



LAMAR
COMMUNITY
COLLEGE

**2017-
2018**

LCC Faculty/Staff Handbook

This Faculty Handbook (Handbook) contains pertinent information affecting faculty members, current through the date of its issuance. To the extent that any provision of this Handbook is inconsistent with State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System President's Procedures (SP's), the BPs and SPs shall supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System President, respectively. Faculty members are expected to be familiar with and adhere to the BPs, SPs as well as College directives and procedures, including but not limited to the contents of this Handbook.

To access BPs and SPs: <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>

NOTE:

Nothing in this Handbook is intended to create (nor shall be construed as creating) an express or implied contract or to guarantee employment for any term or to promise that any specific process, procedures or practice will be followed or benefit provided by the College. The College reserves the right to modify, change, delete or add to the information in this Handbook as it deems appropriate.

Lamar Community College

2017-2018

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GENERAL INFORMATION

WELCOME

The Lamar Community College's Faculty/Staff Handbook contains policies, procedures and guidelines for all faculty and staff. Please refer to the handbook frequently as it changes as we continually improve how we do things to better serve our students and create efficiencies for our staff and faculty. If you cannot find a specific topic, please contact your supervisor to discuss whether it may be beneficial to add information to this all-campus guide. Individual departments are encouraged to adopt similar handbooks for processes and information specific to their areas.

Dear LCC Colleagues,

Every employee makes a difference in the lives of our students. We could not help students succeed without your commitment, engagement, and professionalism. Thank You for all you do for our students, our communities, and our college. Together "we enrich lives through learning" at Lamar Community College.

Please take time to review this year's handbook to ensure you are up-to-date on our policies and procedures. Handbooks such as this are living documents, and they evolve as conditions change. New policies are implemented, procedures change and improve and ongoing experiences broaden our perspectives, all of which guide our own learning. Most of the information you will need to help you be successful in your role and to help LCC achieve its goals is included here, but if you don't find what you are looking for, you have only to ask.

Regardless of your job title, I know each of you care deeply about student success and behave in ways that demonstrate your accountability for your role. Our faculty provide rich learning experiences and uphold high standards of excellence, our student support employees provide exceptional levels of service, our coaches and wellness staff work tirelessly on behalf of our students, our business service employees offer outstanding support and assistance to students and employees, our facilities and safety teams provide a beautiful and safe environment for all of us, and our dedicated part-time employees assist us in all areas

of the college. You do all of this to support our vision, mission, and values and with the highest level of ethics, integrity and professionalism while cultivating those same standards in our students. For that I cannot thank you enough.

I am delighted to be at LCC and look forward to knowing and working with each of you.

Dr. Linda Lujan, President

INTRODUCTION

PURPOSE OF THE HANDBOOK

As a member of the Colorado Community College System, LCC is governed by the State Board for Community Colleges and Occupational Education (SBCCOE). The SBCCOE sets overarching policy for member colleges. For up-to-date SBCCOE policy on college-related subjects refer to <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>. Consult your dean or vice president if you have a question about system policy.

The governing board employs a System President to carry out the policies and directives for the Colorado Community College System (CCCS). The Board's policies take precedence over college policies and procedures when there is a conflict. State Board and System President Policies can be found at www.cccs.edu/SBCCOE/Policies.html

The general operating procedures in this document are formulated from past and present practices at LCC and are intended to implement State Board Policy and State Fiscal Rules and Regulations. Concerns or questions not covered in this document should be directed to the appropriate dean/vice president.

MISSION, VISION, & VALUE STATEMENTS

"We enrich lives through learning."

"At Lamar Community College, we are committed to providing the highest quality education in an environment of service excellence."

Our LCC values inform and guide us throughout our work on behalf of our colleagues and our students. We believe in:

Respect – We show consideration and thoughtfulness in relationships with colleagues, students, external stakeholders and community members.

Integrity – We strive to acquire and steadfastly adhere to high moral principles, honesty and professional standards.

Open Communication – We endeavor to reach levels of communication process, structures, and networks that guide our college in directions, make decisions, see future opportunities, and communicate those decisions and actions to our internal and external stakeholders.

Valuing People – We respect the commitment to the development of faculty, staff, administrators and students. We strive to develop an understanding of internal and external stakeholders' contributions to the college. We vow to recognize excellence, passion and a fulfillment of academic and professional goals.

PHILOSOPHY

Lamar Community College embraces the philosophy of a comprehensive community college as it serves the educational needs of its students. LCC is dedicated to providing all students with quality educational opportunities and services that assist learners to develop their maximum potential and operate successfully in an ever-changing world. The College is an "open-door" institution, and enrolls all students 16 years of age or older, regardless of previous academic experience, who can benefit from the College's learning environment. The College offers complete academic transfer programs through its Associate of Arts and Associate of Science degrees. The College also offers career and technical education programs which lead to a variety of Associate of Applied Science degrees and certificates.

STRATEGIC PLANNING

LCC goals (2010-2013)

- Build and Sustain a Solid Foundation
- Integrated Marketing
- Enrollment Management

All department plans will align with the College goals, mission, vision and values. These plans are reviewed annually as part of the budgeting process. Department plans are archived can be found on the "O" drive.

ROLES & PURPOSES

Founded in 1937, Lamar Community College is a learner-centered, coeducational, comprehensive, two-year post-secondary institution of higher learning. As a member of the Colorado Community College System, Lamar Community College is committed to providing:

- Transfer programs that qualify students for admission to four-year colleges and universities
- Educational offerings which meet the occupational needs of students in career and technical fields.
- Developmental education to build basic academic skills.
- Opportunities for perpetual learning and lifelong development.
- An environment supportive of learners and learning.
- A comprehensive assessment of student learning.

ACCREDITATION

Lamar Community College is accredited by the Higher Learning Commission and operates under the auspices of the Colorado State Board for Community Colleges and Occupational Education. Certificate programs are approved by the State Board for Community Colleges and Occupational Education. The Colorado Commission on Higher Education approves all degrees.

www.lamarcc.edu/aqip/

GENERAL POLICIES & PROCEDURES

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT

Lamar Community College prohibits and will not tolerate discrimination or harassment that violates federal, state law, or Board Policy 3-120 or Board Policy 4-120. Lamar Community College does not discriminate on the basis of race, color, creed, national origin or ancestry, sex, sexual orientation, religion, veteran status, pregnancy status, genetic information, age or disability in its activities, program, or employment practices as required by Title VI, Title IX, Section 503 & 504 of the Rehabilitation Act, VEVRAA, Age Discrimination Act, and Title II of the ADA. Inquiries may be directed to:

Human Resources Director
Lamar Community College
2401 South Main Street
Lamar, CO 81052
719.336.1572

The College's Affirmative Action plan has been approved by the CCCS. The Plan is available for individual, public, and agency review. Copies may be obtained from the Web site or from the Affirmative Action Officer.

For information regarding civil rights or grievance procedures, contact:

Title IX Compliance/Equal Opportunity Officer

Jennifer Mortimeyer
Lamar Community College
2401 S. Main Street, Lamar, CO 81052
719.336.1572
jennifer.mortimeyer@lamarcc.edu

ALCOHOL USE

Alcoholic beverages are not permitted on any part of the LCC campus.

CODE OF ETHICS

All employees of the State Board for Community Colleges and Occupational Education:

- (a) Shall serve the public with respect, concern, courtesy and responsiveness;
- (b) Shall demonstrate the highest standards of personal integrity, truthfulness and honesty and shall through personal conduct inspire public confidence and trust in government;
- (c) Shall not use public office to bestow any preferential benefit on anyone related to the officer, appointee or employee by family, business or social relationship;
- (d) Shall not disclose or use or allow others to use confidential information acquired by virtue of state employment for private gain;
- (e) Shall not accept outside compensation for performance of state duties. This includes acceptance of any fee, compensation, gift, reward, gratuity, expense, or other thing of monetary value that could result in real or perceived preferential treatment, impediment of governmental efficiency or economy, loss of complete independence and impartiality, decision making outside official channels, or disclosure or use of confidential information acquired through state employment;
- (f) Shall not accept any compensation, gift, payment of expenses or any other thing of value as a reward for official action taken;
- (g) Exception: Employees may accept awards from non-profit organizations for meritorious public contributions;
- (h) Shall not perform work for individual benefit when the work in question falls within the regular assignment of the individual;
- (i) Shall not engage in outside employment unless: (1) the outside employment is disclosed to the employee's immediate supervisor; and (2) the outside employment does not interfere with the performance of State duties;
- (j) Shall not use state time, property, equipment, or supplies for personal benefit or the benefit of outside employers or activities;
- (k) Shall not engage in a substantial financial transaction for his or her private business purposes with a person the employee

inspects, regulates, or supervises in the course of his or her official duties;

- (l) Shall not assist any person for compensation or a contingent fee in obtaining any contract, claim, license, or other economic benefit from the State;
- (m) Shall not perform an official act directly and substantially benefiting a business or other undertaking in which the employee either has a substantial financial interest or is engaged as counsel, consultant, representative or agent;
- (n) Shall not use state time, property, equipment or supplies for private purposes or any other purpose not in the interests of the State of Colorado;
- (o) Shall not knowingly engage in any activity or business which creates a conflict of interest or has an adverse effect on the confidence of the public in the integrity of government.
- (p) Shall carry out all duties as a public servant by exposing corruption or impropriety in government whenever discovered;
- (q) Shall support equal access and employment opportunities in state government for all citizens of the State of Colorado;
- (r) Shall comply at all times with the standards of conduct set forth in title 24, article 18 of the Colorado Revised Statutes.

Reasonable Person Standard

Even if an employee is not actually influenced, or did not actually know that a gift or other compensation was a reward for his or her actions, the employee may not accept the gift if a reasonable person would be influenced or would know from the circumstances that the gift is improper.

For additional information please reference State Board Policy at:

<https://www.cccs.edu/wp-content/uploads/2012/08/BP3-70.pdf>

CAMPUS SAFETY

For information regarding Lamar Community College campus safety, including crime and fire statistics, please see:

www.lamarcc.edu/campus/campus_safety.html.

For a hard copy report, contact 719.336.1543.

DISRUPTIVE STUDENTS

Disruptive behavior is student behavior that interferes with or interrupts the educational process of other students or the normal business functions of the College. *Specific examples of disruptive behavior include:*

- ❖ Monopolizing discussion or taking over the lecture
- ❖ Side conversations
- ❖ Making hostile remarks to instructor or fellow student
- ❖ Arriving late/leaving early
 - ❖ Distracting behavior such as sleeping, cell phone use, or eating in class (What is inappropriate may depend upon the instructor's rules and expectations.)
 - ❖ Persistent and/or disturbing phone calls or emails that hamper your ability to continue your normal work
 - ❖ Otherwise interrupting the educational process

Strategies to Discourage Disruptive Classroom Behavior

While there are some specific tactics for dealing with disruptive students, faculty may prevent some of this behavior from occurring by creating a positive classroom environment at the outset. You may already have put into practice some of these strategies

- ❖ Be engaged with your students as individuals; learn names and refer directly to comments they have made ("As Mary pointed out earlier...")
- ❖ Demonstrate through your actions that you are willing to listen to their views respectfully and that you are committed to their learning.
- ❖ Role model the behavior you require of your students (e.g., being on time, treating students of differing opinions with respect).

- ❖ Use structures that encourage students to get to know each other. It's worth giving up some content time because this creates community and reins in outliers.
- ❖ Let them see who you are. Tell them about your background and let them see your passion for the subject. Consider sharing enough information so they realize you have a life outside the classroom. It's harder to be uncivil to someone you see as a real person.
- ❖ Provide a syllabus that accurately and fully communicates class requirements and schedule. Clearly communicate deviations from the syllabus. Many student complaints arise from syllabi that create misunderstandings about course expectations.
- ❖ Consider what your limits of acceptable conduct are regarding lateness, sleeping in class, use of cell phones, alarm watches, eating in class, unrelated talking in class, etc. You have a right to set forth what is acceptable or unacceptable in your classroom. Enforce your guidelines in a consistent and equitable way.
- ❖ Communicate your expectations for appropriate behavior or "ground rules." You can focus on factors that make a good learning environment and also more specifically on student behavior. This can be done on the syllabus, in a student driven conversation, or through a separate handout. Feel free to reference existing policies on student conduct.
- ❖ Set the tone and classroom expectations early in the class. It is hard to impose new rules after the class is underway, but you can always ease up on rules that have already been established.
- ❖ Use active learning techniques to fend off inattentiveness. Gerald Amada, author of Coping with Misconduct in the College Classroom says, "Perhaps the best antidote for all forms of disruptive behavior is for instructors to teach interestingly."
- ❖ Seek feedback from students at mid-semester or earlier to see how things are

going. This can be an informal mid-term evaluation or something more thorough. Make sure you respond – and do so in a non-defensive way. Be honest if something not working; change it or explain why it is persisting.

- ❖ Help students see the value of course. Be excited and help them see the value of the knowledge/skills they are developing even if outside their major. Take time to explain, perhaps repeatedly, why you have the requirements that you do. (For example, short papers in my classes)
- ❖ Avoid grade surprises. Make sure that students understand the grading system and have sufficient feedback so that the final grade is not a shock. If you count participation, make sure you let them know how they are doing in this area as the semester goes along.
- ❖ Be careful about creating too much informality within the classroom environment.

Responding to Disruptive Behavior

Suppose you have already worked hard to create a positive learning environment and disruptive behavior arises in class, what then? While every situation is unique and each instructor has a unique level of tolerance and preferred style for dealing with student behavior, here are some suggestions you may find helpful:

- ❖ Deal with disruptive behavior early, before you get angry or feel threatened.
- ❖ Don't take students' behavior personally. Understand that they are coming into the classroom with their own personal history and issues. Don't let them "hook" you. If they behave this way in your classroom, chances are they behave this way elsewhere as well.
- ❖ Decide if you need to deal with the behavior immediately or if it can wait until after class. If it requires an immediate response, verbally request that the student stop the disruptive behavior. If the problem persists, ask the student to leave.

- ❖ If you need to reprimand a student, speak with the student privately if possible. This will avoid defensiveness and/or "acting out" in response to being shamed in front of their peers.
- ❖ Positive strategies might be best with a student who is monopolizing the discussion or going off on a tangent, might include saying: "We've heard John's opinion. What do others think?" Or "It seems like we have two conversations going. Let's come back to the topic at hand."
- ❖ Meet with the student to discuss the disruptive behavior.
- ❖ When necessary, set specific behavioral expectations and then hold them to it. State your expectations clearly. Focus on behavior, not personality or labels.

Meeting with a Disruptive or Angry Student

How this meeting goes will depend upon your interpersonal skills as well as the student's ability to develop rapport and participate in a calm discussion.

- ❖ Consider having someone else present, such as a supervisor, department or office head.
- ❖ If you feel threatened by the student, keep your office door open or meet in a conference room so that others can hear. Let others know when and where you will be having the meeting.
- ❖ Remain calm. This may be difficult if the student is agitated. However, your reasoned response will help establish a constructive tone and avoid aggravating the student further.
- ❖ Take a non-defensive stance, and convey your interest and concern to the student. Include a discussion of the student's educational objectives and aspirations. Try to understand where the student is coming from and, if possible, to reach a mutual understanding.
- ❖ Ask questions and summarize what you hear the student saying. Respectful concern as an educator may enable you to help the student to be successful both in your class and in the College.

- ❖ Be specific about the inappropriate behavior that the student has exhibited. Focus on the behavior, not the person. Explain why the behavior is problematic.
- ❖ Highlight areas of agreement between you and the student. For example, you both want the student to do well in the class.
- ❖ Conclude by summarizing any resolution, and by clearly articulating your expectations and the consequences for the persistence of disruptive behavior. Consider putting these expectations in writing and providing copies to the student and the department head.
- ❖ If the student is irrational or threatening, then it's critical to involve others. You may decide that, for your safety and well being, the situation has moved out of your hands. In this case, Campus Security may need to get involved.
- ❖ Document the meeting afterward and provide a copy to your department head. If it doesn't go well because the student is entrenched in a mindset, perhaps irrationally angry, you should nonetheless feel good about the fact that you made an attempt to meet the student in an empathic and respectful way.
- ❖ Debrief difficult interactions with a colleague or supervisor afterward to get a "reality check" and emotional support.

Dealing with Disruptive or Rude Behavior in Other College Settings

- ❖ Remain calm and speak in a controlled manner.
- ❖ Try not to take it personally.
- ❖ Acknowledge that the student is angry.
- ❖ Tell the student that if they calm down it will be easier for you to help them.
- ❖ Empathize with the student's frustration, while explaining the College policy, rule or requirement. Empathic statement examples include, "I can see that you're upset by this" or "This feels like it's really important to you."
- ❖ Let them know what you **CAN** do, not what you CAN'T do.
- ❖ Recognize that, while for some students empathy will transform the situation, for others, nothing you say or do will get through to them.

- ❖ If you feel like you can't respond to the student's needs, offer to arrange for them to meet with a supervisor. This may encourage them to "cool down" before addressing the issue again.
- ❖ Afterward, be sure to debrief with a colleague or supervisor and attend to your stress and your needs.

DRESS CODE

LCC staff & faculty members are expected to be neatly groomed and professionally attired at all times while on the job. Attire should be appropriate for the work to be performed. If you are uncertain what is appropriate for your job then contact your supervisor or the HR Director. For instance, if one's job requires them to meet with potential students, the public, serve on an interview committee, the clothing should be casual business dress (e.g., dockers, suits, etc.). Clothing that is not acceptable at any time is tennis shoes, bared midribs, flip flops, T-shirts/athletic wear, shorts, sweat pants, torn or dirty apparel or see through clothing, etc.

However, on Fridays, jeans are permitted if one does not have an outside contact that would suggest the need for more professional dress. Again, please ensure that your appearance is neat and appropriate to meet the public at any time, in a manner which will reflect well upon LCC. Note that Friday does not include things such as jeans with holes, or those that are frayed or faded. LCC T-shirts are acceptable on Fridays and Spirit Day.

Any questions regarding interpretation of this policy should be directed to your immediate supervisor or the Human Resources Office.

DRUG-FREE WORKPLACE

Policy Statement

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace.

Scope

This policy applies to all employees at the thirteen state system community colleges and on the System central staff.

Sanctions

Observance of this policy is a condition of employment and violation of such will subject the employee to appropriate disciplinary action which may include termination.

Reporting of Convictions

Pursuant to law, any employee who is convicted under any criminal drug statute for a violation occurring in the workplace must notify the College/System president of such no later than five days after the conviction. The College/System president must notify any federal contracting agency under which the employee works within ten days after receiving notice of such conviction. Employees who work under a federal contract must be provided with a copy of this policy statement.

Drug-free Awareness Program

The colleges and central office shall establish a drug-free awareness program which will inform all employees about this policy. The program will also inform employees about the dangers of drug abuse and about available drug counseling, rehabilitation, and employee assistance programs.

For additional information please reference State Board Policy at:

<https://www.cccs.edu/wp-content/uploads/2012/08/BP3-24.pdf>

NOTE: This policy is currently under review by the CCCS Legal Department.

MARIJUANA USE

Despite the passage of Amendment 64 the use, possession, sale, or distribution of marijuana (including medical marijuana and products containing marijuana) on any college owned or controlled property is illegal and against LCC guidelines. You cannot possess, smoke or consume marijuana in any form in or on any LCC property including vehicles and parking lots, or come to class or work under the influence.

Amendment 64

Colorado voters approved Amendment 64 to the Colorado Constitution in November 2012. This amendment permits persons 21 years of age and older to possess limited amounts of marijuana, regulates the

cultivation and product manufacturing facilities and retail sales outlets. Under Colorado law any person 21 years of age or older can purchase and possess up to one ounce of marijuana. **The law does not allow for public use of marijuana.**

Federal Law and how it affects LCC employees

Although Amendment 64 passed in Colorado, the possession and use of marijuana is still prohibited under federal law. LCC is a public institution and the public use of marijuana is prohibited under Colorado law. As a federally controlled substance, the use and possession of marijuana is prohibited by the Controlled Substance Act, CCCS policy and LCC guidelines and is not permitted on campus.

This includes medical marijuana and any product containing marijuana.

Additionally, as a college that receives federal funds, LCC must abide by the federal Drug Free Schools and Communities Act Amendments of 1989 and prohibit the use of marijuana. The federal Drug Free Workplace Act which prohibits the unlawful manufacture, distribution, possession and use of illicit drugs and alcohol in the workplace is also applicable. **This includes medical marijuana.**

Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

EMERGENCY PROCEDURES

In case of fire for on-campus classes, activate the nearest fire alarm pull station and dial 911 from the nearest accessible phone. Dialing a 9 to get an

outside line is not required. Please assist in the evacuation of the building.

For police assistance, immediately call 911.

If someone appears to be having a medical emergency, please dial 911. Do not try to determine the seriousness of the situation – simply call 911.

EMERGENCY CALLING TREE

Primary – 911

Secondary-

6 pm to 2:30 a.m.

Mon-Friday

688.1412 or 336.1192

Weekends

435-881-1350

6 am to 6 pm

Director of Facilities

688.8287 or 336.1543

Alternates:

Vice President of Academic Services

336.1516 or 688.0664

Vice President of Administrative Services

336.1517 or 688.1834

OUTSIDE EMPLOYMENT

LCC employees shall not engage in outside employment unless: (1) the outside employment is disclosed to the employee's immediate supervisor; and (2) the outside employment does not interfere with the performance of LCC duties.

For additional information please reference:

<https://www.cccs.edu/wp-content/uploads/2012/08/BP3-70.pdf>

PARKING/VEHICLE REGISTRATION

Parking area for staff and faculty include the area in front of the quad, alongside Betz, and behind college buildings. Parking in the circle is reserved for guests. All employees are required to register their vehicles and display a parking permit on each vehicle used on campus. Parking permits can be obtained from Student Services free of charge.

RELATIONSHIPS

Conflict of Interest

No employee shall engage in any activity or relationship that places them in a conflict of interest between their official activities and any other interest or obligation. Conflict of interest requires all employees to disqualify themselves from participating in a decision when a personal interest is present. In addition, employees shall avoid any relationship, influence or activity that may adversely affect or **give the appearance of** adversely affecting an employee's independence of judgment in making decisions related to their job.

If your official actions could in any way harm, benefit, or promote your private interests or the interests of your family, friends, or business associates, you have a conflict of interest. You also have a conflict of interest if pursuing your own interests is incompatible with or detrimental to the State, or in any way compromises your loyalty to the State and your commitment to your duties.

Nepotism

The employment of qualified relatives of employees is permissible as long as such employment does not create actual or perceived conflicts of interest. The employment of members of the same family is subject to the following:

Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same department, provided no direct reporting or direct supervisor or subordinate relationships exists. However, employee may not act in an evaluative capacity in relation to members of the employee's immediate family who are in the employee's line of supervision but are not direct reports. The employee in the evaluative position must recuse himself or herself from evaluative actions concerning the immediate family member.

An employee shall not evaluate or directly supervise any student who is a member of the employee's immediate family.

A college employee shall report to the employee's supervisor the enrollment of a member of the employee's immediate family in a class taught by the employee. Alternative arrangements must be made for grading and evaluation of the class performance of the immediate family member.

Immediate Family

For purposes of this policy, "Immediate Family" is defined as: spouse; children, step-children, and their spouses; domestic partners; brother and brother-in-law; sisters and sisters-in-law; parents and parent-in-law; grandparents and grandparents-in-law; aunts and uncles; nieces and nephews; grandchildren and their spouses; and members of the immediate household.

Employment of any person in the immediate family member of the college staff who is in the line of supervision of that person must be approved and disclosed to the System President by the College President.

In order to avoid the appearance of a conflict of interest, the employment of persons in a position where a member of their immediate family will be their immediate supervisor shall be avoided.

Related Party

In addition to members of the immediate family as defined above, related parties include an estate or trust in which an employee has a beneficial interest; or an entity in which an employee or a party related to the employee is a director, officer, or has a financial interest.

Consensual/Amorous Relationships

Amorous relationship between an employee and other persons within the College community may impair or undermine the learning and work environments when one person has evaluative authority over the other or an unequal level of authority or power exists.

CCCS and the College do not interfere with private choices regarding personal relationships when these relationships do not interfere with the goals

and policies of the SBCCOE or the College. However, employees shall not engage in an amorous, romantic or sexual relationship with another person within the College community over whom the employee exercises authority or educational or professional responsibility. Accordingly, amorous, romantic or sexual relationships in which the employee has a direct supervisory or an evaluative role over the other party, whether employee or student, are prohibited. Further when an employee has an amorous relationship with a person in the employee's line of supervision but not a direct supervisory or evaluative role, the employee may not act in an evaluative capacity in relation to the other person.

Disclosure and Reporting Requirements

Compliance with this policy requires that employees involved in an amorous relationship excuse themselves from any authority or evaluative role with respect to the other person. These relationships must be reported to the College President and the System President. There will be no sanctions imposed on employees who disclose an amorous relationship and take steps necessary to avoid any potential conflict of interest. An employee who engages in an amorous relationship with a person over whom he or she has evaluative authority without taking steps necessary to resolve the conflict, including reporting such relationship at the earliest opportunity, may be subject to discipline, up to and including dismissal, in accordance with Board policies.

Disclosure of Nepotism and Consensual/Amorous Relationships should be made using the forms provided in SP 3-70A.

For additional information please reference System President's Policy at:

<https://www.cccs.edu/wp-content/uploads/2012/08/BP3-70a.pdf>

SECURITY

Campus Security is available during the evening hours of 6:00 PM – 2:30 AM Monday through Friday during fall and spring semester. During summer semester security is available from 2:00 p.m. to 10:30 p.m. Monday through Friday. If security

services are needed for any reason during evening hours, please call (688-1412) or the office at 336-1192. In the event Security is not available, please call the Director of Facilities at 688-8287.

SEXUAL HARRASSMENT

Sexual harassment of students and LCC employees is prohibited, will not be tolerated, and may be subject to corrective or disciplinary action, up to and including termination.

For more information:

<https://www.cccs.edu/wp-content/uploads/2012/08/BP-3-120.pdf>

<https://www.cccs.edu/wp-content/uploads/2013/09/SP-3-120a.pdf>

Employee's Obligation to Report

LCC Employees have an ethical obligation to report any incidences they are aware of concerning discrimination and/or harassment. If the employee is unsure, s/he may direct their questions to the Human Resources Director. Failure to report will be considered a violation of the CCCS Code of Ethics, (BP 3-70) and may result in discipline, up to and including termination.

Definitions of Sexual Harassment

This policy prohibits "quid pro quo" and "hostile environment" sexual harassment as defined below.

Quid Pro Quo Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one in a position of power or influence constitute quid pro quo sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or of academic status in course, program or activity; or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that student or employee.

Typically, as defined here, quid pro quo sexual harassment normally arises in the context of an

authority relationship. This relationship may be direct, as in the case of a supervisor and subordinate or teacher and student, or it may be indirect when the harasser has the power to influence others who have authority over the victim.

Hostile Environment Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute hostile environment sexual harassment when such conduct is directed toward an individual because of her or his gender is severe and/or pervasive, and has the purpose or effect of:

1. Creating an intimidating, hostile, or offensive academic or work environment; or
2. Unreasonably interfering with another's academic performance or work.

Generally, a single sexual joke, offensive epithet, or request for a date does not constitute hostile environment sexual harassment; however, being subjected to such jokes, epithets, or requests repeatedly may constitute hostile environment sexual harassment. Also, matters having sexual connotation which arise as part of the legitimate educational curricula, that do not exploit students to a private advantage would not violate college policy unless used in an improper manner.

<https://www.cccs.edu/wp-content/uploads/2013/09/BP-3-120.pdf>

<https://www.cccs.edu/wp-content/uploads/2013/09/SP-3-120a.pdf>

STUDENT HANDBOOK

LCC makes available to students a student handbook which articulates most college expectations as they relate to student conduct in classes and in the residence halls. The Student Handbook is contained in the catalog and is available to each student at registration and from Student Services Center, or online at catalog.lamarcc.edu/

TOBACCO/TOBACCO PRODUCT USE

C.R.S. 25-14-204 outlines General Smoking Restrictions in the State of Colorado. For details access this document at:

The use of tobacco and tobacco products is not allowed inside any Lamar Community College facilities or in any state owned vehicles. Smoking or use of any tobacco product, including electronic cigarettes, must take place a minimum of 15-feet from any doorways. For purposes of this policy, "tobacco product" is defined as: 1) Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested, inhaled or applied to the skin of the individual; or 2) Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, or pipe.

Use of tobacco and tobacco products is prohibited when engaged in the instruction of students, regardless of the venue in which instruction is being conducted.

VIOLENCE/FIREARMS/THREAT ASSESSMENT ON CAMPUS

Firearms

Policy Statement

Violent behavior or the threat of violent behavior toward employees, students, the general public, college property or college operated facilities will not be tolerated. No person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon as defined in the statute, on campus or any facility used by the community or junior college.

Persons authorized to carry firearms and other equipment defined in the policy are:

1. Those persons conducting and participating in an approved program of instruction in the college's curriculum which requires access to

such equipment as an integral part of the instructional program.

2. Certified Peace Officers;
3. Those persons who have been issued a valid permit to carry a concealed handgun in accordance with Colorado's Concealed Carry Act, C.R.S. § 18-12-201, et seq. and who are acting in compliance with the requirements of that Act;
and
4. Those persons granted permission at the discretion of the College President for specific purposes from time to time.

Violence & Threat Assessment

Definitions

Violent Behavior: Any act or threat of physical, verbal or psychological aggression or the destruction or abuse of property by any individual.

Firearms

Basis: Board policy states that no person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon on campus or any facility used by a college. (SP 19-10)

Sanctions

Persons in violation of this policy shall be subject to appropriate action under disciplinary policies and procedures in effect on the individual college campuses.

For additional information reference

<https://www.cccs.edu/wp-content/uploads/2012/08/BP-19-10.pdf>

and

<https://www.cccs.edu/wp-content/uploads/2013/09/SP-19-10.pdf>

THREAT ASSESSMENT

Threatening or Violent Behavior

Violence in the workplace can take many forms — from a colleague or student who exhibits dangerous or threatening behavior to abusive relationships between partners or family members

to random acts of violence by members of the public with no connection to the campus.

When behaviors become intimidating or threatening, you may feel anxious, afraid and concerned for your personal safety. It is important not to manage such a situation alone. Various offices on campus can assist you, including those listed at the end of this resource.

What is threatening behavior?

- A student violates your personal space
- A student raises his/her voice and seems irrational
- A student implies or makes a direct threat to harm themselves or others.
- A student displays a firearm or weapon
- A student physically confronts/attacks another student
- A student stalks or harasses a faculty member
- A student sends threatening emails, letters, and other correspondence to a staff member
- An ex-boyfriend or girlfriend stalks a colleague

Predicting Violent Behavior

The best predictor of violent behavior is past violence. Since it's unlikely you will be privy to such history, however, it's important for you to pay attention to current behavior.

Warning Signs THAT MAY PRECEDE OR BE INDICATIVE OF Violent Behavior

- ⇒ Threatening statements about killing/harming self or others, direct or veiled
- ⇒ References to or preoccupation with other incidents of workplace violence
- ⇒ Intimidating, belligerent, insubordinate, defiant or challenging behavior
- ⇒ Confrontational, angry, easily provoked, unpredictable, restless or agitated behavior
- ⇒ History of violent, reckless or antisocial behavior
- ⇒ Alleged fondness or fascination with firearms
- ⇒ Feelings of persecution.

- ⇒ Blaming others for anything that goes wrong, while disavowing any responsibility
- ⇒ Intolerance of differences
- ⇒ Marked decline in school or job performance
- ⇒ Changes in personality, mood or behavior
- ⇒ Excessive crying
- ⇒ Decline in personal grooming
- ⇒ Crosses interpersonal boundaries (e.g. excessive phone calls, personal e-mails and/or visits)
- ⇒ Substance abuse
- ⇒ Cultural issues, e.g., disgrace for failing
- ⇒ Significant personal stress (e.g., academic, financial, family or relationship problems)

Relationship violence is the most common form of violence to spill over into the workplace. In a study produced by the Justice Department and Centers for Disease Control in 2000, almost 25 percent of women and 7 percent of men reported that they had been assaulted by a current or former partner. While many victims often feel safer at work than home, they often endure threats and harassing phone calls and e-mails from partners who know exactly where to find them during work hours.

Signs of Relationship Violence

- ⇒ Anxious, crying, depression
- ⇒ Frequent or sudden unscheduled absences
- ⇒ Frequent tardiness or leaving work early
- ⇒ Fluctuations in the quality of work for no apparent reason
- ⇒ Difficulty concentrating and decreased productivity
- ⇒ Isolation from colleagues and social activities
- ⇒ Excessive number of phone calls or e-mails from family members
- ⇒ Disruptive personal visits to the workplace
- ⇒ Visible injuries, often with an explanation of an "accident"; multiple injuries in different stages of healing; unexplained delay in seeking medical treatment for injuries
- ⇒ Stress-related illnesses and/or anxiety-related conditions, such as heart palpitations, hyperventilation and panic attacks

How to Deal with Threatening or Violent Behavior

Always call for help if you or others are in imminent danger

It is helpful to:

- Maintain a posture that is poised, ready to move quickly but not fearful
- Maintain a tone of voice that is matter of fact, a monotone
 - Use clear, assertive statements of consequences and repeat as necessary
 - Use eye contact sparingly or only to emphasize a point
 - Avoid gestures, if possible, as they may be interpreted as signs of weakness
 - Avoid physical contact or only have contact if you need to defend yourself
 - Place yourself behind a table or near an exit
 - Leave an unobstructed exit for the person who is threatening

It is not helpful to:

- Get into an argument or shouting match
- Become hostile or punitive yourself or make threats or dares
- Press for explanations of behavior
- Ignore warning signs such as clenched fists

Three Levels of Response

As you assess the situation, consider the following three levels of response. The level of response required may change as the situation unfolds. Be sure to trust your intuition, and when a situation feels potentially violent, consider a higher level of response.

- Level One: Attempt to defuse situation
- Level Two: Get assistance from others nearby

- Level Three: Get yourself to a safe location

WEB ACCESSIBILITY

The Colorado Community College System and Lamar Community College are committed to facilitating access to its Colleges' instruction, communication, and business processes for the broadest possible audience. LCC strives to employ principles of Universal Design and the use of the World Wide Web Consortium's WCAG 2.0 standards in the design, development, implementation, and enhancement of all web-based information and services.

For a better understanding of the WCAG 2.0 guidelines:

<http://www.w3.org/TR/UNDERSTANDING-WCAG20/Overview.html>

This procedure applies to all web-based information and services which includes, but is not limited to, websites, instructional materials, and online services that are developed, hosted or maintained by the Community Colleges and all entities within the Colorado Community College System (CCCS). Colleges must ensure that web-based information is accessible for use by faculty, staff, students, prospective students and the public. This procedure does not apply to unauthorized web pages published by students or employees, which are not used to conduct College business or instructional activities.

For more information: <https://www.cccs.edu/wp-content/uploads/2012/08/SP3-125g.pdf>

TEACHING AND LEARNING ASSESSMENT

LCC equips students to intellectually and ethically compete for professional and academic advancement in an ever changing world. The Learning Outcomes described below represent the essential components that work together to

produce the desired academic result of college coursework. LCC utilizes aspect of the Association of American Colleges and Universities LEAP Essential learning outcomes – <https://www.aacu.org/leap/essential-learning-outcomes>

Active Learning

- Reasoning
- Creativity
- Analysis
- Problem Solving

Communication

- Written
- Oral
- Interpersonal

Professionalism

- Reliability & Conscientiousness
- Focus & Follow Through
- Goal Setting
- Civility & Respect
- Ethical Behavior
- Technological Literacy

Social Connectedness & Engaged Citizenship

- Involvement in Campus Life
- Serving & Supporting Others
- Leadership
- Global Awareness

All faculty are required to participate in ongoing assessment of learning at LCC, which is required by the Higher Learning Commission. Assessment processes are managed through the Dean of Academic Services, and focus on Common Learning Outcomes, Program Learning Outcomes, and Co-Curricular Learning Outcomes.

JOB DESCRIPTION, ACCOUNTABILITY, EXPECTATIONS

Adjunct and Full-Time Faculty Job Description

In accordance with the academic expectations of Lamar Community College, faculty members are required to:

- Follow procedures as set forth in the Faculty and Staff Handbook, review the Lamar Community College Catalog and Course Schedules, and comply with all policies and procedures of the Colorado Community College System; <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>
- Demonstrate professional behavior, fairness, and respect toward all students; and,
- Conduct themselves as ethical members of the Lamar Community College and Colorado Community College System communities.

Essential Duties, Responsibilities and Functions

Teaching

- Assist with the development of measurable course competencies and plans.
- Prepare appropriate lesson plans for each course in accordance with approved common course competencies.
- Utilize sound instructional practices and current instructional materials.
- Be informed of emerging knowledge, skills, and research in their designated fields.
 - Provide prompt and relevant feedback to students regarding their academic efforts and class participation.
 - Select appropriate textbooks/course materials (full-time faculty).
 - Teach classes as assigned by designated dean.
 - Meet each scheduled class and be on time.
 - Assist in the development of curriculum.
 - Assess student learning.
 - Develop a professional relationship with students which encourage teacher/student communication.
 - Create a positive learning environment.

Administrative

- Meet all deadlines.
- Complete all necessary paperwork (e.g., W-4, I-9, criminal background check.).
- Return the signed faculty contract (Associate faculty).

- Remain in contact with Program Directors/Deans throughout the semester.
- Develop and submit course outlines, syllabi, first class assignments and materials needed to conduct the course by the deadline to the Program Directors/Deans.
- Provide copies of course syllabi to students.
- Submit student rosters/grades on or before the deadlines.
- Return student papers and projects no later than the day that grades are submitted.
- Maintain accurate course records.
- Silence cell phones when teaching.
- Distribute course/instructor evaluations and designate a student to collect and submit to appropriate LCC administrative assistant.

Recruiting/Advising

Full-Time Faculty

- All full-time faculty members are assigned advisees at the time of admittance by the Admissions Office.
- Advise accurately. (See LCC Advising Handbook for expectations "O"/Academic/Advising).
- Refer students to counseling, transfer counselor, financial aid, LRC and other college services when appropriate.
- Meet with advisees at least once each semester.
- Maintain accurate student records.
- Offer weekly access hours for student consultation (e.g., Friday afternoon).
- Participate in the recruitment of students when requested by Recruitment Office (e.g., Orientation, Career Fairs, high school visits, and special events).

General

- Represent the College in a professional manner throughout the community by promoting a positive public image.
- Participate in required and suggested professional development and training.
- Participate in College committees.
- **Participate in AQIP team as assigned.**
- Perform other administrative tasks that are required to deliver classes and serve LCC students in a professional manner.
- **Perform all essential functions as outlined in job description.**

Organizational Relationships

- Report to the Program Director/Dean.
- Cooperate with other program faculty.
- Work with the Student Services Center and advising personnel when necessary.

Faculty Qualifications Policy/Procedures

The Higher Learning Commission policy states:

Instructors (excluding teaching assistants in a graduate program an supervised by faculty) must possess an **academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established.**

In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process.

LCC Policies:

Minimum requirements for the initial employment of faculty are outlined below. Additional requirements specific to a position will be outlined in the job announcement for the position.

ACADEMIC FACULTY:

PREFERRED: Master's in discipline to be taught.

ACCEPTED:

- 1) Master's in a related field with 18 graduate hours in the discipline to be taught.
- 2) Masters in any discipline with 18 credit hours in the discipline to be taught.
- 3) Masters in any discipline with 18 credit hours of coursework related to the discipline **and** non-teaching work experience relevant to the discipline area.

- 4) Bachelor's in discipline area with agreement to obtain Masters within prescribed amount of time set in contract.

CAREER AND TECHNICAL EDUCATION (CTE) FACULTY

Qualifications for initial full time employment to teach in a CTE area:

1. Completion of a Masters, Bachelors, or Associates degree in a field related to the credential area. **Must** include adequate technical preparation content to the pathway. **AND**
2. Verified, paid occupational experience in the discipline within the last 7 years, except for applicants in the Health Sciences discipline, where experience must be in the past 5 years.
 - Masters degree and 2,000 hours of verified, paid occupational experience
 - Bachelors degree and 4,000 hours of verified, paid occupational experience
 - Associates degree and 6,000 hours of verified, paid occupational experience

A full time CTE applicant is still eligible for employment in the following cases:

- They have completed a related degree but have less than the required occupational experience.
- They have not completed a related degree but have 4,000 hours of verified, paid, occupational experience in the last 7 years (or 5 years for Health Science)
- They have a current state, national, industry, military, or union license/certificate as appropriate for the skill or trade area in lieu of a related degree and have 4,000 hours of occupational experience directly related to the credential area.

Qualifications for initial part time employment to teach in a CTE area:

1. Must have an education adequate to carry out, under supervision, the

objectives of the program. A high school diploma or G.E.D. certificate is required.

2. Completion of 4,000 hours of verified paid occupational experience in the credential area within the last 7 years, except for applicants in the Health Sciences area where experiences must be within the past 5 years.

ALL CTE faculty are required to obtain a Postsecondary Credential.

Requirements to obtain a credential are the same as employment qualifications.

For information on applying for your postsecondary credential and the forms needed:

http://www.coloradostateplan.com/cred_officers.htm

For forms need for application for credential:

http://www.coloradostateplan.com/cred_postsecondary_forms.htm

ALL Faculty must possess the following qualifications:

- Professional and/or research-oriented experience in any of the related disciplines of the Department.

Language Skills

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations.
- Ability to write reports, business correspondence, course curriculum.
- Ability to effectively present information and respond to questions from groups of managers, clients, students, customers, and the general public.

Mathematical Skills

- Ability to use educational measurement methods to assess student achievement.
- Ability to understand and apply statistical methods to reports/research projects

including quantitative and qualitative analysis.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities

- Ability to support and encourage the ethical standards of Lamar Community College and the Colorado Community College System.

Physical Demands

- Employees are required to perform essential functions which are specific to their position and included in the job description. While performing the duties of this job, the employee is regularly required to operate work-related equipment (i.e. computers, projectors) and effectively communicate verbally with students and employees of the College.

Substitutes for Instructors

In the short-term absence of a full-time instructor, the faculty within the appropriate instructional division or department may be assigned by the Vice President of Academic Services or appropriate dean to serve as a substitute teacher without additional pay. If the absence is an extended one or if a regular faculty member is not available to serve as a substitute, an outside substitute may be employed following the instructor's consultation with the Vice President or appropriate dean.

Academic Accountability

Academic accountability is the assurance that all courses adhere to the published course description, course outline objectives are met, and the course

meets for the required number of class sessions, and for the full time scheduled. It is required that 80% of competencies outlined in the Common Course Numbering System must be met, except in remedial courses which require that 100% of competencies from CCNS be met. This is required of all instructors in all courses.

Check with the appropriate dean for a suggested text list and course outline. Instructors should be familiar with the CCC Common Course Numbering course descriptions.

Course Syllabi, Course Outlines, and Course Plans

These items are extremely important in all courses. The course syllabus is a non-legal contract between the faculty and the students. It should be clear, concise, and understandable. A complete syllabus must reflect all of the topics, objectives, and outcomes of the course and that the syllabus is followed and completed during that course. The syllabus must be posted on D2L (Desire to Learn) prior to the first session of class. It should be the first item of business. The syllabus is due at least two (2) weeks before registration begins so that supervisors may approve and students may peruse it prior to registration. The *Master Syllabus Template 2016 with links* (which provides guidance in completing syllabi) can both be accessed at: [O:\Academic\SYLLABI](#)
Samples of the syllabi may be accessed at: (O-drive, Academic, Assessment/General Outcomes); Course Content Guides (O-drive, Common, Faculty/Staff, Course Content); or course specific syllabi by instructor (O-drive, Common, Faculty/Staff, FY02, State Syllabi Project. You may also access the State Common Course Numbering Web site at

<https://resources.cccs.edu/education-services/common-course-numbering-system/>

Homework

Students are generally required to complete two hours per credit hour of work outside of class each week. The ratio of 2:1 means, for example, that for a 3-credit course, students should have 6 hours of homework each

week. This is designed to create a "full-time" commitment of class time and homework for a student enrolled in 12-15 credit hours. Assignments that can be related to real-life home and work environments are the most meaningful.

For academic papers, students can be expected to produce a standard research paper of:

- 8-10 typewritten pages for a one-credit hour course
- 12-15 typewritten pages for a three-credit hour course, and
- 15-20 typewritten page for a four-credit hour course.

The instructor should outline clearly what is expected when assigning a paper. Students who are returning to school after an extended period of time in the workplace are often uncertain as to the standards of such an assignment. Clarify whether you expect a synthesis of the research, a thesis statement supported by research, an opinion piece, or a case study.

Traditionally, reading assignments are approximately 200 pages per credit hour per semester (i.e. a three (3) credit hour course would have 600 pages of reading assigned). Over a 15-week semester for a course that meets twice every week, this breaks down to 20 pages of reading for each class meeting. Exact amounts are left to the judgment of individual instructors. For complex, heavily theoretical texts, it helps the students if they are given guidelines (preferably written) on how to approach the reading.

Note: adult learners frequently ask for suggestions for additional reading. Please exercise some caution – it can be very frustrating to the busy, yet curious, adult to search endlessly for some obscure article or out-of-print text.

Any course that is defined as a Guaranteed Transfer (GT) course must follow the competencies defined by the State of Colorado Department of Higher

Education. Each GT-Pathways discipline has a list of required criteria in order to fulfill the Guaranteed Transfer articulations with other two- and four-year schools in Colorado.

The web link for the GT Pathways competency criteria is:

<https://www.cccs.edu/current-students/transfers-articulations/guaranteed-course-transfers/>

The web link for the GT Pathways content criteria is:

<http://higher.ed.colorado.gov/Academics/Transfers/gtPathways/Criteria/content.html>

Attendance and Class Participation

It is important that faculty keep accurate attendance for each class meeting and be prepared to share this information for administrative purposes. Faculty should also determine a system that allows you to record student participation. You may choose to include a participation score as part of students' overall grade.

Important Guidelines

Faculty should clearly establish all ground rules at the beginning of the class and should include them in the syllabus. Policies about absences, late assignments, etc. are to be included in the syllabus and reviewed with students the first day of class. Information to cover in establishing ground rules includes, but is not limited to:

- What are the grading standards?
- How do you define excessive absence?
- What percentage of the final grade is each assignment worth?
- Remind students that it is their responsibility to withdraw themselves from a class. They must complete the Add/Drop Form to withdraw.
- Meet all deadlines for submitting grades, faculty withdrawals, etc. Late paperwork can cause serious problems and can harm the students. The student, funding agencies, educational

agencies and often the student's employer are dependent upon the timely submission of your paperwork.

- Review the College Catalog. This document contains detailed information concerning many of the College's policies and procedures. The information is important to you and your students. The catalog can be found at: catalog.lamarcc.edu

Class Visits

It is the responsibility of the Vice President and the appropriate dean to ensure the quality of instruction and instructional materials in Lamar Community College classes. Class visits may occur at any time by LCC staff/faculty. They are an opportunity for constructive interchange and an avenue for growth and enhancement.

Contact Hours

The Colorado Department of Higher Education (CDHE) definition for a base contact hour is 750 minutes of section meeting time. CDHE has minimum guidelines expressing the minimum number of weekly contact hours expected to receive one credit. This varies depending on the instruction type (e.g. lecture, lab). For example a 3 credit hour lecture course would need to meet the equivalent of three 50-minute blocks each week (for a total of 2,250 minutes per semester).

The U.S. Department of Education Higher Education Re-authorization Act requires institutions to define expectations for out of class student work for each credit hour. Colorado Community College System has defined the expectation as a minimum of two hours of out of class student work each week for one hour of classroom or direct faculty instruction time.

See below for CCCS Guidelines

CCCS Instructional Course Type Guideline.

Course Type	Description	Notes	Minimum Weekly Contact Hours to Receive 1 Credit	Minimum Out of Class Study Expectation Per 1 Credit
Clinical	Participation in client and client-related services that are an integral part of an academic program. Clinical instruction occurs in or outside an instructional setting and involves work with clients who receive professional services from students serving under direct supervision of a faculty member and/or approved member of the agency staff.	Course maximum enrollments may vary according to accreditation standards, pedagogical limitations, level of offering, availability of clinical sites, etc.	2.0 Hours = 1 Credit (2:1) Contact Ratio	4 hours
Directed Study	Faculty and student negotiate an individualized plan of study.	A Directed Study is not to replace an existing course. If a course is offered on an individualized basis the faculty and student complete a Non-Scheduled course form.	0.75 Hour = 1 credit (.75:1) Contact Ratio	1.5 hours
Field Instruction	Instructional activities conducted by the faculty and designed to supplement and/or extend an individual course or classroom experience.		2.5 Hours = 1 Credit (2.5:1) Contact Ratio	5 hours
Internship	Applied and supervised field-based learning experience where students gain practical experience following a negotiated and/or directed plan of study.	Student may or may not be paid for Internship.	3.0 Hours = 1 Credit (3:1) Contact Ratio	N/A
Lab	Instructional activities conducted by the faculty which require student participation, experimentation, observation, or practice.	Course maximum enrollments may vary according to accreditation standards, pedagogical limitations, level of offering, availability of laboratory stations, equipment, etc.	2.0 Hours = 1 Credit (2:1) Contact Ratio	4 hours
Lecture	Faculty member responsible for delivery and discussion of learning material and related instructional activities.	Course maximum enrollments may vary be level, discipline, classroom availability, course delivery format (online), etc.	1.0 Hours = 1 Credit (1:1) Contact Ratio	2 hours
Physical Educ/ Recreation	Participation in or the performance of some form of physical activity. Knowledge associated with the proper performance of the activity is presented.	Course maximum enrollments may vary by level of instruction, type of activity, safety consideration, availability of facilities, etc.	2.0 Hours = 1 Credit (2:1) Contact Ratio	4 hours
Practicum	Practical student work under the supervision of a faculty member or under supervision of a professional in the student's field and regular consultation with faculty member.		2.0 Hours = 1 Credit (2:1) Contact Ratio	4 hours
Private Music Instruction	Formal presentation in a one-to-one relationship between student and instructor.	NASM guidelines list .5 = 2 credits (.25= 1 hours)	0.25 Hour - 1 Credit (.25:1) Contact Ratio	0.5 hours

Seminar	A highly focused course that may include student presentations and discussions of reports based on literature, practice, problems, or research (e.g., a capstone course)	Typically at the upper division or graduate level.	1.0 Hours = 1 Credit (1:1) Contact Ratio	2 hours
Lab/CTE	Instructional activities involving training for employment with an active faculty teaching role.		1.5 Hours = 1 credit (1.5:1) Contact Ratio	3 hours
Student Classroom Observation	Teacher candidates observe, participate in, analyze, and reflect on issues in education.		2.0 Hours = 1 Credit (2:1) Contact Ratio	4 hours
Studio	Lab-type activities conducted by faculty (e.g., music ensembles, art studio, theatrical productions, etc.)		2.0 Hours = 1 Credit (2:1) Contact Ratio	4
Online Delivery	Classroom instruction is delivered to students using the web as the delivery medium.	Online classes do not have any face-to-face contact time; all work and interaction takes place online. This includes LCC Online and CCCOnline, CCCS's online learning option. While LCC Online courses are taught by on-campus and adjunct instructors, CCCOnline courses are taught by instructors throughout the United States.	Follow same Guidelines as Traditional Delivery	2 hours. Note that these two hours occur in addition to online instructional time
Hybrid Delivery	Uses both face-to-face classroom instruction and remove instruction using the web.	A hybrid course will have a maximum of 66% of the contact hours for the course delivered online. Work done online extends beyond "homework" activities and includes guided instruction.	Follow same Guidelines as Traditional Delivery	2 hours. Note that these two hours occur in addition to online instructional time

ACADEMIC FREEDOM

Lamar Community College affirms the ideal that all members of the faculty are entitled to academic freedom as set forth in the 1940 "Statement of Principles on Academic Freedom and Tenure," formulated by the American Association of University Professors and the Association of American Universities (revised 1990). It is required that 80% of competencies outlined in the Common Course Numbering System must be met, except in remedial courses which require that 100% of competencies from CCNS be met.

- Institutions of higher education courses are conducted for the common good and not to further any interests of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.
- Academic Freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries duties correlated with rights.
- Teachers are entitled to full freedom in research and in publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- Teachers are entitled to freedom in the classroom in discussing their subject, but should be careful not to introduce into their teaching controversial matter which has no relation to their subject.
- College and university teachers are citizens, members of a learned profession, 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 scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the institution.

ACADEMIC INTEGRITY IN SEMESTER SCHEDULES, CLASS SIZES, AND OTHER MATTERS

Class size, flexibility, and equity are several means by which LCC works to ensure a high level of academic integrity.

Class size

- Class sizes of 10-20 learners foster an environment of high academic standards and a climate of caring; Class size will be appropriate to material, equipment, facility, and resource needs;
- Class size will be appropriate to the subject matter and the learning needs of students. The college will have articulated processes for running classes that are below 10 and above 20;
- **Remedial classes:** will hold a maximum of 15 (lab section 25); English/speech: a maximum of 20; most math: a maximum of 25; most lab sciences: a maximum of 25; introductory survey courses: a maximum of 20.
- Classes with an enrollment below 8 students will be run only in exceptional cases and only with the approval of the appropriate dean or the Vice President of Academic Services. (See Cancellation of Classes for more information).
- The college will aim for a class size average (on campus) of 15.0 although some programs (i.e., nursing, cosmetology, HTM) by their very nature, may be excepted; The college schedule cancellation rate (for under-enrollment) will aim to not to exceed 20%;
- A variety of skills improvement options will be scheduled so that students can progress reasonably in improving their academic skills.

Students who wish to add a course after the first week must complete the appropriate form and have the request approved by the instructor. Students may not add a course after the census date.

Variety, flexibility, efficiency

- A variety of courses will be offered to reflect both depth and breadth;
- Classes will be scheduled at a variety of times that meet the needs of a wide range of students;
- The schedule will be efficient in promoting classes that are neither too small nor too large;
- Students will be able to complete any LCC degree/certificate program whether they attend evening or day classes;
- Classes will be scheduled in ways that accommodate programs that have less flexibility;
- The schedule will offer students a range of delivery models, including distance learning and "face-to-face" classes;
- A student should be able to graduate from LCC in two years (excluding remediation);
- A student should be able to attend part-time;
- Because session-building and class-building are critical elements of the schedule process, only the appropriate dean, Vice President of Academic Services, or the President may authorize changes in the schedule.

Equity

- Adjunct faculty who are asked to teach under-enrolled classes will be offered full pay;
- Additional pay for independent studies is not permitted for full-time faculty;
- Full-time faculty are encouraged to include teaching load, FTE enrollment, and independent studies in their performance annual evaluations;
- Full-time faculty are expected to teach full loads, as defined by college policy, each semester unless they have received prior approval for a reduced load from the President or his/her designee.

ADVISORY COMMITTEES

All Career and Tech Educational programs receive input and direction from advisory committees. Citizen's advisory committees provide information and recommendations for college programs. Fifty-one percent of the committee must be from business and industry. All meetings must have recorded minutes that are submitted to the appropriate dean. Advisory Committees meet *a minimum of once per semester/twice per academic year*. The committees are comprised of various representatives of business and industry, and reflect the communities Lamar Community College serves. Current Committees consist of:

- LCC Advisory Council
- Agriculture/HTM
- Business/IT
- Construction Technologies
- Cosmetology
- Nursing/Allied Health

CLASSROOM ASSIGNMENTS

Classroom assignments are made early in the scheduling process. Faculty members who wish to change room assignments must contact the Coordinator of Academic Services or appropriate dean to arrange an alternate classroom.

EXTRA-CURRICULAR DUTIES

Extra-curricular activities on a community college campus require active faculty leadership and participation. The functions of a faculty sponsor are defined as guidance and advising. Faculty sponsors are responsible for providing adequate sponsorship for organizational activities. When a college function becomes an all-college function, sponsorship must be increased to provide adequate supervision. In keeping with the spirit of cooperative and supportive faculty-student relationships, the entire staff should make an effort to attend all college functions.

The following policies have been adopted relative to the sponsorship of student organizations and activities. The Vice President of Academic Services or appropriate dean makes all sponsorship assignments. Any group of students who demonstrate a genuine interest and can find

adequate sponsorship may be allowed to organize a student group or college activity. The responsibility of the Vice President of Academic Services or appropriate dean is to help the potential group with direction, leadership and sponsorship. All sponsorship assignments are to be made on a voluntary basis.

The administration encourages extra-curricular involvement by every faculty and staff member.

FACULTY TEACHING ASSIGNMENTS

The Vice President for Academic Services, and the appropriate dean assign the teaching load for faculty. Full-time Arts & Sciences faculty load is 15 credit hours per semester. Career and Technical Education Faculty full-time workload is 18 credit hours per semester. Full-time faculty may be scheduled to teach in the CCOnline, LCC Online, and continuing education programs as part of the regular teaching load.

FACULTY WORKLOAD EXPECTATIONS

Duty hours for faculty are a minimum of 40 hours per week as specified in State Board Policy BP 3-80. Lamar Community College expects instructors to maintain from 15 to 30 instructional contact hours per week through classroom activities, laboratory, clinical or internship setting, plus a minimum of 5 to 10 hours per week preparation time **on campus**, 10 hours per week of assigned office hours, including student advising; and from 3 to 10 hours per week involvement in community service activities. The College President, Vice President for Academic Services and/or appropriate dean/director/division chair may assign other special duties to include committee work, task force assignments, recruitment activities, peer teacher contacts, and other instructionally related work.

All faculty will be assigned to and participate an AQIP team.

Each faculty member is to develop the 40-hour per week schedule and submit it to the Vice President of Academic Services or the appropriate dean for approval prior to the end of the second week of

class. Faculty members post schedules on their office doors prior to the census date and are expected to share schedules with Academic Services.

FIELD TRIPS

The appropriate dean or VP should approve all field trips and other authorized student travel prior to travel. Each faculty member is to file appropriate leave forms prior to taking field trips.

We are privileged to have a vehicle fleet to use for field trips and other business travel. Complete information is found on the common drive:

O:\Common\Business Office Forms\Fleet

To schedule use of any fleet vehicle, the following procedures must be followed:

- Complete a vehicle request form and obtain proper signatures.
- Get keys and packet from the Business Office.
- Fill out log sheet. (Name, destination, beginning odometer reading)

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Upon return:

- Complete log sheet. (Ending odometer reading, quantity and dollar amounts of any gas and oil purchased)
- Place credit card receipts in the packet.
- Clean up any trash.
- Lock vehicle. (If your return is during normal business hours, return packet, keys/credit cards to the Business Office. If it is after hours, please leave them out of sight under the driver's seat of the **locked** vehicle.)

The Business Office schedules transportation in college-owned vehicles for field trips upon receipt of the vehicle request form. Vehicle request forms must be turned in to the Business Office 48 hours prior to the trip. Transportation costs for field trips are charged to the department initiating the request.

Use of private vehicles for college trips is strongly discouraged and requires prior approval by the appropriate administrator.

FINAL EXAMS

Final exams are to be given on the date and at the time that they are scheduled on the Final Exam

Schedule each semester. Faculty **may not** grant a student permission to take a final exam outside of the scheduled final time. Student must petition the appropriate dean for approval. Exception will be made only under the most extreme circumstances. All courses must meet during scheduled final exam time as this day is calculated into the contact hours required by the state.

SPECIAL TOPICS

The purpose of Special Topics is to enable instructors to create new courses that do not currently appear in either the LCC catalog or the common course list for the CCCS. These courses are offered as regular classes and are open to all eligible students who wish to enroll. Special Topics courses can only be offered for one academic year and cannot be included in program plans. In order to continue offering the course, it must be submitted for approval by CCCS and added to the Common course numbering system. In some cases, these courses are one-time offerings. An instructor who wishes to offer a Special Topic must secure the approval of the Vice President of Academic Services or his/her designee.

ACADEMIC RECORDS AND PROCEDURES

ADDING/DROPPING COURSES

Add/Drop Policy

Students may add or drop courses online, or in person by contacting the Student Services Center. Any attempted schedule changes that cannot be completed online must be done in person or via student email through the Student Services Center. The Drop/Add form is available in the Student Services Center. It is the responsibility of the student to complete the form, secure all required signatures, notify the advisor of the change, and return the form to the Student Services Center. No drop or add is official until the completed form is returned and recorded. The effective date for the Drop/Add is the date the completed form is received by Student Services.

Adding/Dropping Courses

Students are financially and academically responsible for all courses for which they have registered until the student formally drops or withdraws from the course. **Notifying an instructor or advisor is not sufficient to drop or withdraw; the student must follow the formal drop or withdrawal process through Student Services.** Failure to complete the formal drop/withdrawal process, even for courses never attended, is likely to result in an "F" grade and the student incurring the cost of the course.

Adds

Students may add open classes during the first week of the term without approval. After the first week, class adds require instructor approval with instructor's initial on the add form. No class adds are permitted after the census date.

Drops

Students may drop a class at any time prior to the census date. Drops made before census date result in no financial or academic liability for the class.

Official Withdrawal

After the census date, up to the withdrawal date (80% of course completion) students may officially withdraw from a course. Students can officially withdraw online by accessing his/her portal account (Lope Access) or at Student Services. A withdrawal results in no academic grade. Students withdrawing after census date are obligated to pay the full course tuition and fees.

ADMINISTRATIVE WITHDRAWAL

Certain programs may have clearly stated attendance and other standards that could result in a student being administratively withdrawn from a course by the Vice President of Student Services. Other administrative withdrawals are granted only under exceptional circumstances such as the following:

- 1) the student is unable to take the necessary steps to withdraw (i.e., physically unable to complete the process) or;
- 2) the student has violated college policy.

Withdrawal for Emergency/Military Activation

Military and emergency management personnel who are unable to complete a course due to a call to active status under a state or national emergency have a choice either to withdraw from the course without a grade or receive an incomplete with an opportunity to complete the coursework at a later time. Documentation of official TDY assignment is required and must be approved by the Vice President of Student Services.

ACADEMIC RENEWAL POLICY

The Academic Renewal policy recognizes that a student's ability to succeed academically changes over time as life situations and maturity levels change. If approved, an Academic Renewal is recorded as a permanent change to the student's Lamar Community College academic record. A student seeking an Academic Renewal must complete the Academic Renewal petition form and attach a detailed letter explaining the rationale for the petition, reflection on previous periods of matriculation, and the reasons why the student believes he or she is now prepared for success at LCC. Requests are reviewed by the appropriate dean and are not automatically granted. When an Academic Renewal is granted, the following conditions apply:

- A renewal is granted only once;
- There must be at least two academic years between when the coursework was completed and re-enrollment in LCC;
- After returning, the student successfully completes at least six (6) semester credits with a 2.0 minimum GPA. All courses must be with a "C" grade or

better. After enrolling in a second successive semester, a student may apply for Academic Renewal;

- Previous coursework remains on the transcript, but an Academic Renewal notation also appears on the transcript. Only courses subsequent to the renewal are included in credits earned toward degree completion and GPA calculations;
- Only grades of "D" or "F" are eligible for Academic Renewal and exclusion from GPA calculation;
- Up to 30 credits of courses prior to the renewal are removed from credit and GPA calculations;
- In terms of academic and financial aid status, a student granted a renewal has the same rights and privileges as new or returning students in good academic standing; and
- Students applying for Academic Renewal are responsible for investigating the potential impact on transfer admission, veteran's benefits, and other agencies and organizations. Other institutions receiving an LCC transcript for transfer of academic courses are not bound by this policy and may choose to calculate student's transfer GPA to include all grades, even those excluded under this policy.

CANCELLATION OF CLASSES

In general, the College runs only those courses with 8 or more students. Classes with fewer than 8 students enrolled are subject to cancellation. It is necessary, in some cases, to run a course with fewer than 8 students. The appropriate notifies instructors whose courses must be cancelled.

Procedures for Contacting Students and Faculty of Cancelled Courses

To affirm Lamar Community College's caring environment for students, faculty, and staff, the College has adopted the following guidelines relating to the cancellation of classes. Their purpose is:

- to ensure that all faculty receive adequate notice of a course's status;
- to provide students whose classes are cancelled with the time they may need to meet with their academic advisors and select another class that meets their needs;
- to assist the College in managing enrollments and class-size averages;
- to encourage early and/or timely registration.

The VPAS and appropriate dean/director or faculty member meet before the start of fall, spring, and summer terms to review classes with low enrollments and to discuss the need for allowing certain classes with low enrollment to run. Factors that may guide the decision to run classes with low enrollment include the following:

- Students need the class for graduation and have no other reasonable option;
- The course is advanced with normally low enrollments but necessary to serve advanced students and maintain a high quality curriculum;
- The course is part of a new or start-up program;
- The course is needed for remediation and to ensure student success

Notification of Faculty:

- Once the decision occurs for cancellation, the appropriate supervisor contacts the faculty member about the cancellation.

Notification of Students:

The designated coordinator or administrative assistant notifies the student that a class has been canceled and encourages her or him to contact the assigned advisor. If the advisor is off contract and/or off campus, the student is encouraged to contact the appropriate dean or the LCC Counselor for guidance in selecting alternative courses.

The designated coordinator or administrative assistant also notifies the campus of canceled classes and posts door notices as needed.

CLASS/GRADE ROSTERS

Unofficial class lists are available on the Banner system and may be accessed at any time using the instructor login.

Class Rosters

Class rosters are available to the instructor online any time after registration begins. Faculty are required to check the roster against students present to ensure all students have registered. Students who register immediately before the class begins may not be on the roster. Confirm official registration with the student. Students must be registered as either credit or audit. Faculty need to check their class roster frequently prior to census date to ensure accuracy. It is required that faculty verify class rosters at the **end of the second week** of classes (census date). Class roster verification forms will be distributed to faculty electronically. Faculty must return the completed form to the Registrar. The Academic Services Coordinator will work with the Registrar to make appropriate corrections. Faculty should continue to monitor class rosters to verify corrections have been made. The Registrar's Office will investigate any discrepancies.

How to report Non-Attendance:

Log into Banner:

- open LCC webpage; lamarcc.edu
- log into Lopes Access (you will need you S# and password)
- click on Faculty tab
- down left hand side click on Banner Self-Service folder
- click Faculty & Advisor menu
- click Faculty menu
- click on summary class list
- select the term then click submit
- select your course(s) from the drop down menu
- review your roster(s)
- complete the Correction Roster form and send to the Registrar

What to check the roster for:

- If a student's name is not on the roster but the student is attending class, send the student to Student Services to add the course to his/her schedule. Please note that the instructor

signature is required to add any student to a course after the first week of classes.

- If a student's name is on the roster, but the student is NOT attending class, place the student on the correction roster with correct Student ID# (S#) and place an "X" in the delete from roster column.
- For instructors with multiple courses, **please** list all courses (CRN#s) on the correction roster even if changes are not needed.

Grade Rosters

Each instructor assigns a letter grade for each student and enters the grade in Banner **and** on Desire to Learn (D2L) no later than three (3) business days following the last day of class.

CLOSED CLASSES

Classes at LCC have a maximum class size in an effort to provide the classroom environment most conducive to student success. Students who wish to enroll in a closed class may obtain the necessary "Request to Enter a Closed Course during Registration" form from their advisor or the Student Services Center and secure the appropriate signatures from the instructor and the appropriate dean. The discretion of the faculty member and the dean will determine whether or not the request is granted

CREDIT FOR PRIOR LEARNING

Credit for prior learning (CPL) is non-college or experience-based learning that has been attained outside the sponsorship of accredited postsecondary education institutions. CPL includes learning acquired from work and life experiences; correspondence and extension courses; individual study and reading; civic, community and volunteer work; and participation in informal courses, in-service training sponsored by associations, business, government, and industry or successful completion of Colorado Department of Corrections approve CTE certificate programs.

- CPL is not awarded for experience but for college-level learning which entails knowledge, skills, and competencies that students have obtained as a result of their prior learning experiences.
- Academic credit will be awarded only for those courses directly applicable to curriculum requirements at the college of enrollment and to the student's declared certificate or degree program as outlined in college publications.
- Official transcripts shall designate all CPL awarded. Such credits are identified by specific course, number of semester credit hours, and method of the award. No letter grades will be posted for CPL.
- Faculty in the appropriate program area evaluates the CPL and award credit commensurate with learning. Only 25 percent of the program's requirements may be met through the CPL process.
- The fee for CPL is 50% of the current tuition rate for the substituted course.
- CPL cannot be used to meet residency credit requirements of certificate or degree programs.
- CPL may be applied toward the courses in the core general education curriculum only for the purpose of satisfying degree or certificate requirements. CPL may not be applied to courses in the core general education curriculum for the purpose of determining whether the core curriculum has been completed and the transcript should be stamped "core program completed."
- All work assessed for CPL must meet or exceed "C" level work. Minimum cut-off scores on standardized tests are set at "C" level work.

Methods for Awarding Credit for Prior Learning

There are five methods available for awarding CPL: standardized tests, challenge examinations, portfolios, published guides, and successful completion of a CCCS-approved Colorado Department of Corrections CTE certificate program.

LCC does not guarantee transfer of credit outside the Colorado Community College System.

Credit for Prior Learning does not meet residency requirements, nor does it contribute to eligibility requirements for financial aid or veteran's benefits.

Standardized Testing

Lamar Community College offers credit for achievement and knowledge gained outside the traditional classroom through standardized tests such as College Level Examination Program (CLEP) and the Advanced Placement Program (APP). The College charges no fees for credits awarded; however, the student incurs cost associated with administering a national standardized test. For information contact the testing center.

Course Challenge

Institutionally-approved examinations such as objective tests; essays; and oral, hands-on or simulated demonstrations will be used to evaluate the competency of student in specific courses listed in the College catalog. Examinations are the equivalent of the comprehensive final exam for the course challenged and are available at the option of and with the approval of the appropriate dean.

A student who believes he/she possesses competencies for a required course prior to registering for the course may request a "challenge" of the course from the appropriate dean. No more than one challenge of a particular course may be taken during any one semester. The course challenge form is available from the Student Services Center.

Portfolios

Currently enrolled students at Lamar Community College can earn credit for experiential learning through presentation of a portfolio. The portfolio is not merely a study of accumulated knowledge but rather an examination of learned life experiences discussed in essays and presented through publicly verifiable documentation. Faculty in the appropriate program area evaluate the portfolio

and award credit commensurate with learning. Only 25 percent of a program's requirements may be met through the portfolio procedure. The cost for a portfolio evaluation is 50 percent of in-state tuition per credit hour to be paid before a portfolio evaluation is undertaken. For more information and/or portfolio guidelines, contact the appropriate dean.

Published Guides

Military or Business/Industry Training Credit

Formal military and/or business/industry training may qualify for credit. Military credit is based on submission of a SMART (Navy and Marine Corps), AARTS (Army) or Community College of the Air Force transcript; or through a service record evaluation using American Council on Education Guidelines.

Business/Industry training credit is also awarded based on an evaluation using the appropriate American Council on Education guidelines. The College does not charge fees for credits awarded under this policy. For more information, contact the Dean of Academic Services.

COURSE SYLLABI

At least two (2) weeks prior to the first day of class, the appropriate dean must approve a syllabus for each course. Copies of the Core Curriculum are available at <https://resources.cccs.edu/education-services/common-course-numbering-system/> Common Course Descriptor classes are available for faculty use at

https://erpdnssb.cccs.edu/PRODCCCS/ccns_public_command_processor

These course descriptions and course competencies are to be used in preparing course syllabi. Syllabi forms and samples are available on the O-drive (O/Academic/Syllabi). Faculty may also need to refer to the current catalog for descriptions. Course syllabi are submitted to the Academic Services Program Coordinator. A copy of the course syllabus is to be posted on D2L for students and reviewed with students on the first day of class.

DESIRE TO LEARN (D2L)

All LCC Faculty are to use Desire to Learn (D2L) for posting syllabi, assignments, grades etc. D2L training is provided each semester. If you need assistance with D2L, contact the appropriate dean.

FACULTY SCHEDULE/ABSENCE

Each faculty member is expected to devote a minimum of 40 hours per week. Any deviation from this must be approved by the appropriate dean or Vice President of Academic Services. Faculty members will post schedules on their office doors prior to the census date. The schedule template can be found on the "O-drive" at O/Common/Campus Employees/New Log Signs/ Blank Office Hours Sign 2014.

Classes that are to be dismissed or canceled for any reason need advance approval from the appropriate dean or VP of Academic Services.

Cancellations due to instructor illness:
Faculty should notify the appropriate administrative assistant, coordinator, dean or the VP of Academic Services as soon as possible, so notification can be posted on the classroom door. Class cancellations are to be made-up at the convenience of the instructor and students.

FINAL EXAM SCHEDULE

The final exam schedule for the next semester is distributed to all faculty prior to the end of a current semester. The faculty **must include** the date and time of the scheduled final exam **in their syllabi**. All courses are required to meet during scheduled final time as this contact time is calculated into the contact hours required by the State for each course.

Faculty **may not** grant student(s) permission to take the final exam outside of the scheduled final time. Students must petition the appropriate dean or VP for approval. Approval will be granted only in the most extreme circumstances.

GRADES AND GRADE REPORTS

Faculty must clearly state their system for assessing student progress and assigning grades in the course syllabi and explain this to students during the first week of each class. For all grades of **F or U** the last date of attendance must be recorded. Faculty must submit grades in D2L, in Banner via the Web for Faculty, and copies of grade records/reports to the Coordinator of Academic Services at the end of the semester.

GRADE BOOK AND GRADE ROSTER PROCEDURES

Each instructor is required to maintain an accurate account of students' grades and attendance in a grade record. Students who are officially enrolled are listed on the census roster and again on the grade roster. It is important that the student roll in the instructor's grade record be in agreement with the grade roster. Students whose names do not appear on the printed class list cannot be issued a final grade. Grade rosters are available to each instructor online through the portal.

S/U grades are awarded to all sections of developmental studies courses (lab-based and classroom-based).

Early Alert Reports – Instructors will complete the "Early Alert Form" distributed by Academic Services. Instructors should contact Academic Services or Learning Support Services at any time with concerns regarding students' performance in class or lack of attendance.

Posting of Grades - Faculty should not post grades or allow a student to see another student's grade. Grades are available to the students through the Banner and Desire 2 Learn (D2L).

Final Grade Record/Report – At the end of each semester in addition to posting grades on D2L and in Banner, faculty will submit their detailed grade record/report which reflects grades for all areas established in the "methods of determining grades" in the syllabus. These records/reports will be submitted to the Academic Services Coordinator and will be shared with the Registrar. Electronic grade report/books are preferable.

INVENTORY OF COMMON GRADING SYMBOLS

A	Excellent or Superior
B	Good
C	Average
D	Deficient
F	Failure
I	Incomplete
S/A	Satisfactory (A-level) work in a developmental course
S/B	Satisfactory (B-level) work in a developmental course
S/C	Satisfactory (C-level) work in a developmental course
W	Withdrawal
AW	Administrative withdrawal (see section in handbook on Administrative Withdrawal)
AU	Audit

Place Holders

SP	Satisfactory Progress
Z	Grade not yet reported
R	Repeat Field

INCOMPLETE

- * The "**Incomplete**" (I) grade is a temporary grade and is designed for students who, because of documented illness or extraordinary circumstances **beyond their control**, are unable to complete their course work within the semester, **but have completed a majority of the course work (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade C or better)**.

If circumstances beyond the student's control prevent the student from completing a test or assignments after successful completion of 75% of the course, it is the student's responsibility to initiate the request for an "Incomplete" grade from the instructor. The instructor must believe that the student has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner in order to grant an incomplete grade.

In requesting an "Incomplete" grade the student must present to the instructor the documentation of circumstances justifying an "Incomplete" grade.

The instructor completes and signs an "Incomplete Grade Contract" and submits it to Student Services with final grades for the semester. Instructor must assign an Incomplete Grade on the regular grade roster in a timely fashion.

Students are encouraged to let instructors know, as soon as possible, if they are having difficulties with any part of the course. In the event that a student and instructor cannot reach resolution concerning an Incomplete, then the student should contact the appropriate dean.

Military personnel and emergency management officials who are required to go TDY in the middle of a term should contact their instructor for special consideration. Documentation of official TDY assignment is required and must be approved by the Vice President of Academic Services.

Incomplete grades which are not converted to a letter grade by the instructor after one subsequent semester (not including summer semester) will revert to an F grade. If the student would have earned a letter grade higher than an F without completing the work, faculty should be encouraged to submit that higher grade before the automatic conversion to F.

GRADE APPEALS

The authority for establishing course requirements, competencies, and outcomes, as well as for assessing (grading) student work is vested in the faculty; therefore the College's philosophy is that instructors are best positioned to make qualitative evaluations of student work. When a student believes there are inequities or procedural errors in assignment of the final course grades, including grading penalties resulting from academic dishonesty, the student may initiate the following appeal procedure:

1. Student meets with instructor to appeal the grade.

2. If no resolution is reached, the student then meets with his/her academic advisor. The advisor attempts to resolve the issue with the faculty member and communicates back with the student.
3. If not resolved above, the student meets with the appropriate dean to discuss and resolve the dispute.
4. If the student still feels that the issue has not been satisfactorily resolved, he/she may submit a written appeal explaining the dispute, relevant facts, and supporting documentation to the appropriate dean.
5. The instructor, academic advisor, and appropriate dean meet to make a decision within ten working days of the submission.
6. The decision is communicated to the student within five working days.
7. The student may appeal the committee's decision to the Vice President of Academic Services who will render the final decision within 30 days.

Academic appeals should be made in as timely a manner as possible and **must be filed no later than the semester subsequent to when the course in question was taken (summer semester not included).**

GRADUATION REQUIREMENTS

Students planning to graduate are required to meet all requirements for their degree or certificate. Students must complete an "Intent to Graduate" form and file it with the Student Services Center during the semester prior to anticipated graduation. Due dates for these are found in LCC's Academic Calendar.

A student who is within 12 credits of successful degree completion and plans to complete those credits during the summer semester may participate in commencement exercises.

In order to complete an LCC degree, a student may must earn 25% or more of the required credit hours (minimum of 15 credit hours) at LCC. Transferred credits must be documented by an official transcript that shows grades of "C" or better for those credits.

For certificates, at least 25% of credits earned must be completed at LCC. Online courses with registrations through LCC are included in LCC residency hours.

LATE REGISTRATION

LCC believes that students should be fully engaged in a course from its first meeting. Therefore, late registration for courses is discouraged, especially if a student has missed more than one class meeting. (See Add/Drop Policy for more information)

REFUND POLICY

Payments, Adjustments, and Refunds

All charges (tuition, fees, room and board) are due by census date. Students who are unable to make payment in full must make arrangements for a payment plan prior to census date. Credit is extended only in those instances where the College has an existing contract with an outside agency (this includes various forms of federal and state financial aid), or where prior arrangements have been made with the Cashier's Office.

Students who have applied for and who have been awarded financial aid must pay the difference, if any, between the actual costs and the amount awarded unless they have made prior arrangements with the Cashiers Office.

If a student adds a course creating additional charges, all charges are due at that time. A student due a refund as a result of overpayment, dropping, or other actions, may expect to receive a refund check in approximately 6-8 weeks after the Cashier's Office has received the appropriate paperwork.

STUDENT REGISTRATION HOLD/CREDIT REVIEW PROCEDURES

Transfer of Credit from Non-Accredited Institutions

Lamar Community College does not accept credit from institutions that a regional accrediting

association does not recognize or accredit, with the exception of alternative online credits approved by the Colorado Community College System. For a list of the approved alternative online credits go to: <https://lamarcc.edu/admission/alternative-credit-project/>

Transfer of Credit from Accredited Institutions

Academic courses from other accredited institutions are generally accepted in transfer to LCC. Courses that are not equivalent in content to any course at LCC can be accepted as elective credit. In either case, only courses indicating a grade of C or higher will transfer.

The College accepts courses for transfer completed at an accredited college or university or other approved institution within fifteen years before admission to Lamar Community College. Natural science courses, psychology courses, and computer courses must have been completed within the last ten years. *Note: Specific programs, such as nursing, may have other rules regarding how old a course can be to be applied to pre-requisites.*

Courses accepted in transfer to LCC may not all count toward a specific degree or certificate. Departmental requirements for various associate degrees or occupational certificates vary considerably, and therefore, the department head for a particular program determines what courses students must complete to satisfy departmental curriculum requirements.

Only credit earned in non-technical subjects is initially accepted from technical institutes that are accredited by a regional collegiate accrediting association. LCC does not accept credit from unaccredited technical institutes, business schools, or other post-high school institutes.

A student has the right of appeal the non-acceptance of transfer credit by following the academic grievance procedures listed in the student handbook.

SUMMER SESSION

Lamar Community College conducts a summer program of academic, career and technical education, continuing education, and evening degree courses. Course offerings during the day and evening depend upon student demand and interest. Instructors are paid at the part-time faculty rate based on the schedule contained in this document. Suggestions for summer course offerings should be communicated to the Vice President of Academic Services or appropriate dean.

If classes do not attract sufficient tuition-paying students to be self-supporting they may be cancelled.

Full-time faculty members are encouraged to teach in the summer program. This commitment of time, however, is voluntary rather than mandatory.

TUITION AND FEES ADJUSTMENTS

A 100% refund of tuition and refundable fees is made if a student officially drops from a course prior to the course's census date. There is no refund if the student withdraws from a course after the published census date.

Applicable tuition and fees are charged for any course added by a student prior to the course's published census date.

ADJUNCT FACULTY BENEFITS AND PROCEDURES

Adjunct faculty are paid on a credit hour basis as outlined in the current Adjunct Faculty Pay Scale. Contracts are issued after the close of enrollment for each class, and payment is made after final grades have been received by the appropriate administrative assistant. Exceptions to this payment schedule may be made for instructors teaching more than seven (7) semester hours. Requests for monthly pay under these circumstances should be made to the appropriate dean. Deadline dates for return of signed contracts determine the date the first paycheck is available

Please note that Concurrent Enrollment (CE) faculty are not subject to the pay schedule for other adjunct faculty. For more information regarding CE adjunct faculty, please contact the CE Coordinator at 336-1514. *(Amended January 2012)*

LAMAR COMMUNITY COLLEGE
ASSOCIATE FACULTY PAY SCHEDULE
2012-2013

Adjunct faculty pay is based on a per-credit-hour rate as follows:

- A faculty member with a bachelor's degree or below\$483 per credit hour
- A faculty member with a Master's degree or above\$501 per credit hour
- Distance Ed courses will be paid at the rate of\$532 per credit hour
- A.D.N.....\$31 per hour
- B.S.N.....\$38 per hour
- M.S.N.....\$44 per hour

**COURSE CANCELLATION
INCONVENIENCE FEE FOR
ADJUNCT INSTRUCTORS:**

Per State Board Policy 3-10, adjunct instructors who are hired to teach on a temporary as needed basis at an hourly rate for less than one academic year shall be paid a "Course Cancellation Inconvenience Fee" for any course cancelled within 14 calendar days of the start to include those courses removed from an adjunct instructor schedule for no fault of their own. This fee is provided to cover an opportunity cost for an adjunct instructor who may have foregone other opportunities in anticipation of teaching an assigned course. These fees are not associated with time worked. The fee shall be equal to 10% of the full course compensation the adjunct instructor would have received should the course have been instructed by them. The fee will be received for all courses cancelled within the 14 day calendar day window, regardless of whether the adjunct instructor was assigned another course to fill for the cancelled course.

EXCEPTIONS:

1. Fees will not be paid for cancellation of continuing education courses, non-credit courses or concurrent enrollment courses.
2. Fees will be paid for stacked course **only** if the cancellation results in the adjunct instructor receiving no pay for any of the associated stacked courses.
3. This compensatory fee only applies to adjunct instructors teaching within the Colorado Community College System. Employees classified as Faculty, Administrative, Professional-Technical, or Classified are not eligible to receive this fee, even when the course is being taught as an overload or during a break between contracts, such as summer terms.

**FULL TIME FACULTY
EMPLOYMENT CONTRACTS**

CONTRACTS

All nine-month (166 day) faculty contracts are in effect from the date of the faculty workshops in August and/or the beginning classes through the ending of spring semester

Part-time faculty contracts are issued on a semester by semester basis. The administration reserves the right to cancel classes based upon class size in the best interest of the total LCC educational program, State Board Policy, and/or available funding. Issuance of a contract does not imply or promise future employment.

All faculty are expected to participate in constructive planning and implementation of community service, recruitment efforts, counseling, job placement and follow-up programs in accordance with the Faculty Job Description (See "Academic" section). Contracts of employment may not be issued without prior written permission of the President. Copies of all employment contracts are filed in the HR Office.

**ACADEMIC EXPECTATIONS
OF STUDENTS**

ACADEMIC HONESTY/GRIEVANCE

In order to encourage and foster academic excellence, the College expects students to conduct themselves in accordance with generally accepted norms of scholarship and professional behavior. Because of this expectation, the College does not condone any form of academic misconduct. Academic dishonesty includes, but is not limited to, plagiarism, misuse of academic materials, cheating, fabrication, and knowingly or recklessly encouraging or making possible any of these acts.

Plagiarism is the adoption or reproduction of ideas, words, or statements of another person as one's own without acknowledgement. Plagiarism includes: copying of one person's work by another and claiming it as his or her own; false presentation of one's self as the author or creator of a work; falsely taking credit for another person's unique method of treatment of expression; falsely representing one's self as the source of ideas or expression, or the presentation of someone else's language, ideas or works without giving the person credit. A student who submits work that purports to his or her original work, but actually is not, the student has committed plagiarism.

In written work, direct quotations, statements which are the result of paraphrasing or summarizing the work of another, and other information which is not considered common knowledge must be cited or acknowledged. Quotation marks or a proper form of identification shall be used to indicate all direct quotations.

Misuse of Academic Materials includes, but is not limited to, the following: stealing or destroying library or reference materials or computer programs; stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission; receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor; illegitimate possession, disposition, or use of examinations or answer keys to examinations; unauthorized alteration, forgery, or falsification of academic

records; and unauthorized sale or purchase of examinations, papers, or assignments.

Cheating is the act of using or attempting to use any form of unauthorized materials, information or study aids in any work submitted for credit or hours in any course. Cheating includes, copying from or conversing with others during an examination, or having another person do research, write papers, or taking examinations for someone else. The submission of large portions of the same work as part of the academic work for more than one course can be considered cheating unless such submission is permitted by the instructor.

Fabrication is the invention of material or its source and its use as an authority in academic work. Fabrication includes, but is not limited to, inventing the data for a scientific experiment; inventing the title and author of a publication to use the invented publication as a source; or knowingly attributing material to an incorrect source.

Students who are judged to have engaged in any form of academic misconduct shall be subject to: (1) a zero or an "F" on the work in questions; (2) a zero or an "F" in the course; (3) other approved academic penalties as outlined in the instructor's course requirements and expectations.

The process to review these cases is

1. Instructor completes the Academic Dishonesty Form (located on the faculty portal under "Academic Honesty Form")
2. Instructor talks with the student requesting an explanation and lets student respond.
3. Instructor discusses with the appropriate dean.
4. Dean informs and discusses issues with Vice President of Academic Services
5. Dean, instructor, and appropriate others (e.g., VPAS, Coaches, Student Services Staff) meet to determine action(s) (see range of actions listed above).
6. Dean, instructor, and others who are deemed appropriate meet with student to discuss issue and discuss action(s).
7. Action(s) follows immediately.
8. Dean and/or VPAS send an official letter to student outlining the grievance, points of discussion in meeting(s), and actions(s). Copies

will be sent to the instructor, advisor, and Registrar (as needed).

9. The Student Appeal Process is outline in the Student Handbook at catalog.lamarcc.edu.

Individual departments may establish, by agreement, rules requiring specific academic sanctions.

ACADEMIC LOAD FOR STUDENTS

Recommended full-time course load is 15 to 18 credit hours per semester. Student enrolled in Career and Technical Education programs are exempt from the 18 credit limit. The maximum course load for concurrent enrollment students is 15 credits per semester. The appropriate vice president, dean or an advisor may required the student to reduce his/her semester course load.

CLASS ATTENDANCE/ PARTICIPATION

Students are expected to attend all sessions for courses in which they enroll. When circumstances make regular attendance impossible, students should report such absences to the instructor as soon as possible and make up assignments as required. If students do not attend any class sessions between the start of the course and the census (drop) date, they may be identified as a "no-show" by the instructor and dropped from the course. Online students should be aware that if they do not log in to online classes prior to the census date, they may be reported as "no-shows" as well. It is the student's responsibility to drop courses one does not attend; however the College reserves the right to drop documented "no-show" students. Being dropped as a no=show student can have significant negative consequences for students on financial aid and/or veterans' benefits.

Instructors must inform students of their specific attendance policies verbally and/or on syllabi; it is the student's duty to know an instructor's attendance policy. If a student misses numerous classes, he/she may be advised to withdraw from a course. The instructor also has the option of setting guidelines for how attendance may affect a student's grade. Participate in College-sponsored activities or other excused absence does not relieve

students from making up work missed as required by the instructor.

No extensions of vacation periods are given to students regardless of the location of their home. Absences due to late registration are considered the same as absences incurred after registration.

Instructors are required to keep accurate attendance/participation records. Several outside funding agencies, e.g. Veterans Administration, Department of Education, and the Colorado Commission on Higher Education may require the student (and College) to document the student's attendance/participation. In some instances, if attendance/participation cannot be documented, the student could be required to repay the funds received through these agencies.

DIRECTED STUDY (formerly Independent Study)

A Directed Study is not to replace a course that is on the current schedule, and is appropriate only in certain circumstances. The student and instructor must complete an Directed Study Contract which specifies the work the student must complete in order to satisfy the requirements of the course, as well as the schedule of instructor/student meetings. Approval must be received from the appropriate dean or VP and the Registrar. Please refer to page 21 of this document for guidelines on required contact time for the Directed Study.

FACULTY SUPPORT SERVICES

BUILDINGS - CLASSROOM CARE AND PROCEDURES

Rooms and Equipment

Each instructor is responsible for his/her assigned classroom during the time the classes are in session. At the end of each class period, an instructor is to check the room to see that it is in the best possible condition for ensuing classes. If anything has been moved, it should be returned to its original location. Defective equipment should be reported to the appropriate administrator. Upon leaving a

classroom, instructors must close and lock windows, and lock classroom door.

Refreshments

Refreshments may be enjoyed in the areas in which they are available. Food and beverages are **not** permitted in classrooms. Alcoholic beverages are **not** permitted on the LCC Campus.

BULLETIN BOARDS AND DISPLAY CASES

All display cases are designated for specific departments and/or divisions. It is highly recommended that all displays acknowledge the group and/or person responsible for the display. As with bulletin boards, displays may not indicate the College's endorsement of a partisan, political, sectarian, or religious position.

Bulletin boards have small signs designating them to be "departmental," "community," or "campus life" boards. This was done to give community members an opportunity (and guidelines) to post materials on designated boards and provide order for all bulletin boards.

Many "departmental" boards are designated solely for one department's use. Please ask the person(s) responsible for that particular board before posting any LCC-related materials.

LCC employees and students may post *any LCC-related* materials on "**campus**" boards without prior permission. **Please remove information when it becomes outdated.**

Students, LCC employees, and community members are welcome to post *any* materials (LCC or personal) on community bulletin boards. LCC respectfully requests that persons posting materials follow these guidelines when posting information.

1. Materials of any kind are **not** to be posted on walls or glass.
2. Posted materials should not exceed 8.5 x 11.
3. All materials to be posted must list the name and telephone number of the sponsoring

group or person.

4. Only one copy of a poster or other printed material is allowed per bulletin board.
5. No posters or printed materials should be placed over other posters nor shall already affixed posters be unnecessarily removed.
6. Materials to be posted are to be attached by masking/scotch tape, staples, or tacks and must be attached in such a manner as not to damage or deface College property.
7. The College is not responsible for loss, damage, or return of posted materials.
8. Materials to be posted may not indicate the College's endorsement of a partisan, political, sectarian, or religious position.
9. All community postings should be removed by the sponsoring group within 24 hours of the date listed on the materials. The Office of Student Life may also remove materials after the event has occurred or at the end of a semester whichever occurs first. Items that do not conform to the above guidelines will be removed immediately.

COMMUNICATIONS & MARKETING

The primary spokesperson for college affairs is the President of the College. However, for most purposes, the Director of Marketing/Communication is responsible for communication with external audiences and oversees press releases, official statements, and general news. The Director of Marketing/Communication is also responsible for the College's marketing. In an effort to coordinate and protect the College's marketing and public image, all faculty and staff are urged to:

- notify the Director of Marketing/Communication when an outside media source contacts you for information regarding LCC;
- seek review and approval of brochures, press releases, or any other public information before publishing and distributing it;
- use the College's official logos, mission, vision statements, and other standard information regarding the College.

INSTRUCTIONAL TECHNOLOGY/ EQUIPMENT AND SUPPLIES

LCC strongly supports and encourages the use of technology throughout the instructional design process (i.e. in creating syllabi, in defining assignments, in delivering content). Carts with monitors and laptops may be checked out through IT. Televisions, VCR's, projectors, and other audio-visual equipment and supplies are available through the IT. IT staff will provide assistance to faculty and staff in requesting equipment and supplies and in the operation of audio-visual equipment. Instructors and other staff are to submit requests for audio-visual equipment to IT staff a minimum of 72 hours prior to usage.

LEARNING RESOURCE CENTER (LRC)/LIBRARY

Faculty members are encouraged to utilize the print and non-print materials and services provided by staff in the LRC. Print documents and other classroom references are available for check out on an extended basis, while non-print (video tapes, audiocassettes, films and other instructional materials) are available for usage on a short-term basis. Special classroom materials to be used by students may be placed on reserve in the LRC by faculty members. Reserve materials not available for checkout, may be used by students within the LRC. Faculty members are encouraged to incorporate library usage and report writing in each course. Informational seminars on the LRC and its services can be coordinated with the LRC staff.

PHOTOCOPYING/ ADMINISTRATIVE SUPPORT

Lamar Community College's general Xerox copiers are located throughout the campus in the Betz Technology Building, Trustees Building, Administration Building, and the Library. Individuals are given a copier code specific to their position and may have more than one code if they will be active in additional duty areas. Please read the following procedures to operate the copier machines properly and efficiently.

Copier Codes:

If you do not receive a copier code from your

supervisor please contact the Business Office.

- ❖ Copier codes are assigned to each position, not to the individual. If an individual changes positions they will most likely be given a different copy code.
- ❖ The copiers in the Betz, Trustees, Administration, and Library will have all employees' account codes. The copiers in the Wellness Center and Equine Complex have limited accounts for the individuals present in the building. ∞ Please keep this mind if you will be active in any events located in a different area of the campus where you may need to make copies. Please contact the Business Office for any assistance.
- ❖ Do not share copier codes. Each code is assigned to a specific cost center that has a budgeted amount of funds for copies.
- ❖ If you have any difficulties with the copiers please follow the guided instructions the machine provides. If you continue to have difficulties please contact the Business Office.
- ❖ Students can make copies in the computer labs located in Betz by using their student account or purchase copies in the Bookstore or Library.

Colorado Community College System Copyright Guidelines

It is a violation of Colorado Community College System policy to use college equipment or services to distribute or reproduce copyrighted material except as permitted by law (e.g., the fair use doctrine) or by license from the copyright owner. Copyright protections extend to materials on the Internet.

Copyright violations include distribution or reproduction of copyrighted materials in any form without express written permission from the copyright owner; distribution or duplication of copyrighted software except as specified in licensing agreements; and distribution or reproduction, in any digital form, of copyrighted music, video, or other multimedia content without the express written permission of the copyright owner. The "fair use" provision of the Copyright Act allows limited reproduction and other uses of copyrighted materials for purposes such as teaching, scholarship or research.

Copyright protection begins the moment an original work is first fixed in a tangible medium of expression. Works first published after March 1, 1989; do not require a copyright notice to have copyright protections. Exceptions to copyright protections are works created by the federal government and works that are in the public domain. Older works may be in the public domain. Unless a work was published before 1923, you should assume that it is copyrighted.

In compliance with the Digital Millennium Copyright Act (DMCA), the College will terminate the computing privileges of computer users who repeatedly infringe upon the rights of copyright owners.

TEXTBOOKS

LAMAR COMMUNITY COLLEGE TEXTBOOK SELECTION POLICY

The Lamar Community College text selection policy is intended to address academic needs while also maintaining cost efficiencies, a benefit to both the college and the student.

Full-time faculty members or *designated adjuncts* will submit textbook recommendations to the appropriate dean for approval and forwarding to the Bookstore. Textbooks will be adopted and maintained for a period of three years unless the current text is no longer available through the bookstore. All adjunct faculty teaching core courses (including concurrent enrollment) should use the adopted texts. If for some reason the selected text no longer meets course needs, a "Request for Change" form must be submitted to the appropriate dean or Vice President of Academic Services for approval. If approval is granted, the dean or Academic VP will forward the form to the bookstore for ordering.

Faculty should require students to obtain the adopted course text(s), and should bear in mind that not using a text a student has purchased is a frequent cause of ill will and reflects badly on the college.

Faculty may obtain their own desk copies from the publisher.

The procedure for textbook selection and ordering is as follows:

1. A faculty member making a text selection completes a "Textbook Selection" form (available through the Bookstore Manager and also on the 'O' drive), and submits each request to the appropriate dean or VP of Academic Services.
2. The appropriate dean or VP approves the selection and forwards the request, which must include needed quantities, to the Bookstore for ordering. Selections are due by October 15 for Spring semester and by March 15 for Summer and Fall semesters. Timely selection and ordering of texts will allow the Bookstore to make the material available to students at the most reasonable cost.

DEVELOPMENTAL EDUCATION

GED SERVICES

LCC offers the GED Exam. The GED Exam is administered on campus by appointment. Contact the testing center for assistance with GED services.

PROGRAM INFORMATION

Transfer Guarantee

The A.A. or A.S. degree will transfer to all Colorado public 4-year colleges and universities with the following requirements. At least 60 hours of the A.A./A.S. degree will transfer completely.

If the student

- Is admitted to a baccalaureate liberal arts and sciences major in Colorado's public four-year institutions.
- Has completed the A.A. or A.S. degree including 35 credits of state guaranteed general education courses, **AND**
- Has earned a C grade or better in each course.

Then

The student is also guaranteed to be able to finish a liberal arts and sciences baccalaureate degree in another 60 hours.

Credit earned for prior learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit may not apply. The institution to which the student wishes to transfer will evaluate these credits according to its own policies.

Only academic courses with a letter grade of "C" or better will be accepted for transfer; courses with grades of "F," "D," "IP," "I," "S," "U," "AU," and "Z" are not transferable. If a course is taken pass/fail or satisfactory/unsatisfactory, the grade must be "C" or better to be satisfactory or passing.

Upon completion of the Transfer Core all core classes will be guaranteed to transfer. If the Transfer Core is not completed, courses will be evaluated on a course-by-course basis.

Completion of both the Transfer Core and an A.A. or A.S. degree with a grade of "C" or better in each of the courses in the Transfer may qualify student to transfer under the State wide Transfer Policy (60 + 60), but does not guarantee it.

Students who began classes in the fall of 2003 or after must follow the guidelines established for the Guarantee Transfer Courses.

Student Appeals Policy

May be filed under the following circumstances:

- graduated with an A.A./A.S. degree,
- completed 35 credits of state-guaranteed general education courses, and
- earned a C grade or better in each course, AND your transcript evaluation indicates that you need more than 60 hours to complete your bachelor's degree, or your state-guaranteed courses are NOT applied to graduation requirements.

For a complete copy of the Colorado Commission on Higher Education's Transfer Policy, please see www.cccs.edu/EdServices/TransferPolicy.html or www.highered.colorado.gov/Academics/Transfers/

FACULTY EVALUATIONS

Faculty will be evaluated according to their documented responsibilities, job description and the ability to meet program, college and Board goals related to their areas of responsibility. These documented responsibilities and goals will determine the specific focus of the faculty member's work and evaluation in the two principal evaluate categories: teaching and service.

These categories shall have the following weights in the evaluation: Teaching, 70 percent; Service 30 percent. Compliance with State Board policies and System President's procedures is a requirement of all State System employees; noncompliance will be an overall negative factor in a faculty member's evaluation.

Refer to System President's Policy 3-31 for specific information related to evaluation categories, evaluation procedures and definitions of performance ratings.

FACULTY STATUS REVIEW

The VPAS and Faculty Senate have defined a process for faculty status review. This process is used when a provisional faculty member wishes to move to regular status. The process is as follows:

- 1) Provisional faculty member submits a letter of intent to their supervisor (Dean).
- 2) The dean schedules a meeting with VPAS and President to discuss faculty member's performance. Dean supplies supporting documentation (e.g. student evaluations, annual evaluations, etc).
- 3) Meeting occurs and decision made.
- 4) President forwards decision letter with details to faculty member with suggested follow-up meeting date.
- 5) Follow-up meeting ensues with faculty member, Dean, VPA, and President.
- 6) This process must be completed by May 1st or earlier each year.

ADMINISTRATIVE

PRESIDENT'S ABSENCE

In those cases where the President is off campus, generally for one day or more, the Vice President of Academic/Student Services serves as Acting President. In those cases where the President and the Vice President of Academic/Student Services are both off campus, generally for one day or more, the Vice President of Administrative Services/Institutional Effectiveness serves as Acting President, followed by the Dean of Academic Services,

ADMINISTRATORS WHO TEACH

LCC administrators may teach provided they follow the below guidelines:

1. Teaching during regularly scheduled work hours:

In general, it is assumed that full-time administrators do not have adequate time to teach during their regularly scheduled work

hours, but in those cases where the Vice President of Academic Services and/or appropriate dean determines that the college's interests would be best served by having an administrator teach during his/her regularly scheduled hours, the following choices apply:

- The administrator may plan to 'make up' the work time. The administrator should put in writing how he/she intends to 'make up' the time missed during the regularly-scheduled work hours and this recommendation should be approved by the appropriate dean/director and the administrator's supervisor in advance of the semester; in these cases, the administrator is paid for teaching.
- The administrator may plan not to 'make up' the lost time. In those cases where the administrator, the immediate supervisor, and VPAS/Dean determine that there is not 'make up' time, the administrator may teach during regularly-scheduled hours, but the administrator is not be paid for teaching (the college will issue a \$0 contract for services).

2. Teaching at times other than regularly scheduled work hours:

Administrators may teach at times other than regularly scheduled work hours. In these instances, the administrator is paid for teaching.

In general, the discussions about when and under what conditions an administrator teaches are presumed to be collaborative, designed to meet the needs of both the college and the administrator's work. In addition, administrators are expected to fulfill all responsibilities of their full-time position. In all cases where an administrator teaches, the VPAS/Dean who authorizes a contract for services is advised to attach documentation regarding the arrangements to which both parties have agreed to the contract

ADVISORY COUNCIL

The College Council is an advisory group of local citizens which advises the President on community needs and opportunities for LCC. The Council

advises the President concerning local issues and services desired. The Council generally meets four times per year on the fourth Tuesday of the month. Meetings are open to the public. Anyone who wishes to address the Council may do so by submitting the request to the President's Office in writing one week prior to the meeting.

ANNUITY PLANS FOR EMPLOYEES

The State Board for Community Colleges and Occupational Education has approved investment plans in which college employees may participate. These plans provide avenues for investment and the advantages of payroll deduction. Such deposits are not normally taxed as current income. Details are available from the HR Officer in the Business Office.

AQIP STEERING COMMITTEE

This committee functions in conjunction with the President's Council and is led by the Accreditation Liaison Officer. The purpose of the committee is to ensure continuous update and improvement of product, systems portfolio and documents related to NCA accreditation.

BACKGROUND CHECKS

LCC reserves the right to conduct a criminal, credit and/or department of motor vehicle background check on a current employee. For employees hired prior to February 1, 2006, written authorization from the employee is obtained prior to conducting a background check. HR annually checks driving records of employees whose position responsibilities include operating a state vehicle. Employees and volunteers are required to notify their immediate supervisor if they are convicted of a felony or other offense of moral turpitude that adversely affects the employee's ability to perform the job or has an adverse effect on LCC and/or the CCCS. Notification must be given no later than five (5) days after the date of such a conviction. Employees whose position responsibilities include operating a state vehicle are required to notify their immediate supervisor if their driver's license is suspended, revoked or canceled no later than five (5) days after the date of such action. The immediate supervisor is responsible for reporting to the appropriate departments.

After an employment finalist has been identified an offer of employment can be made, but the final hire must be contingent upon a successful background check. The background check is to be completed after an offer of employment has been made.

To assure confidentiality of all applicant information, the HR Office centrally coordinates the criminal/credit/driving history check process. Results of background checks that make a finalists' suitability for employment questionable are reviewed by the HR Director. The HR Director consults with the appropriate executive staff member and the hiring supervisor to render a determination.

For detailed information regarding background checks refer to: <https://www.cccs.edu/wp-content/uploads/2012/08/SP3-10a.pdf>

CAMPUS ADVOCATE

LCC strongly encourages employees to attempt informal resolution of complaints, concerns, and grievances first. LCC has a Campus Advocate (the HR Officer) to whom employees may take concerns or questions anonymously. The following guidelines apply to the Campus Advocate's (CA) role:

- the CA serves as liaison between campus community and President;
- faculty and staff who have concerns are still strongly encouraged to meet with the President directly;
- however, for those who wish to express concerns anonymously, the CA is available; it is important for those who wish to talk to the CA to identify that this is a CA concern; otherwise, the HR Officer will assume that this matters falls within the course of her/his personnel work;
- the CA will provide a monthly report to the President that outlines the number of concerns, the number of persons who have raised concerns, and the general nature of those concerns;
- in some cases, the CA may meet immediately with the President to review a concern;
- the President will respond verbally to the CA, in writing to the CA, or in the LCC newsletter;

- the CA has an e-mail account and a phone number which may be used for contacting the CA.

DATA BACKUP – SYSTEM RULES AND POLICIES

Document retention is up to each department and individuals within that department to determine how long to retain information, how to store it, when to destroy it, and the means of destruction in order to meet legal guidelines and state requirements.

E-MAIL

E-mail mailboxes are not to be backed up in accordance with the System President's Procedure 3-125A. This includes what is commonly referred to in MS Outlook as the Incoming mailbox, Sent mailbox, Deleted Items mailbox, Calendars, Contacts, and Public Folders. All of these data sources constitute a single file on the email server and cannot be backed up separately with current technology. Personal folders created and managed by individual users are however stored as separate files on their personal server drives. Documents in these folders are no longer treated as e-mail but rather as stored documents. Each individual is responsible for the content and management of his/her personal folders. These personal folder files are backed up as part of the routine daily and monthly backups and can be restored as until the tape media is reused.

ACCESSING YOUR E-MAIL VIA THE WEB

(Use these instructions from non-campus computers with Internet access.)

1. Open an Internet Explorer Browser Window.
2. Access Lamarcc.edu website and click on "webmail" under Faculty and Staff menu (Left "Information for" menu) or enter <https://owa.cccs.edu/exchweb/bin/auth/owalogon.asp?url=https://owa.cccs.edu/exchange/&reason=0> in the address field in the upper left hand part of the screen. Do not use www in the address.

3. When the Microsoft Outlook Web Access screen appears, type lcc\ and your "Windows User Name" (e.g. J_Smith) in the "Log On" field.
4. Type in your Windows Network password.
5. Click "OK."
6. Your Outlook Web Access screen will appear.
7. For Security Purposes **ALWAYS LOG OFF** you will find a button labeled "Log Off" on the lower left hand corner of the screen.
8. Close your Browser.

DATABASES

Due to individual needs and technical aspects, it is the responsibility of each database owner or a database administrator to determine the best method of backup and recovery. The person responsible for the database should work with CCCS staff in scheduling backup procedures. This may include using special software to backup open databases, or setting a schedule to create database dump files.

TAPE MEDIA ROTATION

Windows servers are backed up with a full system backup once a month, and a daily differential job Monday-Friday. The monthly full backup media is retained for one calendar year after which time the media will be considered as reusable. The daily differential media is retained for eight weeks and reused after that time.

OFFSITE STORAGE

Tape media from the most recent monthly backup is maintained on site. Prior monthly backup media is rotated to an offsite storage location for disaster recovery purposes. Daily differential media is kept on site.

Reference:

<http://www.rightchoice.org/Sbccoe/Policies/SP/Web/SP3-125aRev082501.htm>

DIRECTORY OF LCC SERVICES

Updated staff directories are circulated via email from the President's office.

DUTY DAYS FOR FACULTY

220 Day Contract Faculty:

Faculty members on 220 day contracts have 40 days off. These consist of **10 Designated Holidays** (those that are awarded by the state) and **30 off duty days**. These days do not include personal days or sick leave days that you accrue. If you take **any days or partial days that the campus is open** you are required to submit a leave request. Off duty and personal days off are to be scheduled with and approved by your supervisor **prior** to use.

166 Day Contract Faculty

Faculty members on 166 day contracts are awarded the following holidays and days off during their contract:

Labor Day, Thanksgiving vacation, Christmas vacation (from 5:00 p.m. the day grades are due to the scheduled date of return after January 1), and Spring Break.

If you are absent ANY other days during the school year, you must use a personal day or sick leave.

Personal Days:

A maximum of sixteen (16) hours per year sick leave may be granted to Regular Faculty for personal reasons. Faculty may carry over from year to year a maximum of sixteen (16) hours of sick leave designated as leave for personal reasons; provided that no more than thirty-two (32) hours of sick leave designated as leave for personal reasons may be used in any year; and provided that no more than sixteen (16) hours of sick leave designated as leave for personal reasons may be used in any week.

Sick Leave:

166 day faculty have 90 hours (11.25 days) of sick leave per academic year.

220 day faculty have 120 hours (15 days) of sick leave per academic year.

EVALUATION OF EMPLOYEES

Every employee at LCC has an annual evaluation.

Faculty: see "Faculty Evaluation"

Classified: See HR Office

Administration: See O/Common/ Business Office forms

Employees under the State Personnel System are evaluated under regulations promulgated by the State Department of Personnel. Classified employees can contact the HR Office for details on this evaluation process. (336-1572).

For more information on faculty evaluation refer to:

<https://www.cccs.edu/wp-content/uploads/2012/08/SP3-31.pdf>

EMPLOYEE OF THE YEAR AWARDS

Employee of the Year awards are the highest honors bestowed upon staff and faculty members at Lamar Community College.

Selection Process:

Each fall, the HR director calls for nominations in the categories of Classified, Administrator/Pro-Tech, Full-time Faculty, and Adjunct Faculty. Nominations are accepted from any full-time staff or faculty member. Once nominations close, an electronic ballot including nominees' names and categories is sent to all on-campus employees.

Voting is closed, and awardees are announced prior to Winter Break.

Recognition:

All winners are recognized on campus and in the community. Full-time faculty, classified, and administrator awardees are also invited to CCCS recognition events held the following spring.

The marketing director creates bios on all awardees and takes headshots to create a press release and submit to the system (if applicable).

All awardees are also recognized on permanent plaques located in the Betz Technology Center upper atrium alcove.

EXECUTIVE PLANNING TEAM

The Executive Planning Team (EPT) is comprised of the College President and the Vice Presidents. The

EPT generally meets every Monday to discuss planning, budget, personnel, and operational issues.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA (also known as the Buckley Amendment) was created for three purposes. The first two are to ensure that students have ability to review and amend their educational records. The third purpose is to restrict access to those records to a limited number of officials on a "need to know" basis.

ALL students are protected by FERPA regardless of age. FERPA also protects, forever, all student information collected while the student is enrolled. This federal regulation applies only to "educational records." We are obligated to abide by this federal regulation.

FINANCIAL AID

A variety of financial assistance plans are available to students. Information about financial aid programs, the method by which aid is distributed, rights and responsibilities under any financial aid program, the cost of attending Lamar Community College, and policies and procedures of the financial aid program are available through the Director of Financial Aid. The office is located in the Betz Technology Building, Student Services Center.

GRIEVANCE PROCESS

Due process for faculty is described in BP3-20 and its attendant procedures.

<https://www.cccs.edu/wp-content/uploads/2013/09/SP3-20b.pdf>

In accordance with BP3-50 Employee Grievances, the following steps apply to regular faculty, contract staff, and college administrators at LCC. (Classified staff must refer to the System's standard grievance process for classified staff.)

Grievable Offenses

Except as is noted in BP3-50, an employee may grieve any action that violates or inequitably applies Board or College policies or procedures, and that

adversely affects the employee's working conditions. Grievances must be filed within 14 days of the date the employee knew or reasonably should have known about an action.

Nongrievable Matters

The following matters are not grievable under BP3-50 except as noted:

matters over which the employer has no authority to act, evaluations, dismissals, non-renewals, reductions-in-force, suspensions, disciplinary actions (see Board policies on due process), reassignments except that a reassignment of a regular faculty member which results in a reduction of pay or a loss of due process rights shall be grievable.

<https://www.cccs.edu/wp-content/uploads/2012/08/BP3-50.pdf>

<https://www.cccs.edu/about-cccs/state-board/policies-procedures/sp3-50a/>

<https://www.cccs.edu/wp-content/uploads/2014/09/SP-3-50b.pdf>

What are the steps in a grievance?

1. LCC strongly encourages employees to attempt informal resolution of grievances first. LCC has a Campus Advocate (the Personnel Officer) to whom employees may take concerns or questions anonymously. The following guidelines apply to the Campus Advocate's role:

- the Campus Advocate serves as liaison between campus community and President;
- faculty and staff who have concerns are still strongly encouraged to meet with the President directly;
- for those who wish to express concerns anonymously, the Campus Advocate is available; the Campus Advocate cannot take anonymous concerns; however, in conversations with the President; the Campus Advocate may protect the identity of a person who has raised an issue;
- it is important for those who wish to talk to the Campus Advocate to identify that this is a Campus Advocate concern. Otherwise, HR Officer will assume that this matter falls within the course of her/his personnel work;

- the Campus Advocate will provide a monthly report to the President that outlines the number of concerns, the number of persons who have raised concerns, and the general nature of those concerns;
- in some cases, the Campus Advocate may meet immediately with the President to review a concern;
- the President will respond verbally to the Campus Advocate, in writing to the Campus Advocate, or in writing in the LCC newsletter;
- the Campus Advocate has an e-mail account and a phone number which may be used for contacting the Campus Advocate.

2. In those cases where a grievant has exhausted informal resolution or chooses to bypass it, the grievant will attempt formal resolution of a grievance. The grievant must submit a written, signed grievance to the President. In those cases where the grievance is about the President, the grievant may submit a written, signed grievance to the Executive Vice President. Formal grievances should be submitted within 14 days of the date the employee knew or should have known about the action. Formal grievances should provide details sufficient for the President or the appropriate Vice President and the grievance review committee to understand the grievance; the grievant is encouraged to include desired outcomes as well.

3. The President (or appropriate Vice President) will name a grievance review committee of three persons including the Personnel Officer/Campus Advocate and will provide the committee with a written charge that includes the scope of the grievance review committee's work (for example, will it review only the written grievance? Will it conduct a meeting to allow the parties to present their issues?) In no case shall the grievant or the College be accompanied by legal counsel in this review. This committee will make a written recommendation to the President (or appropriate Vice President). The review and written recommendation will address only those issues or concerns presented in the formal written grievance. The grievance review committee shall convene and deliver a written recommendation to the President or the appropriate Vice President within fourteen days of being charged with the review.

4. All timelines may be waived with the agreement of both parties.

5. The College President shall make a decision regarding the grievance within a reasonable time, usually within 14 days of having received the written recommendation from the grievance review committee. If the President agrees with the grievance review committee's recommendation, the decision is final. If the decision of the President and the recommendation of the grievance review committee differ, the grievant may appeal the decision to the System President.

6. The decision of the System President is final. The grievance processes for students are articulated in the Student Handbook (located in the College catalog). They include grievance (or appeal) processes for academic, administrative, equity, and ADA matters.

For more information reference:

<https://www.cccs.edu/wp-content/uploads/2012/08/BP3-50.pdf>

<https://www.cccs.edu/wp-content/uploads/2012/08/BP3-50a.pdf>

<https://www.cccs.edu/about-cccs/state-board/policies-procedures/sp3-50a/>

<https://www.cccs.edu/wp-content/uploads/2014/09/SP-3-50b.pdf>

GRIEVANCES (classified staff)

Please refer to the Classified Staff Handbook for this procedure. A copy is available in the Human Resources Office.

HANDLING OF CASH AND CHECKS

All cash and checks are to be turned in to the Cashiers Office by 4:00 p.m. daily unless arrangements have been made by the Cashiers Office to collect or pick up the cash or checks.

HEALTH CENTER

The Lamar Community College Campus Health Center provides ambulatory health services for students, staff and faculty, and their family members. The Campus Health Center is located in the Wellness Center and is open during Fall and Spring semesters (see posted hours). Hours for the clinic may change from semester to semester. For an appointment call 336-0261 (High Plains Clinic) or 336-1683 (Campus Health Center). For emergency health services call 911 or visit the emergency room at Prowers Medical Center.

HIRING PROCEDURES

The process for hiring new employees is available in the Human Resources office. All searches are expected to be conducted in accordance with this process.

INSURANCE (Health)

The State Board for Community Colleges and Occupational Education makes available an insurance package for all full-time contractual employees. A similar plan is available to all classified employees through the State Personnel System. Details of the plans currently in effect may be obtained from the HR Office.

ISSUANCE OF KEYS

Individual supervisors recommend the issuance of keys for their respective staff. Distribution of keys is managed through sign-off on a key request form. The approval form must be signed by the President or Vice President. Keys are then issued through the Director of Facilities Management. Under no circumstances should any issued keys be duplicated. If a key is lost, misplaced, or destroyed, the staff member must report this immediately to the President or Vice President. There is a fee of \$10.00 per key to replace lost keys. Staff and faculty should not lend keys to others or open doors and buildings for persons whose presence has not been authorized.

LEAVE/LEAVE REPORTING FOR EMPLOYEES

Faculty: See "Duty Days" on page 45

Administrative, Exempt and Pro-Tech Contracts: These employees are awarded 10 holidays per year. In addition they accrue 15 hours of annual leave and 10 hours of sick leave per month. Administrative and Exempt employees DO NOT accrue compensatory time. Pro-tech employees who are also classified as Exempt DO NOT accrue compensatory time. Pro-tech employees will need to check with the HR Director to determine whether or not they are also classified as Exempt.

Classified Employees:

These employees are awarded 10 holidays per year. Compensatory time can only be accrued if **PRE-APPROVAL** is granted **in writing** by the supervisor. Please consult with HR regarding guidelines for accrual of leave and leave requests.

The provisions for various types of leave appear in SP 3-60a.

LCC utilizes the Banner Portal Leave System. All new employees are provided instructions for use of the leave system applicable to their position in their orientation packet.

Current employees who need assistance with the Banner Portal Leave System should contact the HR Office at 336.1572.

For more information reference:

<https://www.cccs.edu/wp-content/uploads/2012/08/BP3-160.pdf>

Administrative Leave for K-12 Academic Activities

LCC employees who are the parents or legal guardians of a child or children enrolled K-2 are encouraged to participate in academic activities for their children. Those activities include parent-teacher conferences, meetings related to special education services, response to interventions, dropout prevention, attendance, truancy, and disciplinary issues.

An employee must submit a written request to their direct supervisor which outlines the scope of the academic activity. The written request must include the date(s) and time(s)

of the requested leave. Approval must be obtained in advance.

The College retains the right to deny a request based on the business needs of the institution. LCC policy is that no employee shall take leave during the week prior to and the first week of classes, or during the last two weeks of classes unless it is an emergency situation.

Full-time employees shall be eligible for up to forty-eight (48) hours per fiscal year, not to exceed six (6) hours in any one-month period, of paid administrative leave for **approved** K-12 activities.

Part-time employees shall be eligible for a portion of the leave specified for full-time staff based on the percentage of a full-time schedule which is defined as forty (40) hours per week.

For detailed information:

<https://www.cccs.edu/wp-content/uploads/2012/08/SP3-60B.pdf>

PREGNANT WORKERS FAIRNESS ACT

Pregnant employees requiring accommodations under [House Bill 16-1438](#), the Pregnant Workers Fairness Act (the Act), should notify Human Resources. The Act amends Colorado's Anti-Discrimination Act (CADA) to require employers to provide applicants and employees with reasonable accommodations due to all health conditions "related to pregnancy or physical recovery from childbirth, or a related condition."

MASTER CALENDAR

The President's office maintains a master calendar in Outlook (intra-campus) and web events calendar (available from our website). All faculty and staff are encouraged to inform the President's Administrative Assistant of upcoming events.

NEWS ITEMS

Any information which might be appropriate for publication for the college should be sent to the Marketing Director.

NON-DISCRIMINATION STATEMENT

Lamar Community College does not discriminate on the basis of race, color, creed, national origin or ancestry, sex, sexual orientation, religion, veteran status, pregnancy status, genetic information, age or disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 503 & 504 of the Rehabilitation Act, VEVRAA, Age Discrimination Act, and Title II of the ADA. Inquiries may be directed to the Human Resources Director, Lamar Community College, 2401 South Main, Lamar, CO 81052 (719) 336-1572 or to the Office of Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Suite 310, Denver, CO 80204.

OFF-CAMPUS COURSES

The educational resources of Lamar Community College are made available to citizens throughout Southeastern Colorado through on-campus classes and outreach programs in Prowers, Baca, Kiowa, and Cheyenne Counties. These Continuing Education classes serve the educational needs of individuals who are unable to devote themselves to full-time study. Services include: Classes for professional upgrading or re-training, core curriculum classes for academic transfer, and personal interest. Evening/Weekend Associate Degree Programs are offered on and off campus when sufficient demand dictates.

OVERLOAD PAY

Overload pay is paid to:

- academic faculty who teach more than 30 credit hours per academic year.
- CTE faculty who teach more than 36 credit hours/270 contact hours per academic year.

PAY CHECKS

All paychecks must be direct deposit and notification of direct deposit for all employees is sent electronically.

PHYSICAL PLANT

Proper use of facility use forms and maintenance requests are valuable and mandatory. They can be found on the "O" drive under Common/Business Office Forms and on the Portal.

PROFESSIONAL DEVELOPMENT/ TRAINING

LCC is committed to providing professional development and training opportunities for all faculty, staff, and administrators.

Exempt staff and administrators who wish to participate in professional development are encouraged to submit a written proposal outlining their request. Faculty are encouraged to follow CCCS policy SP 3-65 for their requests. It is important to remember that professional development may consist of release time, travel support, room and meals support, tuition waivers or other support, conference fees, mentoring opportunities, college professional development days. Exempt staff and administrators must submit their requests to the president, who will review the request with the Executive Planning Team.

A faculty or staff member who wishes to request leave for professional development is encouraged to refer to BP 3-65. Professional leave may include release time from teaching duties, release time to pursue credential attainment, or other professional leave requests. Note that while this BP allows for sabbatical leave for teaching faculty, sabbaticals are difficult to come by in the current economic environment. Therefore, the Vice President of Academic Services encourages faculty and staff to refer to page 2 of BP 3-65, under 'professional,' for requests. The LCC process for applying for leave for professional development is:

1. Faculty member writes to the Vice President of Academic Services to explain the nature of the leave and the specifics of the request (sends copy of the request to an immediate supervisor).
2. The Vice President of Academic Services responds in writing.

3. The request and the response by the Vice President of Academic Services is kept in the employee's personnel file.
4. If leave is granted, the employee completes a leave request for release time.

Faculty Training Opportunities

- The IDEA Classroom Evaluation provides faculty members with summary reports of student evaluations of their classes and offers the opportunity to identify professional development activities.
- Regular opportunities are provided by LCC for faculty members to improve and refine their teaching skills.
 - Faculty Senate is available to all faculty.
 - Classes may be visited at any time by LCC staff/faculty.
 - Participation in various LCC committees is encouraged.

PUBLICATIONS

In an effort to ensure that LCC projects a consistent professional image, all publications must be reviewed by the Marketing Director before being released.

PURCHASING PROCEDURES

LCC has an approved purchasing procedure that conforms with State procurement rules. Questions regarding purchasing should be directed to the Business Office. Forms and instructions can be found on the "O" drive - 0/Common/Business Office Forms

SABBATICAL LEAVE

State Board Policy SP 3-65 contains the criteria for sabbatical leave. However, LCC and most colleges have lacked the funds to support sabbaticals over the past several years, and it is highly recommended that faculty and staff refer instead to the 'professional development leave' section of SP3-65. (January, 2012)

<https://www.ccs.edu/wp-content/uploads/2013/09/SP3-65.pdf>

SCHEDULING OF MEETING ROOMS

Individuals or organizations interested in using LCC facilities should contact the President's Administrative Assistant.

LCC faculty and staff may reserve meeting rooms by contacting the appropriate administrative assistant to check availability of the room. If the room is available, a "Facility Reservation Agreement" form will be sent to the requester via email. The requester applies their electronic signature and returns the form via email.

As a State Community College, Lamar Community College makes its facilities available for use by area organizations when they are not in use for classes or other scheduled College activities. The use of the College-owned facilities cannot conflict with Lamar Community College operations or the State of Colorado Statutes, Fiscal Rules, and other Proclamations. LCC is a state-supported institution, and rental rules and charges are based on recovering actual costs to the College for use of any of its facilities.

Use of the Residence Hall is scheduled through the Coordinator of Residence Life and the cafeteria through the Cafeteria Manager. Use of the President's Conference Room, West Betz Technology Center Conference Room, TR 114 and TR 121 is scheduled through the Administrative Assistant to the President.

SOCIAL MEDIA POLICY

Lamar Community College is increasingly utilizing current social media technologies and exploring additional options as they become useful to the college and its students and employees. The use of social media websites (e.g., Facebook, LinkedIn, and YouTube) is becoming common for LCC's departments, students and employees. These communication tools have the potential to create a significant impact on how the college communicates with its publics (listening as well as speaking), on the college's image and branding as well as on college-wide and departmental public relations and promotional efforts. Effective use of social media can help the college leverage its limited resources and has the ability to change how the college communicates. It can encourage action, enhance advocacy efforts, improve staff

efficiency, and can lead to additional fundraising opportunities.

It is the intention of the college to have one primary presence on each social media site that drives viewers to the college's website. The college will strive to eliminate existing unused or duplicative accounts to avoid confusion.

LCC's Social Media plan applies to all LCC employees and student employees and is accordance with System President's Procedure (SP) 3-125f: Operation of Official Social Media Accounts and Student/Employee Social Media Conduct.

This plan applies only to social media accounts created for the express purpose of officially representing LCC, its groups, departments, and programs, and does not apply to personal social media accounts. College employees acting in an individual capacity should exercise caution to communicate clearly that they are not acting in a representative capacity, or expressing the views of the College.

LCC Marketing, college administrators and authorized employees may monitor the operation of college-authorized social media accounts, and the conduct of employees/students in using them to help ensure conformance with this policy.

College administrators reserve the right to examine, use, and disclose any content found on official social media websites in order to further the health, safety, discipline, or security of any student or other person, or to protect property.

Consequences for Violation

As per SP 3-125f, violations of State Board policy and the LCC plan may result in disciplinary action in accordance with applicable employee/student conduct policies and may include any appropriate legal action.

For definitions, procedures, and details of this policy, refer to entire Social Media Policy located at:

<https://www.cccs.edu/wp-content/uploads/2012/08/SP3-125f.pdf>

TRAVEL

Use of College Vehicles:

We are privileged to have a vehicle fleet to use for field trips and other business travel. All staff who are required to travel off-campus may request the use of a college vehicle if they choose. Such requests are to be submitted for approval to the respective vice president or dean, and vehicles are assigned on a first-come first-served basis. Cost of the use of college owned vehicles is charged to the employee's cost center.

Use of private Vehicles for college trips is strongly discouraged and requires prior approval by the appropriate administrator. If use of private vehicle is approved, an allowance of \$.51/mile is provided. (January, 2013)

SEE ALSO: Field Trips – "O" Drive – Common/Business Office Forms/Fleet.

To schedule use of a college vehicle, the following procedures must be followed:

- Complete a vehicle request form and obtain proper signatures.
- Get keys and packet from the Business Office.
- Fill out log sheet. (Name, ss#, destination, beginning odometer reading)
- Upon return:
 - Upon return complete the log sheet. (Ending odometer reading, quantity and dollar amounts of any gas and oil purchased)
 - Place credit card receipts in packets.
 - Clean up any trash.
 - Lock vehicle. (If your return is during normal business hours, return packet, keys/credit cards to the Business Office. If it is after hours, please leave them out of sight under the driver's seat of the **locked** vehicle.)

Vehicle request forms must be turned in to the Business Office 48 hours prior to the trip. Transportation costs are charged to the department initiating the request.

For all rules and regulations and other information related to use of vehicles, go to "O"/Common/Business Office Forms/Fleet.

Reimbursement –

Meal allowance is based on destination rates, and a "DAY" is defined as beginning at 12:01 a.m. and ending at 12:00 p.m. *Same day travel remains the same: No meal allowance.*

Note: Fiscal Rules permit state travelers to claim the allowable meal per diem rates on their travel expense reports to reimburse them for meals that they had to provide for themselves while traveling. An employee in travel status for a full day, with no meals provided free of charge (i.e. lunch at a conference), could be reimbursed for the maximum per meal per diem allowance, up to the maximum allowable daily meal per diem rate for the location.

Out-of-State Travel

Out-of-state travel requires the completion of an "Out-of-State Travel Request and Authorization" form. This form must be signed by your immediate supervisor, the Vice President of the Department, and receive final approval and sign off by the President. Notification of approval must be received before any registrations, scheduling of fleet vehicles, hotel reservations or airline arrangements are made.

USE OF EQUIPMENT

College facilities, equipment and materials are to be used for the benefit of the College and the community. Equipment may be checked out for a limited time period only with the President's Administrative Assistant or designee(s) and as permitted in State Fiscal Rules.

VENDOR BOOTHS

Lamar Community College welcomes non-profit and for-profit booths on its campus. It requests that vendor visits are limited to one per semester and no more than one vendor be in any one building on any given day. LCC charges \$35.00 per day (no prorating) per booth space. Unless other arrangements are made, LCC can set up a 6 - 8" table and one chair. The fee may be waived if the vendor brings his/her own table and chair(s).

Lamar Community College reserves the right to refuse vendors due to the nature or quality of their merchandise. No pornographic, illegal, or controversial materials are allowed to be sold. Vendors must have a valid City of Lamar sales tax license.

Vendor booth locations can include Betz upper and lower Atrium, Bowman lower hallways, and Todd-Burch Residence Hall Lobby. Requests can be made through the Assistant to the President and approved by the President. In his/her absence, requests are approved by the Vice President of Academic Services.

WORKERS COMPENSATION

State Compensation Insurance covers college employees for accidental injury during the performance of their duties. Accidents resulting in personal injury must be reported to the Business Office by the employee or immediate supervisor within seventy-two (72) hours.

WORK STUDY

Faculty and staff members who employ work study students must confirm with the Financial Aid Office that the student has been awarded work study funds. Faculty and staff members who employ work study students should be aware that they are responsible for the accuracy of the student's time sheet. In the event that the work study student exceeds the number of hours allocated to them, the over expenditure is charged to the budget of the person who signed the work study contract.

Work study students are to submit time sheets using the Banner Portal Leave System. Time sheets must be submitted by midnight on the last Friday of the pay period. A schedule of pay periods is available from the Business Office. The deadline for supervisor approval of work study time sheets is by noon on Monday following the end of the pay period