


2009 – 2010 JEFFERSON FACULTY HANDBOOK



Jefferson
HIGHER EDUCATION BEGINS HERE

Jefferson Community & Technical College (JCTC) provides equal opportunities to all Faculty, Staff, and Administrators in matters of recruitment, appointment, promotion, payment, training, and other employment practices without regard to race, national origin, ethnic origin, gender, sexual orientation, age, religion, creed, physical or mental disability, veteran status, or political affiliation.

Disclaimer: This handbook, approved by the Faculty on October 30, 2009, for the Faculty of Jefferson Community & Technical College, is not to be considered definitive. The complete Kentucky Community and Technical College (KCTCS) governing policies can be found in the two-volume KCTCS Policy Manual. Volume I deals with the Board of Regents' policies designed to provide for the responsible and efficient management of the System and the accomplishment of its goals. Volume II, the source of most of the information in this handbook, consists of the administrative policies and procedures that govern KCTCS employees, from the College President to the Staff. A copy of the Policy Manual is available on each College campus. The manual also may be accessed on the KCTCS website at <http://www.kctcs.edu>. For complete information about policies and procedures, please read the manual as it is every employee's responsibility to know and understand the governing regulations.

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PART I: THE COMMUNITY AND TECHNICAL COLLEGE SYSTEM

The Kentucky Postsecondary Education Improvement Act of 1997, which created the Kentucky Community & Technical College System (KCTCS), represents an ambitious agenda to improve the quality of life of Kentuckians by expanding opportunities provided by the state's two-year public colleges.

Kentucky Community & Technical College System consists of 16 colleges with over 65 campuses and other locations open or under construction. This seamless system of higher education allows students to move easily among programs and institutions as they pursue academic and technical degrees and workforce training. KCTCS is making higher education more accessible, more relevant, and more responsive to citizen, employer and community needs, with a goal of doubling its enrollment by the year 2020. Enrollment already is exceeding expectations, with more than 100,000 students enrolled in credit programs in Fall 2009.

While retaining their unique identities and legacies of service, Kentucky's Community and Technical Colleges have consolidated their functions, programs, and services to more effectively and efficiently meet the needs of students and communities. KCTCS promotes seamless access to postsecondary education through transfer of credits within the system and to four-year colleges and universities. Credits earned in the Associate in Arts and Associate in Science programs transfer directly to Kentucky universities and count toward Bachelor's degrees. Liberal arts/university transfer is the single most popular program among KCTCS students.

KCTCS enhances learning opportunities for all Kentuckians through continuing education. From personal improvement to cultural activities, community development programs at KCTCS institutions are tailored to local needs. Through workforce training, continuing education, employee assessments and adult education, KCTCS touches the lives of more than 240,000 additional people a year.

KCTCS colleges provide programs that are relevant to the workplace. They assist students in preparing for every one of the 25 hottest jobs in America (as defined by *Money* magazine) - exciting careers in such varied fields as computers, health care and business. The colleges move rapidly to add or change academic and technical programs - the Board of Regents has approved more than 1,700 programs in seven years -- to stay relevant to today's economy, while positioning Kentucky for a dynamic future.

KCTCS views postsecondary education as a crucial resource for economic development and workforce training. KCTCS forges partnerships between colleges and businesses to provide Kentucky workers with the skills they need today and to help industries and individuals develop the capabilities they will need tomorrow. Through the Kentucky WINS (Workforce Investment Network System) program, KCTCS is providing a winning strategy to secure a stronger future for the Commonwealth. The five initial Kentucky WINS projects created more than 1,200 jobs.

Through KCTCS, Kentucky's two-year colleges work together to achieve academic excellence, economic growth and lifelong learning. As KCTCS carries out the improvements envisioned by former Governor Paul Patton and the Kentucky General Assembly in HB1 (1997), the focus is on changing lives, and Kentucky's future, for the better.

KCTCS Mission

The mission of the Kentucky Community & Technical College System is to improve the quality of life and employability of the citizens of the Commonwealth by serving as the primary provider of:

- Certificate, diploma, technical degree, Associate degree, and transfer programs
- Workforce training to meet the needs of existing and new businesses and industries
- Remedial and continuing education
- Short-term, customized training for business and industry
- Adult education
- Associated services

Focus of Community & Technical Colleges

Community & Technical Colleges have historically focused on the following three functions:

- To offer curricula for the first two years of a baccalaureate program. Courses parallel university offerings and are transferable to all public and most private four-year institutions in Kentucky. The Associate in Arts degree or Associate in Science degree is awarded upon successful completion of the curriculum.

- To offer career-oriented programs designed to prepare students for technical or semiprofessional employment. These programs consist of a combination of general education courses and semiprofessional or technical courses. The Associate in Applied Science degree is awarded upon successful completion of the curriculum. Currently, community colleges are expanding their role in this area and are adding certificate and diploma programs to better serve community needs.
- To provide general education opportunities to the public, this may include workforce training, seminars, short courses, exhibits, lectures, and so forth to meet the workforce and cultural needs of the community.

Accreditation

Each KCTCS college is separately accredited, most by the Commission on Colleges, Southern Association of Colleges and Schools (SACS). Certain technical programs are also accredited by their respective professional associations and/or licensing agencies.

Diversity

The Kentucky Community & Technical College System is committed to creating and sustaining an environment of all-inclusive diversity, where each individual is valued, respected and supported, and is recognized on the basis of personal achievement, merit, and contribution.



PART II: JEFFERSON COMMUNITY & TECHNICAL COLLEGE

Mission Statement

Jefferson Community & Technical College is a public, comprehensive, postsecondary institution awarding certificates, diplomas and Associate degrees. The College provides open access to affordable, quality education and training for a diverse community of students; promotes opportunities for life-long learning and success through its programs and services; and supports the attainment of statewide educational goals.

Jefferson Community & Technical College is a member of the Kentucky Community & Technical College System with multiple campuses and locations in Jefferson, Shelby, Carroll, Bullitt, Gallatin, Henry, Oldham, Owen, Spencer, and Trimble counties.

College Goals

Jefferson Community & Technical College fulfills its Mission through the following goals:

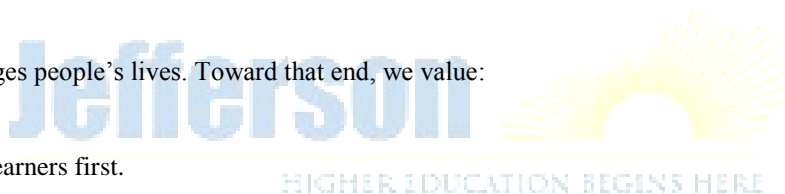
1. Promote excellence in teaching and learning through all College services.
2. Provide occupational/technical (Associate in Applied Science, Diploma, Certificate), transfer (Associate in Arts, Associate in Science), and developmental educational programs.
3. Provide seamless education opportunities through educational and community partnerships.
4. Provide a safe and accessible learning and working environment.
5. Exercise efficient and responsible stewardship of the College's human, fiscal, and physical resources.
6. Provide workforce and economic development through agreements with business and industry.
7. Promote diversity within the college learning and working environment.
8. Increase student access to learning through the use of technology and alternative delivery options.
9. Promote public awareness of the value of postsecondary education and Jefferson Community & Technical College's role in expanding employment opportunities and enhancing the quality of life for all citizens.

Guiding Values

We believe that learning changes people's lives. Toward that end, we value:

Learning

We value learning and place learners first.



Diversity

We value diversity and embrace the diverse communities we serve.

Innovation

We value innovation and serve as innovative learning partners with internal and external constituents.

Continuous Improvement

We value continuous improvement in all our processes and policies.

Accountability

We value accountability and exhibit responsible stewardship of the resources with which we are entrusted.

Celebration

We value, celebrate, and revere the creativity and accomplishments of learners.

People

We value people and trust, respect, and care for those with whom we work and serve.

College Vision

From these values, Jefferson Community & Technical College will become an environment of hospitality and creativity where individual lives and human community can flourish through access to quality-driven, learner-centered education.

Measures of Our Vision's Success

For the Individual

Students with a variety of skill sets and from diverse backgrounds can become participatory members of the larger community by developing the skills and knowledge base necessary to become self-actualizing citizens.

Students can gain entry to and advance in the workplace, resulting in pay commensurate with skills attained and personal goals.

Students can transfer for further education consistent with skills attained and personal goals.

For Access/Opportunity

Barriers to accessing education and training are minimized and the College provides the resources necessary for a diverse learning community to achieve. Services, practices, and programs embody the ideals of an open and democratic society.

For Workforce Development and Partnership Initiatives

A vibrant and dynamic community of learners provides existing employers a competitive edge in business and industry and attracts additional employers to our service area.

Stakeholders throughout our service area recognize and value the synergy created when sharing resources, ideas, and opportunities with the College through training and outreach.

For Community Value and Connection

The College is widely recognized as a vital component of the community, an energizing force to address common issues, and a source of pride.

The College is a center of lifelong learning, personal growth, and values development resulting in an improved quality of life for the members of our community.

Jefferson's Campuses

Jefferson Community & Technical College (JCTC), the largest of the sixteen community and technical colleges under KCTCS, is a multi-campus institution with six campuses: Downtown, Jefferson Technical, Southwest, Carrollton, Shelbyville, and Bullitt.

The Downtown Campus

The Downtown Campus opened in the historic Presbyterian Seminary Building in Louisville, Kentucky, at First and Broadway in January of 1968 with an enrollment of 800 students. The Downtown Campus now includes five buildings, with a sixth under construction, and enrolls more than 6500 students each fall. College services are also housed in the Jefferson Educational Center, a nine story building at Second and Broadway, purchased by the Jefferson Community & Technical College Foundation for the College and leased to the College as well as other tenants.

The Southwest Campus

The Southwest Campus began in 1972 when a branch of Jefferson opened at Jesse Stuart High School in Southwestern Jefferson County to offer evening classes. Headed by the Valley Woman's Club, a group of citizens began the effort to create college facilities in the southwestern part of the county. In the spring of 1974, a portable building was added behind Stuart to accommodate the first daytime classes, and the Southwest Campus opened at the 1000 Community College Drive site in 1980 with six buildings. Since then, the auditorium and the Social Science Building have been added.

The Carrollton Campus

The Carrollton Campus originally opened in a shopping center in 1990 and moved four years later into an historic renovated Department Store in downtown Carrollton. Programs continue to grow especially in the fields of allied health, engineering and education. Students have the opportunity to pursue Associate Degrees, diplomas and certificates at the Carrollton Campus. Course offerings are available not only at the campus but through on-line classes. Students, business, industry and the community are also served at off-site locations due to limited space at the current location. The Carrollton Campus has a strong partnership with business and industry. The campus provides pre-employment testing and customized training designed for industries. Area school districts participate in dual credit programs. The campus is home to the JAG program (Jobs for America's Graduates) and the Carroll County Adult Education program. The Adult Education Program in Gallatin and Trimble County are a service provided by JCTC through the Carrollton Campus.

The Jefferson Technical Campus

In 1953, the Jefferson County Board of Education chartered the Jefferson County State Vocational-Technical School to meet the postsecondary, technical education needs of Louisville and surrounding areas. The original campus was located on Bluebird Lane in

Jeffersontown. In 1977 the State Vocational-Technical School was moved to a new campus and its current site at 727 and 800 West Chestnut Street in downtown Louisville and renamed the Jefferson State Vocational-Technical School and Manpower Development Center. At that time, the school was administratively attached to the Kentucky Department of Education.

In 1990, the school began operating as Kentucky TECH - Jefferson Campus. This name change was the result of the school's being administratively moved from the Kentucky Department of Education to the new Kentucky Workforce Development Cabinet in state government. Under HB1, the school was moved under KCTCS and its name was changed to Jefferson Technical College. In 2005, Jefferson Technical College officially merged with Jefferson Community College to form a new entity.

The Shelby County Campus

The Shelby County Campus opened in 2002 to serve residents of Shelby and surrounding counties. The campus has grown each year since it opened and currently enrolls more than 1,200 students in college, dual credit, and workforce development programs. The Shelby County Adult Education Program is administered by Jefferson Community & Technical College at the Shelby County Campus. The program offers GED and ESL classes.

The Bullitt County Campus

In Fall 2008, SACS/COC approved the College's establishment of a campus in Bullitt County. Currently classes are held at a facility on Buffalo Run Road in Shepherdsville. Fall 2009 enrollment for the campus is almost 200.

Correctional Sites

Jefferson has been involved in education at correctional facilities since 1975 with the goal of providing educational opportunities to inmate-students related to their career, technical and general studies needs. Currently Jefferson manages the schools in seven correctional institutions in central and western Kentucky: Green River Correctional Complex, Luther Lockett Correctional Complex, the Kentucky Correctional Institution for Women, Kentucky State Penitentiary, Kentucky State Reformatory, Roderer Correctional Complex, and the Western Kentucky Correctional Complex.

Affiliated Programs Metroversity

A fully accredited college, JCTC belongs to the Louisville area consortium of colleges and universities known as Metroversity, which also includes Bellarmine University, Indiana University Southeast, the Louisville Presbyterian Seminary, the Southern Baptist Theological Seminary, Spalding University, and the University of Louisville. Through this affiliation, JCTC is able to offer even more learning opportunities to students. Cross-campus registration, special student activities, and use of member school libraries are some of the resources available to students through Metroversity.

Metropolitan College

Metropolitan College is a partnership among Jefferson Community & Technical College, the University of Louisville and UPS. Qualified participants receive a tuition-free education along with employment opportunities.

Ready To Work

Jefferson participates in Ready to Work, (RTW) a partnership with the Kentucky Cabinet for Families and Children to better serve Kentucky Transitional Assistance Program clients in the community and technical colleges. Through a network of campus-based case managers, KCTCS provides supportive services and facilitates specially funded work-study placements both on and off-campus for the KTAP student.



PART III: ORGANIZATIONAL STRUCTURE

Board of Regents

Kentucky law dictates that a Board of Regents, composed of fourteen members, governs KCTCS. In addition to members appointed by the governor, the Board also includes KCTCS faculty, staff, and student representatives.

The KCTCS President

The Board of Regents chooses a President of the Kentucky Community & Technical College who serves as its Chief Executive Officer.

The Chancellor

The Chancellor serves as the Chief Academic and Administrative Officer and spokesperson for KCTCS. The Chancellor is responsible to the President and to the Board of Regents for the administration of policies and regulations pertaining to the community and technical colleges.

Jefferson Community & Technical College President

The College President serves as the Chief Executive Officer at JCTC. Responsible to the KCTCS President, the College President oversees the administration of the College. Along with the Faculty, the President is responsible for the development and implementation of an instructional program commensurate with the purposes of a comprehensive community and technical college. The President is also responsible for the curricula of the College, for the quality of instruction, for the assignment of duties to all persons, and for the service provided by the Faculty; individually and as a whole. The President/CEO is to see that the policies and procedures of KCTCS and the Rules of the Senate are enforced. The President/CEO is also an ex-officio member of all College committees.

In addition, the President reviews and finalizes determinations on the performance evaluations recommended by the Chief Academic Officer or other administrative personnel of the College. The President is responsible, for recommendations on salaries, appointments, granting of tenure for members of the College. The President is also responsible for the business and financial operation of the College as well as the maintenance and operation of the buildings and equipment, including ultimate control of the institution's fund-raising activities. As the representative of the College in the community, the President works with a community-based advisory Board of Directors, consisting of ten members, seven of whom are appointed by the Governor.

Provost

The Provost serves as the Chief Academic Officer and Vice-President for Academic and Student Affairs. Reporting to the College President, the Provost is responsible for providing leadership and support for the Deans of Academic and Student Affairs and Campus Directors as well as for positions which support instructional activities. The Provost convenes the College Leadership Team (CLT); works with the Academic Deans, Division Chairs, Program Coordinators, Department Heads, and Faculty to ensure the success of the College's academic programs; works with the Student Deans and their respective staffs to provide sufficient and efficient services for students; oversees administration of the hiring, evaluation, and promotion processes for Faculty; works with the Chief Financial Officer to prepare and monitor the institution's budget; works with the Division Chairs and Academic Deans to review and administer workload and course enrollment policies; and performs other administrative duties as designated by the College President.

Deans of Academic Affairs

The Deans of Academic Affairs are responsible for the overall operation of the academic unit of the College to which they are assigned. They work collaboratively with other units of the College in the planning, development, implementation, and evaluation instruction. Jefferson has four Academic Deans who provide leadership for the Downtown, Southwest, and Jefferson Technical Campuses and the Divisions of Allied Health and Nursing.

There are two Deans of Student Affairs at Jefferson. One is located at the Downtown Campus and is responsible for the Downtown, Jefferson Technical, and Carrollton Campuses. The other, located at the Southwest Campus, is responsible for the Southwest, Shelby, and Bullitt County Campuses. These Deans supervise and coordinate activities in the area of student services and counseling, including student records, admissions, registration, orientation, and financial aid.

Division Chairs

Division Chairs serve as unit heads for individual groups of faculty who are organized into divisions. The Division Chairs assist the Academic Deans and coordinate division programs and activities, including preparation of the class and teaching schedule for the Division. They also make recommendations to the President on such matters as the appointment of new members of the Division, appointments and reappointments within the Division, performance review, terminations, promotions, and tenure. Division Chairs are also responsible for the annual performance reviews of the members of their respective divisions using the criteria established by the

College and by the Division. Division Chairs prepare budget requests for the Deans. The Division Chair, selected to serve by the Division for a term of three years with normally no more than three consecutive terms, represents the Division and is required to seek the advice of members of the Division, both individually and in groups, in connection with administrative functions. In the event Division Chairs feel it necessary to depart from the opinions or recommendations of the division faculty, the Division Chairs must communicate those opinions along with their own, state the reasons for the differences of opinion, and notify the Division members of their actions. Division Chairs are also an ex-officio member of all division committees.

Academic Program Coordinators/Department Heads

Divisions may have one or more Program Coordinators (for credential awarding programs) or Department Heads (for non-credential awarding disciplines) who report to the Division Chair and work with both the chair and faculty on academic and related issues. Responsibilities of the Program Coordinators/Department Heads are determined locally and may be specific to the various divisions. Duties include developing and implementing division programs and goals.

Campus Directors

The Campus Directors oversee the day-to-day operations of campuses which do not have a Dean of Academic Affairs. Working collaboratively with college faculty, staff, and administrators, the Campus Directors assist in the planning, development, and implementation of campus programming and activities. Currently there are Campus Directors for the Carrollton, Shelby, and Bullitt County Campuses.

Faculty Council

In Jefferson's collegial model, the Faculty of the institution share authority and responsibility in academic and governance matters with the institution's administration. This occurs in a variety of official and unofficial ways—among them broad based participation in decision-making through faculty committees. The most formal structure through which the Faculty participates in the institution's governance, however, is through the Faculty Council. The Faculty Council is composed of elected representatives from the Divisions who meet regularly for the purpose of making recommendations to the College President and/or the Faculty relating to any phase of the academic programs of the College or to the professional welfare of the Faculty. The Council carries out much of its work through standing committees that report to it (described below) and it regularly advises the President and other senior administrators on matters of importance to the Faculty and students. The Council sets the agenda for the faculty meetings and may act on behalf of the Faculty when needed. The Council is chaired by elected co-chairs representing the Downtown/Carrollton, Southwest/Shelby/Bullitt and Jefferson Technical/Corrections Campuses.

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Standing Committees of the Faculty

In order to facilitate its work, the Faculty Council has three standing committees: Faculty Affairs, Curriculum Review, and Rules. Each committee is chaired by a voting member of the Faculty elected according to KCTCS and JCTC rules. The Faculty Affairs Committee makes recommendations to the Faculty regarding issues that have a direct impact on them. The Curriculum Review Committee reviews, evaluates, and determines the feasibility of course and curriculum proposals. The Rules Committee makes recommendations to the Faculty regarding changes to the Rules of the Faculty or to the Rules of the Senate.

Faculty Senators

Each year, the Faculty elects Senators on staggered terms to the KCTCS Senate from among eligible faculty members. One of the senators represents the College on the Council of the Senate of KCTCS. Another represents the College as a member of the KCTCS Curriculum Review Committee, and a third represents the College as a member of the KCTCS Rules Committee. At least one of the elected representatives must be in the occupational program area and one in the general education area. Each KCTCS college is entitled to three senators and one additional senator for each twenty-five faculty after the first twenty-five.

Role of the Faculty in Curriculum Development and Approval

The primary responsibility for the content, quality, and effectiveness of the College's curriculum rests with the Faculty in accordance with the curriculum development, review, and approval processes described in the KCTCS *Rules of the Senate* and the JCTC *Rules of the Faculty*. The JCTC Rules state *the Faculty shall approve all Jefferson Community & Technical College curricula and courses before they are submitted to the system and that the local Curriculum Review Committee will grant final approval for Jefferson Community and Technical College-generated curricula and courses after system level processing has been completed. In addition, the Rules provide for the faculty to vote on course and curriculum proposals brought to it from KCTCS or, if deadlines do not allow for items to be presented at faculty meetings, to have the local Curriculum Review Committee act on its behalf.*

PART IV: POLICIES RELATED TO HUMAN RESOURCES

Full policies governing all aspects of employment may be found in the Kentucky Administrative Policies and Procedures at <http://www.kctcs.edu/employee/policies/volumeII/kctcspolicyvolumeII.pdf>. The following are intended as summaries and/or local extensions of the policies contained therein.

KCTCS Hiring Policies

Because the goal of the community and technical colleges is to select the very best new faculty available, applicants are carefully chosen through appropriate procedures including written applications, personal interviews, and reference checks. Prior to becoming a KCTCS employee, all applicants undergo a job-related background check to verify previous employment, professional references, and educational credentials.

JCTC Faculty Recruitment and Hiring Procedure

When vacancies occur or new positions are requested, the Division Chair submits a request to fill to the Provost for consideration by the CLT or other appropriate body or individual. Once a decision to hire has been made, Human Resources will work with the Director of Diversity, the Academic Dean, and the Division Chairperson to determine where to advertise the position. Human Resources will document for each position where advertisements were placed, where notices were sent, and any other recruitment strategies utilized. For full-time positions, Division Chairs will work with Program Coordinators and program Faculty to establish search committees. All search committee members will participate in the screening of applicant files. If the pool of applicants is not sufficiently diverse, the Division Chair and Academic Dean will consult with Human Resources and the Director of Diversity to determine if additional recruiting and/or advertising is necessary. All individuals who are planning to serve on search committees, including all hiring supervisors, are required to attend the College's one hour employment interviewing training program prior to their participation on a search committee.

To ensure equity, search committees should use a structured interview process. This will normally include the presentation of a teaching module. The interview process must also include each candidate's completion of an impromptu written response to a prompt. This response is to be a part of any file sent forward for consideration. The search committee is responsible for doing reference checks for the recommended candidates. It must also wait to receive background check information before making its final decisions. Using the candidate recommendation form, the search committee should submit two to three candidates for each position to the Division Chair and/or Academic Dean. (These may be in rank order.) The form may include recommendations about salary, rank, or awarding of prior service, although these are optional. No offers of employment or commitments of salary can be made to the candidates at this juncture (although the search committee may indicate a probable salary range).

The Academic Deans will review the files, complete a transcript evaluation form on each candidate, and forward the files to the Provost with recommendations. The Provost will recommend rank, salary, and prior service credit to the President, who may choose to interview one or more candidates. Once approval and a salary determination have been made, the Provost will notify the Academic Dean and Division Chair, who will extend a verbal offer to the candidate. Once a verbal acceptance is secured, the Division Chair should notify the Academic Dean and Provost. The Provost will issue a formal hiring letter for the candidate's signature and generate a contract. The Provost's office will follow up to ensure that all official credentials are received. The Provost will also enter the new faculty member into the master faculty database used to track promotion and review schedules and to the division roster.

Academic Ranks

All full-time faculty hold one of the following ranks: Instructor, Assistant Professor, Associate Professor, or Professor. (Professional librarians and counselors holding academic rank may have slightly different, though equivalent, titles). Most faculty members begin their careers as instructors. After three years at the rank of Instructor, they are eligible to apply for promotion to Assistant Professor. After three years as an Assistant Professor, they are eligible to apply for the rank of Associate Professor. After six years as Associate Professor, they are eligible to apply for the rank of Professor.

Tenure-eligible Contracts and Non-tenure-eligible Contracts

Full-time faculty members may be hired on tenure-eligible or term contracts.

Part-Time (Adjunct) Faculty

Part-time, or adjunct, faculty members are employed by the College to meet the needs of the instructional program. Term contracts by semester are given to part-time faculty members; these faculty members are ineligible for the usual staff benefits.

Promotion in Rank

Faculty members eligible for promotion in rank are notified each year by the Provost, who holds information sessions and explains the options available to each faculty member based on his or her employment category. One set of options exists for Faculty on tenure-track or tenure contracts, another for Faculty on continuing or continued status, and a third for Faculty on term contracts. In all cases,

the President seeks advice on the promotion and/or tenure of individual Faculty from their division colleagues and the members of the College Advisory Committee or Promotion. Depending on the rank being sought and the employment category of the applicant, some decisions on promotion can be made locally; others will be made at the system level.

Faculty Assignments

Full-time teaching faculty are normally on twelve month appointment periods and ten month assignment periods (August 1- May 31), although some may be on eleven or twelve month assignment periods. Counselors, Librarians, and Faculty who teach at the correctional institutions are normally on both twelve month assignment and appointment periods.

KCTCS Faculty Duties

Faculty duties may include teaching, advising students, performing community service, performing institutional service, being involved in professional development, or providing educational leadership. Faculty work may be performed in many locations and is not defined by time spent on campus or school premises. Each academic year faculty members develop with their supervisors a Distribution of Effort Agreement (DOEA) as a written plan of responsibilities and assignments. Faculty are expected to maintain regular office hours for consultation with students and colleagues and are encouraged to take an active role in College and community life through work with committees and civic groups.

JCTC Instructional Workload Policy

The normal Faculty teaching load is fifteen credit hours or the equivalent each semester. Provisions for released time are made for Faculty who have assumed other (often administrative) duties or assignments.

Released Classes for Division Chairs

Division Chairs will receive 2 released classes (or the equivalent of 6 credit hours) per semester. Divisions with 25 or more full-time faculty will be allotted 3 released classes (or the equivalent of 9 credit hours) per semester. Prior written approval must be given by the Provost for any exceptions to this policy.

Released Classes for Academic Program Coordinators/Department Heads

Academic Program Coordinators (APCs)/Department Heads will normally receive 1 released class (or the equivalent of 3 credit hours) per semester. Academic Program Coordinators/Department Heads for single discipline programs with few or no Adjunct Faculty will receive no released time. Academic Program Coordinators/Department Heads for single discipline programs with 4 or more faculty in the program, with at least 20 sections of courses to schedule, will receive one released class (or the equivalent of 3 credit hours) per year.

Conditions for Additional Released Classes

The Academic Program Coordinator (APC)/Department Head may request an additional released class (or the equivalent of 3 additional credit hours) if at least two of the following conditions are met:

1. The program has an extremely large number of Adjunct Faculty or sections taught by Adjunct Faculty.
2. The program has selective admissions.
3. The program has internships or practicum that the APC sets up or supervises.
4. Program coordination involves clinical supervision.

Prior written approval has been given by the Provost for an exception to the 3 credit hour per semester standard (required in all cases)

Student Support Lab Coordinators

Student Support Lab Coordinators will receive 1 released class (or the equivalent of 3 credit hours) per semester. The Student Support Lab Coordinator may request another released class (or the equivalent of 3 additional credit hours) if she/he assumes additional responsibilities for tutoring or lab programming. (7 hours per week in the lab equates to 3 semester credit hours.) Prior written approval must be given by the Provost for any additional time above the 3 credit hour limit.

Teaching Paired Classes

Faculty may count a maximum of 1 paired class per semester as a part of their 15 credit hour load (if that paired classes necessitates their being in the classroom for the full time the paired classes meet).

Class Releases for Faculty Council Chairs

The Faculty Council Chairs will receive 1 released class (or the equivalent of 3 credit hours) per semester.

Teaching for the First Time using ITV or Web

Faculty members teaching a given course for the first time via ITV or on the web will receive load credit of 1.5 for that course. After that, courses will count normally into the faculty member's workload (i.e., 1 course instead of 1.5 courses).

Other Class Releases

All other released classes must be negotiated individually on a semester-by-semester basis with the Provost based on the following considerations:

- The documentation on file will convince a casual reader that the College has provided released time in a fair, non-capricious manner and with thoughtful assessment to avoid the creation of real or perceived inequities in faculty workload.
- The documentation will contain arguments framed in the context of the College's mission, financial constraints, and expectations of the Faculty's teaching workload of 15 credit hours or its equivalent per week.
- The documentation will support a convincing rationale of the cost effectiveness of the release (including the number of students served by the release), a statement of the urgency or necessity of the release request, and an explanation of how this release can be justified yet maintain faculty workload equity across the College.

Consulting or Other Employment Outside of the College

With appropriate prior administrative approval, a full-time faculty member may render professional consulting services in the public interest to an individual association, government agency, business, or other. All consulting activities, whether compensated or not, must not interfere with the faculty member's responsibilities and assigned duties. A faculty member must avoid those consulting situations that might give rise to a conflict of interest with KCTCS.

Any outside consulting work that demands more than spare-time effort must be justified in terms of the contribution its performance can bring to the faculty member's pursuit of teaching, research, and service. The responsibility for determining the appropriateness of any consulting is determined collaboratively by the Division Chair, Dean of Academic Affairs, Chancellor, and the faculty member.

Faculty Performance Review

As part of a continuing program of improvement and growth, the College conducts an annual performance evaluation on all faculty members. The Distribution of Effort Agreement (DOEA) is used to establish annual individual goals for faculty members, which become the basis for the annual evaluation. Faculty members are evaluated in five areas: (1) position responsibilities to include teaching and advising, (2) internal service to the institution, (3) external service to the community, (4) professional development, and (5) educational leadership.

For all teaching Faculty, student evaluations are mandatory for the fall semester and are an important component of the evaluation process.

Each Division annually creates a divisional evaluation plan to be approved by the President and Provost. The Division develops its own evaluation criteria (within the framework of the KCTCS and JCTC strategic priorities), its own forms, and its own processes. Once the division process is complete, faculty members receive one of five possible ratings. (1) **Consistently Exceeded Expectations of Job Requirements (EE)**: This rating means the individual consistently achieved outstanding results well beyond those expected of the position and helped accomplish the KCTCS strategic plan by aligning action plans with the strategic goals. (2) **Met and Frequently Exceeded Job Requirements (ME)**: This rating indicates the individual frequently achieved results beyond those expected for the position and helped accomplish the KCTCS strategic plan by aligning action plans with the strategic goals. (3) **Fully Met Job Requirements (M)**: This rating indicates the contributions occasionally exceeded expected criteria for quality, quantity, and timeliness of work and helped accomplish the KCTCS strategic plan by aligning action plans with the strategic goals. (4) **Some Improvement Needed to Meet Job Requirements (NI)**: This rating indicates certain job duties were performed capably; however, improvement in quality, quantity and/or timeliness of work is required in order to fully meet expectation. (5) **Did Not Meet Job Requirements (F)**: This rating indicates significant and immediate improvement in quality, quantity, and timeliness of work is necessary in order to avoid disciplinary action and/or termination of employment in accordance with KCTCS policies and procedures regarding employee termination and disciplinary action.

Faculty Appeal of Performance Review Rating

If a faculty member disagrees with his or her performance review that individual may appeal the decision. If there is a division-level appeal process, the individual will first appeal at the division level. If there is no division-level process or if an individual is unsatisfied with the resolution at the division level, he or she may appeal to the College Level Appeals Committee, composed of a

representative elected by each Division of the College. This committee will make a recommendation to the College President, who will accept or reject the recommendation of the committee. If the individual is still in disagreement after the President's decision, then he or she may appeal to the Chancellor for a hearing before the system-level committee, appointed by the Chancellor.

Resignation

Faculty members who leave voluntarily are expected to observe certain procedures and courtesies. A one-month notice of resignation should be given before the end of duties during an academic year or one month after receiving notification of terms of appointment for the coming year, whichever date occurs later. However, the faculty member may request a waiver of this requirement in the case of hardship or in a case where substantial professional advancement would be denied. Also, a faculty member who leaves voluntarily is expected to provide reasons for leaving in a confidential exit interview. Any KCTCS property (computer equipment, keys, parking passes, credit cards, etc.) must be returned at the time of resignation.

Retirement

Eligible KCTCS employees in all employment status categories may retire in accordance with the applicable retirement plan's policies and procedures. Proper notice of retirement shall be given. To be considered as an official retiree under the respective retirement plans, the terminating employee shall meet the age and service requirements as specified in the KCTCS retirement plan policies and procedures and the respective regulations for the retirement plans.

Phased Retirement

The Phased Retirement Program is available to all regular status full-time faculty members who are tenured or have continued or continuing employment status, completed fifteen (15) years of full-time faculty service, and reached the date of normal retirement as defined in the applicable retirement plan. Phased Retirement is available and the intent of the Phased Retirement Program is to make an orderly transition to retirement through less than full-time service. It is entirely voluntary and will be implemented by written agreement between a faculty member and the College. The Phased Retirement Program is ongoing but the availability of the program may be limited at any time by the College.

Continuation of Professional Education

Faculty members are encouraged to pursue advanced programs of study. Full-time employees may take up to six hours each term free of charge at any postsecondary public institution in Kentucky. This tuition defrayal is not available for audited, non-credit, continuing education, or community education courses. Other fees and book costs must be paid by the faculty member. JCTC provides a variety of professional development opportunities at no cost to employees.

Leaves of Absence

KCTCS permits several types of leaves of absence. A request for a leave of absence must be made in writing to the College President; the President makes the recommendation to the Chancellor, who makes the final approval.

1. Running for or Serving in Political Office

Like other citizens, KCTCS employees are free to engage in political activities so far as they are able to do so and still fulfill their duties and responsibilities as teachers and scholars. Leaves of absence without pay may be approved for the duration of an election campaign or a term of office, provided there has been a timely application for leave and that the requested leave is limited to a reasonable period of time. The leave will not affect tenure status, but the time spent on such leave from academic duties will not count as probationary service for untenured faculty. The terms of the leaves of absence shall be set forth in writing.

2. Family/Medical Leave

A family or medical leave of absence (FMLA) is an official authorization to be absent from work without pay for a specified period of time. Eligible employees may be entitled to job-protected family or medical leave if they are unable to work due to pressing family or medical concerns. A family leave may be granted upon the birth or adoption of a child, or upon the serious health condition of the employee or the employee's child, spouse, or parent. The total amount of leave taken cannot exceed 12 work weeks in any twelve-month period. FMLA may be a paid leave and/or an unpaid leave, depending on an employee's available leave balances and eligibility for paid leave for the given absence. Employees are requested to provide thirty (30) days advance notice in the event of a foreseeable FMLA. Employees are also requested to provide 2 weeks advance notification of the intended return date.

3. Unpaid Disability Leave

An unpaid leave of absence may be granted for illness, disability, or pregnancy for up to 90 days, with possible extensions up to a year. Employees who must remain away from work for more than the allowed time will be considered terminated from employment; however, they are welcome to reapply. The group insurance packet should be reviewed to determine insurance coverage during such a leave of absence.

4. Vacation Leave with Pay

Full-time faculty members are entitled to twenty-two days of vacation leave with pay for each academic year. With administrative approval, faculty members may take vacation leave at appropriate times during the period of eligibility; however, faculty members are expected to be available for duties until at least after commencement and until all reports have been made and at least three days before regular fall registration begins. Except for emergencies or other special reasons as approved by the College President/CEO, Faculty shall not take vacation during the academic year while classes (including labs, clinicals, committee work, advising, office hours, and other responsibilities assigned by the supervisor and college officials) are in session.

5. Temporary Disability (Sick) Leave

Faculty members may be absent up to five continuous days due to personal illness or injury and still receive pay. Appropriate notification must be made so that classes and other duties can be covered whenever possible. Medical documentation may be required. Faculty who are disabled for longer than five days may apply for up to thirty days of sick leave with pay. Such leave requests must be approved by the College President and are granted by the Chancellor. These requests may be granted every thirty days up to six months. Medical documentation is required for each request.

6. New Child Care Leave

Up to thirty days of sick leave to care for a new child may be approved by the Chancellor. Complications arising in conjunction with a new child's care, when supported by appropriate medical documents, may be grounds for additional leave.

7. Sabbatical Leave

Sabbatical leave provides opportunities for study, research, creative effort, and improvement of teaching so that the quality of education received by students is improved. Full-time faculty members holding the rank of Assistant Professor or higher are eligible for sabbatical leave after six years of continuous service. A faculty member may apply for a one-year sabbatical at one-half salary or a six-month sabbatical at full salary. After three years of continuous eligible service, an appointee may apply for a six-month leave at one-half salary. Sabbatical leave requests are made to the College President and then approved by the Chancellor. Sabbatical leave may not be used as a means of augmenting personal income. A recipient may not accept gainful employment during the leave. Sabbatical leave may be granted with the understanding that the recipient, following the leave of absence, will continue service in the College at least one academic year.

8. Educational Leave

To pursue an advanced degree, faculty members may request half-time, or more, leave with a proportional reduction in salary. If the leave is recommended by the College President and approved by the Chancellor, the faculty member will retain all faculty benefits and privileges. This leave will not be considered as an interruption of continuous service. For non-tenured faculty members, educational leave will not be counted as probationary-period service.

9. Scholarly Fellowship Leave

A faculty member may request leave with partial pay to accept a scholarly fellowship that allows the faculty member to pursue a program of research. If such leave is recommended by the College President and approved by the Chancellor, the faculty member will retain faculty benefits and privileges. Usually, time spent on scholarly fellowship leave counts as probationary-period service for non-tenured faculty.

10. Holiday Leave

KCTCS observes the following holidays with all offices and departments closed: New Year's Day, day after New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday (1/2 day), Memorial Day, Independence Day, Labor Day, Presidential Election Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve, and Christmas Day. When a holiday falls on Saturday, the holiday will be observed on the preceding Friday. When a holiday falls on Sunday, the holiday will be observed on the following Monday. All full-time faculty members receive pay on these holidays. In addition to these holidays, Faculty may request time off in order to celebrate their particular religious holidays. In recognition of the religious diversity of its workforce, KCTCS encourages departments to accommodate such requests whenever possible. Time off for a religious holiday may be charged to a vacation or personal day if available. Otherwise, it may be unpaid.

11. Military Leave

Full-time faculty who are inducted into the U.S. Armed Forces are eligible for reemployment after completing service under certain guidelines. Faculty who serve in military reserve units or the National Guard may take the necessary time off, without pay, to fulfill this obligation. These faculty members will retain all of their legal rights for continued employment with KCTCS. Full-time faculty may be granted a Uniformed Services Leave with pay for annual military training for up to ten working days in any one federal fiscal year (October 1 to September 30).

12. Other Leaves

The KCTCS provides other types of leave for such activities as attendance at a professional meeting or a funeral, for a family or personal emergency, or for jury duty.

13. Unauthorized Leave of Absence

Faculty members who absent themselves from their classes and teaching responsibilities without adequate notice and the permission of the College President may be subject to loss of pay. Such actions are considered as justification for the non-renewal of a contract or termination of an appointment before the end of the appointment period.

Faculty Pay

Payday is normally on the 15th and 30th day of the month for services performed during the previous pay cycle. The twice-monthly pay schedule is made up of twenty-four pay periods during the year.

Pay Deductions

As required by law, KCTCS must make certain deductions from each paycheck. Among these are federal, state, and local income taxes as well as the Social Security contribution. (State taxes may not apply to out-of-state residents.) These deductions are itemized on the check stub. The amount of deductions depends on earnings and on the information furnished on the W-4 form regarding the number of exemptions claimed. The W-2 form, mailed to each employee soon after the first of every calendar year, reflects earnings and deductions for the previous year.

Direct Payroll Deposit

JCTC requires each employee to enroll in direct deposit, and Faculty will need to obtain their stubs by accessing the PeopleSoft, Employee self-service link. In addition, it may be possible to authorize additional deductions for savings, IRAs, or for credit union loan payments.

PART V: POLICIES RELATED TO EQUAL OPPORTUNITY, HEALTH, AND SAFETY

Equal Opportunity

JCTC provides equal opportunities to all faculty, staff, and administrators in matters of recruitment, appointment, promotion, payment, training, and other employment practices without regard to race, color, sex, sexual orientation, religion, national origin, age, or political affiliation.

Employment of People with Disabilities

JCTC complies with the Americans with Disabilities Act (ADA) and with applicable state and local laws that forbid discrimination in employment against qualified individuals with disabilities. JCTC provides reasonable accommodation to all persons with disabilities, including job applicants, employees (faculty, staff, and administrators), and students, except where making an accommodation would create an undue hardship on the College.

Harassment

It is the goal of the College to provide a work environment that is professional, pleasant, and free from any type of discrimination. No employee or student should face a hostile work environment. A hostile work environment is created when individuals or groups are forced to suffer harassment based on race, gender, age, national origin, color, religion, or disability. Harassment can take many forms, including, but not limited to, innuendo, suggestive comments, threats, insults, jokes, horseplay, rumors, pictures, signs, writings, e-mail, and gestures. All employees are responsible for keeping the work environment free of harassment. Any incident of harassment, whether actually witnessed or self-reported, should be reported to the supervisor or Division Chair.

Nepotism

Employees related by blood or marriage require specific approval of the Chancellor in order to work in the same department or division. Failure to disclose these relationships may be grounds for discipline or dismissal.

Intellectual Property

In general, KCTCS has exclusive ownership of inventions, patents, curricula, instructional devices, computer software, books, and other materials developed in whole or in part by Faculty in the course of their regular employment (including paid sabbatical leaves) or through the use of KCTCS funds, facilities, or equipment. Any member of the Faculty who produces such intellectual property using KCTCS funds, facilities, or other resources assigns personal rights to the property to KCTCS, but retains an interest in and a right to share in any financial returns from this property. The traditional products of scholarly activity-such as journal articles, textbooks, reviews, monographs, works of art, sculpture, music, and course materials-remain the unrestricted property of the author. KCTCS exerts no ownership claim on such works.

Environmental Health and Safety

JCTC is committed to providing a safe and healthy environment for all faculty, staff, and students. Faculty members are expected to follow all health and safety regulations in the workplace and to report any hazardous conditions to the Division Chair or other appropriate person.

Substance Abuse

The unlawful possession, use, dispensation, distribution, or manufacture of controlled substances by any employee, while on KCTCS property and/or KCTCS business, is prohibited. Such employee is subject to disciplinary action, up to and including suspension or discharge.

Alcohol Abuse

Abusing alcohol, being under the influence of alcohol or participating in the unauthorized consumption of alcohol on KCTCS property or while on KCTCS business is prohibited. Such use will lead to disciplinary action, up to and including suspension or discharge.

Whenever a supervisor or Division Chair notices an employee with signs of mental and/or physical impairment thought to be secondary to substance or alcohol abuse or when job-related behavior or work performance suggests substance abuse, the supervisor will report this impairment to the College President, who may refer the employee to the appropriate rehabilitation health service. Failure to respond to therapy may result in further job-performance evaluation and disciplinary action.

Smoking

Smoking is prohibited in all buildings, including faculty offices, at JCTC. Smoking is also prohibited in all KCTCS offices.

E-Mail Policy

Reasonable security precautions are made to ensure the privacy of email, both when it is in transit between electronic mail boxes and when it is stored in an individual's electronic mailbox. Faculty should remember, however, that electronic media are not entirely private and confidential information should be sent by other means. The administration has the authority to view any information sent, received, or stored on computers owned by JCTC or KCTCS. Unacceptable e-mail use may be grounds for disciplinary action up to dismissal. One example of an unacceptable e-mail use is solicitations for personal business gain or for political or religious purposes.

Deadly Weapons

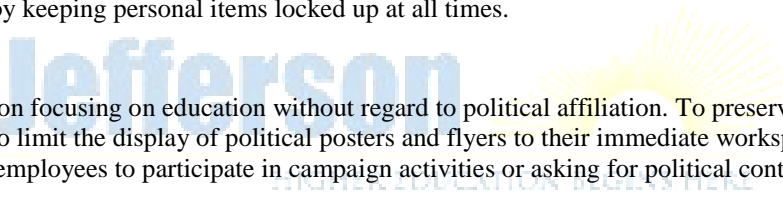
A "deadly weapon" is defined as any means that could readily produce death or serious injury, such as a gun, a knife, a club, or artificial knuckles. All such deadly weapons are prohibited from any property owned or controlled by KCTCS. This prohibition applies to all faculty, staff, administrators, or students, regardless of whether the individual has a license to carry a deadly weapon. One exception is that of a peace officer acting in the course of official duties.

Security

Jefferson Community & Technical College's goal is to provide a safe and secure environment for every employee and every student. For that reason, security officers are available on campus at all times. Faculty must do their part by keeping their office doors locked when they are not present and by keeping personal items locked up at all times.

Political Activity

JCTC is a non-partisan institution focusing on education without regard to political affiliation. To preserve this non-partisan status, faculty members are expected to limit the display of political posters and flyers to their immediate workspace. Faculty must also avoid asking students or subordinate employees to participate in campaign activities or asking for political contributions or support on campus.



PART VI: POLICIES RELATED TO BENEFITS

The Human Resources Office may be contacted for current information or visit the KCTCS website at <http://www.kctcs.edu/employee/hr/benefits/>.



PART VII: ACADEMIC MATTERS

Teaching is the heart of a faculty member's work. Jefferson Community & Technical College provides an atmosphere where good teaching and high-level learning are encouraged and rewarded.

Academic Freedom

It is the policy of the College to maintain and encourage, within the law, full freedom of inquiry, discourse, teaching, research, and publication and to protect the Faculty against restrictive influences. In their roles as citizens as well as scholars, faculty members have the same freedoms as other citizens without institutional censorship. However, in their scholarly roles, they should be mindful that accuracy, forthrightness, and dignity befit their association with the College and their positions as scholars and role models.

Faculty Professional Development

On-going professional development is critical to the growth of faculty as teachers, scholars, and practitioners.

As such, effort devoted to professional development is an expected component of each faculty member's annual Distribution of Effort Agreement (DOEA). Jefferson supports this professional growth in a number of ways:

- Providing travel funds, where possible, to support faculty participation in local, regional, and national professional conferences, seminars, and workshops;
- Encouraging and supporting faculty participation in system-level professional development activities such as the President's Leadership Seminar, the annual New Horizons Conference, and others;
- Bringing to campus speakers and workshop leaders to consult and share best practices;
- Supporting an on-going professional development series that provides dozens of on-campus workshops weekly throughout the academic year;
- Sponsoring a day-long Professional Development Day for all faculty and staff each fall
- Providing electronic and other resources such as Atomic Learning for on-going faculty development.

Teaching Consultation Program (TCP)

TCP Consultants are available to work with instructors in a voluntary and confidential program that assists them in evaluating their use of teaching and learning processes in the classrooms. This program is designed to help all teachers, especially newer Faculty, to learn more about effective teaching methods and techniques.

Academic Rights of Students

The KCTCS *Student Code of Conduct* delineates the academic rights of students.

- Students have the right to be informed in reasonable detail in writing (syllabi) during the first or second class meeting about the nature of the course and the expectations of the course.
- Students also have the right to be informed about the grading criteria and to expect this criteria will be followed.
- Students have the right to take reasoned exception to the data or views offered in the classroom without being penalized. Students have the right to receive a grade based on a fair and just evaluation of performance in a course as measured by the standards given by the instructor during the first or second class session. Faculty may not determine grades on such irrelevant considerations as race, color, religion, sex, national origin, political affiliation, sexual orientation, or activities outside the classroom that are unrelated to course work. One form of sexual discrimination is sexual harassment, defined as unwelcome sexual advances, requests for favors, or other verbal or physical conduct or written communication of an intimidating, hostile, or offensive sexual nature.
- Students have the right to have their academic records kept confidential.
- Students have the right to have their character and ability evaluated only by those with personal knowledge of the student.

The KCTCS *Student Code of Conduct* is located at

http://www.kctcs.edu/Default/Students/Admissions/Academic%20Policies/~/_media/System_Office/Academics/StudentCode2009.aspx

Guidelines for Course Syllabi

All students must be provided with a course syllabus during the first or second class meeting of the semester. The division office should also be provided with copies of all syllabi. The following items need to be included on all syllabi:

1. Instructor name
2. Instructor office location
3. Instructor phone number
4. Instructor e-mail
5. Instructor office hours

6. KCTCS Catalogue course description
7. Relationship of the course to the College's mission
8. Student Learning Outcomes specific to course
9. General Education Learning Outcomes supported by course
10. Required texts, supplies, materials
11. Suggested texts, supplies, materials
12. Course requirements (This must include all items on which students will be evaluated [tests, papers, projects, etc.], and any applicable deadlines.)
13. Evaluation and grading criteria (This must include what students will be graded on, what criteria will be used for evaluation, and any special information (such as the relationship of points to letter grades, the weighting of assignments, cluster or on-the-curve grading, policies on make-ups, etc.).
14. Last date to withdraw without instructor's signature
15. 60% completion date (i.e., date after which withdrawal will not affect financial aid eligibility)
16. College and class policies to include at least:
 - a. Information for students needing special accommodations (Include information on policies as well as names, locations, and contact information for disability services)
 - b. Complaint procedure (Instructor first, then Program Coordinator or Department Head, then Division Chair, then Academic Dean—give specific names and contact information)
 - c. Student Code of Conduct link (clarify Instructor cheating and plagiarism policies)
 - d. Attendance policy (include your policy for allowing W's after midterm and the circumstances under which you will give an "incomplete")
 - e. Inclement weather notification information:

Jefferson seldom closes because of snow or other inclement weather. However, the College does occasionally use a delayed opening. When the College announces a delayed schedule, students, faculty and staff will be given a time to report to the College. For example: Jefferson Community and Technical College will open today at Noon. Simply report to whatever class or workstation you would ordinarily be in at Noon for that day and follow a regular class or work schedule for the rest of the day. The best sources of closing and delay information are:

- The JCTC website (<http://www.jefferson.kctcs.edu>)
- Your KCTCS e-mail account
- By calling the College at (502) 213-5333
- A text message received on your cell phone (sign up at www.kctcs.edu/SNAP).

News media are given the information, but some stations cannot report details, such as the time of day classes will begin. If you hear about a delayed schedule, it is best to double check one of the College's official sources.

17. Non-discrimination statement

Also include the following for e-learning classes:

JCTC students may drop their online classes via email by contacting: Director of eLearning, Joshua Smith: joshuaj.smith@kctcs.edu ***Students must provide their student ID number to complete this request.*** All other students must contact the Registrar at their Home College to drop a class.

In order to drop a class after midterm, when the instructor's permission is required, the student will email the instructor for approval. If the instructor approves, the student will forward the reply to the email address listed above (JCTC), or to their Home College.

JCTC eLearning Helpdesk: jf-elearning@kctcs.edu, (502) 213-7100

JCTC eLearning Website: <http://www.jefferson.kctcs.edu/elearning>

Online students should order their books from Ashland Community and Technical College's website: <http://ashlandctc.bkstore.com>, (1-866-823-2601) In order to be considered for disability-related accommodations in an online class, you must first be registered to receive disability services at your home campus.

NOTE: A syllabus template is available for use by all Faculty.

Class Rosters

Up to date class rosters are available to all faculty members through PeopleSoft. Faculty should record the last date of attendance at the end of the semester for any student who has failed to remain in the course until its end. It is also the responsibility of the Faculty to ensure that students whose names are not on the official roster are not permitted to remain in classes.

Office Hours

In most divisions, full-time faculty members are expected to be in their offices and available to students and colleagues during regularly scheduled hours each week, which usually means ten hours a week or two hours for each 3 credit hour class or equivalent taught on-site. Office hours are to be posted in a prominent position on each faculty member's office door and/or suite, with a copy to the Division Chair. These hours are also to be included in the faculty member's syllabi.

Inability to Meet a Class

If an illness or emergency situation arises and a faculty member is unable to meet a class, he or she is expected to notify the Division Secretary as soon as possible so the class can be notified. The Division Secretary will need pertinent information about the section, time, building, room, and assignments. Classes may not be cancelled for reasons other than emergencies without prior consent from the supervisor or Division Chair.

Withdrawals from Class

Students with academic and/or personal difficulties preventing achievement in class should be encouraged to officially withdraw from the class in the Office of Student Affairs. This eliminates a failing grade at the end of the semester. Students may withdraw at their own discretion and receive a grade of "W" until mid-term by turning in a withdrawal slip to the Records Office. Instructors may decide whether they wish to sign withdrawal slips after mid-term, and if they do, may set the last date they will sign them, which must be before the end of coursework for the semester. Withdrawal policies should be clearly stated in all course syllabi.

Per KCTCS, a "W" represents a withdrawal from a course without completing course requirements. A "W" grade shall not be assigned unless the student has officially withdrawn in the manner prescribed by the College.

Under the *Student Code of Conduct*, the College Appeals Board may assign the grade of "W" in cases involving a violation of student academic rights.

Grades

The *KCTCS Senate Rules* describe the grades that are available to be awarded in the KCTCS system. In addition, the rules define the meaning of each grade and outline the circumstances under which it can be awarded.

Incomplete Grade

The grade of "I" or Incomplete means part of the coursework remains unfinished at the end of the semester. This grade is given only when there is a reasonable expectation that a student will complete the work and that a passing grade will result. The Incomplete grade may be given only after consultation with and approval by the Division Chair. Instructors are never required to give incompletes.

The Instructor and student will contract requirements for completion of course with the time limit for completion not to exceed a maximum of one year; failure to do so will result in a change of grade from "I" to and "E". Each college shall maintain a record of incomplete grades recorded in that college. This record, completed by the Instructor at the time the grade "I" is reported, shall include (1) the student's name and identification number (Empl I.D. #), (2) the course number and hours of credit, (3) semester or session and year of enrollment, (4) signature of the Instructor, (5) a brief statement of the reason(s) for recording the incomplete grade, and (6) an adequate guide for removal of the incomplete grade. In the Instructor's absence, the Division Chairperson or the designee shall forward to the President (or designee) the appropriate letter grade to replace the incomplete grade.

Academic Offenses of Students (Cheating and Plagiarism)

All academic work, written or otherwise, submitted by a student to an Instructor or other academic supervisors is expected to be the result of the student's own thought, research, or self-expression. Cheating and plagiarism are among the most serious academic offenses students can commit. Cheating includes knowingly copying from others or submitting as one's own the work of others for the purpose of improving one's academic standing. Plagiarism is the act of presenting ideas, words, or organization of source material as if it were one's own. In any case in which a student feels unsure about a question of plagiarism involving the student's work, the student must consult with the Instructor on the matter before submitting the work. The *Student Code of Conduct* specifies the academic sanctions available to the student in cases of academic dishonesty. These include failure for an assignment, a reduced grade for a course, or failure for a course, depending on the weight of the assignment in satisfying the requirements for the course.

Program, Department, Division, and Faculty Meetings

The purpose of program, department, division, and faculty meetings is to disseminate information and to gain input from all members of the group. Because faculty members are expected to be active participants in the activities of the College, they are expected to attend these meetings. Faculty meetings may include both campus-specific and college-wide information.



PART VIII: RESOURCES

Jefferson Community & Technical College Prison Program

http://www.jefferson.kctcs.edu/divisions/prison_program/default.php

Jefferson Community & Technical College Rules of the Faculty

http://www.jefferson.kctcs.edu/fac_Staff/FacultyRules.php

Jefferson Community & Technical College Syllabi Guidelines

<http://www.jcc.kctcs.edu/downloads/syllguide2006.doc>

Jefferson Community & Technical College Vision Statement

<http://www.jefferson.kctcs.edu/administration/President/VisionStatement.pdf>

Jefferson Technical Campus Syllabi Guidelines:

http://www.jefferson.kctcs.edu/fac_Staff/template-instructions.doc

KCTCS About Statement

<http://legacy.kctcs.edu/info/>

KCTCS Administrative Policies and Procedures related to Benefits

<http://www.kctcs.edu/employee/policies/volumeII/volII3-5.pdf>

<http://www.kctcs.edu/employee/policies/volumeII/volII3-6.pdf>

KCTCS Administrative Policies and Procedures related to Equal Opportunity, Health and Safety

<http://www.kctcs.edu/employee/policies/volumeII/section3.html>

KCTCS Administrative Policies and Procedures related to Human Resources

<https://thepoint.kctcs.edu/departments/HumanResources/default.aspx>

<http://www.jefferson.kctcs.edu/administration/consolidation/default.php>

<http://www.kctcs.edu/employee/Collegejobs/benefits.htm>

<http://www.kctcs.edu/employee/Collegejobs/generaloverview.htm>

<http://www.kctcs.edu/employee/hr/hrpolicyhandbook/hrpolicyhandbook.doc>

<http://www.kctcs.edu/employee/policies/volumeI/section2.htm>

<http://www.kctcs.edu/employee/policies/volumeII/section2.html>

KCTCS Administrative Policies and Procedures related to Performance Review

<http://www.kctcs.edu/employee/policies/volumeII/volII2-5.pdf>

KCTCS Policy related to the Student Code of Conduct

<http://www.kctcs.edu/student/studentcodeofconduct.pdf>

KCTCS Policy related to Retirement Plans

<http://www.americancentury.com/index.jsp>

<http://www.ingretirementplans.com/index.shtml>

<http://www.ktrs.state.ky.us/>

<http://ktrs.ky.gov/>

<http://www.tiaa-cref.org/>

<https://www.fidelity.com/>

Kentucky Revised Statutes (KRS) & KCTCS Board of Regents Policies

<http://www.kctcs.edu/employee/policies/volumeI/>

System Rules of the KCTCS Faculty Senate

<http://unity.kctcs.edu/docushare/dsweb/View/Collection-15395>

NOTES





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