
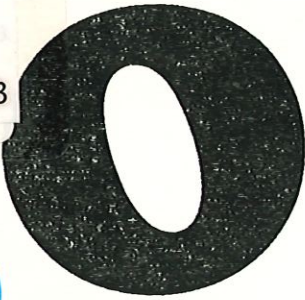


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FACULTY HANDBOOK

Ouachita Technical College
Malvern, Arkansas 72104

OUACHITA TECHNICAL COLLEGE

1992-93 COLLEGE CALENDAR

FALL SEMESTER

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

August 19 & 20	Student Registration and Orientation
August 24	First Day of Class
August 29	Last Day to Register or Add a Class
September 7	Labor Day Holiday
October 16	Mid Semester Grades Due - Last Day to Drop a Class and Receive No Grade
November 24	Last Day to Withdraw From a Class
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
January 15	Last Day to Register or Add a Class
March 5	Mid Semester Grades Due - Last Day to Drop a Class and Receive No Grade
March 22 -- 26	Spring Break: No Classes
April 16	Last Day to Withdraw From a Class
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
May 28	Last Day to Drop a Class and Receive No Grade
June 11	End of Semester: Grades Due
June 18	End of Semester For Nursing Students

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.

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FOREWORD

The purpose of this FACULTY HANDBOOK is to provide ready access to the general operational policies at Ouachita Technical College. Subtopics are organized alphabetically under broad topics for easy reference. The items included here are those items about which Ouachita Technical College 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 BOARD POLICY MANUAL should be consulted. If you have questions concerning policies and procedures not addressed in this manual, please contact the Chief Academic Officer for additional information.

LETTER FROM DIRECTOR

Dear Faculty Member:

Welcome to the Ouachita Technical College faculty.

Teaching is one of the most rewarding professions; perhaps not always financially, but certainly in terms of satisfaction. As an instructor, you will influence the life and future of each of your students as you help them to become productive citizens of our society.

We encourage you to be the very best instructor that you can be. We will assist you in any way we can to accomplish this goal.

My door is always open to you. Please feel free to come in to discuss any concerns you may have about your department, your students, or other school matters.

Thank you for being a part of Ouachita Technical College.

Sincerely,

A handwritten signature in dark ink, appearing to read "Earl A. Clevenger". The signature is fluid and cursive, with the first name "Earl" and last name "Clevenger" clearly distinguishable.

Earl A. Clevenger
Director

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 Arkansas 1991 General Assembly.

As a technical college under the direction of the Arkansas Department of Higher Education, Ouachita now has the opportunity to offer, in addition to its vocational programs, college-level courses leading to a two-year associate degree.

B. OTC Mission and Objectives

Ouachita Technical College, an institution of higher education, has the mission of serving the changing educational and human needs of the community with emphasis on quality vocational, technical, career option, college transfer, and continuing education. This mission will be accomplished without regard to race, color, religion, sex, national origin, age or handicap.

Mission Statement General Program 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 affordable programs and courses which can lead to associate degrees, vocational diplomas, and technical certificates 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 preparation for the Arkansas High School Diploma (GED), with emphasis on a preparatory skill development program, to allow students to reach their personal and 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 postsecondary programs.

C. Accreditation

Institutional Accreditation

Arkansas Department of Education, Vocational Technical Education Division

Arkansas State Approving Agency for Veterans

Program Accreditation

Arkansas State Board of Nursing accredits the Practical Nursing Program

Arkansas State Board of Cosmetology accredits the Cosmetology Instructor 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 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.

3. 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.

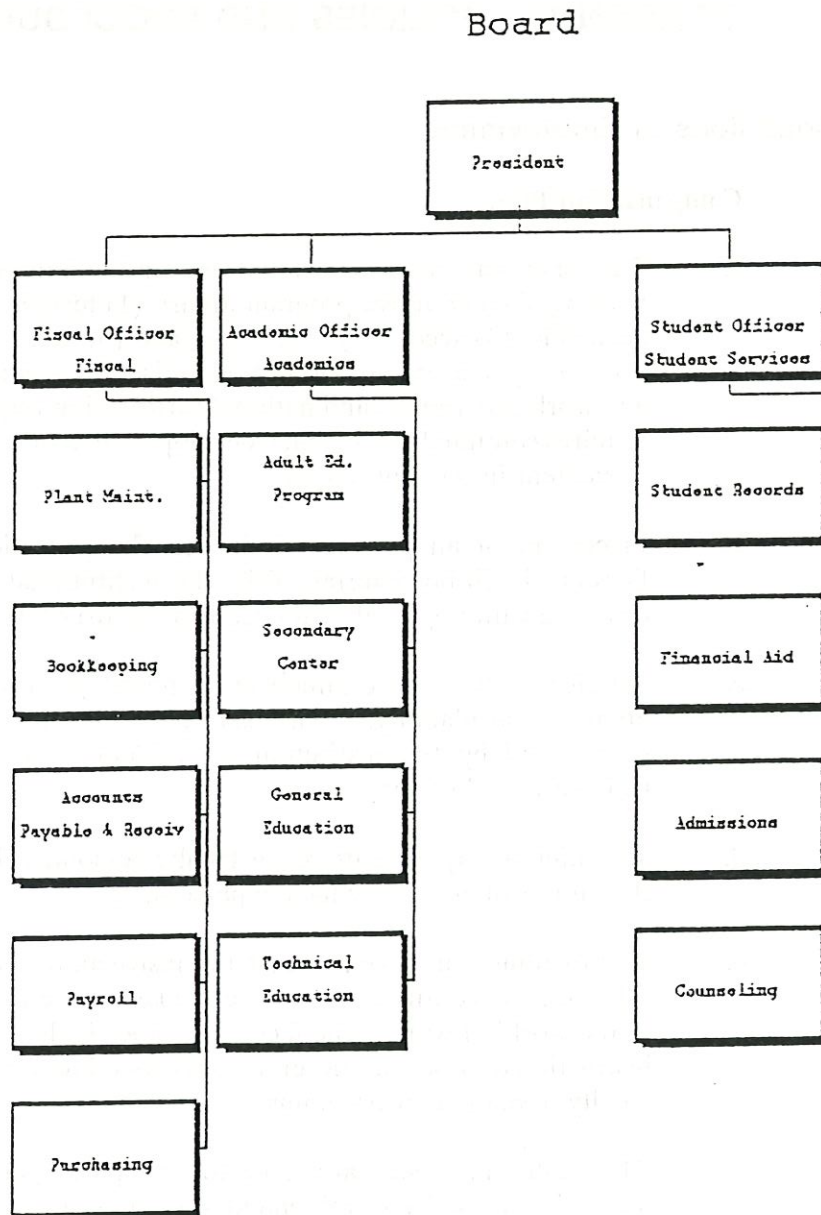
4. Chief Fiscal Officer

The Chief Fiscal Officer is responsible for budgeting, purchasing, accounting, payroll, bookstore, and physical plant and reports directly to the President.

5. Chief Student Officer

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

B. Organizational Chart



C. Committees and Councils

Faculty Council: 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 members of the faculty council are elected annually by vote of the teaching faculty.

Committees: Ad hoc committees are appointed by the College administration as needed.

PERSONNEL POLICIES AND PROCEDURES

A. Conditions of Employment

1. Compensation Plan

- 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 based 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.
- b. Placement of all persons within the Compensation Plan for Faculty Personnel will be determined by the institutional President or his/her designee with approval of the College Board of Trustees.
- c. Salaries shall be determined by required position qualifications and applicant availability. The salary of the new employee will be determined by the institutional President with the approval of the College Board of Trustees.
- d. The minimum qualifications for faculty personnel shall be adhered to in the employment of new faculty personnel.
- e. 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.

- f. 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.

- g. 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 technical certificate 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 with 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 and GED.

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.

h. 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.

i. 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 President 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 President 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 President 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.

2. Contracts

The faculty member is contracted to teach in classes as directed by the President of Ouachita Technical College. 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. Contracts for the next academic year will be let as soon as possible. The standard faculty contract is for nine months. The salary is determined by the teacher's academic preparation and experience as defined in the Ouachita Technical College salary schedule.

3. Dismissal for Reasons

Faculty members employed on a permanent basis will be given not less than two weeks notice of dismissal, except in those cases where, in the judgement of the President, the welfare of the College demands immediate dismissal. Dismissal will be for cause only, and due process will be followed. Cause for discharge could include the following incidents: conviction of a serious crime, dishonesty or theft, willful damage to college property, immoral or indecent conduct, falsification of records, unsatisfactory attendance or work performance, or repetition of garnishments, as well as other incidents. Personnel may also be terminated when there is a reduction in funds for specific programs in which the individual is employed.

4. Evaluation Program

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.

5. Grievance Procedure

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

STEP ONE: Any faculty member may present a grievance (orally) to his/her supervisor. If the supervisor's answer 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 faculty member shall within three (3) work days thereafter submit the grievance in written form to the Chief Academic Officer, with one copy to be presented to his/her immediate supervisor.

STEP THREE: The Chief Academic Officer and the faculty member shall meet within five (5) work days in an attempt to reconcile the grievance. If, within three (3) work 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 faculty member shall meet within five (5) work days in an attempt to reconcile the grievance. If, within three (3) work days from the hearing, the grievance is not reconciled, then the grievance may be submitted to the President.

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

6. Instructor Load

The normal teaching load is an average of 15-18 credit hours per semester. Labs are equated on the basis of two or more lab hours equal to one credit hour. Faculty members are compensated for overload on an individual basis.

7. Leave Policy

- a. Annual Leave - Faculty members will receive all scheduled academic recesses in lieu of annual leave.

- b. Bereavement Leave - Full-time faculty members will be given two (2) days per school year without loss of pay for bereavement leave. These days are non-cumulative.
- 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. Leave Without Pay - Unpaid leave may be requested by faculty members for just cause (e.g. extenuating personal circumstances, educational pursuit, maternity leave, etc.).
- e. 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 Chief Academic Officer.
- f. Personal Leave - 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. These days are non-cumulative.
- g. 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, doctor appointments, or death of a member of the immediate family.

8. Office Hours

Instructors are requested to keep regular office hours. It is recommended 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.

9. Outside Employment

While all full-time faculty and staff 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 employee's duties or work schedule at the College. It is expected that employees will make clear in all instances that outside employment is their individual responsibility and that they are in no way representing OTC. College property or facilities are not to be used without written permission of the Chief Fiscal Officer.

10. Part-Time Substitute Instructors

Part-time or substitute instructors are employed for a specific teaching assignment with a specified beginning and ending date. They are not eligible for staff benefits and there is no guarantee of continued employment beyond the

current work assignment. Salary is based on a credit hour load or an established hourly rate schedule.

11. Payroll

Faculty members are paid their academic year salary in twenty-six (26) 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.

12. 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.

13. Retirement and Insurance Benefits

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.

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 1992 is \$55,500. The Maximum Wage Base is changed by law each year. You will be notified of any future changes.

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.

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.

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.

14. Summer Employment

Unless under a 12-month contract, faculty are employed for summer school under separate personnel action.

15. 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. Academic Advancement

Advanced study and training by members of the faculty is encouraged. A continuous interest in self-improvement is expected.

2. Attendance at Faculty Meetings

Each full-time faculty member is expected to attend all meetings called by the administration unless specifically excused by the person in charge.

3. Attendance at Graduation

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

4. Attendance at Professional Meetings and Conventions

Faculty members are urged to keep abreast of major developments in their respective disciplines or fields. They are encouraged, therefore, to attend as many professional meetings and conventions as do not interfere with their obligations to the College.

5. 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.

6. 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.

7. Membership in Professional Organizations

Although not a requirement of employment, faculty members are encouraged to participate in professional organizations at local, state, and national levels.

8. 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 and advising students, serving on faculty committees, preparing brochures, catalog, and class schedule information, and performing other duties in college-related functions.

9. Professionalism

Faculty members are expected at all times to practice appropriate professionalism before the students, with their colleagues, and within the community. In order to project the professional image desired, all faculty members are expected to be well dressed and present a neat and well groomed appearance.

10. Sponsorship of Clubs and Organizations

The work assignment of many faculty members may 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 advisor to his or her group rather than as a director or leader.

ACADEMIC POLICIES AND PROCEDURES

A. Academic Freedom

Academic freedom is the right of the instructor 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 teacher. Academic freedom and academic responsibility are inseparable.

College teachers 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, but 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 spokesmen.

B. 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 College catalog.

C. Adding New Program/Curriculum Change

If an instructor wishes to add a course or introduce a new program to the curricular offerings of the College he or she must discuss the proposed course or program with the membership of the department and the Chief Academic Officer and then 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. Other details (instructor's name, textbooks to be used, supplementary materials/equipment needed, etc.)
8. A summary report of the library holdings which support the proposed courses, 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

D. Auditing Classes

Students are permitted to audit certain courses with the approval of the instructor whose class they wish to audit. Auditors are not given examinations nor do they receive credit. Fees for auditing are the same as credit course fees.

E. Class Policies and Procedures

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.

F. 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 corequisites
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.

G. Dishonesty in Classwork

Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information, including forgery, alteration, or misuse of College documents, or identification will not be tolerated. Each instructor determines the penalty for a student found performing a dishonest act pertaining to his or her classwork.

H. 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. Final examinations are to be given in accordance with the Final Examination Schedule issued by the Chief Academic Officer.

I. Grading System

See Standards of Progress and Grade Point Average in the OTC catalog.

J. 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 Chief Academic Officer at mid-semester and at the end of each semester according to the dates on the school calendar.

K. 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 College catalog for a complete description of the Incomplete procedure.

L. 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.

M. 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.

N. Student Absences

No official policy governs student absences. The individual instructor shall establish his or her own policies. While inflexible absence policies should be avoided, class attendance is a legitimate requirement for certain courses and laboratory experiences. Faculty members are required to maintain attendance records and may recommend students who violate their attendance policy be dropped from that class.

OTHER POLICIES

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 ground 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.

1. Policy

- a. Ouachita Technical College is committed to the maintenance of a working and academic environment free from all forms of sexual harassment. Sexual harassment is a violation of College policy as well as state and federal law and is neither permitted nor condoned.
- b. It is also a violation of Ouachita Technical College's policy against sexual harassment for any employee or student at the College to attempt in any way to retaliate against a person who makes a claim of sexual harassment.
- c. Any individual found to have violated the College's policy against sexual harassment will be subject to appropriate disciplinary action including, but not limited to, reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense.

2. Definition

Sexual harassment is defined as unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to, or toleration of, such conduct on or off campus is made a term or condition of instruction, employment, or participation in other College activities;
- b. Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive environment.

3. Procedures

Students or employees who believe that they have been sexually harassed should first seek an informal resolution of this problem as outlined below. If that is not effective, such individuals then should pursue formal resolution of their complaint. All complaints must be made within thirty (30) days of the occurrence of the alleged harassment.

a. Informal Resolution

Employees who believe that they have been subject to sexual harassment should report the problem promptly to their immediate supervisor or to

a departmental supervisor higher up in the chain of command. Students who believe that they have been subjected to sexual harassment should report the problem promptly to the Chief Academic Officer. The person to whom the complaint is made shall promptly begin an impartial consideration of the complaint and make a thorough investigation. If a mutually agreeable answer or settlement has not been obtained within fourteen (14) calendar days from the date of the complaint, the complainant may initiate the formal complaint procedure.

During all informal attempts to resolve a problem, to the extent practicable, efforts will be made to keep the identity of the complainant confidential.

b. Formal Complaint Resolution

If a problem cannot be resolved through informal attempts at conciliation and the complainant wishes to pursue the matter further, he or she must file a formal written complaint with the President.

All formal complaints will be given a full, impartial, and timely investigation. During such investigations, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

4. Sanctions

If investigation of a reported occurrence of sexual harassment reveals that the complaint is without reasonable foundation, both parties will be so informed and will also be informed that no further action is warranted. If, however, an individual is found to have violated the College's policy against sexual harassment, the investigating body will recommend disciplinary action appropriate to the severity of the offense, including, but not limited to, reprimand, suspension, reassignment of responsibilities, termination of employment, or expulsion from the College.

D. Title IX, Education Amendments of 1972

It is the policy of Ouachita Technical College that no person shall, on the basis of sex, 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 sex.

College shall not apply any rule concerning the parental, family, or marital status of a student which treats persons differently on the basis of sex; 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 sex, from participation in any academic, extracurricular, research, occupational training, or other education 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. Section 504 guidelines include the following:

1. The College must not exclude, on the basis of handicap, any qualified handicapped student from participation in any academic, research, occupational training, health insurance, counseling, financial aid, physical education, athletics, recreation, transportation, other extracurricular, or other postsecondary education program.
2. The College must make modifications to academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a qualified handicapped student.
3. The College must not impose upon handicapped students rules, such as the prohibition of tape recorders in classrooms or dog guides in campus buildings, that have the effect of limiting the participation of handicapped students in a program.
4. The College must provide methods for evaluating the achievement of students who have a handicap that impairs sensory, manual, or speaking skills as will best ensure that the results of the evaluation represents the student's achievement in the course, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where such skills are the factors the test purports to measure).
5. The College must take necessary steps to ensure that no handicapped student is denied access to a program because of the absence of educational auxiliary aids.
6. In providing financial assistance to qualified handicapped persons, the College may not, on the basis of handicap, provide less assistance than is provided to non-handicapped persons.
7. In providing personal, academic, or vocational counseling, guidance, or placement services to students, the College must provide these without discrimination on the basis of handicap.

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. The following notice of students rights under FERPA shall be given on an annual basis to students.

A student at Ouachita Technical College has the following rights with regard to his or her education records:

1. To inspect and review all education records pertaining to him or her.
2. That the following information, which is considered to be directory information, will be subject to public disclosure ~~unless~~ the student informs the Chief Student Officer in writing before the end of the first week of classes each semester that he or she does not want any or all of these types of information designated as directory information: the student's name, address, telephone number, date and place of birth, major field of study, participation officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.
3. To request the amendment of his or her education records to ensure that they are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights.
4. To consent to disclosure of personally identifiable information contained in his or her education records, except to the extent that FERPA authorized disclosure without consent.
5. To file a complaint with the U.S. Department of Education concerning an alleged failure by the College to comply with the requirements of FERPA.
6. To obtain copy of the College's FERPA policy upon payment of a copying fee.

G. Drug-Free Workplace Policy

It is the policy of Ouachita Technical College to maintain an educational environment which is free from the influence of unlawful drugs. Therefore, the unlawful manufacture, possession, use, dispensing and/or distribution of drugs and alcohol by students and employees of the college on any property owned or maintained by the college or as a part of any college activity is strictly prohibited.

Faculty members who violate this policy will be subject to a number of sanctions imposed both by the college and by the state and federal criminal justice systems.

A drug policy handbook will be furnished to the faculty member upon employment.

H. Campus Smoking Policy

Smokers and non-smokers are requested to give consideration to the personal rights and wishes of individuals. No smoking or tobacco of any form will be allowed in classrooms, shops, offices or called meetings except in designated areas. People who wish to smoke are encouraged to smoke outside or in the Student Center. Signs indicating no smoking in individual offices or meeting rooms should be respected.

I. Copyright Infringement

Each OTC employee should exercise extreme caution to avoid possible violation of the law in the use of copyrighted computer programs and disk materials. The law also prohibits the reproduction of printed copyright materials for use other than in an instructional class.

GENERAL INFORMATION

A. Accident Report

In case of accident or injury, there is no substitute for good judgement. Accidents of a serious nature should be reported to the Administrative Office immediately. An accident form is to be filed with the Chief Academic Officer no later than the next school day.

B. Equipment

The Business Office 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 instructor or department head is responsible to the Business Office 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 instructor will work with the Business Office in securing such contracts. No person is authorized to remove equipment from classrooms, shops or labs without the permission of the department head to whom the equipment is assigned. If equipment is transferred between departments, the department heads involved are responsible to the Business Office for proper updating of inventories.

C. Field Trips

Field trips are an effective method of instruction and are encouraged. A field trip should be coordinated with and used as a follow-up for a particular area of study. 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 Chief Academic Officer. 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 and a waiver form 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 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.

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 supplies required is maintained in the 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. New materials may be acquired by completing a purchase request and routing it through the Chief Fiscal Officer for approval.

G. Safety

Safety procedures and enforcement of regulations 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.

H. School Dismissal

The decision to dismiss school will be made officially by the College President, and will be disseminated through appropriate administrative channels. When cancellation of classes due to the weather is in question, faculty and students should tune to local radio and television stations. Decisions concerning cancellation of classes will be made in time for information to be received through radio and television prior to the starting time of day or evening classes. In the event that classes must be dismissed when students are on campus, instructors should follow this procedure: Explain the nature of the dismissal to students and ask them to take their personal belongings with them. In the event an emergency condition dictates taking immediate shelter, directions should be given to the closest shelter.

I. Travel

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 to the Chief Fiscal Officer prior to the proposed travel to ascertain if funds are available. Personnel desiring to use state-owned vehicles must check the vehicle out from the Chief Fiscal Officer. After the travel has been concluded, a State of Arkansas Form TR-1 must be completed to request reimbursement for expenses incurred.

J. Work Orders

Departments that use outside work as a teaching aid will complete a Work Order Release Form. This form should state that the instructor, students, and Ouachita Technical College are released from any liability from fire, theft or damage to the item to be repaired. It should also state that the patron will make financial arrangements for all parts and materials used.

