



**EAST CENTRAL COLLEGE**

***Faculty Handbook***  
**Academic Year 2012-2013**

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## **SECTION 1: INTRODUCTION**

The *ECC Faculty Handbook* (printed summer 2012) is provided to full-time faculty as a guide and reference tool. In addition to this publication, faculty members should familiarize themselves with the institution's *College Catalog*, *Student Handbook*, *Board Policy Manual* and other official documents. Questions concerning content should be directed to the *ECC Vice President of Instruction*.

### ***Notice of Non-Discrimination***

East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, age, disability, or veteran status. Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to the:

*ECC Vice President of Student Development*  
131 Buescher Hall Building  
1964 Prairie Dell Road  
Union, Mo. 63084  
(636) 584-6565 or [stnotice@eastcentral.edu](mailto:stnotice@eastcentral.edu)

# I

## Vision, Mission and Purpose Statements

### ***Vision Statement***

East Central College will connect its community to its future.

### ***Mission Statement***

East Central College will provide an environment for lifelong learning.

### ***Purpose Statements***

East Central College, in fulfilling its mission, will:

- Provide associate degree programs and coursework to prepare students for transfer to baccalaureate institutions.
- Provide associate degree and certificate programs to prepare students with requisite career skills to enter the work force.
- Prepare students in core academic areas for success in college level studies.
- Surround its academic programs with student development opportunities and learning support.
- Be a center of cultural activities, providing enrichment to the community.
- Enhance student learning through student activities, service learning and community activities.
- Be accessible to all students.
- Provide business and industry training in support of regional economic development.
- Offer continuing education and personal enrichment opportunities to the community.

## Common Learning Objectives

In spring 2008, the ECC faculty adopted a set of common learning objectives (CLOs) for the entire school. The CLOs—revised in August 2009—represent the institutional learning objectives for any student completing an intact program of study at the college.

<b>Ethics &amp; Social Responsibility</b>	
<p><i>Related Themes:</i></p> <ul style="list-style-type: none"> <li>▪ Global citizenship</li> <li>▪ Professional ethics</li> <li>▪ Service learning activities</li> <li>▪ Extra and co-curricular student activities</li> <li>▪ Student government activities</li> <li>▪ Ethical use of digital material and media</li> </ul>	<p><i>Measures:</i></p> <ul style="list-style-type: none"> <li>▪ Constitution competency</li> <li>▪ Incidents of academic dishonesty</li> <li>▪ Incidents of unethical student conduct</li> <li>▪ Participation in service learning</li> <li>▪ Global and multicultural learning objective measures</li> <li>▪ Participation in student co-curricular activities</li> </ul>
<b>Communication</b>	
<p><i>Related Themes:</i></p> <ul style="list-style-type: none"> <li>▪ Listening</li> <li>▪ Writing</li> <li>▪ Speaking</li> <li>▪ Use of technology to communicate</li> <li>▪ Graphic and visual communications</li> <li>▪ Collaborative and group work</li> <li>▪ Co-curricular communication activities</li> </ul>	<p><i>Measures:</i></p> <ul style="list-style-type: none"> <li>▪ Writing skills assessments</li> <li>▪ Speaking skills assessment</li> <li>▪ Assessments of graphic and visual materials</li> <li>▪ Participation in presentations using technology</li> <li>▪ Student participation in student newspaper and other related activities</li> </ul>
<b>Creative/Critical Thinking</b>	
<p><i>Related Themes:</i></p> <ul style="list-style-type: none"> <li>▪ Problem solving skills</li> <li>▪ Use of and application of research tools</li> <li>▪ Demonstration of critique and evaluative skills</li> <li>▪ Application of observation skills</li> <li>▪ Originality of thought</li> <li>▪ Innovation and creation</li> <li>▪ Analysis and synthesis</li> </ul>	<p><i>Measures:</i></p> <ul style="list-style-type: none"> <li>▪ Critical thinking skills assessments</li> <li>▪ Assessment of projects requiring primary research skills</li> <li>▪ Student participation in critique activities</li> <li>▪ Application of technology to research skills</li> </ul>

## Accreditation Overview

East Central College operates under the guidelines of state, regional and national accreditation agencies. It is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA/HLC). Details are available through:

*North Central Association*  
*The Higher Learning Commission*  
230 South LaSalle Street, Suite 7-500  
Chicago, Ill. 60604-1411  
Phone: (800) 621-7440/(312) 263-0456  
Fax: (312) 263-7462  
[www.ncahlc.org](http://www.ncahlc.org)  
[info@hlcommission.org](mailto:info@hlcommission.org)


ECC is also a participant in the Academic Quality Improvement Program (AQIP). More information is available at:

[http://www.eastcentral.edu/faculty/ldrship\\_initiatives/academicimprove/index.php](http://www.eastcentral.edu/faculty/ldrship_initiatives/academicimprove/index.php)

**In addition, the college is recognized and operates under the coordination of the Missouri Department of Higher Education.** ECC is also a member of both the American Association of Community Colleges (AACC) and the Missouri Community College Association (MCCA).

East Central College operates certain programs that are fully accredited under national agency requirements, as outlined in the chart below.

<b><u>Program Accreditation</u></b>	
<b><i>Program</i></b>	<b><i>Association</i></b>
Culinary Arts	American Culinary Federation (ACF)
Industrial Engineering Technology Program	Association of Technology, Management and Applied Engineering (ATMAE)
Precision Machining Program	National Institution for Metalworking Skills (NIMS)
Occupation Therapy Assistant (MHPC)	Accrediting Council for Occupational Therapy Education (ACOTE)
Radiologic Technology (joint program)	Joint Review Commission for Education in Radiologic Technology (JRCERT)
Respiratory Care (joint program)	Commission on the Accreditation of Allied Health Education Programs (CAAHEP)



These accreditation programs ensure that work satisfactorily completed at ECC is fully valued by other colleges, universities, professional schools and state-governed professions. Where applicable to employers, licensure, certification and registration boards, a credential from an accredited program signifies adequate preparation for entry into the profession.

In addition, the following ECC programs carry full approval and operate under the regulations of the agencies noted:

- ***Nursing***: Missouri State Board of Nursing.
- ***EMS/Paramedic***: Missouri Bureau of Emergency Medical Services.
- ***Education***: Department of Elementary and Secondary Education.



## **What's New for Academic Year 2012-2013**

New this year at East Central College:

### ***Administration***

Dr. Jon Bauer, the former vice president finance and administration, assumed the position of college president effective July 1, 2012.

### ***Fall Break***

ECC faculty and students will have a fall break on Thursday and Friday, Oct. 11-12. The college will be open, but no classes will be in session.

### ***Facility Updates***

Several small remodel and redesign projects occurred during the summer; please check the most recent campus maps for information on new and/or remodeled spaces.

### ***Tobacco Free***

The main campus will become tobacco free effective Jan. 1, 2013.

### ***Grade of WX Withdrawal – Administrative (WX)***

The recorded grade “WX” indicates that the student was administratively withdrawn from the course. The withdrawal “WX” was initiated by the instructor or a campus official due to excessive absence or other warranted reason. The grade is not used in calculating the GPA and carries no credit hour value; however, it does count in credit hours attempted in certain financial aid programs.

### ***Student Printing***

Effective Aug. 1, 2012, student printing has changed. Each semester, students receive a card good for 200 printed pages. They may purchase additional print pages from the cashier or the bookstore.


### ***Web Course Types/Definitions***

All Web-based learning at East Central College is now classified in one of three categories:

- Web-Online.
- Web-Hybrid.
- Web-Enhanced.

#### **Web-Online**

Course instruction is delivered entirely online. Students typically follow a schedule and are required to meet published deadlines. Campus attendance may be required for course orientation and some assessments (possible meeting frequency, location and time is available from the instructor), but is not regularly scheduled. Other course requirements—observations, internships, interviews, etc.—still require student attendance, as appropriate and indicated.



In addition to the necessary technical skills required for online learning, students should be highly motivated, self-disciplined and have the ability to learn independently. They need regular access to high-speed Internet at home, on campus or at a satellite location. Typically, online classes require a time and effort commitment of at least three times the credit hour value of the class. For example, for a three credit hour class, students should expect to spend nine to 12 hours on class work.

#### Web-Hybrid

Course meeting time is reduced by a maximum of 50%, while the remainder of the course is taught as an online class. Students must attend class meetings on a regular, scheduled basis; scheduled class meeting times will be published in advance. A Web-hybrid course does not reduce the time required of students to be successful. Students have to meet many of the course objectives using the campus learning management system in an online learning environment.

In addition to the necessary technical skills required for online learning, students should be highly motivated, self-disciplined and have the ability to learn independently. They need access to high-speed Internet outside of class time, either at home, on campus or at a satellite location.

#### Web-Enhanced

For traditional, on-campus courses scheduled to meet at a regular time, faculty use the learning management system to post the course syllabus, other materials and required student assignments/activities to support the class. Faculty may also provide other Web-based support. Outside of class time, students need access to high-speed Internet at home, on campus or at a satellite location.

### ***Course Repeat Policy***

As stated in the *ECC Student Handbook*:

*“A student enrolled at East Central College may repeat a course one time, if either the student received a grade of D, F or W, or the course content and/or credit hour value changed significantly since the original enrollment. If a student needs to repeat a course an additional time and conditions warrant such exception, the student must receive written permission from the chief academic officer (CAO) or the chief student affairs officer (CSAO). All attempts at the course will be recorded on the official college transcript and the highest grade will be factored into the student’s GPA. Financial aid rules may prohibit students from receiving funding for repeating a course, under any circumstances.”*

### ***Attendance Reporting***

All faculty members are required to take daily attendance and maintain appropriate attendance records. At the two-week, four-week and mid-semester dates, they are asked to provide no show (if applicable) and non-attending student reports. More information will be available as those important dates near.

## **SECTION 2: FACULTY TOPICS**

The following content is applicable to all full-time faculty members. It is organized in alphabetic order for easy reference. Remember to address any content questions to the ECC Vice President of Instruction.

### **Academic Advising**

As noted in the East Central College faculty job description, in addition to the primary duty of teaching, faculty members are required to assist with student advisement, registration and related support activities including retention and placement. At the college, academic advisement is the shared responsibility of staff in student development, typically an academic advisor, and the faculty advisor.

Student development staff advises new students through the admissions and registration processes. Once students enroll, they are assigned a faculty advisor in their major area of study or program area. Students are then notified regarding the assignment of a faculty advisor and this information is contained in their eCentral record. Students contact the faculty advisor for academic advisement through graduation. As graduation nears, they have to complete the application for graduation, which the faculty advisor must sign.

Training for faculty advisors is held on a regular basis. Faculty can contact the Student Development Office for additional information and training.

### **Academic Council**

The purpose of the Academic Council is to ensure that East Central College's courses, programs and policies meet the needs of its students and community while maintaining consistent quality. The council also ensures that these components align with the college mission and purpose statements while complying with Missouri Department of Higher Education and Higher Learning Commission requirements, and preventing unnecessary proliferation and duplication of courses across the curriculum.

#### ***Membership/Attendance***

Council membership consists of representation from faculty and staff including:

- Vice president of instruction, chair
- Vice president of student development
- Vice president, career and outreach
- Division chair (from each of the academic divisions)
- Registrar
- Faculty representatives from each academic division
- Additional at-large faculty
- Representatives from admissions and academic advising
- Director of financial aid

- Representatives from the Information Technology Office.

Additional faculty members are included based on the topics and material to be presented to the Academic Council.

### ***Meeting Guidelines***

Meetings are held according to the following guidelines:

#### Frequency

- A standing monthly time is established and subject to cancellation for lack of agenda items. There is no required frequency for meetings.
- Special meetings, called as needed.
- Electronic meetings, called as needed.


#### Rules of Order

- *Quorum*: a majority (half plus one) of the official committee membership must be present to conduct business.
- *Proxy*: voting members may designate a proxy with full voting privilege to represent them in case of an unavoidable absence.
- *Items for consideration*: agenda items should be submitted to the Office of Instruction five workdays prior to the meeting. Any materials/proposals/revisions submitted should be received following a review at the division level. Materials must be submitted electronically.
- *Support material*: any materials submitted in support of a proposal should be received three working days prior to the scheduled meeting.
- *Materials/proposals/revisions*: are posted for viewing a full three days prior to the next scheduled meeting. The Moodle Academic Council site is the official repository of documents and materials on the upcoming agenda and ready for public viewing.
- *Minutes*: are taken at each meeting and posted for review within one week after the meeting. The minutes remain in draft form until approval by the Academic Council at its next regularly scheduled meeting.

## **Academic Freedom and Responsibility**

According to the East Central College Board Policy 5.3:

*“East Central College, as an academic community, promotes learning characterized by free inquiry, open discussion and thoughtful communication. Academic freedom is a tenet of such instruction and essential to the purpose of higher education. Faculty and students must be free to examine ideas in an environment without institutional censorship.”*



ECC recognizes the principle of academic freedom as stated in BP 5.3 and supports the following:

- The faculty member and students are entitled to freedom in the classroom in discussing the course subject matter.
- Faculty members are part of a learned profession, officers of the institution and citizens of the larger community. As such, faculty members, in exercising “*free inquiry, open discussion and thoughtful communication,*” should at all times be accurate, show respect for the opinions of others, and make every effort to indicate that they do not speak for the institution.
- The principles of academic freedom and their inherent responsibilities as defined here are applicable to all full-time faculty, adjunct faculty and students.

### Academic Honor Code

As part of the ECC Student Code of Conduct, the Academic Honor Code (AHC) governs student academic behaviors and clarifies definitions and terms for the students. The college developed an academic honesty system in order to monitor, categorize and assess incidents of student AHC violations.

The code is contained in the student handbook and frequently covered by faculty in class and included in course syllabi.

As outlined in the Moodle syllabus tool:

1. *Students who violate the Academic Honor Code will:*
  - a. *Be contacted by the faculty member to discuss the honor code violation. The faculty member will determine how the violation will affect the student’s grade and progress in the respective class.*
  - b. *Be referred to the chief student affairs officer (CSAO). The CSAO will meet with the student, discuss the misconduct and review the Academic Honor Code and disciplinary procedures. Supporting documentation, when appropriate, will be forwarded to the CSAO. The CSAO will maintain a file with supporting documentation and the name of the student will be placed in a database, accessible only to the CSAO and the chief academic officer (CAO). The faculty member will determine how the violation will affect the student’s grade on the assignment/test/paper and in the course.*
2. *In the event that the student violates the Academic Honor Code a second time, the student will be required to meet with the CSAO. The student will be placed on probation and advised regarding the impact of any additional violations. The student’s file and disciplinary list will be maintained by the CSAO.*
3. *If the student violates the Academic Honor Code a third time, they will be subject to sanctions up to disciplinary suspension or expulsion.*

## Academic Rank and Promotion

Faculty academic rank and promotion is designed to:

- Meet the professional development needs of the faculty.
- Encourage personal and professional growth within an academic or career field.
- Promote service to the college and its students.
- Recognize community service.

In meeting these goals, the academic rank and promotion plan serves as a professional development program for the ECC faculty.

Activities considered part of professional development, growth and service should be many and varied, and reflect the academic goals of the individual faculty and the programmatic needs of the academic unit and the college. Activities deemed academic should be emphasized and compatible with what is expected for continuing contract status, as evidenced through the successful completion of the goals outlined in the Faculty Development Plan.

To recognize and recommend academic rank and promotion, the system must be easily administered, equitable and rewarding. The system combines professional growth and service, graduate credit, related work experience and time in grade as the criteria for rank promotion. This plan applies only to persons with a full-time faculty contract.

For additional information on the promotion process and forms, review this handbook's Appendix B and the college Web site.

## Accidents and Incidents on College Property

When an accident or incident occurs, faculty should first call 911 to receive emergency assistance. Faculty should then follow information posted in the classrooms and other locations regarding campus personnel to contact for additional assistance and notification; the First Responder contact information on the main campus is (636) 234-1229. Faculty teaching at other college sites should contact site officials for First Responder information.

In the event of an accident or illness, faculty must complete and submit the *ECC Student Concern/Incident Report*, available on the college Web site, and requiring the following information:

- Date and time of incident.
- Names and addresses of all parties and witnesses.
- Nature of the illness or injury; action taken.
- Exact location of the incident (include the location of each party involved including witnesses).
- If in any way the incident involves college employees, determine the nature of their regular duties and also the nature of their activity immediately before and

during the incident; i.e., was the activity connected in any way with the employee's duties.

- Exact nature of the injuries (if any) that were sustained.
- Provide the exact condition of the college location (floor, step, sidewalk, etc.) as it relates to the incident or accident.
- Please provide any additional information, which could be of use to the college in reviewing the accident or incident.

### **Accreditation/AQIP**

East Central College is accredited by the Higher Learning Commission and is a participant organization in the Academic Quality Improvement Program (AQIP) as its accreditation model and process.

Faculty are required to participate in activities and events associated with maintaining accreditation. In addition, the college schedules quality improvement activities to further the development of the faculty and promote quality practices.

The college uses "Fifth Fridays" as AQIP Fridays. These dates are set aside for faculty and staff training and other activities specifically associated with AQIP and college accreditation.

In addition to institutional accreditation, certain programs and departments seek voluntary program accreditation from the appropriate agencies. Faculty in these programs and departments participate in planning, organizing and review processes as the accreditation activities unfold.

### **Assessment of Student Learning**

Assessment of student learning is primarily the responsibility of the ECC faculty.

#### ***Training Activities***

The college conducts regular activities to assist faculty in planning and reporting appropriate and useful assessment activities. These workshops, training and meetings are conducted during each in-service week, throughout the semester at and a full workshop held each summer, as needed.

#### ***The Assessment Report***

Each year, the ECC Office of Instruction publishes an assessment report that catalogs the various levels of assessment of student learning at the college. In these annual reports, faculty members indicate the plan of assessment for the course, curriculum or program in question, the results and action taken.

## ***Program Review***

Program reviews are conducted on a three-to-five-year rotation. The assessment committee maintains responsibility for the process and a review of the reports, published in the annual assessment document.

## **CLO Assessment**

Faculty members are required to participate in and submit results related to the assessment of ECC's common learning objectives (CLOs).

## **The Assessment Committee**

This standing committee has the following primary responsibilities:

- Maintain and improve the assessment plan.
- Hold regular meetings to review progress in the assessment of student learning
- Conduct other business related to assessment activities, such as program review, workshops, planning and reporting.

## **Bookstore Services**

The college bookstore is located on the main campus in the Multipurpose (MP) building. ECC also has an arrangement with a university bookstore in Rolla to serve that satellite location. Both stores offer a full line of new and used textbooks, East Central College clothing items, school and office supplies, as well as computer software.

Hours of operation are posted at the beginning of each semester. Extended hours are offered during peak registration periods and buyback periods. Bookstore orders for class textbooks are processed through the division chair's office. See *Textbook Procedures* located in this handbook.

## **Campus Orientation**

Campus orientation is an activity required for new students and held prior to the start of the fall and spring semesters. Activities are designed to meet the transitional needs of both traditional and non-traditional students. The main purpose of the event is for students to meet college staff, tour the facility, use the campus Web interface and student email, and generally learn about the college experience. Students welcome the opportunity to meet faculty at campus orientation; many opportunities exist for faculty participation in this event. Orientations are held at the main campus and the Rolla site and are conducted prior to the start of the fall and spring semesters.



## **Class Rosters, Student Attendance and Records**

Faculty members should access their class lists via eCentral frequently during the semester to check for proper registration of students attending each class. They should give particular attention to the accuracy of class lists during the first two weeks of each semester and throughout the add/drop period.

As notified by the registrar, faculty members are required to submit attendance reports and to assist the college in compliance with federal financial aid guidelines. They should note deadlines and reporting requirements.

Faculty should also carefully review class lists after the add deadline and report any corrections or discrepancies to the registrar. Any student in attendance who is not on the class roster must be sent to the registrar to clarify the discrepancy. Students must be fully registered before they are allowed to attend any class. It is the responsibility of faculty members to see that their students clear up any discrepancy in their registration status. The registrar will notify the faculty member of the admission status of such a student.

Each semester, faculty are emailed the dates eCentral will be open for grading. During this period, faculty can enter eCentral and record grades for their assigned classes. No final grades may be reported for students whose names do not appear on the official roll. Faculty members must maintain accurate rosters at all times and report grades for all enrolled students by the given deadline.

Faculty should submit a copy of each semester's grades to the division chair. When necessary, they should also share any important information regarding how a grade is computed.

When submitting a WX grade or any that requires additional records, faculty members have to provide the supporting documentation as required by the registrar. Each division chair can assist their faculty with any questions regarding grade submission and official grade records.

## **College Equipment**

Faculty members have access to a variety of college equipment for their use on campus. Such items as a computer or printer, for example, are the property of the college and are not intended for personal use.

Any college equipment in the hands of a faculty member is intended for on-campus use for college business. Faculty should check with their division chair regarding the removal of any equipment from campus, even temporarily.

## Commencement

Commencement is held in May as indicated on the approved academic calendar. Specific information is posted on the East Central College Web site. Faculty members are required to attend the spring commencement exercise and wear academic caps, gowns and hoods. If they do not own this academic regalia, they can order it through the bookstore. The bookstore will advise faculty when orders are due.

## Contract Types

According to ECC Board Policy 5.11, written contracts are executed with the faculty. B.P. 5.11.4 delineates the three types of faculty contracts that can be awarded at East Central College. More detailed information about these classifications can be found in the *ECC Board Policy Manual*.

### ***Limited-Term***

Made for a specified period of time, this classification is used for all newly hired faculty, and members hired in a temporary capacity, including grant-funded positions. The contract clearly states the employment period and any particular considerations associated with the temporary or grant-funded position. A limited-term contract may be renewed at the end of its specified time period as another limited-term contract.

### ***Annual Contract***

Annual contracts are typically given following a limited-term contract for a specified period of time. This contract type ends on the date specified; reappointment to subsequent annual contracts is at the recommendation of the chief academic officer and the president. Like the limited-term contract, the annual contract is for the faculty member's probationary employment at the college. Notice of any non-renewal is made by the April 15 deadline.

### ***Continuous Contract***

Continuous contracts are awarded to faculty upon the recommendation of the chief academic officer and the president. To be eligible, faculty members must successfully complete the five-year probationary employment period, and be awarded five consecutive contracts (limited-term or annual).

Policies and procedures related to contract award, terms and conditions, non-reappointment, nonrenewal and other matters relating to contracts, are contained in Board Policy 5.11. Faculty should refer to the *ECC Board Policy Manual* for additional information.

For purposes of faculty contracts, the following definitions apply:

- ***Temporary full-time***: a faculty position not on the college's staffing plan and created for a predetermined period of time (as indicated on the limited-term contract).

- **Regular full-time:** a faculty position that is on the approved annual staffing plan.
- **Part-time:** a non-contract assignment, also called adjunct. Faculty members under this contract type only have teaching duties, unless otherwise noted, and are limited each semester in their teaching assignment. The assignment ends at the completion of each semester.

## Copyright

East Central College policies include an Academic Honor Code to ensure respect for the intellectual property of others. All faculty members are responsible for compliance with federal copyright law and adherence to all related college policies.

If any entity owns the created content, reproducing, sharing, distributing, performing or in any fashion using content without the expressed, written permission of the owner is prohibited. Please refer to the library or the Distance Education Office for information on fair use or resources to determine fair use.

Using the works of others to promote learning and improve the students' learning experiences is valuable, but must be constrained within permissible use and copyright laws.

## Counseling and Career Services

The Counseling Department assists students by providing one-on-one counseling to assist students in college success. Counseling staff also provides Access services to students with diagnosed and documented learning disabilities. The professionally trained counselors are available during regularly posted hours and at satellite locations as needed. Students may be referred to counseling services by a faculty referral or may seek walk-in help.

Career services assists students in exploring career options. Staff work closely with faculty in the career technical programs and can provide students with helpful information in exploring career fields.

Counseling and career services can offer the following to ECC students:

- Access services support.
- Short-term personal counseling.
- Career assessment and information.
- Career counseling for undecided degree-seeking students.

## Courier Service

ECC provides courier information from the main campus to all of the satellite locations. Please make certain the materials are in the designated courier location approximately one hour before the courier's arrival or departure time. The courier schedule is available from the Career and Outreach Office. Materials sent via courier should be clearly labeled and identified.

## Course Syllabus Requirements

The course syllabus is used for many purposes. As they are preparing a given semester's course syllabus, faculty members should note the many important roles the syllabus fulfills:

- Guide and contract for the student.
- Tool used for assessment purposes.
- Transfer guide for baccalaureate institutions considering a course for transfer.
- Useful reference for other faculty who might be considering offering the same course.

With all these roles in mind, it is important that the syllabus reflect the course learning objectives, assignments, specific requirements and all other information that would guide students and other faculty in considering the course.

Instructor-prepared course syllabi should include all items as indicated within the Moodle Syllabus Tool. Faculty should use this tool to prepare their current semester's course syllabi.

The Moodle Syllabus Tool contains current college-wide information important to students. In general, the following information is required in each syllabus:

- Course description: use the catalog description plus other instructor details.
- Goals and learning outcomes.
- Common learning objective incorporation.
- General education goals and outcomes section:
  - *Other course goals*: these should be established by division and available in division office.
  - *Other outcomes*: these should also be established by division and available in division office.
- Course assessment plan and cycle.
- Assessment of general education goals/outcomes.
- Assessment of common learning objectives associated with the course.
- Instructor grading and attendance policies based on college policies.
- The Learning Center and library information.
- Required college policy statements:
  - **ADA statement:**
    - *“If you have a health condition or other disability, which may require an accommodation in order for you to effectively*

participate in class, please make an appointment with the ACCESS counselor. They can be made by contacting the ECC Counseling and Career Services Department secretary, located at ECTC (Training Center) Room A, phone: (636) 584-6576 or TDD: (636) 583-4851. An appointment should be made as soon as possible to ensure that accommodations are arranged in a timely manner. Information about your disability will be held in strict confidence. Disabilities covered through the ACCESS accommodations include, but are not limited to: learning disorders, ADD/ADHD, dyslexia, hearing or visual impairments and physical challenges.”

○ **Notice of Non-Discrimination:**

“East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, age, disability or veteran status. Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to the ECC Vice President of Student Development, 131 Buescher Hall Building, 1964 Prairie Dell Road, Union, Mo. 63084, (636) 584-6565 or [stnotice@eastcentral.edu](mailto:stnotice@eastcentral.edu).”

- Topical outline (and/or dated schedule of lectures and assignments).
- Other required syllabus information:
  - Instructor name, campus office and phone number and/or other contact information.
  - Textbook(s) for the course.
  - Special projects/assignments.
  - Assignment descriptions.
  - Information on tests, exams, essays, etc.


Each semester, faculty members need to submit all course syllabi electronically in the format described in Moodle by the given deadline.

Please note that the ECC Office of Instruction receives regular requests from other colleges, universities and former students for electronic copies of course syllabi. The specific contents of the course syllabus are often used as a consideration in transfer and equivalency decision. Therefore, the information provided in the syllabus is important as these decisions are made.

### **Curriculum, New or Modified**

The ECC Academic Council oversees the college’s curriculum process. The charge to this council is the review and approval of courses and degree programs. Faculty members within each of the academic divisions are responsible for the curriculum and courses within their department, discipline and/or program.

The process is regularly detailed to the college faculty regularly and outlined in the forms provided for Academic Council action. Membership is through division representation and meetings are open to any interested faculty or staff.



Any faculty can propose coursework and program revisions; the process begins at the division level, where a review of the proposal occurs. The division chair then reviews and approves the submission of the paperwork to the coordinator of academic services for placement on the agenda (a minimum five working days in advance of the meeting).

Faculty members are responsible for the submission of accurate paperwork in a timely fashion. Any action taken by the ECC Academic Council will be based on the proposal as submitted. Once on the agenda (for either preview or action), the submitted paperwork is uploaded to the Moodle Academic Council Web site for public viewing.

Academic Council requires a quorum to conduct business. For additional information please contact the chief academic officer.

### **Disability Services**

The ECC Counseling Department provides disability and ACCESS services to students who choose to self identify. This department *does not* provide disability testing and evaluation; however, the office can provide students with referrals to obtain such assessments and documentation outside the college.

Classroom accommodations or other ACCESS services cannot be provided until the student has submitted appropriate documentation to the Counseling Department. Faculty should only provide accommodations after receiving the *Instructor Notification Form (INF)*, which outlines any specific accommodation in detail. Faculty should contact the Counseling Department with any questions regarding an accommodation or such a request from a student.

### **Distance Education**

East Central College offers a variety of distance education opportunities through Web courses, Web-hybrid courses and interactive television (ITV). The course definitions based on the level of use of Web tools are listed in Appendix C.


#### ***Web courses and Web hybrid***

ECC's Web and Web-hybrid courses are supported through Moodle, the institution's learning management system. Faculty interested in developing a course for distance offering should contact their division chair or the instructional technology staff.

#### ***ITV***

The college offers a full array of courses using interactive television. Courses are delivered from the main campus to satellite locations. The college also receives coursework from other colleges for distribution to ECC students.

The Office of Instruction publishes a manual, *Online Teaching and Learning @East Central College*, to guide faculty in best practices for distance learning and to promote



online pedagogy to improve student learning. The college also offers summer workshops in online teaching and learning.

## **Division Chair, Duties and Selection**

At East Central College, the position of division chair is generally assigned to a full-time faculty member within that division. This position is responsible for the programs, faculty, staff, curriculum, assessment, accreditation, articulation, scheduling and other activities related to the division programming. Chairs have overall responsibility for hiring adjuncts, creating the schedule of course offerings and direct, daily oversight of faculty engaged in the teaching and learning process.

Aside from the collective responsibilities of the position, each division chair's duties and responsibilities are uniquely assigned. In addition to the divisional responsibilities, chairs take on such things as program director, liaison for accreditation and theater productions. They also have teaching responsibilities. The assignment of a faculty member to this academic role requires a particular set of skills aligned with the unique duties of the position.

When a division chair role opens, the process to select the next candidate is as follows:

- Completing the appropriate human resources paperwork.
- Developing and reviewing the job description.
- Posting the position.
- Forming the screening committee.
- Developing the questions.
- Conducting the interviews.
- Making recommendation(s) to the CAO.
- Approval of the selected candidate by the ECC President and Board.
- Filling the position.

Division chairs serve as appointed until:

- Resignation.
- Reassignment back to a full-time faculty position.
- Reconfiguration/reorganization of the divisions, which could result in fewer or additional chair positions.

The CAO periodically evaluates each chair. Beginning with the 2012-2013 year, they are also evaluated by the faculty and staff within their divisions.

## Drug and Alcohol Use on Campus

It is the objective and goal of East Central College to provide a drug and alcohol-free environment (see Board Policy 5.6).

### ***Federal Law Compliance***

To ensure this drug-free, healthy and safe work environment, it is the college's intent and obligation to:

- Comply with the *Drug-Free Work Place Act of 1988 (Public Law 100-690)*.
- Update to the *Drug-Free School Community Act of 1989 (Public Law 101-226)*.

### ***Explanation and Consequences of Prohibitive Behavior***

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, narcotics or alcoholic beverages on the college premises or off-campus sites (including college vehicles and any private vehicles parked on college premises or off-campus sites) or college-sponsored functions is absolutely prohibited. This includes reporting to work under the influence of alcohol or illegal drugs and/or having a detectable level of alcohol or an illegal drug present in one's system while on the job, operating college vehicles or on any college premises.

Violations will result in disciplinary action, up to employment termination, and may also have legal consequences. All employees and applicants are required to comply with the ECC Drugs and Alcohol Policy, as a condition of employment.

Instance of violations could result in the involvement of civil law enforcement authorities. Violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at work; being under the influence or using those substances while working; or dispensing, distributing or illegally manufacturing or selling them on college premises.

Employees subject to the *Drug-Free Workplace Act* who are convicted of any criminal drug violation occurring in the workplace must report the conviction in writing to the ECC Human Resources Office within five days. HR will then take appropriate action as required by law.

Employees may be asked to take a drug and alcohol test if there is reasonable cause, or an on-the-job accident.

### ***Reasonable Cause Testing***

A drug and alcohol test is required whenever there is reasonable suspicion to believe that an employee is under the influence of these substances. The following circumstances could cause reasonable suspicion:

- Observed drug or alcohol use.
- Apparent physical state of impairment.
- Incoherent mental state.



- Marked change in personal behavior that is otherwise unexplainable.
- Deteriorating work performance that is not attributable to other factors.
- An accident where there is reasonable suspicion that drugs or alcohol may be a factor.
- Any circumstances, which cause a reasonable suspicion that, an employee is under the influence of illegal drugs and/or alcohol.

### ***Post-Incident Testing***

Testing for drugs and alcohol should occur after an on-the-job incident that results in:

- Significant damage to property as determined by local management.
- A work-related injury that requires treatment by a physician. Those subject to testing will include anyone who may have been responsible for causing the incident.
- Operational error that results in the release of hazardous or toxic substance.

As allowed by law, the test determines the presence of drugs, narcotics or alcohol. Employees who agree to take it must first sign a consent form, which authorizes the college to use the results to administer its discipline policy. It is a violation of this policy to refuse consent for these purposes or to test positive for alcohol/illegal drugs. Policy violations will result in discipline that may include termination. Tests that are paid for by ECC are the property of the college, and the examination records are treated as confidential and held in separate medical files.

## **Dual Credit/Dual Technical Credit**

ECC offers high school students an early college experience through its dual credit and dual technical credit programs.

### ***Dual Credit***

Dual credit courses are offered to high school juniors or seniors taking classes at their institutions for both high school and college credit. ECC fully complies with the promulgated rules of the Department of Higher Education regarding dual credit offerings. Students must satisfy the same or equivalent placement requirements, meet the same learning objectives and use the same course level assessments. Those teaching such courses must qualify as adjunct faculty members.

### ***Dual Technical Credit***

Dual technical credit is an opportunity for students enrolled in career technical offerings at their high schools or a career center. Awarding dual technical credit is not regulated by the Department of Higher Education and replaces the former articulated credit arrangements with these schools.

## **E-Mail Accounts and Access**

All East Central College employees have an official college email address provided by the Information Technology Department. Once faculty members are hired and in the system, an email address is issued as part of the new employee package, which also includes a phone extension, mailbox information and eCentral access information (log in password and pin). Faculty use eCentral to review student rosters, submit grades and other student information, review personal account status and many other tasks.

## **Educational Benefits and Assistance**

East Central College is committed to the continued professional growth and development of its personnel (see Board Policy 5.34). Educational assistance for employees and their dependents is an important vehicle for addressing that need. These development opportunities are part of the employee benefits package:

- Tuition reimbursement for graduate coursework and advanced education.
- Free ECC tuition and tuition waivers for family members.
- Free ECC tuition for employees.
- Sabbatical leave opportunities for faculty with over seven years of service.

## **Emergency Preparedness and Procedures**

Classroom management is one of the primary responsibilities of faculty. They should be prepared at all times to manage the classroom and students in case of an emergency. In particular, faculty might expect to address the following types of situations:

- *Sick case in class:*  
Call 911; contact the First Responder ([636]-234-1229) to assist with the students.
- *Severe weather:*  
Follow the guidelines posted in the classroom
- *Fire:*  
Follow the guidelines posted in the classroom
- *Student disturbance:*  
Call 911; contact the First Responder ([636] 234-1229) to assist with the student and the police.

Regular training is available to assist faculty in preparing for these types of emergencies. Faculty must also complete the ECC Student Concern/Incident Report following the emergency.

## Emeritus Faculty

Emeritus faculty status is an honor bestowed for distinguished institutional services. Designation as emeritus faculty is at the president's discretion. During the academic year, the faculty association develops processes to nominate, review and recommend retired faculty for emeritus status.

## Employee Benefits for ECC Faculty

The following information is a summary of most benefits offered to regular (full-time) employees. Faculty should refer to the *East Central College Board Policy Manual* for full descriptions and contact the Human Resources Office regarding any questions about their benefits package.

<b>Benefit</b>	<b>Eligibility</b>	<b>Conditions</b>
<i>Bereavement Leave</i>	Immediately	Regular, full-time employees are eligible for up to three days of paid bereavement leave to attend the funeral of an immediate family member (see policy 5.34.5 for definition of immediate family member). If additional time off is needed, employees should arrange with their division chair for use of personal time.
<i>COBRA</i>	Immediately if it meets the "qualifying events" guideline.	The college participates in all provisions of COBRA for all college employees enrolled in our insurance plans.
<i>Dental Insurance</i>	The first day of the month following employment date (Ex: if hired on Aug 16, insurance begins Sept. 1.)  Open enrollment: designated dates in November - December of each year.	The college provides dental insurance for full-time employees. The employee may add spouse and/or children at an additional cost. For more information, visit: <a href="http://www.rsli.com/dental-vision">http://www.rsli.com/dental-vision</a>
<i>Direct Deposit</i>	Immediately	Payroll checks deposited in the bank of the employee's choice.

<b>Benefit</b>	<b>Eligibility</b>	<b>Conditions</b>
<i>Educational Assistance</i>		<p><u>Tuition Waiver</u> Regular, full-time employees; regular, part-time employees; and retirees are eligible for tuition waiver of ECC courses. Full-time employees' immediate family members may also qualify for ECC tuition waiver according to Policy and Procedure 5.24.2.</p> <p>Full-time employees and members of the immediate family may receive certain waivers of tuition and/or fees for classes taken at Central Methodist University and at Four Rivers Career Center. See Board Policies and Procedures 5.24 for further information.</p> <p><u>Tuition Reimbursement</u> Adjunct faculty members are eligible for ECC tuition waiver during the semester immediately following completion of their assignment.</p> <p>Tuition reimbursement is provided to regular, full-time employees. Courses must be taken at a regionally accredited college or university and must be applied toward a higher degree than the current highest degree of the employee. Exceptions may be made but must be approved in advance by the human resources director.</p> <p>Degree-related coursework is reimbursed in accordance with Board Policy 5.24 up to an amount equal to 100% of the applicable undergraduate or graduate educational fee (tuition) at the University of Missouri-St. Louis. For further information on tuition reimbursement, see Board Policies and Procedures 5.24.</p>
<i>Family and Medical Leave</i>	After 12 months: the employee must have completed 1,250 hours during the 12 months preceding the start of the leave.	Provides eligible employees up to 12 weeks of leave in the event of a medical condition that prevents the employee from working, or to care for a spouse, child, or parent who suffers a serious illness. Employees are required to use accrued paid leave. College-paid benefits are continued while on FMLA. Employees will be reinstated to the same or an equivalent position following the leave period. The college uses the "rolling 12-month" method for calculating hours used. ECC complies with FMLA Law.

<b>Benefit</b>	<b>Eligibility</b>	<b>Conditions</b>
<i>Fitness Center</i>	Immediately	Full-time and part-time employees can use the college fitness center at not cost. Dependents of full-time employees can also use the fitness center if utilizing the tuition waiver benefit.
<i>Flexible Spending Plan (Section 125 Plan)</i>	New employees: must enroll during first calendar month of employment.	The Section 125 plan is available for employees who wish to redirect pre-tax income to pay eligible benefit items normally paid with after-tax dollars (i.e., unreimbursed medical expenses, child dependent care).
<i>Health Insurance</i>	<p>The first day of the month following the employment date (Ex: if hired on Aug 16, insurance begins Sept. 1.)</p> <p>Open enrollment: Designated dates in November - December of each year.</p>	<p>The college provides three health insurance plans to full-time employees: <i>base plan</i>, <i>buy-up plan</i> and a <i>qualified high-deductible plan with health savings account</i>. The college pays a premium equal to the base plan for all three plans. The employee pays a small percentage of the premium for the buy-up plan. The employee may add spouse and/or children at an additional cost. The qualified high-deductible plan (HSA) premium is less than the base plan so the college pays the premium and employees are given a specific amount to put into the HSA or toward spouse/dependent coverage. For more information about health insurance coverage, go to the human resources benefits Web page or <a href="http://chcmisouri.coventryhealthcare.com">http://chcmisouri.coventryhealthcare.com</a>.</p>
<i>Holidays</i>	Faculty members are eligible for paid holidays that fall within their contract period.	<p>New Year's Day  Martin Luther King's Day  Good Friday  Independence Day  Memorial Day  Labor Day,  Day before Thanksgiving  Thanksgiving  Day after Thanksgiving  Christmas day  Four days during Christmas break</p>

<b>Benefit</b>	<b>Eligibility</b>	<b>Conditions</b>
<i>Life Insurance</i>	<p>The first day of the month following employment date (ex: If hired on Aug 16, insurance begins Sept. 1.)</p> <p>Open enrollment: designated dates in November - December of each year.</p>	Full-time employees are insured with a \$50,000 life insurance policy that includes accidental death and dismemberment. Employees can purchase supplemental life insurance can be purchased at initial enrollment or during open enrollment.
<i>Long-Term Disability</i>	<p>The first day of the month following employment date (ex: If hired on Aug 16, insurance begins Sept. 1.)</p>	The college provides long-term disability insurance to all full-time employees. This plan assures full-time employees, who become disabled because of an injury or illness, a continuous income equal to no greater than two-thirds of the employee's monthly salary less any other payments (retirement, social security, etc.). Maximum is \$6,000 per month.
<i>Military Leave</i>	Immediately	The college follows the USERRA law in regards to military leave.
<i>Retirement</i>	Immediately	<p>Benefits are based on salary and years of service. Contributions are as required by the Public School Retirement System of Missouri. Employees make contributions with matching contributions by the college into the Public School Retirement System (PSRS). Employees who are members of PSRS do not pay social security, only Medicare. The Web site for PSRS is <a href="http://www.psrsmo.org">www.psrsmo.org</a></p> <p>Employees are vested after five years of full-time service.</p>
<i>Sabbatical Leave</i>	Accrues from date of full-time faculty employment	Full-time faculty are eligible after six contractual academic years of full-time faculty employment; faculty may elect a full year of sabbatical leave at half pay or a one semester sabbatical leave at full pay. Sabbatical leaves must be pre-approved.

<b>Benefit</b>	<b>Eligibility</b>	<b>Conditions</b>
<i>Shared Sick Leave</i>	Employees must have at least 240 hours of leave in sick leave to donate.	The college maintains a shared sick leave program for employees who become disabled due to serious illness or injury and who have exhausted all of their paid leave. The shared sick leave bank is made up of hours donated by employees. Eligible employees may donate up to 40 hours per fiscal year during the months of May and September.
<i>Sick Leave</i>	Accrues at the end of the first full month employed.	14.22 hours per month: faculty may accrue up to 16 days of sick leave per year; maximum accrual is 60 days (480 hours).
<i>Supplemental Life Insurance</i>	The first day of the month following employment date (ex: If hired on Aug 16, insurance begins Sept. 1.)  Open enrollment: designated dates in November - December of each year.	Coverage may be purchased from \$20,000 to \$500,000 in increments of \$10,000, not to exceed 500% of base annual earnings. Proof of insurability may be required. Coverage may also be purchased for spouse and dependents.
<i>Tax Deferred Annuities (403b Plans)</i>	Immediately	Contributions can be made to a tax-deferred annuity on a salary reduction basis through approved companies. For more information, go to <a href="http://www.midamerica.biz/">http://www.midamerica.biz/</a>
<i>Vision Insurance</i>	The first day of the month following employment date (ex: If hired on Aug 16, insurance begins Sept. 1.)  Open enrollment: Designated dates in November - December of each year.	The college provides vision insurance for full-time employees. The employee may add spouse and/or children at an additional cost. For more information visit: <a href="http://www.vsp.com">www.vsp.com</a>
<i>Voting Leave</i>	Immediately	Employees who are registered voters may take up to two hours leave from work to vote in local, state and national elections (must be pre-arranged).
<i>Workers' Compensation</i>	Immediately	The college participates in all provisions of the Workers' Compensation Law for all college employees.

## **Equipment Control**

East Central College purchases and inventories capital assets in each department. In addition, faculty members are provided with the computer equipment necessary for maintenance of student records, communication and preparation of course materials.

It is the responsibility of the budget heads (for faculty, the division chair) to control and monitor the use of such equipment and other assets located within their departments and divisions. All employees should be made aware of the importance of the safekeeping of institutional equipment.

No equipment should be removed from campus without prior approval. Faculty should check with the division chair regarding the relocation of any equipment.

Faculty members are responsible for contacting the Information Technology Department to schedule any needed repair and maintenance on the computer equipment. Any faculty using other equipment in their classes or program that may need scheduled upkeep or repair should contact the division chair to discuss the schedule and maintain needed records of such activity.

## **Evening Services Specialists**

On the main campus and the sites in Rolla, Washington and Sullivan, East Central College employs services specialists/generalists to assist faculty and students enrolled in the evening. The schedule of evening services specialist assignments is available at the beginning of each semester. Information on how to best reach the evening services specialist is posted in campus and site classrooms and other locations where students may need assistance. Contact the First Responder number for immediate assistance.

## **Exam Schedule and Final Exam Week**

Final exam schedules are published with the semester schedule. Faculty should refer to the college Web site to review the final exam schedule for the most current semester. In administering final exams, faculty members must follow the final exam schedule as published. If they have questions or concerns, or for some reason cannot administer their exams during the designated final exam time slot, faculty should notify their division chair.

Final exams days are contract days. Therefore, faculty are expected to be on location and available to students. Office hours specific to the final exam week must also be posted and given to students.



## Faculty Absence, Reporting

Faculty should use the following guidelines when reporting an absence/illness/other:

- If faculty members know in advance that they will be out due to a doctor's appointment or personal leave activity, they should complete and submit the *Leave of Absence Form* to the division chair. A copy must be shared with the Office of Instruction. They should inform the office if they have notified the students regarding their pending absence. The Office of Instruction is responsible for hanging an "official" sign.
- Faculty should not, under any circumstances, create a sign and hang it on a door to notify students regarding an absence. Students are informed to look for particular signs as notification of class cancellation.
- Faculty calling in on the day of the absence MUST speak to a live person. Call in should be in the following order:
  - ECC Office of Instruction (584-6601, 6602 or 6608).
  - The Learning Center (ext. 6688, 6908).
  - Registrar (ext. 6901).
  - Division chair, or clerk in the division office.
- If reporting for an evening class, faculty may also contact the evening specialist or generalist on duty for the evening in question. Please use the First Responder phone number to contact an official in the evening.
- The Human Resources Office can provide faculty information regarding extended medical or other types of leave.

## Faculty Association

ECC Board Policy 1.34 encourages the formation of voluntary associations representing the employee groups. Each association must operate under a constitution and/or bylaws.

The college faculty has established the ECC Faculty Association that functions under a constitution. The organization:

- Secures and maintains appropriate salaries, benefits and improvements in conditions that enable faculty to function effectively.
- Provides a forum for the open discussion of faculty and student concerns involving the faculty as a whole.
- Formalizes communication among faculty and between faculty and college administration and other employee groups.
- Provides the administration an avenue for the dissemination, discussion and review of all matters that concern faculty.
- Initiates faculty input for the planning and implementation of college policies
- Serves as a mechanism for recommendations faculty make to address current college issues, problems and institutional goals.

## Faculty Contracts, Conditions

Every spring, full-time faculty members who are being reemployed (board action by April 15 of each year) receive a contract from the college outlining employment conditions that are binding on both parties (the faculty and college). Each of the condition statements is detailed below along with additional explanatory comments.

### **Conditions**

- a. *Employment dates are established according to the academic calendar, with the fall semester dates of Aug. 9 to Dec. 17, 2012, and spring semester dates of Jan. 8 to May 16, 2013.*

For this academic year, the detailed dates, representing the contractual requirement of 170 to 180 days, is provided below:

### **Fall 2012**

*Faculty return on Thursday, Aug. 9; classes begin on Wednesday, Aug. 15; off on Sept. 3 (Labor Day), Oct. 11, 12 (fall break) and Nov. 21, 22, 23 (Thanksgiving break); work through Dec. 17 (fall grades due).*

*Fall: total of 87 contract days*

### **Spring 2013**

*Faculty return on Tuesday, Jan. 8; classes begin on Monday, Jan. 14; off on Jan. 21 (MLK Day), March 18-22 (spring break); Friday, March 29 (Good Friday); and work through May 16 (end date of spring finals)*

*Spring – total of 86 contract days*

*Employee acknowledges additional work, which could include evenings, weekends summer and/or semester breaks may fall outside of the aforementioned dates.*

Each year, the college employs faculty to fulfill “other duties” as outlined in a separate job description and paid as part of the full-time faculty contract. These other duties typically represent work that is performed “outside” the normal contract dates. This statement reinforces that contractually arranged and compensated work requires time spent outside the normal contract dates, which represent the nine-month, full-time faculty work dates.

In addition, the full-time faculty job description includes a statement under working conditions: *“Responsibilities may involve working evening and weekend hours.”* This job description statement reinforces the contract language.

The development of the schedule for each term for which classes are offered is a dynamic process. In particular, programs that require activities outside of the classroom often have constraints beyond the control of the college. Such constraints could require faculty duties falling to an evening

or weekend, or outside the regular contract. When such duties are beyond the established faculty contractual compensation, duties and responsibility, additional compensation is provided.

The college has a responsibility to provide programming that aligns with course and program requirements, regulatory bodies, accrediting agencies and learning objectives. Meeting those objectives will always be the priority.

*b. Contract Length/Classification:*

This provides details on contract length (i.e. nine or 10, etc.) and type of contract (limited, annual or continuing).

*c. Commencement is a contract date per the academic calendar, subject to change for spring 2013.*

Full-time faculty members are contractually obligated to participate in annual spring commencement. Please note that the date stated for spring 2013 is subject to change.

*d. Salary breakdown that itemizes any particulars in the faculty member's contract regarding additional compensation or stipend.*

*e. Employee acknowledges that the primary teaching assignment is at the main campus but could include a satellite location as designated by the division chair and approved by the chief academic officer.*

Conditions may warrant a faculty member teaching at a satellite location in order to satisfy contractual load.

*f. Any funding contingency.*

Should a faculty position be dependent upon funding from a grant or other source with limited time, such a contingency is stated in this section of the contract.

*g. Any other stipulations.*

## **Faculty Development**

### ***Faculty Development Plan***

All full-time faculty members at East Central College complete the annual Faculty Development Plan (see Appendix D). They should schedule an appointment with the division chair to meet and plan the upcoming year's development needs and opportunities. The division chair uses the results of previous evaluations, upcoming division needs and other considerations to assist faculty in completing a plan for the year's professional development.

### ***Faculty Development Funding***

Each year, faculty members are provided funds to use for conferences, workshops, meetings, etc. intended as faculty development. Faculty may also earn additional credits by participating in college development opportunities.

### ***Faculty Development Program***

During summer 2012, three diverse faculty development workshops were conducted. Throughout the back-to-school weeks and the academic year, additional development opportunities are provided.

## **Faculty Evaluation**

At East Central College, the philosophy guiding faculty evaluation is the improvement of student learning. Further, evaluation tools used by the college must meet minimum standards of any and all accrediting bodies, regulatory and oversight agencies and other entities where accountability is important.

One of the primary institutional goals of the college is to provide a means for the professional development of each faculty member. All can benefit from the feedback received from evaluations and being provided specific ideas for enhancing teaching and professional skills. Through the process of fair and comprehensive evaluation, both ECC and faculty members can improve teaching and student learning.

They are evaluated through a combination of methodologies:

- IDEA system (periodically).
- Student evaluations.
- Division chair observations.
- Division chair evaluations.
- CAO observations.
- CAO evaluations.
- Self-evaluation.
- Portfolio preparation and review.

The purpose of faculty evaluation is to provide information for use in determining employment status, recommendations for faculty development, rank and promotion and detailed improvement objectives. Criteria cover the major components of typical faculty evaluation:

- *Teaching and instructional management*: including curriculum and course work, program development, assessment, use of technology in teaching
- *Service to the college and community*: including student academic advisement, committee work, accreditation, work on grants or other projects, work on other institutional activities
- *Professional growth and development*: including participation in local, regional, state or national organizations, conference presentations or workshops publications and other activities that contribute to the overall development of the faculty.



For more complete information, please review the materials provided to new faculty for preparation of the portfolio and all the relevant evaluation forms.

## **Faculty Qualifications**

It is the policy of East Central College to employ faculty whose qualifications comply with the policies and guidelines of the Higher Learning Commission and the Missouri Department of Higher Education. Typically those guidelines would be:

### ***Faculty Teaching in Academic Programs***

This refers to a faculty member hired to teach in a general education or degree field. The minimum academic qualification for such a faculty member is a master's degree in the academic area or a related field (or a requirement to attain such a master's degree as a condition of employment) with the appropriate number of graduate credit hours in the academic discipline. Faculty members instructing in an academic discipline typically teach coursework intended for transfer.

### ***Faculty Teaching in Career and Technical Programs***

This refers to a faculty member hired to teach program-specific coursework in a career and technical program (as defined by the Department of Elementary and Secondary Education guidelines) who is hired with less than the minimum academic qualifications of a master's degree. Faculty hiring would require a combination of coursework and/or training in the career field and significant work experience related to the field being taught. A minimum of an associate or baccalaureate degree would be preferred in the hiring process. Candidates without the specified degree would be required to pursue such a degree. Faculty members instructing in career and technical programs typically teach coursework that prepares students for the job force and would not be expected to transfer.

Any academic degree presented by a candidate for a faculty position for credentialing is generally only considered if awarded by a regionally accredited institution. In the event that the faculty member is a graduate of an institution outside the United States, a further review of credentials is conducted to ensure appropriate academic preparation.

If licensure or special certifications are required for the accreditation of an academic program, these credentials must be filed with the Human Resources Office prior to employment. It is the responsibility of the faculty to ensure that such licensure or special certifications (i.e. the state board of nursing licensure for nursing faculty) are renewed when required. Faculty members requiring such credentials are notified prior to employment.

## **Faculty Workload and Schedule Guidelines and Processes**

The faculty contract and job description present clear information regarding work dates and related duties. Full-time faculty members are required to be at work five days a week, throughout the contract dates. Board Policy 5.12.5 articulates specifically the contracted workdays and teaching load. Faculty should refer to the *Board Policy Manual* for additional information regarding ECC's employment policies.

### ***Scheduling of Classes***

Primary responsibility for the development of the course schedule belongs to the division chairs, vice president of instruction and vice president, career and outreach. The schedule is developed in draft form following the timeline provided by the registrar. Faculty members have the opportunity to review the draft schedule and should discuss concerns or share comments with their division chair or appropriate vice president.

### ***Assignment of Teaching***

The assignment of faculty to courses is the responsibility of the division chairs, vice president of instruction and the vice president, career and outreach. Faculty may be expected to teach day or evening at the main campus or satellite location.

### ***Other Faculty Duties***

All full-time faculty members at East Central College have a list of assigned advisees. They also have the opportunity to elect service to particular college committees and/or be asked to serve on college committees. Faculty should also consider the role of committee chair when the opportunity is available. In addition, they may sponsor a student organization.

### ***Overloads***


All full-time faculty members are limited to 18 credit hours of overload teaching per academic year. Please note that 18 credit hours is an upper limit and based on assignments in the department or division; faculty may have fewer. No faculty member is guaranteed a particular number of overload hours.

### ***Office Hours***

Full-time faculty office hours should be posted within the first week of classes. Office hours should be made available to students in all classes and shared with the division chair. Faculty should update their office hours during final exam week to reflect the change in class schedules and availability to students. Faculty are required to maintain a minimum of 10 office hours per week, arranged conveniently around their teaching assignment, typically covering all five weekdays.

### ***Web Courses***

As part of the assignment of teaching, Web online and Web-hybrid courses are assigned to faculty with the needed training, interest and development experience. A limit in the number of online credit hours taught as part of the regular full-time load will apply. Typically, a faculty member does not teach more than 30% of their regular load in any



academic year as Web online or Web-hybrid classes. Please note that the 30% load is an upper limit; assignment of instructors for Web courses is made by the division chair.

### ***Summer Teaching***

Full-time faculty may elect to teach during the summer semester. They are paid the adjunct/overload rate for such teaching.

### **Field Trips**

Faculty may wish to use a field trip to support instructional activity for their class or program. Field trips must be approved in advance and require that each student completes a waiver form. For more information regarding field trips, please contact the division chair.

### **Food and Drink in the Classroom**

Food and drink are not permitted in any computer lab, science laboratory, or other laboratory or studio space on campus. In the general use classrooms, they are permitted as allowed by the faculty teaching the course. Individual faculty may establish a “no food and drink” policy for any specific class or class meeting, as they deem appropriate to the course or environment. Food and drink in the classrooms at the satellite locations are determined by the rules at each particular site.

### **Foundation Seminar**

East Central College requires all entering freshmen to participate and enroll in Foundation Seminar. The seminar is a one-credit hour freshmen studies course (with a two-credit hour option).

Students enrolling in Foundation Seminar participate in a variety of activities intended to improve retention and success in college. Students develop and improve study skills, learn to interact with faculty and staff productively and examine individual learning styles.

The course is taught throughout the calendar year and at each of the satellite locations. Faculty members are encouraged to get involved with program-specific Foundation Seminar sections.

## Full-Time Faculty Hiring Procedures

<b>Activity</b>	<b>Responsible Person/Office</b>
<p><i>Position request form</i> The form contains the position description and qualifications, proposed advertising and position announcement, any specific qualifications and the appointment of a screening committee if required.</p>	<i>Division Chair</i>
<p><i>Forwarded to:</i> The division chair forwards the position request form to the appropriate vice president's office for signature. The form is then forwarded to the VP, administration and finance and the president. Completed form is sent to the Human Resources Office.</p>	<i>Vice Presidents and President</i>
<p>Position is posted and advertised for a minimum of 10 days.</p>	<i>Human Resources</i>
<p><i>Screening committee appointment</i> The committee includes faculty from the division and at least one faculty from outside the division and others as needed.</p>	<i>Division Chair and Vice President of Instruction</i>
<p><i>Screening committee duties</i> The screening committee reviews all applications, develops a set of interview questions, conducts interviews and makes recommendation(s) to the division chair and vice president. The committee members complete a rating form on all interviewed applicants. The president meets each faculty candidate, if possible.</p>	<i>Screening Committee</i>
<p>Recommendations are reviewed and approved by the division chair and vice president, based on reference checks</p>	<i>Division Chair, Vice President</i>
<p>Human Resources determines a recommended salary for the candidate prior to an offer of employment.</p>	<i>Human Resources</i>
<p><i>Offer of Employment</i> HR will make the official offer of employment, prepare an offer letter, contract and schedule a benefit/orientation meeting.</p>	<i>Human Resources</i>
<p>Board of Trustees approves the candidate.</p>	<i>Board of Trustees</i>

Hiring procedures for temporary faculty positions are altered and expedited. For more information, please see the *East Central College Board Policy Manual* regarding hiring procedures.



## Grades, Grade Records and Related Policies

East Central College Board Policy 3.6 states, *“The faculty at East Central College have sole responsibility for assignment of grades to students based upon student academic performance and other criteria as described in the official course syllabus provided to each student. These criteria have been developed by the faculty and are considered appropriate by the academic program or division of the college.”*

The following grade assignments and procedures should be used by faculty in the official assignment of a grade to a student:

### **Grade Descriptions and Records**

Each faculty member’s assignment of grades reflects the following standard college grading scale and corresponding grade points earned.

<b>Grade</b>	<b>Explanation</b>	<b>Grade Quality Points Per Credit Hour</b>
<i>A</i>	Superior	4
<i>B</i>	Above Average	3
<i>C</i>	Average	2
<i>D</i>	Below Average, Passing	1
<i>F</i>	Failing	0
<i>W</i>	Withdrawal	0
<i>WX</i>	Administrative Withdraw	0
<i>I</i>	Incomplete	0
<i>H</i>	Audit	0
<i>P</i>	Pass	0
<i>NC</i>	No Credit	0

At the end of each academic semester, faculty are required to submit final course grades to the registrar and file a record of the grade—plus the criteria used to arrive at the official grade—with the appropriate instructional division. Grades are available to students via eCentral on the college Web site. All submitted grades become part of the student’s official record (transcript) and are used in the computation of the semester grade point average and the student’s cumulative grade point average.

### **Other Grade Options**

#### Mid-Semester Progress Reports

In addition to final grades, faculty report mid-semester student progress. At that time, faculty members are required to report the mid-semester grades of D and F. No grade report is necessary for students making satisfactory progress.

## Other Grades

### *Incomplete (I)*

A grade of incomplete (I) may be recorded for a student who has completed 80% of the required coursework with a passing grade but, because of reasons acceptable to the instructor, has failed to complete all coursework. Each grade of I must be accompanied by an incomplete contract with specific terms and all appropriate signatures. All coursework must be completed during the following semester. If class attendance is required, coursework must be completed during the semester when the course is next offered. A final grade will be recorded as determined by the instructor. Students on financial aid should consult with the Financial Aid Office regarding the impact a grade of I may have on student financial aid status.

### *Audit (H)*

Audit (H) grades carry no credit hour value and do not count in credit hours attempted in certain financial aid programs. A student may elect an audit grade option following these procedures:

- A student is admitted to the college, meets all course admission requirements and registers for the course, paying the usual tuition and fees and enrolls as an audit student. Faculty may or may not require that the audit student take exams, but all attendance requirements are the same as other students in the class. A student completing the class and meeting the audit requirements as established by the faculty member will receive a grade of H for the class, but no credit hour completion will be associated with it. A student who fails to meet the attendance requirement may withdraw or be administratively withdrawn from the class and receive a grade of W.
- A student is admitted to the college, meets all course admission requirements, registers for the course paying the usual tuition and fees and enrolls in a class. Within the college refund period (as defined in the course schedule and available in the Registrar's Office), a student may change status to audit (H). All the procedures for an audit class then apply.

### *Withdrawal (W)*

Students who elect to withdraw from a course within the official withdrawal period will receive a grade of W. This grade carries no credit hour value, but does count in credit hours attempted in certain financial aid programs.

### *Pass (P)*

In some courses and under certain circumstances, a grade of P is used to indicate that a student has attained a level of knowledge within a for-credit course or program. Circumstances that warrant the use of P include, but are not limited to, articulated credit, advanced placement and foreign language credit program. Any specific course must first receive approval from Academic Council to have a grade option of P. In each of these circumstances, credit is awarded but no grade point average points are computed. Students may not request a pass grade option.

### *No Credit (NC)*

An option only for students enrolled in dual technical credit courses, the NC grade demonstrates that the student has not achieved the minimum standard to receive credit.

### ***Grade Point Average***

*Grade point average* is determined using the following steps:

- For purposes of computation, exclude all grades of W, WX, P, I and H.
- For all other grades, multiply the credit hour value of the course by the point value of the grade; this value is the student's *grade points*.
- Total the number of semester hours attempted in all courses used to determine grade points; this value is the student's *hours attempted*.
- Divide the grade points by the hours attempted; this number (a value of at least 0.00 and not to exceed 4.00) is the grade point average.

*Cumulative grade point average* computations include all courses taken at ECC plus any courses transferred and accepted by the college.

In addition to the above material, faculty should also be familiar with the:

- *Grade Appeal Process* (Board Policy 3.7).
- *Grade Forgiveness Policy* (Board Policy 3.8).
- *Grade Replacement Policy* (Board Policy 3.9).

Detailed information about these policies is available in the *Board Policy Manual* and *ECC Student Handbook*.

## **Guests and Visitors; Children on Campus**

- At the invitation of faculty, guests serving a specific instructional or academic need are permitted on campus. Faculty members need to notify their respective division chair and vice president about the specific dates and purpose of the visit and complete the *Guest Form*, including all required signatures.
- Friends or other relatives of faculty are not to attend class with instructors.
- Children of faculty may not attend class with instructors or be left unattended on campus. In addition, faculty's children should not be in charge of other faculty or staff on campus. For more information, see Board Policy 2.13.
- At any time, faculty members may use their discretion to prohibit the presence of their students' children in the classroom.

## **Inclement Weather**

It is the policy of East Central College to cancel classes under extreme weather conditions. In the event that it is necessary for the president or his designee to cancel classes and close the college, the following guidelines will be used:

- ***Daytime or evening classes:***
  - A clear distinction will be made between day and evening classes in any announcements that are broadcast, and they will be treated separately. An evening class is defined as a class that begins at or after 5:00 p.m.

- **Daytime classes:**
  - When bad weather occurs, one of the following decisions will be made:
    - Classes will be held as scheduled.
    - The college will be on a late-start schedule.
    - Classes will be canceled.
- **Evening classes:**
  - Evening classes (those beginning at or after 5:00 p.m.) will either be canceled or held at the regular time. Generally, a decision about evening classes will be made by noon that day so that an announcement can be made in a timely fashion.
- **Definition of the late-start schedule:**
  - If an announcement is made that ECC is on the snow schedule or will open at 9:30 a.m., this means that all classes scheduled to start and end before 9:30 a.m. are cancelled. All other classes will meet for a shortened time beginning at 9:30 or meet as scheduled. To eliminate any confusion, during each semester, instructors of early morning classes, labs, and clinical will instruct classes on how to proceed in the event of a snow schedule.
- **Different weather at different campuses:**
  - It is not unusual for the area to experience variations in severe or winter weather. On those occasions, an announcement about any closing will specify the location. In some instances, depending on the location, a school district decision to close will affect college closure. For information specific to a location, contact the site administrator or official.
- **Announcement of closings and late start due to winter weather:**
  - Decisions about closings are made early enough so that announcements can be made on the early local news shows. Once the decision is made, the college Web site and phone system will announce the decision.

### In-Service Activities

At the beginning of each fall and spring semester, the college conducts a weeklong series of meetings, workshops and training. These back-to-school activities are themed around the AQIP categories. They are intended to promote communication, provide opportunities for informal and formal discussion and prepare faculty and staff for the start of classes.

### Instructional Technology

The Instructional Technology Department provides East Central College faculty and students with computer lab support, classroom technology equipment and training. The instructional technology staff supports the following areas:

- **Classroom technology:**
  - Interactive whiteboards, projectors, document cameras and the computer to support this technology.
  - eBeam systems.

- *Student computer labs:*
  - Laboratory computing to support instructional programs and open computer usage for students.
- *Miscellaneous audio-visual or other classroom technology:*
  - Digital camera checkout, overhead projectors, televisions on carts, or other technology needed for class.

## **Institutional Research**

The Office of Institutional Research manages institutional data collection for reporting and accountability purposes. The office publishes an annual edition of the *ECC Fact Book*, containing a wealth of information about the college's student population.

The IR staff provides faculty members with information regarding program review and assessment. More details regarding their services and requests for information can be found on the college Web site.

## **Intellectual Property**

East Central College encourages inventions, discoveries and the production of copyrightable materials by faculty and staff members. Board Policy 4.33 clearly states the rights and responsibilities of all parties involved.

## **IT Help Desk**


The Information Technology Department maintains the IT Help Desk on the first floor of the CC Building. For computer problems, faculty may receive walk-in help or call ext. 6738.

## **Learning Center**

East Central College provides free learning assistance to its students, faculty and staff, and community members through The Learning Center, located on the first floor of the Buescher Hall Building on the main campus. The staff provides the full range of services for required support. The Rolla site also features a learning center, which offers some services while arranging others as needed.

The following is a non-exhaustive list of the help offered to the ECC community:

- *Tutoring in mathematics, science and other academic areas:* the two locations provide tutoring in a variety of disciplines. Students can check the availability of tutoring assistance in their field of study.
- *Writing assistance:* The Learning Center staff helps students by promoting good writing practice, reviewing papers and more.
- *Computer use:* each center is equipped with computers that have Internet access and Microsoft programs. Staff also provides free basic computer instruction.



Faculty members are encouraged to drop by The Learning Center and introduce themselves. The Learning Center staff relies on the help of full-time and adjunct faculty to identify qualified student tutors. Staff members are also available to visit classes and inform students about available resources.

### **Library Services**

The staff of the East Central College Library, located on the first floor of Buescher Hall, is available to assist faculty in providing high-quality instruction. The library offers a diverse collection of information resources in a variety of formats: print books; eBooks; magazines and academic journals; electronic databases; Web sites and more.

The online catalog provides a complete list of resources available at the college library locations. Books and copies of articles may be requested for courier delivery to the Rolla site. Other services include:

- Library tours/instruction.
- Research assistance.
- Help finding articles and other supplemental instructional material
- Wireless Internet.
- Laptops (available for checkout to students and staff).
- Interlibrary loan.

Please contact the library staff to arrange a visit, schedule or tour or learn more about the many available services. For more information, visit the college Web site and link to the library page.

### **Missing Property**

If faculty or staff members find personal property on campus, the property should be turned over to the Business Office for placement in the unclaimed property box. They should check this box whenever they lose property. The loss of personal or college property of value should be reported to the director of facilities. In some instances, it may be necessary to file a police report.

### **New Faculty Seminar**

All new faculty members at East Central College are required to participate in a yearlong workshop series, the New Faculty Seminar (NFS). The NFS promotes open discussion among new faculty on a wide variety of topics. Members are encouraged to add topics to the seminar agenda and bring questions and concerns to the meetings.

## **Office Hours**

As stated previously, faculty must maintain a minimum of 10 office hours per week, arranged conveniently around the teaching schedule. Scheduled office hours should not conflict with regularly meetings or other activities. Typically, faculty office hours should span each of the five weekdays and be made available to students on the college Web site. In addition, office hours should be posted and available to students within the first week of class and be updated to reflect the change in schedule during the final exam period.

## **Organizational Chart**

East Central College maintains a current staffing plan, as approved by the Board of Trustees during the budget approval process. A copy of the staffing plan is available for review; the current institutional organizational chart is attached to this document as Appendix E.

## **Parking**

All faculty and staff members need parking permits, which must be displayed to park in designated, reserved areas. Each full-time employee is provided with a faculty/staff parking hanger, available from the Cashier's Office located in the first floor lobby of Buescher Hall. Faculty may not park in handicapped-only spaces (which require a separate, special permit) or in areas designated as "No Parking."

## **Placement Testing**

East Central College provides free placement testing services to all students. Tests are administered by trained staff and scheduled throughout the academic year. Currently, students test using ACCUPLACER, a computerized, adaptive placement-testing product of the ECC Board. Results are available immediately and made part of the student's record. Some students place using the Writing Sample, the hand-scored sample which provides faculty and staff concrete evidence of writing ability and aids in proper placement.

Faculty in particular academic departments play an important role in the establishment of testing guidelines, scores and rubrics. For more information about the college's placement testing procedures, please contact The Learning Center.

## Program Review

East Central College's career technical and academic programs undergo regular review as part of the assessment plan. The handbook's Appendix F outlines the most recent schedule of programs for review.

More information on program review and its related processes is available on the Moodle Web site, under "Resources for Faculty." As part of the duties related to assessment, faculty members have an important role in the program review process.

Each year, the annual assessment report contains the completed program reviews. Please check the college Web site under "Assessment" for additional details.

## Purchasing and Business Office Functions

Faculty members should discuss any purchases with their division chair, the primary budget officer for this area. Purchases are made through the college purchasing process of which faculty should be aware of prior to making any purchases. The Business Office is available to assist faculty with questions regarding payroll, direct deposit, employee deductions, parking, requisitions and purchases.

## Research Conducted on Campus

Often, the college receives requests for access to students, faculty, coursework, programs, etc. to conduct research. Faculty members retain the right to decline participation on behalf of a class or themselves; students in any class may elect not to participate. Board Policy 4.35 articulates the college's policy and procedures related to research requests as follows:

### ***Research Conducted on Campus (Adopted July 12, 2010)***

*East Central College supports the use of student, faculty and staff surveys and investigative projects for educational research purposes. Surveys and research for commercial purposes will not be authorized. Potential survey/research subjects and class instructors may elect or decline to participate.*

*All surveys and research projects involving East Central College students, faculty and/or staff must be approved by the appropriate vice president(s).*

### ***Procedures (Adopted July 12, 2010)***

*Individuals (external and internal to the institution) wishing to conduct survey and/or research projects involving East Central College students, faculty and/or staff must contact the Office of Institutional Research, Assessment and Planning and complete an appropriate form.*



Following review by the Office of Institutional Research, Assessment and Planning, the research request form will be sent to the appropriate vice president(s). Approval by the appropriate vice president(s) will be based on a review of the nature and purpose of the survey/research, the proposed research instrument and the likely benefit for the college.

## **Security (First Responder)**

Faculty needing assistance of security personnel while on the main campus may call the Security Department at ext. 6365 or First Responder at (636) 234-1229. For those teaching at a satellite location, ask the administrator of the site (business hours) or the security guard or police (evening hours).

## **Sexual Harassment**

East Central College is committed to creating and maintaining a positive environment, conducive to teaching and learning. Faculty members, as employees, and students have the right to work and learn in an environment free from sexual harassment. All faculty are required annually to successfully complete the online training in the prevention of and identification of sexual harassment in the work place.

### ***ECC Board Policy 5.5***

*All employees and students of East Central College are to be treated fairly and equally. Sexual harassment is inconsistent with this environment and will not be tolerated.*

### ***Definition***

*Sexual harassment may be defined as unwelcomed sexual advances, requests for sexual favors, and other communication or physical conduct of a sexual nature that takes place under any of the following conditions:*

- 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student's status as a student.*
- 2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting individual's employment or student status.*
- 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an employee or student or creating an intimidating, hostile, or offensive environment.*

*Sexual harassment may consist of a variety of behaviors directed to employees or students, including but not limited to, subtle pressure for sexual activity, inappropriate touching, inappropriate language, demands for sexual favors, and physical assault. Other behaviors which may be experienced as intimidating or offensive, particularly when repeated or when one person has authority over another, include:*

- 1. Sexually-oriented jokes, kidding or stories;*
- 2. Veiled suggestions of sexual activity; display of pictures, posters, or other sexually suggestive, demeaning or pornographic material; and/or*
- 3. Touching, patting, pinching or hugging.*

### ***Employee's Obligation***

*Accountability for compliance with this policy shall be the responsibility of all employees. Employees will be required to participate in the annual training, which is currently on the Web site.*

### ***Prohibited Practices***

*While it is not the intent of the college to regulate employees' social interactions or relationships freely entered into, the college will not tolerate any behavior or communication or physical contact, by any employee or student, which constitutes sexual harassment of another employee or student.*

### ***Complaint Process***

*Employees or students who feel they have been victims of sexual harassment are encouraged to resolve the situation by first using the informal procedure.*

#### ***A. Informal Procedure***

- 1. Clearly say "no" to the person whose behavior is unwelcomed;*
- 2. Communicate verbally or in writing with the person whose behavior is unwelcomed, describing the incident(s), factually, describing feelings or consequences of the incident(s), and request that the unwelcomed behavior stop immediately; and/or*
- 3. Speak with the appropriate supervisor who may speak with the person whose behavior is unwelcomed.*

#### ***B. Formal Procedure***

*If informal resolution has been unsuccessful, a formal grievance may be filed with the director of human resources. Formal grievances brought to the deans or other administrators will be referred to the director of human resources for investigation and action. A complaint form is available from human resources.*

#### ***C. Procedure for Investigation of Claims***

*It is essential that complaints of sexual harassment be investigated promptly and discreetly. The following procedures will be used as a guideline for investigating sexual harassment claims:*

- 1. Interview complainant regarding the nature and specifics of the incident(s);*
- 2. Interview the person accused of sexual harassment; and*
- 3. Interview other possible witnesses, if appropriate.*

#### ***D. Action***

*The director of human resources will review with the president of the college any disciplinary action or steps to be taken. These may include:*

- 1. Verbal warning.*
- 2. Written warning in the individual's personnel file.*
- 3. Suspension and/or probation.*
- 4. Termination.*
- 5. Dismissal of the case.*

*Appropriate action will depend on the nature of the complaint, the conclusiveness of the evidence and other circumstances. Records of all investigations will be kept for a reasonable period of time.*

### ***Exercise of Rights***

*Any exercise of the rights provided by this policy and procedures shall not be used as a basis for any type of retaliation.*

## **Smoking in Designated Areas**

**In January 2013, East Central College will become a tobacco-free campus.**

During this transitional semester, East Central College only allows smoking in designated locations—areas 20-feet from any building entrance. Smoking or use of other tobacco products is prohibited inside any building at the main campus and all satellite locations.


Additional smoking policies and procedures at the satellite campuses are specific to each locale. Faculty teaching there should contact satellite staff for more information.

## **Social Media**

East Central College uses social media (i.e. Twitter, Facebook, etc.) as an official tool to enhance communication with potential students and the public at large. Social media is a low-cost, high-impact mechanism to promote and advance the college's brand. However, it is however important to note that there is no such thing as a private site or privacy when using social media.

The following guidelines are intended to protect both the faculty—and the college's—best interest. As this new technology continues to change and grow, the necessary guidelines and policies will also. Please take note of current guidelines and policies that relate to social media:

- Faculty should not post confidential or any information that other parties may consider confidential; policies such as the Family Educational Rights and Privacy Act (FERPA) apply.
- When posting, faculty members act as college employees; they should not engage in “online” conduct that would inappropriate in person or on campus.
- Faculty should not discuss or share information involving another person or persons, their participation in any campus activity or event, or even the names of coworkers without their written permission.
- Faculty members maintain full responsibility for their postings; they could be held liable for any posting that is construed to be a copyright infringement, defamatory or libelous.
- They should not engage in inappropriate online behavior; it is never as private as you think. While ECC works to create a work environment free from discrimination and sexual harassment, it cannot control the behavior of others in



an online environment. When encountering such behavior, faculty should report it to the appropriate on-campus office.

- Faculty members' privacy is their responsibility if they choose to participate in postings on social media. Faculty should never share personal information about employees, students, faculty or anyone at the institution under any circumstances.
- Remember, behavior that is not allowed in person or on campus, is not allowed in an online environment. A person's good name is valuable and should be protected.

### **Speakers, Guest Authorization**

East Central College encourages the use of appropriate guest speakers in classes. Faculty must complete the appropriate authorization form to gain approval for guest speakers.

### **Student Activity Sponsorship**

East Central College offers a full range of student extracurricular and co-curricular activities. Faculty members have many opportunities to serve as sponsors of student activities or clubs. Please contact the student activities director for more information.

### **Student Attendance**

All full-time faculty members are required to take daily attendance. Attendance reporting to the Registrar's Office occurs regularly throughout the semester. Maintaining appropriate and current attendance records is an important component of student financial aid eligibility. Faculty should direct questions regarding such requirement to the Registrar's Office or to the director of financial aid.

### **Student Complaints**

East Central College has a process for students to lodge an official or unofficial complaint. The college is required to maintain records of these complaints, including their nature and outcome and adheres to the related stipulations of both the Higher Learning Commission and Department of Education.

Faculty members are notified when a complaint has been made. Based on its nature, the division chair and/or vice president arranges to meet with the faculty member, the student or both to assess and review the situation.

## Student Conduct

In order for effective learning to occur, students must be able to study in an environment free from disruptive conduct or behavior. Faculty should enforce the Student Conduct Code and seek assistance from the Student Development Department, Behavior Intervention Team, First Responder, evening specialist/generalists or the Office of Instruction when such interruptions to learning occur.

## Student Evaluations

East Central College maintains two online course and faculty evaluation systems, which are accessible by students. Faculty members are notified when the system is activated. Students are given a minimum of four weeks during the middle of each semester to complete the online evaluation of faculty systems.

Faculty should note that the online evaluation is available in each semester's course syllabus and should provide dates to the students regarding availability. It is the responsibility of the faculty to connect students and the online evaluations.

Faculty members are also evaluated periodically using the IDEA system. Fall 2012 is the start of an IDEA evaluation cycle.

Following the submission of grades, the results of these student evaluations are available to faculty, division chairs and the CAO. In addition, the public can access the short system results.

## Student Problems and Situations

### ***Student – Faculty Interactions***

In all interactions with students, faculty should maintain an appropriate, professional demeanor and attitude. A formal atmosphere in faculty-student meetings or other interactions encourages the proper mutual respect necessary to maintain boundaries.

- Conversations with students should remain on topic and strictly about the course; personal lives are off limits.
- Students who persist in discussion topics of a non-academic nature should be referred to student services.
- Faculty offices should be considered an extension of the classroom.

### ***Disagreements***

In dealing with student disagreements, confrontation and inappropriate behavior, faculty should seek the advice of the vice president for student development or counseling staff. Site administrators at satellite locations may also be able to offer guidance. In addition, faculty members should:

- Attempt to move to a private setting if the confrontation is occurring in public.

- Listen carefully and professionally to the students involved.
- Express their concerns and how it is affecting student learning.
- Restate their position, making clear any action they plan to take, if it appears that the issue cannot be resolved satisfactorily. Involve others as needed.
- Complete an *Incident Report*; helping the college maintain appropriate records of such activities is important.

### ***Emotional Problems***

Occasionally, a student may experience emotional problems due to illness, stress, family situations or other hardships. During the regular office hours, call counseling services for assistance. Faculty should also:

- Remain calm and listen.
- Maintain appropriate boundaries.
- Remove the student from the classroom.
- Call 911 and security, if this is a major disturbance and the student is out of control.
- Ask the site director for assistance with the student if at a satellite campus.

### ***Alcohol and Drugs***

Occasionally, a student may attend class under the influence of alcohol and/or drugs. Under these circumstances, faculty should:

- Be observant and record observations regarding the student behavior.
- Calmly and professionally ask the student to step outside the classroom.
- Contact the Student Development Office or counseling services for assistance.
- File a report with the vice president for student development providing the details of the incident and the name of the student involved.

### ***Student Discipline***

ECC students are expected to adhere to the Student Conduct Code and Academic Honor Code. Information on student policies related to behavior and conduct can be found in the *ECC Student Handbook*, *College Catalog* and other related publications.

## **Standing Committees**

Committee assignments are considered part of the responsibility of all ECC full-time faculty. At the beginning of each academic year, faculty members have the opportunity to participate in standing committees. At the first meeting, the charge of each committee is presented and a regular time is established. Faculty may also be asked to call the first meeting and/or serve as chair.

Faculty should also consider participation in AQIP Action Project committees, which meet to achieve particular goals as outlined in the project. Committees disband once the objectives are met.

Other groups are established as needed. Based on the charge and responsibility of the committee, professional and/or support staff may be asked to serve as well.



Whether a standing committee, an AQIP group or other appointed committee, faculty contributions to the work of these groups is integral to their success. Current standing faculty committees are:

- Academic Council
- Assessment Committee
- Faculty Development
- Faculty Welfare
- Multicultural Committee
- Institutional Policy

### **Supplemental Employment**

Board Policy 5.18 outlines the procedures for faculty members accepting outside employment. They must first receive written permission in order to do so.

In particular, for faculty, the following considerations apply:

- The supplemental employment cannot interfere with their ability to carry out a teaching assignment or other duties associated with the full-time faculty position (i.e. committee assignments, academic advising, recruitment, etc.).
- Faculty may not use sick time or personal time if an absence is taken to work supplemental employment.

Faculty members should discuss any supplemental employment with their respective division chair. Approval is based on their load assignment and schedule for any given semester.

### **Syllabus Submission**

Regarding the course syllabus, faculty must:

- Submit it electronically and in a timely fashion, as requested.
- Use the Moodle Syllabus Tool, or have all the components contained in the tool.
- Submit the syllabus for each section of each course taught during the semester.
- Ensure that it is accurate to the semester it applies to.

### **Testing Center**

The Testing Center, housed in The Learning Center, provides students with a wide range of services to help them succeed in college. Services include, but are not limited to:

- Make up testing.
- Limited placement testing.
- CLEP testing.
- Secure computerized testing.

The Testing Center has certain guidelines for faculty. Instructors should send exams or tests to be administered one week in advance, and are responsible for supplying copies of exams and handouts to each student. Faculty should be aware that seating is limited. There are also guidelines on how to arrange a make-up test or test proctor, and for its other services. Faculty members are encouraged to visit the Testing Center in advance if they have any questions.

Limited testing services are available in Rolla. Please contact staff there for specific information.


## **Textbook Adoption**

In general, department faculty members working with their division chair select the required textbooks and supplementary materials for all courses. Those taught by two or more instructors adopt uniform texts and materials. Faculty members may require additional materials for their classes as deemed appropriate. Adjunct instructors receive required textbook information from their division chairperson.

### ***Textbook Adoption Procedure***

- 1. A textbook change is considered based on....  
Current book no longer available/changing editions.  
Curricular change.  
Everyone teaching the course is tired of the old text.  
Other . . .  
Any consideration for a textbook change must be made at least six months prior to the start date of classes in the fall. Changes will not be consider for textbooks for the spring or summer semesters (except under extenuating circumstances).*
- 2. Faculty member (or members) make initial request for textbook change; division chair is notified in writing of requested change.*
- 3. Division chair establishes timeline for textbook adoption process, including review and bookstore notification (at least three months prior to adoption).*
- 4. All faculty teaching the course are notified of a pending change by the division chair.*
- 5. Division clerk notifies textbook publishers and requests potential new books for review; books are delivered to the division chair.*
- 6. Division chair arranges times for textbook review by all affected faculty members, including adjuncts and dual-credit faculty.*
- 7. Any technical issues regarding textbook adoption, including digital rights to materials and web based support, are considered.*
- 8. Adjunct and dual credit faculty may make their preferences known to the division chair.*



- 
9. *Full-time faculty member teaching the affected course meet with the division chair; a final choice is recommended.*
  10. *Decision is communicated to all affected faculty (full-time, adjunct, dual-credit) and the bookstore.*
  11. *Division clerk requests desk copies for all affected faculty.*

### **Tobacco-Free Campus**

Throughout the Fall 2012 semester, the main campus of ECC will transition from a “smoking in designated areas” to a tobacco-free institution. All faculty members are asked to assist students in making the transition smoothly.

### **Travel for Faculty**

ECC provides travel funds for faculty development. To access these funds, faculty members should complete the *Faculty Travel Request Authorization Form*—available on the college Web site—which requests budget, funding and travel information. The division chair and vice president must then sign the completed form.

### **Weapons on Campus**

ECC prohibits the possession or use of firearms or dangerous weapons of any kind. The college uses Missouri Revised Statutes 570.010 to define a knife (any blade four inches or longer).

## Who to Call (By Party)

Frequently called offices and individuals for faculty are provided on this short list. For a complete campus list, please contact the Information Technology Department.

<b>Names and Telephone Extensions of Frequently-Called East Central Staff for Academic Year 2012-2013</b>		
<b><i>Position</i></b>	<b><i>Name</i></b>	<b><i>Extension</i></b>
<b><i>President's Office</i></b>		
President	Dr. Jon Bauer	6501
Executive Assistant to the President	Bonnie Gardner	6502
Institutional Research Director	Bethany Lohden	6503
Director of Public Relations	Dorothy (Dot) Schowe	6507
Public Relations Specialist	Judi Neeley	6508
Director of Institutional Development/Executive Director Foundation	Shannon Grus	6505
Development Specialist	Alice Whalen	6506
<b><i>Human Resources</i></b>		
Director of Human Resources	Wendy Hartmann	6712
Human Resources Specialist	Karen Rinne	6711
Administrative Assistant	Megan Elbert	6710
<b><i>Career and Outreach</i></b>		
Vice President, Career and Outreach Education	Brenda Bouse	6527
Executive Administrative Assistant	Brittany Watz	6526
Director, Rolla/Sullivan	Christina Ayres	(573) 458-0101
<b><i>Instruction</i></b>		
Vice President, Instruction	Jean McCann	6601
Coordinator, Academic Services	Tracie Welsh	6608
Executive Administrative Assistant	Nadine Mueller	6602
Learning Center Director	Ellen Aramburu	6603
Instructional Technology Coordinator	Miguel de Agüero	6640
Instructional Designer	Chad Baldwin	6609
Performing Arts Center Manager	Josh Turk	6798
<b><i>Division Chairs</i></b>		
Career and Technical Programs	Brenda Bouse	6527
Education and Social Science	Mary Beth Huxel	6613
English, FL and Philosophy	John Hardecke	6656

<b>Names and Telephone Extensions of Frequently-Called East Central Staff for Academic Year 2012-2013</b>		
<b><i>Position</i></b>	<b><i>Name</i></b>	<b><i>Extension</i></b>
Fine and Performing Arts	Vince Niehaus	6670
Nursing and Allied Health	Robyn Walter	6617
Science	Fatemeh Nichols	6626
Mathematics	Ann Boehmer	6679
<b><i>Student Development Staff</i></b>		
Vice President, Student Development	Cookie Hays	6565
Executive Administrative Assistant	Patsy Webb	6566
Librarian	Lisa Farrell	6558
Director of Financial Aid	Karen Koenig-Griffin	6575
Registrar	Karen Wieda	6551
Coordinator of Advisement	Tammy Weinhold	6577
<b><i>Finance and Administration Staff</i></b>		
Vice President, Finance and Administration	Philip Pena	6701
Executive Administrative Assistant	Becky Voelkerding	6702
Director of Financial Services/Comptroller	Shirley Hofstetter	6704
Director of Information Technology (IT)	Brian Rudolph	6732
Director of Facilities and Grounds	Mark Eaton	6733

## Who to Call (By Topic)

The following list represents contact information for normal hours of operation. For those who teach evening, satellite campus or Saturday courses, please contact the campus administrator, evening services specialist or security.

<b><i>If you have a problem/issue/question about...</i></b>	<b><i>Call...</i></b>	<b><i>At...</i></b>
<i>Absent/Late</i>	Tracie Welsh/Nadine Mueller	6608/6602
<i>Air Conditioning/Heating</i>	Julie Apperson	6735
<i>Announcements</i>	Judi Neeley	6508
<i>Audio/Visual Equipment</i>	Miguel de Agüero	6640
<i>Benefit Questions</i>	Karen Rinne	6711
<i>Change of Address/Phone</i>	Karen Rinne	6711
<i>Class Schedule</i>	Tracie Welsh	6608
<i>Computers</i>	Help Desk	6738
<i>Copies or Copy Machines</i>	Imaging Services	6717/6718
<i>Email</i>	Help Desk (IT)	6738
<i>Employment Forms</i>	Megan Elbert	6710
<i>Field Trips</i>	Tracie Welsh/Nadine Mueller	6608/6602
<i>Grades</i>	Karen Wieda	6551
<i>Grievance/Harassment</i>	Megan Elbert	6710
<i>Issues During Evening Schedule</i>	Evening Services Specialist	(See current schedule)
<i>Maintenance</i>	Julie Apperson	6735
<i>Payments/Parking</i>	Business Office	6709/6708
<i>Adjunct Assignment Sheets</i>	Tracie Welsh	6608
<i>Payroll</i>	Carol Bailie	6706
<i>Personnel File</i>	Karen Rinne	6711
<i>Phone</i>	Help Desk (IT)	6738
<i>Problem with a Room (Day)</i>	Tracie Welsh/Nadine Mueller	6608/6602
<i>Problem with a Room (Evening)</i>	Evening Services Specialist	6699
<i>Reimbursement Forms</i>	Karen Rinne	6711
<i>Roster</i>	Karen Wieda	6551
<b><i>Other Important Numbers:</i></b>		
Security		6365
Evening Services Specialist		6699
Evening Services Specialist Cell Phone		(636) 234-1229



## **SECTION 3: APPENDICES**

This section contains information and forms useful to faculty members, namely:

- General faculty job description.
- Faculty academic rank and promotion policy.
- Distance learning/Web course options.
- Faculty Development Plan.
- ECC organizational chart.
- Program review schedule.

## Appendix A: Faculty Job Description



### FACULTY JOB DESCRIPTION

**JOB TITLE:** Faculty

**DEPARTMENT:** Various

**LOCATION:** Various

**REPORTS TO:** Division Chairperson/Vice President, Instruction

**FLSA:** Exempt

**LEVEL:**

**DATE:** March 8, 2010

#### **POSITION SUMMARY:**

Faculty are responsible for providing effective learning experiences in the classroom and laboratory for students with diverse interests, abilities and expectations. Teaching and training duties shall be performed under the direct supervision of the vice president but may be delegated to the division chairperson.

#### **ESSENTIAL TASKS:**

- Teach 30 semester credit hours (or the equivalent in lab, clinical, etc. hours) each academic year and maintain 10 office hours per week (as approved) for the purpose of assisting and advising students.
- With the assistance of the division chairperson and the vice president of instruction, select, prepare and maintain current curriculum, course outlines and printed and non-printed instructional materials.
- Advise students; provide assistance to the students regarding up-to-date information on degrees or certificates in their educational program; maintain accurate files on each advisee; refer students, when appropriate, to sources of specialized services within the college.
- Participate, when appropriate, in schedule building, budget development and control, equipment and material orders, report preparation and the formation and meetings of program advisory boards as required by relevant policy.
- Maintain office/discipline/division records as required by the college.
- Assist in timely efforts to meet program reviews and the development and implementation of North Central Accreditation guidelines with regard to student academic achievement (assessment) and their success on outcomes (institutional effectiveness).
- Conduct all classes in accordance with an established and current course syllabus and approved textbook (and/or related instructional material). Participate in textbook adoption and review as appropriate.
- Serve on college/faculty standing committees and attend appropriate College meetings.
- Participate in and develop efforts to recruit and retain students.
- Use the appropriate college policies and procedures to resolve and document student complaints, concerns and problems.
- Maintain a high level of professional ethics.
- Serve as division chairperson if assigned by the vice president of instruction.
- Ensure ADA compliance within classes assigned.

- Perform other duties as assigned by the vice president of instruction or division chairperson.

#### **ADDITIONAL DUTIES:**

#### **KNOWLEDGE, SKILLS, and ABILITIES:**

- Knowledge of college policies and procedures.
- Ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.
- Knowledge of the Family Educational Rights and Privacy Act (FERPA).
- Ability to interact effectively with diverse student populations and a wide variety of co-workers.
- Knowledge of instructional policies and procedures.

#### **LEADERSHIP and COMMUNICATION SKILLS:**

- Verbalize understanding of a problem or situations, ask relevant questions for clarifications and explain it to others.
- Well-developed, written communication skills.
- Communicate diplomatically, clearly and effectively with students and co-workers verbally and by telephone using the English language.
- Ability to present materials effectively to individual students or groups.

#### **DECISION-MAKING and ANALYTICAL SKILLS:**

- Apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions.
- Ability to organize and express ideas, directions, and data in a logical sequence to describe a process, or explain procedures such as how to perform a task to someone else.
- Deal with abstract and concrete variables.

#### **EQUIPMENT/SOFTWARE:**

- Ability to use information technology for personal productivity, including word processing, electronic communications, databases, spreadsheets and presentations.
- Standard office equipment such as electric typewriters, computers, telephones, calculators and copy machines
- Smartboards; distance learning applications; Moodle; eCentral.

#### **WORKING CONDITIONS** (the following physical conditions and hazards may be encountered in this position):

- Normal office/classroom environment with little exposure to excessive noise, dust, temperature changes.
- Responsibilities may involve working evening and weekend hours.

#### **PHYSICAL REQUIREMENTS:**

- Move from room to room, floor to floor and building to building.
- Stamina to instruct classes up to five consecutive hours.
- The position may also require close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.



**POSITIONS SUPERVISED:**

- None

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** (A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

- Master's degree with a major in the subject field to be taught, or a master's degree in a related field with 18 graduate credit hours in the subject field to be taught;
- A minimum of a bachelor's degree and directly related work experience in the career field to be taught and/or eligibility for vocational education certification by the Department of Elementary and Secondary Education of the State of Missouri.

**Signatures**

I have read and reviewed the above job description with my immediate supervisor.

---

Employee Signature/Date

---

Supervisor Signature/Date



## **Appendix B: East Central College Faculty Academic Rank and Promotion Plan and Procedures**

The ECC Faculty Academic Rank and Promotion Plan is designed to:

- Meet the professional development needs of the faculty.
- Encourage personal and professional growth within an academic or career field.
- Promote service to the college and its students.
- Recognize community service.

In meeting these goals, the Faculty Academic Rank and Promotion Plan serves as a professional development program for faculty at the college.

Activities considered part of professional development, growth and service should be many and varied, and should reflect the academic goals of the individual faculty and the programmatic needs of the academic unit and the college. Activities deemed academic should be emphasized and should be compatible with what is expected for continuing contract status, as evidenced through the successful completion of the goals outlined in the Faculty Development Plan.

The system outlined below to recognize and recommend academic rank and promotion must be easily administered, equitable and rewarding. The system combines professional growth and service, graduate credit, related work experience and time in grade as the criteria for rank promotion. This plan applies only to persons on a full-time faculty contract.

### ***Strategic Plan***

Faculty Academic Rank and Promotion aligns with the 2009-2012 Strategic Plan by meeting the following goals/objectives:

*Goal 5: Continuously improve human, physical and financial resources.*

*Objective 5.2: Promote an organizational environment that values and supports employees.*

*5.2.2: Review compensation and benefits for all employees to ensure the institution is competitive.*

*5.2.3: Recruit and retain high quality faculty and staff.*


*5.2.7: Increase participation in training and development opportunities.*

### ***Faculty Academic Rank and Promotion Definitions***

For purposes of rank and promotion, the following definitions and terms apply:

#### **Faculty Teaching in Academic Programs**

This is a faculty member hired to teach in a general education or degree field; minimum academic qualification for such a faculty member is a master's degree in the academic area or a related field (or a requirement to attain such a master's degree as a condition



of employment). Faculty members instructing in an academic discipline typically teach coursework intended for transfer.

### Faculty Teaching in Career and Technical Programs

This is a faculty member hired to teach program specific coursework in a career and technical program (as defined by the Department of Elementary and Secondary Education guidelines) who is hired with less than the minimum academic qualifications of a master's degree; faculty hiring would require a combination of coursework and/or training in the career field to be taught and significant work experience related to the field to be taught. A minimum of an associate or baccalaureate degree would be preferred in the hiring process; faculty without the specified degree would be required to pursue such a degree. Faculty members instructing in career and technical programs typically teach coursework that prepares students for work and would not be expected to transfer.

### Verification of Eligibility for Consideration for Promotion in Academic Rank

Full-time faculty members may be considered for promotion if they:

- Meet the minimum qualifications for the next higher academic rank.
- Meet the minimum employment requirements.
- Have served or will have served the appropriate time in their current academic rank.

The minimum requirements and academic qualifications for each academic rank are listed below.

### Promotion Committee

The Promotion Committee is established for the purpose of recommending eligible faculty for promotion. The vice president of instruction forwards the recommendation of the committee to the president for consideration.

The ECC Promotion Committee consists of the vice president of instruction, who serves as the non-voting chairperson; one administrator or professional staff member appointed by the president; and one full-time faculty member on continuing status from each division to be elected by the full-time faculty. In the case of a division that has no eligible full-time faculty member to serve on the committee, the faculty will elect an at-large member. At least one division manager will serve on the committee. The committee must be comprised of an odd number of "voting members." The term of service of the committee members is one academic year.

Every reasonable effort should be made to ensure diverse representation. If necessary, the president may add one or two members to the committee in order to accomplish this purpose (while still assuring the odd number of voting members). The Promotion Committee is prior to the end of November of each academic year.

### ***Qualifications for Faculty Academic Rank and Promotion***

Promotion in rank is granted by the Board of Trustees upon the recommendation of the president and chief academic officer following review by the East Central College Promotion Committee. The review process encompasses overall performance including academic activities, institutional service, scholarly endeavors and community service. The committee does not grant promotion based solely on acquisition of additional degrees, graduate level credit or number of years at a particular rank.

To be considered for promotion, faculty must first make application to the Promotion Committee, meeting any and all deadlines as required. The committee then makes a recommendation to the vice president and college president. Documentation of professional growth and overall performance must be included in the annual performance review. Faculty members must also summarize their activities for the promotion review period and make the summary available upon application for promotion.

The college reserves the right to place newly hired faculty with experience outside of East Central College at the appropriate rank, based on established criteria, at the time of initial employment.

### ***Rank Categories***

The following ranks apply, with the associated degree and other requirements:

#### Instructor (default rank at hire)

##### *Faculty Teaching in Academic Programs*

Degree: Master's degree in discipline or master's degree with at least 18 graduate hours in discipline or related field.

Experience: No prior teaching experience required.

##### *Faculty Teaching in Career & Technical Programs*

Degree: Minimum bachelor's degree preferred with major in career or related field.

Experience: Three years full-time related industry work experience.


#### Assistant Professor

Assistant professors have demonstrated quality teaching, pursued academic activities, participated in institutional activities, engaged in scholarly endeavors, contributed to the college and community service and hold membership in professional organizations related to their academic discipline or program. Faculty must be on a continuing contract to be considered for promotion.

##### *Faculty Teaching in Academic Programs*

Degree: Minimum master's degree in discipline or related field and at least 15 additional graduate hours beyond the master's degree in the discipline or related field, as approved as part of the Faculty Development Plan.

Experience: Five years full-time college teaching experience with documentation of successful professional growth and overall performance.



### *Faculty Teaching in Career & Technical Programs*

**Degree:** Completed bachelor's degree and minimum 15 additional graduate hours completed in the discipline or related field. Completion of these graduate hours must be approved as part of the Faculty Development Plan.

**Experience:** Five years full-time college teaching experience with documentation of successful professional growth and overall performance.

### Associate Professor

Associate professors have demonstrated excellence in teaching, pursued academic activities, participated in institutional activities, engaged in scholarly endeavors, contributed to the college and community service, and hold membership in professional organizations related to the academic discipline or program. Eligible applicants must have held the rank of *assistant professor* for a minimum of three years.

### *Faculty Teaching in Academic Programs*

**Degree:** Minimum master's degree and at least 30 additional graduate hours beyond the master's degree in the discipline or related field, as approved in the Faculty Development Plan.

**Experience:** Eight years full-time college teaching experience with documentation of successful professional growth and overall performance.

### *Faculty Teaching in Career & Technical Programs*

**Degree:** Minimum thirty graduate hours in the discipline or related field.

**Experience:** Eight years full-time college teaching experience with documentation of successful professional growth and service.

### Professor

The rank of professor carries substantial expectations. Faculty members with this rank have demonstrated excellence in teaching, contributed to the college in significant ways, demonstrated commitment to college and community service and gained professional recognition among their peers in professional organizations and/or professional publications related to the academic discipline or program. Faculty members are expected to provide documentation of active participation and leadership in college activities, mentoring new faculty, professional organizations, departmental work, community and civic work, etc. Eligible applicants must have held the rank of *associate professor* for a minimum of three years.

### *Faculty Teaching in Academic Programs and Faculty Teaching in Career & Technical Programs*

**Degree:** Earned doctorate in the discipline or related field.


**Experience:** Eleven years full-time college teaching experience with documentation of successful professional growth and service for all faculty members attempting this rank.

### ***Promotions in Academic Rank***

1. Promotion from level to level is not automatic but made upon application to the Promotion Committee and thoughtful consideration based on established criteria.
2. Faculty, upon promotion to the rank as requested, will receive an increase over the previous year's individual faculty contract salary as follows:
  - a. *Instructor to assistant*: base adjustment of two times per credit hour (PCH) adjunct rate.
  - b. *Assistant to associate*: base adjustment of two times PCH adjunct rate plus \$1,000.
  - c. *Associate to professor*: base adjustment of two times PCH adjunct rate plus \$2,000.
3. If the college awards a percentage salary increase for the year the promotion is in effect, the faculty will receive the percentage increase in addition to the increase for the promotion. The sequence is recommended as follows: the promotion adjustment applied to existing salary, then the percentage increase is applied.
4. Limitations
  - a. The college limits the number of faculty promoted annually to a cap of 10% of the total number of full-time faculty at the rank of instructor (individuals retaining the title of assistant professor and higher from the CURRENT system will be counted as faculty with rank for the purpose of this limitation) rounded down to a whole number. **This cap does not apply to the expedited review.**
  - b. The college retains the right to suspend the rank and promotion system and any plan of implementation should budget conditions warrant. In particular, the rank and promotion system and any plan of implementation is automatically be suspended in any year for which an across the board raise is not granted.
  - c. Other than an increase in salary, rank and promotion does not affect or impact faculty contract status or other board policy(ies) related to faculty contract status.
5. Salary adjustment based on rank: The salary adjustments listed above will be made following Board of Trustees approval of change in rank and will appear on the following year's contract; limitations will apply.

### ***Application, Eligibility and Deadlines***

All full-time faculty members intending to apply for promotion in rank must submit materials by October 15. Submission of documents must include a *Faculty Promotion Application*, verification of eligibility from the Human Resources Office, faculty development materials, portfolio and a summary statement that includes information to be used by the Promotion Committee.



HR verifies the applicant's eligibility to apply for a promotion in rank. This includes verification of appropriate education as well as years of service. The Promotion Committee reviews the application documents submitted by faculty.

### Ethics Statement

Rank and promotion consideration relies on discussion and review that is relevant to the criteria and objective in nature. All faculty and staff members of the Promotion Committee must conduct the review in an objective and ethical fashion. Any faculty or staff with a conflict of interest or perceived conflict of interest may not be part of the Promotion Committee. Any elected or selected member of the committee must report any conflict of interest once realized and withdraw from the committee.

### Application Procedure for a Faculty Member

Applicants must submit the appropriate form to Human Resources. Upon confirmation of eligibility, faculty members must submit the application for promotion and any related materials to the vice president of instruction. This application must include an informational cover letter, which should identify prominent examples and illustrations of the individual's accomplishments in the criterion areas for the years in the current rank.

Faculty members are responsible for ensuring that the application for promotion includes a complete portfolio with attachments, all evaluation forms, including self-evaluations, student evaluation summaries, supervisory/administrative evaluations, and annual reports of performance for the years in the current rank. Faculty members may also attach other documents that may have a bearing on the consideration of their promotion. The entire set of documents prepared for the committee's review must be contained within a 2" or less three-ring binder.

No information may be added or deleted from the submission unless the Promotion Committee requests a clarification. All application documents are kept in the Office of Instruction.

### Appeal Process

If a request for promotion is denied, the applicant may submit a written request to the ECC President within seven days of such notification outlining the rationale for additional review. A response to the applicant's appeal request will be provided in writing within 15 business days of receipt of the appeal. The decision of the president is final.

### Years of Faculty Service

Years of faculty service are computed by counting consecutive years of full-time faculty employment at the college from the current year back to initial employment, or any such re-employment if such an interruption in service occurred. Adjunct work and/or other employment at the college will not count towards years of full-time faculty employment. Years of service are a whole number; no rounding up to full years will occur. Faculty



years of service are computed as of the July 1<sup>st</sup> date for eligibility and other considerations related to rank and promotion.

#### PCH Adjunct Rate

This is the dollar amount paid per credit hour to adjuncts or as overload.

#### Graduate Hours

This is coursework, typically at the 500 level or above, taken at a regionally accredited institution and approved as part of the Faculty Development Plan. These credit hours would be eligible for tuition reimbursement under the college's employee educational assistance program. "Additional" graduate hours are those taken beyond completion of the graduate degree considered for employment.

### ***The East Central College Promotion Committee***

#### Promotion Committee Charge

The charge to the Promotion Committee is to evaluate each applicant based on the listed criteria and eligibility requirements by rank. The committee prepares an evaluation summary and recommendation for each applicant. It also establishes a process for review and consideration of the applicant pool and a rating system to assist in recommending the limited number of candidates for the given year.

Further, the Promotion Committee:

- Conducts all deliberations in private and confidence.
- Recommends no more than the allowable number in any given promotion cycle.
- Provides recommendation and summary of the review to the President and Vice president.
- Following the review process, notifies all applicants of the outcome.
- Is clear and concise in its choices to recommend or not recommend a faculty member for promotion. The submitted summary must indicate specific items when a faculty member is not recommended.

### ***Criteria for Professional Growth and Service***

The criteria established for use by the Promotion Committee to review applicants for rank are stated below. The broad based activities considered part of professional development and service fall into four general areas:

1. Academic activities.
2. Institutional service.
3. Scholarly endeavors.
4. Community service.

#### Academic Activities

These are activities that directly provide the faculty member with new or updated information or methods for the classroom or with skills that enhance the faculty member's ability to help students learn.

1. *Formal education:* coursework toward an advanced degree.

2. *Informal education*: learning experiences beyond the teacher's current degree that do not result in formal credit but that provide the same kind of experiences that under other circumstances would be awarded credit. Among these are seminars, symposia, and workshops sponsored by national, state, or local government; colleges and universities; national, state, regional or local professional organizations; and nationally recognized endowment or funding agencies.
3. *Work experience*: college-approved experiences that enhance the teacher's academic activities, such as corporate, industry, or business positions, teaching senior college classes and faculty exchange programs, or conducting specialized training for industry.
4. *Voluntary certification*: work undertaken to achieve non-required certification that will enhance student ability, student employability or college reputation.
5. *Professional memberships*: memberships in professional organizations in the discipline, a related area, or in education.
6. *Professional organizations*: an active role in professional organizations including leadership roles, committee service, session presentations, etc.
7. *Conferences*: attendance and active pursuit of knowledge at conferences held by professional organizations, governmental agencies, corporations, colleges, etc.
8. *Accreditation*: active participation in activities related to AQIP or other program specific accreditation and/or assessment activities.

### Institutional Service

Institutional activities are those that include tasks necessary to the college but that are not directly related to teaching and the classroom. In addition, it usually requires learning and experience that meet the requirements for professional development and service. (Extra duty and other types of service that receive compensation may be considered, but may be weighted less than uncompensated service.)

1. *Committee work*: actively serving on college committees; serving as committee chair or taking on other committee work.
2. *Institutional leadership*: accepting and fulfilling a leadership role in College activities. This includes sponsoring student activities, organization sponsors, project directors, etc.
3. *Advisory Committee participation* (inside and outside college)
4. *Recruiting*: participating in efforts designed to acquaint prospective students with College opportunities and assure that they attend East Central College.
5. *Mentoring*: providing support and guidance in the faculty member's area of expertise to both colleagues and students.
6. *Curriculum/instruction development*: developing curriculum or instruction that is beyond the teacher's normal duties, participating in research projects, or any institution-wide project.
7. *Program duties*: assisting with scheduling, budget and personnel, etc. that goes beyond normal duties.



### Scholarly Endeavors

These are any creative endeavors that contribute to the faculty member's ability to teach, serve or bring scholarly prestige to the college.

1. *Publications*: any creation of the teacher that is published for educational or non-educational consumption that deserves scholarly recognition.
2. *Creative projects*: creations not published, such as art shows, poetry readings, patented inventions, films, etc.
3. *Self-instruction*: any organized plan of individualized learning with specific criteria and goals that is agreed to by the faculty member and the division chair or appropriate vice president as beneficial to the faculty and the college.
4. *Travel*: any travel related to the faculty member's field that is beneficial to the program of instruction, students or college.
5. *Specialized training conducted for industry*: includes designing and teaching college credit courses, seminars, or training sessions for employees from an outside organization. Training may take place at the college or on a company site and could include training on software, specialized equipment, or specific topics requested by a company. To be eligible to count for scholarly endeavors one must be above and beyond usual teaching duties.
6. *Evaluation and review*: any work under the direction of government, accrediting agency or institution where evaluation, review, criteria, etc., of the teaching field is required. Included is serving on Higher Learning Commission accrediting teams, state competencies committees, etc.

### Community Service

This includes uncompensated civic or charitable activities within the college district or service region that involves one or more of the following:

1. Contributions to the community in the area of the teacher's expertise.
2. Leadership in community groups including officer, board member, and/or committee work.
3. Honors, awards, or special recognition received from a community group.
4. Activities that bring good will to the college.

### Criterion Weighting

For purposes of evaluation, the four criteria will be weighted as follows:

- Academic activities: 60%
- Institutional service: 20%
- Scholarly endeavors: 10%
- Community service: 10%

## Appendix C: Distance Learning Course Options

### ***Web-Online***

Course instruction is delivered entirely online. Students typically follow a schedule and are required to meet published deadlines. Campus attendance may be required for course orientation and some assessments (possible meeting frequency, location and time is available from the instructor), but is not regularly scheduled. Other course requirements—observations, internships, interviews, etc.—still require student attendance, as appropriate and indicated.

In addition to the necessary technical skills required for online learning, students should be highly motivated, self-disciplined and have the ability to learn independently. They need regular access to high-speed Internet at home, on campus or at a satellite location. Typically, online classes require a time and effort commitment of at least three times the credit hour value of the class. For example, for a three credit hour class, students should expect to spend nine to 12 hours on class work.

### ***Web-Hybrid***

Course meeting time is reduced by a maximum of 50%, while the remainder of the course is taught as an online class. Students must attend class meetings on a regular, scheduled basis; scheduled class meeting times will be published in advance. A Web-hybrid course does not reduce the time required of students to be successful. Students have to meet many of the course objectives using the campus learning management system in an online learning environment.

In addition to the necessary technical skills required for online learning, students should be highly motivated, self-disciplined and have the ability to learn independently. They need access to high-speed Internet outside of class time, either at home, on campus or at a satellite location.

### ***Web-Enhanced***

For traditional, on-campus courses scheduled to meet at a regular time, faculty use the learning management system to post the course syllabus, other materials and required student assignments/activities to support the class. Faculty may also provide other Web-based support. Outside of class time, students need access to high-speed Internet at home, on campus or at a satellite location.

## Appendix D: Faculty Development Plan



### *2012-2013 Faculty Development Plan*

To be completed annually by all East Central College full-time faculty in consult with the division chair.

**Name of Faculty:** \_\_\_\_\_

**Highest Degree Earned:** \_\_\_\_\_

**Contract (11-12) status:**  Limited  Annual  Continuous

**Evaluations Reviewed:**  Student  Observation  Other

<b>Areas of Strength:</b>   	<b>Areas to Improve:</b>   
---------------------------------------	--------------------------------------

<b>I. Classroom Management Strategies</b>	<b>Goal Area (Y/N)</b>
Classroom Management	
Laboratory/Studio Management	
Organization	
Teaching Strategies	
Application/Use of Technology	
Curriculum Management	
Student Interactions	
Use of Active Learning	

<b>II. Communication</b>	<b>Goal Area (Y/N)</b>
Student Advisement	
Advisory Board Work	
Getting Feedback to Students	
Work with Adjuncts	
Work within the Division	
Recruiting	



<b>III. College Service</b>	<b>Goal Area (Y/N)</b>
Committee Work	
Assessment and AQIP	
Leadership	
Other Accreditation	

<b>IV. Development/Professional Growth</b>	<b>Goal Area (Y/N)</b>
Improvement of Teaching and Student Learning	
Participation in Faculty Development Program	
Advanced Degree Attainment	
Sabbatical	
Discipline Based Conference	
Other:	

**Goal Setting for 2012-2013 (one to two-year goals)**

Goal 1:

Goal 2:

Goal 3:

**Long-Term Goal Setting (next three to five years)**

Goal 1:

Goal 2:

Goal 3:

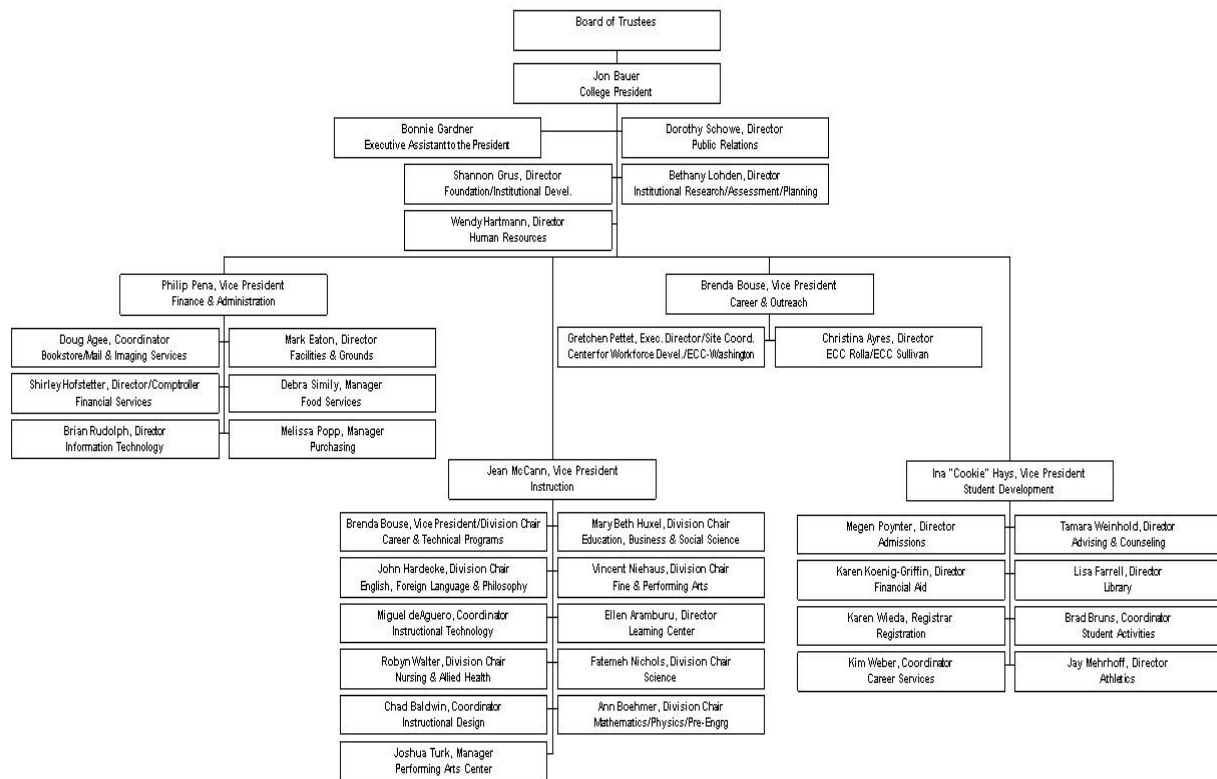
**Faculty Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Division Chair's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Vice President, Instruction Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Appendix E: Organizational Chart

## East Central College 2012-2013



## Appendix F: Program Review Schedule

<b>Program Review Schedule 2011-2015</b>	
<b><i>Timeline</i></b>	<b><i>Academic Discipline(s)/Career Technical Program</i></b>
<b>2011 Schedule: Start date January 2011</b>	<u>Nursing &amp; Allied Heath: EMT/Paramedic</u> <u>English &amp; Humanities: Reading</u> <u>Science &amp; Mathematics: Pre Engineering/Physics/Physical Science</u> <u>Fine and Performing Arts: Graphic Design</u> <u>Social Science and Business: Business and Psych/Sociology</u> <u>Career and Technical: Computer Info Systems</u>
<b>2012 Schedule: Start date January 2012</b>	<u>Nursing &amp; Allied Heath: Nursing</u> <u>English &amp; Humanities: Philosophy/Religion</u> <u>Science: Transfer Program - Biology</u> <u>Mathematics: Developmental Mathematics</u> <u>Fine and Performing Arts: Art</u> <u>BEST: Education (Early Childhood) AAS and Accounting</u> <u>Career and Technical: HVAC</u>
<b>2013 Schedule: Start date January 2013</b>	<u>Nursing &amp; Allied Heath: Rad Tech/Resp Care</u> <u>English &amp; Humanities: Developmental English</u> <u>Science: General Studies Biology courses</u> <u>Mathematics: Physical Science</u> <u>Fine and Performing Arts: Communications/Theater</u> <u>BEST: Business Technology and Economics</u> <u>Career and Technical: Culinary Arts</u>
<b>2014 Schedule: Start date January 2014</b>	<u>Nursing &amp; Allied Heath: Other Allied Health fields</u> <u>English &amp; Humanities: Literature Offerings</u> <u>Science: Biotechnology</u> <u>Mathematics: Teacher Preparation Mathematics</u> <u>Fine and Performing Arts: Performance Schedule/Activities</u> <u>BEST: Physical Education and Education AAT</u> <u>Career and Technical: Precision Machining</u>
<b>2015 Schedule: Start date January 2015</b>	<u>Nursing &amp; Allied Heath: LPN-RN Bridge Programs</u> <u>English &amp; Humanities: Journalism</u> <u>Science: Chemistry/Chemical Technology</u> <u>Mathematics: Calculus Sequence</u> <u>Fine and Performing Arts: Music</u> <u>BEST: History/Pol Science and HIT</u> <u>Career and Technical: FRCC Partner Programs</u>