

Guidelines for Goals and Objectives

I. Teaching responsibilities

A. Classroom preparation

1. Textbook selection and ordering
2. Course outline/lesson plans
3. Course syllabi
4. Worksheets/project outlines
5. Maintenance of equipment/tools

B. Classroom instruction

1. Proficiency in the English language
2. Ability to relate to student viewpoints/needs
3. Uses variety of teaching methods
4. Maintains proper student-teacher relationship
5. Meets classes as scheduled
6. Demonstrates knowledge of subject matter
7. Receptive to student questions and opinions
8. Creates and maintains a climate conducive to learning
9. Encourages communication skills
10. Encourages critical and creative thinking

C. Student evaluation and testing

1. Tests/projects are designed to evaluate student achievement of course objectives
2. Contributes to a comprehensive test covering program objectives
3. Follows established College grading policies
4. Evaluates students in a fair and consistent manner
5. Keeps students informed on their grade and standing in the class

D. Advising and counseling

1. Maintains posted office hours for student visits
2. Advises students on their Certificate/Diploma/Degree Plan
3. Conducts conferences with students as needed
4. Is knowledgeable of Departmental and College rules and policies, communicating that knowledge to students

E. Student reports

1. Provides student class rosters when requested
2. Maintains current and accurate records of student attendance and progress
3. Submits mid-semester and semester grade reports on time

II. Professional growth and development

- A. Courses taken
- B. Workshops attended
- C. Self-study/professional reading
- D. Utilizes student, peer, and administrator evaluations

III. Service to the College

- A. Participation in committee work
- B. Special projects
- C. Attendance at faculty meetings, graduation ceremonies, etc.
- D. Sponsorship of student organizations

IV. Service to the community

- A. Membership/participation in community service or professional organizations
- B. Services provided to governmental units
- C. Services provided to other non-profit organizations
- D. Consultation services provided to business/industry

OVACHITA TECHNICAL COLLEGE

Faculty Evaluation Program

Appendix B

Optional Questions for Student Evaluation

I. INSTRUCTOR'S ORGANIZATIONAL SKILLS

- 1.1 The instructor allowed me to learn at my own pace.
- 1.2 My instructor is patient with me in my learning process.
- 1.3 The instructor geared the course toward students on all levels of capability.
- 1.4 My instructor usually summarized the previous lecture before introducing new material.
- 1.5 My instructor lectured in a well-structured fashion.
- 1.6 My instructor organized this course to help many kinds of students.

II. COMMUNICATIONS SKILLS

- 2.1 The instructor presented examples of what he/she wanted by way of homework, paper, etc.
- 2.2 My instructor told me when I had done a particularly good job.
- 2.3 The instructor was free from distracting mannerisms.
- 2.4 My instructor draws and explains diagrams effectively.
- 2.5 My instructor suggests specific ways I can improve.
- 2.6 Relationships among course topics are clearly explained.
- 2.7 This course has enabled me to develop skills in expressing myself orally.
- 2.8 This course has enabled me to develop skills in expressing myself in writing.
- 2.9 My instructor develops classroom discussion skillfully.
- 2.10 This instructor usually holds my attention.
- 2.11 My instructor explains difficult materials clearly.
- 2.12 My instructor has stimulated my thinking.
- 2.13 The instructor is receptive to new ideas and others' viewpoints.
- 2.14 The instructor adequately answered my questions.
- 2.15 The instructor lectured in a pleasant, well-modulated tone.
- 2.16 The instructor encouraged me to participate in class.
- 2.17 The instructor distinguished between major and minor material.
- 2.18 The instructor avoided unnecessary repetition in his lectures.
- 2.19 My instructor explains experiments and/or assignments clearly.
- 2.20 My instructor talks at a pace suitable for comprehension.
- 2.21 My instructor writes legibly on the blackboard.
- 2.22 My instructor holds the attention of the class.
- 2.23 The instructor clearly explained the lab procedures.

III. INSTRUCTOR-STUDENT RAPPORT

- 3.1 My instructor is patient when asked to repeat an idea.
- 3.2 My instructor is able to inject pertinent humor during the course.
- 3.3 My instructor avoided favoritism in the classroom.
- 3.4 My instructor is available during posted office hours.

- 3.5 My instructor pointed out good qualities of all students in class.
- 3.6 I feel free to challenge my instructor's ideas in class.
- 3.7 I would like to take another course from this instructor.
- 3.8 Students are treated with courtesy and respect by the instructor.
- 3.9 Students make favorable comments about this instructor outside of class.
- 3.10 On no occasion did the instructor embarrass a member of the class.
- 3.11 I felt comfortable working with this instructor.
- 3.12 I learned from this instructor.
- 3.13 The instructor started classes on time.
- 3.14 The instructor ended classes on time.
- 3.15 My instructor can usually tell whether I understand the material.
- 3.16 The instructor was able to learn my name early in the semester.
- 3.17 I liked being called by my first name in class.
- 3.18 The instructor knew when I was present without having to use a roll call each class.
- 3.19 The instructor found it easy to compliment students in class.
- 3.20 My instructor sensed when students were bored.
- 3.21 My instructor relates to me as an individual.
- 3.22 My instructor readily maintains rapport with this class.

IV. COURSE REQUIREMENT OBJECTIVES

- 4.1 Course objectives were achieved.
- 4.2 The instructor worked toward meeting the objectives.
- 4.3 I understood what was expected of me in this course.
- 4.4 The instructor explained objectives for each class session and learning activity.
- 4.5 The instructor maintained a clear relationship between the course content and the course objectives.
- 4.6 The instructor used teaching methods which enabled students to achieve the course objective.
- 4.7 The instructor assessed how well students mastered course objectives.
- 4.8 Course objectives not addressed in the textbook were contained in class lectures.
- 4.9 The instructor pointed out objectives which were not addressed in the textbook.
- 4.10 The instructor clearly stated the course requirements and deadlines.
- 4.11 I could measure my progress against the objectives.

V. COURSE WORKLOAD/DIFFICULTIES

- 5.1 The instructor challenged me in this course.
- 5.2 The reading assignments in this course were of appropriate levels of difficulty.

- 5.3 The reading assignments in this course required an appropriate amount of time.
- 5.4 The reading assignments in this course were challenging.
- 5.5 The lab assignments were challenging.
- 5.6 The class projects were interesting.
- 5.7 The lab assignments were integrated with lecture material.
- 5.8 Lab sessions required an appropriate amount of time.
- 5.9 We performed several helpful lab experiments.
- 5.10 The instructor used a variety of outside assignments.
- 5.11 Laboratory assignments were adequately explained.
- 5.12 The number of class projects was beneficial.
- 5.13 The instructor attempted to integrate easier material with the more difficult material.
- 5.14 The instructor covered an appropriate amount of material.
- 5.15 The instructor oriented the course toward students of all levels of advancement.
- 5.16 Computer-aided instruction enhanced the understanding of the more difficult material.
- 5.17 Availability of tutors aided understanding of more difficult material.
- 5.18 Lab sessions were well organized.
- 5.19 The time required for this course was in line with the number of credit hours I received.
- 5.20 The complexity of assignments was reasonable.

VI. COURSE MATERIAL/ACTIVITIES

- 6.1 An appropriate number of outside resources are used.
- 6.2 This course included a beneficial field trip.
- 6.3 The field trip integrated into this course provided insights that lectures or readings could not.
- 6.4 I am pleased with the textbook required for this course.
- 6.5 I had easy access to laboratory materials.
- 6.6 Participation by other students during class helped me see other points of view.
- 6.7 Computer-aided instruction for this course is very effective.
- 6.8 Working with an assigned classmate contributed significantly to this course.
- 6.9 Planned student presentations, generally speaking, are quite informative.
- 6.10 I liked the course emphasis on responsibility for developing individual projects.
- 6.11 There is sufficient time for questions and clarification in this course.
- 6.12 During lab time my instructor strictly enforced safety procedures.
- 6.13 I could usually finish the lab experiments during the scheduled lab time.
- 6.14 Basic concepts underlying the experimental procedures were well covered.
- 6.15 The instructional equipment used in the course is in good working order.

- 6.16 The instructor was available for help throughout the lab sessions.
- 6.17 Team-teaching provided insights a single instructor could not.
- 6.18 Having more than one instructor in the same course aided my understanding of the material.
- 6.19 Computer assisted instruction helped me significantly in this course.
- 6.20 The lab/practice room is well equipped.
- 6.21 The lab/practice room is sufficiently accessible.
- 6.22 The instructor made good use of the blackboard.
- 6.23 The instructor made good use of audio-visual materials.
- 6.24 I felt comfortable with my instructor's management of the classroom.
- 6.25 Course activities helped me relate the subject matter to other academic disciplines.
- 6.26 Course activities helped me relate the subject matter to my everyday life.
- 6.27 This course made good use of video monitors.
- 6.28 Media (films, TV, slides, video cassettes, etc.) used in this course are well chosen.
- 6.29 Films in class are well-integrated with course topics.
- 6.30 Audio reception of media (cassettes, film, TV, etc.) was of good quality.
- 6.31 The course material was up-to-date.
- 6.32 Outside reading sources were usually easy to obtain.
- 6.33 The lab sessions increased my understanding of the lecture sessions.
- 6.34 Course handouts were valuable supplements to this course.
- 6.35 Guest speakers contributed significantly to this course.

VII. EVALUATION/GRADING/TESTING

- 7.1 The exams accurately assessed what I learned in this course.
- 7.2 The exams had instructional value.
- 7.3 The exams required more than a recall of factual information.
- 7.4 The exams reflected the emphasis of class presentations.
- 7.5 The exams covered material on which I expected to be tested.
- 7.6 The exams required creative, original thinking.
- 7.7 The exams gave balanced coverage to major topics.
- 7.8 I believe my final grade will accurately reflect my overall performance in this course.
- 7.9 The grading was objective and unbiased.
- 7.10 The questions on the examinations given by my instructor were clear and complete.
- 7.11 Examination questions were realistically detailed.
- 7.12 Exams stressed original thought processes.
- 7.13 Exams are fair.
- 7.14 Exams are free from ambiguity.
- 7.15 Exams cover a reasonable amount of material.
- 7.16 Exams stress important points of the lectures/text.
- 7.17 I know how I stand relative to others in the class on exams.
- 7.18 Exams are reasonable in length and difficulty.

- 7.19 The grade I received in this course is an accurate assessment of my knowledge of the course.
- 7.20 Grades are assigned fairly and impartially.
- 7.21 The contract grading method is used appropriately in this course.
- 7.22 My instructor has a realistic definition of good performance.

VIII. STUDENT SELF-RATED ACCOMPLISHMENTS

- 8.1 My grade in this course accurately reflected the knowledge acquired.
- 8.2 I learned a great deal in this course.
- 8.3 This course met my expectations.
- 8.4 The outside assignments challenged me.
- 8.5 The class projects stimulated my creativity.
- 8.6 My grade accurately reflects what I have actually learned.
- 8.7 I have learned to do outside research on difficult topics.
- 8.8 My accomplishments in this class have increased my self-concepts.
- 8.9 This course enhanced my understanding of the subject area.
- 8.10 I was challenged by the course.
- 8.11 There was much intellectual discipline gained in this course.
- 8.12 I developed a pleasing rapport with the instructor.
- 8.13 I was sorry when this course was completed.
- 8.14 I felt a great sense of accomplishment in this course.
- 8.15 I feel prepared for the succeeding courses in this area.
- 8.16 All areas of this course were made clear to me.
- 8.17 I was prepared for this course.
- 8.18 I was able to set and achieve some of my own goals.
- 8.19 This course stimulated me intellectually.
- 8.20 I would recommend this course to others.
- 8.21 I would recommend this instructor to anyone.

OVACHITA TECHNICAL COLLEGE

Faculty Evaluation Program

Appendix C

Form FE-1 Chief Academic Officer Evaluation Form

Form FE-2 Peer Evaluation Form

Form FE-3a Student Evaluation Form (Questions)

Form FE-3b Student Evaluation Form (Free Response)

Form FE-4 Self-Evaluation Form

Form FE-5 Classroom Observation Form

OVACHITA TECHNICAL COLLEGE

CAO EVALUATION OF FACULTY MEMBER (FORM FE-1)

| Classes Taught in Previous Semester | 11th Day Enrollment | Dropouts | Credit Hours |
|-------------------------------------|---------------------|----------|--------------|
| Accounting I, section a | 22 | 4 | 3 |
| Accounting I, section b | 20 | 3 | 3 |
| Accounting II | 18 | 4 | 3 |
| Computerized Accounting | 17 | 3 | 3 |
| Business Machines | 21 | 5 | 3 |
| Business Math | 17 | 4 | 3 |

| Classes Being Taught this Semester | 11th Day Enrollment | Dropouts | Credit Hours |
|------------------------------------|---------------------|----------|--------------|
| Accounting I, section a | 19 | 3 | 3 |
| Accounting I, section b | 18 | 1 | 3 |
| Accounting II | 15 | 0 | 3 |
| Computerized Accounting | 15 | 1 | 3 |
| Business Machines | 17 | 2 | 3 |
| | | | |

| Evaluation Summary | Weight | Eval. | Wt x Eval |
|---|--------|-------|-----------|
| 5 = Exceptional; 4 = Above Average; 3 = Satisfactory; 2 = Below Average; 1 = Unsatisfactory | | | |
| 1. Teaching Responsibilities | 80% | 4.05 | 3.24 |
| 2. Professional Growth and Development, Service to College, Service to the Community | 20% | 4.33 | 0.87 |
| Evaluation Total | | | 4.11 |

NAME OF FACULTY MEMBER BEING EVALUATED: Mortimer Snerd

BASED ON THIS PERFORMANCE EVALUATION, IT IS RECOMMENDED THAT

- ☒ the faculty member be rehired with a salary adjustment providing that sufficient money is deemed available by the Board.
- ☐ the faculty member be rehired with no salary adjustment until specific performance behaviors have been improved.
- ☐ the faculty member not be rehired.

Mortimer Snerd
Faculty Member

3/11/9x
Date

Minnie Mouse
Chief Academic Officer

OVACHITA TECHNICAL COLLEGE

CAO EVALUATION OF FACULTY MEMBER (FORM FE-1)

| Classes Taught in Previous Semester | 11th Day Enrollment | Dropouts | Credit Hours |
|-------------------------------------|---------------------|----------|--------------|
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| Classes Being Taught this Semester | 11th Day Enrollment | Dropouts | Credit Hours |
|------------------------------------|---------------------|----------|--------------|
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| Evaluation Summary | Weight | Eval. | Wt x Eval |
|---|--------|-------|-----------|
| 5 = Exceptional; 4 = Above Average; 3 = Satisfactory; 2 = Below Average; 1 = Unsatisfactory | | | |
| 1. Teaching Responsibilities | 80% | | |
| 2. Professional Growth and Development, Service to College, Service to the Community | 20% | | |

| | |
|------------------|--|
| Evaluation Total | |
|------------------|--|

NAME OF FACULTY MEMBER BEING EVALUATED: _____

BASED ON THIS PERFORMANCE EVALUATION, IT IS RECOMMENDED THAT

- ☐ the faculty member be rehired with a salary adjustment providing that sufficient money is deemed available by the Board.
- ☐ the faculty member be rehired with no salary adjustment until specific performance behaviors have been improved.
- ☐ the faculty member not be rehired.

Faculty Member

Date

Chief Academic Officer

FORM FE-1 — Page 2**RATING**

5 = Exceptional; 4 = Above Average; 3 = Satisfactory; 2 = Below Average; 1 = Unsatisfactory

1. Teaching Responsibilities**2. Professional Growth and Development, Service to the College, Service to the Community****INITIAL AGREEMENT:****RECEIVED FINAL EVALUATION:**_____
Faculty Member_____
Date_____
Faculty Member_____
Date_____
Chief Academic Officer_____
Date_____
Chief Academic Officer_____
Date

OVACHITA TECHNICAL COLLEGE

Faculty Peer Evaluation Form (Form FE-2)

INSTRUCTIONS: The peer evaluator will complete this form in narrative form following an informal meeting with the faculty member being evaluated and a classroom observation if requested. Topics covered should include self-evaluation, goals and objectives, service to the College, professional growth and development, course syllabi, methods of presentation, worksheets and study guides, tests and examinations, particularly successful teaching practices, and especially troublesome teaching situations.

DATE: _____

PEER
EVALUATOR: _____

FACULTY
MEMBER: _____

OUACHITA TECHNICAL COLLEGE

STUDENT RATING OF FACULTY (FE-3a)

INSTRUCTOR'S I.D. NUMBER: _____

CLASS NUMBER: _____

SEMESTER: _____

DIRECTIONS: This questionnaire enables you to rate **anonymously** both the instructor and the course. Please respond as accurately and honestly as you can. Leave blank any item that does not apply. A free response section is provided on the reverse side. Use a soft lead pencil to cover each response according to the key printed at the right.

SA if you strongly agree with the statement
A if you agree with the statement
N if you neither agree nor disagree
D if you disagree with the statement
SD if you strongly disagree with the statement

- | | |
|---|-----------------------|
| 1. The instructor's objectives for the course were made clear. | <SA> <A> <N> <D> <SD> |
| 2. The instructor appeared to relate the course concepts in a systematic manner. | <SA> <A> <N> <D> <SD> |
| 3. The instructor used class time well. | <SA> <A> <N> <D> <SD> |
| 4. The instructor was enthusiastic when presenting course material. | <SA> <A> <N> <D> <SD> |
| 5. The instructor's use of examples or personal experiences helped get points across. | <SA> <A> <N> <D> <SD> |
| 6. The instructor was concerned with whether the students learned the material. | <SA> <A> <N> <D> <SD> |
| 7. The instructor covered about the right amount of material. | <SA> <A> <N> <D> <SD> |
| 8. The instructor covered the material at about the right pace. | <SA> <A> <N> <D> <SD> |
| 9. Out-of-class assignments were appropriate and contributed to my understanding of the material. | <SA> <A> <N> <D> <SD> |
| 10. The instructor encouraged students to think for themselves. | <SA> <A> <N> <D> <SD> |
| 11. The instructor was readily available for consultation with students. | <SA> <A> <N> <D> <SD> |
| 12. The instructor raised challenging questions or problems for discussion. | <SA> <A> <N> <D> <SD> |
| 13. In this class, I felt free to ask questions or express my opinion. | <SA> <A> <N> <D> <SD> |
| 14. My initial interest in this course was very high. | <SA> <A> <N> <D> <SD> |
| 15. My interest in the subject area has been stimulated by this course. | <SA> <A> <N> <D> <SD> |
| 16. Examinations in the course reflected the important aspects of the course. | <SA> <A> <N> <D> <SD> |
| 17. The instructor graded me fairly. | <SA> <A> <N> <D> <SD> |
| 18. The textbook for this course adequately supports the instructor's class presentation. | <SA> <A> <N> <D> <SD> |
| 19. The class size was conducive to learning. | <SA> <A> <N> <D> <SD> |
| 20. In general, the instructor was an effective teacher. | <SA> <A> <N> <D> <SD> |

OPTIONAL ITEMS: Items 21 through 30 below may be used to respond to items specified by the instructor.

- | | |
|-----|-----------------------|
| 21. | <SA> <A> <N> <D> <SD> |
| 22. | <SA> <A> <N> <D> <SD> |
| 23. | <SA> <A> <N> <D> <SD> |
| 24. | <SA> <A> <N> <D> <SD> |
| 25. | <SA> <A> <N> <D> <SD> |
| 26. | <SA> <A> <N> <D> <SD> |
| 27. | <SA> <A> <N> <D> <SD> |
| 28. | <SA> <A> <N> <D> <SD> |
| 29. | <SA> <A> <N> <D> <SD> |
| 30. | <SA> <A> <N> <D> <SD> |

STUDENT RATING OF FACULTY (FE-3b)

Free Response Section

The following items are designed to allow you to express your opinions about this course and communicate **directly** to the instructor your particular feelings and suggestions concerning the course. Note: THE INSTRUCTOR WILL RECEIVE A COPY OF THIS FORM AS IS.

- a. The thing I liked **MOST** about this course was:

- b. The thing I liked **LEAST** about this course was:

- c. Additional comments and suggestions.

OVACHITA TECHNICAL COLLEGE

Faculty Self-Evaluation Form (Form FE-4)

INSTRUCTIONS: After reviewing the Annual Goals and Objectives, the most recent Peer Evaluation, and the most recent Student Evaluation, the faculty member is to comment in narrative form on his/her strengths and weaknesses, paying particular attention to the following areas:

Preparation for teaching
Actual classroom instruction
Student and peer evaluation
Advising and counseling of students

Professional growth and development
Service to the College
Service to the Community
Other comments or mitigating circumstances

Page ____ of ____ Pages

Date: _____

Signature: _____

Ouachita Technical College Form FE-5

RATING

Classroom Observation Form

5 = Excellent; 4 = Above Average; 3 = Average; 2 = Below Average; 1 = Unsatisfactory

1. Previewed or gave overview to today's lesson.

2. Related the lesson to past classroom/lab activities or to students' prior knowledge or experience

3. Used vocabulary appropriate to the course level.

4. Exhibited a variety of teaching styles.

5. Provided opportunity for student response and participation.

6. Encouraged students to ask questions, make comments, or express ideas.

7. Reacted favorably to student questions, answers, and comments.

8. Was alert and responsive to students' non-verbal cues.

9. Demonstrated control of the class.

10. Explained use of and availability of the equipment, materials, or resources necessary to the class.

11. Used instructional aids.

12. Projected enthusiasm for the topic.

13. Spoke audibly and used appropriate English in a tone which was relaxed, conversational, and natural.

14. Avoided distracting mannerisms or expressions.

15. Summarized important points.

16. Demonstrated freedom from discriminating stereotypes.

17. Used classroom/lab time effectively.

18. Demonstrated a command of the subject matter.

19. Encouraged students to think.

20. Held the attention of the students.

COMMENTS may be made on the back of this form.

Average Rating:

Classroom Observer

Date

Faculty Member

AMP:FC
3-19-92

MISSION STATEMENT GENERAL PROGRAM OBJECTIVES

In accordance with the stated mission, Ouachita affirms the following general program general objectives:

1. To contribute to students' self-confidence, self-respect, and respect for others.
2. To provide personal, academic, career, and financial aid counseling for students.
3. To offer programs and courses which can lead to associate degrees, technical diplomas, and certificates of proficiency for students who wish to upgrade their skills for current or future employment.
4. To provide general education, university-parallel courses transferable to senior institutions.
5. To provide opportunity for those needing adult basic education or preparing for the Arkansas High School Diploma (GED), with emphasis on a preparatory skill development program, to allow students to reach their personal or occupational goals.
6. To offer developmental education to improve basic skills and aptitudes needed by the student to function more successfully in the college and in the community.
7. To provide community service/continuing education programs designed to meet the educational and human needs of the people of the area.
8. To assist businesses and industries through on-site training and retraining support.
9. To share responsibility with area high schools to provide preparatory, occupational training for secondary students and to act as a recruiting tool for post-secondary programs.

CONDUCT AND DISCIPLINE STANDARDS

Ouachita Technical College requires that each student who registers will read and comply with all rules and regulations set forth in this handbook. One of the student's primary responsibilities is to familiarize themselves with each rule.

1. Students who willfully damage, destroy, lose, sell, or otherwise dispose of school property entrusted to them will be charged to the full extent of the damage or loss and are subject to prosecution under State Laws and disciplinary action by the school.
2. Under no condition will alcoholic beverages or habit forming drugs be permitted on school premises. Anyone guilty of selling or using drugs or alcohol on campus or during any school activity will be placed on probation or dropped. *appearance*
3. Students who engage in such acts as stealing, gambling, profanity, and possession of firearms or other dangerous weapons make themselves liable to disciplinary action. Students engaged in personal combat will be dropped.
4. The conduct of all students is expected to be wholesome and display the objectives of the school at all times. Misconduct in the school, such as interruptions of class or disturbances of normal school operations, could result in probation or suspension from school.
5. No pornographic material will be allowed at the school. Students who bring this material to school will be placed on probation for the first offense and dismissed with the second offense.
6. Any student is subject to expulsion from school if formally charged with a felony or misdemeanor which involves the school's property, staff, or students or clinical agency's property, staff, or patients.
7. Our counselor's office has information on alcohol and drug abuse prevention available for all students.

*on campus under
the influence of
alcohol or any habit
forming drug*

IV. ACADEMIC POLICIES AND PROCEDURES

A. INSTRUCTIONAL PREPARATION

Course Syllabi. A syllabus, as it is defined, is merely a design for teaching. Sound and thorough pre-planning promotes confidence. One of the greatest obstacles to effective teaching occurs when the instructor lacks clarity of purpose for the course. The function of the syllabus preparation is to aid instructors in crystallizing their plans for what to teach and how to teach it. Properly constructed, a syllabus is a guide to aid the student to a selected learning objective.

The major divisions of a syllabus should include the following:

1. Title of course and course number
2. Prerequisites and/or co-requisites
3. Instructor's name, and office hours
4. Credit hours and contact hours
5. Evaluation process and grading scale
6. Attendance policy
7. Required texts and materials
8. Student outcome objectives
9. Course description and/or outline

Designing a course is exciting and challenging. The task should be approached positively, with imagination and creativeness. The syllabus is a map for getting the student to the selected destination. The clearer it is drawn, the easier the trip for both instructor and students.

Examinations. Each instructor determines the number and type of examinations to be administered in his or her classes. What portion of the student's mark will be based on examinations is decided by the instructor. Final examinations are to be given in accord with the Final Examination Schedule issued by the Chief Academic Officer.

Selection of Textbooks. Faculty members should feel free to discuss textbooks with the appropriate administrator in order to improve book selection. Textbooks should be ordered each semester according to the best estimate of the number needed. Textbooks changes should be timely and planned so as not to leave a large number of unused books in the bookstore.

Class Attendance Records. All absences are to be recorded by the instructor of each class. Faculty members are required to maintain attendance records and may recommend students who violate the attendance rule by terminated.

Adding and Dropping Students. No student should be added to a class after the first week of the semester except with instructor approval. A student may drop a course by following the withdrawal procedure outlined in the student catalog.

You are cordially invited
to the next regular meeting of the

FACULTY COUNCIL

Monday, March 2, 1992, 3:07 p.m.
in Room 2 of the Business Department

AGENDA

- I. Minutes of the last meeting.
- II. Old Business
 - A. Sub-committee report on student policies.
 - B. Sub-committee report on faculty evaluation.
- III. New Business
 - A. Approval of 1992-93 College Calendar.
 - B. Review Faculty Handbook.
 - C. Resignation of the Chair.
 - D. Election of new Chair.

**FACULTY COUNCIL OF OUACHITA TECHNICAL COLLEGE
MINUTES OF MARCH 2, 1992, MEETING**

The fourth meeting of the Faculty Council of OTC was held on Monday, March 2, 1992. All members except Zelma Jones were present. Mr. Looney, Supervisor of Instruction, was present. Minutes from the previous meeting were read and approved.

The Council heard reports from the Subcommittees as follows:

Terri's Committee

Revisions were discussed on Adding of Classes/Late Registration, Withdrawal From Individual Classes, and Withdrawals and Re-Entries.

J. Louis' Committee

Discussed the Faculty Evaluation Program. The committee is preparing a list of suggested goals and objectives for faculty members and the Chief Academic Officer to refer to when selecting specific goals and objectives for evaluation purposes. The draft copy of the Faculty Evaluation Program will be ready for the Council at the next meeting.

New Business:

Upon motion duly made and seconded, it was unanimously

VOTED: To approve the 1992-93 proposed school calendar but including the add and drop date.

Upon motion duly made and seconded, it was unanimously

VOTED: To accept the resignation of J. Louis Moles as Faculty Council Chair.

Upon motion duly made and seconded, it was unanimously

VOTED: To elect Terri Colananni as the new Faculty Council Chair.

Upon motion duly made and seconded, it was unanimously

VOTED: To move the next meeting date to Thursday, March 19, 1992. The regularly scheduled meeting would have fallen during the Spring Break vacation.

Upon motion duly made and seconded, it was unanimously

VOTED: To adjourn
Adjourned accordingly
A true record.

Respectfully submitted by:


Jessica Beard, Secretary


Terri Colananni, Council Chair

OUACHITA TECHNICAL COLLEGE
PROPOSED 1992-93 SCHOOL CALENDAR

FALL SEMESTER

August 24, 1992 through December 18, 1992 --- 16 Weeks

| | |
|-------------------|--------------------------------------|
| August 20 & 21 | STUDENT REGISTRATION AND ORIENTATION |
| August 24 | FIRST DAY OF CLASS |
| September 7 | LABOR DAY HOLIDAY |
| October 16 | MID SEMESTER GRADES DUE |
| November 25 -- 27 | THANKSGIVING HOLIDAY: NO CLASSES |
| December 14 -- 17 | SEMESTER EXAMS |
| December 18 | END OF FALL SEMESTER: GRADES DUE |
| December 19 -- | |
| January 7, 1993 | CHRISTMAS HOLIDAYS: NO CLASSES |

SPRING SEMESTER

January 8, 1993 through May 7, 1993 --- 16 Weeks

| | |
|----------------|--------------------------------------|
| January 8 | STUDENT REGISTRATION AND ORIENTATION |
| January 11 | FIRST DAY OF CLASS |
| March 5 | MID SEMESTER GRADES DUE |
| March 22 -- 26 | SPRING BREAK: NO CLASSES |
| May 3 -- 6 | SEMESTER EXAMS |
| May 7 | END OF SPRING SEMESTER: GRADES DUE |

SUMMER SEMESTER I

May 10, 1993 through June 11, 1993 5 Weeks
May 10, 1993 through June 18, 1993 for Nursing Students

| | |
|--------------|----------------------------------|
| May 10 | FIRST DAY OF CLASS |
| May 24 | MEMORIAL DAY HOLIDAY: NO CLASSES |
| June 8 -- 11 | SEMESTER EXAMS |
| June 18 | END OF SEMESTER: GRADES DUE |

SUMMER SEMESTER II

6 Weeks

June 21, 1993 through July 30, 1993 for Nursing Students

| | |
|---------------|------------------------------------|
| June 21 | FIRST DAY OF CLASS |
| July 5 | HOLIDAY: NO CLASS - 4th of JULY |
| July 27 -- 30 | SEMESTER EXAMS |
| July 30 | END OF SUMMER SEMESTER: GRADES DUE |

***BOTH THE SUMMER I AND SUMMER II SESSIONS FOR NURSING STUDENTS
WILL BE SIX WEEKS IN LENGTH FOR A TOTAL OF 45 WEEKS OF INSTRUCTION.

EO in E and E
Disclaimer Statement

- I. OTC Overview
 - A. Welcome - letter from President
 - B. History
 - C. OTC mission and goals
- II. Organization and Administration
 - A. Administrative Organization
 - B. Organizational Chart
 - C. Committees and Councils
- III. Personnel Policies and Procedures
- IV. Instructional and Academic Policies and Procedures
- V. Other Policies
 - A. Sexual Harassment Policy
 - B. Drug Free Workplace Policy
 - C. Campus Smoking Policy
- VI. General Information
- VII. Appendix

Federal Mandates

I. PREFACE

The operational procedures defined herein should be reviewed carefully by each returning and new member of the faculty. While the procedures outlined are not meant to be all inclusive and are subject to revisions, they describe the collegiate environment at Ouachita Technical College and should be read prior to any contract for faculty service.

Additional information regarding policies of Ouachita Technical College may be found in the Policy Manual, the Ouachita Technical College Catalog, and the State of Arkansas Policies for Institutions of Higher Education.

II. PHILOSOPHY AND PURPOSES

A. Philosophy

Because Ouachita Technical College is committed to the ideal of the worth and dignity of the individual, its underlying philosophy is to provide opportunities for youth and adults to develop themselves for purposeful, gratifying, and useful lives in a democratic society. The College accepts the national goal of providing at least two years of education beyond the high school level. Paramount in such education are programs of study designed to fit the needs of students of varying educational and vocational goals and those which provide cocurricular activities and community services consistent with the concept of the community college. Operating in the larger context of local, state, regional, and national higher educational patterns, the College seeks to respond to the needs of the individual and his or her level of ability and development.

B. Purposes

All curricular offerings, instruction, counseling and administrative support of programs at Ouachita Technical College are provided to ensure that the overall program of the College is committed to these purposes:

1. To provide programs of study for students who wish to transfer to other institutions to pursue a baccalaureate degree.
2. To provide occupational/vocational/technical programs and curricula leading to immediate employment and to offer programs for students who wish to upgrade their skills for current, or future, employment.
3. To offer programs in general education.
4. To offer credit/noncredit courses which meet community needs.
5. To offer developmental programs to improve basic skills.
6. To offer personalized counseling and support services.
7. To promote the civic and cultural activities and provide for the avocational needs of enrolled students.
8. To promote the civic and cultural activities of the community and provide for the avocational needs of the service community.

Probably
should put our
mission statement
here when we
develop it.
E.C.

New school
objectives should
be here.
E.C.

III. BOARD OF TRUSTEES AND ADMINISTRATIVE OFFICERS

A. Board of Trustees

The Board of Trustees was appointed by the governor and is composed of seven members who served staggered terms of one year to seven years. As terms expire they will be filled by the governor.

B. President of the College (Director)

The President is the chief administrative officer of the College, and as such, is responsible for its overall organization and administration. He is appointed by the Board of Trustees and is responsible for recommending to them appropriate action to be taken regarding college operations. He is responsible for implementation of policy set forth by the Board of Trustees.

C. Chief Academic Officer

The Chief Academic Officer is responsible for academic programs and services related to the academic function of the College and reports directly to the President.

D. Chief Fiscal Officer

The Chief Fiscal Officer reports directly to the President and is responsible for budget, purchasing, accounting, payroll, bookstore, buildings and grounds.

E. Chief Student Officer

The Chief Student Officer will coordinate admissions, financial aid, and counseling services for students and reports directly to the President.

IV. ACADEMIC AND ADMINISTRATIVE STAFF

A. Full-time Instructors

The primary responsibility of the faculty member is to provide quality classroom instruction. The issuance of a full-time contract includes the expectation that the contract holder enjoys further professional responsibilities to the College. These responsibilities include, but are not limited to, committee assignment and participation, academic advisement of students, curriculum review and revision, student life and activity involvement, and community participation as representative of the College and its academic and professional community.

Each faculty member reports to the Chief Academic Officer/chairperson and shall perform duties assigned by his chairperson, and the Chief Academic Officer or the President. Specific faculty responsibilities are listed in Sections IV and V.

In addition to the information in the Academic Staff Handbook, the faculty member should become familiar with College policies as stated in the official catalog. Those policies regarding grades, attendance, and withdrawals are particularly important.

OUACHITA TECHNICAL COLLEGE

BOARD OF TRUSTEES

EARL A. CLEVELAND
DIRECTOR

WILL McCAUSTY
DEAC. SECRETARY

CONNIE ROBERTS
SITE DIRECTOR
HENDERSON STAFF U.

VAUGHN KISTNERSON
COUNSELOR
ADMISSIONS

MARCE WHITLEY
DATA ENTRY SPE.

BOE JONES
BUSINESS MANAGER
FINANCE

JEAN NEAL
ACC. TECH. II

VIRGINIA WINEFIELD
PERSONNEL ASSIST.

SANDRA SPATHE
ACC. TECH. I

L. McCRACKEN
SECRETARY I

DETT. EDWARDS
BUS. MAINT. SUP.

CORR. ALLEY
MAINT. SUPER.

JAMES GOLDEN
NIGHT MAINTMAN

RICH LOONIE
SUP. OF INSTRUCTION
INSTRUCTIONAL

JANICE BUTLER
SECRETARY II

ZELMA JONES
DEPT. HEAD
GENERAL ADMIT. ID.

BRENDA KESLER
AEE

JAN ROBERTSON
AEE/GAL

PATRIC NEAR
AEE/GAL

RHONDA STROUD
PARAPROFESSIONAL

ADRIAN ASHEW
AUTOMOTIVE TECH

CLYDE BUI
AC/A

DEAN CARTER
DRESSING TECH.

YVETTE CULANING
HAIR

GARY GARLICK
MACHINE SHOP

TRESSIE McJUNKIN
FOOD SERVICE DESK.

RONNIE THOMSON
COMMUNICATIONS

KEESI YOUNG
WELDING

GARY INGLE
ELECTRONICS

LYNETTE SMITH
NURSING INSTRUCTOR
NURSING

LEAN COSTELLO
NURSING TUTOR

J. LOUIS MOIS
DEPT. HEAD
BUSINESS ID.

BOE SMITH
BUSINESS ID.

JESSICA BEARD
BUSINESS ID.

JUNE PRINCE
BUSINESS ID.

JANIE WILLIAMS
BUS. ID. TUTOR

JTPA Interpreter
JTPA

SHARON RAY
T & J TUTOR

BOE BRICK
DEPT. HEAD
HIGH SCHOOL

SUE RUTZ
HEALTH OCC. ID.

ROBERT KESLER
AUTOMOTIVE

LINDA ALEXANDER
COSMETOLOG

EDWY WILLIAMS
SMALL ENGINES

B. Part-time Instructors

Part-time faculty have the same academic responsibility within the classroom as the full-time faculty.

Part-time faculty development activities are scheduled by each instructional division during the academic year.

C. Chairperson

Chairpersons are also teaching faculty. As such, they have the same academic responsibilities for instruction. In addition, they are charged with overall coordination for curriculum development and budget within their division under the supervision of the Chief Academic Officer.

D. Counselors

The Counselors report to the Chief Student Officer and are responsible for providing professional assistance to students with personal, academic, or career concerns.

E. Director of Financial Aid

The Director reports to the Chief Student Officer and is responsible for all programs related to student financial aid, including scholarships, tuition grants, and federal student aid programs.

V. MAJOR INSTITUTIONAL COMMITTEES

The standing committees of the college are designed to provide broad participation in the affairs of the College. Actions of the committee are reported to the College community by the committee representatives and by memo or faculty meeting. Meeting times and locations are to be announced in advance. Special meetings may be announced by telephone to each office area.

A. Academic Affairs Committee

The standing committee shall be chaired by a member elected by committee majority and is advisory on matters involving institutional academic affairs. This includes professional and instructional matters, curriculum, calendar, standards, awarding of credit, and graduation. The committee shall have advisory responsibility on matters involving admission, probation and supervision, CLEP, transfer of credit, credit by examination, and grade changes.

Membership is composed of six faculty members elected by majority vote.

B. Educational Services Committee

The standing committee shall be chaired by a member elected by committee membership and is advisory on matters involving student services. The committee shall have advisory responsibility on matters involving public relations, informational services, student activities, advising, counseling, recruiting, financial aid, and registration.

Membership is composed of three faculty members elected by majority vote, the Chief Student Officer, counselor and two members appointed as representation of classified staff.

C. Administrative Affairs Committee

The standing committee shall be chaired by a member elected by majority vote and is advisory on matters involving the formulation of policies relating to the budget. The Committee also has advisory responsibility concerning matters of College personnel, salary, and fringe benefits. Matters involving the physical plant are concerns of this Committee as well.

Membership is composed of three faculty members elected by majority vote, Chief Fiscal Officer, and one member appointed as representation of classified staff.

Each standing committee is advisory to the President and the President's Cabinet, and each may establish ad hoc committees as required. Membership on any committee, elected or appointed, is for one academic year with elections and appointments occurring at the beginning of any fall semester for the immediate year's membership. No representative may serve on more than one standing committee in any year. Nominations and elections shall be coordinated by the Chief Academic Officer.

Each committee shall be responsible for the maintenance of minutes and records of each meeting and for the wording of a meeting summary-of-action in the next available faculty meeting immediately following any meeting.

All meetings shall be announced in advance and non-members invited to observe.

D. Student Appeals Committee

The Student Appeals Committee exists to review and recommend regarding matters of misconduct or student grievances.

The Student Appeals Committee is advisory to the Cabinet and meets only when requested by a Cabinet member, the President, or by actual need. The members shall include three professional employees. No more than one member may be from the Administration. Members of the Committee are appointed by the President for one year.

E. Professional Standards Committee

The Professional Standards Committee exists to review and recommend regarding matters of professional misconduct or formal grievances of faculty and administrative staff members.

The Professional Standards Committee is advisory to the Cabinet and meets only when requested by a Cabinet member, the President, or by actual need. The members shall include three faculty members and two administrative staff members who are appointed by the President

for a period of two years.

* After providing an opportunity to nominate candidates for a seat on any of the standing committees and if no nominations for a particular seat are made, then the chair of that standing committee may appoint (within the representative category) someone to fill that vacancy for the academic year.

COMPENSATION PLAN FOR FACULTY AT TECHNICAL COLLEGES

I. General Information

- A. Placement of all persons within the Compensation Plan for Faculty Personnel will be determined by the institutional Chief Executive Officer or his/her designee with approval of the College Board of Trustees.
- B. Salaries shall be determined by required position qualifications and applicant availability. The salary of the new employee will be determined by the institutional Chief Executive Officer with the approval of the College Board of Trustees.
- C. The minimum qualifications for faculty personnel shall be adhered to in the employment of new faculty personnel.
- D. It is of utmost importance that the instructional programs be current, relevant, and continuously updated to keep pace with changes occurring in the world of work. The faculty member is the vital key to the entire instructional process; therefore, considerable emphasis is placed on faculty development programs.

All faculty members are expected to participate in statewide and institutional faculty development programs to be better informed on technological development and educational methods. Participation in these programs shall be considered in the faculty member's annual performance evaluation.

- E. Faculty may be considered for allowable pay increases and salary schedule advancement on an annual basis, to be effective at the beginning of the academic contract year, or as mandated by the legislature.

Salary increases must be supported by an overall performance rating for the past academic year of satisfactory/meets expectations or higher. The annual performance evaluation will encompass performance as an educator as determined by review and evaluation of the specific job duties of the faculty position and progress in meeting predetermined project/program and individual professional development objectives.

The total amount of funds used to grant increases to faculty may not

exceed any budgetary provisions or limitations established each year for that purpose.

A. Standards for Employment

1. TECHNICAL

Collegiate-level programs which are two years in length, contain a planned, integrated sequence of classroom and laboratory experiences, and which provide intensive training in a field of specialization and include communications, math, social science, and related science and computer applications or fundamentals. All associate of applied science programs are in this area. Other programs including advanced certified programs may fall in this category.

Faculty in these programs shall hold an associate degree or 60 semester hours in an appropriate bachelor's program, national certification in the discipline, and three years of directly related work experience. A bachelor's degree is strongly recommended.

2. POSTSECONDARY VOCATIONAL, NONDEGREE

Programs which do not lead to the awarding of an associate degree. Courses are more applied, and the program contains limited requirements in general education or related support courses. Faculty in these programs will have 18 semester hours of postsecondary education in the teaching field or national certification in the discipline, and four years of directly related work experience. An associate degree and two years of directly related work experience are strongly recommended.

3. ACADEMIC

This area includes: (1) all courses designed for transfer to a senior institution; (2) general education courses in technical/nondegree programs; and (3) courses in which the majority of students transfer to a senior institution.

Faculty shall hold a master's degree plus 18 graduate semester hours in the discipline taught.

4. SECONDARY-VOCATIONAL

Programs offered as part of a coordinated program of study in grades 9-12, or some part thereof, and in which funding is received through a contracted arrangement with the Department of Vocational-Technical Education.

A high school diploma or 5 years of related work experience and secondary certification are required.

5. ADULT EDUCATION

Programs which provide adults with instruction, including ABE, GED, or high school completion courses.

Faculty shall hold a bachelor's degree in an appropriate discipline and meet certification requirements. A master's degree is strongly recommended and is required if the instructor is also teaching developmental courses for math, English, or reading.

B. Evaluation Criteria for Salary Schedule Placement-Current and New Hires

1. POSTSECONDARY EDUCATION

In the evaluation of postsecondary education, all technical college evaluating officers will be guided by the minimum training and experience requirements for faculty personnel as defined in Section II and by applicable standards as promulgated by the respective accrediting bodies. In granting credit for various degrees, the degree earned by the faculty member must have a direct relationship to the course content of the subject field in which the faculty member is to teach.

- a. A certificate or diploma granted by a postsecondary institution will be counted as one (1) or two (2) years of postsecondary education, depending upon the required length of the program.
- b. An associate degree will be counted as two (2) years of postsecondary education.
- c. A bachelor's degree will be counted as four (4) years of postsecondary education. Credits earned toward a bachelor's degree may be recognized by granting one (1) year for thirty (30) semester credits or forty-five (45) quarter credits; two (2) years for sixty (60) semester credits or ninety (90) quarter credits; and three (3) years for ninety (90) semester credits or one hundred thirty-five (135) quarter credits. Credit will be granted in one (1) year increments only for credits earned toward a bachelor's degree.
- d. A master's degree will be counted as five (5) years of postsecondary education.
- e. A specialist's degree will be counted as six (6) years of postsecondary education.
- f. A doctorate will be counted as seven (7) years of postsecondary education. Only the single highest degree will be allowed in determining postsecondary education.

2. TEACHING EXPERIENCE

- a. A minimum of three (3) quarters (two semesters) and a maximum of four (4) quarters (three semesters) of full-time teaching will be considered as one (1) year of creditable teaching experience provided that it was in, or directly related to, the subject field or job assignment for which the applicant is being considered. Part-time creditable teaching experience shall be equated to full-time teaching experience on a pro rata basis. The relevancy of the teaching experience to the position for which the applicant is being considered is the most important criteria.
- b. Full credit shall be granted for postsecondary teaching experience totally in the subject field. Other teaching experience at this level may be credited on a pro rata basis as the subject matter taught would apply to the faculty member's subject field.
- c. One-half (1/2) credit shall be granted for secondary or elementary teaching experience totally in the subject field.
- d. Other teaching experience may be credited as appropriate with documentation and justification demonstrating the relevance of the faculty member's subject field.

3. WORK EXPERIENCE

The criteria for granting work experience credit is the occupational value of the work experience and its relevance to the faculty member's subject field. Creditable work experience over a period of years should indicate that it was progressively more complex and of increasing responsibility. Military work experience may be just as creditable in certain fields of endeavor as civilian experience.

- a. Work experience shall be carefully evaluated for its relevance and credit granted accordingly.
- b. Twelve (12) calendar months shall be considered as one (1) year in crediting work experience. Part-time creditable work experience shall be equated to full-time work experience on a pro rata basis.

C. Advancement on the Salary Schedule

1. To advance to a new range on the Faculty Compensation Plan a faculty member must meet certain educational and experience requirements. Procedure for advancement must be followed. Credits used for advancement must be approved by the Chief Executive Officer or his/her designee prior to receiving the

credit. At least one-half of credits used for advancement at each level must be at the appropriate collegiate level.

2. Advancement on the Salary Schedule by College Credit. (Courses must be approved by the Chief Executive Officer or his/ her designee and credits must be earned subsequent to achieving basic qualifications.) College credits must be documented by an official transcript of credits earned for advancement and meet one of the following criteria:
 - a. Graduate hours directly related to the teaching field which were earned after achieving basic qualifications.
 - b. Graduate-level college credits in education courses which are directly related to community college instruction or college administration. (Education courses in education administration for public schools are not acceptable.)
 - c. College credits (undergraduate or graduate) which are directly related to the trade or teaching field for individuals with less than bachelor's degree.
 - d. Education courses on curriculum design, testing, methods of teaching, etc.
3. Advancement on the Salary Schedule by Paid Work Experience
 - a. Trade or industrial paid work experience which is directly related to the teaching area may be credited, at a rate not to exceed one (1) semester credit per one-hundred-sixty (160) hour work month. Paid work experience must be approved in advance by the Chief Executive Officer or his/her designee as to its relevance and applicability. Paid work experience may be credited at a lesser rate.
4. Advancement on the Salary Schedule by CEU Credits.
 - a. Faculty members may earn credits for salary schedule advancement through continuing education units (CEU). Of the hours credit necessary for advancement on the salary schedule, only one-third can be earned through CEU's.
 - b. Two (2) CEU's are equal to one (1) semester credit hour.

II. Compensation and Benefits

- A. The plan has program definitions and minimum requirements for teaching faculty in five program areas: (1) technical; (2) vocational; (3) academic; (4) secondary vocational; and (5) adult

education. The plan is bases^d upon a combination of related and relevant education, teaching and work experience, and national certification requirements. The plan requires continual professional development in order to maintain upward movement in the pay ranges.

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pay page
here.
e.c.

- B. Payroll Deductions and Salary Payments
Faculty members are paid their academic year salary in twenty-six (26) equal bi-weekly installments. The first check is paid in

TECHNICAL COLLEGE FACULTY COMPENSATION PLAN
1991-93

| Range | Salary | **Years of Education/ Experience | (Minimum Education Level) | | | | |
|-------|-----------|--|---------------------------|--|---|-------------------------------------|-----------------------------|
| | | | Academic | Technical | Post-Secondary Non-Degree | Secondary- Vocational+ | Adult Education+ |
| 0* | 18-22,000 | 1-4 | Below Mst. | Post-Secondary Education & work exp equal to 2 yrs | High school & work exp equal to 2 yrs | High school & 2 yrs work exp | Bachelors |
| 1 | 21-27,000 | 5-8 | Masters | Assoc. Degree & Nat'l Cert. (Sr. Inst.) | 15 hrs or Nat'l Cert. (Sr. Inst.) | High school & 5 yrs work exp | Bachelors+18 (Sr. Inst.) |
| 2 | 24-31,000 | 9-12 | Masters+12 | Bachelors | 30 hrs or 1 yr cert./diploma | 30 hrs or 1 yr cert./diploma | Masters (Master Inst.) |
| 3 | 27-34,000 | 13-16 | Masters+24 | Bachelors+12 (Master Inst.) | Associate Degree or 2 yrs/60 hrs | Associate Degree or 2 yrs/60 hrs | Masters+15 |
| 4 | 30-38,000 | 17-20 | Masters+36 | Bachelors+24 | 90 hrs | 90 hrs | Masters+30 |
| 5 | 33-41,000 | 21+ | Doctorate | Masters | Bachelors | Bachelors | Doctorate |

** - To count toward total years work experience and post secondary education must be relevant and directly related to teaching discipline.

* - Short term, temporary position only - must meet program area requirement within specified time period.

() - Initial placement criteria for current instructors only

+ - Must also meet State Department of Education certification requirements

Individuals with national certification, above minimum requirements to practice, may be advanced one range, one time, if they meet minimum years of experience/education of that range.

August. Paychecks will be distributed to all staff members on every other Thursday. The following deductions will be made from each paycheck: FICA, Retirement, Federal Income Tax, and State Income Tax. In addition, hospitalization premiums or other approved College deductions may be made.

C. Insurance and Retirement

1. Retirement System: You are a member of one of the State's Retirement Systems. These include:

- a. Alternate Retirement Plan
 - Employed before 7-1-91
 - 6% employee contribution
 - 12% State contribution

 - Employed after 7-1-91
 - 6% employee contribution
 - 10% State contribution
- b. Public Employees Retirement System
 - 6% employee contribution (Optional)
 - 12% State contribution
- c. Teachers Retirement System
 - 6% employee contribution (Optional)
 - 12% State contribution

If you have not already received an informational booklet concerning your retirement system, one is available from the retirement system office. Check with your supervisor for further information about your benefits under the Retirement System.

2. Social Security: All employees are covered under the Social Security System as of July 1, 1952. Taxes are deducted from your salary at the rate of 7.65% on a specific annual Maximum Wage Base. The Maximum Wage Base on calendar year 1991 is \$53,400. The Maximum Wage Base is changed by law each year. You will be notified of any future changes.
3. Group Insurance: Life Insurance and Hospital and Surgical Insurance are available in a "package plan" to all officers or employees of the State of Arkansas except those who normally work less than 1000 hours a year and those whose employment is considered seasonal or temporary. The State contributes \$148.00 per month and employee payments are made by payroll deduction. Participation is voluntary and enrollment must be requested by the employee. All employees have a basic \$5,000 life amount and are offered an optional amount according to their salary. Upon attainment of age 70, rates and benefits are reduced. For more information, please contact the

Insurance Section, Office of Personnel Management. The specific coverage of the Hospitalization and Surgical coverage is contained in the brochure on the group insurance which is available from your personnel officer or supervisor. An employee is eligible for insurance on the first day of the month following one month of service. If you enroll for insurance on or before the thirty-first day following the day you become eligible, you will be insured on the first of the month following the date you enroll and no evidence of insurability is required. The Insurance Section may be reached at 371-1479.

4. Workmen's Compensation: State employees are covered by Workmen's Compensation. Coverage is available for job related injuries and illnesses. Financial and medical aid is also available.

A claim must be filed as soon as possible after the accident or onset of illness with the Arkansas Workmen's Compensation Commission through the proper official in your agency. Check with your supervisor for details on the procedure to follow. Refer to the section on sick leave if you wish to coordinate your workmen's compensation benefits with your accrued sick leave.

5. Credit Unions: The Arkansas Federal Credit Union stands ready to assist you in borrowing and saving money. Membership is restricted to employees of certain departments. Contact your supervisor to learn the procedures and benefits for the credit union for which you qualify.
6. Unemployment Insurance: In July of 1973 unemployment insurance was extended to State employees with benefits becoming available in April of 1974. Unemployment insurance is designed to help individuals who are unemployed through no fault of their own. To determine eligibility or for further information, contact your local Employment Security Office.
7. Miscellaneous Payroll Deductions Available to Employees:
Voluntary Tax Shelter Annuity-List of approved companies on request.
U.S. Savings Bonds
Other Insurance
Check with the payroll secretary for a complete list.
8. Lump Sum Termination Pay: Upon termination, resignation, retirement, death or other action by which a person ceases to be an active employee of the State, the amount due the employee or his estate from accrued and unused annual leave (not to exceed 30 days) shall be paid to the employee in a lump sum.
9. Uniforms: A uniform service is available for all staff members

desiring such service.

D. Holiday and Vacations

These regulations are issued pursuant to Act 567, Act 976, and Act 980 of 1975.

1. Holiday Policy:

Employees shall be granted time off to observe the following regularly scheduled legal holidays:

| | | |
|----|------------------------------|--|
| a. | New Year's Day | January 1 |
| b. | Robert E. Lee's Birthday | January 19 |
| c. | George Washington's Birthday | 3rd Monday in February |
| d. | Memorial Day | Last Monday in May |
| e. | Independence Day | July 4 |
| f. | Labor Day | 1st Monday in September |
| g. | Veteran's Day | 2nd Monday in November |
| h. | Thanksgiving Day | 4th Thursday in November |
| i. | The Employee's Birthday | Employee is granted one holiday to observe his or her birthday |
| j. | Christmas Eve | December 24 |
| k. | Christmas Day | December 25 |

The Governor, by Executive Proclamation, may proclaim additional days in observance of special events or for other reasons at his discretion.

Except for the employee's birthday, Robert E. Lee's Birthday, and George Washington's Birthday, the school will be closed on the above named legal holidays. These holidays may be taken during the Spring Break or Christmas Holidays.

2. Eligibility for Holiday Pay and/or Equivalent Time Off:

- a. **Holiday Pay:** To be eligible for holiday pay, the employee must be in pay status on the last scheduled work day before the holiday and at least one hour on the first scheduled work day after the holiday.
- b. **Holiday During Leave:** When a holiday occurs while an employee is on sick leave, that day will be charged as a holiday and will not be charged against the employee's sick leave.

- c. Holiday During Days Off: When a holiday falls on an employee's regularly scheduled day off, the employee will be given equivalent time off.

The following provisions apply to employees who cannot take holidays as scheduled:

- d. Employees must work on holidays when the needs of the agency or institution require it. This need will be determined by the President.
- e. Days off in lieu of holidays worked may be taken at a time approved by the President and are to be taken as soon as is practical.
- f. The President is responsible for scheduling days off in lieu of holidays worked by his employees, and for informing his employees of the schedule and of the observance of all provisions.
- g. Employees who work less than full-time and a holiday falls on their regularly scheduled day off may take the holiday at a later date at a rate proportionate to their time worked.
- h. Holidays falling on a Saturday will be observed on the succeeding Monday.

A. Sick Leave

All full-time employees shall accumulate sick leave at the rate of one day per month of service and may accumulate to more than 120 days sick leave; however, a maximum of 120 days may be carried over at the end of the calendar year.

After an illness which causes the use of sick leave, the employee should complete the "Request for Leave" form. Employees who are on sick leave for five or more consecutive days must furnish a certificate of illness from an attending physician.

All full-time employees may request three days of sick leave absence without loss of pay for the death of a member of the immediate family. Immediate family means father, mother, sister, brother, husband, wife, child, grandparents, in-laws, or any individual acting as parent or guardian of an employee. Such requests must be approved by the employee's supervisor.

B. Leave of Absence

In rare cases and for extenuating circumstances, a leave of absence may be granted by the President for extended periods at no pay.

C. Outside Employment

The primary obligation and responsibility of the faculty member is the performance of his duties at the College. He shall not engage in other teaching or substantial remunerative activity without first advising and obtaining the approval of the Chief Academic Officer. This provision is to ensure the he has adequate time for teaching, advising, appropriate study and research in working with learning difficulties encountered by individual students, and for participation in other academic responsibilities of the faculty.

D. Substitute Personnel/Compensation

A substitute instructor may be either a full-time College instructor or a qualified individual outside the College employed specifically for substitute service for a period of time during which a regularly assigned instructor is absent. All substitutes must have prior approval of the Chief Academic Officer and meet the discipline area requirements for which they are substituting. The substitute instructor is not a salaried employee of the College, if appointed from outside the College, and does not participate in employee benefits or programs established for full-time, salaried employees of the College.

Substitute instructors are appointed specifically for service during the period of time when the replaced instructor is absent from the contracted teaching assignment. Required services are to be clearly specified in the employment arrangement and documented in the personnel files. The beginning and ending hours of the work day for which a substitute instructor is appointed will be clearly specified in the appointing document.

All substitute instructors are to be paid at the part-time faculty hourly rate.

III. AFFIRMATIVE ACTION POLICY

I. STATEMENT OF INTENT - It is the intention of Ouachita Technical College to assure that all applicants for full-time positions receive equitable consideration through the Search Committee process. All employees, both full and part-time, are treated equally during employment without regard to race, creed, color, national origin, religion, age, reliance on public assistance, physical disability, marital status, handicap, or sex unless one of those factors is a bona fide occupational qualification. Pertinent areas of equal opportunity shall include recruitment, selection, appointment, advancement, transfer, layoffs, downgrading, compensation, selection for training, or any other personnel action at the College.

The College shall, in exercising such responsibilities, consider only the availability and qualifications of individuals involved. All employees should conduct themselves in accordance with this policy in all day-to-day relationships with fellow employees and shall not by word or action, deprecate another individual or interfere with the performance of job assignments because of race, creed, color, national origin, religion, age

reliance on public assistance, physical disability, marital status, handicap, or sex.

II. ASSIGNMENT OF RESPONSIBILITY - The Affirmative Action Officer for the College shall be a staff member appointed by the President and responsible to the President.

It shall be the responsibility of the Affirmative Action Officer to provide leadership and general supervision for this Affirmative Action Policy. The President of the College shall be responsible for the implementation of the policy.

The President of the College or his designee shall:

1. Recruit, select, and employ personnel without discrimination because of race, creed, color, national origin, religion, age, reliance on public assistance, physical disability, marital status, handicap, or sex unless one of those factors is a bona fide occupational qualification.
2. Wherever feasible, provide orientation and in-service training for new employees until an acceptable level of adjustment to the College has been reached.
3. Uniformly apply rules and regulations concerning employment, including but not limited to, equality of wages, advancement, promotion, assignment of work, job performance, imposition of penalties, disciplinary action, and other aspects of the College's employment program administration.
4. Take affirmative action to provide equal opportunity in employment.
5. Assure that qualified members of minority groups and women are proportionately represented on committees concerning ratings, grievances, appeals, awards, promotions, etc.
6. Hold exit interviews with all employees to determine the reason for termination.
7. Submit reports as required by the Arkansas Department of Higher Education and other agencies.

III. COMMUNICATIONS - The President of the College, or his designee, shall undertake the following steps to ensure that all employees are advised and understand its policy of non-discrimination and the interest in actively and affirmatively providing equal opportunity in all employment practices.

1. A copy of this Affirmative Action Policy shall be made available to each employee, together with a memorandum from the President stressing the firm commitment of Garland County Community College to enforce the policy.
2. The policy shall be included and thoroughly reviewed by the

Affirmative Action Officer in the College's on-going or special employee training programs, to include:

- a. Orientation training required of each new employee on entry of duty.
- b. Awareness training sessions shall be conducted for all employees under the supervision of the Affirmative Action Officer.
3. The policy shall be prominently displayed on the employee bulletin boards.
4. The policy shall be made known to the agencies involved in the recruitment of personnel.
5. The President of the College, or his designee shall:
 - a. Participate in meetings with the Arkansas Department of Higher Education and/or other agencies.
 - b. Internally communicate the College's equal employment policy in such a manner as to foster understanding, acceptance, and support on the College campus, and to encourage such persons to take the necessary action to aid in meeting the equal opportunity obligations.
 - c. Engage in programs of positive recruitment and provide equal and objective consideration of all applicants.

IV. OBJECTIVES - The overall purpose of Ouachita Technical College's Affirmative Action Plan is to demonstrate its total commitment to a policy of equal opportunity, and in particular to take positive steps to obtain adequate representation of minority groups and females in all job categories. Therefore, the President of the College or his designee shall:

1. Actively recruit, hire, and promote minorities and females into job classes where they are currently not adequately represented in the professional and supervisory categories.
2. Work closely with the Arkansas Department of Higher Education in the establishment of procedures to facilitate the recruitment, hiring, and promotion of members of minority groups and females.
3. Ensure that all applicants or present employees are not denied employment or promotion because of race, creed, color, national origin, religion, age, reliance on public assistance, physical disability, marital status, handicap, or sex.
4. Utilize present training courses or develop new courses directed toward the upgrading of minorities and females, if

needed.

5. Be aware of periodic review of the Affirmative Action Plan.
6. Commit to achieve established goals and time-tables.

V. GRIEVANCE PROCEDURE

1. Grievance Procedure - A grievance process shall be available to employees in order to assure that consideration will be given to complaints concerning possible violations or failure to comply with this Affirmative Action Plan. This procedure is outlined in the College's Board of Trustee's Policy Manual.

VI. Recruitment - The College shall utilize techniques to improve recruitment of minorities such as:

1. All personnel involved in recruiting and related processes shall be trained in, and sensitive to, the problems of minorities and females. The College President shall ensure that such training is provided.
2. To review and evaluate reports on the efforts and the progress made under the Affirmative Action Program and insist upon full compliance with the plan at all levels within the College.
3. To report, as necessary, to the Arkansas Department of Higher Education and other agencies, progress toward equal opportunity at the College.

A. Evaluations

An evaluation of each faculty member shall be completed once each year. The evaluation shall be based upon input from the following sources:

1. Student evaluation.
2. Class observation:
 - a. Chairperson/Chief Academic Officer
 - b. Peer instructor
3. Faculty self-evaluation narrative to include the following:
 - a. response to student evaluations
 - b. discussion of instructional strengths and weaknesses
 - c. discussion of service to the College/community,
 - d. discussion of professional/personal improvement, and
 - e. annual plan of action.
4. Assistant Dean and Chairperson conference with faculty member and subsequent recommendation to the Vice President and Dean for Academic Affairs.
5. Assistant Dean and Chairperson conference and review with the Vice President and Dean for Academic Affairs.
6. The evaluation of the faculty member falls into one of five categories:

Ask
Mr. Moles
→

Rating Scale:

- 5 Exceptional performance
- 4 Exceeds standard
- 3 Meets standard, fully satisfactory
- 2 Marginal
- 1 Unacceptable

When an instructor receives an overall rating of 2 or below, he/she will be placed on probation. It will be the responsibility of the Assistant Dean/Chairperson to work with that faculty member for the next academic year. If the instructor does not advance to level 3 during the probationary period, he/she will not be recommended for employment for the next academic year.

B. Contract

The faculty member is appointed to teach in classes as directed by the President of Ouachita Technical College, including both day and evening programs. Instructors are to perform duties and accept responsibilities as set forth in the Faculty Handbook and also to perform other duties in college-related activities as requested by the President or his designee. The standard faculty contract is for nine months.

The salary is determined by the teacher's academic preparation and experience as defined on the Ouachita Technical College Salary Schedule.

C. Resignations

Faculty members who wish to resign should make every effort to do so prior to the issuance of the following year's contract. Resignations must be in writing and submitted to the Chief Academic Officer and the President.

D. Grievance Procedure

1. If any employee of the College feels that he or she has cause for grievance in such matters as salaries, assignment of duties, assignment of space or facilities, propriety of conduct, or individual civil right, the employee must petition for redress. If a verbal petition, to the employee's supervisor, or chairperson, does not result in a satisfactory settlement, the employee should present the grievance in writing. The petition should contain and set forth in detail the nature of the grievance, state against whom the grievance is directed and contain any factual or other data which the petitioner deems pertinent to the case.
2. Supervisors of all employees are responsible for creating and maintaining a positive and healthy working climate for those who are responsible to them. They are not allowed to accept gifts or favors from subordinates and are charged with maintaining professional relationships with their employees.

3. The following steps will be used in any complaint or grievance:

Step#1 The complainant must present, in written form, within five (5) working days of the alleged grievous incident, the complaint to the office of Hugh Looney, Chief Academic Officer, designated as the school grievance officer.

Written Complaint must include specific grievance/complaint and specific remedies sought by the employee.

Step#2 The responsible person has a working week (5 days) in which to investigate and respond in written form.

Step#3 If not satisfied, the complainant may appeal within five (5) working days. That response must be in written form.

Step#4 Response by the School President will be given within five (5) working days. The response must be in written form.

Step#5 If complainant is not satisfied at this level, an appeal may be made within five (5) working days to the Profession Standards Committee who will hear the complaint and render a decision within ten (10) working days.

If the complainant is handicapped, an impartial person will assist the Affirmative Action Officer in conducting a hearing at this point of the Grievance Procedure.

Step#6 If the complainant is not satisfied with the decision of the Profession Standards Committee, an appeal may be made to the Board. The Board may conduct whatever hearings, interrogations, investigations and fact-findings he/she deems necessary or may appoint an Ad Hoc Committee whose Chair will report the Committee's findings/recommendations to the Chairman. The Chairman will notify the employee, within ten (10) working days from the date of receipt of the appeal, of his/her decision. The decision of the Board will be final.

Step#7 If a complaint and grievance concerns compliance with Title VI (race), Title IX (sex) or Section 504 of the Rehabilitation Act of 1973 (handicap), it may be submitted directly to :

Office for Civil Rights
U.S. Department of Education
1200 Main Tower Building
Dallas, Texas 75202

E. Termination

In the case of any faculty member whose contract is terminated prior to the issue of new contracts, or at any other time, the following procedures are adopted:

1. Letter to said faculty member from the Chief Academic Officer indicating termination of the contract.
2. Any faculty member receiving said letter terminating his contract may, within ten (10) days of receipt of said letter, initiate the following:

Request and receive, within ten (10) days, an appointment with the President (and other concerned parties whom the President and faculty member agree should attend) appealing termination action.

Upon failure to receive satisfaction of his appeal to the President, the faculty member may, within ten (10) days, request a hearing before the members of the Board of Trustees. Said hearing will be granted at the next regular meeting of the Board of Trustees or earlier, at the discretion of the Board.

F. Employee Fair Dismissal Procedure

When it is determined that an employee's performance is not satisfactory, the following steps should be taken:

1. A Performance Evaluation shall be completed on the employee. A conference with that individual and the area coordinator will be held, concerning the evaluation, pointing out unsatisfactory work performance to the individual and, in writing, make specific recommendations for improvement.
2. No sooner than twenty (20) working days and no later than ninety (90) working days shall expire until the second performance evaluation shall be completed. At this time, if it is determined by the supervisor and the area coordinator that the employee's performance is still unsatisfactory, the employee must be notified, by registered mail, that a recommendation will be made for termination of employee's services at the end of ten (10) working days from date of letter.
3. If the employee disagrees with the decision made by the supervisor and/or area coordinator, he/she has access to the "Uniform Grievance Procedure."
4. As a rule the Fair Dismissal Procedure will be followed. It

is presumed that any employee who works for Ouachita Technical College is able to do his/her job. However, there are certain extraordinary behaviors and actions committed by employees that could subject said employees to immediate suspension, suspension without pay, or dismissal. These actions are those which are disruptive and detrimental to the functioning of the program and/or working relationships that must be maintained, and those actions that disrupt normal activities or bring discredit to Ouachita Technical College. Examples of these actions include, but are not limited to, the following:

- a. Abuse or use of alcohol during working hours.
- b. Drug abuse which produces dysfunction while at work.
- c. Felony conviction.
- d. Refusal to comply with reasonable requests and/or directions from the immediate supervisor, which would amount to insubordination.
- e. Lack of notification when employee does not report to work at the usual time.
- f. Failure of employee to report to work from extended Leave without Pay when no extension has been granted.

The immediate supervisor of the employee and the area coordinator or school President involved must consult with the Personnel Administrator before taking any action under this procedure. If disciplinary action is taken against the employee and the employee disagrees with that action, the employee has access to a review of those actions through the "Uniform Grievance Procedure."

G. Sexual Harassment Policy

1. Purpose:

This policy is established to encourage employees to discuss problems of sexual harassment with appropriate supervisors, to explain, to reach resolution, to make adjustments, if necessary, and to foster better understanding between employees and supervisors. Such discussion will lead to better employee/supervisor understanding of policies, procedures and practices.

2. Policy:

It is the policy of this agency that sexual harassment, as defined in the Federal Guidelines (29 CFR ChXIV, subsection 1504.11), section 703 of Title VII of the Civil Rights Act of 1964, as amended, and Arkansas Act 563 of 1985, which amends Subsection (8) of Section 1801 of Act 280 of 1975 in the

Arkansas Criminal Code, is intolerable and unconscionable and will not be tolerated by this agency. Persons who are found to have committed and/or knowingly permitted acts of sexual harassment will be subject to disciplinary action up to and including immediate dismissal from employment with this agency.

It is also the policy of this agency that all employees be given the opportunity through established steps and processes as specified in the agency's grievance procedure, to resolve sexual harassment complaints. This policy does not reflect any change in the agency's grievance procedure.

Employees should submit complaints made in good faith, expressed in reasonable terms, containing cause for the complaint, corrective action desired and sufficient information upon which to base decisions. Complaint must be submitted within five (5) working days of the occurrence of the act(s).

3. Criteria

The criteria of sexual harassment, as specified by the Federal guidelines, are:

- a. Submission to the conduct is either an explicit or implicit term or condition of employment and/or:
- b. Submission to or rejection of the conduct is used as a basis for employment decisions affecting the person who did the submitting or rejecting and/or:
- c. The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating hostile or offensive work environment.

Actions that may be denied as sexual harassment are not limited to the "supervisor to employee" situation, but may include actions of co-workers, actions of the same or opposite sex and actions of individuals external to the agency, but who have contact with employees in the work environment.

Such unwelcome behavior may be either physical or verbal in nature. Examples include, but are not limited to the following: single occurrences of overt actions, continuing occurrences of abusive or demeaning language, derogatory remarks, questions regarding sexual preferences or activities and/or use of explicit/implicit materials. Subsection (8), Act 280 of 1975 (Arkansas Criminal Code) as amended by Act 563 of 1985, defines and includes examples of sexual harassment.

4. Notification:

This agency's grievance procedure authorizes the Grievance Officer to modify, waive, or otherwise change the Grievance Procedure in order to fulfill the intent of the procedure, provided the agency director and employee agree to the waiver, modification or change. To this effect, no employee, in order to achieve resolution, shall be required to solely or independently confront the person allegedly conducting or causing the action believed to be sexual harassment.

Employees believing themselves to be victims of sexual harassment are encouraged to come forward to affect resolution of the complaint. Employees are encouraged to contact the President or the agency grievance officer to begin the process of resolution.

IV. EMPLOYEE RESPONSIBILITIES

A. Credentials/Personnel File

Each faculty member must have on file with the Chief Academic Officer a resume', official copies of transcripts of all college work taken, and teaching certificate, addresses and telephone numbers should be kept current. In addition, copies of contracts, commendation letters for community service, and assistant dean/chairperson recommendations are included in each personnel file. The file also includes an employment eligibility verification form (I-9).

B. Reporting Employee Absences

If an faculty member is to be absent from work, the chairperson and Chief Academic Officer must be notified as soon as possible. If classes will be missed, every effort should be made to notify the students prior to the class meeting. This is especially important for evening courses. When a notice is posted on the classroom door, it should be typed and initialed by the chairperson.

C. Attendance at Commencement

Attendance at commencement is part of a faculty member's responsibility to the community, institution, and students.

D. Office Hours

Each faculty member is expected to maintain regular office hours. The office hours should be posted so that students may locate an instructor more easily for consultation. A copy should also be filed with the Chief Academic Officer.

Guidelines for minimum availability of faculty members or students, administrators, meetings, etc., include:

1. As many office hours per week as credit hours taught.
2. Classroom contact hours plus office hours equal 30 hours

per week.

3. Some afternoon hours should be established.

E. Community Responsibility

A faculty member is regarded by persons in the community as an agent of the College. Therefore, what constitutes good taste and judgment should guide him in all his external relationships and contacts. Any action by a faculty member which in the judgment of the administration brings serious discredit or which reflects unfavorably upon the institution shall be cause for reprimand or dismissal.

Each year, faculty and staff members are asked to give speeches and presentations to civic clubs and other groups.

F. Teaching Load

Members of the faculty, on or off campus, are required to assume teaching assignments in any part of the schedule of classes, day or evening, at the determination of the Chief Academic Officer.

V. ACADEMIC RESPONSIBILITY

A. Academic Freedom

The faculty member is a citizen, a member of a learned profession, and a representative of the College. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations upon him as an individual. As a man of learning and an educator, he should remember that the public may judge his profession and his institution by his utterances. Hence, he should at all times be accurate, exercise restraint, show respect for the opinions of others, and make every effort to indicate that he is not an institutional spokesman. (Source: A.A.U.P. Handbook)

The faculty member is entitled full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return shall be based upon an agreement with the President of the College.

The faculty member is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject.

B. Advising/Orientation

In conjunction with the counselors, the faculty is responsible for the academic advising and orientation of students, particularly those majoring in the instructor's discipline.

C. Syllabi

A departmental syllabus for each course is on file in the Office of the Chief Academic Officer. This departmental syllabus is to be used as the common syllabus by all instructors who teach a given course. It will be necessary, however, for each instructor to develop a first day handout.

During the first week of class, the instructor shall present a first day handout to every student. The first day handout should include the following items:

- (1) instructor's name,
- (2) location of class,
- (3) office hours,
- (4) telephone number,
- (5) course title and section number,
- (6) course description,
- (7) required materials,
- (8) methods of instruction,
- (9) attendance policy,
- (10) academic dishonesty policy,
- (11) grading and testing procedures,
- (12) unit and instructional objectives,
- (13) term assignments,
- (14) make-up test policy, and
- (15) school catalog.

A copy of this handout will be presented to the Chief Academic Officer.

D. Attendance at Conferences

As a part of their continuing professional growth, instructors are encouraged to join pertinent, professional organizations and attend the associated meetings and conferences. Travel funds may be applied for and received depending upon budget and college-wide goals and purposes.

E. Reports and Records

It is necessary for instructors to maintain accurate records on students in their classes, especially concerning attendance. The instructor has a responsibility to the Chief Academic Officer to assist in the maintenance of an accurate class roster for each section taught.

A student roster will be completed by each faculty member effective on the 11th day. The 11th day rosters should be as accurate as possible, since they represent the official count date. Instructors should record grades on mid-term and final rosters and submit to Chief Academic Officer.

Faculty members will be required to assist in providing information for various reports, grant applications and institutional evaluations.

F. Minimum Enrollment

The normal minimum number for a class to "fill" is fifteen to twenty. Except in extraordinary circumstances, classes that have less than fifteen students registered prior to the beginning of the class will be canceled.

G. Adding and Dropping Courses

Students who wish to add or drop courses must do so by means of an add/drop slip. These may be completed in the Chief Student Officer's Office. Students may add courses through the fifth day of the term. Courses dropped after this time will appear on the student's permanent records but will show a grade of "W" and will not be considered in computing the grade point average. Courses may be dropped through the date published in the academic calendar, as shown in the current college catalog. It is the student's responsibility to notify the Chief Student Officer's Office and the Chief Academic Officer's Office of his intent to drop a course or to withdraw from school.

H. Student Withdrawal from a Course

Students who wish to withdraw from a course or who are unable to continue attending a course must initiate the drop procedure with the instructor of the course and complete the procedure in the Counseling Center. Students may withdraw from semester length courses through the date specified in the academic calendar. To stop attending a course without officially withdrawing will result in the grade of "F".

I. Auditing a Course

To audit a course means to enroll in the course and attend in the usual manner, but without earning credit or a grade. Audit courses are graded "AU". A student who is registered for a course may not change to or from audit status after the scheduled add/drop period. Charges for auditing a course are the same as for regular registration.

If a student's name appears on the final roster, that student must receive a grade of A, B, C, D, F, I, WP, or WF.

J. Mid-Term Grades

Mid-term grades are issued as a clear statement of academic progress.

K. Tests and Grades

It is the instructor's responsibility, within broad college policies, to design and apply a fair and equitable grading system. A grading system should be used which reflects, as nearly as possible, the instructor's philosophy toward the relative importance of factors influencing a course grade.

Tests or other evaluations of progress should be given

frequently enough to establish a fair basis for evaluation of the student.

The college adheres to the following grading system to evaluate students at mid-semester and at the end of the semester:

| <u>Grade</u> | <u>Percent</u> | <u>Point System</u> |
|--|----------------|---------------------|
| A-Excellent | 93-100 | 4 |
| B-Above Average | 85-92 | 3 |
| C-Average | 76-84 | 2 |
| D-Conditional | 65-75 | 1 |
| F-Unsatisfactory | 0-64 | 0 |
| *I-Incomplete | | 0 |
| *WP-Withdrew Passing | | 0 |
| *WF-Withdrew Failing | | 0 |
| *AU-Audit | | 0 |
| (*EXCLUDED FROM THE COMPUTATION OF G.P.A.) | | |
| *I--Incomplete: | | |

Grades must be completed within one semester.

L. Final Examinations

A final examination schedule is provided at the close of each regular semester in order to allow a block of time for comprehensive examinations. Instructors should use this opportunity to administer final examinations or equivalent forms of comprehensive student evaluation.

M. Grade Books

Grade books are available as a supply item of the faculty. Accurate records of student progress, including non-attendance, must be maintained. At the conclusion of an instructor's employment with Ouachita Technical College, all grade books must be turned in to the Chief Academic Officer.

N. Textbook Adoptions

Textbook adoptions are primarily the responsibility of the faculty in consultation with the Chief Academic Officer. Serious consideration should be given the adoption because of the unnecessary expense the student and the institution incur as a result of frequent textbook changes. Course sections assigned to part-time, adjunct, or overload faculty will use textbooks selected by the division.

At the time a textbook change is made, teacher desk copies should be requested from the publisher for each faculty member teaching the course. Desk copies obtained from the bookstore are charged to the Department budget.

O. Tutoring

No instructor should to contract tutor any Ouachita Technical

College student for any form of remuneration from another source without informing the Chief Academic Officer.

P. Classroom Hours

A technical college's strength relies heavily on quality classroom instruction. As such, it is extremely important to meet classes for the required length of time. No class is to be canceled or changed from its official meeting time or place without prior approval of the appropriate assistant dean/chairperson.

Q. Retention

Each faculty member has the responsibility of assisting with retention of students. If a student misses three or more classes, the faculty member should contact the student. In addition, the faculty member may wish to notify Counseling Services for follow-up.

Students having difficulty in a course should be referred to Tutorial Services.

R. Inclement Weather:

- a. In the event of early morning severe inclement weather conditions, the President of the School will determine whether this inclement weather policy will be placed into effect and will publicly announce its implementation, if warranted. On days declared to be covered by the inclement weather policy, all employees who can get to work without undue personal risk should do so. All employees should be at their work stations by 10:00 a.m. Employees arriving by 10:00 a.m. will be given credit for a full day's attendance. Employees arriving after 10:00 a.m. will be charged the full amount of time involved in the tardiness, and employees not coming to work at all will be charged a full day's absence.
- b. When severe inclement weather occurs during office hours, the President will have the discretion to allow employees to leave work early for safety reasons. Decisions to allow employees to leave early, however, should recognize the requirements to maintain designated critical personnel and assure service delivery to the citizens for the full work day.

General Policies (Instructors)

- S. Youth Organizations: Each department has an active youth organization, VICA (Vocational Industrial Clubs of America), PBL (Phi Beta Lambda), HOSA (Health Occupations Student Association). The instructor serves as an advisor for his/her department's youth organization.

VI. LIBRARY SERVICES

Library services to the students of Ouachita Technical College are provided through a cooperative arrangement with the Hot Spring County Library System and College Library. The College operates a Reserve Library on campus and, in addition, provides professional personnel to supplement the county library staff. The county system provides the vehicle through which services are provided to the mutual patrons of the College and the county library system.

VII. BUSINESS OPERATION

- A. Expenditure of College Funds
College funds may be expended only after approval by the appropriate individuals at the institution. The only individuals who may actually commit funds of the institution are the President and Chief Fiscal Officer.
- B. Travel Requests and Reimbursement
The institution is restricted by the State of Arkansas regarding reimbursement of expenses incurred during travel on college business. A travel request must be submitted prior to the proposed travel to ascertain if funds are available and to encumber said funds. After the travel has been concluded, a State of Arkansas form TR-1 must be completed to request reimbursement for expenses incurred.
- C. Obtaining Expendable Supplies
An inventory of the common supplies required is maintained in the college supply room where faculty members may secure them. If the desired supplies are not available, it is necessary to initiate a purchase request for the supplies so an order may be processed.
- D. Ordering New Materials
New materials may be acquired by completing a purchase request and routing it through the Chief Fiscal Officer for approval.

Occasional purchase of materials may be done locally by the instructor in emergency situations, but should not be done without a previously approved purchase order number and appropriate signatures on a purchase request. Standard office supplies are generally obtainable only through Arkansas State Purchasing and cannot be purchased locally.
- E. Telephone Use
Long-distance use of telephones is reserved for college business. The faculty secretary should be informed of the location of instructors when not on campus so that calls may be handled in a professional manner.

F. Equipment Use

If a faculty member is using college equipment off-campus, the appropriate office or division where the equipment is normally housed should be notified.

G. Scheduling Campus Events

Campus events are to be scheduled through the President's Secretary or Chief Fiscal Officer. Conflicts with other college activities may be reduced by checking the academic calendar, and the class schedule prior to scheduling an event.

H. Keys

Faculty members will be provided keys for the buildings to which they need access. If additional keys are needed you may contact the Chief Fiscal Officer. Normally, it is anticipated that the buildings will be opened by the custodial or maintenance staff of the College. Faculty members must return all keys to college property upon resignation or termination of employment.

I. Mail

Instructors have mailboxes in the administration building. The mailbox should be checked daily for mail, memos, announcements, etc. College staff should not use the college mail service or postage for personal business.