

SOUTH LOUISIANA COMMUNITY COLLEGE

FACULTY MANUAL



South Louisiana
Community College

Interim Revision Fall 2012

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South Louisiana Community College

FACULTY HANDBOOK

South Louisiana Community College is a two-year college approved operating under the auspices of the Louisiana State Legislature and the Board of Supervisors for the Louisiana Community and Technical College System.

South Louisiana Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404679-4501 for accreditation questions about South Louisiana Community College.

Main College Campus

Lafayette Footprint

Devalcourt Building

Ted Ardoin Building

320 Devalcourt Street Lafayette, LA 70506

Phone voice (337) 521-8896 Fax (337) 262-2101 Web site www.southlouisiana.edu

College Sites

New Iberia

908 Ember Drive New Iberia, LA 70560

Teche

609 Ember Drive New Iberia, LA 70562

Franklin

1013 Perret Street Franklin, LA 70538

C.B. Coreil

1124 Vocational Drive Ward 1, Industrial Park
Ville Platte, LA 70586

T.H. Harris

332 East South Street Opelousas, LA 70570

Evangeline

600 South Martin Luther King, Jr. Drive,
St. Martinville, LA 70582

Gulf Area

1301 Clover Street Abbeville, LA 70510

Acadian

1933 W. Hutchinson Crowley, LA 70526

Lafayette Location

Aviation Maintenance Technology Department
205 Shepard Drive
Lafayette, LA 70508

Opelousas

T. H. Harris Extension
6165 I-49 Service Road
Opelousas, LA 70570

College NEMSA Sites

Lafayette Academy
2916 N. University Building B
Lafayette, LA 70507

Baton Rouge Academy
9215 Interline Avenue
Baton Rouge, LA 70809

Gretna Academy
200A Wright Avenue Gretna, LA 70056

Lake Charles Academy
2827 4th Avenue Suite 245, Building A
Lake Charles, LA 70601

Alexandria Academy
724 Scott Street Alexandria, LA 71301

Covington Academy
2016 Ronald Reagan Highway
Covington, LA 70433

Houma Academy
144 Equity Boulevard Houma, LA 70360

College High School Dual Enrollment Sites

Acadia Parish
Church Point High School
Crowley High School
Iota High School
Midland High School
Rayne High School

Iberia Parish
Delcambre High School
Iberia Parish Career Campus
Jeanerette High School
Loreauville High School
New Iberia Senior High School
Westgate High School

Lafayette Parish
Acadiana High School
Carencro High School
Comeaux High School
David Thibodeaux Career & Technical High School
Lafayette High School
Northside High School
W. D. Smith Career Center

St. Martin Parish
Breaux Bridge Senior High School
Cecilia High School
St. Martin Parish Technology Center
St. Martinville Senior High School

Vermilion Parish
Abbeville High School
Erath High School
Gueydan High School
Kaplan High School
North Vermilion High School

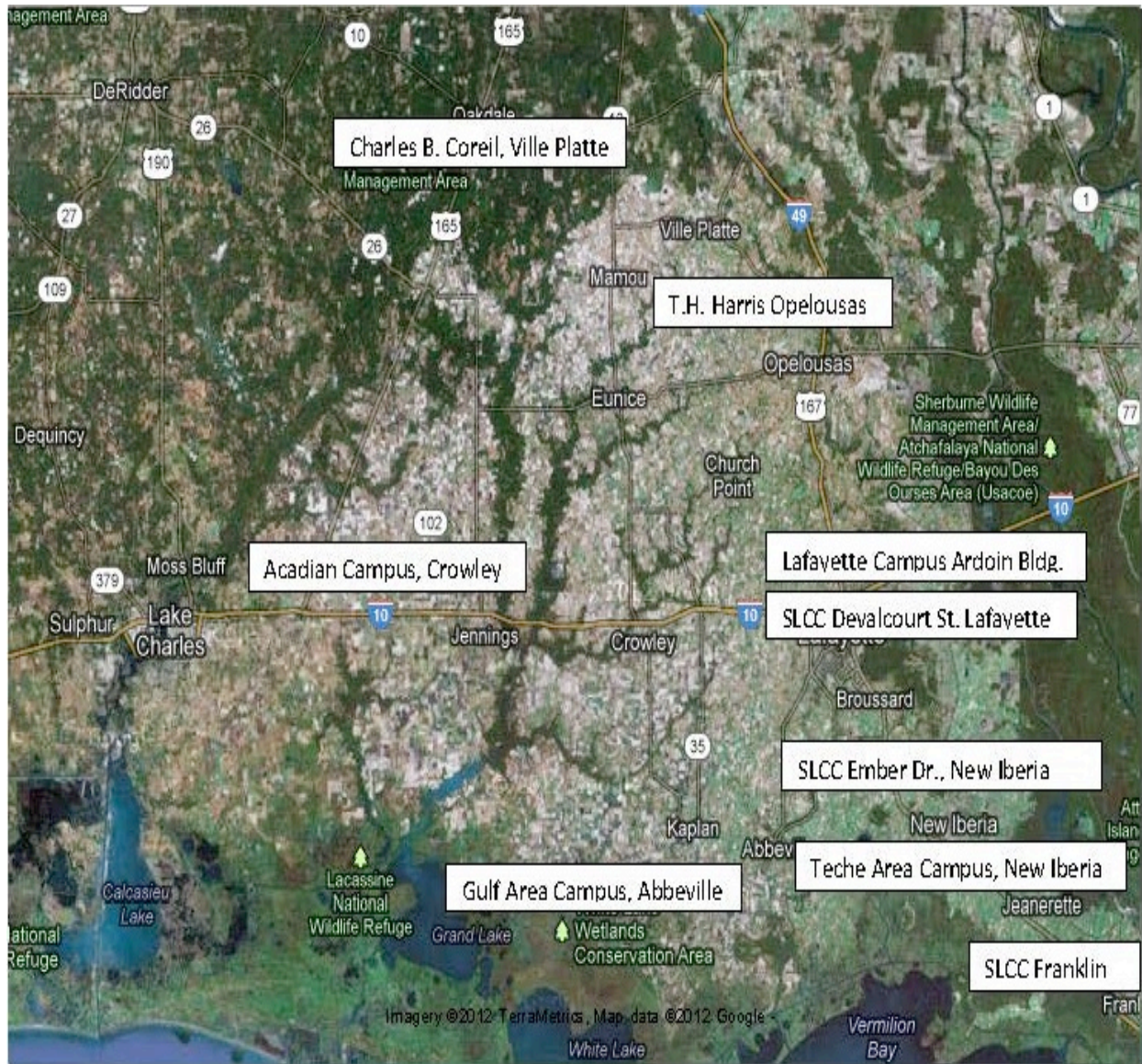
Evangeline Parish
Basile High School
Mamou High School
Pine Prairie High School
Ville Platte High School

Jefferson Parish
Bonnabel High School
Cuillier Career Center
Grace King High School
John Erhet High School

St. Landry Parish
Beau Chene High School
Eunice Career & Technical Center
Magnet Academy of Cultural Arts
North Central High School
Northwest High School
Opelousas Catholic
Opelousas High School
Port Barre High School
Washington Career & Technical Center

St. Mary Parish
Franklin High School

Geographical Positions of SLCC main campus and sites



Introduction

Teaching, learning facilitation, and maintaining open avenues of communication with students are faculty priorities. This handbook contains detailed information regarding policies and procedures related to instructional faculty requirements.

Information not contained here may be found in the College Catalog or other college publications. South Louisiana Community College prides itself on the caliber of classroom interactions and has established high, resolute expectations for faculty and their adherence to policies and procedures.

College Mission & Vision

The mission statement is as follows:

South Louisiana Community College is a proactive provider of excellent education and training, serving a diverse local and global economy.

SLCC delivers excellence by providing education and workforce training through flexible instructional systems while serving the larger community through service and career skills development for a global economy.

The college has adopted a deliberate lofty stretch vision as an ongoing impetus to achieve its mission.

The vision statement is as follows:

The educator of choice in USA

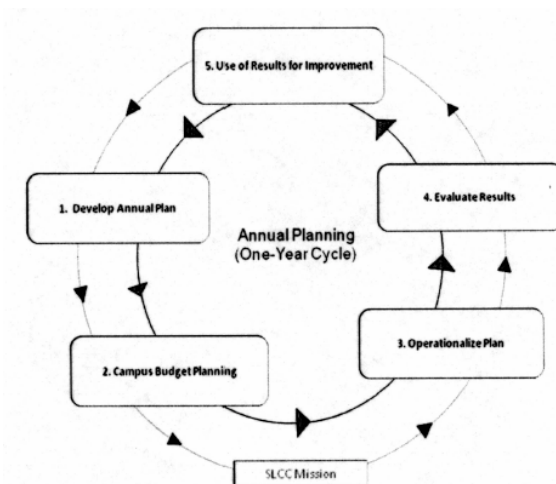
SLCC Commitment to Institutional Effectiveness

The College provides programs and services supported by an open-admissions policy, which focuses on access to students from diverse racial, religious, economic, educational, and cultural backgrounds. Within this open environment, the College proposes to offer educational opportunities that will improve the quality of life and meet lifelong educational needs of the citizens it is designed to serve. The college functions on a shared governance structure and the constitution of the faculty senate and its committees can be found in Appendix B.

South Louisiana Community College seeks to not only provide the resources and facilities necessary for quality instruction and services, but to also ensure the quality of these programs and services through ongoing evaluation. SLCC's accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC), standards state that SLCC must:

- Identify expected outcomes, which must include student learning outcomes in educational programs
- Assess the extent to which it achieves these outcomes
- Provide evidence of improvement based on analysis of the results

To address these requirements, SLCC's Institutional Effectiveness Plan is designed as a broad-based system involving input from faculty, staff, administrators, the community, and students. The Plan guides staff in evaluating how effectively the institution achieves its established goals as directed by the College's mission. This evaluation process encompasses a variety of assessment methods which measure the effectiveness of both educational programs and support services. Using the results of these assessments, individual academic and support units identify and implement strategies for continual improvement and to ensure continued improvement, and in support of the college's mission. This ongoing process, summarized below, is formalized and documented through annual unit plans completed by the college's academic, administrative, and support units.



What Teaching means to us at SLCC

Teaching:

The evaluation of teaching focuses on activities and is evidenced by:

- Creation and revision of course syllabi
- Revision of College policies and procedures related to instruction
- Documenting the use of innovative teaching methods
- Self-assessment and refinement of delivery, methodology
- Construction of tests that incorporate application
- Writing, evaluation, synthesis or analysis
- Design of multiple opportunities for students to demonstrate understanding & mastery
- Development of curricular materials
- Development of lesson plans, outlines, advance organizers, study guides, etc.
- Classroom experimentation which invites active learning experiences for students
- Student rating of instruction
- Cross curricular endeavors
- Informal classroom assessment mechanisms to inform teaching and learning
- Outcome assessment which results in course or program improvement.

Professional Development:

Professional development activities are encouraged to the degree that they demonstratively and directly relate to and impact classroom instruction. The College encourages faculty members to continue their professional development throughout their career. This includes recognizing study at the graduate or undergraduate level, as well as other study in the discipline area such as workshops or seminars. Professional development may be considered those at-large activities related to teaching at the college and developmental levels within the context of a subject level or pedagogy. When not specifically required for accreditation or certification within an area, the approval of travel to conferences, etc., will be determined by its value added to college instruction. Faculty who participate in conference travel are required to share materials and ideas with the faculty at-large. There must be a demonstration that such activities promote professional growth and enhance the faculty member's competence in teaching and/or applications of the subject matter. With respect to activities within the profession, campus and classroom responsibilities supersede all other professional endeavors. Faculty members are encouraged to participate in these nonteaching activities when to the College and students. Activities directly related to classroom practice or College effectiveness are encouraged.

SLCC defines professional development and involvement as, for example:

- Service as an officer in a national or regional professional organization.
- Service on the editorial staff of a national, regional, or professional journal.
- Service on a committee of a national, regional, or professional organization.
- Attendance at major conferences or related activities with professional organizations.
- Active memberships in honor societies or professional organizations.

- Publications by a recognized professional or educational publishing company or organization (other than grant writing).
- Creative works performed or displayed at the national, regional, or local level.
- Presentations at seminars, conventions, or conferences at the national or regional level.
- Research studies designed and completed for use outside the College.
- Professional Consultant services provided by the faculty member.

Service to the College and Community:

College and community service may be demonstrated by fostering a stronger connection within the College and communities in the service area. Evaluation of a faculty member's service must include the degree of time, labor, expertise, quality of commitment and activity, responsibility demanded, and significance of results obtained. **Faculty must clearly differentiate personal or family activities from those actions that directly serve the community or the College.** The college encourages volunteerism and community service and acknowledges service learning opportunities that are built into course offerings.

Examples of Service to the College and Community may include:

- Special projects that apply specific expertise which aids the operation of the College, such as grant writing
- Contributing to the Collegial climate and maintaining a strong presence at the College
- Applying academic expertise in local, state, or national communities *without* pay or profit
- Developing and presenting workshops for students, faculty, or staff
- Ordering and maintaining innovative equipment or supplies
- Presenting workshops for students or faculty
- College level outreach activities
- Student advising and scheduling
- Training and supervising student employees
- Serving on or chairing committees
- Fund raising
- Serving on faculty senate
- Attending College functions
- Mentoring new faculty members
- Drafting in-house manuscripts
- Coordinating skills lab or tutorials
- Contributing to library functions
- Coordinating academic programs
- Recruitment
- Public speaking
- Arranging art shows or other cultural activities
- Performances
- Readings
- Facilitating student organizations

Faculty Responsibilities and Requirements

Responsibilities

Each member of the faculty is expected to devote efforts to the accomplishment of the purposes for which SLCC exists. **A premium is placed on instruction, student success, and contributions to the College.** Principally, every member of the academic staff, at any rank, will be held responsible and accountable at all times for competent and effective performance of duties.

Canceling classes is not a favored nor standard instructional procedure at SLCC. **Faculty absenteeism** and tardiness place a burden on students, other faculty, staff, and on South Louisiana Community College. In the rare instances when employees cannot avoid being late to work, or are unable to work as scheduled, **the Dean should be notified immediately** (either through the Department chair or directly), or **in advance of anticipated** tardiness or absence so that planning can take place to ensure **class is held and students are engaged.** Instructors in cooperation with department chairs are responsible for finding other qualified faculty to fill in pending the dean's approval.

Faculty members must carry out their duties in a professional, ethical and collegial manner that enhances the purposes of the College (Appendix E many relevant policies). Full-time faculty members are expected to participate in non-teaching functions as part of faculty duties; adjunct faculty involvement is highly valued and encouraged. The College functions collegially in a shared governance model and the function of the faculty Senate can be found in Appendix B and faculty mediation procedures found in Appendix D.

Evaluation of Instruction

Rank and Promotion

SLCC has developed policies and procedures for promotion of faculty following guidance from the Board of Supervisors of the LCTCS. At SLCC, the evaluation process involves the preparation of supporting documentation from defined categories in a portfolio format. This process is open annually to faculty eligible for consideration. A detailed policy handbook is made available to all those seeking rank and promotion evaluation. A brief overview is provided below.

The categories in which applicants receive merit toward promotion are as follows; quality and consistency in performance related to:

- Teaching
- Self-assessment of teaching
- Supervisors' evaluations
- Continuing academic and professional development
- Service to the college (other than primary teaching responsibilities)
- Service to the community
- Student evaluations

- Work of significance to profession (areas related to primary responsibility)

The promotion process involves a thorough evaluation of the promotion application and documentation by the College Promotion-in-Rank Committee as well as an appeals process. Detailed information can be found in the SLCC Rank and Promotion policy.

Student Rating of Instruction (SRI)

Every semester, students are provided the opportunity to rate various elements of a course and instruction. The instrument currently used can be found in the Forms Appendix A.

Supervisor Evaluation of Instruction

The Vice Chancellor, Dean or Department Head evaluates each faculty member each academic year. Copies of these evaluations are provided to the faculty member and housed in the Dean's Office. Additionally, observations are conducted and intended to be as objective, generative, constructive and nonthreatening as possible. Faculty are provided an opportunity to reply to the observation comments and encouraged to engage in a productive and positive discourse.

The annual evaluation is based on at least one classroom observation per academic year. The form used to facilitate the observation can be found in the Forms Appendix A.

Values of Instruction

All faculty shall:

- ✓ Be sincerely and constructively interested in each student. Follow-up on student absences. Maintain dialogue with counselors, fellow faculty, and Dean when appropriate.
- ✓ Employ alternative methods of delivery; lead discussions; model; perform demonstrations; incorporate technology; use peer, group, and collaborative exercises; encourage application, evaluation, synthesis, and analysis; encourage student participation in learning and assessment activities.
- ✓ Be organized and punctual.
- ✓ Be intellectually challenging and maintain quality standards of performance, stimulate critical thinking, and use of materials, methods, and examinations efficiently.
- ✓ Demonstrate he/she is not bound by the text; find innovative use of resources.
- ✓ Create and effectively use well-prepared course syllabus, directions, materials, and tests; adhere to stated course objectives in the master syllabi and maintain professional review and feedback regarding course content and delivery.
- ✓ Maintain grading criteria and records, including descriptive outcome assessment data.
- ✓ Give students the opportunity to develop written and oral communication to provide appropriate modeling.

Instructional Expectations

The following items can be found on classroom observation of teaching and student ratings of instruction forms. These expectations should guide your conscious and subconscious planning, creating, and execution of daily interactions with students.

Observation Form

- ✓ conveys ideas with sufficient supporting information
- ✓ relevancy of main ideas is clear high order thinking evident

- ✓ instructor relates ideas to prior knowledge contextual advanced organizers used
- ✓ introduction captured attention
- ✓ organization of day's plan relayed
- ✓ flexible when necessary
- ✓ summarizes main ideas
- ✓ connects to previous class(es) connects to future class(es)
- ✓ asks students questions
- ✓ uses students names
- ✓ students actively involved and accountable
- ✓ incorporates student's responses
- ✓ good rapport with students evident
- ✓ speaks extemporaneously
- ✓ volume is sufficient to be heard
- ✓ rate of delivery appropriate
- ✓ eye contact with students
- ✓ non-threatening environment maintained
- ✓ use of technology

Student Rating Form

- ✓ material presented is understandable high performance standards creative learning opportunities
- ✓ individual feedback small groups/collaborative learning
- ✓ encourage critical thinking
- ✓ students feel free to ask questions objectives met tests and evaluates fairly
- ✓ clear, useful feedback on
- ✓ papers challenging workload meaningful sequence
- ✓ class meets for entire class period assigned work aids understanding
- ✓ valuable learning experience

Job Description of the Faculty: Overview

Full-Time:

For full-time faculty, duties include, but are not limited to the following:

- Maintain performance standards and pursue goals, objectives, and activities that promote the mission and values of the College. Full-time faculty members must construct annual goals/objectives, and generate a teaching portfolio to aid in evaluation.
- Participate in committee activities within the division and at the campus and College levels.
- Maintain accurate attendance, progress, and evaluation records in an acceptable grade book format and file these grade books (photocopies/print-outs) with the Dean's office at the end of each semester; adhere to all time lines established by the college, particularly with respect to the submission of grade rosters, end-of semester packages, reporting non-attendance of students, referring students for counseling, withdrawing students from classes for excessive absences, and responding to records inquiries and other communications about students in a timely manner.
- Serve as academic advisor and participate in recruitment, registration, and retention activities for students in programs within the division, including referring students who are at risk of failure due to absences from advising or counseling.

- SLCC provides academic advising to all students. Each full-time faculty member serves as academic advisor in the degree programs and provides student guidance concerning registration processes and course selections. Each advisor works in consultation with the degree program coordinator. Faculty advisors are required to monitor students' progress in courses and provide timely feedback to aid academic success and inform degree program coordinators regarding course offerings.
- Perform registration assignments as scheduled by supervisor.
- Create a learning environment in which all students are treated equitably and with respect.
- Attend and provide meaningful instruction — 15-hour load per semester- for all class sessions during the semester. Be punctual in class attendance and provide instruction for the complete class period. Make appropriate arrangements for necessary absences according to College policies. Full-time faculty members will be allowed to teach a maximum of two additional courses to the full-time load each semester. Any exceptions to this limit must be fully justified by the Dean and approved by the Vice Chancellor.
- Participate in professional development activities that enhance effectiveness, particularly with respect to teaching and student learning at South Louisiana Community College.
- Make adequate preparation for the instructional process; incorporate strategies, and a variety-of evaluation methods to accommodate students with varying learning styles and to ensure that course content is presented in a professional manner, with adequate opportunity for students to engage in dialogue about course content.
- Collaborate with departmental (College-wide) colleagues regarding instruction and in the selection of library resources, software, and textbooks and in the development of master course syllabi. The College encourages cross-curricular activities.
- Develop and distribute, within the first week of the semester, course syllabi that are in accordance with approved master syllabi and which describe in detail the requirements of the course, attendance policy, assessment strategies, grading system, classroom policies, and other information as appropriate.
- Develop and administer periodic tests, assignments, and informal classroom assessment (formative and summative) to monitor students' performance, to monitor instructional effectiveness, and administer final examinations during the scheduled exam periods.
- Develop and update a mechanism for collecting data that aid in the assessment of program outcomes.
- Monitor the enrollment of students in classes by directing students who are not officially enrolled to the Registrar's Office to correct enrollment problems and by restricting attendance to students who are officially enrolled.
- Instruct students in the safe and proper use of equipment and supplies and in procedures for proper housekeeping and storage of materials.
- Maximize the use of advanced technology, including the use of computers and related strategies, in the classroom or available learning centers as appropriate.
- Provide classroom instruction in accordance with the Americans with Disabilities Act, College harassment policies, and/or other legal requirements.
- Obey and enforce College policies that prohibit the use of food in the classroom, smoking

within college buildings, drugs and firearms on campus, and the destruction and misuse of all college property.

- Participate in training sessions that familiarize the faculty member with instructional strategies, the institutional policies, databases, information systems, and software.
- Assist students with information about job opportunities in the discipline or program, with certification or licensure information, and with information about articulated programs and course work at secondary and post-secondary institutions.
- Serve as a resource to students in the pursuit of employment or advanced educational opportunities, such as assisting students in their pursuit of meaningful educational goals by staying informed and offering reliable, accurate information about programs and opportunities the College offers.
- Attend meetings for the purpose of fulfilling assigned duties, participating in activities, sharing ideas and information, and working toward common department and College goals.
- Be receptive to requests from colleagues, students, and administrators to serve in a voluntary capacity in such situations as coverage of a colleague's class on an emergency basis, application of expertise in tasks that serve the college, coverage of the divisional office on an as needed basis, speaking engagements, college or program specific recruitment activities, serving as advisor to a student organization, developing new organizations, assisting in or supporting student activities, assisting at local conferences, or participating in fund-raising activities.
- Communicate effectively with students, colleagues, and supervisors and utilize appropriate channels of communication within the College community concerning procedures and/or inquiries.
- Be adaptable to schedule/load adjustments based upon enrollment and accountable for a forty-hour workweek, including instructional responsibilities, planning, meetings, etc.
- Represent the College in manner, appearance, and behavior that promote a positive image of the College within the community.
- Participate in committee work either as working members or as chairs. From time to time, faculty members will be asked to participate on administrative committees, such as search committees, ad hoc committees, etc.
- Engage in classroom research and in assessment of learning experiences of students both for immediate feedback for teachers and students and for long-range improvement of courses, degree programs, and general education effectiveness.
- Complete an equipment and furniture inventory during the spring semester prior to summer departure.

Job Descriptions of the Adjunct Faculty: Overview

Adjunct:

Part-time teaching agreements are awarded on a course-by-course basis each semester. Part-time agreements are contingent upon sufficient enrollment in the course(s) and continued contracts are based on quality of performance. If there is not sufficient enrollment or if the college assigns or reassigns a full-time or part-time instructor based on need, other part-time agreements may be modified or canceled. Adjunct faculty members will be allowed to teach a maximum of three courses on part-time agreements; any exception to this limit must be fully justified by the Dean and approved by the Vice Chancellor.

While every effort is made to accommodate those schedules developed by Department Chairs, final assignments are based on need and resources as determined by administration. **Typically, final assignments are not confirmed until the first day of classes.** Enrollment trends are monitored and adjustments are made beginning two weeks prior to the first day of class and completed after the first week. Adjunct instructors may obtain information related to likelihood of a class "making" by contacting the dean or department head.

Adjunct faculty members shall adhere to all curricular and classroom policies within this handbook. Furthermore, while adjuncts are encouraged to attend departmental or college meetings and or/workshops, they are not required to participate in non-teaching related duties. While adjunct faculty does not have assigned office hours, they must be readily available to address students' questions and concerns outside of class. Faculty who are teaching one course should schedule a minimum of one-half hour per week, and faculty who are teaching two or more courses should schedule one hour per week for conferences. Conferences must be scheduled at times that facilitate student access and may be by appointment. The Adjunct Faculty Member's direct contacts are the Department Chairs over their discipline and the Dean. For Adjunct Faculty, duties include:

- Teach students in assigned classes in accordance with approved course syllabi and guidelines, texts, policies and procedures outlined in this handbook or provided by the dean or department chair.
- Maintain contact with department chair and the dean to discuss any concerns and needs as well as instructional strategies, curriculum, and pedagogical questions. Communicate effectively with students, colleagues, and supervisors and utilize appropriate channels of communication within the College community concerning procedures and/or inquiries.
- Maintain performance standards and pursue goals, objectives, and activities that promote the mission and values of the College. Students will evaluate each faculty member annually. Unannounced classroom observations will also occur periodically.
- Maintain accurate attendance, progress, and evaluation records in an acceptable grade book format and file these grade books (or pages/print-outs) with the Dean.
- Submit End-of-Semester Package in a timely manner to the Dean
- Adhere to all time lines established by the college, particularly with respect to the submission of grade rosters, reporting non-attendance of students, referring students

for counseling, withdrawing students from classes for excessive absences, and responding to record inquiries and other communications about students in a timely manner.

- Make adequate preparation for the instructional process, encourage active learning from students, incorporate strategies, and a variety of assessment methods to accommodate students with varying learning styles, and ensure that course content is presented in a professional manner, with adequate opportunity for students to engage in dialogue about course content.
- Create a learning environment in which all students are treated equitably and with respect.
- Collaborate with departmental (College-wide) colleagues regarding instruction and in the selection of library resources, software, and textbooks and in the development of master course syllabi.
- Develop and distribute, within the first week of the semester, course syllabi in accord with approved master syllabi and which describe detailed requirements of the course, attendance policy, evaluation strategies, grading system, classroom policies, and other information as appropriate.
- Develop and administer periodic tests or assignments (formative and summative) to monitor students' performance, informal classroom assessment to monitor learning and teaching, and administer midterm and final examinations during the scheduled exam periods.
- Monitor the enrollment of students in classes by directing students who are not officially enrolled to the appropriate office or the Registrar's Office to correct enrollment problems and by restricting attendance to students who are officially enrolled.
- Instruct students in the safe and proper use of equipment and supplies and in procedures for proper housekeeping and storage of materials.
- Maximize the use of advanced technology, including the use of computers and related strategies, in the classroom or available learning centers as appropriate.
- Provide classroom instruction in accordance with the Americans with Disabilities Act, College harassment policies, and/or other legal requirements.
- Obey and enforce College policies that prohibit the use of food in the classroom, smoking within college buildings, drugs and firearms on campus, and the destruction and misuse of all college property.
- Be adaptable to schedule/load adjustments based upon enrollment and accountable for instructional responsibilities, planning, etc.
- Represent the College in manner, appearance, and behavior that promote a positive image of the College within the community.
- Engage in classroom research and in assessment of learning experiences of students both for immediate feedback for teachers and students and for long-range improvement of programs.

Adjunct faculty may but are not required to:

- Participate in professional development activities that enhance the faculty member's effectiveness, particularly with respect to teaching and student learning at South Louisiana Community College.
- Participate in committee activities within the division and at the campus and College levels.
- Attend meetings for the purpose of fulfilling assigned duties, participating in activities, sharing ideas and information, and working toward common department and College goals.
- Participate in committee work either as working members or as chairs.
- Engage in classroom research (but are required to engage in informal assessment techniques.)

Job Description of Librarians: Overview

Librarians:

Maintain performance standards and pursue goals, objectives, and activities that:

- Promote the Mission of the College. (Each librarian will be evaluated on an annual basis by the supervisor.)
- Participate in all or designated aspects of the following professional activities: the selection, acquisition, organization, expansion, preservation, and dissemination of information.
- Create a library environment in which all students are treated equitably and with respect.
- Utilize assessment of student outcomes to improve library services.
- Provide a collection of materials of quality and ensure use of same through appropriate organization, instruction, arrangement and accessibility (includes ordering/filing, etc).
- Collaborate with instructional faculty in the development of a collection of materials that supports the programs and instruction.
- Adhere to all time lines established by the College.
- Maximize the use of advanced technology, including the use of computers and related strategies, in the library as appropriate.
- Obey and enforce College policies that prohibit the use of food stuffs in the library, smoking within College buildings, drugs on campus, and the destruction and misuse of all College property.
- Provide library services in accordance with the Americans with Disabilities Act.
- Be aware of College harassment policies and other legal requirements.
- Participate in training sessions that familiarize faculty and users with computers and their use in accessing information.

- Assist in registration during the regular registration period as needed.
- Participate in committee activities within the division and at the campus and college levels.
- Attend meetings for the purpose of fulfilling assigned duties, participating in activities, sharing ideas and information, and working toward common department and College goals.
- Be receptive to requests from colleagues, students and administrators to serve in a voluntary capacity in such situations as coverage of a colleague's workload on an emergency basis, coverage of the divisional office on an as needed basis, coverage of class sections when faculty are participating at conferences, speaking engagements, recruitment activities, assisting at local conferences, or participating in fund-raising activities.
- Communicate effectively with students, colleagues, and supervisors and utilize appropriate channels of communication with all members of the college community.
- Be accountable for forty (40) hours per week from the first day of the semester to the ending date of the semester.
- Represent the College in manner, appearance and behavior that promote a positive image of the College within the community.
- Participate in professional or continuing educational activities or training.
- Participate in committee work either as a working member or a chair. From time to time, librarian will be asked to participate on administrative committees, such as search committees, faculty senate, etc.
- Develop grants as a viable alternative for obtaining funds to develop new and innovative concepts, programs, or facilities. The Chancellor must approve grant proposals involving College participation.
- Engage in research and in assessment of learning experiences of students and/or faculty both for immediate feedback and for long-range improvement of programs.
- Complete an equipment and furniture inventory each Spring semester.

Responsibilities in the Classroom

Faculty Professional and Educational Requirements

Credential Documentation and Verification

Each faculty member will furnish the following credentials at time of appointment: Application for Employment (cover letter), resume/vita, *official* transcripts, and three letters of recommendation. Unofficial transcripts may be used at the time of interviewing and hiring. These documents must be on file in the HR office no later than six (6) weeks before the end of the faculty member's first semester of hiring. It is the responsibility of the faculty member to obtain and submit current academic credentials.

Personnel Data Changes

It is the responsibility of each faculty member to notify Human Resources promptly of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status changes should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Department.

Personnel Files

Human Resources and the supervising Dean retain files on each faculty member. These personnel files include such information as the faculty member's resume, records of training, documentation of performance appraisals and salary increases, payroll and insurance information, and other employment records.

Personnel files are the property of South Louisiana Community College and access to the information they contain is restricted. Only management personnel of the faculty member or employees of Human Resources who have a legitimate reason to review the information in a file are allowed to do so. Faculty members who wish to review their on file should contact the Human Resources Department. With at least a three day advance notice, faculty members may review their own personnel files in the presence of an individual appointed by Human Resources to maintain the files. All Payroll records are maintained in the Business Office.

Workload Requirements

Course Load

Workload requirements have been clearly set out in the SLCC IS 109 policy contained in Appendix E of this manual. The College employs Faculty on both 9 month and 12 annual month contract. The required course load varies in relation to contract length. The policy in relation to overload can be found in SLCC policy IC 103A. Should class sizes vary due to enrollment, or in relation to needs of a specialized instructional environment direction regarding adjustments in course load can be found in SLCC policies IS 100, 101, 101A & 102 also contained in Appendix E.

Irrespective of contract length, it is expected that the instructor will be prepared for and meet every class with the knowledge and materials required teaching the class. Class should begin on

time and continue for the period scheduled. Instructors are required to meet for the entire class and fulfill scheduled time/contact hours. Each three-hour class must include a minimum of 150 minutes of instruction for each 180-minute time slot.

Office Hours

Faculty are expected to be available to students outside of class. This may be by appointment or by maintaining a regular schedule before or after class. Full-time faculty members are to be accountable for a forty-hour workweek. Faculty members are required to be available on campus for a minimum of 25-30 hours per week over a five-day week for instructional responsibilities and meeting with students. These hours are exclusive of any additional hours for any contractual obligations such as overload or extra contract courses. The teaching responsibility typically consists of 15 credit hours (or the equivalent thereof) per week, possibly in a combination of day and evening classes, and 10 office hours. Office hours should be scheduled to accommodate students and are inherently designed for faculty-student interactions. Balance of time-on-task away from the college includes but is not limited to planning, grading, and preparation of classroom materials.

Office hours, are designated for the availability of faculty to students and are exclusive of other activities or meetings in other locations, should be consistent with the times of the teaching schedule, and must be posted within the first week of class.

Summer Session

The requirements for Summer are set out for 12 month faculty in terms of their workload. Standard 9-month annual contracts do not guarantee or include summer employment. Choice in teaching summer courses will be determined by a single-file rotation of full-time faculty. Once a basic rotation is established, if the person on the top of the list declines teaching a summer course, that faculty member automatically rotates to the bottom of the list (and is not automatically eligible the next year). If all available full-time faculty decline, part-time faculty will be invited to teach.

A 100% course load for the summer session for a 9 month faculty will be nine credit hours or the equivalent. Lab hours will be calculated as two-(2) laboratory hours equivalent to one (1) lecture hour. 9 month Faculty members teaching during the summer will be paid in accordance with the current adjunct pay schedule.

Minimum Education Requirements

Following guidelines provided by the Southern Association of Colleges and Schools (SACS), the college has derived appropriate minimum qualifications and requirements for instructors teaching in courses and programs that allow students to transfer gained course credit and those which teach in technical and vocational education and those working in developmental education. These are all set out in the SLCC policy IC 108 contained in Appendix E of this manual. In summary:

- The College globally prefers Masters degreed teachers as a minimum expectation for all instructional areas.
- Faculty teaching general education courses at the undergraduate level: a doctoral or master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

- Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: a doctoral or master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: a baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline
- Faculty members who teach in remedial/developmental programs: The minimum degree is a earned bachelor's degree in a discipline related to their classroom assignment and either classroom experience in a discipline related to their teaching assignment or graduate training in remedial/developmental education. Remedial/developmental courses are defined as those courses numbered below 100, currently in mathematics, english, and reading, and all study skills (CSSK) courses.

Minimum Certification/Licensure Requirements

Faculty members who teach professional, occupational, technical or enrichment courses can also find their requirements contained in SLCC policy IC 108 contained in Appendix E of this manual. Faculty teaching in programs that lead to certification or licensure must maintain current certification or licensure commensurate with the courses they are teaching or with the program in which they teach, as appropriate. Also, faculty in clinical or similar settings or director positions may be required to meet additional requirements.

Exceptions to Minimum Faculty Requirements

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation for faculty members teaching both transfer and non-transfer courses in those areas. The College on an individual basis must justify such exceptions. Official documentation of professional and work experience, technical and performance competency, records of publications, certifications, and other qualifications used in lieu of formal academic preparation must be maintained in the individual's personnel file.

Faculty Computer Use Policies

This document establishes rules that define acceptable use of South Louisiana Community College computers and communication systems. Unacceptable use is grounds for loss of computer and/or system privileges, as well as possible disciplinary action, or legal sanctions under Federal, state, or local law, as appropriate.

All users of SLCC computers and communication systems must comply with the policies outlined in this document as well as any additional guidelines established by the administrators of individual systems. The use of SLCC computers and computer systems is taken as agreement to abide by these policies.

Academic Computing

South Louisiana Community College strives to provide the computer technology necessary to meet the diverse needs of students, faculty, and staff

Specifically, computer technology will:

- Provide adequate computer access to each student, faculty and staff enrolled at the College.
- Allow the use of computer-based teaching, classrooms, and learning stations.
- Provide the opportunity to keep abreast of business and industry standards.
- Work with all disciplines and departments to ensure training for students, faculty, and staff in applicable computer applications.
- Enable students and faculty the opportunity to access innovative teaching strategies through computer assisted learning.
- Provide staff with the necessary tools to support the administration, faculty, and students effectively.
- Improve the academic and computing resources of South Louisiana Community College to contribute to the ever-expanding technology and global network.

System Security

SLCC faculty and staff are responsible for maintaining the integrity of those aspects of the administrative network and systems to which they have authorized access, and the confidentiality of any sensitive data, files, passwords, protocols, etc. In order to do the above, the following steps should be taken:

- Do not give out passwords, logon **I.D.**, account numbers, etc. If you must share such information with appropriate people at some point—for example, with system support people during troubleshooting—change your password as soon as possible.
- Avoid easy to guess passwords, such as some part of your name, the name of your discipline, your birth date, your child's name or pet's name if these are common knowledge.
- Do not let others, particularly students, use your computer when you are not present without first observing the strictest security measures regarding access to administrative systems.
- Avoid leaving terminals unattended when they are logged into an administrative system; these programs should be time-screen-saved by password.
- A personal computer in an office is as private as a desk or file drawer. Staff and faculty should not attempt to use another's computer without explicit permission from the "owner."
- Whenever possible, computer programs and files should be closed and computers shut down before the employee leaves for the day.
- Faculty or staff using computer classrooms/labs are responsible for assuring that students properly shut down their terminals and that the entire room is appropriately "shut down."

Restrictions

Faculty/staff computers are intended for academic work and college business. They are not to be used for any of **the** following purposes:

- To send, post, or display harassing, offensive, abusive or slanderous text or graphics,

based on the race, sex, religion, ethnicity, sexual orientation or disability of others.

- To access, or attempt to access, restricted computers or computer systems.
- For commercial purposes, including software development, solicitation of business, advertising products or services, or engaging in consulting services. SLCC is entitled to rights and profits of intellectual properties that were in any way, shape, or form developed on College software and hardware. (State guidelines regarding these restrictions are under development.).
- To access websites that are offensive, such as pornography, hate groups, etc. (outside the scope of academic use).

Further details on IT can be found in Appendix K of this manual.

Copyright Policy (effective 8/05)

Use of copy machines

Use of copy machines is governed by Title 17, Section 108(f) (1) of the United States Code.

The law stipulates:

- Liability for copyright infringement rests with the **user** of the copy machine.
- Library/school must post notices informing users that making copies may be subject to copyright law.
- Applies to any unsupervised equipment capable of reproducing and downloading such as computers, VCRs and printers.

Library reserves

Library reserves are not specifically addressed by copyright law. However, since a reserve item can potentially be copied, fair use guidelines should be observed.

The following items can be put on reserve:

- Items owned by SLCC library including books, videos, and journals
- Materials written by an instructor (i.e. notes and answer sheets)
- Student notes, with written consent from the student
- 10% or 50 pages of a non-SLCC owned item, whichever is less
- Instructors' personal copies of books or answer keys (one semester only)

The following items **cannot** be put on reserve:

- Materials not owned by SLCC or by an instructor including: BlockBuster videos, interlibrary loan books, etc...
- Consumable items such as workbooks, Scantrons, etc...
- Textbooks on loan to an instructor from Follett's bookstore

All reserved items will be returned to faculty at the end of the semester.

Course and Master Syllabi

The master syllabus states the course description, goals and objectives, course content, as well as texts and readings and evaluation information. Department heads are responsible for supplying adjunct faculty with a copy of the master syllabus and text materials (see textbooks). Individual course syllabi should be reviewed and revised each semester by each instructor, and a copy of the course syllabus will be distributed to all students, preferably during the first week of classes. A copy of a Master syllabi and an example can be found in Appendix J of this manual.

The general guideline is that all classroom management policies should be communicated clearly in writing to the students and that these policies should be applied fairly. Policies related to absences or tardiness, or any classroom management practice must be written into the syllabus or on a personal policy statement. **All syllabi must contain emergency evacuation information and information for students with disabilities.**

A master syllabus has been developed for each course and is accessible from the Office of Academic Affairs. This is the approved syllabus for a course at South Louisiana Community College, no matter when or where it is taught or who teaches it, regardless of the delivery system. There is only one Master Syllabus for each course, regardless of mode of delivery. The development of the master and course syllabi shall reflect the goals and values of the College. Each instructor shall use the master syllabus as the minimum scope and sequence for his or her course. Any course content, texts, methodology, tests, evaluative regimen, grading rubrics, or assignments specifically stated on the master syllabus *must* be incorporated in an Instructor's individual syllabus. Some master syllabi are more prescriptive than others.

An individual course syllabus may be produced, allowing each instructor the opportunity to individualize assignments and approach as well as to respond to the specific needs of the students and the circumstances of the class. Any questions on approach, content, or construction should be discussed with the Department Chair and authorized by the Dean.

Textbooks

Department Chairs are responsible for providing text and master syllabi to all Faculty. In some cases, they will also provide ancillary materials, such as test banks and instructor's manuals. Adjunct instructors may choose to contact publishers or access websites to determine if other instructor materials are available for use, and these materials should be requested to be sent to the College address. Publishers may ask for clearance from an administrator for those faculty members who are not on their database for SLCC. This clearance is obtained from the Department Chair or the Dean.

Generally, textbooks will be *adopted for a minimum of two years*. An evaluation of a text's effectiveness should be reviewed at the end of each semester. Adoptions of new texts shall result in a revision of the master syllabus, an appeal by the Curriculum Committee, and the updating of the SLCC website.

Instructional Ancillaries

Equipment Checkout

College-owned property cannot be removed from campus without authorization from the Dean and must be accompanied by the appropriate property forms before and after its movement. All equipment that is checked out must be returned immediately after use. No piece of equipment will be loaned on a long-term basis to any faculty member during the regular semester. Digital cameras, VCR/TV, projectors, Smartboard or cart/laptop projectors, graphing calculator view screens, clickers etc., must be checked out from equipment rooms and returned after that day's class use. Advance reservation is recommended.

Portable items, such as laptops, audio/video equipment, scientific equipment, etc., may be checked out for longer periods of time. Arrangements must be made with and approved by the Dean, and the faculty member must complete the appropriate moveable property forms and return of property forms.

Currently, the library staff in Lafayette and the Administrative Office front desk in New Iberia check out equipment. Special considerations for extended use beyond one day must be addressed and authorized by the Department Chair and Dean.

When using property, faculty members are expected to exercise care, perform the required maintenance, and follow all operating instructions, safety standards, and guidelines. Lost property must be reported to the Business Office, Department Chair, and Dean, and a police report must be filed. The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action and liability, up to and including termination of employment.

Faculty should notify the Department Chair if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. See Website for more details.

Field Trips

"Field Trip-includes all events organized by a staff or faculty member in which South Louisiana Community College students are taken off campus to participate in instructional or cultural activities which are directly related to their course of study. Faculty members organizing field trips should make every attempt not to conflict with other class times and offerings.

Field trips that complement classroom instruction are encouraged and are considered an important part of the educational process. If a student has to miss other classes in order to participate in a field trip, it is the student's responsibility to make up all work covered during this absence. Faculty should make clear to students that participation in a field trip is not an excuse for not performing all class work in a timely manner.

The Dean must approve requests for field trips at least one week prior to the scheduled event. Students must sign a liability waiver obtained from the coordinating faculty member. Overnight field trips require special approval of the Vice Chancellor prior to making arrangements for the trip.

Safety should be emphasized at all times during field trips. This includes going to and from the field trip site as well as during the scheduled activities. Proper instructions should be given to the class prior to departure.

Evaluation of Students

Grade Books

Instructors should maintain grade books as a permanent record of performance and attendance. They should be dated and labeled as to the assignment and the relative -weight-of each grade for purposes of evidence in appeal hearings and as a permanent record. Grade books are available from the Dean's office. A semester's end **Outcomes Report** is required from each instructor for each class taught. This descriptive data should be submitted with final grades.

Graded Progress Reports

Instructors should repeatedly provide performance feedback to students. Students should always be aware of their progress in class, and preliminary feedback on work and attendance should have been collected by the 5' week as an early measure of progress (in this report, graded "S" or "F"). The 5th week progress report is not a permanent part of the record but used to notify at risk students of necessary mediation if needed. It is recommended that faculty hold periodic conferences with students explaining academic standing, how students are performing, and what students might do to improve their performance. Midterm and final exams are required and are a permanent part of the student's record. Midterm examinations and activities should contribute to a formative midterm benchmark of performance provided to the student for self-assessment.

Final Examinations Schedule

The exam schedules for South Louisiana Community College are published in the current **Class Schedule** for that semester. Exam schedules are based on the days and time the class meets. Final exams are required and *must* be given during the established final examination period. Only when the final exam consists of multiple parts that demand additional time, the first part of the test may be conducted during a segment of the last day of class. The Academic Dean must approve deviations from the published schedule.

Night classes: Due to the fixed number of instructional minutes for each course, some final exams for night classes must take place during final exam week (not before). In these cases, the exam should be administered during the same time of the class during the final exam week.

Final Grades

Disclosure

South Louisiana Community College accords all the rights under the law (Family Educational rights and Privacy Act 1974) to students who are declared independent of their parents. No one outside the institution shall have access to nor will the institution disclose any information from students' education records to any other person or party without the written consent from students except to academic or registrar personnel within the institution.

Calculation

Final grades should be calculated carefully. Changes due to calculation errors may be made using the appropriate form and on review of the Dean. To ensure maintenance of privacy and

non-disclosure laws, grades should not be posted by social security number, name, as a reproduction of the grade roster, nor given over the phone.

Faculty members are expected to inform their students in writing of the procedure used to determine the final grade, along with the approximate weights. On request, students should be provided a review of all graded material, including final examinations, which contribute to the course grade, and a review of the method by which the grade was determined. Unreturned examinations and graded materials are kept on file for six months minimum following the conclusion of a course. If the faculty member leaves the College during this period, these materials will be accessible in the Office of the Dean.

Final grades are reported for each student for every course undertaken according to the following grading system. Further details regarding this system are available in the College catalog.

A (90-100)	=Outstanding
B (80-89)	=Above Average
C (70-79)	=Average
D (60-69)	=Passing, below average
F (59 & below)	=Failing
W (not computed)	= Withdrawn (a student may initiate a withdrawal)
I (not computed)	= Incomplete (discouraged, teacher's prerogative)
AU (not computed)	= Audit (will automatically appear on grade roster)

The following grades are not commonly used for standard courses at SLCC:

IP (not computed)	=Permanent Incomplete (student must petition for this grade)
S (not computed)	=Satisfactory (for by-passed and nontraditional courses)
CR (not computed)	=Satisfactory completion of special courses (such as experiential learning)
NC (not computed)	=Unsatisfactory completion of specialized courses
NR (not computed)	=Grade not submitted
R	= Repeated course (see repeat rule in College Catalog)

Posting Grades

South Louisiana Community College accords to students all the rights under the law (Family Educational rights and Privacy Act 1974). The College discourages the posting of grades. To ensure maintenance of privacy and non-disclosure laws, grades must not be posted. No variation of identification in posting for example by social security number, initials, student number, a coded reproduction of the grade roster, is acceptable. Grades will not be provided over the phone.

Evaluation of Student Rosters

Taking attendance on every day of class, especially the first and last day, is absolutely required. Each faculty member is required to accurately record and return rosters on time as requested by the Registrar's Office. Failure to complete this task results in billing errors, audit inconsistencies, and financial aid problems. Five rosters and one grade report are provided to instructors for classroom record keeping as well as registration and billing purposes.

I) First Day Roster:

This gives a preliminary indication of enrollment. Since this roster is printed before "Late

Registration" and the -Drop/Add period," it is about 80% accurate.

If a student's name does not appear on this roster, it is possible that he/she has registered properly during a later period; however, encourage the student who has not completed registration to report to the Registration Area to schedule classes and to the Business Office to pay tuition.

This roster does not have to be returned to the Registrar's Office, but attendance and additional names should be appropriately updated for each class in order to maintain an accurate record.

2) Drop/Add:

This roster serves a critical record keeping function. It is issued by the registrar's office to verify enrollment and to create an accurate final (Fourteenth Day) roster. **This roster must be returned on time to the Registrar's Office as stated in the directions that accompany the roster.** Instructors are asked to add names of students who have attended but are not listed on the roster and to delete names of students who have never attended. Follow guidance regarding the Show / No Show determination.

Advice on Show / No Show Determination for Census

There are two primary purposes of the 14th-day census reporting. Our official census enrollment reporting should only reflect those students that are attending SLCC. If students have not been diligent in attending classes, they should not be included in our 14th-day census numbers. Secondly, the NS/SH attendance procedure will keep SLCC in compliance with the federal financial aid laws regarding the return of Title IV funds. When awarding Title IV funds, it is assumed that the student will attend classes for the period for which the funds are awarded. If a student is not attending classes, they may not be eligible for the full amount that they were scheduled to receive. SLCC does not want to disburse unearned funds to students; all unearned funds must be returned to the Department of Education. The financial aid office will not disburse aid for any class that a student has not been attending (NS).

The following advice was conjointly created by the Vice Chancellors and both Faculty Senate Presidents (of the former SLCC and ATC) to provide unity and clarity on how to report.

Banner allows only two states No Show (NS) and Show (SH)

These terms need to be interpreted in the following manner: No Show (NS) = "Non Continuing" and Show (SH) = "Continuing".

No Show is "Non Continuing"

In the two week period prior to the census, a class would have typically met several times - if a student does not attend, they are obviously a no show and "non-continuing". In the same time period, a student may only attend once or twice, not attending all or a majority of classes, not communicating with the instructor on why they were absent or the circumstances to explain the inconsistency of attendance, faculty are asked to use their professional judgment on whether the student will continue. If considered "non continuing" mark the student as no show (NS).

If a student attends the class, in say, the first week and then is not seen in the second week, makes no contact with the Instructor, is subsequently marked as a no show(NS = "non continuing") at census and then reappears in week 3 or 4 or later, inform them they are no longer in the class. It is at the Instructors discretion to readmit them to class if they in the Instructors opinion able to catch up on the missed materials. If this is not possible let the student know of your decision and politely direct them to the Vice Chancellor of Academics or Business and Industry depending on whether they were in an academic or occupational course. Please let the VC you have done this by a short Email.

Show is "Continuing"

If a student attends all or a majority of classes, clearly and proactively communicating with the Instructor explaining absences, mark as show (SH). This student clearly appears to have all attributes of a “continuing student”.

If a student's name does not appear on this roster, he or she should not be allowed to return to class without -verification of enrollment. Send the student to either the Registrar's Office or front desk.

3) Fourteenth Day Roster, or Seventh Day Roster (For Summer Sessions)

This roster shows if a student is really attending or not. If the student is removed due to non-attendance, it is the responsibility of the student to rectify the situation. The student should not be allowed back in class for any reason, unless cleared by Registrar and Dean.

4) Revised Fourteenth Day Roster, or Seventh Day Roster (For Summer Sessions):

This is the official enrollment count, used to reflect any corrections made to the Fourteenth (Seventh) Day Roster. If this roster does not accurately report the exact enrollment in a particular section, it should be returned to the Registrar's Office identifying the correction.

This roster must be accurate and reflect the actual enrollment based on the prior rosters returned to the Registrar's Office. State funding for the College is based on these rosters. Anyone whose name does not appear on this roster should not be allowed to attend. Send students to the Registrar's Office to obtain a dated schedule showing enrollment. Do not allow any student to remain in class or to return to class without a dated schedule showing enrollment. Also, your Joule course participants should accurately reflect your roster.

Final Grade Roster:

The final grade roster is distributed near the final exam period, which is included in the End-of semester packet.

Students on the Revised Fourteenth (or Seventh) Day Roster **must** be the same as those on your Final Grade Roster. If a student receives an "F", the Last Day of Attendance must be indicated on the Final Grade Roster.

Student Related Policies

College Policy on Reading and Writing across the Curriculum

The strengthening of reading and writing skills by all students is imperative. Insofar as:

- 1) a large percentage of students entering SLCC have documented weaknesses in the language arts,
- 2) language arts skills of all students are improved with progressive practice,
- 3) this activity will reinforce or aid in students' understanding of content in other disciplines or in their strategic reflection upon learning and content, and
- 4) reading and writing are the foundation for success as students enter and rise with the workforce and academia, all instructors must share in the responsibility in promoting reading and writing and applying these skills within their classrooms.

Accordingly

- Each course must include reading different from the textbook. These can be excerpts from popular magazines related to the content or discipline being taught, short stories, novels, research/journal articles, newspaper or news magazine articles or features,

- substantive www hypertext navigation and websites, etc.
- Each course must include a writing assignment. This assignment may take the form of interpretations or reactions to outside readings, journaling, substantive essay portions of exams, brief research papers, narratives, substantial Internet-related writing exercises, etc.
- Each master syllabus and individual syllabus should clearly indicate which assignments fulfill the reading and writing across the curriculum mandate.
- This policy should be reviewed and amended by the curriculum committee. The committee should attend to such issues as volume of reading or writing required (by investigating a sample of syllabi), grading issues if any, and to explore expansion or contraction and other cross-curricular opportunities, etc.

SLCC has defined its Quality Enhancement Project (QEP) to be clearly in Reading.

This initiative involves the entire faculty and further details can be obtained from specific QEP documents and by contacting the Dean of Accreditation and Learning. All full time faculty will be engaged in specialist education to support this student centered initiative.

Student Judicial Code

Please refer to "Student Rights and Responsibilities" in the College Catalog or policies stated in the Student Handbook for a complete rendering of policy on conduct. The basic philosophy of the policies and procedures in the College's Student Judicial Code is one of education through fair and prompt resolution of problems. The focus of the Code is on growth and development of the individual student by encouraging self-control, by publishing clear behavioral guidelines (rules and regulations), and by fostering the rights and privileges of others.

The goals of proceedings are to redirect the student's unacceptable behavior patterns and to protect the rights of all students and the entire College community. Among the many rights enumerated in the Code, the one which must be highlighted is the right to due process in all disciplinary matters and the right of appeal to the proper authority or committee.

Academic Honesty

An essential rule of the College is that all work for which a student will receive a grade or credit be entirely his/her own or be properly documented to indicate sources. When a student does not follow this rule, s/he is dishonest and undermines the goals of the College. Cheating in any form, therefore, cannot be tolerated. The responsibility rests with the student to know the acceptable methods or techniques for proper documentation of sources and to avoid cheating and/or plagiarism in all work submitted, whether prepared in or out of class.

Cheating, in the context of academic matters, is used to describe all dishonesty committed in the taking of tests or examinations and in the preparation of assignments. Cheating occurs when a student makes use of any unauthorized aids or materials. Furthermore, any student who provides unauthorized assistance in academic work is also guilty of cheating.

Plagiarism is a specific type of cheating. It occurs when a student takes credit for another's ideas, words, or work presented as new or original or anything which is, in fact, derived from an existing work without giving credit to the original source. Suggestion to faculty: When a faculty member detects what is believed to be plagiarism, it is the student's responsibility to define

words and summarize sections of text or to show comparative, similar work to demonstrate the work is original.

SLCC considers both cheating and plagiarism serious offenses. Penalties may include a grade of "zero" for the assignment in question, a reduction of grade in the course, and "F" in the course, or dismissal from the College. Academic dishonesty includes, but is not limited to, the following:

- Cheating: The misrepresentation of mastery of information on an academic exercise.
- Plagiarism: The use of someone else's words or ideas without acknowledging the source.
- Collusion: The unauthorized collaboration with another person in preparing an academic exercise.
- Academic Misconduct: The tampering with or misuse of academic records.
- Falsification/Fabrication: The intentional use of invented information or falsification of research findings.
- Accessory to Acts of Academic Dishonesty: The act of facilitating any of the above.

In academic dishonesty cases, due process necessitates that the faculty member should first talk to the student(s) within one week (or reasonable ascertainment of evidence) of the incident. If, after this discussion, it is still believed that the violation occurred, the faculty member may assess a penalty commensurate with the value of the exercise. The student must be informed in writing (this may take the form of comments on a paper or as a separate piece of writing) of the penalty that has been levied for documentation purposes.

However, when the alleged misconduct is such that it would cause the student to receive a failing grade in the course, the faculty member must follow the student judicial process found in the College Catalog and Student Handbook. It is important that faculty consult the Code itself for details whenever an incident occurs.

Classroom Policy Regarding Student Attendance

Faculty members are required to state in course syllabi and explain to the students their expectations in regard to class attendance. Class attendance is regarded as an obligation, and all students are expected to attend regularly and punctually all classes in which they are enrolled. Each faculty member shall keep a permanent attendance record for each class. These records are subject to inspection by appropriate College officials and are submitted to the instructor's academic dean at the conclusion of the semester. Class attendance will begin with the date of the first class meeting.

Students who approach missing 10% of the class meetings should be advised to schedule a conference with a counselor. Instructors may advise students to withdraw from a course or may initiate a withdrawal based upon non-attendance; students who have stopped attending or are failing a course who choose not to drop earn an "F."

A student who wishes to withdraw from the College or an individual course must complete the necessary paperwork in the Office of the Registrar. A student who stops attending without doing this paperwork may receive failing grades in all courses which he/she failed to attend. To pass a course, a student should take all tests scheduled by the instructor and satisfactorily fulfill the performance objectives of the course. If a student misses a class, on the day the student returns to class, he or she has the responsibility of contacting the instructor (outside of class) in order to schedule any make-up work. A student may be allowed to make up work if valid reasons

for missing are presented to the instructor.

A student must submit excuses for all class absences to the instructor within three days after the student returns to class. The instructor may excuse a student for being absent. It is the instructor's prerogative to define "excused" absences or to classify all absences as unexcused. When a student receives excessive absences (10% of the total or approximately six hours of absences in a three credit hour course), the instructor may recommend that the student be withdrawn from the rolls of that class. Instructors are not required to drop students, but may at their judgment institute a withdrawal from class.

A student who is dropped (withdrawn) by recommendation of the instructor for excessive absences may appeal this action to the Academic Standards Committee. The student must notify the appropriate dean in writing within one week of receiving the notice of the drop from class for excessive absences. In that case, the student will be allowed to attend the class during the time the appeal is being considered. Specifically, this is from the date the appeal is submitted until the final decision of the committee. Decisions by the Committee are final; the student and instructor will be notified in writing.

Special Category Students with Disabilities

SLCC is in compliance with the regulations of the Americans with Disabilities Act of 1990; (Appendix G) individual instructors of students with disabilities should make reasonable modifications to the content, methods, requirements, and procedures of courses and examinations to accommodate the special needs of individuals with a disability. Students who are in need of special support services are advised to contact the Office of Disability Services. Reasonable accommodations for qualified persons with disabilities will be made provided the students have self-identified with the Office of Disability Services and have provided required documentation.

Student Records

"I" Grade Contracts

A student who is doing passing work but due to circumstances beyond his or her control does not complete the prescribed course work, may receive the grade of "I", at the discretion of the instructor. Generally, this is allowable only when the student has one assignment and/or test pending and can show extenuating or excusable circumstances. It is not a substitute for student absence from class.

In order to receive an "I"-grade, the student and instructor must sign an "Incomplete Grade Contract" detailing the reasons as well as the specific work due. Completed "I" contracts must be submitted to the faculty member's Academic Dean for approval at the time final grades are submitted. After approval, contracts must be turned in to the Registrar's Office for processing. The grade of "I" may be converted to a grade upon the successful or unsuccessful completion of the course requirements, as specified in writing by the instructor, and by submission of a contract form. The grade of **"I"** must be changed by the end of the following regular semester, or it will automatically be changed to an "F" and calculated into the GPA Only under unusual or extenuating circumstances, and upon petition and approval of the Dean of Arts and Sciences, shall a grade of "I" may be designated as permanent grade.

The grade change may result in a change in academic status. Only extenuating circumstances reviewed by the instructor's academic dean may extend an "I" deadline. The instructor should

retain a copy of the contract and is responsible for turning in the final grade on a Grade Change Form when the terms of the contract have been satisfied. (Note: An "Incomplete" is the final grade in the course and may not be given at mid-term. It may only be issued at the end of a course with proper documentation.)

Academic Appeals

The procedure for initiating an appeal is for the student to first contact the Instructor for a review of the final grade; if the student feels the grade earned is not accurate, s/he should contact the Department Chairperson or Program Coordinator. Following this interaction the student can contact the relevant Dean. If the student solicits the Dean's office without first speaking to the instructor, the student will be referred to the instructor. Grades may be challenged until the end of the regular semester following the semester in which the grade was received. Only final grades may be appealed. The Dean will render a decision in writing and communicate this to the student. The student may further appeal this outcome in writing to the Academic Standards Committee.

The Academic Standards Committee is authorized to hold hearings and appeals on the following:

- 1) grade disputes,
- 2) academic standings and eligibility,
- 3) drops for excessive absences (see specific information earlier), and
- 4) alleged falsifications of documents.

For the full general procedure for academic appeals, please see the SLCC College catalog.

Student Records

Audit Credits and Credit Examinations

Students are able to audit classes without receiving credit. Students must complete all assignments to earn assigned audit credit (AUD); however, students are not required to take the final examination.

Students who feel they have sufficient knowledge of particular course content may choose to earn credit by exam. College faculty is asked to construct such tests, under direction from the Dean, as a part of College service. To determine if a course may be challenged, the student must consult the academic dean. A student receives credit for a specified course if he/she successfully passes the exam ("S" is successful proficiency; no grade or record if the student fails). For guidelines regarding advanced placement or any other additional information, see the College Catalog.

Instructor and Student Initiated Withdrawals

A student may resign from the College or drop a course up to and including the fourteenth day of classes of a regular semester (seventh day in summer) without any grade or notation being made on his permanent record.

The instructor has the right to withdraw a student from class based upon non-attendance at

time of 14day count (No Show). If the instructor does not exercise this option and the student does not complete the withdrawal process, the student will earn an "F" for the class.

For each semester, the College establishes a deadline for both add/drop periods and voluntary resignation. This deadline is approximately seventy percent into the semester. A student who wishes to resign or drop a course after the add/drop deadline must initiate the process.

In a case of documented extraordinary circumstances, such as prolonged medical problems, serious accident, or death in the immediate family, the division dean may approve resignation after the established deadline. Extraordinary circumstances do not include dissatisfaction with an anticipated or actual grade or a decision to change major.

Responsibility beyond the Classroom

Improving Instruction

Development of Goals & the Production of the Professional Portfolio (Full-Time Faculty)

Faculty performance is evaluated annually. One component of the evaluation is the teaching portfolio. The portfolio contains the following sections:

- Goals
- Self Evaluation (Reflective Narrative)
- Supervisor's Evaluation
- Exhibits of Classroom Assessment
- Exhibits of Teaching
- Documentation of College and Community Service
- Documentation of Professional Experiences
- Student Rating of Instruction

A teaching portfolio documents and demonstrates the faculty member's contributions to the College. The portfolio should be designed to showcase a comprehensive and positive picture of the faculty member's efforts and work. The portfolio is used as a tool for reflection, documentation, and improvement. It is the reference point for the annual evaluation.

All contents of the portfolio should be bound in a three-ring binder. The Division Dean will provide guidance and examples of a finished portfolio.

The portfolio generally should be structured as follows:

Section I. Self-Reflective Narrative and Next Year's Goals.

Includes:

- (a) a brief narrative summary reflecting upon teaching effectiveness, service to the College and/or community, and professional activities,
- (b) an outline of goals and objectives for the next year based on reflection on the past year.

All faculty must submit a list of goals and objectives for the next academic year. All aspects of faculty responsibilities shall be addressed in the faculty member's goals and objectives and should be responsive to strengths, weaknesses, incomplete tasks, etc., as determined by review, self- evaluation, and reflection upon the previous year. A formal meeting with the division Dean will be held prior to the beginning of the next academic year to discuss performance, expectations, needs, goals, objectives, instruction, and student evaluations.

The self-evaluation within the portfolio should address strengths and weaknesses based upon supervisor's evaluation and student rating of instruction. The narrative should also reflect upon current, present, and obtained goals and objectives.

Section II. Evidence of Teaching Effectiveness

Includes (a) observation documentation of teaching by department chair or dean, (b) sample Student Ratings of Instruction, (c) sample lesson plans— there should be one model lesson plan

for each year of teaching, demonstrating and showcasing novel approaches, new attempts, experimentation, or innovative strategies.

Section III. Evidence of Service to the Institution/Community.

Includes documentation of fostering stronger connections within the College and communities within the service area. Evaluation of the faculty member's service will consider the degree of time, labor, expertise, quality of commitment and activity, responsibility, as well as the significance of results. Faculty must clearly differentiate personal (or family) activities from those actions that directly serve the community as a representative of the institution or College.

Section IV. Evidence of Professional Development.

Includes documentation of at-large responsibilities to the teaching field as well as to subject matter and activities which positively affect instructor performance, student learning, academics, or teaching. It involves participating in activities that promote professional growth and which have direct impact on work and activities at the College.

Educational Assistance at SLCC or Other LCTCS Institutions

Continuing Education at SLCC the College will pay for courses, as the budget allows, if the course content is considered job related and/or contributes to performance. The Board of Supervisors allows faculty members who have been employed full-time for at least two (2) years to enroll for courses at a reduced fee schedule. Faculty may enroll in up to two courses per semester. Enrollment shall not interfere with routine duties, office hours, or teaching schedule. If a Dean, Vice Chancellor, or Chancellor determines that a course may be in the best interest of both South Louisiana Community College and the faculty member, course enrollment at the College may be requested free of tuition charge. The employee, in this situation, must pay any assessed fees. Faculty members may be granted, **with prior approval from the Dean and the Chancellor of the College**, up to three (3) hours of leave per week. This time may be used for course work and/or travel time to course work at an approved university or college.

Members of the Faculty A full-time faculty members employed at least one year in a full-time, permanent (continuing) position at SLCC, with approval of the Division Dean and the Chancellor, may register for job-related courses at SLCC or any LCTCS campus for up to six (6) hours per semester, and receive a full tuition exemption. Both the faculty member's Division Dean and the Chancellor must officially approve the request for enrollment and must confirm in writing that the course(s) is(are) job related.

Faculty members may be granted up to three clock hours per week during normal working hours for class registration. This time may be used for attending classes and/or for travel time to attend class at another LCTCS institution. The faculty member shall pay all fees required for enrollment, with the exception of tuition. At no time and under no circumstances does SLCC pay for books or supplies.

The division dean of the course at SLCC or an approved administrator in the case of another LCTCS campus shall certify space availability and that the class has sufficient enrollment after the institution's deadline for student schedule changes. Enrollment shall not interfere with a faculty member's teaching schedule, office hours, or routine duties at the College. Enrollment under this exemption may occur only after the selected class (es) has (ye) officially made and

only if there is an available seat in the class. The faculty member must meet any prerequisite course requirements.

Spouse and Dependents of Faculty Members The spouse and children of a full-time faculty member employed at SLCC for five years may attend SLCC at a reduced tuition and fee schedule plus any student assessed fees. Generally, children who qualify will be limited to those who are eligible dependents for tax purposes during the calendar year in which the tuition exemption is issued. The reduced tuition and fee schedule for qualified faculty shall provide for a minimum charge of \$150.00 per semester for full-time students and a minimum per credit hour charge for part-time students based on appropriation of the full-time minimum charge.

Dependents of deceased faculty shall be eligible for the tuition exemption described in this section provided the faculty member was in service to SLCC and eligible for the exemption when death occurred. Dependents of disabled faculty, as determined by the Teachers' Retirement System but otherwise eligible for the tuition exemption described in this section, shall maintain eligibility for the tuition exemption. Dependents are not exempted from self-assessed fees. Fee exemptions for faculty and/or dependents not eligible according to the provisions stated above may be approved on an individual basis by the LCTCS System President, as submitted with complete justification.

Advising

Counseling Services seeks to provide a wide range of professional services, which promote wellness and support each person's continuing participation and success as a student. Faculty are encouraged to work closely with counselors when the student's welfare and curriculum matters are concerned. Since faculty will find themselves working with counselors, familiarization with the personnel and functions of the counseling division is essential.

Faculty are responsible for participating in advising during registration periods. Counseling is also directed toward assisting students with personal issues and concerns. Students, therefore, can be referred to the Office of Student Services for counseling in the following areas: academic, career, and personal. Information on financial aid resources is also available from this division.

Currently, placement testing in Mathematics, Reading, English, and Ability to Benefit (ATB), and ACT Residual Testing are administered through this office prior to the first day of classes. Career exploration materials and interest inventories are provided for student use. Students with disabling conditions are provided assistance to facilitate their adjustment to the college environment. The Dean of Students can provide additional information.

Emergency Closings

At times, emergencies such as severe weather, fires, power failures, equipment failures, hurricanes, floods, or earthquakes can disrupt operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. The Chancellor of the College is the only official authorized to close South Louisiana Community College during emergency conditions. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Essential employees may be asked to report for work during such closures. The New Iberia campus

building is designated a hurricane emergency shelter. An emergency alert notification will also be provided to students and staff via the First Alert System

Fire Alarms and Bomb Threats

South Louisiana Community College takes fire alarms and bomb threats very seriously. In the event of such an emergency, an alarm will sound throughout all buildings alerting all employees, students, and visitors to the emergency. Everyone must exit the building in an orderly and timely manner. Exit routes are posted in every area of the college. Employees are expected to familiarize themselves with these routes so that they may assist students and visitors in exiting the building quickly, efficiently, and safely. Employees are expected to remain in an area designated to be safe by the appropriate authorities until an all-clear signal is given. At that time, all employees are expected to return to their workstations. No one is to reenter the building until the appropriate authorities give an all-clear signal. Each facility will be required by state mandate to have an active fire drill once a year. This fire drill is a requirement to meet the standards of the office of risk management for the state of Louisiana State Audit.

Faculty Attendance and Leave

Faculty Absences

Absences Due To Illness

An instructor accrues sick leave based on a formula as described in LCTCS policy 6.003 in Appendix E (this policy does not differentiate sick leave used to attend to dependents from personal use). Please refer to the "Instructor Absences" section for making accommodations. Faculty who are unable to report to work due to their own illness or injury should notify their immediate supervisor before the scheduled start of their workday, if possible, or as soon as they reasonably can. The immediate supervisor must also be contacted on each additional day of absence. The supervisor will make every effort to accommodate employees' requests. Leave request forms are required immediately upon the employee's return.

Sick leave with pay is granted to an employee who is suffering with a disability which prevents him/her from performing his/her usual duties and responsibilities and who requires medical, dental, or optical consultation or treatment. Paid sick leave can be used in minimum increments of one-half hour. Eligible employees may use sick leave for an absence due to their own illness, injury, or doctor's appointment.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability or illness and its beginning and expected ending dates. Before returning to work from a sick leave absence of five calendar days or more, an employee must provide a physician's statement that he or she may return to work on a full-time basis in a capacity to perform his/her assigned duties. Such verification may be requested for other sick leave absences as well, and may be required as a condition to receiving sick leave benefits. Generally, such verification will be required if an employee begins to exhibit a pattern in the use of sick leave or if an employee has requested three or more periods of sick leave in three pay periods.

Unused sick leave benefits will be allowed to accumulate. If a former employee is re-employed in state service within five years from the date of termination, all unused sick leave will be reinstated. Under no circumstances will sick leave be advanced to any employee. Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other reason. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment. Upon retirement, and once all other requirements for retirement have been met, unused sick leave hours may be added to years of service for purposes of computing retirement pay.

Refer to Human Resources if you have any other questions regarding sick leave benefits.

Pregnancy and Related Absences

Faculty members are asked to arrange contingency plans with department heads and the Dean when pregnancy coincides with regular semester teaching responsibilities. Women are not penalized in their conditions of employment because they require time away from the work for medical problems associated with pregnancy. Such leave requests will be made and evaluated in accordance with medical leave policy outlined in this handbook, and in accordance with all

applicable federal and state laws, and the rules, regulations. SEE FMLA

Jury Duty

Faculty shall be given time off without loss of pay for performing jury duty. South Louisiana Community College will continue to provide all eligible benefits for the full term of the jury duty absence.

To be eligible for Jury Duty Leave, the employee must present the original summons with a Leave Request Form to their supervisor on the next workday following receipt of the summons. A copy of the summons will be attached to the leave request form and the original summons returned to the employee. Employees are expected to report for work whenever the court schedule permits.

Either South Louisiana Community College or the employee may request an excuse from jury duty if, in South Louisiana Community College's judgment, the employee's absence would create serious operational difficulties.

Faculty Leave is leave granted to faculty members employed on the nine-month basis in lieu of annual leave and is comprised of the days between terms and during holiday periods when students are not in classes. Faculty members do not earn overtime or annual leave. All policies are State mandated. The sections below briefly describe certain aspects of leave, particularly in relation to teaching responsibilities.

Civil, Emergency, Special and Other Leave:

An employee shall be given time off without loss of pay, annual, or sick leave for the purposes listed in this section. The following are recognized by the Board of Supervisors as appropriate reasons:

1. For performing state or federal grand or petit jury duty;
2. When summoned to appear as a witness before a court, grand jury, or other public body or commission on a work-related matter or in an official capacity; employees may request annual leave, compensatory leave or leave without pay if no annual or compensatory leave is available to serve as a witness for personal/non-work related reasons;
3. For performing emergency civilian duty in relation to national defense;
4. Employees who are unable to vote prior to or after their workday, upon request of the employee and approval of the supervisor, may be allowed time off with pay for voting in accordance with the following schedule:

Voting Residence Within: 0-30 mile radius of the campus: 2 hours leave 31-60 mile radius of the campus: 4 hours leave 61 or more mile radius of the campus: 1 day leave
The supervisor, in accordance with the above schedule, will have the discretion of determining the amount of leave and when the time off will be given during the workday. Nothing in this policy prevents the supervisor from inquiring as to the reasons why the employee cannot vote prior to or after the workday.

5. Taking a required examination pertinent to the employee's state employment before a state or national licensing board;
6. When the appointing authority determines that employees are prevented from performing their duties by an act of God;
7. When the appointing authority shall determine that local conditions or celebrations make

- it impracticable for employees to work in the locality.
8. The appointing authority may formally declare early closure at times for reasons that fall outside of an act of God but are deemed appropriate for business operation purposes. In these instances of early closure those at work at the time of the declared early closure are eligible to receive special leave for the time of the office closure that falls within the employee's regular work hours;
 9. The employee is ordered to report for a pre-induction physical examination incidental to possible entry into the armed forces of the United States;
 10. The employee is a member of the National Guard and is ordered to active duty incidental to a local emergency, an act of God, a civil or criminal insurrection, a civil or criminal disobedience, or a similar occurrence of an extraordinary and emergency nature which threatens or affects the peace or property of the people of the state of Louisiana or the United States;
 11. The employee is a current member of the Civil Air Patrol and, incidental to such membership, is ordered to perform duty with troops or participate in field exercises or training except that such leave shall not exceed fifteen (15) working days in any one (1) calendar year and shall not be used for unit meetings or training conducted during such meetings;
 12. When an employee certified as an American Red Cross Trained Disaster Volunteer participates in Level III designated American Red Cross relief services in Louisiana (may not exceed 15 working days in any calendar year);
 13. When attending the funeral or burial rites of immediate family members, to include: a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent, step-grandparent, or grandchild provided such time off shall not exceed two (2) days on any one occasion. Employees may request annual leave or leave without pay to attend funeral or burial rites of friends or relatives who are not immediate family. Whenever possible, prior notice of the need to take such leave shall be given by the employee to the supervisor;
 14. At the discretion of the appointing authority, a full-time faculty member shall be allowed to use up to two days absence during each academic year without loss of pay for personal purposes as may be determined by the full-time faculty member. The employee shall give his immediate supervisor at least twenty-four (24) hours' notice prior to taking the leave. The personal leave shall be charged to and deducted from the employee's accrued sick leave as provided by R.S. 17:3312(b). Written justification for such leave, signed by the appointing authority shall be filed with the time record covering the period for which the leave is granted.

Leave Of Absence

An individual requesting a leave of absence shall make application at the institution and, with the recommendation of the Institution Chancellor, it shall be forwarded to the System President for Board consideration.

Leaves of absence, other than for military leave, shall not exceed one year at a time. Faculty personnel on military leave shall be re-employed at the beginning of the semester after notification of the cessation of active wartime duty (within 40 days after honorable discharge or termination of assignment).

Leave Without Pay

Permanent faculty may be allowed leave without pay for a maximum of one year upon recommendation of the System Chancellor and Board approval.

Family and Medical Leave

- 1 The Louisiana Community and Technical College System has adopted the provisions of the federal Family and Medical Leave Act of 1993 for all system employees.
- 2 The State of Louisiana, Department of Civil Service (Refer to General Circular No. 1126, dated October 8, 1993) has previously taken the position that all classified employees are covered by this Act. The contents of the Department of Civil Service General Circular No. 1126 shall therefore also apply to all full-time classified LCTCS employees. The following applies to all LCTCS unclassified employees:

- a. Eligible employees are entitled to up to twelve (12) work weeks of leave or up to 26 weeks of leave for military caregiver leave, in any year. Note: from this point forward any reference to twelve (12) work weeks of leave also is meant to cover "or up to 26 weeks of leave for military caregiver leave". For purposes of this policy, a year is defined as the twelve-month period beginning with the date the employee first uses FMLA designated leave. This shall be referred to as a "first use year".

The following are qualifying events:

- 1) For the birth of a child and/or to care for the child,
- 2) For placement of a child through adoption or foster care,
- 3) For the care of the employee's spouse (wife or husband), son, daughter, child or parent who has a serious health condition, For the employee's own serious health condition which prevents the employee from performing their essential duties. Serious health condition is defined as incapacitated for more than three calendar days plus two visits to a health care provider to occur within thirty days of the beginning of the period of incapacity with the first visit occurring within seven days of the first day of incapacity.

Effective 1/28/08 FMLA was amended for Military Family Leave adding the following qualifying events:

- 4) "Any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- 5) An eligible employee who is the spouse, son, daughter, parent, or next of kin (designated in writing) of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave. A covered service member is a current member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment,

recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. The "single 12-month period" for purposes of military caregiver leave is a period that commences on the date an employee first takes leave to care for a covered service member with a serious injury or illness.

b. Employees who have been employed for twelve (12) consecutive months in state service and who have worked 1,250 hours in the preceding twelve (12) month period from the time the leave is to begin are considered eligible employees for the purposes of FMLA.

1) Coordination with paid leave policies — the LCTCS Board of Supervisors requires employees to use credited paid leave, pursuant to the applicable leave policy, prior to using FMLA leave without pay. Paid leave used at the same time as FMLA leave may be used only for purposes allowed for the designated leave according to this policy, and for no less than minimum increments specified in this policy. The paid leave time taken as well as any unpaid leave time for any of the conditions covered by the FMLA will count toward the twelve (12) weeks of FMLA leave or twenty-six (26) weeks as applicable for military caregiver leave only.

2) Leave taken for a work related injury is also subject to the FMLA.

3) Employees are required to provide advanced leave notice and medical certification. Taking of paid or unpaid leave may be denied if the following requirements are not met:

A. The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable" unless it is medically impossible or impractical to provide such notice.

B. The employee must provide medical certification with a letter of request for the leave because of a serious health condition of the employee or a covered family member. This medical certification must be submitted within fifteen (15) calendar days of notice to use leave.

4) Intermittent leave or a reduced leave schedule may be approved by the department for birth or placement of a child through adoption or for foster care. Intermittent leave or a reduced leave schedule must be approved when medically necessary and certified by the physician. Intermittent leave may be taken for no less than minimum increments specified for the appropriate type of paid leave in this policy. If the employer has reasonable concerns about an employee's ability to safely perform a job, the employer can require an employee to provide a fitness for duty certification before the employee may return to work from an absence while on intermittent leave.

5) The appointing authority and his designated representatives may declare any leave taken to be under the FMLA after three days of any absence for a serious health condition where the employee has been under the care of a health care provider.

6) The appointing authority or the appropriate administrative officer may require second or third opinions (at the agency expense) and a fitness for duty report to return to work. If a third opinion is needed, the opinion will be final and binding. The fitness for duty (return to work) certification must specifically address whether the employee can perform the essential functions of his or her job.

7) Employees who have their health coverage with the state and who go on leave without pay for FMLA and who wish to continue their health care coverage will have the employer portion of the premium paid by the agency. The employee is required to make arrangements with human resources for payment of the employee portion of the health care premium and premiums for any other benefit for which continued coverage is desired.

8) Employees returning from FMLA must be restored to their former positions or equivalent positions with equivalent benefits.

9) It is unlawful for any employer to interfere with, restrain or deny the exercise of any right provided for under the FMLA. Employees may not be retaliated against for invoking the FMLA.

Faculty Benefit and Payroll Information

Benefits

All benefits listed below are covered under the College Cafeteria Plan. Coverage and limitations vary from plan to plan. Acquiring a plan that best suits your individual needs may take time; employees should compare benefits thoroughly. More details can be obtained by a careful reading of retirement materials provided at time of employment, from the Human Resources office.

Health Care

The employee may choose from the State Employees Group Benefits Program, or the participating HMO. The member share monthly can be obtained from Human Resources; coverage differs with each plan. Dental and Vision plans are offered separately. See Human Resources for more information.

Retirement

South Louisiana Community College offers a choice of Teacher's Retirement System of Louisiana (TRSL) or an Optional Retirement Plan (ORP), either TIAA-CREF or VALIC. If an employee initially subscribes to an ORP, the employee cannot switch to state TRSL. If TRSL is chosen, the employee can switch to an ORP within 5 years, BUT the employer contribution is forfeited. The state TRSL vests in 5 years; the individual ORP vests immediately. An employee may vest in the TRSL and still contribute to an 403 B.

WORKER'S COMPENSATION INSURANCE

The Safety Coordinators office should be contacted for more information. South Louisiana Community College provides a comprehensive worker's compensation program at no cost to the employee. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a seven- (7) day waiting period. Employees who sustain a work-related injury or illness should inform their immediate supervisors at once. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Payroll

Payroll timesheet verification is required through the submission of timesheet for approval in the Banner system. You should be aware of the deadline for submission of your timesheet for approval. Failure to do will result in no deposit being made in that period.

All pay for all employees is required to be direct deposit. In most all cases, employees are paid biweekly on every other Friday. Each paycheck will include earnings for all worked performed through the end of the previous payroll period. In those rare instances where paydays do not fall on a Friday (e.g., Christmas holidays), employees will be notified by payroll of the payday for that payroll period.

Administrative Pay Corrections

The Payroll Office takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount or rate of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Office. In the unlikely event that an employee is over paid, he or she will be expected to return the overage to the as soon as the overage is discovered.

Pay Advances

It is unlawful for South Louisiana Community College to provide pay advances on unearned wages to employees.

Pay Deductions and Garnishments

The law requires that South Louisiana Community College make certain deductions from every employee's compensation. Among these are applicable federal income taxes, FICA, Medicare and state income taxes.

South Louisiana Community College offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks in order to cover the costs of participation in these programs. Some of these program contributions are on pre-tax dollars and thus can defer or lower applicable federal and state income taxes.

Pay garnishments are court ordered pay deductions taken by the Payroll Department, usually to help pay off a debt or an obligation. If a faculty member has questions concerning why deductions were made from a paycheck or how they were calculated, a supervisor can help you, or information may be obtained from the Business Office.

Grievance Procedures

A grievance is a complaint involving the work situation including, but not limited to, salary, working conditions, a lack of policy, a policy or practice that is improper or unfair, a deviation from or a misrepresentation or misapplication of a practice or policy, or any otherwise improper application of the rules and regulations of the Civil Service or the Board of Supervisors of the LCTCS. The employee is expected to attempt to first solve the problem informally before filing a grievance. Performance evaluations do not apply under this formal grievance policy.

Outside Employment

Although the Board of Supervisors of the LCTCS recognizes the right of employees to engage in outside employment, it has established policies and procedures requiring such outside employment be disclosed and submitted for administrative review and approval. All members of the faculty and staff of SLCC must abide by the SLCC policies and procedures regarding outside employment (Appendix).

Reasonable Accommodations

Employees with disabilities or handicapping conditions, whether permanent or temporary, have the right at South Louisiana Community College to begin and/or continue in their employment as long as acceptable performance standards are met. South Louisiana Community College will make every effort to work with an employee with such a condition, provided that the employee follows the steps for requesting reasonable accommodations.

It is the employee's responsibility to make the Human Resources Office aware of the need for

reasonable accommodation. An **Employee Accommodations Request Form** must be completed by the employee and turned in to the Human Resources Office. This form specifies the requested accommodation for consideration.

The HR Office will follow up this request with an individual appointment to discuss the employee's needs and requests. It is the employee's responsibility to provide a suggestion or request for a specific accommodation, as well as the appropriate documentation from the employee's health care provider.

After the individual appointment with the employee, a Human Resource Officer will meet with the supervisor of the employee to determine if the employee's request for accommodation can be fulfilled. If the supervisor feels that the accommodation requested cannot be made or is not reasonable, he/she may suggest alternatives, which will be presented to the employee and the employee's physician, if necessary. If the accommodation requested is to be temporary, an ending date will be assigned, after consultation with the employee, his/her physician, and the supervisor. The Human Resources Office will keep all documentation regarding requests for reasonable accommodations confidential in a file separate and apart from any other personnel file

Faculty Employment Policies

Equal Opportunity/Affirmative Action

The Human Resources Manager is the Affirmative Action Officer at South Louisiana Community college and is responsible for assuring that affirmative action requirements are satisfied. Any employee with questions or concerns is encouraged to contact the Affirmative Action Office.

SLCC is committed to the principle of providing the opportunity for learning and development of all qualified individuals without regard to race, sex, religion, color, national origin, age, disability, marital status, or veteran status for employment with SLCC, admission to, or participation in the programs and activities which the SLCC sponsors or operates.

It is the policy of SLCC to recruit the best individuals available in accordance with appropriate state and federal laws and acceptable human resources practices. Employment practices shall be supervised on a continuous basis to assure that all budget unit heads take positive action in fulfilling the goals of equal employment opportunity. SLCC is committed to this policy because it is morally right and that it is in accordance with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, the Louisiana Rehabilitation Act of 1973 (Sections 503 and 504), the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991.

Outside Employment

Whilst a full time employee of SLCC there are limitations and requirements placed upon further outside employment in addition to your position. This is clearly delineated in Appendix H and policy HR 508 Outside employment.

Intellectual Property and Shared Royalties

Whilst a full time employee of SLCC, Appendix I and the accompanying policy detail matters concerning intellectual property and shared royalties in relation to your employment.

Solicitations

While South Louisiana Community College is sympathetic to the needs and interests of employees outside the workplace, South Louisiana Community College does not encourage solicitations. While solicitation is not against South Louisiana Community College's policy, employees are encouraged to conduct such solicitation in a manner that does not coerce or intimidate anyone into contributing. Acceptable methods include, with prior permission from the Chancellor of the College and your supervisor, making announcements in staff meetings and posting a notice on the community bulletin boards.

Drugs, Firearms, Alcohol

South Louisiana Community College desires to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner.

In keeping with SLCC's intent to provide a safe and healthful work environment, smoking is

prohibited throughout the workplace. This policy applies equally to all employees, students, and visitors. Smoking is permitted only outside the building, 25 feet beyond any doorway. Furthermore, firearms and controlled substances are prohibited on college property.

While on South Louisiana Community College's premises, and while conducting business related activities of South Louisiana Community College, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs (Appendix C & F). The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively, and if it is used in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary actions, and may cause the employee to be required to participate in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences. Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Counseling Department. They may also wish to discuss these matters with their supervisors or with the Human Resources Department to receive assistance or referrals to appropriate resources in the community without fear of reprisal. South Louisiana Community College reserves the right to request that an employee receive counseling in the event that a problem with drugs or alcohol becomes apparent.

Termination

Employment with South Louisiana Community College is based on mutual consent where both the employee and SLCC have the right to terminate employment with or without cause at any time, so long as there is no violation of applicable state and federal laws, or rules, regulations and policies.

Termination of employment (or dismissal of an employee) is an inevitable part of personnel activity within any organization. Below are some of the most common circumstances under which employment is terminated:

- **RESIGNATION:** Voluntary employment termination initiated by an employee;
- **DISCHARGE:** Involuntary employment termination initiated by the organization;
- **LAYOFF:** Involuntary employment termination initiated by the organization for non-disciplinary reasons;
- **RETIREMENT:** Voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

An exit interview may take place at the time of employment termination. This exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, and/or return of South Louisiana Community College owned property. Suggestions, complaints, and questions can also be voiced.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid in accordance with applicable limitations. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Faculty are expected to consult with Human Resources regarding eligibility for continuation or payout of benefits arising from termination. Some benefits, such as sick leave, may be reinstated if the employee returns to eligible state service within the required time limits. Some benefits, such as retirement, may be reinstated if the employee returns to eligible state service and buys back into the retirement system. Faculty should consult the LCTCS regulations if they have other questions regarding employment benefits upon termination of employment.

Appendices

- A** Forms
- B** Faculty Senate Constitution
- C** Drug Testing Policy
- D** Faculty Mediation Procedure
- E** SLCC Policies
 - HR 500 Rights, Duties and Responsibilities of Academic Staff
 - SA 200 Mobilization or Activation of Reservist and National Guard
 - HR 502 Code of Conduct
 - HR 503 Discipline
 - HR 505 Employment Relationships
 - HR 506 Grievance Policy
 - HR 507 Harassment Policy
 - HR 512 Dress Code
 - IS 100 SLCC Policy on Independent Study
 - IS 101 Low Enrolled Academic Courses
 - IS 101A Low Enrollment Lab, Clinical & Specialist Courses
 - IS 102 SLCC Policy on Large Group Instruction
 - IS 103a Policy on Full Time Faculty Workload Overload
 - IS 108 Policy on Minimum Requirements for Faculty Positions
 - IS 109 Full Time Faculty Workload Policy
 - IS 110 Substantive Change Reporting
 - IS 111 Defining Credit Hours Awarded for Courses and Programs Policy
 - IS 112 Faculty Use of LMS Platform
 - LCTCS # 6.003 Leave Record Establishment and Regulations for all Unclassified, Non Civil Service Employees
- F** Drug-Free Work Place HR 504 Drug Free Workplace
- G** Americans with Disabilities Act
- H** Outside Employment HR 508 Outside Employment
- I** Intellectual Property & Shared Royalties (HR)
- J** Master Syllabus Format
- K** IT Policy & Procedures