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FACULTY HANDBOOK

1994-1995



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FOREWORD

The purpose of this **FACULTY HANDBOOK** is to provide ready access to the general operational policies and procedures at Ouachita Technical College. The items included here are those items about which OTC faculty frequently inquire. A manual of this nature cannot address all the situations that might occur during the course of the college year. Institutional policies and procedures not included or inadvertently omitted from this handbook are considered to be binding. For a comprehensive record of applicable policies and procedures, the **OUACHITA TECHNICAL COLLEGE OPERATING POLICIES AND PROCEDURES MANUAL (COPP)** should be consulted. If you have questions not addressed in this manual, please contact the Vice President and Dean for Instructional and Student Affairs for additional information.

OTC OVERVIEW

A. History

Ouachita Technical College, formerly Ouachita Vo-Tech School (1971-1991), has served Hot Spring County and surrounding areas for 20 years. On July 1, 1991, the school officially became one of 14 newly created technical colleges by the 1991 Arkansas General Assembly. As a technical college under the direction of the Arkansas Department of Higher Education, OTC now has the opportunity to offer two-year associate degrees.

B. OTC Mission Statement

Ouachita Technical College is a public, open-access, community-based, affirmative action, equal opportunity technical college. The **College** mission is to enable individuals to develop to their fullest potential and to support the economic development of Arkansas. **Ouachita Technical College** prepares residents of Arkansas with the general and technical education needed for successful careers or for further higher education. The **College** provides courses, programs, counseling and related services, technical assistance, and community service to individuals, communities, and businesses and industries in its service area. **Ouachita Technical College** promotes educational mobility through partnerships with local schools and other higher education institutions.

College Goals, 1993-2003

1. To promote and expand access to programs and services that meet students' abilities, interests, and potentials.
2. To ensure that every graduate of a Ouachita Technical College program possesses the technical skills to be successful in the workplace.
3. To provide a wide range of continually improving educational programs and services to individuals, businesses, industries, and communities.
4. To contribute to area economic development by providing the skilled workforce needed to attract and retain businesses and industries.
5. To serve multiple and diverse populations.
6. To promote opportunities for individuals who have the ability, potential, and desire to continue their education at a four-year institution.
7. To promote mastery of the general education skills needed to be successful in the workplace and/or continued higher education.
8. To increase educational participation.
9. To organize human, physical, and financial resources for the effective delivery of quality higher education.

C. Accreditation

1. OTC was granted institutional accreditation by the Arkansas Department of Education, Vocational and Technical Division on July 1, 1988.
2. OTC has achieved candidacy status with North Central Association of Colleges and Schools (NCA).
3. OTC also has institutional accreditation through Arkansas State Approving Agency for Veterans.
4. Program accreditations include:

Arkansas State Board of Nursing approves the Practical Nursing Program

National Automotive Technician Education Foundation accredits the Automotive Service Programs (ASE)

ORGANIZATION AND ADMINISTRATION

A. Administrative Organization

1. Board of Trustees

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

2. President of the College

The President of the College shall serve at the pleasure of the Board and by delegation of the Board is the Chief Executive Officer. The President is responsible for implementation of policy set forth by the Board.

3. Vice President and Dean for Instructional and Student Affairs

The VP/DISA is responsible for curriculum matters and delivery of quality instruction as well as supervising the overall operation of student services. This position reports directly to the President.

4. Dean of Finance and Administration

The Dean of Finance and Administration is responsible for budgeting, purchasing, accounting, payroll, bookstore, and physical plant and reports directly to the President.

5. Dean of Student Services

The Dean of Student Services will coordinate admissions, financial aid, and counseling services for students and reports directly to the VP/DISA.

B. Departmental Organization

The College has five (5) departments for the organization of academic instruction:

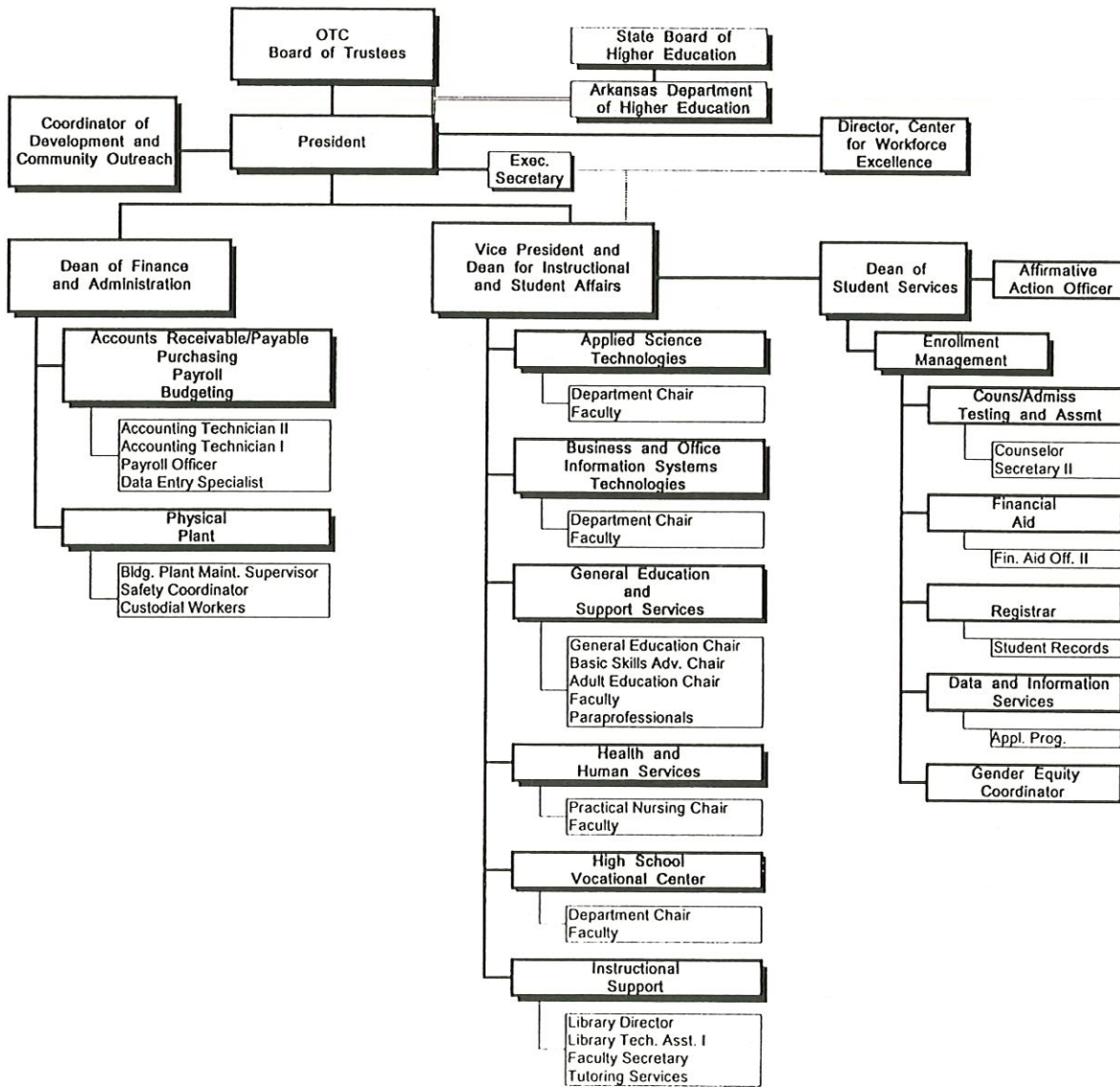
Business, Office, and Information Systems Technologies (BOIST)
Health and Human Services Technologies (HHST)
Applied Science and Technologies (AST)
General Education and Support Services (GESS)
Secondary Vocational Programs (SVOP)

Each department is assigned a department chair who reports directly to the VP/DISA. The departmental organization structure is intended to augment decision making related to curriculum and its delivery.

C. Organizational Chart

The College Organizational Chart is displayed on the next page.

Ouachita Technical College Organizational Chart



D. Committees and Councils

Faculty Council Curriculum Committee: The Faculty Council was established in January 1992 for the purpose of providing a means of unity and support among the faculty; serving as a means of communication from the faculty to the administration and to the Board of Trustees in matters of faculty concern, interest, and welfare; and considering and making recommendations in the creation and implementation of institutional policy.

The Faculty Council shall consist of seven positions. One faculty member from each of the four departments (excluding Chairs) will be elected on a rotating basis within the department. The full-time College faculty will vote for two at-large candidates from the remaining faculty (excluding Chairs). All six of these members shall have full voting privileges. The remaining position will be a Department Chair who will serve ex-officio.

All members, including ex-officio, will serve one year terms with elections being held at the end of the spring semester for the upcoming academic year. Under no circumstances will a faculty member be left out of the rotation. Associate faculty are not eligible except in a department where there is only one faculty member. If the one faculty member becomes ill or incapacitated for an extended period, that department's Chair could appoint an associate faculty member to represent the department.

If new departments are added, those departments will automatically receive an appointment to the Council, and the Chair of that department will serve in the ex-officio rotation.

The chair of the Faculty Council serves as Faculty Marshall at the graduation ceremony and is a member of the President's Cabinet.

The Faculty Council serves as the Curriculum Committee.

Student Appeals Committee: This committee shall convene as needed to review and make recommendations regarding matters of student misconduct or student grievances. Membership is by appointment of the President for a period of one (1) year and shall consist of two (2) full-time faculty members, one (1) classified staff member, one (1) administrator, and two (2) students.

Professional Standards Committee: This committee shall convene as needed to review and make recommendations regarding matters of professional misconduct or formal grievances of College employees. Membership is by appointment of the President for a period of one (1) year and shall consist of two (2) faculty members, two (2) administrative staff members, and two (2) classified staff members.

President's Cabinet: The President's Cabinet shall meet on a regular basis to discuss matters relating to general College operations and procedures and Board policy implementation. Permanent membership shall include the Chair of the Faculty Council, the Dean of Instructional Affairs, the Dean of Student Services, and the Dean of Finance and Administration.

PERSONNEL POLICIES AND PROCEDURES

A. Conditions of Employment

1. Compensation and Classification of Faculty

Full-time Faculty

Full-time faculty at OTC are classified and compensated according to guidelines established and monitored by the Board of Trustees. These guidelines are based, in part, on suggestions from the Arkansas Department of Higher Education and the Department of Vocational-Technical Education, as directed by the General Assembly. These guidelines are subject to periodic review. Current criteria on classification, placement, and/or advancement on the salary schedule are outlined in their entirety in the COPP (2.21) or are available from the Vice President for Instructional and Student Affairs (VP/DISA).

Associate Faculty

The criteria utilized in determining the classification level for Associate Faculty are outlined in the COPP (2.21) or are available from the VP/DISA. Remuneration for Associate Faculty will be determined annually and will normally be paid at a contact hour rate by classification.

2. Evaluation Program

Evaluations are intended to serve as a vehicle for professional development and not as a punitive exercise. The faculty evaluation is a four-part document that consists of an administrator evaluation, a peer evaluation, a student evaluation, and a self-evaluation. New faculty members will be evaluated each of his/her first two semesters and every spring semester thereafter.

A copy of the OTC Faculty Evaluation Program will be furnished to each faculty member by the VP/DISA.

3. Faculty Appointments

The President, with authority of the Board of Trustees, has final approval of all regular faculty appointments. Faculty members are to perform duties and accept responsibilities as set forth in the COPP and 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 appointment is for 170 contract days (except Nursing which is 11 months) and shall participate in staff benefits.

The President, with recommendation of the VP/DISA, makes associate appointments to persons who can give substantial contributions of time, expertise, and participation in College programs. Associate faculty appointments are not eligible for staff benefits and are executed on a semester by semester basis, or other period for special purposes.

4. Non-Renewal of Faculty Appointments

The action of non-renewal for regular faculty appointments may be taken for disciplinary and performance reasons, or for other reasons affecting the need for the position such as: declining enrollments, budgetary constraints, reduction of program offerings, etc. The VP/DISA shall inform faculty members, in writing, of the non-renewal of their appointment by March 15.

Associate faculty appointments are at the convenience of the College on a need basis. The receipt of an associate appointment shall in no way obligate the College to renew or continue the appointment beyond the appointment date.

5. Faculty Loading

The following loading standards are established for full-time technical, post-secondary vocational, and academic faculty at OTC:

FALL AND SPRING SEMESTERS

1. For Faculty*
 - 225 student credit hours (SCH) per semester with a minimum of five (5) sections
 - OR
 - 15 credit hours per semester with a minimum of five (5) sections
 - OR
 - 24 contact hours per week with a minimum of four (4) sections
 - OR
 - 300 SCH per semester with a minimum of four (4) sections
2. For Department Chairpersons*
 - 135 SCH per semester with a minimum of three (3) sections
 - OR
 - 9 credit hours per semester with a minimum of three (3) sections
 - OR
 - 17 contact hours per week with a minimum of three (3) sections

***POSTED OFFICE HOURS** - Faculty members are requested to keep a minimum of eight (8) office hours per week. It is suggested that office hours be maintained in both mornings and afternoons. A schedule of office hours should be distributed to students and posted on or near the office door.

SUMMER TERM (11 WEEKS)

1. For Faculty

--minimum of 8 credit hours per term - 8 office

A faculty member may opt to take a reduced load during the summer and maintain the following schedule:

--5-6 credit hours	7 office	3 days/week
(1/2 of regular summer contract)		
--7-8 credit hours	6 office	4 days/week
(3/4 of regular summer contract)		

2. For Department Chairpersons - a load reduction may be approved providing sufficient added responsibilities exist to justify that reduction, according to the following:

--minimum of 6 credit hours per term - 14 office

A Department Chairperson may opt to take a reduced load during the summer and maintain the following schedule:

--3-4 credit hours	7 office	3 days/week
(1/2 of regular summer contract)		
--4-5 credit hours	10 office	4 days/week
(3/4 of regular summer contract)		

*Associate Contracts for Overloads will be at the request of the College.

*A full-time (100%) faculty member is expected to work a nominal 40 hours per week. For the vast majority, these hours are on-campus.

*Adjustments for special assignments or external regulations may be made with the approval of the VP/DISA.

The following loading standards are for full-time adult education and secondary faculty at OTC:

FALL AND SPRING SEMESTERS

Full-time adult education and secondary vocational faculty are assigned to a classroom and/or laboratory setting a minimum of twenty-eight to thirty-one (28-31) contact hours per week average with the remaining work week hours to a total of forty (40) devoted to testing, academic counseling, reporting, and instructional preparation activities. Faculty may be assigned to any combination of day, evening, on-site, or satellite classes to achieve the 28-31 contact hour minimum.

SUMMER TERM

Summer Supplemental Contracts may be awarded at College request for demonstrated need.

6. Grievance Procedure

Any College employee shall have the right at any time within five (5) working days after the incident out of which the grievance arises to present a grievance. Any such grievance shall be handled in accordance with the following procedure:

STEP ONE: Any College employee may present a grievance (orally) to his/her supervisor. If the supervisor's response is not given within two (2) work days after the presentation of the grievance, or if the answer is not satisfactory to the complainant, the complainant may proceed with step two.

STEP TWO: The College employee shall, within three (3) working days thereafter, submit the grievance in written form to the Affirmative Action Officer, with one copy to be presented to his/her immediate supervisor.

STEP THREE: The Affirmative Action Officer (VP/DISA) and the complainant shall meet within five (5) working days in an attempt to reconcile the grievance. If, within three (3) working days from the hearing, the grievance is not reconciled, then the grievance may be submitted to the Professional Standards Committee.

STEP FOUR: The Professional Standards Committee and the complainant shall meet within five (5) working days in an attempt to reconcile the grievance. If, within three (3) working days from the hearing, the grievance is not reconciled, then the grievance may be submitted to the President.

STEP FIVE: In the event the complainant (who must be present at this hearing) is dissatisfied with the decision of the President, the complainant may petition, in writing and through the President, the Board of Trustees to review the case. The decision rendered by the Board shall be final.

STEP SIX: Employees who feel they have been subjected to Civil Rights violations may contact the Office of Civil Rights directly.

7. Leave Policy

The following are brief descriptions of the OTC leave policies currently in effect. For a more comprehensive view, see COPP 2.50-2.55.

- a. Annual Leave - Faculty members will receive all scheduled academic recesses in lieu of annual leave.
- b. Bereavement Leave - Full-time faculty members may request up to three (3) days of sick leave for the death of a member of the immediate family as defined in COPP 2.52.
- c. Court Appearance/Jury Duty - No deduction in salary will be made if a faculty member must appear in court when subpoenaed as a witness or required to serve jury duty.

- d. Disability Leave - If a full-time faculty member will be absent from work more than two weeks because of illness, injury, or disability, he/she may apply for a temporary disability leave.
- e. Faculty Release Days - All full-time faculty members may be granted three (3) days per school year for personal business. Request for such leave should be made in advance to the VP/DISA. These days are non-cumulative.
- f. Maternity Leave - The faculty member should submit a request for maternity leave to the President two (2) months in advance of due date and be prepared at this time to discuss leave arrangements.
- g. Military Leave - Faculty members who request military leave shall furnish a copy of their orders for their personnel file. Since types of military orders vary, specific terms regarding such requests should be discussed with the President.
- h. Personal Leave - Unpaid leave may be requested by faculty members for just cause (e.g. extenuating personal circumstances, educational pursuit, maternity leave, etc.).
- i. Sick Leave - All full-time faculty members shall accumulate sick leave at the rate of one day per month of contract, up to a maximum of 120 days. Sick leave may also be requested for illness and doctor appointments of a member of the immediate family.

8. Outside Employment

While all full-time faculty are expected to devote their time and efforts primarily to the College, it is recognized that a limited amount of outside work can sometimes be desirable. Outside work which will contribute to professional development or update technical skills is to be encouraged. Such employment must not interfere with the discharge of the faculty member's duties at the College. It is expected that the faculty member will make clear in all instances that outside employment is their individual responsibility and that the College is not being represented. College assets are not to be used without expressed written permission.

9. Payroll

Faculty members are paid their academic year salary in twenty-three (23) equal bi-weekly installments. The first check is paid in August. Paychecks will be distributed 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.

10. 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 VP/DISA and the President.

11. Retirement and Insurance Benefits

Retirement System: The faculty member enrolls in 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 payroll clerk.

Social Security: All employees are covered under the Social Security System.

Group Insurance: Life Insurance, 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.

Worker's Compensation: State employees are covered by Worker'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 Worker's Compensation Commission through the proper official in your agency. Check with your supervisor for details on the procedure to follow.

Credit Unions: The Arkansas Federal Credit Union is available 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.

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.

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.

12. Waiver of Tuition

A faculty member may enroll in OTC classes for credit or for audit with no tuition charge. If the class is taken for credit, the faculty member must meet all class requirements expected of any other student and be graded in the same way.

B. Professional Responsibilities

1. Advising

Full-time faculty, as part of their professional responsibilities, will serve as academic advisors for the student body. The purpose of advising is to provide students with information regarding program and course requirements and career options. Faculty can further support the role of counseling services by making referrals of students who are in need of such services, reporting significant data regarding students to the counselor(s), and consulting with counselor(s) in connection with student problems.

2. Attendance at Graduation

One graduation ceremony is held each year at the end of the spring semester. All faculty members are expected to participate.

3. Community Relations

The College encourages faculty participation in community activities and involvement in community leadership positions, so long as such activities do not conflict with the interest of the College or their educational and institutional responsibilities.

4. Credentials File

Each faculty member has a credentials file. He or she must assume the responsibility for keeping his or her file current, providing all documentation of his or her professional growth. This file is confidential and may be examined only by persons responsible for evaluating teaching faculty and the individual instructor.

5. Membership in Professional Organizations

Although not a requirement of employment, faculty members are encouraged to participate in professional organizations of their respective disciplines or fields at the local, state, and national levels.

6. Performance of Other Duties

From time to time the faculty may be called upon to work on projects and activities other than those directly associated with their primary teaching assignment. Such activities may include recruiting students, serving on committees, preparing brochure, catalog, and class schedule information, and performing other duties in college-related functions.

7. Professional Development Plan

Advanced study and training as well as attendance at professional meetings and conventions are encouraged by the College, therefore, formal guidelines for a Professional Development Plan for all College employees have been set forth. The faculty member will receive a copy of the Professional Development Plan and should discuss his/her individual plan with the VP/DISA.

8. Professionalism

Faculty members are expected at all times to practice appropriate professionalism before the students, with their colleagues, and within the community. The actions of the faculty members must be, **and must appear to be**, proper. There are rules of conduct more fully explained in COPP 2.40.

9. Sponsorship of Clubs and Organizations

Some faculty members' duties include the sponsorship of a student club/organization. The sponsor is responsible for attending all of the organization's meetings and social affairs. The sponsor is expected to act as an advisor to his/her group rather than as a director or leader.

ACADEMIC POLICIES AND PROCEDURES

A. Academic Freedom

Academic freedom is the right of the individual faculty member to interpret his/her findings and to communicate conclusions without being subjected to any interference or penalty because these conclusions are at variance with those of constituted authorities or organized groups outside the College. Of necessity, faculty members must determine, in keeping with

their own good judgement and maturity, the responsibilities of a college faculty member. Academic freedom and academic responsibility are inseparable.

College faculty are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline. However, their special position in the community imposes special obligations. As a people of learning and educational officers, they should remember that the public may judge the profession and their institution by their appearances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons unless otherwise instructed to do so.

B. Adding and Dropping Students

No student should be added to a class after the designated College calendar date except with instructor approval. A student may drop a course by following the withdrawal procedure outlined in the student handbook.

C. Adding New Course/Program

If a faculty member wishes to introduce a new course/program to the curricular offerings of the College, he/she must discuss the proposed course/program with the membership of the department and then the following steps will be followed:

- STEP 1: Faculty Member to the respective Department Chair
- STEP 2: Department Chair to all Department Chairs
- STEP 3: Department Chair* to the Faculty Council
- STEP 4: Faculty Council to the Vice President
- STEP 5: Vice President to the President

*The respective Department Chair will present the following information in the form of a proposal to the Faculty Council:

1. Course/program title
2. Credit hours
3. Course/program description
4. Course/program content
5. Course/program objectives
6. Condensed justification for adding a new course/program of study
7. Materials/equipment needed
8. A summary report of the library holdings which support the proposed course/program, the library collection that will need to be added, and the Librarian's estimate of the date when the requested additions can be made available in the library

New programs must then be submitted to and approved by the Arkansas Department of Higher Education or the Arkansas State Board of Nursing according to their guidelines.

D. Assessment Plan

The faculty is responsible for assessing and documenting student outcomes and providing data necessary for improving curriculum and instruction. Multiple assessment methods should be utilized. Consult Department Chair and/or Assessment Plan for reporting requirements.

E. Auditing Courses

Auditing courses requires official admission to the College, approval of the Department Chairperson and the faculty involved, and payment of the regular fee for the course. Students auditing courses are subject to the same regulations as other students with regard to registration and attendance, but they neither take exams nor receive credit for the course. An auditing student who does not wish to complete the course(s) must complete official withdrawal/drop procedures.

F. Classroom Expression/Policies and Procedures

Student freedom of discussion and expression of views is protected and encouraged. The faculty have the responsibility and the authority to maintain order and an appropriate academic environment, but this authority should not be used to suppress the expression of views contrary to their own.

Classroom policies and procedures are left to the discretion and good judgement of the individual instructor. However, instructors are cautioned against setting policies and procedures that do not retain enough flexibility to allow for unforeseen circumstances and events.

G. 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.

OTC STANDARDIZED SYLLABUS FORMAT

(The first part is for general course information only and may be given to any faculty member teaching the course to make copies.)

TITLE OF COURSE/COURSE NUMBER

COURSE DESCRIPTION (Why should a student take this course?)

PREREQUISITES/COREQUISITES (see OTC catalog)

REQUIRED TEXTS/MATERIALS

COURSE OBJECTIVES (Upon completion of this course the student should be able to)

(The second part of the syllabus is for individual instructor information and policies and can be creative in format but must include the information listed below.)

TITLE OF COURSE/COURSE NUMBER

NAME OF INSTRUCTOR

OFFICE HOURS/LOCATION

OTC PHONE NUMBER

EVALUATION PROCESS AND GRADING SCALE

(COURSE OUTLINE/SCHEDULE--OPTIONAL)

OTHER POLICIES (attendance, make-up tests, supplementary materials, classroom guidelines--any information the instructor feels the student should have in writing regarding this course)

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.

H. Curriculum Changes

Any modification to the curriculum such as deleting a course, changing a course name or its content should be presented by the respective Department Chair to the Faculty Council. To add a new course/program see Section C, Adding New Course/Program.

I. Dishonesty in Classwork

Dishonesty, such as cheating or plagiarism, will not be tolerated. Each instructor determines the penalty for a student found performing a dishonest act pertaining to his or her classwork.

J. Examinations

Each instructor determines the number and type of examinations to be administered in his or her classes. What portion of the student's grade will be based on examinations is decided by the instructor. Mandatory final examinations are to be given in accordance with the Final Examination Schedule issued by the VP/DISA.

K. Grade Recording and Distribution

The faculty member is required to maintain a record of grades, either in a class record book or on computer. The instructor will calculate and turn in grades to the Office of Student Services at mid-semester and at the end of each semester according to the dates on the College calendar.

L. Grading System

See Grade Information in the student handbook.

M. Incomplete Work

A student who fails to complete all requirements of a course by the end of the assigned term may, at the discretion of the instructor, be awarded an Incomplete "I." See the Grade Information section in the student handbook for a complete description of the Incomplete procedure.

N. Selection of Textbooks

Faculty members should review textbooks yearly in order to improve book selection. Textbooks should be ordered each semester according to the best estimate of the number needed. Textbook changes should be timely and planned so as not to leave a large number of unused books in the bookstore.

O. Special Exams and Make-Up Exams

Whether students will be permitted to take special or make-up examinations is left to the discretion of the individual instructor. Instructors are cautioned against setting policies or procedures that destroy flexibility in meeting a unique situation.

P. Student Absences

No official policy governs student absences. The individual instructor will establish his/her own policies. While inflexible attendance policies should be avoided, class attendance is a legitimate requirement for certain courses and laboratory experiences. Faculty members are responsible for maintaining attendance records.

OTHER POLICIES

The following policies can be found in their entirety in the College Operating Policies and Procedures Manual.

A. Title VI of the Civil Rights Act of 1964

It is the policy of Ouachita Technical College that no person shall be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of the College on the grounds of race, color, or national origin.

B. Title VII of the Civil Rights Act of 1964

It is the policy of Ouachita Technical College that it shall not discriminate against any person with respect to employment, discharge, compensation, terms, conditions, or privileges of employment, because of such person's race, color, religion, sex, or national origin.

C. Sexual Harassment Policy

Harassment on the basis of sex is illegal and a violation of Title VII of the Civil Rights Act of 1964, as amended. This policy defines sexual harassment and establishes a procedure whereby alleged sexually harassed faculty, staff, and students may lodge a complaint immediately and confidentially.

D. Title IX, Education Amendments of 1972

It is the policy of Ouachita Technical College that no person shall, on the basis of gender, be denied admission, or be subjected to discrimination in admission. In determining whether a person satisfies any policy or criterion for admission, the College shall not give preference to one person over another on the basis of gender.

The College shall not apply any rule concerning the parental, family, or marital status of a student which treats persons differently on the basis of gender, shall not discriminate against or exclude any person on the basis of pregnancy, childbirth, termination of pregnancy, or recovery therefrom, or establish or follow any rule or practice which so discriminates or excludes; shall treat disabilities related to pregnancy, childbirth, termination of pregnancy, or recovery therefrom in the same manner and under the same policies as any other temporary disability or physical condition; and shall not make pre-admission inquiry as to the marital status of an applicant for admission, including whether such applicant is "Miss" or "Mrs."

The College shall not exclude any person, on the basis of gender, from participation in any academic, extracurricular, research, occupational training, or other educational program or activity.

E. Rehabilitation Act of 1973

Ouachita Technical College does not discriminate in admission to, or access to, or treatment of, or employment in, its programs and activities on the basis of handicapped status. This commitment is made by the College and is in accordance with Section 504 of the Rehabilitation Act of 1973.

F. Family Educational Rights and Privacy Act

It is the policy of Ouachita Technical College to comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and to inform students of their rights under FERPA.

G. Drug and Alcohol Free Workplace Policy

Pursuant to Public Law 101-226, entitled Drug Free School and Communities Act Amendment of 1989, the College is committed to maintaining a drug and alcohol free workplace for employees and students. This is an essential part of ensuring the safety of employees and students while at work and school, and eliminating poor job performance, inefficient operations, College rule violations, or any unethical behavior.

The use of alcohol, certain drugs and controlled substances is known to be detrimental to physical and psychological well-being. Their use is associated with a wide variety of health risks. It is the employee's and student's responsibility to know which drugs are illegal. It is not the responsibility of the College to prepare a list of illegal drugs.

Compliance with this policy is a condition of employment for all paid College staff and faculty.

H. Smoking Policy

The College sincerely desires to accommodate the wishes of those who choose to smoke and those who wish to work and learn in a smoke-free environment. With this consideration paramount, the College has adopted the following policy:

1. Smoking will be prohibited in all buildings unless otherwise designated.
2. Smoking is not allowed in any classrooms, laboratories, or restrooms.
3. Smoking in private offices (floor to ceiling partitions with door closed) may be designated as smoking by the occupant. However, the occupant should refrain from smoking when a non-user is present.
4. A designated smoking area is made available in the Student Center for staff and students who wish to smoke. Smoking outside this designated area is prohibited.

I. Copyright Infringement

It is the intention of the College to observe the copyright law and establish procedures for managing copyright compliance. Every board member and administrator knows that law suits do occur. When they do, the institution, individual board members, and key administrators will probably be named in the suit. This policy places the burden where it belongs - on the individual(s) responsible for the illegal actions. The Library Director shall serve as the Copyright Officer for Ouachita Technical College. (see COPP 2.42)

J. AIDS Education and Prevention

The Occupational Safety and Health Administration (OSHA) requires the College to provide employees with education about AIDS. As required, this education includes:

1. Definition, cause, transmission, and incidence of AIDS.
2. Behaviors that put individuals at risk of exposure to AIDS and precautions that reduce risk.
3. Universal Precautions and location of barrier precautions for safely dealing with accidental blood and body fluids in the workplace.
4. College AIDS policy and local AIDS resources.
5. Acceptance of co-workers and students with AIDS.

The law requires all employees (full- and part-time) to participate in this general education program and also requires documentation of their participation. (see COPP 2.46)

GENERAL INFORMATION

A. Emergency Closing of College Facilities

When emergency conditions exist because of inclement weather or other reasons, all or part of the College facilities may be closed under the authority of the President by taking either of the following actions, depending on the severity of the emergency:

1. Cancellation of Classes - Under this determination, the staff and faculty, unless individually advised, are expected to report for and remain on duty.
2. Closing of Facility - Under this determination, the facility will be closed. This includes, but is not limited to, the cancellation of classes. Staff and faculty are not expected to report for work or remain on duty unless individually advised to do so.

B. Equipment

The Dean of Finance and Administration (DFA) is responsible for developing and maintaining a complete inventory of all nonexpendable equipment owned or controlled by OTC. Purchase, inventory and disposal of said equipment is controlled by State regulations. Each department head is responsible to the DFA for the purchase request, inventory, maintenance and proper disposal of equipment in his/her department. For equipment requiring major maintenance or contract maintenance agreements, the responsible department head will work with the DFA in securing such contracts. No person is authorized to remove equipment from classrooms, shops or labs without the permission of the DFA. If equipment is transferred between departments, the department heads involved are responsible to the DFA for proper updating of inventories.

C. Field Trips

Field trips are an effective method of instruction and are encouraged. In preparing the teaching schedule for a course, the use of field trips may be considered and provided for in the course schedule. Sufficient planning must be exercised in advance of a field trip. This means completing all arrangements for a visit, notifying other instructors whose teaching schedules are affected before making the trip, advising the students as to date, destination, dress, etc. Any instructor who desires to take his/her class on a field trip must have the approval of the VP/DISA. It is requested that approval be obtained at least one week prior to the trip. A list of participating students, the trip's destination, and the appropriate time schedule should be provided. If the instructor plans to transport the students, he/she must have a special kind of driver's license. If the students plan to take their own vehicles, they must have proof of insurance. A waiver form releasing OTC from liability must be on file.

D. Keys

Faculty members will be provided keys for the buildings to which they need access. If additional keys are needed, you may contact the DFA. 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.

E. 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.

F. Purchasing

An inventory of the common office supplies needed is maintained in the administrative office where faculty members may secure them. If other supplies, equipment, or services are needed, it is necessary to initiate a purchase request with the DFA.

G. Repair of Privately Owned Equipment

Recognizing that the mission of the College is to educate individuals with skills and knowledge in vocational and technical skills as needed by the community, it is appropriate to allow a limited amount of outside repairs to be introduced as a part of the training experience in the laboratory period. Outside repair is defined to include any work on a piece of equipment in a College lab that belongs to a party other than the College. Programs that use outside repair as a teaching aid will need to complete a Waiver Form as found in the COPP 4.66.

H. Safety

Safety procedures and enforcement of regulations within classrooms and shop/lab areas are the responsibility of the instructor. Each instructor will establish a safety program in areas where students handle dangerous equipment and/or materials. This program will be included in the instructional program and enforced by the responsible instructor. In case of accident or injury, there is no substitute for good judgement. Accidents of a serious nature should be reported to the Safety Officer (DFA) immediately.

I. Travel

The institution is restricted by the State of Arkansas regarding reimbursement of expenses incurred during travel on college business. All travel, for which reimbursement by the College is expected, must be approved at least one (1) working day prior to the proposed travel by the DFA or the President. Personnel desiring to use state-owned vehicles must check the vehicle out from the DFA. After the travel has been concluded, a State of Arkansas Form TR-1 must be completed to request reimbursement for expenses incurred.

