s) to be used. Desk copies are usually provided by the publishing companies when requested by the individual instructor on college letterhead. If a publishing company will not provide a free desk copy, the text may be ordered through the bookstore and charged to the instructor's budget.

Grading

The grading system used at Eastern Wyoming College is explained in the college catalog. Each individual instructor has the discretion to formulate the processes necessary to arrive at letter grades for students. At mid-semester, each instructor completes a midterm deficiency report for students with grade averages below C; the reports must be returned to the Assistant Dean of Students. At the end of each semester each instructor must complete a grade sheet for all classes. The grade sheets must be in the Assistant Dean's office before an instructor's work for the semester is considered completed. Once the semester is completed, an instructor may initiate a grade change if necessary, using the form available in the student services office.

Final Examinations

Final Examination times are scheduled for all classes. Although the instructor is required to meet with students during the scheduled Final Examination time, the instructor has the right to determine the appropriate final examination activity within the framework of meeting the educational expectations of the discipline, department, and college. The Dean of Instruction has the right to excuse a student from a final exam or to re-schedule a final exam. A student who has three or more final examinations scheduled for the same day may make arrangements with the Dean of Instruction to re-schedule the exams so that the student has no more than two in a single day.

Field Trips

Field trips pertinent to class work are encouraged. Arrangements must be made with the appropriate division chair well in advance so that the necessary process can be completed. The instructor is responsible for the supervision of students during the field trip.

Adopted 5/8/01; Revised 11/8/05

Administrative Rule 4.0.3: CURRICULUM

Faculty will be involved in curricular development and assessment. Benefitted faculty are responsible for contributing to the quality of on-campus and off-campus offerings, and will work with adjunct faculty to enhance educational effectiveness.

Adopted 5/8/01; Revised 11/8/05

Administrative Rule 4.0.4: ADVISING

Instructors are expected to serve as advisors for students. Academic advisors have the responsibility of helping students to identify career goals and to plan a program of study that will serve to accomplish these goals. Advisor assignments will be made by the Dean of Students.

Adopted 5/10/05; Revised 11/8/05



Instruction and Supportive Services Policies and Administrative Rules

Board Policy 4.1: EDUCATIONAL DESIGN

The instructional programs and offerings at Eastern Wyoming College will support the college's mission and goals. Programs will be reviewed regularly by the Board of Trustees for effectiveness and efficiency. Mechanisms for curricular change will be available. The final decision concerning educational programs rests with the Board of Trustees.

Processes for reporting outcomes, curriculum and program design and changes will fulfill the requirements for the state and federal coordinating agencies. Programs will be reviewed regularly by the Board of Trustees. The Board of Trustees will approve new programs or the deletion of programs.

*Adopted 5/8/01
Revised 11/8/05*

Administrative Rule 4.1.1: CURRICULUM CHANGES FACULTY HANDBOOK

Processes for curriculum changes will fulfill the expectations of state and federal coordinating agencies. All changes must be submitted to the Dean of Instruction, who will review the proposed changes with the Instructional Advisory Council. Factors such as educational merit, availability of faculty, cost, scheduling, and use of resources will be considered. Forms for adding courses, deleting courses, changing courses, adding programs, and deleting programs will be available from the Dean of Instruction. The Board of Trustees will make the final decision on all requests for new programs or for program deletions.

Faculty members are responsible for the following, which are explained further in the Faculty Handbook.

- **Outcomes Assessment**
 - Annual Reporting
 - Classroom Assessment Techniques (CATs)
- **Programs & Curriculum**
 - Curriculum Changes
 - Program Reviews
 - Credit Hour Definition
 - Course Scheduling Guidelines
- **Other**

*Adopted 5/8/01
Revised 11/8/05*

Administrative Rule 4.1.2: PROGRAM REVIEWS

Regular program reviews for each program will be conducted by the college at least every five

~~years. The analysis will involve faculty, division chairs, advisory committees, and the Dean of Instruction in assessing the program's effectiveness and efficiency. The Board of Trustees will review all program reviews prior to submission to any state or federal agency. Forms specifying the statistical data needed, and the accompanying narrative analysis, will be available from the Dean of Instruction.~~

*Adopted 5/8/01
Revised 11/8/05*



Instruction and Supportive Services *Policies and Administrative Rules*

Board Policy 4.2: INSTRUCTIONAL SUPPORT

Student success in college is greatly dependent upon the adjustment to the total college environment, i.e. academic, social, personal. EWC will provide instructional support services appropriate for facilitating student learning.

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Adopted 5/8/01; Revised 11/8/05

Administrative Rule 4.2.1: LEARNING SKILLS LAB FACULTY HANDBOOK

EWC is committed to providing academic support to all of its students. To this end, EWC operates a Learning Skills Lab that offers a variety of services to enhance and support the learning experience of students. Services will include peer tutoring, computer access, audio-visual equipment, study areas, and subject-specific resources.

Support area guidelines, administrative procedures, and practices are found in the Faculty Handbook which is updated annually.

■ **Faculty Support Services**

- EWC Bookstore
- EWC Library
 - Reserve Materials
 - Holdings
- Audio-Visual Equipment & Services
 - Equipment Available
 - Reserving AV Equipment
 - Services Available
 - Requesting AV Services
 - AV Services in Fine Arts Auditorium
 - Outreach Site AV
- Computer Services
- Instructional Technology
 - iPad Cart
 - Laptop Cart
 - Online Course Support
- LancerNet for Faculty

■ **Student Learning Resources**

- Adult Basic Education
- Center for Tutoring and Learning
 - Tutoring
 - SmarThinking
 - Adult Learning Center
- Computer Labs

- Testing Center and Career Services
 - Counseling Services
 - GEAR UP Program at EWC
 - Community and Continuing Education
 - Library, Media, and Computer Resource Area
- Other

Adopted 5/8/01; Revised 11/8/05

REMOVE ADMINISTRATIVE RULES

Administrative Rule 4.2.2: ~~COMPUTER LAB~~

~~EWC is committed to providing access to technology in the educational environment. An open computer lab will provide students access to services such as the Internet, word processing software, and email, consistent with Administrative Rule 6.4.1 Computer Use Procedures.~~

Adopted 5/8/01; Revised 11/8/05

Administrative Rule 4.2.3: ~~COUNSELING AND TESTING CENTER~~

~~EWC will provide community access to testing and placement services. Academic placement testing such as COMPASS can be scheduled, as well as testing in the areas of GED, personal/social development, aptitude, occupational interest, and outcomes assessment measures. Staff will also assist faculty in scheduling makeup tests for students.~~

~~Counselors at EWC will be available to work with individual students or groups. In some cases, problems of students will be referred to other staff or agencies best qualified to provide help. Long-term counseling needs will be referred to appropriate agencies outside the college.~~

Adopted 5/8/01; Revised 11/8/05

Administrative Rule 4.2.4: ~~LIBRARY AND MEDIA SERVICES~~

~~The primary responsibility of the library and the media services department is to meet the instructional needs of faculty, students, and community members by acquiring, organizing, and disseminating the materials needed to support the educational programs of the college.~~

Adopted 5/8/01; Revised 11/8/05



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REMOVE POLICY

Board Policy 4.3: LIBRARY MATERIAL

~~Eastern Wyoming College supports the concept of intellectual freedom and materials will be selected for addition to the collection without prejudice or censorship. The college also endorses the Library Bill of Rights as adopted by the American Library Association Council; copies are available in the library.~~

~~Patrons wishing to challenge materials in the collection will be requested to complete a Request for Reconsideration Form available from library staff. Requests will be reviewed by the Library Director, instructors within the discipline, Dean of Instruction, and the College President with the final determination by the Board of Trustees.~~

Adopted 5/8/01
Revised 11/8/05



Instruction and Supportive Services
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REMOVE POLICY

Board Policy 4.4: SUBJECT ANIMALS FOR VETERINARY TECHNOLOGY LABS

Veterinary Technology facilities, equipment and supplies are to be used only for the direct educational benefit of EWC students participating in the program. Reimbursement for the cost of procedures performed on privately owned animals will be made to EWC by the animal's owner.

The priority of animals to be utilized in the vet tech program shall be in the following order:

1. ~~Animals owned by EWC;~~
2. ~~Animals owned by veterinary technology students;~~
3. ~~Animals acquired from local humane shelters (non-profit);~~
4. ~~Animals owned by veterinary technology faculty and staff;~~
5. ~~Animals owned by EWC faculty and staff;~~
6. ~~Animals owned by the general public.~~

Adopted 1/14/03
Revised 11/8/05
Revised 11/11/08



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REMOVE POLICY

Board Policy 4.5: CONSULTANTS AND GUEST LECTURERS

Approval of the appropriate Dean or the President is required prior to utilization of paid consultants or guest lecturers. No full-time employees of the college may be paid by the college for consulting services or as a guest lecturer.

Adopted 8/13/91

Revised 11/8/05