



## 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****

*Adopted 5/8/01*

*Revised 11/8/05, 7/8/14*

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 it relates 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.

#### **Administrative Rule 4.0.1:      **FACULTY HANDBOOK****

*Adopted 5/8/01*

*Revised 11/8/05, 7/8/14*

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

## **Board Policy 4.1:      EDUCATIONAL DESIGN**

*Adopted 5/8/01*

*Revised 11/8/05, 7/8/14*

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.

### **Administrative Rule 4.1.1:      FACULTY HANDBOOK**

*Adopted 5/8/01*

*Revised 11/8/05, 7/8/14*

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

**Board Policy 4.2: INSTRUCTIONAL SUPPORT**

*Adopted 5/8/01*

*Revised 11/8/05, 7/8/14*

EWC will provide instructional support services appropriate for facilitating student learning.

**Administrative Rule 4.2.1: FACULTY HANDBOOK**

*Adopted 5/8/01*

*Revised 11/8/05, 7/8/14*

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