

St. Charles

COMMUNITY COLLEGE



**BUSINESS
&
SOCIAL SCIENCES
DIVISION**

ADJUNCT FACULTY HANDBOOK

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Dear Adjunct Faculty:

Welcome to St. Charles Community College! Whether you are new to our College or returning after numerous semesters we want you to know how much we appreciate the significant contribution you make to the success of the College and our students.

You play a key role in helping us achieve our mission to provide our students with life-changing opportunities for personal growth and professional achievement. We believe that community colleges play a vital part in helping students become productive members of society and responsible citizens. You can be proud of the important work you do with us and the impact you have on the future success of your students.

We hope that this handbook will be a valuable resource during your time at SCC. In it you will find a wealth of information about our policies and procedures, course management, grades and grading, academic support for you and your students, and general and employment information. Please review the handbook and save it for future reference. Your Program Coordinator and your Division Office Coordinator will be glad to answer any questions you might have.

Again, welcome! We look forward to working with you as we create a stimulating environment in which our students can learn and flourish.

Best wishes,

*Barbara H. Keim, Ph.D.
Dean of Business and Social Sciences
St. Charles Community College*

Course Management

Class Rosters

At the beginning of every semester, a printout of each class roster will be put in faculty mailboxes listing students who are officially enrolled in their class(es). Student phone numbers and email addresses are included on the roster as a support service to the instructor. ***This information should not be provided to others or used for business purposes.*** Instructors in vocational courses should check with students to make sure they have the correct major.

Class rosters may also be accessed online through **SCC Connection**. To gain access to **SCC Connection** fill out an application form, available from your Division Office Coordinator. You must have a valid email address. After your application has been processed, the Academic Affairs office will contact you via email to give you log on instructions and your password. You can access **SCC Connection** anywhere you have Internet access.

Course Syllabus Guidelines

All faculty are to present a course syllabus to their students during the first week of class.

Copies of each class syllabus and office hours MUST be given to the Division Office Coordinator; three copies for the fall semester and two copies for spring and summer semesters.

Such outlines are important to students so they will know what to expect of the course and what is expected of them. The syllabus should include:

- 1) Name of the college
- 2) Semester and year
- 3) Instructor name, office telephone, email address
- 4) Course name and number
- 5) Office location and office hours
- 6) Measurable student outcomes, oriented objectives of the course
- 7) The title(s) and author(s) of the text(s) for the course
- 8) Schedule of major topics to be covered, reading and homework .. assignments with due dates
- 9) Test schedule and policy on make-up tests
- 10) How grades are computed, including a grading scale
- 11) Statement of published withdrawal date and related policies
- 12) Statement about student attendance policy
- 13) Statement about when graded papers and exams will be returned to students
- 14) Statement addressing disabled student services

Add and Drop Procedures

Once a student has completed his/her registration officially, the only way his/her schedule can be modified is through the drop and add (Registration Form) procedures adopted by the College. The only exception to this rule is when a student fails to make payment to the Cashier by the appointed date. The student will be purged from the system, thus losing any classes he/she may have been registered for. Any student who is improperly registered should be directed to report immediately to the Admissions and Registration Office where he/she can receive instruction on how to proceed in getting his/her registration of classes in proper form. The add portion of the Registration Form requires a signature from the instructor if the class has already begun meeting.

Rosters are run each day for the first week of classes. Please compare the rosters to the students attending your class. If students are not on the roster and cannot show proof of enrollment in your class, please ask them to leave.

Field Trip Procedure

St. Charles Community College – its staff and students – are encouraged to make use of the extensive cultural and educational resources available to them in the community. Field trips provide a valuable enhancement to College programs if they are carefully planned and correlated to instruction.

College personnel desiring to take College-sanctioned field trips involving students are to adhere to the following procedures:

- 1) Submit a “**Field Trip Request**” form (acquired through the Division Office Coordinator) to your Dean at least one week ***prior*** to the proposed field trip(s).
- 2) Upon approval of the request, instruct students to convene at the field trip site on the designated day in lieu of meeting on campus. Each student is responsible for his/her own transportation and is further responsible for making arrangements with instructors of any classes they may miss. There is an official student absence form the student will need to have signed by you in advance to be given to other instructors. Contact your Division Office Coordinator to acquire forms. A student's grade should not be affected nor should there be a penalty for inability to participate in a field trip.

- 3) Ask the Division Office Coordinator to post the course information on the classroom door so that anyone looking for the class will know where it is. This is important in case a student or instructor must be contacted for an emergency.

Faculty Absences

Instructors are required to meet classes according to the established schedule. If faculty must be absent from class because of illness or other circumstances, contact your Division Office Coordinator, department chair, program coordinator, or dean so arrangements can be made to notify your class. The earlier we receive your notification, the better. This is particularly critical for evening classes since many students drive long distances or come to class from full-time employment.

A Notification of Absence form must be completed (in advance when possible) and sent to the department chair. All absences must be approved by the department chair. Generally, your pay will not be adjusted for the first absence. However, if you miss class more than one (1) hour per credit hour taught, your pay may be adjusted on a prorated basis.

Office Hours

Each instructor must keep ONE (1) office hour for every THREE (3) credit hour class. The College encourages adjunct faculty to be available prior to the start of each class when possible so students may take advantage of the early arrival. A schedule card will be given to each instructor and **MUST** be filled out and turned in to your Division Office Coordinator in the first week of classes.

Posting of Grades

The public posting of grades, either by legal name, student number, or social security number, without the written permission from each student, is a violation of FERPA (Federal Right to Privacy Act).

The student may obtain the grade for a particular course in the following recommended ways:

- 1) Individual discussion with the instructor
- 2) Self-addressed, postage paid envelope or postcard with identifying information pertaining to the course number and section to be given to the instructor for mailing
- 3) SCC Connection

Instructors who post grades should use a system that ensures FERPA requirements are met. This can be accomplished either by obtaining the students un-coerced, written permission to do so or by using code words or randomly assigned numbers that only the instructor and the individual student know. The order of posting should not be alphabetical.

Students cannot obtain grades from Admissions/Records. Grades are scanned into the computer for processing and the student must wait until grades are posted in the SCC Connection.

Student Attendance

The matter of excessive absence, and the way it affects a student's grade, is essentially to be determined by the instructor, who in turn may be guided by department guidelines where applicable. For example, some departments that offer curricula requiring structured clinical instruction also have more strict attendance requirements. "Excessive absence equating to more than twice the number of weekly classes" is suggested, but is not a hard-and-fast rule.

Important considerations are:

1. The students should be advised at the outset of a course - in the course syllabus, outline or other handout - of attendance requirements and how attendance relates to grading.
2. Attendance requirements relative to students' grades should be reasonable, capable of being supported by the department or division and able to withstand review if protested by a student.
3. Instructors should maintain adequate student attendance records to document student grades reflecting attendance considerations. *Federal guidelines for financial aid also require instructors to be able to give a student's last date of attendance.*
4. Caution should be used in awarding an "**I**" (**Incomplete**) or an "**R**" (**Repeat**) to students with attendance problems. An "**I**" indicates the instructor's and college's willingness to assist the student in completing the course requirements independently and ultimately awarding a grade. A commitment that appears to entitle a long or often absent student to make up an Incomplete may be inappropriate. Ideally, the amount of work that must be completed in order to be awarded an "**I**" should be known to the students (e.g., all but the final exam or final project).

In cases of students not completing a predetermined minimum amount of the course recognize differences in learning rates, not deficiencies caused by lack of attendance.

Financial Aid Forms

Within the first two weeks of a new semester, students getting financial aid should ask you to sign a form. This form verifies their attendance in your class. If applicable, you will indicate student nonattendance on the mid-term and final grade rosters. For distance learning classes “attendance” will be defined as active participation in the course as described in the individual course syllabus.

Grades & Grading

Grading System

Faculty members have the responsibility for grading. However, whatever criteria are used must appear in the course outline so that students will know what is expected of them, how they are to accomplish the objectives for the course, and when this is to be done. The Registrar provides detailed procedures and student class rosters for midterm grades to each faculty member before midterm grades are due. The Registrar also provides final grade rosters and procedures for filing final grades during the latter part of the semester.

Final grades are due shortly after the end of a semester. Final grades should be submitted to the Registrar.

The grading system is:

A = Excellent

B = Above Average

C = Average

D = Below Average

F = Failing

I = Incomplete

P = Pass

R = Repeat

V = Audit

W = Withdrawal

Grade Books & Attendance

*Due to Federal Financial Aid Audit Requirements, the following **MUST** be strictly adhered to:*

1. **All Faculty MUST** turn in their attendance records to the Division Office Coordinator at the end of the semester. These records will be held for **five (5) years**.

2. On the midterm and final grade rosters there will be a space to write in the last date of attendance for “F” grades.

Grade Reporting Forms (Grade Rosters)

At the middle of each semester, faculty will be sent a class roster to be used for reporting midterm grades. Midterm grades are collected only for those students who are receiving “D” or “F” grades. (“R” or “F” for developmental courses). Prior to the end of each semester, a final class roster to be used for final grade reporting is sent to all instructors along with directions for its completion.

Instructors are responsible for accurate grade reporting and submitting them by the deadline listed in the instructions. Instructors needing to change a final grade (e.g. the making up of an incomplete or correcting an error) will need to submit a Change of Grade Request form to the Admissions Office.

Instructions for Completing Grade Rosters

- 1) Use a #2 lead pencil.
- 2) Fill in the appropriate circles dark and completely.
- 3) **DO NOT** issue a grade to a student with a “D” next to their student number or a “W” or “V” in the grade column. These indicate that the student has dropped or withdrawn from the course. The “V” grade indicates the student is auditing.
- 4) Issue a grade to every student (excluding those mentioned above), including students who have not been attending class. Remember to put the last date of attendance for all students receiving an “F”
–note: *this can be written as the last day of class.*
- 5) DO NOT add any students to the roster. If there is a student whose name does not appear on the roster, call the Registrar’s Office.
- 6) Midterm grades are collected only for those students who are receiving “D” or “F” grades. (“R” or “F” for developmental courses)
- 7) Please return all midterm rosters – even if all students are passing.
- 8) Do not staple or fold the grade rosters.
- 9) Sign the rosters before returning them to Division Office Coordinator.
- 10) **RETURN ALL ROSTERS ON TIME!!!**

If you have any questions concerning the completion of your grade rosters, call the Registrar’s Office at extension 8237.

Academic Support

Academic & Career Enhancement (ACE) Center

The ACE Center is a learning center that provides a variety of support services to help students improve basic skills, prepare for college work, and learn how to be successful in their college courses. The ACE Center is a resource for the student. The quality of the final paper is determined by the student's own ability and efforts. It is open to all students registered for college credit classes as well as students who are working on their GED. Students are assisted in the order in which they arrive. English help is available by appointment only; many other subjects are tutored during posted hours. An academic computer lab is available for word processing and computer software (including PLATO) is available to improve basic skills and support course work in a number of areas.

Stop by the ACE Center to get acquainted with the materials and resources they have related to your subject area, or call (636) 922-8444. **Do NOT send entire classes to the ACE Center at the same time.**

First Alert

This program provides early intervention to help students who are having difficulties in the first few weeks of classes. Instructors may refer students to the ACE Center. The students are then provided extra tutoring and/or referral to other resources and study aids. The ACE Center works with faculty to track these students' progress. For more information, contact (636) 922-8444.

Assessment Center

The **Assessment Center** offers make-up tests when requested by an instructor. After giving permission, the instructor will inform the student of the deadline for taking the test. There is no need to schedule an appointment with the Assessment Center. The student may come to the center during normal Assessment Center hours, which are listed on the test referral form. Students should arrive at the center during posted hours with enough time to take the test before the Center closes for the day.

The instructor will complete and send to the Assessment Center, along with the test, a referral form that lists the name of the student(s) to be tested. Please do not send entire class to the Assessment Center at the same time. The Center does not have the capacity to deal with large numbers of students at the same time.

Included on this form are the instructor's requirements as to the time limit (if any) and whether or not books, notes, calculators, etc. are allowed. Although these requirements will be written down on the form, it's a good idea for the student to go over, with the instructor, all information concerning the test prior to entering the Assessment Center for testing.

Once the test has been received by the Assessment Center, the staff will store it in a secured location. **The student will be asked to show a photo I.D.** (drivers' license or school ID). This is to ensure that the right person is taking the test. The student should bring pencil or pen as required for the test, and any testing aides allowed by the instructor.

While testing, the Assessment Center personnel will be observing the student's behavior and reporting any unusual behavior to the instructor. The Assessment personnel will be timing the student and recording when the student starts the test and finishes the test.

AV Equipment

In every classroom, there should be:

√ **Television**

√ **VCR**

√ **Overhead Projector**

In the event that equipment is not working properly,

Do Not Move Equipment!

You MUST Notify Your Division Office Coordinator of Faulty Equipment!

If we don't know it is not working, we cannot get it fixed. Also, if any equipment is missing, please let the Division Office Coordinator know. We also have NOMAD (portable smart classroom technology) available for your use. The NOMAD unit is scheduled by the Division Office Coordinators in ACA 203. Please reserve NOMAD early and put the room location of use.

Instructional Media Specialist

Instructional Media Specialist Bob Gill , 636-922-8449, is available to assist faculty members with planning, preparing and using various forms of instructional media, including photography, video, audio, computer multimedia and the Internet. The SCC Media Specialist can consult with you to determine what types of media are appropriate and effective for your course material and can help you prepare the use of audio/visual resources for instructional use. Please contact

Copy Center Services

The copy center provides copy services to SCC employees. Some of these services include: color copies, copies on color paper, book binding (stapled, comb, spiral, tape), booklet making, laminating, cutting, shredding, and clerical support of all jobs (as time allows).

An easy and preferential way to request copy work is by attaching your document on email to **Copycenter@stchas.edu** , (Word, Excel, etc.). ***YOU MUST PROVIDE YOUR NAME, LOCATION, COST CENTER, QUANTITIES AND SPECIFICS OF THE COPY JOB.*** Or you can complete the Copy Service Request Form and send it to the Copy Center in a red envelope through Intercampus Mail.

Copy Center Hours: Monday through Friday - 8:00 a.m. to 4:30 p.m.
Copy Center Telephone Extension: 8479

Copyright Restrictions

Our copy center has seen an increase in the number of requests for photocopying copyright restricted items from books and magazines. A one-page summary of copyright guidelines is posted on the Intranet. Generally, single copies for one course or one class term are acceptable. We cannot, however, copy repeatedly for subsequent classes or semesters. Also, every copy must include a notice of copyright date and the publisher name. Please note that we are prohibited from making copies of workbooks or test booklets. When asked to duplicate items that are obviously copied directly from a book or magazine, we prefer to have copyright permission granted from the publisher. Whenever possible, a current copy of the permission letter should be attached with the request or should be forwarded by means of an e-mailed message.

If there is no copyright release and we are unable to determine if we are being asked to copy items for single-use or for repeated semesters, the copy center will copy the request one time only. Further copies require a copyright release.

Internet Access

To obtain an SCC email address and have access to your office computers, complete an “Application for Campus Network Connection” form. These can be obtained from your Division Office Coordinator. To access your stchas email while off campus, type into the address bar:

exchange.stchas.edu.

Do not enter “www” or “http.” A login box will appear and you can login just as you would on campus. The Outlook email will look a bit different, but all the same functions are available. Please remember to periodically clean out your email box if you do not use it regularly. If your mailbox gets too full, it will be necessary for the SCC Information Technology Department to suspend your email privileges.

Internet access from home is provided through free WIN (Westplex Information Network) accounts for full and part-time faculty. For more information, call the library reference desk at **extension 8620**.

Mailbox & Message Center

In the Business and Social Sciences Division, the location of faculty mailboxes will vary. The Social Sciences department is located in SSB 1104, Computer Sciences and Business Administrative Systems are in TECH 105, and the Business department is in TECH 205. Campus mail is to be used for college business only. It should not be used for commercial solicitation, however personal US mail that is stamped and sealed may be placed in the gray mail tub. There are three tubs in your mail area; grey is for outgoing mail, clear is for items to be shredded, and blue is for recycled papers. Intercampus mail should be placed in an intercampus mail envelope and addressed with the recipients name and campus location; building and office number. Red envelopes are for the copy center only.

Please note that students may never have access to your mailbox. Students may drop off assignments at the Office Coordinator’s desk where they will record their name, class, instructor, date and time of drop off. The Office Coordinator will put the assignments in your mailbox. If you need to leave something for a student, ask your Office Coordinator for the location where items can be picked up. It will be either on a cabinet or in a hanging file by the office door.

Office & Classroom Supplies

Office supplies or classroom supplies (e.g. pencils, dry-erase markers, grade books) are available in your department office. If you have any questions or special needs, please ask your Division Office Coordinator.

Telephone Usage

To dial an outside line press six (6) then dial the phone number. Sometimes it is necessary to dial the area code (636 or 314) after the 6. These area codes are not long distance unless you have to dial a 1 before the area code. If you do need to call long distance on SCC business, ask your Division Office Coordinator for your 5 digit access code. These codes vary by discipline.

Students with Special Needs

SCC will make reasonable modification to its academic requirements to comply with legal requirements ensuring that such requirements do not discriminate or have the effect of discriminating, on the basis of a student's known and adequately documented disability, unless the requested modification would require alteration of essential elements of the program or essential elements of directly related licensing requirements or would result in undue financial or administrative burdens. The Office of Accessibility, located in ADM 1204, is required for accommodations and is available to acquaint students with their rights, support services available, study skill guidelines and suggestions to assist the students to learn to become autonomous with the help that is provided. If you have any questions, please call the Office of Accessibility at extension 8247.

Academic Policies

Academic Freedom

The College strongly supports the following statements of academic freedom.

- A) The faculty member is entitled to freedom in the classroom in discussing subject matter, but should be cautious about introducing controversial matter that has no relationship to the subject.
- B) The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties, but research for pecuniary return should be based upon a prior understanding with the authorities of the institution.
- C) The faculty member is an individual, a member of a learned profession, and an officer of an educational institution. When he or she speaks or writes as a member of the community such expressions should be free from institutional censorship or discipline, but this special position in the community imposes special obligations and the public may judge the profession and the institution by what is said. All faculty should strive for accuracy, exercise appropriate restraint, respect the opinions of others, and make an effort to indicate that he or she is not speaking as an official for the college.

Confidentiality of Student Information

Information concerning students is considered confidential information under the Educational Rights and Privacy Act (1974) and no personally identifiable information may be released without the written consent of the student or, if the student is a minor, without the written consent of the parent. ***This law in effect prohibits instructors from posting identifiable grades of students.***

In instances where requests for student information from outside sources are received, the request should be referred to the Admissions and Records Office.

Dishonesty in the Academic Setting

St. Charles Community College does not condone academic dishonesty in any form and has formulated statements detailing academic dishonesty and procedures for resolving alleged cases of academic dishonesty. The faculty and Student Services are committed to working together in resolving reported cases of academic dishonesty.

Students of the college are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, or to cheat on an examination corrupts the essential process by which knowledge is advanced. It is the official policy of the college that all acts of alleged academic dishonesty be reported to the Office of the Vice President of Student Services for disposition within the guidelines of the student discipline and due process code (see Student Handbook).

WARNING: STUDENTS WHO HAVE BEEN FOUND GUILTY OF ACADEMIC DISHONESTY MAY FAIL THE ASSIGNMENT, BE DISMISSED FROM THE COURSE WITH A GRADE OF "F" OR RECEIVE OTHER PENALTIES AS DESCRIBED IN THE STUDENT HANDBOOK.

Forms of Academic Dishonesty

Cheating

Cheating is an act of deception by which a student misrepresents that he/she had mastered information on an academic exercise that he/she has not mastered.

Examples:

1. Copying from another student's test paper.
2. Allowing another student to copy from a test paper.
3. Using the course textbook or other material such as a notebook brought to a class meeting but not authorized for use during a test.
4. Collaborating during a test with any other person by receiving information without authority.
5. Using specifically prepared materials during a test, e.g. notes, formula list, notes written on the student's clothing, etc.

Academic Misconduct

Academic Misconduct is the intentional violation of college policies by tampering with grades, or taking part in obtaining or distributing any part of an unadministered test.

Examples:

1. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
2. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
3. Bribing any other person to obtain an unadministered test or any information about the test.
4. Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
5. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the college which relate to grades.
6. Entering a building or office for the purpose of obtaining an unadministered test.

Fabrication

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

Examples:

1. Citation of information not taken from the source indicated.
2. Listing sources in a bibliography not used in the academic exercise.
3. Inventing data or source information for research or other academic exercise.
4. Submitting as your own any academic exercise (e.g. written work, printing, sculpture, etc.) prepared totally or in part by another.
5. Taking a test for someone else or permitting someone else to take a test for you.

Plagiarism

Plagiarism is the inclusion of someone else's words, ideas or data as one's own work. When a student submits work for credit that includes the words, ideas or data of others the source of that information must be acknowledged through complete, accurate, and specific documentation; and if verbatim statements are included through separation from the rest of the paper by indentation or quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.

A student will avoid being charged with plagiarism if there is an acknowledgment of indebtedness:

1. Whenever one quotes another person's actual words.
2. Whenever one uses another person's idea, opinion or theory, even if it is completely paraphrased in one's own words and,
3. Whenever one borrows facts, statistics, or other illustrative materials – unless the information is common knowledge

What can faculty members do to encourage academic honesty among students?

1. Include a statement in the course syllabus regarding academic honesty as it relates to that particular class.
2. Discuss the issue of cheating, academic misconduct, fabrication and plagiarism at the beginning of each semester and before examinations.
3. In assigning term papers, discuss the issue of plagiarism. Make certain that students understand referencing requirements, the specific extent of collaboration in class/team projects, assign specific topics, and set a time limit.
4. Give essay tests, instead of multiple-choice tests, when appropriate and where the size of the class permits their use.
5. Use proctors effectively. More than one proctor should be present when over forty students take an examination. Instruct proctors about their responsibility during examinations.
6. Require positive identification from students (college student identification card or driver's license) prior to an examination or when they turn in their answer sheets if the students are not familiar to you. This is particularly important in large size classes.
7. Have each student sign his/her answer sheet. Signatures can be compared if a question arises over who actually took the examination.
8. Keep examinations in a secure location, e.g. locked desks, locked files, etc. Faculty offices may not be a secure location for examinations.

9. All waste copies, stencils, masters, and ditto backing sheets for an examination should be destroyed.
10. Number exams and count the number distributed and returned.
11. Alternate forms of the same examination, particularly with short answer examinations, should be administered during the test period. Color-coding of the alternate forms will emphasize the difference.
12. When blue books are used for examinations, faculty should collect the blue books from students and redistribute them before the examination begins.
13. The question of whether or not students may have materials in their possession, i.e. books, notes, scrap paper, calculators, programmable portable computers, should be specified before the examination by the faculty member. Scrap papers should be turned in with the examination so that information related to the examination may not be taken from the classroom. Faculty member may wish to supply the scrap papers as a part of the examination packet.
14. Design a prearranged seating plan or sign-in sheet by seat number, so that the location of each student may be determined.
15. Students should be seated so that at least one seat exists between students. If alternate seating is not possible within the normal classroom, distribute/space students as much as is possible within the limits of the room.
16. Files of past examinations are maintained by some individuals and may be made available to students. Faculty members are encouraged to prepare new examinations available to all students.
17. Do not use student workers to type or duplicate examinations.

What should faculty members do if they suspect that a student has committed an academically dishonest act?

1. Review the evidence to ensure that there is sufficient evidence to warrant a charge of academic dishonesty. Consult dean before bringing charges.
2. Faculty members may wish to directly confront the student with their suspicion. If the student is unable to satisfactorily explain the discrepancies, the faculty member should collect or acquire evidence of the violation and contact the dean to obtain instruction or how to proceed with bringing a charge of academic dishonesty. The faculty member should keep the original copy of the assignment, test, or examination. A photocopy of the work must be made available for sharing with the accused student.
3. If the alleged violation occurred during the final examination period of a semester, the faculty member must assign the student an "I" grade to show incomplete work. This grade will remain until the alleged violation is adjudicated.

Confidentiality

In accordance with provision of the Family Educational Rights and Privacy Act of 1974, members of the faculty must treat any information related to an alleged violation or to the outcome of a judicial hearing as strictly confidential.

OTHER STUDENT-RELATED POLICIES

Check the Student Handbook to reference particular policies. It is located under Student Information on the website, www.stchas.edu.

General Information

Completion of Forms

During the semester, faculty may be asked to assist in the completion of several forms. The College attempts to minimize the paperwork requirements of faculty, but does solicit their cooperation in being prompt in completing forms, etc. which are sent out for action. It is imperative that the deadlines for grades and attendance be met.

PDF (Personal Data Form): The number of credit hours taught—must be filled out at the beginning of EVERY semester. **YOU ARE NOT PAID UNTIL IT IS TURNED IN** with supporting documentation of additional hours taught at other schools covered by MTRS (Missouri Teachers Retirement System).

Midterm Grade Rosters: Are distributed to ALL faculty. Only “D”, “F” and “R” grades are reported. All midterm grade rosters **MUST** be returned. Notification letters are then sent to students.

Final Grade Rosters: Any “F” grades **MUST** have a last date of attendance (*even if last date of attendance is the last day of class*).

Emergency Services

In any injury incident, whether or not it is an emergency, the SCC Department of Public Safety should be notified immediately at **(636) 922-8545**. An incident report will be filed with DPS in all cases of injury and emergency. In serious incidents, **911** should also be called.

There is an emergency phone located at the end of the hall on the first floor of the Academic Building and on the first and second floors of the Technology Building. This phone rings through to DPS automatically when picked up.

Evening Coverage – Instructional Support

An evening clerk is located at the Information Desk, (636) 922-8400, in the main atrium of the Administration Building. The information desk is staffed from 4:00pm-9:30pm Monday through Thursday and 8:00am-12:00pm Saturdays and any time there are large numbers of people scheduled in the facilities. There are phone numbers at the Information Desk if there is a problem that cannot be handled by the evening staff.

The Business and Social Sciences Division Office Coordinator hours are:

- Social Sciences - 7:30am-4:00pm MTF, 7:30am-5:00pm W, 7:30am-3:00pm Th
- Computer Science/Business Administrative Systems – 8:00am-4:30pm M-F
- Business – 9:45am-6:15pm M-Th, 8:00am-4:30pm F

Instructional Media support is available until 9:30 pm Monday through Thursday and a librarian is on duty in the Library at all times when the facility is open. For assistance contact the Reference Desk at (636) 922-8620.

Holidays

Holidays observed by the College are listed each semester on the College Academic Calendar.

Inclement Weather Policy

In the event of inclement weather, the college will make announcements on **KMOX** Radio (1120 AM), **KWRE** Radio (730 AM), **KFAV** Radio (99 FM), **KSDK-TV** (NBC affiliate) Channel 5 and **KTVI-TV** (Fox affiliate) Channel 2. These announcements will be made from 5:30am-7:00am for the day classes, and as early as possible but no later than 5:00pm for evening classes (if bad weather develops during the day).

You may also dial (636) 922-8000 and follow the prompts for a prerecorded message as to the status of the College or check the SCC website:

www.stchas.edu.

Business and Social Sciences Website

Valuable recourses are available through the Business and Social Sciences website including the academic calendar, faculty office hours, forms, phone numbers, and much more: <http://www.stchas.edu/divisions/bss/index.shtml>

There are TWO possible early-morning announcements that may be made regarding whether classes are to be held:

- 1) **CLASSES CANCELED** –This means no classes will be held that day or evening.
- 2) **SNOW SCHEDULE** – This means classes do not begin until 10:00am, but that the rest of the day and evening classes will be held.

DO NOT CALL THE RADIO STATION for information, but listen during the scheduled inclement weather announcement periods.

THERE MAY BE DAY(S) THAT THE COLLEGE IS OPEN, BUT THE LOCAL SCHOOL DISTRICTS WILL BE CLOSED.

Since weather and road conditions may vary over the area, each student should make the decision as to whether or not it is safe to travel on days of inclement weather, even though the College may be in session. However, the individual student will be responsible for securing the makeup material covered in assignments, presentations, or other materials distributed to the class on that day.

Lost and Found

The final resting place for Lost and Found articles is with DPS (Department of Public Safety) located in the Campus Services Building. If articles have been lost very recently, you may call the Information Desk at x8400 or the LRC Circulation Desk at x 8434 to check if they have been turned in. These are also the designated drop off spots for items found in classrooms or other places in the buildings. Items not claimed within a reasonable period of time will be disposed of.

Parking Regulations

All faculty are expected to observe the parking regulations established by the College. At the in-service sessions for the fall semester, parking stickers and picture identification cards are provided without cost. At other times parking stickers and identification cards may be obtained from the Department of Public Safety located in the Campus Services Building. Parking and traffic regulations are distributed with the parking stickers outlining parking regulations.

Protection of College Property

The College solicits the help of faculty in protecting College property from vandalism, negligence, and theft. Normal wear from use is anticipated. Any suspicious situation at the College should be reported immediately to DPS (Department of Public Safety) or to the College switchboard operator.

Room Security

All computer rooms are kept locked, except when in use or under the direct supervision of staff.

Sale of Commodities on Campus

No commodities may be sold on campus by any individual or group not part of the College, except through regularly approved distribution channels, e.g. the College bookstore or the food service facility, unless specific approval has been granted by the President of the College.

Scheduling of Classrooms

At the start of the semester each class is assigned a classroom based on enrollment capacity and known special needs. There may be times, however, when circumstances warrant a change, either permanent or temporary. When a change is necessary, please discuss with the Division Office Coordinator and she will try to accommodate your request. **DO NOT switch rooms arbitrarily** as we need to know where classes are at all times and what spaces we have open.

Employment Information

Adjunct faculty are subject to all employment policies approved by the St. Charles Community College Board of Trustees. The following policies and procedures are for adjunct faculty.

Adjuncts are at-will employees engaged to teach classes one semester at a time. Official transcripts must be received by Human Resources during the first few weeks of the semester of teaching.

Vocational Certificate

The College is eligible for reimbursement from the Missouri State Department of Education for vocational courses. In order to qualify for this reimbursement, it is necessary for the College to file a form with the State Department. When you receive the form, please complete it, affix your signature and return it to the Office of Academic Affairs as soon as possible.

Attendance in Class and On Campus

Faculty are expected to be in class and on campus available to assist students. When a faculty member will be absent the Chair, Program Coordinator/Division Office Coordinator must be notified in advance whenever possible. An Employee Absence Record form, available from you Division Office Coordinator, must be completed for each absence.

Evaluation of Faculty

All faculty of the College are evaluated under general guidelines provided by the Board of Trustees under Board Policy and Procedures. Deans evaluate the instructional performance of teaching personnel as a part of the ongoing evaluation of all faculty. Evaluation may be conducted through classroom visitations, student evaluations, and/or self-evaluative techniques.

*Each faculty member **MUST** ask a student to distribute and collect the forms. The class will be assured that the faculty member will **NOT** see the evaluation until final grades have been turned in. The student will collect the forms in the envelope and return to the appropriate Division Office Coordinator as indicated on the instruction sheet.*

Substitute Pay

1. When a faculty member serves as a substitute, he/she will be reimbursed at the rate of \$45.00 per contact hour and any portion thereof on a prorated basis in quarter hour intervals. It will be necessary to submit a Payroll Authorization For Substitute Teaching Form.
2. A faculty member will be given reasonable notice of the need to substitute.
3. This does not preclude the practice of substitution by faculty through mutual agreement and approval of their immediate supervisor. When this option is chosen, it is understood that there will be no remuneration, other than the exchange of services.

ADJUNCT FACULTY – REQUIRED DOCUMENTS CHECKLIST

Human Resource Documentation

- _____ Completed and signed *Application for Employment* including signed *Authority for Release of Information*.
- _____ *Official transcripts from all colleges/universities, graduate and post graduate
- _____ Completed and signed I-9
- _____ I-9 Documentation:
 - Original** Social Security card is required
 - I-9 documentation requires that an HR staff member view the original documents and make copies for the personnel file
- _____ Signed receipt and acknowledgment of *St. Charles Community College Employee Manual*
- _____ Complete and signed *Personal Data Form*
 - Based on data gathered from Personal Data Form (if teaching 18 credit hours or more between all schools that are members of the Public School Retirement System), completed and signed Public School Retirement System Membership Record. The employee must include a primary beneficiary and will have the opportunity to list a first contingent beneficiary and a second contingent beneficiary. *Social Security Number is required for all beneficiaries.*
- _____ Signed *SCC Information Systems Access Agreement* – required by the Information Technology Department
- _____ Completed and signed *Missouri W-4 form* – required by the Payroll Department
- _____ Completed and signed *Federal W-4 form* – required by the Payroll Department
- _____ Completed *Vehicle Registration form* – required by the Public Safety Department for ID card
- _____ Completed and signed *Employee Authorization for Direct Deposit form*— required by the Payroll Department. *Voided check required* if employee is depositing into a checking account. *If employee is depositing into an Educational Employee's Credit Union account, an additional form is required.*
- _____ Completed vehicle registration form. Take this to Campus Services for photo and ID card and parking sticker
- _____ *FERPA* (Family Educational Rights and Privacy Act) *memo* given to employee
- _____ Completed *Personnel Employment Form*. HR staff uses form to complete Personnel Action Form once all other documentation is complete. HR enters date in Ceridian and forwards copy of PAF to Division Office Coordinators who enter information in Colleague.

Division Documentation

- _____ Completed and signed *Personnel Employment Form*, Employment Application Form, resume if available, copies of original transcripts

***Note: Documentation can be obtained after employment begins**—copies required at time of hiring adjunct faculty/required document checklist