

2010 – 2011

FACULTY / STAFF HANDBOOK



Jefferson College



Hillsboro
Arnold
Northwest
Imperial
JC Online

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Introduction

This handbook is intended to give employees a convenient guide to information about Jefferson College and its practices, policies, and procedures; the use of various services and facilities; and, employee privileges and responsibilities. In the event of apparent conflict or ambiguity in policy or procedure between the contents of this publication and the Board of Trustees Policies and Procedures Manual, the latter shall take precedent.

This handbook in no way guarantees employment or represents a contract between the employee and the College.

The information contained in this handbook is subject to change as a result of action by federal and/or state governments, the Board of Trustees, and the Administrative Cabinet of Jefferson College.

Members of the faculty and staff should feel free to consult with their supervisor, dean, or appropriate administrative official regarding matters not covered in the handbook or those that seem to be inadequately discussed. Recommendations for additions to or modifications of this handbook will be appreciated.

Detailed information on many subjects described in this handbook can be found in other College publications including the Board of Trustees Policies and Procedures Manuals, Administrative Policies and Procedures Manuals, the Student Handbook, and the General Catalog.

Integrity/Accreditation Statement

Jefferson College is accredited by The Higher Learning Commission, A Commission of the North Central Association of Colleges and Schools. Individuals should direct their questions, comments or concerns to:

The Higher Learning Commission
30 North LaSalle Street, Suite 2400
Chicago, IL 60602
1-800-621-7440 or (312) 263-0456
Fax (312) 263-7462

Non-Discrimination Notice

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, gender, national origin, race, religion, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College.

In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels that he or she has been discriminated against in employment, student programs, or student activities.

The designated College official for any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX as specified above is the College Affirmative Action Officer, Tasha Welsh, Office - Administration 133-E, telephone number (636)797-3000/942-3000, ext. 157. The Americans with Disabilities Act (ADA) coordinator for students is Sundaye Harrison, Office - Library 110, ext. 169.

The designated College official for any alleged discriminatory act or occurrence falling within the provisions of Title IX of the 1972 Education Act is the College Coordinator of Title IX, Patricia Loomis, Office - ASII408, telephone number (636)797-3000/942-3000, ext. 349

Copies of the Jefferson College Board of Trustees “Procedure for Resolving Complaints of Discrimination” may be obtained in the Office of the President, the Office of the Dean of Student Services, or in the Office of the Director of Human Resources.

Mission Statement

Jefferson College is a student-centered comprehensive community college, committed to providing an accessible, quality college experience as it strives to meet the diverse needs of the students and the community. Superior teaching and services foster a supportive learning environment, which promotes intellectual, social, and personal growth. A strong general education curriculum, college transfer and technical programs, personal enrichment courses, and on-campus experiences prepare students to succeed in their careers, further their education, and prosper in a diverse world. Jefferson College’s ongoing assessment of students, programs and services assures that it is a responsive and progressive community college.

Vision

Our shared vision for Jefferson College is to become widely recognized as a premier comprehensive community college where student achievement and student success are central to every endeavor. Led by highly qualified college trustees, administrators, faculty, and staff, students master knowledge, skills, competencies, and values in a participative, innovative learning environment. The institution will be a model for enlightened, shared governance and will continue to strive for accreditation with distinction attesting to the excellence of its policies, practices, and services.

Values

We value...

Student Growth

- Balanced opportunities for all student to encourage intellectual, personal, and social growth and continued learning.

Student Mastery of Skills

- Mastery of intellectual and technical skills that will ensure career success.

Student-Centered Services

- A supportive and effective higher educational environment that enhances student learning.

Diversity

- Preparation of students for excelling in a world of cultural and intellectual diversity.

Assessment

- The use of assessment for continued student, personnel, and program improvement.

Shared Governance

- Enlightened and shared governance of the institution.

Professional Growth

- Continued professional growth within the college community that supports effective teaching and competent services.

Academic Freedom

- Academic freedom that challenges students and welcomes diversity of thought and discussion.

Community Service

- Leadership in the cultural, educational, economic, environmental, and social development within the community.

Organizational Structure

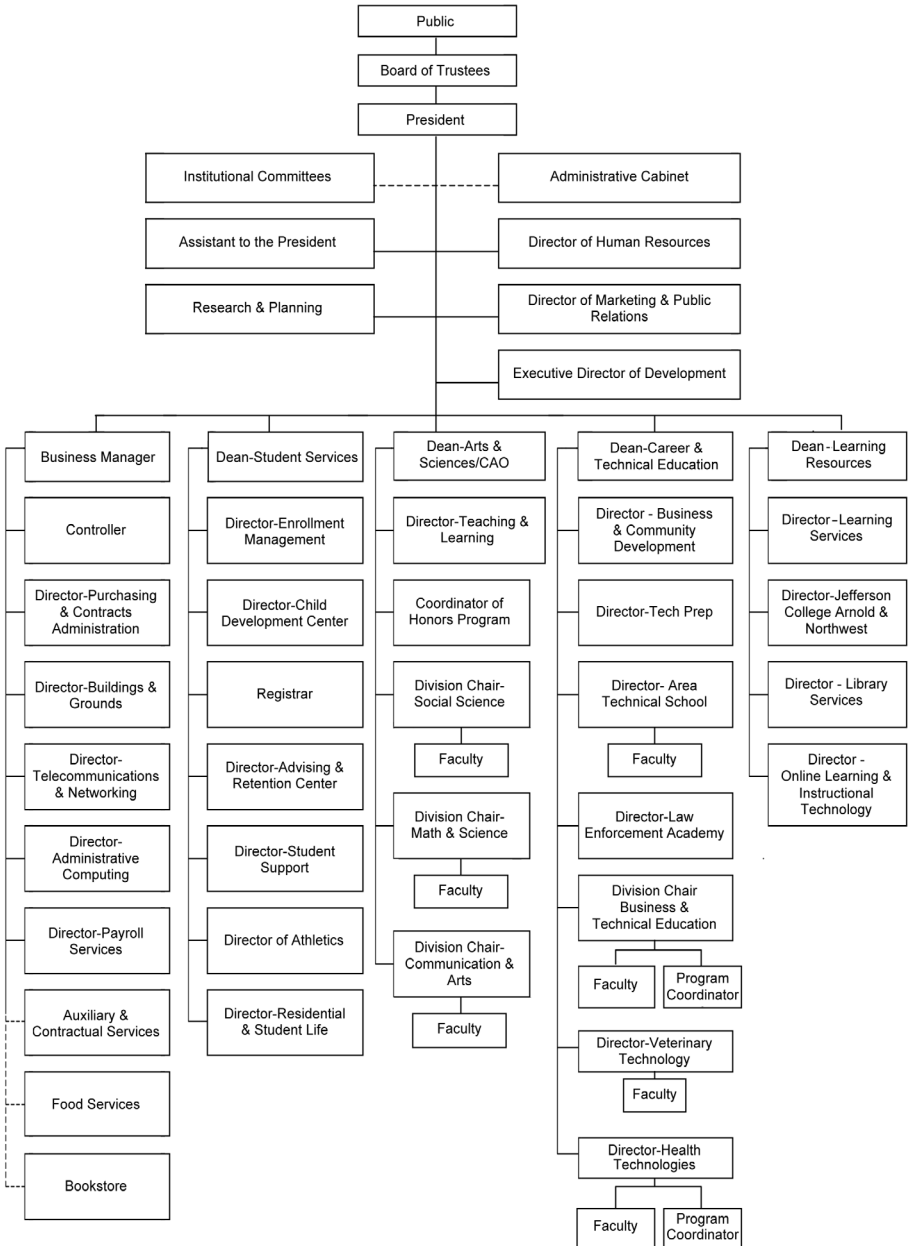
Line of Authority

It shall be the policy of the Board of Trustees that the general line of authority within the College shall be from faculty or staff member to division chair, program director, or other immediate supervisor; to dean; to the president; to the Board of Trustees. This does not prohibit an employee from referring an area of concern or problem to a constituent committee such as the Faculty Senate, Certified Professional Staff Committee, or Classified Professional Staff Committee.

All College personnel shall be cognizant of and abide by the appropriate chain of command as set forth in the organizational chart. In the event issues or concerns are not resolved to an employee's satisfaction, the employee has the option of referring the issue or concern to the higher level supervisor as specified by the line of authority.

Faculty and staff contact with the Board of Trustees on College business shall only be made through the President of the College. Employees desiring to appear before the Board shall place their request through the appropriate administrative officer to the President of the College. The President shall make the necessary arrangements for such an appearance. To be considered by the Board, items should be submitted in writing, along with any supporting documentation, at least one week prior to the Board meeting in order that it may be included with the other agenda items and information mailed to the Trustees.

Jefferson College 2010 – 2011 Organizational Chart



Responsibilities of the Board of Trustees and Administrative Officers

Board of Trustees

The Board of Trustees, which consists of six members elected at large, governs the Community College District. Each odd-numbered year two members are elected for six-year terms.

The Board of Trustees shall:

1. select and appoint the President of the College;
2. determine the broad general policies that will govern the District;
3. consider and take appropriate action in all matters of policy relating to the welfare of the College on recommendation of the President of the College;
4. assume final responsibility, after evaluating administrative recommendations, for making decisions concerning appointment, compensation, retention or dismissal of all staff members;
5. approve the annual budget prior to the beginning of the next fiscal year;
6. approve all expenditures;
7. provide ways and means for adequate financial support;
8. function as the legislative and policy-making body of the District, leaving the executive function to the College President;
9. serve as a court of final appeal for students, employees, and citizens of the District on matters of policy and policy interpretation;
10. insure that policies adopted by the board are consistent with the provisions of the law;
11. cause the annual financial statement to be published not later than August 1 in a newspaper of general circulation within the District.

President

Duties and Responsibilities - The President of the College shall:

- a. be the chief executive officer of the Board of Trustees and shall be responsible for the organization and administration of the College;
- b. make policy recommendations to the Board of Trustees on all matters that affect the College and be responsible for execution of policies as approved;
- c. recommend all additions or changes in personnel and in personnel policies;
- d. submit an annual budget and administer the budget as approved by the Board;
- e. have authority to exercise broad discretionary power along lines established by the Board;

- f. be responsible for the preparation of all reports required by the Board and by local, state, or national agencies;
- g. recommend site utilization to the Board;
- h. direct the development of the College campus building programs;
- i. appoint college-wide faculty and staff committees;
- j. recommend the establishment of citizens' advisory committees;
- k. lend influence in the development of higher education in local, state, and national committees and organizations;
- l. be active in all levels of education through participation in local, state, and national educational activities;
- m. represent the College in matters before the State Legislature, the Federal Congress, and departments and agencies of local, state and federal government;
- n. perform other duties as may be assigned by the Board of Trustees.

Business Manager

1. Selection - Subject to approval by the Board of Trustees, a Business Manager shall be appointed by the President. This person shall serve as a line officer and shall be directly responsible to the President. The Business Manager is equivalent to a dean in rank, stature, authority, and pay grade.
2. Duties and Responsibilities - The Business Manager shall:
 - a. be responsible to the President of the College for all financial and business functions of the District;
 - b. serve as financial agent of the District;
 - c. oversee the preparation of monthly and annual financial statements for the Board of Trustees, the President of the College, and various state and federal agencies;
 - d. direct and manage the operation of the Business Office through the Controller, insuring proper system of accounting, internal control, purchasing and budgetary control;
 - e. direct and manage the operation and maintenance of the physical plant, grounds, and other facilities through the Director of Buildings and Grounds;
 - f. administer the contracts for the operation of the College bookstore and food services;
 - g. direct and manage the operation and the functions of mail distribution, duplication of printed materials, central stores supplies, construction activities, contracts administration and purchasing through the Director of Purchasing and Contracts Administration;
 - h. direct and manage the operation of the College administrative computing functions through the Director of Administrative Computing;

- i. direct and manage the College's computing network and telecommunications through the Director of Telecommunications and Network Management;
- j. serve as the College risk management officer assuming adequate insurance coverage for all College property, personnel and athletic teams including liability insurance for officers and directors of the College;
- k. insure appropriate accounting is maintained on all District property;
- l. oversee the use of College facilities by community groups and administer the collection of fees and other charges;
- m. administer the use of College vehicles in accordance with policies and procedures;
- n. assume administrative responsibility for all evening activities;
- o. develop and implement administrative policies and procedures in support of the mission of the College;
- p. select, supervise and evaluate directors and managers of the administrative functions reporting to the Business Manager;
- q. serve as a member of the Administrative Cabinet and participate in the formulation of plans, priorities, and institutional objectives;
- r. serve as administrative liaison to appropriate institutional committees as assigned by the President;
- s. attend College functions including student activities, cultural events, music performances, athletic events, etc.;
- t. participate in community and/or civic organizations, preferably in a leadership role;
- u. prepare a budget request for the Business area in a time frame as directed by the President;
- v. establish an annual operating budget in cooperation with the deans and submit it to the President of the College as directed;
- w. prepare a comprehensive annual report covering the areas reporting to the Business Manager and submit it to the President of the College by August 1 of each year;
- x. perform other duties assigned by the President of the College.

Dean of Arts & Science Education/ Chief Academic Officer

1. Selection of Subject to approval by the Board of Trustees, a Dean of Arts and Science Education/Chief Academic Officer shall be appointed by the President. This person shall serve as a line officer and shall be directly responsible to the President.

2. Duties and Responsibilities - The Dean of Arts and Science Education/
Chief Academic Officer shall:
 - a. serve as Chief Academic Officer at the College and report directly to the President in all matters concerning Academics;
 - b. work with the appropriate Deans to develop the institutional schedule of courses;
 - c. work with the President in the accumulation and organization of data relative to the educational needs of the College;
 - d. work with the Director of Research and Planning to collect and analyze data concerning student outcomes and effectiveness of teaching and learning;
 - e. conduct research related to the Academic Affairs of the College;
 - f. maintain contact with other community colleges, universities, area schools, and professional organizations and agencies;
 - g. work with the appropriate Deans to develop the institutional academic calendar;
 - h. work with the appropriate Deans to develop the fall orientation and the in-service days;
 - i. assume primary responsibility for all matters dealing with the accreditation in conjunction with the President;
 - j. represent the College on all academic matters dealing with the CBHE and DHE;
 - k. be responsible to the President for planning, developing, implementing, coordinating, supervising, and evaluating all curricula;
 - l. be responsible for initial certification as required of all instructors in the Arts and Sciences as directed through the Division Chairs;
 - m. assume primary responsibility for the Arts and Sciences curriculum, supervision, and evaluation of instruction;
 - n. direct and manage through the Division Chairs the responsibility for scheduling courses, instructors, and room assignments for the Arts and Sciences;
 - o. work with the Dean of Career and Technical Education and the Dean of Learning Resources in coordination and delivery of instructional programs as appropriate;
 - p. maintain and approve outlines of all courses offered in the Arts and Sciences as directed through the Division Chairs and Program Coordinators;
 - q. be responsible for approving the selection of textbooks for the Arts and Sciences as directed through the Division Chairs and Program Coordinators;
 - r. maintain yearly contact with transfer institutions to insure applicability and continuity of courses and programs;
 - s. approve requests for off-campus tours and outside speakers for the Arts and Sciences;

- t. approve travel requests presented by the Arts and Sciences faculty and submit them to the President;
- u. approve requisitions for instructional supplies and equipment presented by the Arts and Sciences faculty and by the Program Coordinators and submit them to the President;
- v. make recommendations to the President concerning budget requests for Arts and Sciences;
- w. conduct research relating to instructional services and facilities in the Arts and Sciences;
- x. work with the President in the accumulation and organization of data relative to the educational needs of the community;
- y. keep the President and faculty informed on instructional resources in the Arts and Sciences;
- z. work with the Division Chairs in the recruitment, selection, and evaluation of faculty for the Arts and Sciences and make recommendations to the President;
- aa. serve as a member of the Administrative Cabinet and participate in the formulation of plans, priorities and institutional objectives;
- bb. serve as administrative liaison to appropriate institutional committees as assigned by the President;
- cc. attend College functions including student activities, cultural events, music performances, athletic events, etc.;
- dd. participate in community and/or civic organizations, preferably in a leadership role;
- ee. develop and implement administrative policies and procedures in support of the mission of the college;
- ff. prepare budget requests for the Arts and Sciences and submit them to the President when requested each year;
- gg. prepare a comprehensive annual report covering the area of Arts and Sciences and submit it to the President by August 1 of each year;
- hh. perform other duties assigned by the President.

Dean of Career & Technical Education

1. Selection - Subject to approval by the Board of Trustees, a Dean of Career and Technical Education shall be appointed by the President. This person shall serve as a line officer and shall be directly responsible to the President.
2. Duties and Responsibilities - The Dean of Career and Technical Education shall:
 - a. be responsible to the President for planning, developing, implementing, coordinating, supervising and evaluating all curricula in Career and Technical Education;
 - b. make recommendations and coordinate with the CAO for new academic programs and curricula;

- c. be responsible for initial certification as required of all instructors in Career and Technical areas as directed through the Division Chair and Program Directors/Coordinators;
- d. direct and manage through the Division Chair and Program Directors/Coordinators the responsibility for supervision and evaluation of instruction in Career and Technical Education;
- e. direct and manage through the Division Chair and Program Directors/Coordinators the responsibility for the scheduling of courses, instructors, and room assignments for Career and Technical Education;
- f. maintain and approve outlines of all courses in the Career and Technical area through the Division Chair and Program Directors/Coordinators;
- g. be responsible for approving the selection of textbooks in Career and Technical Education as directed through the Division Chair and Program Directors/Coordinators;
- h. approve requests for off-campus tours and outside speakers for Career and Technical Education;
- i. approve travel requests, presented by the Career and Technical Education faculty and submit them to the President;
- j. approve requisitions for instructional supplies and equipment, presented by the Career and Technical Education faculty, and submit them to the President;
- k. in consultation with the Chief Academic Officer, make recommendations to the President concerning faculty budget requests;
- l. work with Division Chair and Program Directors/Coordinators in the recruitment, selection, and evaluation of faculty in the area of Career and Technical Education and make recommendations to the President;
- m. direct and manage Career and Technical education grant programs through their respective directors;
- n. direct and manage the Area Technical School through the Director of the Area Technical School;
- o. work with the President in the accumulation and organization of data relative to the needs of the community in the area of Career and Technical Education;
- p. work closely with advisory committees to insure that the Career and Technical curricula are consistent with the needs of business and industry;
- q. work with the Dean of Student Services in job placement and advisement of students in Career and Technical Education;
- r. keep the President, CAO and faculty informed on instructional resources in Career and Technical areas;
- s. conduct research relating to instructional services and facilities in Career and Technical Education;

- t. serve as a member of the Administrative Cabinet and participate in the formulation of plans, priorities, and institutional objectives;
- u. serve as administrative liaison to appropriate institutional committees as assigned by the President;
- v. attend College functions including student activities, cultural events, music performances, athletic events, etc.;
- w. participate in community and/or civic organizations, preferably in a leadership role;
- x. develop and implement administrative policies and procedures in support of the mission of the college;
- y. prepare a budget request for Career and Technical Education and submit it to the President when requested each year;
- z. prepare a comprehensive annual report covering Career and Technical Education and submit it to the President by August 1 of each year;
- aa. perform other duties assigned by the President.

Dean of Student Services

1. Selection - Subject to approval by the Board of Trustees, a Dean of Student Services shall be appointed by the President. This person shall serve as a line officer and be directly responsible to the President.
2. Duties and Responsibilities - The Dean of Student Services shall:
 - a. administer the development, implementation, and delivery of all College Student Services;
 - b. supervise Student Services facilities assignments;
 - c. direct and manage Admissions and Financial Assistance functions through the Director of Enrollment Management;
 - d. direct and manage the operations of the Child Development Center through the Director of the Child Development Center;
 - e. direct and manage the Student Records function through the Registrar;
 - f. direct and manage the intercollegiate athletic programs and the Student Athlete Success Office through the Director of Athletics;
 - g. direct and manage the Advising and Retention Center, student organizations, and the Career Development Office, through the Director of the Advising and Retention Center;
 - h. direct and manage Project Success through the Director of Student Support Services;
 - i. direct and manage student housing and student activities through the Director of Residential and Student Life;
 - j. select, supervise, and evaluate Directors and Coordinators of the administrative functions reporting to the Dean of Student Services;
 - k. review and facilitate the work of Student Services supervisors in planning, developing, and delivering Student Services;
 - l. be responsible for student discipline;

- m. serve as a member of the Administrative Cabinet and participate in the formulation of plans, priorities, and institutional objectives;
- n. work with the President in the accumulation and organization of data relative to the educational needs of the College;
- o. serve as administrative liaison to appropriate institutional committees as assigned by the President;
- p. attend College functions including student activities, cultural events, music performances, athletic events, etc.;
- q. participate in community and/or civic organizations, preferably in a leadership role;
- r. prepare budget request for Student Services and submit it to the President when requested each year;
- s. develop and implement administrative policies and procedures in support of the mission of the college;
- t. prepare a comprehensive annual report and submit it to the President by August 1 of each year; and,
- u. perform other duties assigned by the President.

Dean of Learning Resources

1. Selection – Subject to approval by the Board of Trustees, a Dean of Learning Resources shall be appointed by the President. This person shall serve as a line officer and shall be directly responsible to the President.
2. Duties and Responsibilities – The Dean of Learning Resources shall:
 - a. be responsible to the President for planning, developing, implementing and coordinating all Learning Resources programs, including the Learning Center, the Library, Instructional Support/ Academic Computing, Jefferson College Arnold, Jefferson College Northwest, and any other extended site facility and direct and manage all other Learning Resources grant programs through their respective directors;
 - b. be responsible for all necessary certification of Learning Resources instructors;
 - c. select, supervise, and evaluate Directors of the administrative functions reporting to the Dean of Learning Resources;
 - d. direct and manage through the appropriate Directors the responsibility for recruitment, selection, supervision, and evaluation of personnel and make recommendations to the President;
 - e. direct and manage Learning Center functions through the Director of the Learning Center;
 - f. direct and manage Library functions through the Director of Library Services;
 - g. direct and manage Instructional Support/Academic Computing functions through the Director of Instructional Support and Academic Computing;

- h. direct and manage the operations of the Arnold and Northwest facilities through the Director of Arnold and Northwest;
- i. work with the Dean of Arts and Sciences and the Dean of Career & Technical Education in coordination and delivery of instructional programs at extended site facilities, in the evening division program, and otherwise as appropriate;
- j. work with the Dean of Student Services in coordination and delivery of admissions, advisement and enrollment services at extended site facilities;
- k. approve travel requests presented by Learning Resources faculty and staff and submit them to the President;
- l. approve requisitions for supplies and equipment presented by staff in the Learning Resources area;
- m. keep the President and faculty informed of the instructional resources in the Learning Resources areas;
- n. maintain records and submit reports as required by the College and other appropriate agencies;
- o. serve as a member of the Administrative Cabinet and participate in the formulation of plans, priorities and institutional objectives;
- p. serve as administrative liaison to appropriate institutional committees as assigned by the President;
- q. attend College functions including student activities, cultural events, music performances, athletic events, etc.;
- r. participate in community and/or civic organizations, preferably in a leadership role;
- s. prepare a budget request for Learning Resources and submit it to the President when requested each year;
- t. prepare a comprehensive annual report covering the Learning Resources area and submit it to the President by August 1 of each year;
- u. develop and implement administrative policies and procedures in support of the mission of the college;
- v. perform other duties assigned by the President.

Responsibilities of Instructional Staff

Division Chair

Function: The Division Chair will be the first-line supervisor of the faculty assigned to the division; will plan, control, evaluate, and manage the division; facilitate communication between the division and the college; and, manage programs, courses, policy, procedures, and facilities of the division. Each division chair shall report to his/her respective dean.

Each Division Chair shall:

1. Maintain files for the division including course syllabi, enrollment and program data, and any other records necessary for effective management of the division.
2. Insure divisional compliance with all College policies and procedures as well as procedures developed within the division.
3. Assume a leadership role in assessment by supporting multiple assessment measures of clearly defined expected learning outcomes.
4. Develop and manage divisional marketing plans.
5. Teach one class each fall and spring semester.
6. Complete regularly scheduled program reviews, forward a concomitant recommendation to the appropriate dean, and implement recommendations in a timely manner.
7. Develop the division's schedule of courses.
8. Maintain yearly contact with transfer institutions to insure applicability and continuity of courses and programs.
9. Plan and present the division's annual budget request and manage the expenditure of funds allocated to the division.
10. Conduct a yearly review of all publications and printed materials relating to the division and assume responsibility for currency and consistency.
11. Work with the academic deans, the Dean of Learning Resources, and the Dean of Student Services to insure quality offerings.
12. Work with the Director of Research and Planning to collect data necessary to the management of the division.
13. Work with Student Services to recruit students for the division's programs and courses.
14. Place textbook orders with the College bookstore.
15. Complete an annual report documenting the division's yearly activities.
16. Conduct regularly scheduled divisional meetings, take an active interest in the professional growth of faculty, and counsel them on improvement of teaching and learning.
17. Support the Center for Teaching and Learning initiatives and processes.
18. Serve as the primary spokesperson for divisional faculty.

19. Assume a major role in recruiting, reviewing credentials, and hiring of full-time and adjunct faculty.
20. Complete yearly faculty performance reviews and written recommendations for continuation of faculty; oversee the evaluation of adjunct faculty.
21. Maintain technological skills pertinent to the position, i.e., Banner, STARS, and instructional technology.
22. Make recommendations regarding faculty tenure.
23. Work with the Director of Advising & Retention to properly assign students to faculty advisers.
24. Advise students as needed.
25. Serve on institutional committees and ad hoc committees as assigned.
26. Support faculty, staff, and students by attending College events.
27. Assume primary responsibility for identification and appointment of advisory committee members.
28. Perform other duties as assigned by the appropriate dean.

Divisional Structure

Arts & Science Education

Accounting

Business Administration

Communications

Computer Science

Criminal Justice

Education

Engineering

English

Fine Arts/Humanities

- Art
- Foreign Language
- Journalism
- Music
- Philosophy
- Speech and Drama
- TV Production

Life Sciences

- Biology
- Botany
- Ecology
- Zoology

Mathematics

Physical Sciences

- Astronomy
- Chemistry
- Geology
- Physics

Social/Behavioral Sciences

- Economics
- Geography
- History
- Political Science
- Psychology
- Sociology

Career & Technical Education

Accounting Technology

Applied Technology

Apprenticeship Training

Area Technical School

Automotive Technology

Business Information Technology

- Administrative Professional
- Administrative Support Specialist
- Legal Professional
- Medical Professional
- Microcomputer Specialist
- Voice Technology

Business Management

Child Care/Early Childhood Education

Computer Information Systems

- Computer Support Option

Criminal Justice

Culinary Arts (one or two year)

Electronics

- Robotics and Automation Technology

Emergency Medical Technology

Fire Science Technology

Heating, Refrigeration, and Air Conditioning Technology

Law Enforcement Academy

Nursing

- Certified Nursing Assistant
- Practical Nursing
- Registered Nursing

Veterinary Technology

Welding Technology

Full-Time Faculty

The full-time faculty at Jefferson College generally have a workweek of 35-40 hours of which 15 hours are scheduled for instruction, and 10 hours are scheduled for office hours. Given the diversity of faculty schedules (clinicals, laboratories, rehearsals, studios, etc.) which require additional contact hours, and the variety of institutional commitments beyond the 25 scheduled hours, it is clearly understood by all parties that faculty work activities exceed the scheduled hours, and that some of these additional hours are performed both on and off campus. In addition, all parties recognize that a flexible five-day workweek (5 of 7 days) expectation is reasonable. Modification to the five-day workweek for faculty with unusual regular day and night class schedules will require written approval of the president.

In addition, each full-time faculty member shall:

1. be responsible to the division chair or program director and the appropriate academic dean;
2. carry out the policies developed by the Board of Trustees as interpreted and executed by the administration;
3. teach classes assigned by the appropriate dean and division chair or program director;
4. prepare and file with the division chair or program director course syllabi for new and revised courses and follow, within reason, such guides for courses already established;
5. prepare and file with the division chair or program director a list showing the author, title, publisher, date of publication, and list price, if known, of all textbooks, required readings, workbooks, or manuals which students must purchase for their courses;
6. prepare and file with the division chair or program director a bibliography of library books required for use in each course;
7. prepare requests for instructional materials, such as books, maps, audio visual aids, and supplies, and submit them to the associate dean or program director when requested for the purpose of budget planning;
8. keep accurate records of class attendance and grades of students and submit them to the Registrar;
9. attend faculty meetings and Commencement;
10. develop a 10-hour weekly office hour schedule appropriate to the attendance hours of students taught and maintain regular office hours for the convenience of students who desire advice or consultation;
11. secure approval of the dean for the office hour schedule and provide a copy of the schedule for the dean and the division chair or program director;
12. serve as directed on such institutional committees as may be established with a requirement to serve on one committee annually (voluntary service on additional committees and positions of leadership may be applied toward the professional development system);

13. promote student participation in extracurricular activities;
14. be available at appropriate times to advise students;
15. be responsible for meeting and maintaining all teacher certification requirements as may be applicable and required by the state;
16. continue professional improvement through reading and study and by participation in the activities of professional organizations;
17. assist in keeping the public well informed as to the progress and development of the College;
18. utilize available test scores and records as needed to become familiar with the problems and capabilities of students;
19. cooperate with the administration in conducting research;
20. assume responsibility for enforcing College rules and regulations as related to student conduct; and
21. perform other duties as may be assigned by the division chair or the program director and the appropriate dean.

Adjunct Faculty

Adjunct Faculty are employed for the duration of the teaching assignment as specified in the contract, and employment beyond the termination date specified in the contract is neither expressed nor implied. Adjunct teaching assignments will not exceed 15 semester hours in an academic year (August through May) and will not exceed 9 semester hours in any semester. The President will make exceptions as necessary.

Each Adjunct Instructor shall:

1. be responsible to the division chair or program director and the appropriate academic dean;
2. carry out the policies developed by the Board of Trustees as interpreted and executed by the administration;
3. teach classes assigned by the appropriate dean and division chair or program director with the load per semester not to exceed nine hours;
4. prepare and file with the division chair or program director course syllabi for new and revised courses and follow, within reason, such guides for courses already established;
5. prepare and file with the division chair or program director a list showing the author, title, publisher, date of publication and list price, if known, of all textbooks, required readings, workbooks, or manuals which students must purchase for their courses;
6. prepare and file with the division chair or program director a bibliography of library books required for use in each course;
7. prepare requests for instructional materials, such as books, maps, audio-visual aids, and supplies, and submit them to the division chair or appropriate dean when requested for the purpose of budget planning;

8. keep accurate records of class attendance and grades of students and submit them to the Registrar;
9. promote student participation in extracurricular activities;
10. be responsible for meeting and maintaining all teacher certification requirements as may be applicable and required by the state;
11. continue professional improvement through reading and study and by participation in the activities of professional organizations;
12. assist in keeping the public well informed of the progress and development of the College;
13. utilize available test scores and records as needed to become familiar with the problems and capabilities of students;
14. cooperate with the administration in conducting research;
15. assume responsibility for enforcing College rules and regulations as related to student conduct;
16. perform other duties as may be assigned by the division chair or the program director and the appropriate dean.

Institutional Committees

Common Functions

1. Each of the institutional committees shall review and recommend policy in their respective areas.
2. Each of the institutional committees shall serve as a consultative body concerning the policies of the College.

A. Standing Operational Committees (16)

a. Academic Affairs

1) Purpose

- (a) To evaluate the total academic program of the College and offer suggestions for improvement
- (b) To review all proposed courses and program changes
- (c) To make recommendations to improve the teaching/learning process
- (d) To serve as a forum for the discussion of academic developments in education and assist in disseminating new information to the faculty
- (e) To receive recommendations from the Assessment Committee, the Global Education Committee, and the Library Committee

2) Membership

This committee shall report to the Chief Academic Officer.

The chairperson shall be elected by the committee membership.

Membership on this committee shall be for two years and shall include:

Six full-time faculty members elected from Arts & Science

Education and Six from Career & Technical

Education (12)

Registrar (ex officio)

Division Chair, Business & Technical Education (ex officio)

Division Chairs, Arts & Science Education (3) (ex officio)

Two students selected by the Student Senate

Appointments shall be confirmed by the President.

b. Accommodations

1) Purpose

To develop and implement strategies to better enable students with special needs to achieve their desired level of learning.

2) Membership

This committee reports to the Dean of Student Services. The chairperson shall be elected by the committee membership.

Membership shall include:

Disability Support Services Coordinator

Project Success Representative

Director of Center for Teaching and Learning

ARC Resource Advisor

Faculty Liaison (appointed by the CAO)

Director of Learning Center & Assessment Services (ex officio)

Appointments shall be confirmed by the President.

c. Assessment Committee

1) Purpose

The purpose of the committee shall be to serve as the campus-wide conduit for assessment. The committee will review data pertinent to ongoing assessment of student outcomes and make recommendations to the Administrative Cabinet. Recommendations from the committee shall be forwarded to the Academic Affairs Committee.

The Assessment Committee will:

- (a) Review outcomes assessment projects for each academic year;
- (b) Oversee selected projects assuring the connection between class level assessment, course level assessment, and program review;
- (c) Generate an annual institutional assessment summary report; and,
- (d) Share results of assessment projects in a campus-wide newsletter.

2) Membership

This committee shall report to the Chief Academic Officer. The chairperson shall be the Coordinator of Assessment. Majority membership shall consist of full-time faculty. Membership shall include:

Coordinator of Assessment

Student Services Representative

Three full-time faculty members elected by Arts & Science Education and three from Career & Technical Education (6)

Director of the Center for Teaching and Learning

Director of the Learning Center
Director of Research and Planning (ex officio)
Dean, Arts & Science Education (ex officio)
Division Chair, Business & Technical Education (ex officio)
Division Chair, Arts & Science Education (1) (ex officio)

d. Commencement

1) Purpose

To plan and implement annual commencement exercises and related activities.

2) Membership

This committee shall report to the President. The chairperson shall be elected by the committee membership. Membership on this committee shall include a representative, selected by position (*) or appointed by the President (**), from each of the following areas:

Coordinators for President's Office and Research and Planning Office **

Academic Technical Support Specialist*

Bookstore Manager*

Business Office**

Director of Marketing & Public Relations*

Marketing & Public Relations*

JCTV Station Manager*

Music Department**

Field House Coordinator*

Two Student Services representatives* (Registrar and Secretary to Registrar)

Disability Support Services Coordinator*

Two faculty marshals (one shall be the Faculty Senate President* and the other shall be the JC-NEA President*)

One faculty at large**

One Buildings and Grounds representative**

Three students: two sophomores and one freshman selected by the Student Senate**

Appointments shall be confirmed by the President.

e. Cultural Council

1) Purpose

- (a) to secure programs for the College which will bring a diversity of cultural and educational enrichment to the students and the community
- (b) to develop long-range goals and propose programs to attain them.

2) Membership

This committee shall report to the Executive Director of Development. The chairperson shall be elected by the committee membership.

Membership on this committee shall include one full-time representative from each of the following areas:

Art

Music

Speech & Drama

Foreign Languages

Career & Technical Education

Marketing & Public Relations

Continuing Education

Director of Marketing & Public Relations

Executive Director of Development

Director of Residential & Student Life

Director of Advising & Retention Center

One elected Classified Professional Staff member

Two students selected by the Student Senate

A minimum of two community members nominated by the campus members of the Cultural Council

Appointments shall be confirmed by the President.

f. Food Services Advisory Committee

1) Purpose

To facilitate communication between the food service provider and its clientele. This committee shall report to the Business Manager.

2) Membership

The president will confer with the president of each of the college's four constituent groups in the identification of committee members.

The committee will be composed of ten voting members and one ex-officio member. The voting members of the committee are:

The chair, who will be an administrator

Two members each from the four constituent groups - the faculty senate, the student senate, certified professional staff, and classified professional staff

Representative from Culinary Arts

The ex-officio member will be the food services manager.

g. Global Education

1) Purpose

To provide opportunities for Jefferson College students, employees and community members to improve their global knowledge and awareness in order to more completely prosper in a diverse world.

The Global Education Committee shall:

- a) work with relevant organizations to promote the globalization of the college curriculum.
- b) manage the Global Studies Program.
- c) promote and manage scholarly global experiences of various kinds for the service area, such as hosting foreign scholars, coordinating Global Issue Forums and promoting study and travel abroad.

2) Membership

This committee will report to the Chief Academic Officer. The Chairperson will be elected by the committee membership.

Membership shall be for two years and shall include at the very least:

- 1 representative of the Chief Academic Officer
- 1 representative from Student Services
- 1 representative from the Library
- 6 faculty members: 4 from Arts and Sciences and 2 from Career Education
- A representative from the Cultural Council
- Additional faculty, students, staff and community members, as willing (Members must include the MCCA-MCGE college representative and the Global Studies Program Coordinator)

Appointments shall be confirmed by the President.

h. Grievance

1) Purpose

To serve as a Grievance Review Panel according to the policies and procedures established by the Board of Trustees and as published in the Policy Manual and the Procedures Manual, Section II-010.

2) Membership

The Grievance Committee shall report to the Dean of Learning Resources. The Grievance Review Panel shall consist of the following full-time employees:

- One elected Classified Professional Staff member and two alternates
- One elected Certified Professional Staff member and two alternates
- One elected full-time faculty member and two alternates
- One member from the Administrative Cabinet

The alternates will fill vacancies due to potential involvement in the grievance.

Appointments shall be confirmed by the President.

i. Library

1) Purpose

- (a) to assist the Director of Library Services in long-range planning
- (b) to evaluate the effectiveness of the library as an instructional resource
- (c) to review the total operation of the library and make suggestions for improvement

2) Membership

This committee shall forward recommendations to the Academic Affairs Committee for consideration and report to the Dean of Learning Resources. The chairperson shall be elected by the committee membership. Membership shall be for two years and shall include:

- Three full-time faculty members elected from Arts & Science Education and three from Career & Technical Education (6)
- Director of Library Services
- Access Services Librarian
- Two students selected by the Student Senate
- One representative from Student Services

Appointments shall be confirmed by the President.

j. Program and Facilities Planning

1) Purpose

The responsibility of this committee is to establish a model or strategy for the planning process and implement that process.

2) Membership

This committee reports to the President through the Deans. The chairperson shall be the Director of Research and Planning. Membership on this committee shall include:

- Business Manager
- Dean of Arts & Science Education
- Dean of Career & Technical Education
- Dean of Learning Resources
- Dean of Student Services
- Division Chair, Business & Technical Education
- Division Chair, Communications & Fine Arts
- Division Chair, Math & Science
- Division Chair, Social Science
- Director of Enrollment Management
- Director of Advising & Retention Center
- Director of Arnold & Northwest
- Director of Buildings & Grounds
- Director of Human Resources
- Director of Online & Instructional Technology

Director of Marketing and Public Relations
Director of Research & Planning
Director of Telecommunications and Network Management
Executive Director of Development
Director of Library Services
Registrar
Three full-time faculty members elected from Arts & Science
Education and three from Career & Technical Education (6)
One elected Classified Professional Staff member
Student Senate President
One student representative selected by the Student Senate
Appointments shall be confirmed by the President.

k. Public Relations/Marketing

1) Purpose

To assist the Director of Marketing & Public Relations in monitoring, evaluating and making recommendations to improve the public relations and marketing programs of the college in a cost effective manner.

2) Membership

The committee shall report to the President. The chairperson shall be elected by the committee membership. Membership shall include:

Executive Director of Development
Director of Marketing & Public Relations
Representative from Marketing & Public Relations
Director of Enrollment Management
Coordinator of Continuing Education
Division Chair, Arts & Sciences (1)
Division Chair, Career & Technical Education
Webmaster
ATS Recruitment/Placement Representative
Northwest Site Coordinator
JCTV Station Manager
Director of Arnold & Northwest
ATS Vocational Resource Educator
Three full-time faculty members elected from Arts & Science
Education and three from Career & Technical Education (6)
One elected Classified Professional Staff member
Two representatives selected by the Student Senate
Appointments shall be confirmed by the President.

I. Sabbatical Leave

1) Purpose

- (a) to screen applications and recommend those judged eligible for leave privileges
- (b) to evaluate the sabbatical program annually and report findings (including suggestions for improvement of the program) in writing to the Chief Academic Officer.

2) Membership

This committee shall report to the Chief Academic Officer. The chairperson shall be elected by the committee membership. The membership of this committee shall be for two years and shall be appointed by the President of the College upon recommendation of Faculty Senate Executive Council, Certified Professional Staff, and Administrative Cabinet. Appointments include:

- Three representatives from Arts & Science Education and three from Career & Technical Education (6)
- One representative from the Administrative Cabinet
- One representative of the Certified Professional Staff

Appointments shall be confirmed by the President.

m. Student Conduct

1) Purpose

To implement the formal procedures in the Student Code of Conduct and to insure fair and appropriate treatment of all students.

2) Membership

This committee shall report to the Dean of Student Services. The chairperson shall be elected by the committee membership. Membership on this committee shall be for two years and shall include:

- Director of Student and Residential Life
- Six representatives selected by the Student Senate (Discipline Panel)
- Three full-time faculty members elected from Arts & Science Education and three from Career & Technical Education (6)
- Coordinator, Continuing Education
- One elected Classified Professional Staff member

Appointments shall be confirmed by the President.

n. Student Success

1) Purpose

To develop, evaluate, and monitor all processes and procedures to improve student success through orientation, academic advising, efficient registration and retention initiatives.

2) Membership

This committee reports to the Dean of Student Services. The Director of Advising & Retention Services shall serve as chairperson.

Membership shall include:

- ARC Career Advisor
- ARC Resource Advisor
- ARC Transfer Advisor
- ARC Off-Campus Academic Advisor
- Director of Research and Planning
- Director of Arnold & Northwest
- Registrar
- Director of Enrollment Management
- Director of Student Support Services
- Director of Learning Services
- Director of Advising & Retention Center
- Director of Center for Teaching and Learning
- Division Chair, Arts and Science Education (1)
- Division Chair, Business and Technical Education
- One Career & Technical Education faculty representative
- First Year Experience Coordinator
- Math Lab faculty representative
- Writing Lab faculty representative
- Two students selected by the Student Senate

Appointments shall be confirmed by the President.

o. Technology, Telecommunications and Computing

1) Purpose

The purpose of this committee shall be to maintain, review, and update a technology, telecommunications and computing master plan for the college that addresses academic/instructional and administrative needs.

2) Membership

This committee shall report to the Business Manager. The chairperson shall be selected by the committee membership. Membership on this committee shall include:

- One representative from the Administrative Cabinet
- Director of Administrative Computing
- Director of Instructional Support & Academic Computing

Director of Telecommunications and Network Management
Business Manager
JCTV Station Manager
One representative from Student Services
Three full-time faculty members elected from Arts & Science
Education and three from Career & Technical Education (6)
Two members elected from the Certified Professional Staff
Two members elected from the Classified Professional Staff
Two students selected by the Student Senate
Appointments shall be confirmed by the President.

p. Tenure Appeals

- 1) Purpose
 - (a) to conduct hearings on tenure as provided for in the Regulations on Tenure
 - (b) to submit to the President written statements of findings and recommendations
- 2) Membership

Membership on this committee shall include members of the full-time teaching faculty who are on continuing appointments. In accordance with Tenure Regulations, the Faculty Senate Executive Council shall annually recommend to the President seven (7) persons to serve on this committee. The chairperson shall be elected by the committee membership. This committee shall report to the Dean of Learning Resources.

Appointments shall be confirmed by the President.

B. Standing Constituent Committees

a. Administrative Cabinet

1) Purpose

To advise the President on all matters of policy and procedure and to serve as the principal communication and coordination mechanism for the administration. The President shall preside over meetings of the Administrative Cabinet.

2) The Administrative Cabinet shall report to the President.

Membership shall include:

- Dean of Arts & Science Education/Chief Academic Officer
- Dean of Career & Technical Education
- Dean of Student Services
- Dean of Learning Resources
- Business Manager

b. Faculty Senate

1) Purpose

Through democratic means, the Faculty Senate shall identify faculty view points and concerns, and it shall represent its members with a single voice to the College Administration and Board of Trustees on matters of institutional significance.

2) Membership

The membership of the Faculty Senate shall be composed of all full-time personnel who are classified as faculty in the existing policy of the institution. This committee shall report to the President through the administrative liaison appointed by the President.

To serve on the Executive Council of the Faculty Senate, a person must be a Senate member. A person serving in one Executive Council position shall not serve in another Council position concurrently.

Officers and faculty representatives will be elected as follows:

- a) President - elected at large by Senate as the Vice President/President Elect before succeeding to the presidency. The term of office for the Senate President shall be one year, renewable for a maximum of one additional year at the incumbent's option, subject to a confirmation vote of the Senate membership.
 - b) Vice President/President Elect - elected at large by Senate. The Vice President/President Elect shall succeed to the Senate Presidency after a term of one year, or after a term of two years if the Senate President during this period remains in office for a two-year term.
- Secretary - elected at large by the Senate. The term for the Senate

Secretary shall be one year, renewable each year at the incumbent's option, subject to a confirmation vote of the Senate membership.

- c) Chair, Academic Affairs Committee - elected by Academic Affairs Committee. The term for the Executive Council representative who is the chair of the Academic Affairs Committee shall be the term of his or her office on the Academic Affairs Committee
- d) Faculty association delegate - president of faculty association or his/her designee. The term shall be indefinite for the association delegate to the Council, who shall serve at the pleasure of the faculty association that he/she represents.
- f) Three representatives from each academic division – elected by each division.
- g) One representative from certified professional staff – elected by certified professional staff.
- h) One representative from classified professional staff – elected by classified professional staff.

Executive Council representatives who are elected shall serve two-year staggered terms.

c. Certified Professional Staff

1) Purpose

Through democratic means, the Certified Professional Staff shall identify members' viewpoints and concerns and shall represent its members with a single voice to the College administration and Board of Trustees on matters of institutional significance. It should increase communication among the Certified Professional Staff, Faculty, and the Classified Staff.

2) Membership

This committee shall report to the College President through the administrative liaison appointed by the President.

The Certified Professional group shall be composed of all full-time administrative professional staff as designated by the administration of the institution.

The Board of Directors shall consist of members serving in different capacities and selected as follows:

- (a) President elected at large by the membership as the Vice President/President Elect before succeeding to the Presidency;
 - (b) Past President;
 - (c) Vice President/President Elect elected at large by membership;
 - (d) Secretary elected at large by the membership;
 - (e) One Certified Professional Representative elected at large from the membership to serve as liaison to Faculty Senate;
 - (f) One Certified Professional Representative elected at large from the membership to serve as liaison to Classified Staff.
- Other Representatives
- (g) Faculty Representative elected by the Faculty Senate;
 - (h) Classified Staff Representative elected by the Classified Staff.

d. Classified Professional Staff

1) Purpose

To provide a democratic means of identifying and solving problems of concern to the Classified Professional Staff. To serve as a means of communication between the Classified Professional Staff and Administration, and Board of Trustees, including:

- (a) provision for a forum where problems related to policy may be studied and discussed; and
- (b) transmission of classified professional staff suggestions to the administration.

2) Membership

This committee shall report to the College President through the administrative liaison appointed by the President. Membership of this Classified Professional Group shall include full-time and part-time regular non-contractual staff so identified by the administration.

The Classified Executive Committee shall consist of members serving in different capacities and selected as follows:

- (a) President elected at large by the membership as the Vice President/President Elect before succeeding to the Presidency
- (b) Past President
- (c) Vice President/President Elect elected at large by the membership
- (d) Secretary elected by the Classified Executive Committee
- (e) Two Classified Professional Representatives elected by the Classified Executive Committee to serve as liaison to Faculty Senate
- (f) One Classified Professional Representative elected by the Classified Executive Committee to serve as liaison to Certified Staff

- (g) Two Classified Professional Representatives elected at large by the membership from each of the following areas:
 - Business Office, Human Resources, President’s Office (2)
 - Student Services, Child Development Center (2)
 - Bookstore, Central Office Services, Computer Services (2)
 - Library, Learning Center, Continuing Education (2)
 - Jefferson College Arnold & Northwest, Career and Tech, A & S Office, Tech Center (2)
 - Custodial, maintenance, security (2)
- Other representatives
- (h) Faculty Representative elected by the Faculty Senate Executive Council
- (i) Certified Staff Representative elected by the Certified Staff

C. Ad Hoc Committees

Ad Hoc committees may be created at the discretion of the President.

Procedures for All Standing Operational and Ad Hoc Committees

1. The following procedures have been established for the purpose of providing campus-wide communication of committee actions.
 - a. As soon as practical following each meeting held throughout the year, the committee secretary shall submit to the committee chairperson the minutes of the committee’s proceedings.
 - b. After approval of the minutes by the committee, the chairperson shall distribute the minutes to interested faculty and staff post them on STARS.
 - c. By the first week in June, each committee secretary shall submit to the committee chairperson a comprehensive report on the committee’s work for the academic year. The committee chairperson shall be responsible for forwarding copies of the final report to the appropriate designated administrator, who, in turn, is charged with the responsibility of forwarding it to the Administrative Cabinet. Each ad hoc committee will follow the schedule approved by the College president unless otherwise indicated.
2. Unless otherwise stipulated:
 - a. The chairperson of the standing operational committees shall be elected in April by the current committee members. Continuing members on the committee shall be identified and this information shall be forwarded to the President. Ad hoc chairpersons usually will be appointed by the College President.

- b. Elected committee members shall serve at the pleasure of the area they represent.
 - c. In order to insure proper representation, vacancies may be filled at any time by a majority vote of the electing area.
 - d. The chairpersons of the standing operational committees shall be responsible for coordinating the activities of their respective committees.
 - e. A quorum shall consist of at least 50 percent of the committee membership.
 - f. In the event of a disagreement over procedures, Robert's Rules of Order, Newly Revised shall apply.
 - g. Recommendations for policy or procedural changes shall be made in writing to the appropriate designated administrator and shall include:
 1. The specific language proposed to be adopted and, where appropriate, the section and page number in the Policy Manual where the policy proposed to be amended may be found;
 2. The time and place of the committee meeting during which the recommendation was approved;
 3. The names of committee members in attendance at the meeting;
 4. The number of persons voting for and against the proposal;
 5. Signature of the committee chairperson.
3. When a policy or procedural change is to be proposed by a standing operational or ad hoc committee, all College employees who may be affected by the policy shall be informed of the proposed change and given an opportunity to be heard by the committee.
4. When a policy or procedural change proposal has been finalized and approved by the affirmative votes of a majority of the members of the committee, it shall be submitted in writing to the appropriate designated administrator. After a review of the proposal and consultation with other groups, as needed, the administrator may:
- a. Forward the proposal to the Administrative Cabinet for consideration with or without a recommendation for approval.
 - b. Reject the proposal or return it to the committee with suggestions for revisions.
 - c. Meet with the committee to attempt to resolve any differences of opinion.
- If agreement is not reached, the committee, by affirmative vote of a majority of its members, may submit the matter directly to the Administrative Cabinet for consideration.

5. In the event that the committee remains dissatisfied with the Administrative Cabinet disposition of the issue in question and the decision of the College President, the committee, by affirmative vote of a majority of its members, may request that the matter be submitted to the Board of Trustees. In such cases, the College President shall make the necessary arrangements for the communication to be forwarded to the Board of Trustees.

Procedures for All Constituent Committees

The following procedures have been established for the purpose of providing campus- wide communication of constituent committee actions.

1. As soon as practical following each meeting held throughout the year, the committee secretary shall submit to the committee chairperson the minutes of the committee's proceedings.
2. After approval of the minutes by the committee, the chairperson shall distribute the minutes to interested faculty and staff and post them on STARS.
3. Recommendations for policy or procedural changes shall be made in writing and shall include:
 - a. The specific language proposed to be adopted and, where appropriate, the section and page number in the Policy Manual where the policy proposed to be amended may be found;
 - b. The time and place of the committee meeting during which the recommendation was approved;
 - c. The names of committee members in attendance at the meeting;
 - d. The number of persons voting for and against the proposal;
 - e. The signature of the committee chairperson.
4. When a policy or procedure change is to be proposed by a constituent committee, all College employees who may be affected by the policy or procedural change shall be informed of the proposed change and be given an opportunity to be heard by the committee.
5. It is expected that each administrator(s) appointed as liaison to a constituent committee, as well as the constituent committee, will communicate, as necessary, to exchange information and formulate recommendations. If a communication from a constituent committee is forwarded directly to the College President, and if in the opinion of the President the recommendation is accompanied by sufficient evidence of involvement of administrators and those to be affected by

the recommendation, the President will refer the communication to the appropriate administrator for placement on the Administrative Cabinet agenda.

6. If a communication from a constituent committee is forwarded directly to the College President, and if in the opinion of the president the recommendation is not accompanied by sufficient involvement of administrators and those to be affected by the recommendation, the President will remand the matter to the group through the respective administrator liaison for further work before being brought forward again.
7. Likewise, policies and procedures introduced directly by the College President or members of the Administrative Cabinet are to be viewed as being in draft form and will be referred to the appropriate committee for review and response. Such communications follow the routing process as communications originating within a body.
8. After a review of the committee's recommendation and consultation with other groups as needed, the designated administrator may:
 - a. Forward the proposal to the Administrative Cabinet for consideration with or without a recommendation for approval;
 - b. Reject the proposal, or return it to the committee with suggestions for revisions;
 - c. Meet with the committee to attempt to resolve any differences of opinion. If agreement is not reached, the committee, by affirmative vote of a majority of its members, may submit the matter directly to the Administrative Cabinet for consideration.
9. The Cabinet may render any recommendation it deems appropriate including the remanding of any matter to an existing body or may recommend the formulation of a group specifically charged with reviewing and recommending a course of action, or the Cabinet may refer the matter to the College president absent a recommendation.
10. In the event a constituent committee remains dissatisfied with the Administrative Cabinet disposition of the issue in question and the decision of the College President, the committee, by affirmative vote of a majority of its members, may request that the matter be submitted to the Board of Trustees. In such cases, the President shall make the necessary arrangements for the communications to be forwarded to the Board of Trustees.
11. The Board of Trustees is the sole determiner of the disposition of any communication it receives.

Conditions of Employment

Affirmative Action Statement

Jefferson College strongly subscribes to the philosophy of equality of opportunity by employing and assigning all employees on the basis of merit and professional and occupational qualifications for all persons regardless of age, ancestry, color, creed, disability, gender, national origin, race, or religion. The College adheres to its established affirmative action program in the hiring and promotion of minorities, women, and the qualified disabled in all levels and segments of the staff, and in letting contracts for construction, alteration and maintenance of College facilities.

Standards for Lawful Employment

The Board is committed to the recruitment of personnel who believe strongly in the philosophy and objectives of Jefferson College and who will give complete support to the total educational program. The policies of the Board of Trustees of the Community College District of Jefferson County, Missouri, as well as College administrative policies and procedures, shall be deemed incorporated in each contract of employment executed on behalf of the District and as a part of the terms and conditions of employment of those employees who do not have written contracts of employment. Violation of the policies and procedures may be a cause for disciplinary action including, but not limited to, termination of employment and of contracts of employment.

Hiring Process

Activation of Process

A Recruitment Request Form or New Position Request Form will be completed by the hiring manager and provided to the Director of Human Resources.

The hiring manager should review existing job descriptions for accuracy and currency. Any proposed revisions should be sent to the Director of Human Resources on a Request for Job Description Update or Classification Review form along with the Recruitment Request or New Position Request Form.

When a new position is being created, appropriate information must accompany the New Position Request Form to enable the Director of Human Resources to develop a job description and place the position on the Salary Schedule. New positions can only be created with Administrative Cabinet approval and are presented for consideration by the Dean of the requesting area.

Posting of Positions

All positions will be posted on campus upon receipt of the Recruitment Request Form or New Position Request Form.

Recruitment Strategy

The Director of Human Resources will make a determination as to the method of advertisement with input from the hiring manager. The recruitment strategy will include furnishing notice of the opening to various community agencies and organizations to encourage application by qualified minorities.

Advertisement of Positions

Advertisements will be written and placed by the Director of Human Resources.

Hiring Process (All Classifications)

The Human Resources Office will receive, log in and review all applications received in response to openings. Inquiries regarding positions will be handled through the Human Resources Office. A file will be established for each candidate, and these will be made available to hiring managers and search committee members in the Human Resources Office. Files will not leave the office at any time. For the interview process, the hiring manager may request that a selected number of applicants be referred for a position. The Director of Human Resources will interview appropriate candidates and refer the requested number of applicants.

The Director of Human Resources will usually do reference checks at the request of the hiring manager. The results of the reference checks will be provided to the hiring manager or search committee.

Salary determinations will be made by the Director of Human Resources to maintain equity and consistency among positions. These determinations will be based upon the Salary Schedule. In the case of full-time faculty appointments, the appropriate Dean in consultation with the Director of Human Resources will make determination of salary based on the procedure “Initial Placement on Schedule” outlined in the Faculty and Staff Handbook. The Dean will provide a worksheet to the Human Resources Office. The actual offer of employment will come from the Director of Human Resources who will initiate the Personnel Action Form. This form will be forwarded to the appropriate persons for approval.

The successful candidate will be notified by the Human Resources Office and a confirmation letter sent. If the position involves a contract, that document will be sent with the confirmation letter. The Human Resources Office will notify unsuccessful candidates.

In the event that an appropriate candidate cannot be found, a second advertisement may be placed and the selection process repeated. The decision

to place subsequent advertisements will be made by the Director of Human Resources and the hiring manager.

Search and Selection Committees

When filling full-time faculty and certified positions, the hiring manager will activate a search committee with input from the Director of Human Resources. The committee will be charged and trained by the Director of Human Resources and the hiring manager. Search and Selection committees will be trained regarding affirmative action guidelines and efforts specifically needed in a particular area of the College or job group. The committee will develop a list of questions to be asked of each candidate. The candidates will be evaluated by the committee based on their qualifications and the field narrowed to the number the committee determines is appropriate to interview (dependent on the position). The College may identify certain problem areas and target those areas for concerted efforts to hire based on affirmative action compliance needs. Hiring decisions which do not further these compliance efforts may be brought to the Cabinet for review.

The committee will contact selected candidates to ascertain continued interest or request that the Human Resources Office do so. Interviews will be set up and conducted by the committee. Candidates must complete applications prior to the interview. If the actual interview does not take place in the Human Resources Office, arrangements should be made for the candidate to arrive at the Human Resources Office to complete the application before reporting for the interview. The committee can elect to call references or request that references be checked by Human Resources at this point. They will evaluate applicants based on the references and interviews and develop a recommendation for the hiring manager.

The normal hiring process will be followed with the Director of Human Resources making the actual offer of employment.

Search Report

A Search Report will be completed for each position to be filled. Human Resources will complete all portions of the report with the exception of situations when a search committee is appointed. The search committee must provide necessary information from their evaluation process to facilitate completion of the form.

Hiring Process (Temporary Positions)

A Temporary Staffing Request Form will be completed by the hiring manager and provided to the Director of Human Resources.

Implementation of Employment Standards

The President shall recommend to the Board for approval administrative staff and faculty members who:

1. will contribute in every way possible to cause the philosophy and objectives of the College to be realized;
2. are fully qualified in their subject-matter fields with at least a master's degree, or its equivalent, in their disciplines. Exceptions may be made in circumstances involving specialized programs such as developmental courses or where business or industrial experience may be substituted for formalized education in certain career and technical areas;
3. understand the heterogeneity of the community college student body, both in interests and in abilities, and who will, therefore, give every possible assistance in helping orient students toward realistic educational achievement;
4. are alert to the changing nature of our society as a whole and, in particular, to the rapidity with which their particular subject areas are undergoing change; and
5. are regarded as possessing personal and professional qualities that will bring credit to themselves and to Jefferson College.

Nepotism

In all matters of employment, it shall be the policy of the College to abide by the provisions of the Constitution of Missouri and all applicable laws and regulations. This policy shall not preclude the continued service or promotion of individuals presently employed.

Procedure for Resolving Complaints of Discrimination

In compliance with Federal Rules and Regulations, Jefferson College has adopted this procedure for resolving complaints of discrimination. It is available to any Jefferson College student, employee, or applicant who feels they have been discriminated against in employment, student programs, or student activities. This procedure should not be construed to require compliance in order to pursue any remedies that the student, employee, or applicant may have pursuant to State or Federal law. Instead, the procedure is designed to provide an avenue for redress within the College itself.

Step 1. The person alleging discrimination must first notify the designated college official (see sections following) within twenty (20) work days following the alleged discriminatory act or occurrence, for the purpose of defining the alleged discrimination and identifying the educational program or activity involved.

Section 1.1: The College Coordinator of Title IX, Patricia Loomis, office no. ASII 408, ext. 349, is the designated College official for any alleged discriminatory act or occurrence falling within the provision of Title IX of 1972 Education Acts.

Section 1.2: The College Affirmative Action Officer, Tasha Welsh, Office - Administration 133-E, telephone number (636)797-3000/942-3000, ext. 157, will serve as the designated College official for any alleged discriminatory act or occurrence with the provisions of any of the Federal Rules and Regulations other than Title IX as specified above. Tasha Welsh also serves as the American Disabilities Act (ADA) coordinator. The ADA student contact is Sundaye Harrison, Disability Support Services Coordinator, ext. 169.

- a. If the person alleging discrimination wants to initiate the complaint procedure, the exact nature of the complaint and remedy requested must be reduced to writing on a form available in all administrative offices.
- b. If the person alleging discrimination fails to notify the designated College official within twenty (20) work days following the alleged discriminatory act or occurrence no formal complaint can be initiated.
- c. The College official as specified above will investigate the written claims of discrimination.

Step 2. If there is a reasonable cause to believe that the written claim of discrimination may have merit, the designated College official will arrange a meeting between the complainant, an administrative representative of the alleged discriminatory program or activity, and himself/herself. Ten (10) workdays will be allowed for completion of Step 2.

a. Conciliation at Step 2 shall be limited to those issues raised in the written complaint.

b. If the representative of the alleged discriminatory program or activity finds that the complaint has merit, that representative shall implement whatever changes are necessary to remedy the alleged discriminatory practice or occurrence. Should that representative be unable to unilaterally implement such changes, these recommendations should be reduced to writing and sent to the person with the authority to implement the changes.

Step 3. If the complaint is denied at Step 2, the complainant can request the designated College official to refer the complaint to the Ad Hoc Committee.

a. Such request must be submitted within five (5) workdays of the decision at Step 2.

b. The Ad Hoc Committee shall consist of three (3) members who will be selected using the following process:

The person alleging discrimination and the person representing the alleged discriminatory program or activity may within five (5) work days from the day the complaint has been referred to the Ad Hoc committee each submit to the President of the College the names of two persons that they would like to represent them on the Ad Hoc Committee. The President of the College will choose one person from each list of the two choices submitted. In addition, the President will select a third member of his/her choice to serve on the Committee. If either the person alleging discrimination or the person representing the alleged discriminatory program or activity challenges the selection of the third member, another person will be chosen by the President of the College. No further challenging will be allowed. In the event that either or both of the parties to the complaint fail to submit names for the Ad Hoc Committee within the five (5) working days, the President of the College may appoint all three members of the Ad Hoc Committee.

c. The Ad Hoc Committee shall conduct such proceedings as are necessary to make a written recommendation to the President for review and decision.

1. These proceedings shall be limited to the issues raised in the written complaint.
2. The proceedings should be completed within forty-five calendar days from the date of the initial complaint. Should a complaint be received which related to the area of responsibility of the officer of the College designated to receive the complaint, the President of the College shall be notified by the officer and the President shall designate another person to hear the complaint and to take all necessary actions for its resolution in accordance with these procedures.

Personnel Policies

Employee Conduct

Sexual Harassment

Faculty, staff and students are responsible for maintaining a working and education environment that is harmonious with the College's mission of teaching and service. Sexual harassment is entirely inconsistent with the existence of such harmonious environment, and such misconduct is a violation of College policy.

Definition

Sexual harassment may be defined as unsolicited non-reciprocal behavior involving a person who is in a position to control or affect another college employee's job or student's status as a student: (a) who is using that authority and power to coerce that employee or student to submit to sexual activity or to punish such person's refusal to submit to sexual activity; or (b) who is using that authority, rank and power to sexually harass the employee or student. Sexual harassment includes: (a) conduct unreasonably interfering with an employee's work performance or with a student's status as a student as well as (b) conduct creating a sexually intimidating, hostile or offensive working or educational environment. Sexual harassment may consist of a variety of behaviors directed to employees or students, including but not limited to, subtle pressure for sexual activity, inappropriate touching, inappropriate language, demands for sexual favors and physical assault.

Other behaviors which may be experienced as intimidating or offensive, particularly when repeated or when one person has authority over another, include:

- sexually-oriented jokes, kidding, stories
- veiled suggestions of sexual activity
- display of pictures, posters or other sexually suggestive, demeaning or pornographic material
- touching, patting, pinching or hugging

Procedures for Dealing with Sexual Harassment

Students and employees who feel they have been a victim of sexual harassment are encouraged to resolve the situation by first using the informal procedure.

Informal procedure

Steps that may be taken are:

- Clearly say “no” to the person whose behavior is unwelcome.
- Communicate verbally or in writing with the person whose behavior is unwelcome, describing the incident(s) factually, describing feelings or consequences of the incident(s) and request that the unwelcome behavior stop immediately.
- Speak with the appropriate supervisor who may speak with the person whose behavior is unwelcome.

Formal procedure

If informal resolution has been unsuccessful, a formal grievance may be filed as follows:

- Students - Dean of Student Services
- Faculty and staff - Director of Human Resources.

A student or employee is encouraged to report the incident to one of the individuals named or to someone in authority to whom that person feels able to relate such information. Any faculty or staff receiving such a report is required to advise one of the individuals named above.

Suggestions for additional actions which may be taken:

1. Arrange for a student to drop a course or to alter future courses of study to avoid contact with the offending faculty member.
2. Transfer an employee to another department or to another shift to avoid working under the supervision of the offending employee/supervisor.
3. Provide counseling to sensitize the harasser to the effects of such behavior.

Drug-Free Workplace

Jefferson College intends to provide a drug free, healthful, safe, and secure work environment. Thus, no employee will report to work while under the influence of alcohol or any unlawful controlled substance.

Therefore, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in and on Jefferson College owned and controlled property, or while conducting College business, is prohibited. Violation of this policy will result in disciplinary action up to and including suspension or termination of employment, or for participation in evaluation/treatment for a substance use disorder. Instances of violations could result in the involvement of civil law enforcement authorities. The statutes of the State of Missouri and federal or local municipal and county governments shall take precedence over any actions taken by Jefferson College.

Jefferson College recognizes drug dependency to be an illness and a major health problem. The institution also distinguishes drug abuse as a potential health, safety, and security problem. Employees needing assistance in dealing with such problems are encouraged to utilize the employee assistance program or other appropriate counseling services. Conscientious efforts to seek such help will not jeopardize employment. Employees must, as a condition of continued employment, abide by the terms of this policy, and report any conviction under a criminal drug statute for violations occurring in or on properties controlled or owned by Jefferson College or while conducting College business. A report of such conviction must be made within five (5) days after said conviction. The College must notify any federal contracting agency within ten (10) days of having received notice that an employee engaging in the performance of such federally sponsored grant or contract has any drug statute conviction or violation occurring in the work place. The College will impose a sanction on, or require the satisfactory participation in, a drug/alcohol abuse assistance or rehabilitation program by any employee who is so convicted.

Grievances

The Board of Trustees has approved a formal process for addressing work-related issues and concerns of employees that will: a) ensure that employees receive fair and equitable treatment; b) provide employees with an easily accessible procedure for expressing dissatisfaction; and c) foster sound employee/supervisor relations through communication and ultimate reconciliation of work-related problems. The purpose of the grievance process is to secure, at the lowest possible administrative level, a prompt and equitable solution to individual grievances.

Supervisors shall be responsible for making certain that employees under their jurisdictions have knowledge of and understand the Grievance Procedure, and that employees feel free to use the procedure without fear of criticism or action being taken against them affecting their job security, salary progression opportunity, chance for job advancement, or work environment. However, any false statement(s) intentionally made in the course of the grievance proceeding may be grounds for disciplinary action.

Application

This policy has application to all full-time and part-time regular employees. Where existing policies provide specific procedures, the specific procedure will take precedence over the Grievance Procedure. One example of existing policy with procedures is sexual harassment.

Definitions

Grievance – A written expression of dissatisfaction, filed using the college grievance form, relating to conditions of employment, such as an alleged misapplication, misinterpretation or alleged violation of college personnel policies, or perceived unfair or inequitable treatment.

Involved Parties – The employee who filed the grievance and the supervisor/administrator whom the employee alleges misapplied, misinterpreted or violated college personnel policies or treated the employee unfairly or inequitably.

Procedure

a. Informal Procedure

Every reasonable effort should be made by supervisors and employees to resolve any questions, problems and misunderstandings that have arisen. Accordingly, employees should first discuss any complaints or questions they may have with their immediate supervisors, and are urged to initiate such discussions at the time the dissatisfaction or question arises. Supervisors, in turn, should take positive and prompt action to answer employees' questions and resolve complaints presented to them. Employees may also meet confidentially with the Director of Human Resources to receive guidance and assistance. No further action will be taken without the employee initiating a formal grievance.

b. Formal Procedure

Step 1 - Employee Initiates the Formal Grievance Procedure

If an employee's problem has not been resolved after presenting it informally to his/her supervisor, a written grievance using the college grievance form may be presented to the Director of Human Resources

within 90 calendar days of the occurrence of a grievable event. The Director of Human Resources shall arrange a meeting with the employee within five days after receiving the grievance to discuss the complaint and to develop all the available facts and information relative to the grievance. The Director of Human Resources shall then arrange a meeting with all involved parties to discuss the grievance and attempt resolution. This meeting shall occur within ten days of receipt of the grievance. A written summary of the meeting shall be issued to all involved parties by the Director of Human Resources within five days of the meeting. (If the Director of Human Resources is an involved party, a neutral Dean will replace the Director of Human Resources in this and all subsequent steps.)

Step 2 - Appeal to the Dean

If a satisfactory resolution of the grievance is not reached within five days after the completion of the Step 1 process, either party may address to the Director of Human Resources a written request that the grievance be appealed to the supervising Dean. The Dean shall meet with all involved parties within five days after receiving the grievance, and he/she will issue a written decision to all parties within five days following the meeting. (If the supervising Dean is an involved party, then a neutral Dean will replace him/her in this step.)

Step 3 - Appeal to a Five-Member Panel

If a satisfactory resolution of the grievance is not reached within five days after the completion of the Step 2 process, either party may address to the Director of Human Resources a written request that the grievance be appealed to a five-member panel.

The panel shall consist of the following full-time employees:

1. One Classified employee
2. One Certified employee
3. One Faculty member
4. One Dean

At the beginning of the academic year each constituent group shall elect a member and two alternates to the Grievance Review Panel. The Director of Human Resources shall call the panel together. Upon convening, the four elected panel members shall select the fifth panel member, choosing one from the list of alternates. This, the fifth panel member serves as chair and is a voting member of the panel. The Director of Human Resources shall give the panel its charge at its first meeting. Members shall have had no prior involvement in the grievance. In the event that a panel member wishes to disqualify himself, an alternate panel member from that constituent group shall serve.

The panel shall meet with the involved parties within ten days after the request for appeal has been received, conduct a thorough and objective review of the grievance, and issue a written decision compatible with established Personnel Policy and Practice to all parties involved within ten days of the conclusion of the meeting(s). The panel shall keep a complete record of the hearing before it, including any exhibits or papers submitted to it in connection with the hearing and a complete record of any testimony taken. To assure completeness, the proceedings of the panel will be dual tape recorded and the tape transcribed, and the transcription initialed and dated by the chair. The tape will be retained until the grievance procedure culminates. A decision of the Grievance Panel may be reached upon the concurrence of any three of the five members. This decision shall be in the form of a written finding of fact which is sent to both parties, and which addresses the relevant policies and procedures and their application. Any panel member may include a written dissent in the report. In the event the panel shall be unable to issue a decision, the grievance shall go to Step 4 as unresolved.

Step 4 - Appeal to the President

If a satisfactory resolution of the grievance is not reached within five days of the completion of the Step 3 process, either party may address to the Director of Human Resources a written request that the grievance be appealed to the President. (If the President is an involved party, then s/he shall excuse him/herself and appoint a Dean not previously involved in either the grievance or the grievance procedure process.) The President shall review the complete record of the grievance, and issue a written decision to all involved parties within ten days of receipt of the grievance appeal.

Step 5 - Appeal to the Board of Trustees

If a satisfactory resolution of the grievance is not reached within five days of the completion of the Step 4 process, either party may address to the Director of Human Resources a written request that the grievance be appealed to the Board of Trustees. The Director of Human Resources shall forward this request and all documents pertaining to the case to the President. The President shall forward the documents to the Board of Trustees for consideration at its next regularly scheduled meeting. This request must be received at least one week prior to the Board meeting in order that it may be included with the other agenda items and information mailed to the Trustees.

The Board review of the grievance will take into account the following:

- a) In a grievance regarding dismissal, the Board of Trustees shall grant a hearing if the employee requests it, provided all appropriate steps of the grievance procedure have been completed. All involved parties shall be available to appear before the Board in executive session.
- b) In a grievance which does not involve dismissal, the Board of Trustees will determine whether the written record and findings are sufficient in and of themselves or whether to grant the employee a hearing in executive session.

In either case, the Board shall issue its decision no later than the following regularly scheduled meeting. The decision issued by the Board of Trustees is final and binding on all involved parties.

- c) Guidelines
 - a. Time limits specified herein are working days, unless stated otherwise. In the event of extenuating circumstances, a time limit may be extended by mutual agreement of the parties at that step.
 - b. Grievance hearings will be scheduled at mutually satisfactory times. Grievance hearings are considered compensable hours worked, except in cases where the employee has been placed on suspension or terminated.
 - c. An employee may have the assistance of the Director of Human Resources in preparing a grievance. A grievance is a claim in writing utilizing the college grievance form, which may be obtained from the Director of Human Resources. The employee needs to document as many details relating to the grievance as possible.
 - d. New grievance issues that were not raised at Step 1 may not be raised by either party in subsequent steps. However, additional relevant information pertaining to the original grievance may be added to the grievance up through Step 3 of the process.
 - e. Grievance information or testimony must be treated in a most discreet and confidential manner by all persons involved.
 - f. An employee using the grievance process shall have the right to be accompanied by a representative of his/her choosing.

Performance Evaluations

President of the College and Administrators

The Board of Trustees will evaluate the performance of the President of the College on an annual basis and will provide a written report of the evaluation to the President for his/her guidance. The evaluation will be completed each year prior to consideration of the President's contract.

The President of the College will evaluate all Deans annually. The President will provide to the Board of Trustees evaluations of the Deans each year prior to consideration of administrators' contracts. Evaluations will be based on the job descriptions and goals established for individual administrators and reviewed by the President with the respective administrators.

Faculty

Guiding Principles

- Consistent with Board of Trustee policy, performance review is to be completed annually by all employees.
- Performance review is to be conducted as a means of providing guidance for individual improvement.
- The summaries of an individual's performance reviews should assist in making personnel decisions.
- The process should parallel the 1998 Statement of Understanding.
- The process should focus on review of performance during the current contract year.
- The process is to be consistent with procedures currently in place for other employee groups at Jefferson College.
- Training sessions will be provided annually for all supervisors. All supervisors will be required to participate. A training session will also be scheduled for all evaluatees.
- The practice must be consistent throughout the divisions.
- Faculty performance review should rely on objective information as much as possible.
- The process should note performance in all aspects of faculty responsibility as identified in the job description.
- The review process must consist of multiple measures (indicators) of faculty performance.
- Faculty performance review must be systematic, comprehensive, open and flexible.
- The process should emphasize the importance of professionalism.
- Each faculty member must be provided relevant feedback at the conclusion of the review process.
- The process and procedure must be reviewed every three years.

Procedure

Each full-time faculty member will complete performance review annually.

- Each faculty who has been issued a term contract will be expected to complete 1 through 5.
- Each faculty who has been issued a continuing contract will be expected to complete numbers 1, 4, and 5 annually and number 2 during program review years or as needed.

Faculty will be expected to:

- 1) Submit an annual self-assessment to the appropriate division chair of his or her performance during the current contractual period including information regarding the following areas:
 - a) Developments, changes, innovations, etc. made in the classroom and their effectiveness
 - b) *Academic activities
 - c) *Institutional service
 - d) *Scholarly endeavors
 - e) *Community/civic service
 - f) Summary of student feedback
 - i) For faculty on term appointment, this will be based on student evaluations faculty administer in all classes taught.
 - ii) For faculty on continuing appointment, this will be based on student evaluations faculty administer in at least one class per semester.
 - iii) Additional evaluations may be administered as need is determined. Student evaluations from the previous Spring and Fall semesters will be used for each annual review.
 - g). Goals for the coming year
* As defined in the Faculty Professional Development and Service System
- 2) Schedule a classroom observation with the dean, division chair, or program director. Prior to the classroom observation, the faculty member will submit class materials, including the purpose of the class session and classroom assessment techniques. The division chair or program director will subsequently schedule an appointment with the faculty member to discuss the observation and will forward a written summary to the faculty member. Additional observations may be scheduled as need is determined.
- 3) Provide evidence that the faculty member has demonstrated progress toward an approved plan for promotion in rank (to be discussed at performance review meeting).
- 4) Schedule a meeting with his/her division chair or program director to review performance each contractual year. The meetings are to be scheduled at a mutually convenient time during the Spring semester by May 1 and will include discussion of item 1 and the Annual Review form. Supervisors

will provide feedback and a written summary report on the performance review of each full-time faculty member.

- 5) Maintain a file that will document overall effectiveness as an employee.
 - a) Faculty on term appointments will keep performance review summaries and other yearly self-assessments that will provide the documentation essential to consideration for a continuing appointment should the faculty member decide to request consideration.
 - b) Faculty who have been issued continuing contracts will be expected to develop a portfolio consisting of annual review summaries and materials chosen by the faculty member reflecting the five-year program review period.
- c) A summative report will be developed as a part of the program review.

Certified Professional and Classified Professional Staff

Each Certified Professional and Classified Professional employee will have her/his performance evaluated annually by his/her supervisor. Supervisors will use the Performance Evaluation Form designed for this purpose and adhere to the following timetable for non-probationary employees:

March 15 Job descriptions sent to supervisors

April 1 - 30 Performance evaluations written and reviewed with employees

After supervisors have reviewed performance evaluations with an employee, the employee has 10 calendar days in which to respond in writing with comments and/or documentation. Completed performance evaluations should be forwarded to the Human Resources Office for inclusion in personnel files no later than May 30.

In some cases unsatisfactory performance will be addressed by developing an Improvement Plan. Copies of that plan should accompany the evaluation form, and any follow-up action or documentation should be forwarded to the Human Resources Office. In the event a supervisor develops an Improvement Plan and the employee chooses not to sign the form, the supervisor should send the form to Human Resources indicating such. Further action will be dependent on whether or not the employee complies with the improvement in performance/behavior required.

Probationary Period

All regular employees who are not contractual will serve a six-month probationary period that begins on the date of hire or upon voluntary placement into a new position. The purpose of the probationary period is to provide supervisory personnel time to observe and evaluate the employee's performance, conduct, work habits, etc. New hires will be evaluated after

three months and six months. If their performance is satisfactory and they are removed from probationary status, they will assume the normal college schedule of evaluation. If performance is not satisfactory, the employee may be terminated. If the supervisor determines that the employee's performance can be raised to an acceptable level, he/she has the option of extending the probationary period for an additional three-month period. The probationary period can last for no longer than one year.

Outside Employment

Full-time faculty and certified staff shall not engage in any outside employment which shall in any way interfere with the performance of their duties at the College. Permission of the appropriate dean and the President must be obtained before full-time faculty, certified staff, and administrative members may accept outside employment during the period of their appointment.

Community Responsibility

All personnel should regard themselves as integral parts of the community and are encouraged to take an active part in community organizations and activities in which they feel interested or qualified.

Public Relations

All personnel should endeavor to become familiar with the general needs, policies, and future plans of the College in order to discuss intelligently these areas. All personnel, particularly advisers to organizations, should be cognizant of the need for publicity and should be quick to take note of all possible newsworthy activities or events, both in courses and in organizations and forward such information to the Director of Public Relations and Marketing.

Use of the College Name

No individual, group or organization may use the name of the College or incorporate the name of the College on letterheads, envelopes, handbills, posters, newspaper or magazine mastheads, or other printed or written materials unless authorized by appropriate College officials.

Political Activity

The Board of Trustees recognizes the right of an employee of the district to take or to refrain from taking a stand on a public issue and to support or to oppose any issue or candidate. Activities related to public issues or candidates, however, must be conducted on the employee's own time and off the premises of the College. An employee should exercise reasonable care to show that he/she is acting in the capacity of a private citizen and not as an individual speaking for the College.

Specifically, while it shall be the policy of the Board of Trustees to recognize political activities of employees of the College as legitimate and acceptable, this recognition is subject to the following provisions:

1. Employees shall not use College facilities or resources to further their individual political purposes or in support of a political candidate.
2. The College shall not be identified with political issues, parties or candidates.
3. Employees shall not campaign for themselves or other candidates on College time.

Property Rights and Publications, Teaching Aids, Material and Equipment Written or Developed by Faculty and Staff

Section I. All property rights in books written, instructional materials developed (including workbooks, laboratory manuals, transparencies, audio tapes, video tapes, films, and the like), and equipment designed, developed or invented by any staff member in conjunction with his/her job or teaching assignment shall belong to said staff member. Such property rights shall, subject to Section III of this policy, include:

1. The right to publish for private profit and the right to copyright any book, manual or printed material;
2. The right to negotiate privately with any person, firm or corporation for the manufacture of any equipment or instructional material and the right to acquire any patent rights which may be obtainable thereon; and
3. The right to license for commercial use computer programs developed on campus.

Section II. The property rights in joint projects of staff members undertaken either as part of a job or teaching assignment, released time, or assigned project, or on their own time, shall be shared by the participants in the manner upon which they shall agree in writing.

Section III. Notwithstanding the property rights of any staff member or members in any books, teaching aids, or equipment published, developed, or designed by said staff member or members, the College district shall, to the extent that said book, teaching aid, or equipment was written or designed in conjunction with an extended or released time project or program, have a joint property right therein.

Said joint property right shall entitle the district to the internal use or purchase of said book, teaching aid or equipment regardless of copyrights or patents thereon and exclusive of any royalties, commissions, or other pecuniary profit to the applicable staff member or members.

The District shall also share in the royalties, commissions, or other pecuniary profit from sales outside the district until such time as the College District has been reimbursed to the extent and amount that the College District paid for that part of the project or program which resulted in the creation of the book, teaching aid or equipment.

Once such reimbursement has been made, all royalties, commissions, or pecuniary profit thereafter earned by the sale of any said book, instructional material or equipment to any purchaser outside the district shall belong exclusively to the staff member who published, developed or designed said book, instructional material or equipment.

Community College Exchange Program

It is the policy of the Board of Trustees that Jefferson College faculty, administrators, and staff shall have the opportunity to participate in the Community College Exchange Program (CCEP) which is a centrally directed institution-based membership program which has been designed to facilitate opportunities for exchange of administrators, faculty, and staff among community colleges in the United States and Canada. The exchange of college personnel is a unique approach to faculty and staff development. The variety and number of opportunities in community colleges across the United States, coupled with the cultural and geographic diversity in this country, provide countless combinations of learning situations. Through the mechanism of the CCEP, these opportunities are available to both the exchange participant and the institutions. More information about the programs and participation may be obtained from the appropriate Dean.

Commencement

Members of the full-time faculty and certified professional staff shall take part in the Commencement exercises in academic attire unless they have been previously excused by the President due to extenuating circumstances.

The College will pay rental fees for commencement regalia rented from the Jefferson College bookstore or apply the rental fee toward the purchase price of the commencement regalia in the first year an employee is required to attend commencement. An employee will be responsible for any rental fees or the purchase of commencement regalia in succeeding years.

Professional Improvement

All full-time faculty and staff are encouraged to realize continuous professional growth through such activities as the following: additional coursework, participation in professional organizations and meetings, seminars, workshops, special study groups, published reports, independent study, research projects, travel, work experience, private instruction, and leadership in civic organizations.

Termination of Employment

When an employee is resigning from the College or employee's employment is being terminated, supervisors must notify the Office of Human Resources immediately. Forward any letters of resignation and provide the last date of employment. The employee should be referred to the Director of Payroll Services for processing of payroll and benefit forms and to the Director of Human Resources for an exit interview.

Resignations for Certified Professional Staff and Full-Time Faculty

Resignations should be submitted in writing to the appropriate dean for referral to the President and the Board of Trustees. The Board shall then take official action and notify the faculty or certified staff member of that action. No contractual employee member shall be released from his/her contractual obligations unless a satisfactory replacement can be found and unless appropriate arrangements are made concerning the payment of the direct costs incurred by the College to secure the replacement. Failure to honor a contract may result in the withholding of all, or a portion, of the benefits due the employee under the contract until such time as the costs of finding the replacement can be fully determined.

Exit Interview

Exit interviews are conducted with departing employees to learn their views on the organization. This is one means of determining causes of employee dissatisfaction as well as a way to improve positions. Exit interviews are required of all departing full-time and part-time regular employees. Temporary employees who choose to participate in an exit interview may do so but are not required to do so. The exit interview form will be completed by the employee and an interview may be conducted by the Director of Human Resources. This can take place at any time after the employee has given or has been given notice of termination. The Exit Interview Form will be forwarded to the supervisor and the dean of the employee's area for review and signature. Following review and signature, return the form to the Human Resources Office where it will become a permanent part of the employee's personnel file.

Clearance Policy

Any non-returning employee must submit to the Office of Human Resources a completed Clearance Form approved by the appropriate dean or administrative official.

Credentials

The Office of Human Resources (OHR) maintains a personnel file on each current and past employee. The OHR places in each employee's personnel file any and all official documents/credentials upon receiving them from the employee.

All employees are responsible for promptly providing to the OHR, or assuring the receipt of by the OHR, any and all official academic transcripts, academic certifications, vocational certifications, licenses, renewals of certifications and licenses, and like documents/credentials upon the following situations:

- When the employee is initially hired and the above mentioned credential(s) is a requirement for the position. The employee may be hired on a conditional basis by providing copies of the required credentials. It is the employee's responsibility to assure that the official transcript of the credential(s) is received by the OHR as quickly as practicable.
- When the employee is required to maintain a current certification or license as a qualification for continued employment in the position.
- When the employee is promoted or transferred to a different position and the above mentioned credential(s) is a requirement for the position.
- When the employee represents himself/herself as having earned an above mentioned credential(s) and:
 - a. is conducting official college business, or
 - b. is corresponding as an employee of the college.

The only credentials that will be listed in the College catalog for faculty, certified professional staff and administrators are those for which the OHR has received an official copy of the transcript for that credential.

In addition to the above requirements, employees may provide the OHR with, or have arranged to send to the OHR, an official academic transcript or other official credential, for the record.

Attendance and Leave

Holidays

1. As a normal practice, College employees shall not be obligated to work on holidays observed by the College except in extenuating circumstances or as otherwise stipulated in individual contracts or job descriptions. College employees required to work holidays shall be granted compensatory time off at a later date.

- a. A holiday shall be defined as a day that falls during the normal workweek on which the College offices are closed. If the holiday falls on a Saturday, it will be observed on the preceding Friday. Holidays which fall on a Sunday will be celebrated on the following Monday.
- b. The normal workweek shall be defined as Monday through Friday.

2. The College shall observe the following holidays:

- a. New Year's Day
- b. Martin Luther King's Birthday
- c. Presidents' Day
- d. Memorial Day
- e. Independence Day
- f. Labor Day
- g. Veteran's Day
- h. Thanksgiving Day
- i. Christmas Recess - December 25 and other days which may be designated by the president.

Vacations

Regular full-time administrative and certified professional staff on 12-month contracts shall accumulate vacation days at the rate of 1.66 days for each complete month of service. Any unused vacation days can be carried over for a maximum of 20 days.

Regular full-time classified professional staff members working on a 12 month basis shall accrue the following vacation days: 1-5 years - 10 days per year; 6-10 years - 15 days per year; 11 years and beyond - 20 days per year.

Classified professional staff may carry over unused vacation days from year to year and those vacation days can accrue up to the number of days to which an employee of equal service would be entitled in one year.

Upon termination of employment for any reason, staff members shall receive compensation for any earned but unused vacation leave. Due to a

December 31, 1993 policy change, employees hired prior to that date may have a maximum number of days which can be carried over that is different from those listed here.

Sabbatical Leave

Sabbatical leave may be granted to any full-time employee for the purpose of carrying out an approved program that shall benefit the District, the students, and the applicant. Consideration shall be given to requests by eligible staff members which involve the completion of requirements for an advanced academic degree, or which involve an organized program of study or research, or which involve a project to develop or revise a curricular offering for Jefferson College.

1. Any full-time employee may apply for sabbatical or study leave if he/she shall have completed a sequence of six full years of professional service at Jefferson College at the time the leave is granted.
2. The applicant shall agree to serve the District for at least two years following the completion of the leave.
3. Application shall be on forms provided by the Sabbatical Leave Committee and must be filed with the chair of the Sabbatical Leave Committee by December 1 of the academic year preceding that for which the leave is desired. The Sabbatical Leave Committee shall review each application and recommend action to the President. The President shall forward the Committee's recommendation along with the recommendation from the President's Office to the Board for final action.
4. If the sabbatical leave is for the purpose of study, a planned program of courses or a special project shall be submitted for approval by the Sabbatical Leave Committee, the President, and the Board. Evidence of completion of the planned program of study shall be submitted to the President within ninety days of the employee's return to duty.
5. Sabbatical leave that is for the purpose of travel shall be approved only if the proposed program incorporates a plan of study in connection with the travel. Applicants shall submit a detailed itinerary and program with a statement of objectives of the plan. A written report shall be submitted to the President within ninety days of the employee's return to duty.
6. Sabbatical leave shall be granted for one full semester or two full consecutive semesters.
7. A full-time contractual employee receiving sabbatical leave for one semester may receive up to 100 percent of his/her salary and employee benefits for the semester in which the leave is granted.
8. A full-time contractual employee receiving a sabbatical leave of two full consecutive semesters may receive up to 50 percent of regular salary for the academic year during which the leave is taken. Should a leave be granted to an employee under this provision, the College will pay the employee's

share of contributions to the Public School Retirement System on the full amount of salary that would have been earned by the employee if the leave had not been taken.

9. The Board shall determine the number of employees on sabbatical leave during any semester or academic year.
10. Time on sabbatical leave shall count as regular service and shall not interrupt the employee's progress on the salary schedule.
11. Unless the employee agrees otherwise, upon return to service, the employee shall be reinstated in the position held at the time the leave was granted or be placed in a comparable position.

Sick Leave

All full-time College personnel shall accumulate sick leave at the rate of one (1) day for each complete month of service. This is called Earned Sick Leave.

Earned Sick Leave may be used for reasons of personal illness and medical disability, including but not limited to pregnancy and/or childbirth, and to take care of members in the immediate family or household who are ill and need care and attention. Immediate family members shall mean spouse, child, mother, father, sister, or brother, corresponding in-law or step-relation, extended family for whom the employee is responsible, or any person for whom the employee is the legal guardian. A statement from a physician may be required if deemed necessary by the College before payment of any Earned Sick Leave.

Employees should notify their administrative supervisor concerning illness that shall prevent them from reporting for work.

All employees, who have worked at least 1,250 hours during the prior 12 months and who have been employed by the College for one or more years, are entitled to take up to 12 weeks of leave during any 12-month period in the event of a medical condition which prevents the employee from working, or to care for a spouse, child, or parent who suffers a serious illness. The employee is required to first use paid vacation, personal or sick leave; the balance of the leave will be unpaid leave time up to the 12-week maximum. Certification from a physician may be necessary, and the College is entitled to obtain a second opinion (at the expense of the institution).

College-paid benefits will continue to be paid by the College during the leave period; however, if the employee fails to return to work following the leave, (s)he becomes liable for the health coverage premiums paid by the College during the unpaid portion of their leave. Employees who carry optional insurance coverage will be required to pay those premiums for which they are normally responsible.

An employee who completes a period of leave will be returned either to the same position held prior to the leave, or to a position equivalent in pay, benefits and other terms and conditions of employment. Leave will not result in the loss of previously accrued seniority or employment benefits, but additional benefits will not accrue during the unpaid leave. If the leave is foreseeable, based on planned medical treatment, employees are required to notify their administrative supervisor at least 30 days in advance, or, if the treatment is in less than 30 days, to give their supervisor as much notice as possible.

Intermittent Leave or Leave Taken on a Reduced Schedule

When medically necessary and with the approval of the appropriate administrative supervisor, leave may be taken on an intermittent or reduced schedule. This accommodation is subject to the provisions of the Family and Medical Leave Act of 1993.

Sick Leave Buy-Back

Employees hired after December 31, 1993, are not eligible for participation in the sick leave buy-back program. Those employees hired prior to January 1, 1994, upon separation from employment with the College, are entitled to receive a cash value equal to 50 percent of their daily salary for all accumulated Earned Sick Leave recorded on the employee's official College leave record as of June 30, 1994 up to a limit of \$10,000 per employee. Any unused personal leave days will be included in the Earned Sick Leave. Although Earned Sick Leave may be accumulated after June 30, 1994, any additional days above the number on record as of June 30, 1994 will only be available for use as sick leave and will not be subject to the sick leave buyback provisions. Employees who elected to participate in the one-time buy back, effective July 31, 1995, will receive no further buy-back payment upon separation from the College.

Bereavement Leave

Bereavement leave with pay up to three days per occurrence shall be allowed for death in the immediate family. Immediate family under this section is interpreted to mean spouse, mother, mother-in-law, father, father-in-law, grandparents, grandchild, son, daughter, brother or sister of the employee or any relative living in the immediate household.

Bereavement leave with pay up to two days per occurrence shall be allowed in the event of the death of one of the following members of the family: sister-in-law, brother-in-law, daughter-in-law, or son-in-law. In the event of the death of a significant other of any employee, two days of bereavement leave may also be granted.

Bereavement leave shall not be deducted from sick leave. If additional time is needed, employee's personal days should be used.

Personal Leave

Personal or business leave of up to three days each year shall be granted to College employees. Employees hired after July 1 of the fiscal year will be entitled to personal leave days on a prorated basis. Personal leave may be used for business that in the employee's opinion could not be accomplished at any time other than school time. Whenever possible, requests for personal leave should be made 24 hours prior to, or as soon as the employee is aware of, the need for a personal day(s). Unused personal days will be converted to Earned Sick Leave.

Attendance at Conferences

With the approval of the division chair or the program director and the appropriate dean, full-time faculty may attend conferences, special meetings, or conventions. These temporary changes in assignment do not constitute absence from teaching service.

Jury Duty

Leaves of absences for jury duty or for court appearance as a witness pursuant to subpoena, shall be granted with pay up to the difference between the employee's regular pay and any amount he/she receives as jury or witness fee. Any person upon whom service as a juror would in the judgment of the court impose an extreme hardship may be excused. An employee of Jefferson College who is called for jury duty may request a leave of absence for such time as necessary to complete her/his jury obligation. However, when such absences seriously impair the College program, employees should request the court to be released from the jury obligation.

Military Leave

Employees who are members of the National Guard or any reserve component of the armed forces of the United States shall be entitled to all benefits, leave of absences, and other rights as governed by the federal Uniformed Services Employment and Reemployment Rights Act of 1994, RSMo. 41.942, RSMo. 105.270, and any and all other applicable federal and state laws and regulations.

- Employees are requested to notify the Office of Human Resources (OHR) if they are a member of the National Guard or any reserve component of the armed forces of the United States.
- The employee shall ask to meet with the Director of Human Resources to review all applicable benefits and entitlements as soon as possible after receiving notice of possible call-up.
- Employees are requested to provide either written or verbal notice of the need for military leave to the OHR immediately after receiving official military orders that may affect their employment status unless impossible due to military necessity.
- Issues concerning pay and benefits for the period of absence will be resolved in writing with the employee prior to beginning the service commitment in accordance with state and federal law.

Work Schedule of College Staff

The regular workweek is 40 hours based on an eight-hour workday – exclusive of a lunch or dinner period - for five days a week. This schedule may be adjusted by the immediate supervisor to comply with the needs of individual offices.

Summer Schedule

The President shall have the prerogative to implement an alternate summer schedule for non-faculty personnel that reduces the work week to 36 hours per week and/or 4 days per week. Administrative supervisors will determine the individual schedule of persons within their department.

Inclement Weather

Dismissal of classes does not mean a cancellation of responsibilities for all College employees. Regular work schedules will be maintained for twelve-month employees unless a specific announcement of their cancellation is made.

It is expected that when offices are open on such days, employees will report to work on their regular schedule, if possible. If the roads are not passable, up to two (2) hours delay may be used in good faith efforts to get to work without the necessity to report to an administrative supervisor. This is not intended to mean that an automatic two-hour delay is granted when classes are dismissed for bad weather. Employees who report at regular time as expected are not automatically dismissed two hours early on such days because others were late in arriving at work.

Limited exceptions to the two (2) hours delayed reporting time may be necessary in certain circumstances (e.g., telephone operators and maintenance area). In such cases, the length of the workday shall be shortened for those who are required to report early (prior to regular work time) in order that their total hours of employment for the day shall be the same hours as for other employees. The intent of this statement is that those who report early to help deal with emergencies (e.g., maintenance crews clearing roads and walks, telephone operators covering phone calls) will not work to the end of the regular day after reporting for work early. All hours missed from work beyond the delay for clearing of roads shall be made up on an hour-for-hour basis or deducted from the employee's allowable vacation time.

Reporting of Absences

All absences of faculty and staff members shall be reported to the appropriate administrative supervisor on the Report of Absence form adopted by the College. The supervisor shall forward three copies of the form to the Payroll Office. In each instance the absence shall be reported in advance, if possible, but in case of emergencies or illness, the report shall be made as soon as practicable.

Benefits

Insurance

Medical Insurance

The College provides a health insurance plan for full-time faculty and staff. The employee may choose a HMO, POS, or Qualified High Deductible Health Plan (QHDHP). The College provides a fixed premium contribution per employee per month. Employees opting for the HMO buy-up to that plan. Employees who opt for the POS and QHDHP plans receive a premium reimbursement. Each employee is provided with booklets describing the coverage available.

The College's group health insurance plan is available on a payroll deduction basis for regular part-time employees who work 25 hours or more per week. (The 25 hours requirement is the standard set by the College's insurance company.) The College does not participate in the payment of the premiums.

Dental Insurance

The College provides a dental insurance plan for full-time faculty and staff. The premiums are paid in full by the College. Each employee is provided a booklet describing the coverage available. As with health insurance, the dental insurance plan is available on a tax-deferred payroll deduction basis for regular part-time employees who work 25 or more hours per week.

Dependent Insurance

Employees who are eligible for College insurance programs may insure their dependents through the College group health and dental insurance plans. Premiums are tax-deferred through payroll deduction.

Life Insurance

The College pays the cost of a \$20,000 life insurance policy for all full-time faculty and staff. The \$20,000 is reduced for employees over 70 years of age.

Long-Term Disability

The College provides a Long-Term Disability plan to full-time regular employees, at an income equal to 60% of basic monthly earnings. Employees deemed eligible must complete a 90-day elimination period. Level of benefits and disability determinations are made on an individual basis.

Workers' Compensation Insurance

All College employees are covered by workers' compensation insurance in accordance with Missouri law. The state of Missouri determines the cost for the program to the College and an insurance policy is written through a commercial insurance company. All employee injuries must be reported to the Office of Human Resources as soon as practicable.

Employee Assistance Program

Full-time faculty and staff of the College and their dependents are eligible for participation in the Employee Assistance Program. The premiums are paid in full by the College. Employees experiencing personal problems are able to receive confidential assistance by contacting the provider directly.

Tax Sheltered Annuities

Tax sheltered annuities are available to full-time employees through the following companies: Equitable Insurance Co. and TIAA/CREF. Information is available from the Director of Payroll Services.

Retiree Insurance

Retired employees of the College, who have qualified with retirement benefits under either the Public School Retirement System or the Public Employee Education Retirement System, may participate in medical, dental, and life insurance benefits which are available through the employees' group coverage with the cost of such coverage to be borne by the retired employee. Retirees have one year from the date they are last employed by the College to elect to enroll in the College's insurance benefits.

Retirement System

Public School Retirement System of Missouri (PSRS) membership is automatic for faculty and certified professional staff employed to work at least 17 hours per week on a regular basis. Retirement contributions, currently 14% of total compensation, are withheld from an employee's salary, matched by the College, and remitted monthly to the retirement system.

Public Education Employee Retirement System of Missouri (PEERS) membership is automatic for classified professional staff employed to work at least 20 hours per week on a regular basis. Retirement contributions, currently 6.63% of total compensation, are withheld from an employee's salary, matched by the College, and remitted monthly to the retirement system.

Contributions withheld are remitted to PSRS/PEERS as “employer pickup” (EPU) contributions under the Internal Revenue Code. That fact allows the contributions to be tax-deferred until they are paid to the employee or beneficiary as lump sum refund or a monthly benefit.

All regular earnings by a PSRS/PEERS member as an employee of a district covered by PSRS/PEERS are subject to retirement contributions. Compensation or salary includes, but is not limited to, payments for extra duties, overtime payments, payments for overloads and additional courses, and employer-paid medical and dental insurance premiums.

For more information about the retirement system, visit www.psrsmo.org or www.peersmo.org.

Service Awards

Each year all regular full-time employees and regular part-time employees shall be recognized according to years of service to the institution in the categories delineated below:

| <u>Period of Service</u> | <u>Method of Recognition</u> |
|---------------------------------|--|
| 5 years | Framed certificate or appropriate gift selection valued at \$10 per year of service |
| 10 years | Engraved plaque or appropriate gift selection valued at \$10 per year of service |
| 15 years | Engraved plaque or appropriate gift selection valued at \$10 per year of service |
| 20 years | Engraved desk set with college seal or engraved plaque or appropriate gift selection valued at \$10 per year of service |
| 25 years | Five days pay as determined by Board Policy and Procedure or appropriate gift selection valued at \$10 per year of service |
| 30 years | Engraved plaque or appropriate gift selection valued at \$10 per year of service |
| 35 years | Engraved plaque or appropriate gift selection valued at \$12 per year of service |
| 40 years | Engraved plaque or appropriate gift selection valued at \$15 per year of service |

Years of service will be determined from date of hire for consecutive years of service.

Jefferson College Tuition Waiver

Tuition may be waived for the benefit of employees, adjunct faculty, retirees, and eligible dependents of full-time regular employees/retired full-time regular employees who enroll in Jefferson College credit and continuing education classes subject to the following conditions:

1. The student must meet Jefferson College admission requirements, if applicable.
2. All scholarships, grants, and/or third party tuition specific payments must be applied to tuition prior to using the tuition waiver.
3. Books, fees or any other non-tuition charges shall not be included in the waiver.
4. The continuing education class must have already met minimum enrollment standards in order for the tuition waiver to apply.
5. Some courses may be declared exempt from tuition waiver.
6. Enrollment in courses by employees must not interfere with the employee's job performance or conflict with the employee's work schedule unless an alternate work schedule is approved by the supervisor in advance.

Full-time Regular Employees/Retired Full-time Regular Employees- Waiver of tuition shall apply to both credit courses and continuing education classes for the employee/retiree, spouse, and/or dependents. (Dependent signifies one who has been so designated on the federal income tax return.)

Part-time Regular Employees/Retired Part-time Regular Employees- Waiver of tuition shall apply to both credit courses and continuing education classes up to maximum of six semester hours per semester for the employee/retiree only.

Adjunct Faculty - Waiver of tuition shall apply to both credit and continuing education classes for the adjunct faculty member only up to a maximum of one class per semester only during a semester in which the adjunct faculty member teaches.

For each semester of enrollment, a Tuition Waiver Form must be completed and the appropriate approvals must be obtained before a tuition waiver will be processed. When taking credit courses, a Free Application for Federal Student Aid (FAFSA) must also be completed with the Jefferson College school code, 002468, listed on the FAFSA. If an employee is taking courses during the normal work day, a Request for Approval of Taking Classes form must be completed. Appropriate forms for tuition waiver and taking classes during the regularly scheduled workday are available in the Human Resources Office. The FAFSA is available on the web at www.fafsa.ed.gov. More information regarding the FAFSA is available in the Financial Aid Office.

Missouri Baptist University Tuition Waiver

As part of the Memorandum of Agreement between Missouri Baptist University and Jefferson College, all full-time employees, spouses, and dependent members of the immediate family (so designated on the federal income tax return) shall be eligible for waiver of tuition benefits equal to those of Missouri Baptist University employees. Laboratory fees, books, or instructional supply costs shall not be included in the waiver.

Scholarships for Employees and Dependents

College employees and their dependents are eligible for Jefferson College Board of Trustees' Scholarships. The following guidelines shall be observed:

1. Scholarships shall apply to all courses other than community service courses.
2. Laboratory fees and books or other instructional supply costs shall not be covered by scholarships.
3. Scholarships shall be limited to dependent members of the immediate family. Employees and their dependents may not receive concurrently the accumulated benefits resulting from both a Board of Trustees scholarship and the use of the College's waiver of fees policy. Board scholarships and waiver of fees program are non-accumulative in nature and cannot be awarded or accrued simultaneously.

Tuition Reimbursement

It shall be the policy of the Board of Trustees that regular full-time faculty and staff members shall be eligible for financial assistance with the cost of approved college and university study directed toward improvement of their qualifications. Reimbursement of tuition or incidental fee expenses shall be available in an amount up to the semester hour cost for such courses if taken at the University of Missouri-Columbia. The following guidelines shall apply to study expense reimbursement:

1. Courses must be taken in a regionally accredited college or university and must be applicable toward a higher degree than the current highest degree of the faculty or staff member. Exceptions may be made if the study is specifically intended to improve the employee's qualifications for his/her current assignment.
2. Courses must be approved by the appropriate Dean prior to enrollment. Enrollment in courses by employees must not interfere with the employee's job performance or conflict with the employee's work schedule unless an alternate work schedule is approved by the supervisor in advance.
3. The maximum number of hours for which reimbursement may be made in any academic year is 18 semester hours (or the equivalent of 18 semester hours). Academic year in this context is defined as the summer, fall and spring semester. Courses must be taken within the academic year for which reimbursement is requested.

4. No employee may receive reimbursement for more than six (6) semester hours, or the equivalent, in any single semester (summer, fall, or spring). An employee may seek reimbursement for semester hours completed in preceding semesters of the same year if the total for the year does not exceed 18 and the request for reimbursement does not exceed six (6) in any semester (summer, fall, or spring).
5. All scholarships, grants, and/or third party tuition specific payments must be applied to tuition prior to using the tuition reimbursement benefit. When taking undergraduate courses, a Free Application for Federal Student Aid (FAFSA) must be completed before a tuition waiver will be processed.
6. Payment shall be made after the course work has been completed and an official transcript or grade report has been submitted for the employee's file maintained in the Human Resources Office. For undergraduate courses, the Business Office verifies FAFSA information with the Financial Aid Office prior to processing the tuition reimbursement. Arrangements for an expense advance may be made with the Business Office as needed, but the advance will become a personal obligation of the employee to the College if the course is not completed.
7. When an employee's effective date of voluntary resignation, retirement or termination for cause is within one year of the end of the semester for which he/she was reimbursed or given an advance, the employee shall refund the College the total amount of any reimbursement or advancement for that academic year. Also, when an employee's effective date of voluntary resignation, retirement, or termination for cause is within two years of the end of the semester for which he/she was reimbursed, the employee shall refund the College 50% of any reimbursement for that academic year.

For each semester of enrollment, a Tuition Reimbursement Form must be completed and the appropriate approvals must be obtained before a tuition reimbursement will be processed. When taking undergraduate courses, the employee must complete a Free Application for Federal Student Aid (FAFSA) and list the Jefferson College school code, 002468, on the FAFSA. If an employee is taking courses during the normal work day, a Request for Approval of Taking Classes form must be completed. Appropriate forms for tuition reimbursement and taking classes during the regularly scheduled workday are available in the Human Resources Office. The FAFSA is available on the web at www.fafsa.ed.gov. More information regarding the FAFSA is available in the Financial Aid Office.

Compensation

Certified Professional and Classified Professional Staff Salary Administration Plan

I. Basic Principles and Provisions

- A. Jefferson College has a Salary Administration Plan to ensure the following:
 - 1. Fair and competitive wages. One goal of the Certified Professional and Classified Professional Staff Salary Administration Plan is to attract, retain and motivate quality employees by paying at a rate which reflects the relative difficulty of job duties and responsibilities.
 - 2. Compliance with mandated requirements. The plan is designed to ensure that the College's pay policies and practices comply with all applicable federal and state laws and regulations.
- B. Rates of pay are based on duties and responsibilities of positions as listed in job descriptions.

II. Structure of the Salary Schedule

A. Definitions

- 1. Regular Employee: Full-time and Part-time

A regular employee is an employee who occupies a position with the College that has a Position Identification Number (PIN). Regular employees may be part-time or full-time. Individuals holding regular positions are entitled to the appropriate benefits for part-time or full-time employees.

Part-time regular employees may work less than 40 hours, but work at least 20 hour per week, for a minimum of 32 weeks per fiscal year depending on job requirements.

- 2. Salary Schedule: Grades and Steps

The salary schedule has grades and steps. A grade is a level on the salary schedule to which positions have been assigned as a result of a Job Classification Review of the position. Each grade has an established salary range. The salary range of a grade is based upon the general market range of comparable positions, a determination of the College's position relative to the marketplace, and the College's ability to pay.

A step is a lateral position within a grade on the salary schedule. The dollar difference between full-steps is 3 percent. The dollar difference between half-steps is 1 1/2 percent.

3. COLA (Cost of Living Allowance)

A COLA is defined as a fixed percentage increase to the entire salary schedule. The granting of a COLA is contingent upon the College's budget situation and the approval of the Board of Trustees.

4. Increments

An increment is an adjustment to employees' salaries by moving from one step to another. Increments may be granted as full increments or half-increments to employees who have been with the College as a regular employee for a full year.

A full increment is the difference between a full-step to the next highest full step (3 percent) or the difference between a half-step to the next highest half-step (3 percent). The granting of an increment is contingent upon the College's budget situation and approval of the Board of Trustees.

B. Grandfathering

Employees hired prior to July 1, 1993, are grandfathered into the minimum educational and experience requirements of the position they occupy as determined by their initial placement in level and grade.

C. Salary Schedule 2010-2011

Full-Time Regular

Non-Exempt

| | |
|----------|-------------------|
| Grade 3: | \$19,515 – 28,314 |
| Grade 4: | 21,856 – 31,711 |
| Grade 5: | 24,477 – 35,516 |
| Grade 6: | 27,414 – 39,776 |
| Grade 7: | 30,705 – 44,554 |
| Grade 8: | 34,379 – 49,884 |
| Grade 9: | 38,509 – 55,874 |

Exempt

| | |
|-----------|-----------------------------|
| Grade 8: | \$ 36,312 – 51,142 |
| Grade 9: | 40,305 – 56,766 |
| Grade 10: | 44,341 – 62,445 |
| Grade 11: | 48,770 – 68,688 |
| Grade 12: | 53,651 – 75,556 |
| Grade 13: | 59,016 – 80,679 |
| Grade 14: | 64,909 – 88,731 |
| Grade 15: | 71,412 – 97,624 |
| Grade 16: | 78,546 – 107,378 |
| Grade 17: | 86,400 – 118,112 |
| Grade 18: | <i>Salaries determined</i> |
| Grade 19: | <i>by Board of Trustees</i> |

Part-Time Regular

| | |
|----------|-----------------|
| Grade 3: | \$ 9.38 – 13.61 |
| Grade 4: | 10.52 – 15.24 |
| Grade 5: | 11.78 – 17.08 |
| Grade 6: | 13.19 – 19.16 |
| Grade 7: | 14.77 – 21.44 |
| Grade 8: | 16.53 – 24.00 |
| Grade 9: | 18.53 – 26.91 |

D. Top Outs

When an employee has progressed laterally across the salary schedule to the end of the range for that grade, the employee's salary will be topped out unless a COLA is granted.

III. Classification Process

A Job Classification Review establishes a position's grade assignment based upon factors related to the duties and responsibilities of the position. These factors include knowledge, experience, initiative, responsibility, job conditions and supervisory responsibilities. A reclassification is defined as an adjustment to the grade assignment of a position as a result of a classification review based upon significant changes in the duties and responsibilities of the position. A position description will be prepared and kept on file for all regular positions at the College. This description will be the written record summarizing the position's principal duties and responsibilities. A reclassification can result from a successful Job Classification Review process. The Job Classification Review process and Job Description Update process are as follows:

Job Description Update

1. The Dean responsible for the position will initiate the request process. The existing job description will be revised using striking and italics to indicate modifications proposed. The “Request for Job Description Update or Job Classification Review” (RJDUJCR) form must accompany the revisions.
2. If the Dean is requesting a Job Description Update, the revised job description and the RJDUJCR form will be submitted to Human Resources. Job Description Updates may be requested as needed.
3. The Director of Human Resources will process the request and make appropriate updates to the job description. The President will sign revised job descriptions.

Job Classification Review

1. The Dean responsible for the position will initiate the process by obtaining Cabinet approval to subject the position to a Job Classification Review.
2. After approval by the Administrative Cabinet, the Dean will submit the RJDUJCR form and appropriate documentation to the Director of Human Resources.
3. The Director of Human Resources will conduct the Job Classification Review. In most cases this will include analysis of the submitted documentation, or a “desk audit” of the employee’s duties and responsibilities.
4. The Director of Human Resources will present the findings of each Job Classification Review and a recommendation to the Administrative Cabinet.
5. The Administrative Cabinet will make the final recommendation as to whether a change in classification is warranted.
6. The deadline for requesting a Job Classification Review shall be designated each year by the President.
7. Changes to a position’s grade as a result of a Job Classification Review become effective July 1 of each year.

Placement on Salary Schedule

New employees will be placed on the Salary Schedule at Step 1 of the grade assigned to the position they will occupy.

Market Sensitive Positions

There may be situations in which certain positions become market sensitive. That is, market conditions have created a situation in which it is not possible to attract and retain qualified employees in the assigned grade and within the above-stated procedures for placement on the Salary Schedule. In these exceptional circumstances an employee may be hired at a salary or hourly rate which reflects market conditions. Market-sensitive hiring will be evaluated on a specific case basis and will be subject to the following procedures:

- Wherever possible, positions which are market sensitive will be identified prior to a hiring situation.
- Current market analyses to determine the appropriate salary range for the position will be conducted by the Office of Human Resources.
- Administrative Cabinet approval will be required prior to any employment action on all positions deemed to be market sensitive.

IV. Job Changes

Upgrades

If a Job Classification Review results in an increase in the grade of the position the employee occupies, the position will be assigned the new grade and the employee will move into that position at the new grade. The step placement for the employee will be the step that will result in an annualized salary increase of no less than 6 percent of the employee's old annualized salary. If the upgrade is effective concurrent with institution-wide increases awarded on July 1, the employee will receive those increases (COLA and/or step increases) in addition to the 6 percent increase resulting from the upgrade. That is, the employee's salary will be increased by 6 percent to the step closest to (but higher than) the 6 percent salary differential.

Downgrades

If a Job Classification Review results in a decrease in the grade of the position the employee occupies, the position will be assigned the new grade and the employee will move into that position at the new grade. It is not the practice of Jefferson College to reduce an employee's salary due to the reclassification of the employee's position into a lower grade. This action is not considered a demotion, and the employee's existing salary shall be maintained. However, no additional steps or COLA's will be awarded until the employee's salary is appropriate for the lower grade.

Promotions

A promotion is defined as the movement of an employee from one grade to a higher grade. Promotions can occur when an employee applies for and is selected as the successful applicant for a vacancy in a position at a higher grade. A promotion will result in the following actions:

1. The employee will be assigned to the grade of the new position to which the employee is promoted.
2. The step placement in the new grade will be the step that will result in an annualized salary increase of no less than 6 percent of the employee's old annualized salary. That is, the employee's salary will be increased by 6 percent to the step closest to (but higher than) the 6 percent salary differential. If the promotion is effective with institution-wide increases awarded on July 1, the employee will receive the 6 percent increase resulting from the upgrade and any institution-wide increases (COLA and/or step increases) on top of the adjustment.

Demotions

A demotion is defined as the movement of an employee from a position in one grade level to a position in a lower grade. A demotion could occur as a result of continued poor performance, disciplinary action or employee initiated (voluntary) action. When an employee is demoted, the current salary may remain unchanged provided it does not exceed the salary range maximum of the lower position. If the individual's salary exceeds the maximum, it may be reduced to a level no higher than the maximum. The Administrative Cabinet must approve exceptions to this policy. Only in exceptional cases will an employee not receive a salary reduction when a demotion takes place.

Transfers (Lateral Moves)

A transfer is a change from one position to another within the same salary grade or a change from a position in one organizational unit to a position of equal grade in another organizational unit. Transfers will not normally result in a salary adjustment. An employee shall not be transferred to a new or revised position until the position has been described, evaluated and classified.

Temporary Salary Administration Plan

Temporary employees are employees who are hired on the basis that their employment lasts for a limited time. The duration of their employment could be hours, days, or months depending on the needs of the College. Hours worked per week may vary. Temporary employees receive no College benefits.

Procedures

A Temporary Staffing Request Form must be completed and forwarded to the Human Resources Office prior to the hiring of any temporary employee in any area of the college.

Most positions hired by the college on a temporary basis fit readily into a level based on qualifications and examples provided to describe each level. However, when the level is not evident, the Director of Human Resources will determine it with input from the supervisor of the hiring area. In any case, no commitment shall be made to any prospective employee until after the Director of Human Resources has been consulted.

Individuals hired to work on a temporary basis will be paid according to the Temporary Salary Administration Plan. The minimum hourly wage figure for the range will be paid to entry-level individuals. If necessary, temporary employees can be hired at the intermediate hourly salary figures up to the maximum for the level, based on experience, additional training or the inability to hire at the entry-level hourly wage. The hourly wage will be set or must be approved by the Director of Human Resources.

Temporary Employee Salary Schedule

Level 1: Entry-level - \$7.25 – \$8.00

Qualifications: Ability to read, write, and perform basic mathematics (addition and subtraction). Able to follow directions. Perform routine clerical or maintenance helper-type duties.

Examples: File Clerk
 Mail Clerk
 Custodian
 Maintenance Helper

Level 2: Semi-skilled - \$7.50 – \$9.00

Qualifications: Skill in word processing, basic computer operations or maintenance trades; such as minor facility repair, groundskeeping, etc.

Examples: Receptionist
 Data Entry Clerk
 Weekend Building Maintenance
 Groundskeeper Helper
 Lifeguard

Level 3: Skilled General - \$7.75 – \$10.50

Qualifications: Proficiency in computer operation, secretarial and administrative support, general accounting, apprentice maintenance trades, etc.

Examples: Cashier
 Secretary
 Public Safety Officer
 Testing Supervisor
 Landscaper

Level 4: Skilled Technical/Para-professional - \$8.25 – \$12.00

Qualifications: Specialized training in computer operations, programming, laboratory procedures, journeyman maintenance trades, etc.

Examples: Executive Secretary
 Computer Programmer
 Lab Assistant
 Craftsman

Level 5: Professional - \$10.00 – \$14.00

Qualifications: Professional level training in an educational discipline or specialized work experience; supervisory capability.

Examples: Pool Supervisor
 ATS Substitute Teacher
 Continuing Education Instructor

Level 6: Professional II - \$12.00 – \$19.00

Qualifications: Specialized professional training in an educational discipline or specialized work experience; may require instructional certification.

Examples: ABE/GED Instructor
 Learning Center Instructor
 Continuing Education Instructor
 Literacy Coordinator
 Athletic Event Coordinator
 Professional Tutor

Level 7: Professional III - \$18.00 – \$38.00

Qualifications: Advanced professional training in an educational discipline or specialized work experience; may require instructional certification.

Examples: Academic Advisor
 Athletic Event Supervisor
 Law Enforcement Academy Instructor

Event/Special Project Fees

Certain events or projects may require the hiring of personnel at one-time rates outside of the Temporary Salary Administration Plan. This would include projects which require exceptional skills or training, or when it is cost effective to pay an individual an hourly rate as opposed to engaging a consultant or contractor. In these situations, rates will be based upon current market rates and previous rates paid for the same jobs. Approval from Human Resources is required in advance.

Faculty Salary Administration Plan

I. Basic Principles and Provisions

- A. Jefferson College has a Faculty Salary Administration Plan to ensure the following:
 1. Fair and competitive wages. One goal of the Faculty Salary Administration Plan is to attract, retain and motivate quality faculty by paying at a rate that reflects fair compensation, in consideration the College's ability to pay as determined by the Board of Trustees.
 2. Compliance with mandated requirements. The plan is designed to ensure that the College's pay policies and practices comply with all applicable federal and state laws and regulations.
- B. Faculty are designated as College faculty of Area Technical School faculty at the time of hire. The designation can only change upon written mutual agreement between the faculty member and the College.
- C. The Board of Trustees reserves the authority to approve the following:
 1. Initial appointment;
 2. Reappointment;
 3. Dismissal;
 4. Awarding of increments;
 5. Withholding of increments;
 6. Promotions; and
 7. Awarding of tenure.

II. Contract for Full-Time Faculty

It shall be the policy of the Board of Trustees that all full-time college faculty members appointed for the academic year shall be on 166 day contracts, wherein 150 days are for instruction, 5 days of orientation prior to the fall semester, 8 days of final exams, 1 day for commencement, 1 day for staff development and 1 day in the spring semester as an "office day." The day for staff development (in-service day) will be held in the fall and content should be mutually developed by faculty and administration. The office day is considered a required work day; however, faculty are free to work, plan, grade, etc., at his/her choosing.

For full-time faculty in the Area Technical School, the appointment for the academic year shall be on 181 day contracts, wherein 175 days are for instruction, 5 days of orientation prior to the fall semester, and 1 day for commencement. All full-time faculty are subject to recall for duty on the beginning date specified in their contracts. Assignments covering a longer period of time shall be specified in the contract and require approval of the College President and the Board of Trustees. Faculty are granted such holidays as are designated by the Board of Trustees and included in the College calendar.

III. Structure of the Full-Time Faculty Salary Schedule (FTFSS)

- A. The FTFSS is based upon a 9.5 month contract for services rendered during the academic year for two full semesters as determined by the academic calendar approved by the Board of Trustees. Faculty on contracts in excess of 9.5 months will have their salaries prorated accordingly.
- B. All faculty currently on a work year commitment of 166 days will receive one day of extra pay for each extra full day of required presence in excess of 166 days. This amount will be “additional compensation” over and above their base salary.
- C. For purposes of payroll calculation, the formula for computing the daily rate is base salary divided by 190 for employees on a 9.5 month contract.
- D. The amounts on the FTFSS can change as a result of the granting of a Cost of Living Allowance (COLA). A COLA is defined as an increase to the entire salary schedule. The granting of a COLA is contingent upon the College’s budget situation and the approval of the Board of Trustees.
- E. Increments are in-rank salary increases within the specified range for the assigned rank. Unless designated otherwise by the Board of Trustees, full increments are assumed to be 3% and half increments 1 1/2%. Increments may be awarded to full-time faculty who were employed as a full-time faculty member for the full previous contract year, contingent upon the College’s budget situation and approval of the Board of Trustees.
- F. The top of the salary range for the level of a faculty member represents the maximum base earnings unless the faculty member is promoted to the next level. The only exception to this could be the situation in which a faculty member is granted an additional \$1500 increase for earning a doctorate. The salary of the faculty member will be permitted to exceed the top of the range of the level of the faculty member by the amount earned.

IV. Full-Time Faculty Salary Schedule

- A. The salary schedule effective July 1, 2004 was developed based upon data collected from other two-year public community colleges in the St. Louis Standard Metropolitan Statistical Area.

B. 2010-2011 Salary Schedule

| | | |
|-----------|---------------------|-------------------|
| LEVEL I | Instructor | \$39,699 – 53,594 |
| LEVEL II | Assistant Professor | \$41,839 – 60,668 |
| LEVEL III | Associate Professor | \$46,022 – 71,336 |
| LEVEL IV | Professor | \$52,925 – 87,325 |

- C. Any faculty member receiving an earned doctorate shall receive a \$1500 increase to his/her salary for the next contract period. The doctorate must be confirmed prior to the first day of classes of the ensuing academic year in order to receive the additional salary for that contract year.
- D. The academic requirement for appointment and/or promotion to any level of the salary schedule shall be the master's degree or equivalent preparation in a specialized field.
- E. For specified teaching assignments not requiring the master's degree, appointment, advancement, and/or promotion shall be based on the same criteria and procedures developed for faculty with the master's degree or its equivalent, except that initial appointment shall be \$500 less than the base. \$500 will be added for the next contract year for any faculty, who after being hired earns a master's degree. The master's degree must be confirmed prior to the first day of classes in order to receive additional salary for that contract year.

V. Initial Placement on Faculty Salary Schedule

Initial placement of new full-time instructors shall be in accordance with the following:

1. Academic preparation base salary
(Master's degree or equivalent preparation in a specialized field)
In addition, initial placement on the salary schedule may take into consideration recognized levels of training beyond the master's degree by allowing an additional \$500 for the specialist degree plus an additional \$1500 for an earned doctorate.
2. Teaching experience \$100-\$500/year
(community, junior and senior college, university, secondary school and departmentalized elementary school, business, industry, military and private)
3. Related experience. \$100-\$500/year
(business, industrial, military and/or governmental experience related to a full-time faculty member's particular assignment at Jefferson College)
4. Supply and demand amount to be determined on an individual basis
Special circumstances (e.g., critical shortages of qualified personnel) may necessitate an adjustment in the entrance salary of individual faculty. However, new employees shall not be recommended for placement beyond Level II.

NOTE: Faculty without prior teaching or equivalent job-related experience shall not be placed beyond Level I. Faculty with prior teaching or equivalent job-related experience may receive salary credit for up to ten years of such full time teaching

or job-related experience but shall not be placed above Level II without special action by the Board of Trustees. Work experience counted as a part of the certification requirement may not be counted for both certification credit and salary credit.

VI. Promotions in Academic Rank

- A. Faculty promoted to the next highest level will receive an increase over the previous year's base salary as follows:
- | | |
|-----------------------|---------|
| Level I to Level II | \$1,500 |
| Level II to Level III | \$2,500 |
| Level III to Level IV | \$3,500 |
- B. If the College awards a COLA and/or increment for the year the promotion is effective, the faculty will receive the COLA and/or increment in addition to the increase for the promotion. The sequence of this is as follows: the promotion amount applied to existing salary, then the COLA is applied, then the increment is applied.

VII. Area Technical School (ATS)

- A. Definitions
ATS faculty refers to faculty hired to teach exclusively ATS students.
College faculty refers to faculty who were not hired to teach ATS students exclusively but who may teach ATS students as part of their workload.
- B. Rank
ATS faculty employed after June 30, 1999 shall be referred to as “teachers” regardless of their level on the salary schedule. Faculty employed prior to July 1, 1999, shall be grandfathered and entitled to hold academic rank associated with their pay level.
- C. Promotions
All ATS faculty shall follow the same promotional criteria as other college faculty regarding promotion from level to level.
- D. Compensation
1. ATS faculty will be compensated based upon the Full-Time Faculty Salary Schedule.
 2. Since compensation for all faculty is based on a work year commitment of 166 days, ATS faculty who are on a work year commitment of 181 days will receive 15 extra days of additional compensation at their daily rate over and above their base salary.
 3. ATS faculty who work in excess of 181 days will receive one day of extra pay for each extra full day of work in excess of 181 days.

VIII. Online and Interactive Television (ITV) Assignments

- A. Online and ITV Course Development
A faculty member who develops a credit course to be offered online or via interactive television shall be compensated for the course credit hours at the overload rate or receive the course credit hours as release time, to be paid the first semester the course is offered and taught.
- B. ITV Course Delivery
A faculty member who offers a credit course via interactive television shall receive the course credit hours for load purposes, and one additional hour at the overload rate.
- C. Web Page Development and Maintenance for ITV Courses
A faculty member who develops and maintains a dynamic web page to accompany the interactive television course shall be compensated for one hour at the overload rate.
- D. Class Size Enrollment Limits for ITV Courses
The same class size enrollment limitations that pertain to non-electronic delivery shall apply to courses offered via interactive television.
- E. Class Size Enrollment Limits for Online Courses
Class size for online courses shall be set at 25 students or 20% less than its on-campus sections, whichever number is lower.
- F. Online Teaching Load
The online teaching load of a faculty member shall be no more than 50% of his/her regular load per semester. Any exceptions must be approved by the President.
- G. Approval Process for New Courses Offered Online or via ITV
New courses developed and offered online or for interactive television delivery shall follow all existing College policies and procedures for approval.

IX. Extra Employment (Overload)

- A. Full-time faculty members have the right to decline an overload assignment. Extra opportunity employment assignments for full-time faculty members are as follows:
 - Level I \$610 per credit hour
 - Level II \$630 per credit hour
 - Level III \$665 per credit hour
 - Level IV \$720 per credit hour
- B. No full-time faculty member shall teach more than six semester hours per semester in addition to a full-time schedule without approval of the President of the College.

X. Summer Session Appointments

- A. Summer session teaching assignments shall be made available on the basis of need relative to the overall instructional program of the College. Assignments to the summer session shall be made on the basis of the following criteria:
1. the faculty member's qualifications to teach specific courses; and
 2. the faculty member's desire to accept a teaching assignment.
- B. Summer Session Pay Schedule
- | | |
|-----------|-----------------------|
| Level I | \$665 per credit hour |
| Level II | \$700 per credit hour |
| Level III | \$740 per credit hour |
| Level IV | \$815 per credit hour |

XI. Other Appointments and Special Compensation

A semester hour shall consist of a minimum of seven hundred fifty (750) minutes (for example: 15 weeks times 50 minutes per week) of classroom experiences such as lecture, discussion, or similar instructional approaches, or a minimum of 1500 minutes of such experiences as laboratory, studio or equivalent experiences. Both of the above are exclusive of registration and final examination time.

A contact hour shall consist of fifty (50) minutes of actual instruction time, exclusive of passing periods and "break" times.

Full-time faculty who do not have a full-time load during the day may be assigned courses in Dual Enrollment, evening courses, weekend courses, or in a Short Session, or interactive television assignments as a part of their regular load.

It is the practice of the College to give Jefferson College full-time faculty members first option for extra work before seeking instructors from other sources. Full-time faculty desiring extra work should make their desires known to the appropriate division chair or dean. Assignments shall be made on the basis of the following criteria:

1. the faculty member's qualifications to teach a specific course; and
2. the faculty member's desire to accept a Dual Enrollment, evening courses, weekend courses, or Short Session assignment for extra compensation.

A full-time faculty member whose regular assignment, during the fall and spring semesters combined, generates more than 800 student credit hours shall receive extra load credit according to the following schedule:

| | |
|-----------|--------------------------|
| 801-825 | 1/2 hour extra credit |
| 826-850 | 1 hour extra credit |
| 851-875 | 1 1/2 hour extra credit |
| 876-900 | 2 hours extra credit |
| 901-925 | 2 1/2 hours extra credit |
| 926-950 | 3 hours extra credit |
| 951-975 | 3 1/2 hours extra credit |
| 976-1000 | 4 hours extra credit |
| 1001-1025 | 4 1/2 hours extra credit |
| 1026-UP | 5 hours extra credit |

If the full-time faculty member's total teaching load for the academic year is not more than thirty (30) semester hours, the credit hours generated by the instructor shall be totaled and compared to the above scale to determine eligibility for extra pay.

If the total teaching load (regular and extra classes) is more than thirty (30) semester hours, the total credit hours generated shall be divided by the total number of semester hours taught by the faculty member and the result so obtained multiplied by thirty (30). The product of this calculation shall then be compared to the above scale to determine eligibility for extra pay.

Courses taught by mass media shall not be used to either increase or decrease the full-time faculty member's eligibility for extra pay under the provisions of this section.

Adjunct Assignments

Adjunct teaching assignments will not exceed 15 semester hours in an academic year (August through May) and will not exceed 9 semester hours in any semester. The President will make exceptions as necessary.

The adjunct faculty pay rate is \$600 per credit hour.

The rate of pay for retired full-time faculty teaching in an adjunct capacity during the fall or spring semester is the current extra employment compensation (overload) rate according to the level (I-IV) at which the faculty member retired. For adjunct teaching assignments during the summer semester, the rate of pay will be at the applicable summer session rate according to the level at which the faculty member retired as approved by the Board.

Pay Period

Paychecks are issued on the last business day of each month.

Faculty

Each paycheck for full-time faculty on an academic year contract is for 1/12 of the contract rate. Faculty members serving on a 9.5 month contract may receive balance-of-contract payments following the close of the spring semester and after all obligations to the College have been fulfilled by notifying the Director of Payroll Services of their wishes prior to March 30.

Salary payments for adjunct/overload assignments are as follows:

- Fall semester is paid in four installments, September through December
- Spring semester is paid in four installments, February through May
- Summer semester is paid in two installments, June and July
- Intersession is paid in one installment in June

Payroll Deductions

Standard Deductions

- Federal and state withholding taxes will be deducted on the basis of information furnished by the employee on Forms W-4 or W-4a.
- Social Security and Medicare deductions are made in accordance with federal law and the requisite matching is made by the College.

Additional Deductions

Requests for new payroll deduction annuity and/or insurance programs will be accepted only if a minimum of ten percent of eligible College employees request such coverage and enroll in the program.

Payroll Services will make payroll deductions of membership dues to professional education associations provided the number of such requests for a single organization equals twenty or more employees. Written authorization to make such deductions must be filed by the employee with Payroll Services prior to September 1 of the academic year to which the deduction request shall apply. Forms for deduction requests are available in the Office of Payroll Services.

Instructional Employee Policies

Appointment of Faculty

Types of Appointment

There shall be four types of appointments to full-time faculty positions: continuing appointment, term appointment, temporary appointment, and terminal appointment.

1. Continuing Appointment (Tenure)

A continuing appointment shall be a full-time appointment to the teaching faculty for an indefinite period which, once granted, shall not be affected by changes in assignment and shall continue until retirement or until terminated in accordance with the regulations set forth under Section IV of the Board of Trustees Policies & Procedures Manual. Continuing appointments shall be made only for teaching assignments and shall not cover staff positions or coaching of athletic teams.

Faculty who do not meet the minimum qualification of a master's degree in the subject matter field for assignments in transfer programs or hold a valid vocational certificate for assignments in vocational technical programs shall not be eligible for continuing appointment. Valid certificates, where required, must be maintained through the period of tenure on the Jefferson College faculty.

2. Term Appointment

A term appointment shall be an appointment to the faculty for a specified, limited period which, except as otherwise provided, shall automatically expire at the end of that period, unless terminated earlier in accordance with the regulations set forth under Section IV of the Board of Trustees Policies & Procedures Manual. A member of the faculty under term appointment shall have no right of permanent or continuous tenure. Full-time members of the faculty shall be granted term appointments during the probationary period.

3. Temporary Appointment

A temporary appointment shall be granted to a full-time faculty member who:

- a. Is assigned to teach in programs that are funded by federal grants, special awards, contracts with business or industry, or other temporary funding sources;
- b. Serves during the time that a member of the regular staff is on a leave of absence.

Temporary appointments may be made for any other type of assignment when mutually agreed to by the full-time faculty member and the Board of Trustees, but shall not be used as a regular means to circumvent term appointments for full-time faculty who may otherwise be eligible to pursue tenure status.

Temporary appointments may be made for one year or less but maybe renewed, as needed, at the discretion of the Board of Trustees. Temporary appointments may be terminated during the term of a contract if such termination is in accordance with the provisions of Section IV of the Board of Trustees Policies & Procedures Manual of the regulations. Credit toward tenure shall not be granted for temporary appointments.

A temporary appointment, expressly stated to be such, shall be sufficient notice that the full-time faculty member shall not be recommended for reappointment at the end of the appointment period.

4. Terminal appointment

A terminal appointment shall be for the purpose of notifying a full-time faculty member of the intent to non-reappoint. A terminal appointment expressly stated to be such, shall be sufficient notice that the full-time faculty member shall not be recommended for reappointment at the end of the terminal appointment period. This appointment may be terminated earlier in accordance with the regulations set forth under H.

Note: Appointment to the full-time teaching faculty may be a temporary appointment, term appointment, continuing appointment or terminal appointment, subject to the limitations as to the maximum number of years of service under term appointment.

Method of Appointment: The Board of Trustees shall make all appointments after receiving the recommendations of the President of the College.

Conditions of Appointment

1. Persons without teaching experience

Initial appointment shall be a term appointment for one academic year. The maximum period on term appointment for a member of the fulltime faculty shall not exceed five years.

A continuing appointment shall not be automatic after the five year maximum on term appointment but, when granted, shall be the result of specific action to grant such appointment by the Board of Trustees.

2. Persons with previous teaching experience

The Board of Trustees may grant credit toward the five-year maximum period on term appointment to a person who has had previous teaching experience. A maximum of two years credit may be granted toward the five year maximum. When granted, such credit shall be equal to not more than one year of credit for each two years of previous teaching experience.

3. Non-reappointment

The non-reappointment of any member of the full-time teaching faculty on term appointment shall carry no implication that either his/her work or her/his conduct has been unsatisfactory. For this reason, it shall not be necessary for his/her immediate supervisor to provide her/him with any statement of causes or reasons for not recommending reappointment. The provisions of this Section shall not be interpreted to preclude the right of a full-time faculty member to appear before the Board of Trustees on matters related to her/his employment as provided elsewhere in Board policies under the heading “Contact with Board of Trustees.”

4. Notice of non-reappointment

A member of the full-time teaching faculty who is not to be recommended for reappointment at the end of any term or appointment shall be notified in writing prior to April 15 of the year in which the recommendation of non-reappointment is made. A full-time member of the teaching faculty who has completed at least four years of service credited toward tenure shall be notified by April 15 of the year prior to the year in which the recommendation of non-reappointment will be made.

Notice of Appointment

The Director of Human Resources shall notify the appointee of the action of the Board in making the appointment. Such notice shall include whether the appointment is temporary, term, continuing or terminal and shall also include a statement specifying the appointee’s tenure status. If the appointment is a terminal appointment, a statement to that effect shall be included as a part of the notice of appointment.

Supervision and Retention

Throughout the period that a member of the full-time teaching faculty is on term appointment, supervision shall be conducted in a constructive manner designed to help the individual realize his/her highest potential. Evaluation reports shall be reviewed regularly by the dean, division chair or program director with probationary faculty in order that the probationary faculty may be aware of her/his progress toward tenure.

A full-time faculty member on term appointment shall be retained only if the President of the College reports to the Board of Trustees that the faculty member, based upon written evaluation reports and supervisory observation, is demonstrating that he/she has reached a level of professional competence which should ultimately justify tenure status.

At least once each year, written evaluation reports shall be made of the performance of all full-time faculty members, whether on temporary, term, or continuing appointment. The evaluations shall be made by the appropriate program director, division chair, and/or dean and shall be filed in the office of the dean.

Faculty Workload

- a. A full-time teaching load for faculty shall be a minimum of thirty (30) semester hours per academic year. Faculty shall be granted the same load credit for classes taught as the semester hour credit granted to students except as specified hereafter.
- b. Faculty shall not be assigned to teach more than six (6) semester hours of extra courses during any semester without the approval of the College President.
- c. A full time load in nursing clinical supervision shall be thirty (30) contact hours per week.
- d. Faculty teaching studio courses in music and art, physical education activity classes, science laboratory, and vocational shop-type classes may have their workloads calculated in contact hours rather than semester hours. In such assignments, the workload shall be twenty-four (24) contact hours per week.
- e. Faculty teaching regular high school level vocational programs through the Area Technical School, (e.g. Building Trades, Culinary Arts, etc.), shall be considered to have a full teaching load.
- f. Faculty whose assignments include both classroom lecture courses and non-classroom or contact hour assignments may have their workloads calculated by prorating the types of assignments.

- g. Faculty shall be entitled to have their workload calculated by semester hours, contact hours, or a combination of the two - whichever method is most favorable to them within the provisions of these guidelines.
- h. Faculty whose classes are distributed disproportionately between fall and spring semesters have their loads calculated after the census date of the spring semester and any extra compensation due shall be paid during the spring semester.
- i. Faculty not assigned to fifteen (15) semester hours or the equivalent contact hours as designated in these guidelines shall be given additional responsibilities commensurate with their professional training.
- j. Additional hours beyond the prescribed teaching assignment shall be scheduled by faculty for institutional service, conferences, and student advisement.
- k. Faculty whose classes include the regular use of para-professional or guest lecturers, or who teach classes on an independent study basis shall have their workloads individually determined.
- l. It shall be the responsibility of the faculty to prepare and submit to the dean each semester, as appropriate, a request for any extra pay to which they are entitled. The dean shall supply forms for the request.
- m. Courses taught and student credit hours generated for purposes of determining faculty workloads shall be calculated as of the official census date of each term of course. The official census date shall be the last day of the fourth week of classes during the fall and spring semesters, and at the end of the first quarter (1/4) of the total scheduled time for summer classes or off-schedule courses.

Tenure Regulations

Philosophy

The Board of Trustees of Jefferson College subscribes to the philosophy that an institution of higher education is conducted for the common good. The Board further believes that the common good depends upon the free search for truth and its free exposition. Therefore, the Board adopted the following regulations, which are designed to protect academic freedom and tenure and the regulations are for the benefit of all who are involved with, and/or affected by, the policies and programs of the institution.

Adjunct faculty will not receive tenure consideration.

To be tenured, the full-time faculty member must have demonstrated satisfactory progress toward completion of an approved plan for promotion in rank.

Amendments

These regulations shall be subject to amendment by the Board of Trustees. The President of the College shall transmit proposed amendments from whatever source to the Faculty Senate for consideration and this Committee shall present its recommendations to the College full-time faculty for consideration and further recommendations. The recommendations of the Faculty Senate and the full-time faculty shall be reported to the President of the College.

Legal Effects of Tenure Regulations

These regulations are a statement of policy within the limits of which the Board of Trustees expects to exercise the powers vested in it, but these regulations shall not impair, or be taken to waive, any powers now or hereafter vested in the Board under the Laws of the State of Missouri.

Tenure Rights

1. A member of the full-time teaching faculty under continuing appointment shall have permanent or continuous tenure, subject to termination only for cause, for retirement in accordance with Board retirement regulations, or under extraordinary circumstances because of low enrollment or financial exigencies within the institution.
2. If there is reason to believe that the low enrollment or financial exigencies are of a temporary nature, the Board of Trustees may, at its discretion, place on leave of absence as many full-time faculty members as may be necessary because of decreased enrollment or financial exigencies. In placing full-time faculty on leave, the Board shall be governed by the following:
 - a. No faculty member on continuing contract shall be placed on leave of absence while probationary faculty are retained in positions for which the tenured faculty member is qualified;
 - b. Tenured faculty members shall be retained on the basis of seniority and merit within the field of specialization;
 - c. No appointment of new full-time faculty shall be made while there are available full-time faculty members on unrequested leave of absence who are properly qualified to fill such vacancies;
 - d. Placement on leave of absence shall not impair the right of the full-time faculty member to engage in teaching in another institution or to pursue another occupation during the period of such leave;
 - e. The leave of absence shall not impair the right of a full-time faculty member to a continuing contract upon return to active teaching duty within the College; and
 - f. The leave of absence shall continue for a period of not more than three years unless extended by the Board.

3. No person shall lose any tenure rights already acquired if granted a leave of absence, if promoted, or if she/he accepts appointment to an academic staff position other than full-time teaching, or to an administrative position, unless the appointment is subject to the expressed condition that he/she release or waive any such tenure rights.
4. The removal of any person from an administrative position shall not impair his/her tenure rights, if any, as a member of the full-time teaching faculty.

Committee on Tenure Appeals

During the second semester of each academic year, the Chief Academic Officer shall direct the faculty to select seven of its members to serve on a Committee on Tenure Appeals for the following academic year. The Committee shall be composed of members of the full-time teaching faculty who are on continuing appointments. The Committee on Tenure Appeals shall be responsible for conducting hearings on matters relating to the administration of the tenure policy adopted by the Board of Trustees.

Termination for Cause

1. Grounds for termination.

The services of a member of the full-time faculty may be terminated at any time for cause, which shall consist of any one or more of the following:

- a. physical or mental condition unfitting the individual to perform assigned duties;
- b. immoral conduct;
- c. incompetency, inefficiency, or insubordination in the line of duty
- d. willful or persistent violation of, or failure to obey, the school laws of the State of Missouri, or the regulations of the Board of Trustees of the Community College District of Jefferson County, Missouri;
- e. excessive or unreasonable absence from performance of duties;
- f. conviction of a felony or a crime involving moral turpitude or falsifying any information supplied on application forms, employment records or any other District records; or
- g. sexual harassment by a full-time faculty member.

(In determining the professional competency and/or efficiency of a member of the full-time teaching faculty on continuing appointment, consideration shall be given to written job description, written evaluation reports, and adherence to or compliance with Board of Trustees policies and procedures pertaining to full-time faculty.)

2. Notice of charges.

When the Dean has information or receives a complaint containing allegations which, if true, might serve as grounds for dismissal for cause, and such information or complaint appears to be substantial, the Dean shall discuss it with the person concerned and shall make such further investigation as is appropriate. If, after making such further investigation, the Dean determines that further action is warranted, the President shall cause to be served upon the person concerned a written statement of the charges against him/her.

3. Request for hearing.

Final action shall not be taken on such charges until after expiration of thirty days from the date of service of such notice, during which time the person charged may make a written request to the Dean for a hearing before the College's Committee on Tenure Appeals. If the person charged makes such a request, he/she shall be given a hearing as hereinafter provided. If the person charged does not request a hearing, the Dean may direct that such a hearing be held. When a hearing has been requested or directed, final action on the charges shall not be taken until the hearing has been held and the matter presented to the Board of Trustees as hereinafter provided.

4. Conduct of hearing.

The President's designee may be present at the Committee hearing as an auditor, but shall not be present, or participate in, the deliberations or decisions of the Committee. All testimony before the Committee shall be under oath. At such hearing, the person charged shall be entitled to be present, to have an adviser of his/her own choice and to consult with the adviser, to present witnesses in his/her behalf, and to confront and question witnesses against him/her. A taped or stenographic record shall be taken at each such hearing. The hearing will be conducted in strict accordance with the following agenda format and Rules of Decorum:

AGENDA FOR TENURE APPEAL HEARING

- I. Call to Order
 - A. Roll Call
 - B. Statement of purpose
 - C. Identification of witness(es) present
 - D. Establish presence of advisor for employee
 - E. Distribute and read rules of procedure and decorum (procedure/agenda)
 - F. Reading of charge(s) (Chair)

II. Cause for Action

A. Statement by Complainant

1. Witness(es) for Complainant

a. Questions/comments-Complainant

b. Questions/comments-Tenure Appeals Committee (TAC)

B. Statement of Appellant

1. Witness(es) for Appellant

a. Questions/comments-Appellant

b. Questions/comments-TAC

III. Closing

A. Summation-Appellant

B. Summation-Complainant

C. Closing statement-TAC Chair

PROCEDURE RULES AND RULES OF DECORUM

- The complainant and the appellant are required to submit written briefs to the TAC chair no less than 48 hours prior to the hearing. Only matters included in the written briefs may be addressed through witness testimony.
- Witness participation in the hearing may be requested by the TAC chair, the complainant, or the appellant; however, all parties must be aware that no power of subpoena is attached to the tenure appeal process. Witnesses not employed by the College who agree to participate do so on a voluntary basis. All witnesses called to participate must be identified by name in written brief.

The following general rules of decorum shall be adhered to:

1. The Chairperson will be fully in charge of all aspects of the hearing.
2. All requests to address the Committee shall be addressed to the chairperson.
3. The chairperson shall rule on all requests and points of order. The chairperson's ruling shall be final and all participants shall abide thereby, unless the chairperson shall present the question to the Committee at the request of a member of the Committee in which event the ruling of the Committee by majority vote shall be final.
4. All statements made at this hearing are considered to be made under oath to tell the truth.
5. Advisors may be present to advise the appellant and the complainant but are not permitted to question witnesses, cross examine witnesses, raise objections regarding a witness's testimony or make objections to procedural rules of decorum. Advisors will be permitted to deliver the summation.

6. All participants will be expected to remain focused and on point at all times. In the event the chairperson is convinced time is being wasted, he/she may impose time limits on the proceedings.
7. A tenure appeal hearing is not a legal proceeding. A hearing is scheduled to provide an opportunity for a Jefferson College employee to represent him/herself before an elected group of academic peers. As such, all participants will be required to conduct themselves in a collegial manner. In addition to procedural rules and general rules of decorum, rules of common courtesy and decency must be observed at all times by parties present.

The College has established the above written procedures to assure that constitutionally required due process safeguards exist and apply to hearings before the Tenure Appeals Committee.

5. Findings and recommendation.

Upon the completion of its hearing, the Committee shall make a written statement of its findings with respect to the charges and shall also make a written recommendation, and shall thereupon submit to the President the taped or stenographic record of the proceedings, the statement of its findings and its recommendation.

6. Review by President.

Upon receipt of the taped or stenographic record of the proceedings and the Committee's statement of findings and recommendation, the President shall review and transmit said documents to the Board of Trustees along with the recommendation of the President's Office. Where no hearing is requested or held, the President shall review the charges and make such investigation of the matter as seems appropriate and shall transmit to the Board of Trustees a report of the matter together with a recommendation.

7. Action by Board.

Upon receipt of the recommendation of the President and the accompanying material as hereinbefore provided, the Board of Trustees shall review the matter and take such action as it deems advisable.

8. Failure to attend hearing.

If the person charged fails to request or attend a hearing of the Committee, the Board of Trustees may, after receiving the recommendation of the President, take such action as it deems advisable.

9. Suspension.

If the President deems it to be in the best interest of the College, a person upon whom charges have been served may be suspended by the President, pending final action upon such charges by the Board of Trustees. The salary of the suspended person shall be continued until the Board of Trustees has taken final action on the charges.

10. Hearings in Cases Other Than Termination for Cause

Any tenured member of the faculty who disputes the ruling of any administrative officer with respect to the facts concerning his/her tenure rights and status shall have a right to a hearing thereon before the Committee on Tenure Appeals. The Committee shall hear any such cases with due expedition, considering the interests of both the College and the person affected, and shall make a report of its findings and recommendations to the President.

Procedures for Application for Continuing Appointment (Tenure)

Full-time Faculty

1. The applicant for a continuing appointment (tenure) will submit a letter requesting a review and consideration. The letter will be directed to the appropriate associate dean no later than April 1 of the fourth year of employment as a full-time faculty member. Applications will not be accepted prior to completion of the fall semester of the fourth year.
2. Documentation of accomplishments relative to the general standards for appointment must be attached to the letter. (In all but the most extraordinary circumstances documentation will consist of performance reviews, minutes from the meetings of institutional committees, student advising schedules, etc. This should not entail generation of new documents but rather a gathering of existing documents.)
3. Following a review of the application and all documentation a recommendation will be forwarded from the associate dean through the appropriate dean. During the fifth year of the applicant's employment, the Dean will forward a recommendation to the College President.
4. The Board of Trustees will consider all recommendations. Only the Board of Trustees is empowered to grant a continuing appointment.

Promotion in Academic Rank System (PARS)

The Promotion in Academic Rank System applies only to full-time instructional faculty, whose major assignment is in the classroom.

I. Purpose and Scope

The purpose and scope of the Promotion in Academic Rank System are consistent with the Mission, Values, and Vision of the College; therefore, promotions will not be awarded automatically through this system, but shall be made in recognition of professional growth and outstanding service. The Promotion in Academic Rank System shall:

- Encourage professional growth
- Encourage outstanding service to students, to the College, and to the community
- Emphasize effective teaching and learning, institutional service, scholarly endeavors, and community service (See Criteria for Professional Growth and Service A through D).
- Combine professional growth and service, graduate credit, related work experience, and time in grade as the criteria for movement on the salary schedule and rank designation
- Allow for individual choice and departmental need
- Recognize the accomplishments and contributions of faculty members

II. Faculty Employment Expectations and Promotions

A. Performance Reviews Expectations

The promotion system will enable the faculty member to achieve professional progress through continuing coordination with his/ her Division Chair. When combined with the faculty member's annual performance review and the requirements for professional growth and development, levels of promotion and monetary advancement apply.

For the annual faculty performance review, faculty is expected to:

1. Submit an annual self assessment of performance during the current contractual period including information regarding the following areas:
 - a. Development, changes, innovations, made in the classroom along with assessment of results.
 - b. Teaching and Learning Activities
 - c. Institutional Service
 - d. Scholarly Endeavors

- e. Community/ Civic Service
 - f. Summary of Student Feedback
 - (i) For faculty on term appointment, this will be based on student evaluations which the faculty administer in all classes taught.
 - (ii) For faculty on continuous appointment, this will be based on student evaluations faculty administer in at least one class a semester.
 - (iii) Additional evaluations may be administered as need is determined. Student evaluations from the previous Spring and Fall semesters will be used for each annual review.
 - g. Goals for the coming year
2. Schedule a classroom observation with the Division Chair (non-tenured faculty and those undergoing Institutional Effectiveness Review).
 3. Schedule an annual performance review meeting with Division Chair to be held prior to May 1.
 4. Maintain a file of annual performance reviews and self-assessments that will provide documentation for consideration upon faculty member's request for continuing appointment.

B. Eligibility for Promotion

When the faculty member has been credited with four years of progress toward promotion and met the educational requirements for the next level, he/she is eligible for promotion. The faculty member will file a letter of application for promotion with his/her Division Chair by March 1 and attach to it a report of his/her professional development and service covering the period since his/her last promotion, including an estimate for the rest of the year. Emphasis should be on quality and results, not on time spent or number of activities. The report should address the minimum qualifications for promotion and academic rank.

The Division Chair is responsible for recommending the promotion to the Dean who is responsible for recommending the promotion to the President. Upon his or her concurrence, the President will present the application for promotion to the Board of Trustees for action. In the event that the application for promotion is denied, the faculty member may use the Grievance Procedure.

Minimum Qualifications for Promotion and Academic Rank

Promotion in level and rank is a product of outstanding service to the College and the community it serves, additional study, additional work-related experience, and continued PARS including but not limited to participation in well-defined professional organizations, such as MCCA, MVA, NISOD, MENC, SME, NEA*, completion of clearly defined programs of self-directed study, development of new courses or new instructional materials, and community service. While time in grade serves as a component of the promotion process, promotion is not attained solely through acquisition of additional degrees, graduate level credit, or time in grade. Promotion is granted following application and upon recommendation by the appropriate Division Chair, the administration, and the College President, and the approval of the Board of Trustees. Documentation of professional growth and outstanding service will exist in the annual performance review, and each faculty member will be required to summarize his/her activities for the promotional review period and make the summary available upon application for promotion.

INSTRUCTOR (Level 1)

For General Education Instructional Faculty:

1. Master's degree in primary discipline or
2. Master's degree with at least thirty graduate hours in primary discipline and related fields, and
3. Satisfactory annual performance review.

For Industry Certified Technical Career Fields:

1. Five years of related industry experience.
2. 12 credits as specified by the Department of Elementary and Secondary Education (DESE) within the first three years of employment.
3. Completion of the New Teacher Institute (DESE) within the first year of employment.
4. Participation in 24 clock hours of professional development annually.
5. State vocational education teaching certificate if required by DESE.
6. Satisfactory performance review.

For Non-Industry Certified Technical Career Fields:

1. Bachelor's degree with major in career field and two years' full-time college teaching experience and one year of related full-time work experience, or
2. Bachelor's degree with major in career field and four years' full-time related work experience*, and
3. Completion of the New Teacher Institute (DESE) within the first year of employment (if required by DESE).
4. Participation in 24 clock hours of professional development annually, (if required by DESE)
5. State vocational education teaching certificate (if required by DESE).
6. Satisfactory performance reviews.

ASSISTANT PROFESSOR (Level 2)

For General Education Instructional Faculty:

1. Thirty graduate semester hours in the primary discipline and related fields, including a Master's degree and four years' full-time college teaching experience with successful professional growth and service, and satisfactory performance reviews, or
2. An earned doctorate or other recognized terminal degree such as the MFA in the subject field and two years' full-time college teaching experience and satisfactory performance reviews.

For Industry Certified Technical Career Fields:

1. Four years of teaching experience.
2. Associates Degree in the field or related field with the permission of the Dean.
3. Attainment of individual industry credentials (Existing faculty are exempt for two years from the date of passage of these amendments).
4. Twenty-four hours of documented industry training to remain current in the specific instructional area.
5. Research: Implement new technologies in the classroom in consultation the faulty person and the Dean.
6. State vocational education teaching certificate (if required by DESE) 7. Satisfactory performance reviews.

For Non-Industry Certified Technical Career Fields:

1. Bachelor's degree with major in career field and two years' related full-time work experience* and four years' full-time college teaching experience with satisfactory performance reviews, or
2. Bachelor's degree with major in subject field and four years' full-time related work experience* and four years' full-time college teaching experience with satisfactory performance reviews, or
3. Bachelor's degree with major in subject field and ten years' related full-time work experience* and satisfactory performance review, and
4. Completion of the New Teacher Institute (DESE) within the first year of employment (if required by DESE),
5. Participation in 24 clock hours of professional development annually, (if required by DESE) and Satisfactory performance review.

ASSOCIATE PROFESSOR (Level 3)

For General Education Instructional Faculty:

1. A minimum of thirty graduate semester hours in the primary discipline and related fields, including a Master's degree and six years' full-time college teaching experience with satisfactory performance reviews, or
2. An earned doctorate or other recognized terminal degree such as the MFA in the subject field and six years' full-time college teaching experience with satisfactory performance reviews.

For Industry Certified Technical Career Fields:

1. Minimum of eight years of teaching experience.
2. Attainment or maintenance of program certification. (Existing faculty is exempt for two years from the date of passage of these amendments).
3. Twenty-four hours of documented industry training to remain current in the specific instructional area.
4. Research: Implement new technologies in the classroom in consultation with the faculty person and the Dean.
5. State vocational education teaching certificate (if required by DESE).
6. Satisfactory performance reviews.

For Non-Industry Certified Technical Career Fields:

1. Eighteen graduate hours in the subject field and two years' related full-time work experience*, and eight years' full-time college teaching experience with satisfactory performance review, or
2. Ten graduate hours in the subject or related field, four years' related full-time work experience, and eight years' full-time college teaching experience with satisfactory performance review, or
3. Bachelor's degree with major in career field and ten years' full-time related work experience*, and six years' full-time college teaching experience with satisfactory performance review.
4. Completion of the New Teacher Institute (DESE) within the first year of employment (if required by DESE).
5. Participation in 24 clock hours of professional development annually, (if required by DESE).
6. Satisfactory performance reviews.

PROFESSOR (Level 4)

For General Education Instructional Faculty:

1. Sixty graduate semester hours in the subject and related fields, including a Master's degree and twelve years' full-time college teaching experience with satisfactory performance review, or
2. An earned doctorate, or other recognized terminal degree such as the MFA, in the subject or related fields and ten years' full-time college teaching experience with satisfactory performance review.

For Industry Certified Technical Career Fields:

1. Minimum of twelve years of teaching experience.
2. Maintenance of personal industry credentials (Existing faculty are exempt for two years from the date of passage of these amendments).
3. Attainment of or maintenance of program certifications.
4. Research: Implement new technologies in the classroom in consultation with the faculty person and the Dean.
5. Twenty-four hours of documented industry training to remain current in the instructional area.
6. State vocational education teaching certificate (if required by DESE) and other activities listed as professional growth and development.
7. Satisfactory performance reviews.

For Non-Industry Certified Technical Career Fields:

1. Thirty graduate hours in career or related field and three years' full-time related work experience*, and twelve years' full-time college teaching experience with satisfactory performance review, or
2. Thirty graduate hours in career or related field and five years' full-time related work experience* and ten years' full-time college teaching experience with satisfactory performance review, or
3. Bachelor's degree with major in career field and eighteen graduate semester hours in the career and related fields and ten years' related work experience* and ten years' full-time college teaching experience with satisfactory performance review, or
4. Completion of the New Teacher Institute (DESE) within the first year of employment (if required by DESE),
5. Participation in 24 clock hours of professional development annually, (if required by DESE) and satisfactory performance reviews.

Level 4 professorial faculty are expected to provide active participation and leadership in shared governance, mentoring newer faculty, professional organizations, departmental work, community and civic work, etc. Evidence of such work should appear on his/her formative and summative evaluations.

III. Criteria for Promotion in Rank System

The broadly based activities considered part of professional development and service fall into four general areas: teaching and learning activities, institutional service, scholarly endeavors, and community service. The faculty member is expected to play several roles; successful activity in each of these areas will constitute professional growth or service and enhance the College community:

A. Teaching and Learning Activities are activities that promote student learning and persistence, assess expected learning outcomes, enhance teaching effectiveness and/or support professional development and lifelong learning.

1. **Informal Education:** Intense learning experiences beyond the teacher's current degree that do not result in formal credit. Among these are seminars, symposia, and workshops sponsored by national, state, or local government; colleges and universities (including those provided by Jefferson College's CTL, ISAC, etc.); national, state, regional, or local professional organizations, and nationally recognized endowment or funding agencies.

2. Certificate Classes: Learning experiences required of the faculty member for teaching certification in his or her discipline, and/or for certification of expertise in his or her field.
3. Curriculum/Instruction Development: Developing curriculum or instruction that is beyond the faculty member's normal duties.
4. Mentoring: Providing support and guidance in his/her area of expertise to both colleagues and students.
5. Work Experience: Experiences that enhance the faculty member's academic activities. Among these are corporate, industry, or business consulting positions, teaching senior college classes, participation in faculty exchange programs, or conducting specialized training for industry.
6. Voluntary Certification: Work undertaken to achieve non-required certification that will enhance student ability, student employability, or College reputation.
7. Professional Memberships: Memberships in professional organizations in the faculty member's area, a related area, or in education.
8. Professional Organizations: An active role in professional organizations including leadership roles, committee service, session presentations, etc.
9. Conferences: Attendance and active pursuit of knowledge at conferences held by professional organizations, governmental agencies, corporations, colleges, etc.
10. Formal Education: Graduate hours by faculty member earned during the promotion period not previously considered.

B. Institutional Service encompasses activities that support shared governance of the College and promote effective teaching and learning.

1. Committee Work: Serving on committees that exist within the institution, attending meetings, preparing, etc., which are necessary for shared governance.
2. Institutional Leadership: Accepting and fulfilling a leadership role in College activities. This would include committee officers, organization sponsors, project directors. This also includes organizing and/or conducting professional development activities for colleagues.
3. Student Advising: Academic advisement of students both formally and informally.
4. Advisory Committees: Serving on or facilitating advisory committees that are institutionally established.
5. Recruiting: Participating in efforts designed to acquaint prospective students with College opportunities and promote Jefferson.

6. Discipline Duties: Assisting with scheduling, budget, and personnel.

C. Scholarly Endeavors are any creative endeavors that contribute to the faculty member's ability to teach or serve the College or bring scholarly prestige to the College.

1. Publications: Faculty publications for educational or non-educational consumption that deserve scholarly recognition.
2. Creative Projects: Creations not published, such as art shows, poetry readings, patented inventions, films, etc.
3. Self-Instruction: Any organized plan of individualized learning with specific criteria and goals that is agreed to by the faculty member and Division Chair as beneficial to the faculty member and College.
4. Travel: Any travel or tour is related to the faculty member's field and will be demonstrably beneficial to students or the College.
5. Specialized training conducted for industry: Includes designing and teaching college credit classes, seminars, or training sessions for employees of an outside organization.
6. Evaluation and Review: Evaluation or review related to the faculty member's discipline or related to higher education.

D. Community Service is service to the community served by the College that is not done primarily for compensation.

1. Contributions to the community in the area of the faculty member's expertise.
2. Leadership in community groups including, officer, board member, and/or committee work.
3. Honors, awards, or special recognition received from a community group.
4. Activities that bring good will to the College.

The Mission of the College is to provide *quality education* that is *student-centered, comprehensive, and accessible*. Also included in the College's stated Values is a commitment to *Diversity, Assessment, Shared Governance, Professional Growth, and Community Service*. The Mission and Values of the College should serve to guide the faculty members and the administrators as they work together to support the Promotion in Rank System. Therefore, the professional growth of faculty should reflect work annually in all four Criteria for Promotion and Rank during the promotion period. Division Chairs will provide guidance for faculty as they strive to grow professionally in all four areas and work toward promotions.

Faculty Association

It shall be the policy of the Board of Trustees that the Jefferson College National Education Association (hereinafter referred to as the Association) be recognized as the bargaining representative for full-time faculty on matters of salaries, terms, and conditions of employment to the extent permitted by Missouri statutes.

Further, the Board of Trustees directs that the President of the College or his/her designee shall cause to be developed a process, in consultation with members of the Association, Administration and Trustees, that shall result in a Statement of Understandings in a style format consistent with current Board policies and procedures.

Composition of Teams

The Board of Trustees/Administration team (hereinafter referred to as the Board team) shall be chosen by the Board of Trustees and shall be comprised of four (4) voting members, two (2) of which may be trustees, and one (1) non-voting advisor of their choice. The Board shall appoint the chair of its negotiations team. The Association team shall be chosen by the recognized representative (president or designee) and shall be comprised of four (4) full-time faculty voting members, and one (1) non-voting Association advisor. The president of the faculty association shall appoint the members of the negotiations team and its chair. The statement of understandings is available in the Office of the Secretary to the Board.

The Educational Program

Academic Freedom

Based on the belief that a free society functions efficiently only if its citizens have the right to discuss, to debate, and to disagree constructively, it shall be the policy of Jefferson College to maintain and encourage freedom, within the law, of inquiry, teaching, and research. Faculty members may, and are encouraged to, teach and pursue truth in their subjects in the classroom as they see it unencumbered by pressures from individuals or groups with vested interest. They may not, however, in their search for truth, claim as their right the privilege of discussing in their classrooms controversial matter that has no relation to their subjects. As citizens, faculty members have the same freedom as other citizens. However, they should be mindful that in their utterances they have an obligation to indicate that they are not institutional spokespersons.

Arts and Science Education

Arts and Science Education is designed to offer courses which will allow the student who wishes to transfer to a four-year college or university to:

- a. Complete general education requirements applicable toward a degree at the school where he/she plans to transfer.
- b. Complete most freshman and sophomore requirements in her/his major and/or minor areas of study required by the school where he/she plans to transfer.
- c. Explore various subject matter fields if the student has not made a commitment to future major area of study.

Career and Technical Education

Career and Technical Education is designed to prepare a student for immediate employment after graduation. To ensure that course content is kept relevant to job demands, advisory committees, composed of industrial and professional representatives shall review annually the curricula.

Business & Community Development

The mission of the department of Business and Community Development is to provide lifelong learning opportunities designed to enhance the economic well being of the people and businesses of the Jefferson College district through the delivery of continuing education, customized training, adult education, and workforce development services.

- AEL/GED
- ACT Center
- Apprenticeship Program
- Business and Workforce Development Center
- Continuing Education
- Customized Training
- Small Business Development Center Services
- Workforce Development
- WorkKeys Initiative

Faculty Center for Teaching and Learning

The Faculty Center for Teaching and Learning offers teaching support to full-time and adjunct faculty members interested in improving student learning. The center supports faculty members in their efforts to create engaging learning environments, where students are active participants in the learning process, developing critical thinking skills while mastering subject area content. A collection of books, magazines, journals and newspapers on topics of direct concern to community college faculty are

housed in the center. The following topics are covered: assessment, distance learning, teaching methods and styles, teaching specific populations, etc.

The center is staffed by the Director of Teaching and Learning who assists and supports faculty members as they apply emerging theory and practice to their specific disciplines. Services provided include individual consultations, workshops on teaching methods and issues, orientation for new faculty, monthly publications and a website with information about teaching and student learning in higher education. The director also coordinates faculty members' efforts to link teaching to other programs on campus and in the community. In addition, the center provides a venue where faculty can meet to share strategies and perspectives.

Learning Resources

Learning Resources provides the materials and services to support the instructional needs of the faculty and students in the teaching/learning process. Included in Learning Resources are the Library, the Learning Center, the Testing Centers, Instructional Support, Academic Computing, Disability Support Services, JC Online, Jefferson College - Arnold, Jefferson College - Northwest, and Jefferson College - Imperial.

Learning Centers

The Learning Center is located in the Library at the Hillsboro campus, in Room 310 at Jefferson College - Arnold, and in Room 100A at Jefferson College - Northwest. The Learning Center offers courses which assist students in developing the essential skills necessary for success at college, including Basic Math, Basic Writing Skills I, Introduction to College Reading, Basic Grammar & Punctuation, Reading Improvement, Spelling/Vocabulary, and Geometry. Learning Center instructors also provide academic assistance on an availability basis for students in non-Learning Center courses.

The Learning Center also offers academic support services through Peer Tutoring and Professional Tutoring. Peer tutoring services are available for students who request academic assistance. This program matches students one-on-one with trained tutors and is provided at no cost to the student. Professional tutoring is also offered at no cost to Jefferson College students. The Professional Tutors are Jefferson College instructors and can work with students on a variety of subjects. The current semester schedule may be viewed online under Academic Support Services.

Testing Centers

The Testing Centers offer a variety of testing services including COMPASS Placement, correspondence testing, online courses testing, exit exam (graduation requirement), and faculty make-up tests. Test Referral slips for faculty make-up tests are available in any of the Testing Centers and in the main offices at the Arnold and Northwest sites. Test Referral slips may also be found online in STARS under the Faculty tab.

Disability Support Services

Jefferson College is an open enrollment institution and is dedicated to providing reasonable accommodations and appropriate services to students with disabilities. The Disability Support Services (DSS) Office collaborates with students, faculty, and staff to provide equal access to educational opportunities, programs, and activities.

The DSS Coordinator will assist students with disabilities by working with staff and faculty to provide reasonable accommodations that will allow students to demonstrate their ability, knowledge, and skills. This is achieved while

Jefferson College Library

The Library staff provides reference, instruction and circulation services to Jefferson college students, faculty and staff and to the Jefferson County community. The Library offers quality resources to support the curriculum of a two-year institution. In addition, Librarians and Library staff at both the Hillsboro and Arnold campuses provide expert research help to students, faculty and staff. Library resources are available in a variety of formats such as print, electronic, video and audio.

Book Collection

The Library at Hillsboro has a collection of over 70,000 books. The circulating book collection is located on the second floor; reference books are located on the first floor. The New Book, Currently Popular (popular fiction and nonfiction) and Graphic Novel collections are all shelved on the first floor at Hillsboro. The Library at the Arnold campus has a Currently Popular collection, reference books, and access to books in our collection via campus courier.

MOBIUS

Faculty, students and staff have access to over 22 million books through MOBIUS, the statewide consortium of academic libraries. Books that patrons request usually arrive within 2-5 days at any of Jefferson College's sites. When picking up library materials, remember to have your Jefferson College ID, which serves as your library card. Additionally, your Jefferson College ID card may be used to check out books at nearly all of Missouri's academic libraries.

Magazine, Journal and Newspaper Collections

The Library subscribes to a number of magazines, journals, and newspapers. Print copies for the current year are located on the first floor of the Library at Hillsboro in alphabetical order by title. Ask at the Circulation Desk for back issues.

Multimedia Collection

The Library has a collection of videotapes and DVDs, including many popular titles, Academy Award winners and the American Film Institute's Top 100. Faculty may browse the circulating and faculty-only video collections as well as the music CD collection located on the first floor of the Library. You may check out a total of two CDs and two videos.

Federal Depository, History Center, CTL

The Library serves as a selective federal depository for Missouri's Third Congressional District through its participation in the Federal Depository Library Program. Many government publications are available in the Library in either a paper or an electronic format. The Jefferson County History Center contains Jefferson County probate files, tax records and other assorted courthouse records dating from the early 19th century through the mid-20th century. The Library houses its growing collection of books, journals and audiovisual resources related to teaching at the community college level in the Center for Teaching and Learning (CTL) in Library Room 201.

Library Website

<http://www.jeffco.edu/library>

To access the Library's online catalog, Archway, click on Find Books, Films, Music. Click on Find Articles to access the Library's periodical databases. To browse the video collection by subject, click on Find Videos. Find out what's new at the Library by clicking on New Books and Featured Resource.

Faculty Services Tab

Visit the Library website and click on the Faculty Service tab to find the following:

- Library Use Instruction
- Copyright Information
- Course Reserves
- Purchase Recommendations
- Assignment Alerts
- Persistent Links

You will also find information about detecting plagiarism, exhibit collaborations, the STARS library tab, the collection in the Center for Teaching and Learning, and Library contacts.

Library Use Instruction

Working with the faculty, librarians provide library instruction tailored to the needs of individual classes. To schedule a Library Use Instruction session for your class, contact the Librarians at Hillsboro or Arnold or fill out the online form through the Faculty Services tab at the Library website.

Course Reserves

Faculty may contact the Library to place items (supplementary texts, sample tests, etc.) on reserve for students. Photocopied material must be in compliance with the copyright law; it is the instructor's responsibility to secure permission.

Interlibrary Loan

The Library provides free interlibrary loan service for Jefferson College faculty, staff and students but reserves the right to limit the number of requests.

Circulation Policy

The Library is happy to extend liberal borrowing privileges to faculty and staff:

- Books - One semester
- New Books - 21 days
- Books on display - 21 days
- Currently Popular Books - 14 days
- MOBIUS Books - 21 days
- Periodicals - 7 days
- Videotapes and DVDs - 7 days
- Government Documents - 21 days

A seven-day grace period is provided on all above listed items except videos. After the grace period expires, overdue notices will be sent. Please renew items to avoid receiving a bill. Any patron with billed MOBIUS items may not request additional books through MOBIUS. Library cards are required and can be obtained at the Circulation Desk on the Hillsboro campus, in the Library at Jefferson College-Arnold, or in the office at Northwest.

Instructional Support and Academic Computing

Instructional Support

The Instructional Support staff provides assistance to faculty who are developing courses whether on Blackboard or for classroom delivery. They provide workshops and one-on-one training in the use of technology and in best practices for course design and delivery. The Instructional Support Center also provides help desk services assisting with STARS, Blackboard, and Smart classroom technology.

Academic Computing

The mission of Academic Computing is to provide the campus community with services that facilitate higher learning and improved educational access through technology. Their focus is to deliver customer-oriented support that is appropriate, timely and fiscally responsible toward achieving the College's mission. The Academic Computing staff sets up and maintains all the Smart classrooms and computer labs, provides the campus audiovisual setups and provides technical support for campus events.

Audio-Visual Services

There are 130+ Smart Classrooms available on the four campus locations that allow the viewing of VHS tapes, DVD's, and PowerPoint presentations. PA systems can be set up by arrangement. Lecture Hall 3 (Little Theater) is well-equipped with most types of AV equipment. Individual viewing of media may be accomplished in one of the two viewing rooms located on the first floor of the Library. Among the types of audio-visual equipment available for instructional use are PowerPoint setups consisting of a laptop and projection unit, TV's, VCR's camcorders, DVD players, CD/cassette tape boom boxes, PA systems, carousel projectors, digital voice recorders, CD and DVD duplication and projection screens.

Equipment is available for instructional use only. All AV equipment is loaned for a limited time only and is subject to recall when needed. The PowerPoint equipment, in particular, because of its limited availability, should not be checked out for anticipated, regularly scheduled classroom use. If your instructional material is PowerPoint based, please make every effort to ensure that your class is scheduled into an appropriately equipped Smart Classroom. All Smart Classrooms support PowerPoint as well as the complete Office 2007 Suite.

An audio-visual technician is employed to set up equipment and acquaint faculty with the use of various types of audio-visual equipment. Because the AV equipment is needed for instructional purposes, faculty and staff are asked not to borrow AV equipment for personal use.

JC Online

Jefferson College offers students educational opportunities through online courses with the same commitment to quality as for on-campus courses. The Director of JC Online and Instructional Technology provides leadership through collaboration for development and support of online, hybrid, and technology-enhanced courses; facilitates technology support and training for online faculty and students; and promotes support services for online students. Information about online courses can be found on STARS under the Online Courses tab.

Jefferson College – Arnold, Northwest, and Imperial Education Centers

Jefferson College - Arnold (JCA), located near the intersection of Highway 141 and Astra Way behind the Arnold branch of the Jefferson County Library and the Recreation Center, opened in fall 2007 to serve the growing population in northern Jefferson County.

Jefferson College - Northwest (JCNW), located at Highways 30 and PP in High Ridge adjacent to the Northwest branch of the Jefferson County Library, opened in fall 2005 to serve the educational needs of residents along the northwest corridor of Jefferson County. In October 2010, JCNW will move to larger facilities at 6471 Cedar Hill road in Cedar Hill.

Courses leading to the Associate of Arts degree are offered at both locations with classes scheduled during the day, evening, and on the weekend. Credit classes are also offered in the career technical programs, particularly in business management, data processing, and business information technology. In addition, Continuing Education, Adult Education and Literacy, Learning Center, and GED preparation classes are offered.

Both locations provide most of the services found on the Hillsboro campus, including a Learning Center, Testing Center, computer labs, academic advising, admissions, and registration. The Arnold site also includes a Library/Information Commons, Bookstore, Academic Support Center, and a large lecture hall/meeting room.

Jefferson College - Imperial (JCI) will open in fall 2010 at 4400 Jeffco Blvd in Arnold. This location will house the Law Enforcement Academy, the EMT/Paramedic programs, and the C N A program.

Textbook Adoption

Jefferson College has the responsibility for selecting textbooks and other aids to learning which are the basic tools that may be sued in the quest for effective learning. This requires that the College be given freedom to select those materials deemed of greatest value in achieving this end. Textbooks and instructional materials are selected by the faculty in accordance with the following procedures:

- a. Recommendations for textbook adoption are made through the division chair to the appropriate dean. Such recommendations shall be based on written reports of a committee of one or more faculty members.
- b. Textbooks are usually used for a minimum of two years after adoption. Exceptions may be allowed only if justification can be shown.
- c. Textbook lists should be submitted to the division chair on or before December 1 for adoptions which will be effected the following fall semester. This early deadline is necessary in order to determine decisions on choice of textbooks prior to the bookstore's re-purchase of all semester textbooks.
- d. In general, full-time faculty are free to select their own textbooks and supplementary materials. However, it is expected that textbooks for courses taught by two or more faculty shall be adopted in concert for all sections. Faculty should keep student cost in mind when adopting textbooks.

Course Outlines

Faculty members should prepare detailed outlines of their courses and submit written copies of these to their associate dean and/or dean. Outlines of courses taught by more than one instructor should be prepared in the following way:

1. In order to accommodate students making program changes, a broad common outline of the content or concepts to be covered should be developed cooperatively by instructors teaching the course; and
2. A detailed outline should be submitted by each faculty member concerning the specific content, method, and procedure he/she expects to use in developing the remainder of the course.

The preparation and use of such outlines shall be of great assistance to new members of the instructional staff.

Grading System

- a. It is the general policy of the Board of Trustees to require the administration and faculty of Jefferson College to develop and maintain systematic procedures for evaluating student progress toward educational objectives consistent with the philosophy and purposes of the College.
- b. Faculty should strive to develop a variety of tests that will include provisions for the evaluation of achievement of behavioral objectives as well as providing for the measurement of course content.
- c. Faculty are expected to test students frequently enough to get a fair appraisal of the quality of their work and to give students ample opportunity to improve their grades. The type of testing found frequently in graduate schools - only one or two tests per semester - should be considered unsuitable for survey courses in a community college.
- d. The only occasion for College-scheduled examination periods is final examinations. The schedule of finals is announced before the end of each semester. Final examination periods should be equal to the length of time in two regular class periods. Should faculty in multi-section courses wish to construct and administer an examination to all sections at once, they should notify their division chair or dean as early as possible. Every effort shall be made to schedule a separate time and suitable room facilities for such tests.
- e. There shall be no fixed quotas or “curves” for grades at the College. Should faculty encounter problems in assigning grades, or when analyses show that grades awarded in particular courses or by particular instructors are consistently at variance from those found in most other courses, the instructor should feel free to consult with other faculty members, the division chair, or their dean. The dean should also feel free to consult with faculty members when analyses show that grades awarded in particular courses or by particular faculty are consistently at variance from those found in most other courses. This should be looked upon not as an attempt to dictate grades but as a way to be of possible help in one of the most difficult areas of teaching.

Grading Scale and Enrollment Status

The College uses the following evaluation scale:

| Grade | Evaluation | Honor Points |
|--------------|--------------------|---------------------|
| A | Superior work | 4 points |
| B | Above average work | 3 points |
| C | Average work | 2 points |
| D | Below average work | 1 point |
| F | Failing work | 0 points |

Grades not computed in grade point average:

| | | |
|---|---|--------------------|
| S | Satisfactory work (A-C grades) | Credits accumulate |
| U | Unsatisfactory work (D, F, W grades) | |
| P | Passing work | Credits accumulate |

Enrollment Status

| | |
|---|--------------------------|
| W | Excused withdrawal |
| I | Incomplete from a course |
| H | Audit |

The S/U grading system encourages enrollment in elective courses without the fear of low grades affecting the grade average. These courses are primarily outside of the student's major requirements, general core requirements, or any sequential course requirement. Students must have completed 12 credits with a 2.00 grade average or higher to enroll in a course with the S/U option. The S/U enrollment option ends with the conclusion of the first week of instruction. Students may take only one course per semester with the S/U option; six S/U credits may accumulate to the associate degree. The "S" grade will not be computed in determining the Dean's List. Student may not choose the S/U option to eliminate prior deficient grades. Summa cum laude graduates must earn at least 62 graded hours to be eligible for recognition with highest honors.

The P/F grading system is limited to specified programs: Applied Music seminars, Business Information Technology speedbuilding courses, and Nursing clinicals. Transfer students may enter Jefferson College with the "P" grade on their transcript. These credits will be honored at Jefferson College.

A student may receive an Incomplete ("I") grade only at the instructor's discretion when extenuating circumstances, which occur late in the semester, make it impossible for the student to complete all course work. An incomplete grade may remain on record for only one semester. During this period,

the instructor who assigned the incomplete grade may guide the student's independent work, which completes remaining course requirements. Students may not re-enroll in this course while they are completing these independent course requirements.

After one semester, the instructor will either change the original "I" grade, or the "I" grade will automatically become an "F" grade. Students receiving an "F" grade should follow the College's policy on repeating courses.

Student Records Reports

Mid-semester and semester grades should be submitted electronically through STARS on the dates provided by the Registrar's Office. Grades are reported by letter only. Grade changes due to errors, the removal of incomplete grades, and other grade changes should be submitted to the Registrar's Office on the appropriate forms provided by that office. Forms may also be obtained through STARS. Other reports on courses or students may be requested by the various administrative offices.

All students access their grades through STARS.

Official Student Records

Official student records are maintained on each student enrolled in the College. Procedures for development and use of cumulative record files are written to comply with the Family Educational Rights and Privacy Act of 1974 as amended. Information placed in student records is limited to those items necessary to fulfill the purposes of student records as stated above or as may be required by state law, by state regulations, or as authorized by the College Board of Trustees.

Master Schedule of Courses

The schedule of courses is compiled each semester by the Registrar from information supplied by the academic deans. The deans give consideration to the special requests of faculty regarding time schedules and classes.

Initiating Change in the Instructional Program

Full-time faculty wishing to initiate curriculum changes to specific programs by 1) adding or dropping a course, 2) changing course credit, or 3) changing a course title must submit a justification for the change, in writing, to the appropriate dean. Following the respective dean's approval, additional approvals in the following order are required.

1. Academic Affairs Committee
2. Administrative Cabinet
3. President
4. Board of Trustees

Research and Development

Experimentation and innovation in instruction are encouraged. Proposals worthy of special consideration may be funded through Research and Development. A portion of the budget is set aside each year for this purpose. Full-time faculty interested in submitting proposals for funding should discuss the procedure with their dean. The Chief Academic Officer and the President of the College must approve proposals.

Student Services

Student Services are organized under the supervision of the Dean of Student Services. Contact Student Services to make inquiries or referrals concerning admissions, advisement, financial assistance, registration, career planning and placement, student activities, childcare, athletics, or other student services.

Advising & Retention Center (ARC)

The Advising & Retention Center (ARC) facilitates student success by providing a safety net for students, faculty and staff. The ARC offers academic advising services, services to help improve student success, transfer assistance, and career exploration assistance. The ARC provides academic advising at all Jefferson College locations, assists the student establish academic and career goals, and provides academic and personal support. The ARC also provides brief counseling and community referrals to those students in need of such services.

Good academic advising is critical to a student's success. All full-time, degree-seeking students are assigned appropriate academic advisors to assist in long-term academic decision-making, as well as current course selection. Many academic advisors are faculty members who specialize in advising students majoring in the fields they teach. Currently enrolled students are encouraged to schedule an appointment to meet with their assigned advisor.

New students are required to see an advisor in the ARC prior to enrolling in classes.. After being admitted to the college, an advisor will assist the student in registering for classes during a one-on-one appointment. New students are required to register and successfully complete COL101, Introduction to College: Strategies for Success or GUD136, Mastering the College Experience

Admissions

The Office of Admissions at Jefferson College is responsible for promoting the institution within the high school districts and the community. Staff members speak with prospective students about academic opportunities available and assist them in completing the admissions process. The office also collects student documentation such as test scores and transcripts. Staff members regularly provide tours of campus and assist in orienting new students to the College.

Financial Aid

Financial aid to attend Jefferson College is available through scholarships, grants, loans and part-time employment to help students meet the costs of their college education. A number of scholarships sponsored by area civic clubs, businesses and individuals are available for qualified students. Some provide funds for only one year while others are renewable for the second year. Eligibility for many scholarships is determined by information provided on the Jefferson College scholarship applications. Faculty members should refer students as needed to the Office of Admissions & Financial Aid.

Career Development

The staff of the Career Development Office provides information on career awareness and exploration, occupational information, education program selection, and further educational opportunities. Career information is organized in a convenient manner and is presented in a variety of forms including a library of educational literature on transfer institutions, career-technical programs, and career choices. Assistance is provided to empower students in locating information necessary to make educated decisions concerning majors, transfer institutions, and career choices.

Child Development Center

The Jefferson College Child Development Center provides comprehensive, high quality child care/education programs for preschool and school-age children while parents pursue educational and employment goals. The Center also serves as a laboratory setting for students enrolled in early childhood or other curricula related to the care and education of children. These students are provided an opportunity to observe and interact with children in a quality

programs as a part of their coursework. The Center is licensed by the State of Missouri, Department of Health, and is accredited by the State Board of Education and the Missouri Board for Accreditation.

Registrar and Student Records

The Registrar/Student Records Office assists students in several ways relating to their registration, student records, and, ultimately, graduation from Jefferson College. This office supports credit registration activities and maintains student demographic and academic information to produce accurate transcripts. The Registrar/Student Records Office also evaluates transfer credit, protects the confidentiality of student records, processes official transcript requests, and certifies graduation eligibility.

Student Activities

The Office of Student Activities offers students opportunities to become involved both on campus and in the community. Campus involvement is an important part of the collegiate experience because it allows students to gain valuable knowledge, make lifelong friends, and develop leadership skills while making a difference. . In addition, students are made aware of volunteerism and service learning opportunities within the community. Both options provide an avenue to integrate and link service with academic study and leadership.

Student Clubs and Organizations

A variety of clubs and organizations are available on campus to provide students the opportunity to participate as members and/or take on leadership roles. Students are encouraged to participate in an existing club of their interest or form a new club. Being involved in a club or organization gives students the opportunity to meet people with similar interests and enhance scholarship opportunities at transfer universities.

Student Athlete Success

The Office of Student Athlete Success provides a comprehensive academic support program for our student-athlete population leading to academic and athletic enrichment. The program emphasizes the three main areas of academic athletic advising, mentoring, and goal setting. Through individual appointments with each student-athlete and various educational support programs offered on the Jefferson College campus, the student-athlete has every opportunity to achieve success on and off the field. In addition to academic support, the program focuses on personal development and heightens career awareness.

Student Support Services (Project SUCCESS)

Student Support Services is funded by the U.S. Department of Education as part of their TRIO programs. The purpose of Project SUCCESS is to help students adjust to college and acquire academic and coping skills necessary to persevere and succeed in college. To qualify for Project SUCCESS, students must be at least one of the following: first generation college student (neither parent has earned a bachelor's degree), low-income (as determined by federal guidelines), or have a disability.

Student Policies

Attendance

Students are not entitled to a certain number of absences. Information presented in the classroom is critical in the learning process. An instructor may consider excessive tardiness as absences in determining if a student may remain in the class. If a student misses more than 15 percent of the total time (including lecture and laboratory) that the class meets in a semester, the student may be prohibited from attending the class by the instructor. In such cases, the student must officially withdraw from the course, by the designated withdrawal date, in order to reduce the possibility of receiving an "F" for the course. At the beginning of the semester, the instructor will notify his or her students of the attendance and punctuality requirements for the class. Failure to attend class does not constitute an official withdrawal.

Midwest Student Exchange Program

The Midwestern Higher Education Compact helps improve access to education through the Midwest Student Exchange Program (MSEP). Since 1994, it has provided more affordable opportunities for students to attend out-of- state institutions. The MSEP serves as the Midwest's largest multi-state tuition reciprocity program. Over 140 colleges and universities in Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, and Wisconsin have opened their doors to each others' citizens at more affordable rates. Through the MSEP, public institutions agree to charge students no more than 150% of the in-state resident tuition rate for specific programs; private institutions offer a 10% reduction on their tuition rates. A student must enroll as a non-resident student at a participating MSEP campus to receive the discount. More information can be found at <http://msep.mhec.org>.

Payment of Tuition and Registration Fees

When a student registers, he/she has three options for payment:

1) Pay in full; 2) Have pending financial aid; 3) Sign up for the tuition payment plan. One of these three options must be in place by the deadlines published at www.jeffco.edu to secure enrollment. A student will be dropped for nonpayment if he/she has not paid in full, does not have pending financial aid, or has not signed up for the tuition payment plan by the published deadlines.

Payment must be made by cash, check, money order, Visa, MasterCard, or Discover. The tuition payment plan and payment provisions are posted online. Students are responsible for payment of all tuition and fees and for complying with all applicable payment provisions.

It is the responsibility of the student to drop online through STARS or submit an official withdrawal form to the Registrar/Student Records Office, at the appropriate dean or division chair's office, or the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial within the refund period to ensure that the student's financial obligation has been cancelled. Non-attendance does NOT relieve a student from any financial obligation incurred upon registration in courses.

Changes in Student Programs

Withdrawing, Dropping, and Adding Courses

A student is officially a member of each class in which he or she has enrolled. To withdraw or drop a course, a student must complete the withdrawal process. Any student who does not attend classes and who has not officially withdrawn from a class will receive a failing grade at the end of the semester.

To add, drop, or withdraw from a course, a student must have completed a Schedule Change form, which must be filed in the Registrar/Student Records Office. A schedule change form may be obtained and processed in the Registrar/Student Records Office located in the Student Center building, at the appropriate dean or division chair's office, or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial. Copies can also be printed through the Academic Services tab in STARS. The signed and dated form must be filed in the Registrar/Student Records Office, the appropriate dean or division chair's office, or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial by the appropriate deadline, or the add, drop, or withdrawal is not complete. Students may also access the Student tab in STARS to drop/withdraw from courses during the first eight weeks of full-semester courses. During the first half of the

course semester, i.e., the first eight weeks of a semester, a student can officially withdraw without the permission of the instructor; however, during the third quarter of the semester, i.e., the ninth through the twelfth week, the student must have the instructor's signed approval to withdraw. If the student is passing during this period, the instructor will authorize the issuance of a "W." Students are not permitted to withdraw from a course during the last quarter of the semester. Classes cannot be added after the first week of the fall or spring semester or after the first three days of the summer term.

Student Publications

Student Publications may be produced through instructional programs or as a part of the student activities of the College. All publications having an official connection with the College shall be subject to the policies, rules and regulations of the Board of Trustees. Guidelines and procedures for student publications shall be developed by the administrative staff and faculty of the College and presented to the Board of Trustees for approval.

Student newspapers supported by College funds of compulsory student fees may be legally integrated with the operations of the College in such a fashion that the College is accountable under the law for actionable statements injurious to others. Therefore, care shall be taken to see that all local, state and federal libel or obscenity laws are observed and that there is no infringement upon the rights of individuals.

When the student newspaper is financed or subsidized by the College, the right of reply shall be granted to a person adversely treated in its publication or in disagreement with its editorial policy or its treatment of a given event. Also, provision shall be made for the presentation of opposing viewpoints.

The student newspaper shall not print news articles or editorials that present a "clear and present danger" to the educational process of the College. College published and financed student publications shall appropriately indicate that the opinions expressed therein are not necessarily those of the College or the student body.

Student publications produced through instructional programs shall be financed by the College and shall not accept commercial advertising or paid editorials.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act of 1974 as amended (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Dean, or other appropriate official, written requests that identify the records they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Jefferson College may make available to the public the following directory information: name, address, telephone number,

date of birth, Jefferson College e-mail address, dates of attendance at Jefferson College, full or part-time enrollment status, major area of study, participation in officially recognized sports, degrees or certificates awarded, awards received, photograph, and the most recent prior school attended. Additionally, students are included in graduation lists, dean's lists, and enrollment lists to the military. If the student objects to the release of directory information, the student should contact the Registrar's Office before beginning classes. New and returning students are advised that the social security number is voluntarily disclosed and is maintained as confidential information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-5920.

Any other records shall be of a temporary nature and shall be destroyed when their usefulness is no longer apparent or when the student leaves the College. Guidelines for periods of retention and methods of destruction are consistent with state and national standards.

Student Appeal Process

A Jefferson College student may appeal any instance of misapplication of college policy, procedure, or practice which adversely affects him/her. Under this process, the student may not appeal the following:

- A. The receipt of a grade or academic sanctions; or
- B. Established College policies or procedures.

The College Student Appeal Process provides the student due process in the resolution of appeals. Where a specific College process is provided for resolution of a complaint it must be used. The decision shall be final if the student fails to employ the steps and time periods of the Student Appeals Process.

A student who alleges that he/she has been adversely affected by the misapplication of College policy, procedure, or practice shall first meet informally with the person applying the policy, procedure, or practice to discuss the situation in an attempt to reach an informal resolution. If this meeting does not resolve the situation, the following process of appeal shall be used if any appeal is filed:

1. The student shall, within five class days of knowledge of the circumstance, submit written material to the College official who allegedly misapplied College policy, procedure, or practice. The written materials should indicate that a formal appeal of the issue is being initiated, request reconsideration, explain the situation being appealed, the basis for the appeal, including the policy, procedure, or practice, and produce any written evidence. The student and employee of the College shall meet within two class days after receipt of the materials. The employee shall provide the student a written decision within two class days following the meeting.

2. If the initial formal decision is adverse to the student, she/he may appeal the decision to the employee's immediate supervisor within five class days thereafter except if the immediate supervisor is a senior College official, the process moves to paragraph three. The supervisor will be provided copies of all previously considered materials from the student and written materials from the employee on which the earlier decision was based. The supervisor will review all supporting materials submitted as well as any other relevant materials and will meet with student and employee within five class days thereafter to further discuss and clarify the question at issue. The supervisor will render a written decision to student and employee within five class days thereafter to further discuss and clarify the question at issue. The supervisor will render a written decision to student and employee within two further class days. The student may appeal the decision of the supervisor to the Student Appeals Committee within two class days after receipt of the decision on written notice to the College President.

3. The Student Appeals Committee shall be composed of two students appointed by the student government president, two full-time faculty, and one each of classified professional and certified professional employees all appointed by the College President. No committee members may have a material interest in or knowledge of the issue on appeal. The Student Appeals Committee shall receive for review and information all written materials relevant to the appeal, which will be independently reviewed by committee members. The Committee may collect additional information it deems necessary to rule on the question. The Student Appeals Committee will schedule a meeting on the appeal after written materials have been reviewed and invite the appealing student and College employees earlier involved in the appeal process to present evidence and clarify any of the written materials. Other parties may be invited by the Student Appeals Committee to speak with it if necessary. Committee members may question all participants regarding written or verbal statements. The committee may select its own chair, devise its own rules, may limit discussion, and otherwise conduct the meeting as it deems fair and appropriate.

4. The Student Appeals Committee will make its recommendation in writing on the dispensation of the appeal to the appropriate senior level College official. The senior official will review the Committee recommendation and all supporting documents with the Committee chair. The Committee's recommendation is advisory and the senior official will render a written decision on the appeal to all involved parties within five class days of receipt of the committee recommendation. The decision on the appeal at this level is final.

Student Conduct

The College recognizes that students are both citizens and members of the academic community. As citizens, students enjoy the same freedoms and rights that all citizens enjoy— freedom of speech and assembly, freedom of association, freedom of the press, right of petition, and right of due process. As members of the academic community, students are expected to conduct their affairs in accordance with the standards set forth in this Student Code of Conduct. Because the College must maintain its credibility as an institution of higher education, it has established and maintains standards of academic honesty against which students are regularly evaluated in the performance of their coursework.

Upon enrolling in the College, each student assumes an obligation to conduct himself/herself in a manner compatible with the College's function as an educational institution and to comply with the laws enacted by Federal, State, and local governments. If this obligation is neglected or ignored by the student, the College must, in the interest of fulfilling its function, institute appropriate disciplinary action. Examples of misconduct which may be subject to disciplinary action, including disciplinary probation, suspension and expulsion are as follows:

Examples of Misconduct

I. Academic Dishonesty

Plagiarism: The unauthorized use of materials not written or created by the person claiming authorship. Plagiarism includes but is not limited to the following:

1. Turning in a written essay produced by someone else.
2. Collaborating on a written assignment without the specific approval of the instructor.
3. Borrowing materials from any source—professional or amateur—and turning them in as original.
4. Failure to acknowledge through appropriate citations any words,

ideas, research, graphics, etc. produced by someone other than the person claiming authorship.

Cheating: Dishonest acts committed while being tested or evaluated.

Cheating includes but is not limited to the following:

1. Copying from another person's tests or assignments.
2. Using unauthorized test aids such as notes, drawings, books, etc., during an examination.
3. Submitting a paper which was turned in to another instructor in another class to fulfill part of that course's required work—unless agreed upon ahead of time by the instructor of the second course.
4. Aiding another student in dishonesty such as producing written work or sharing information during a test period.
5. Fabricating research or source materials.
6. Stealing, buying, or somehow obtaining a test from an instructor's work area or computer files.

II. Interference with the Educational Mission of the College

Sabotage: Interference with or destruction of the work or property of another person, including the misuse of computers. Sabotage includes but is not limited to the following:

1. Forgery, alteration, or misuse of College documents, records or identification.
2. Use, possession, or distribution of alcohol, narcotics, or dangerous drugs except as permitted by law.
3. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including its public service functions, or of other authorized activities on College premises.
4. Theft or damage to property of the College or of a member of the College faculty or staff, of a College student, or of a campus visitor.
5. Unauthorized entry to or use of College facilities.
6. Knowingly furnishing false information to the College.
7. Conduct which adversely affects the student's ability to function as a member of the academic community.
8. Misuse of computers including but not limited to:
 - a. Unauthorized entry into a file to use, read, or alter it.
 - b. Unauthorized transfer of a file.
 - c. Downloading licensed software.
 - d. Abuse of computer time.
 - e. Infecting computers with a virus.

III. Behavioral Misconduct

Misconduct: Violation of College rules/policies or State/Federal laws.

Behavioral misconduct includes but is not limited to:

1. Failure to identify one's self when requested by College officials or failure to comply with directions of College officials acting in the performance of their duties.
2. Physical abuse, harassment including sexual harassment, or conduct by any student at College-sponsored or supervised functions, which threatens or endangers the health and safety of any person or creates a hostile or offensive educational environment for any person.
3. Disorderly or immoral conduct or expression, breach of the peace and aiding or inciting another to breach the peace, or infringement upon the rights of others either on College-owned property or at College-sponsored or supervised functions.
4. Possession or use of firearms, explosives, dangerous chemicals or other weapons on College-owned or controlled property or at College-sponsored functions, except as permitted by law and College regulations.
5. Dressing or personally appearing in a manner which unduly disturbs a classroom, instructional activity, or other College activity.

Sexual Assault Policy

Jefferson College recognizes sexual assault as a serious campus concern and a violation of the rights and dignity of the individual and will not be tolerated on College property or at any College sponsored activity. Sexual assault is a serious violation of the Student Conduct Code, and violators will be subject to disciplinary action according to the Student Conduct Code procedures and/or legal prosecution.

Rules of Procedure in Student Disciplinary Matters

Preamble

The following Rules of Procedure in Student Disciplinary Matters are hereby adopted in order to insure insofar as possible and practicable that requirements of procedural due process in student disciplinary proceedings will be fulfilled by the College, and that the immediate effectiveness of the Resolution of the Board of Trustees relating to student conduct and discipline may be secured for all students in Jefferson College, and that procedures shall be definite and determinable within the College. The application of these procedures shall not be construed to imply immunity from civil or criminal proceedings. These Rules of Procedure shall be followed in any disciplinary proceedings subject to the constitutional authority and legal obligation of the Board of Trustees and the authority delegated to the President of the College to exercise jurisdiction over all or any disciplinary matters of the College.

Definitions

As used in these rules the following definitions shall apply:

Administrative Officer: For purposes of informal dispositions of disciplinary matters, (the term administrative officer shall mean), the President, the Dean of Learning Resources, the Dean of Arts and Sciences, the Dean of Career and Technical Education, the Dean of Student Services, and the Business Manager.

Appeal: The exercise of the right to review by the student or Dean of Student Services of the full record of the Student Conduct and Scholastic Appeals Committee or the President where discipline of suspension or expulsion is imposed.

Dean of Student Services: As used in these procedures, the Dean of Student Services or designated representative charged with the primary responsibility for the administration of these disciplinary procedures.

Reprimand and Warning: A student may be given a reprimand accompanied by a written warning that the student may receive additional sanctions if the student engages in the same misconduct again or commits any other violation of this code.

Disciplinary Probation: After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period. As a condition of probation, the student may be required to participate in a specific program, such as a counseling program, an educational project, or write a position paper on a topic related to the violation.

Disciplinary Suspension: An involuntary separation of the student from the institution for misconduct apart from academic performance for specified period of time. Suspension differs from expulsion in that after the stated time

period the student is eligible to be readmitted. The Dean of Student Services is required to notify the Office of the Registrar to indicate the suspension in the Student Record System. When the term of the suspension has ended, the Registrar will remove the notation from the Student Record System.

Disciplinary Expulsion: Permanent dismissal for disciplinary reasons. The Dean of Student Services is required to notify the Office of the Registrar to indicate the expulsion in the Student Record System. Furthermore, the student may not thereafter petition for re-admission to the College.

Other Disciplinary Sanction: Restitution, restriction, denial of privilege, assignment to perform services for the benefit of the College or community; or other sanction that does not result in the student being denied the right to attend classes.

Discipline Panel: A panel of students appointed by the President from which members shall be selected to serve on the Student Conduct and Appeals Committee.

Review: The exercise of the right of the student or Dean of Student Services to request review by the President, whether or not discipline is imposed and when the discipline imposed is other than suspension or expulsion.

Student: A person currently enrolled in the College or one who was enrolled at the time of the alleged infraction. For the purpose of these rules, student status continues whether or not the College's academic programs are in session. A person not falling within the definition of a student may not be entitled to the benefits of these procedures but shall be subject to prosecution by civil authority for illegal actions.

Student Conduct and Appeals: As used in these procedures, "Student Conduct and Appeals" is that body which is authorized to conduct hearings and to make dispositions under these procedures.

Rules of Procedure

Section 1. Initiation of Disciplinary Proceedings

Any academic or administration official, any faculty member or classified staff member, or any student of the College may request initiation of disciplinary procedures against any student suspected of violation of Board policies or College regulations.

Section 2. Designation of College Official for Administration of Discipline

The Dean of Student Services or designated representative is the primary officer for administration of discipline for unacceptable conduct or for conduct which involves infraction of College rules and regulation, and he/she will initiate disciplinary action in accordance with these regulations.

Section 3. Preliminary Procedures

Disciplinary proceedings are not to be construed as judicial trials, but care shall be taken to comply as fully as possible with the spirit and intent of the procedural safeguards set forth herein.

The appropriate administrative officer shall investigate any reported student misconduct before initiating disciplinary procedures and give the student the opportunity to present his/her personal version of the incident or occurrence. The administrative officer may discuss, consult and advise with any student whose conduct is called into question. The student shall attend such consultations as requested and shall be given a copy of these Rules of Procedure. The administrative officer, in making the investigation and disposition, may utilize students, boards, faculty or administrators to make recommendations which shall be considered in carrying out the authority granted under administrative officer. Any written correspondence between the administrative officer and the student that is not hand delivered to the student by the officer shall be sent certified, return receipt requested.

Section 4. Informal Disposition

The administrative officer, after investigation and when acceptable to the student, shall have the authority to impose appropriate discipline. The administrative officer shall fix a reasonable time (such as five business days) within which the student shall either accept or reject such proposed disposition. Failure of the student to respond in writing within the time fixed shall be deemed to be an acceptance, and in such event, the proposed disposition shall become final upon expiration of such time. Where the disposition proposed in the preliminary proceeding is not accepted by the student in writing, the matter shall be referred to the Dean of Student Services for resolution. If resolution is not accomplished, the student shall have the rights of notice, hearing and formal procedures as hereinafter set forth before the Student Conduct and Appeals Committee. The Dean of Student Services, at his/her discretion, may refer cases to the Student Conduct and Appeals Committee without first offering informal disposition.

Section 5. Temporary Removal from a Facility

The supervisor of an educational or service area may at any time suspend or remove a student from the supervisor's assigned area of responsibility pending informal or formal procedures when he/she finds and believes from information coming to his/her attention that the presence of a student in that area is seriously disruptive or there is reason to believe that the student is in violation of the Code and the student's continued presence will constitute further violation. Such summary removal shall not exceed a period of five (5) business days, unless within such time the College has commenced disciplinary

procedure and diligently pursues each procedure to its conclusion, in which event such summary removal may be continued until such conclusion.

Section 6. Temporary Suspension

The President or members of the President's Cabinet may at any time suspend or deny re-admission to a student from the College pending formal procedures when he/she finds and believes from information coming to his/her attention that the presence of a student on campus would seriously disrupt the operation of the College or constitute a danger to the records or other physical properties of the College or to the health, safety, or welfare of the student or other persons. Such summary suspension shall not exceed a period of five (5) business days, unless within such time the College has commenced formal disciplinary procedure and diligently pursues each procedure to its conclusion, in which event such summary suspension may be continued until such conclusion.

Section 7. Formal Procedures and Disposition

- a. Student Conduct and Appeals Committee:** The Student Conduct and Appeals Committee shall consist of full-time faculty members and students in equal numbers plus a faculty chairperson who shall participate in all activities of the Committee but vote only in case of a tie. The Committee shall select its own chairperson. The Student Conduct and Appeals Committee shall have the authority to impose appropriate discipline upon any student or students appearing before it, including, but not limited to probation, suspension, or expulsion. The President shall appoint a panel of students for the College to be known as the Discipline Panel. The panel shall consist of twice the number of students that will be expected to serve on the Student Conduct and Appeals Committee for a hearing. Members of the Panel not assigned to membership on the Committee shall serve as alternates. The accused student or the Dean of Student Services, for good cause, may challenge the services of any faculty or student member on the Committee. The student, at his/her discretion, may have his/her case heard by a committee of faculty members only. Indication of his/her desire for an all-faculty committee shall be made to the Dean of Student Services or the chairperson of the Committee in writing not less than forty-eight (48) hours before the time scheduled for the hearing.
- b. General Statement of Procedures:** A student charged with a breach of College rules or regulations or conduct in violation of the General Standard of Student Conduct is entitled to a written notice of the alleged violation(s), its source in College policy, and a formal hearing unless the matter is disposed of under the rules for informal

disposition. The procedures set forth below shall be interpreted and administered to accomplish this objective and provide for prompt consideration and disposition of student conduct cases.

- c. **Notice:** The Dean of Student Services shall initiate disciplinary actions by arranging with the chairperson to call a meeting of the Student Conduct and Appeals Committee and by giving written notice by certified mail or personal delivery to the student charged with misconduct, which shall set forth the date, time and place of the alleged violation, the conduct to be inquired into, and the date, time and place of hearing before the Student Conduct and Appeals Committee. Notice by certified mail may be addressed to the last address currently on record with the College.

Failure by the student to have his/her current correct local address on record with the College shall not be construed to invalidate such notice. The notice shall be given at least ten (10) consecutive calendar days prior to the hearing, unless a shorter time has been fixed by the chairperson for good cause. Any request for continuance shall be made in writing to the chairperson, who shall have the authority in his/her discretion to continue the hearing if he/she determines the request is timely and made for good cause. The chairperson shall notify the Dean of Student Services and the student of the new date for the hearing. If the student fails to appear at the scheduled time, the committee may hear and determine the matter in his/her absence.

- d. **Conduct of Hearing:** The chairperson shall preside at the hearing, call the hearing to order, call the roll of the Committee in attendance, ascertain the presence or absence of the student charged with misconduct, read the notice of hearing and charges and certify the receipt of notices of charges by student, report any continuances requested or granted, establish the presence of any adviser of the student, call to the attention of the student charged, and the student's adviser, any special or extraordinary procedures to be employed during the hearing and permit the student to make suggestions of or objections to any procedures for the Student Conduct and Appeals Committee to consider.

- 1. **Opening Statements:** (1) The Dean of Student Services shall make opening remarks outlining the general nature of the case and testify to any facts the investigation has revealed. (2) The student may make a statement to the Committee about the charge at this

time or at the conclusion of the College's presentation, at his/her election.

2. **College Evidence:** (1) College witnesses are to be called and identified or written reports or evidence introduced as appropriate. (2) The Committee may question witnesses at any time. (3) The student or, with permission of the Committee, his/her adviser may question witnesses or examine evidence at the conclusion of the College's presentation.
3. **Student Evidence:** The student shall have the opportunity to make a statement to the Committee about the charge, and may then present further evidence through witnesses or in the form of written memoranda as he/she desires. The Committee may question the student or witnesses at any time. The Dean of Student Services may question the student or witness.
4. **Rebuttal Evidence:** The Committee may permit the College or the student to offer any matter in rebuttal of the other's presentation.

- e. Rights of Student Conduct and Appeals Committee:** The Student Conduct and Appeals Committee shall have the right: (a) in cases involving more than one student which arise out of the same transaction or occurrence, to hear such cases together (in that event, separate findings and determinations for each student shall be made); (b) to permit a stipulation of facts by the Dean of Student Services and the student involved; (c) to permit the incorporation in the record by a reference of any document, affidavit or other thing produced and desired to be incorporated in the record by the College or the student charged; (d) to question witnesses or other evidence introduced by either the College or the student at any time; (e) to hear from the Dean of Student Services about dispositions made in similar cases and any dispositions offered to the student appearing before the Committee; (f) to call additional witnesses or require additional investigation, (g) to dismiss any action at any time or permit informal disposition as otherwise provided; (h) to at any time permit or require amendment of the Notice of Hearing to include new or additional matters which may come to the attention of the Committee before final determination of the case, provided, however, that in such event the Committee shall grant to the student or Dean of Student Services such time as the Committee may determine reasonable under the circumstances to answer or explain such additional matters; (i) to dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the chairperson or the Committee on request; and (j) to summarily suspend students from the hearing who, during the hearing, obstruct or interfere with the course of the hearing or fail

to abide by the ruling of the chairperson of the Committee on any procedural question or requests of the chairperson for order.

- f. Student Rights Upon Hearing:** A student appearing before the Student Conduct and Appeals Committee pursuant to formal notice of charges and disciplinary hearing shall have the right: (a) to be present at the hearing; (b) to have an adviser of his/her choice appear with him/her and to consult with such advisor during the hearing; (c) upon timely request, to have students from the Discipline Panel sit with the Committee in his/her case; (d) to hear or examine evidence presented to the Committee against him/her at the hearing; (e) to present evidence by witness or affidavit of any defense the student desires; (f) to make any statement to the Committee in mitigation or explanation of the conduct in question that the student desires; (g) to be informed in writing of the findings of the Student Conduct and Appeals Committee and any discipline it imposes; and (h) to appeal to the President or Board of Trustees as herein provided.
- g. Determination by Committee:** At the close of the hearing, the Dean of Student Services and the student charged will be excused and the Student Conduct and Appeals Committee, in executive session, shall then make its findings and determination. Separate findings are to be made (a) as to the conduct of the student and (b) on the discipline, if any, to be imposed. No discipline shall be imposed on the student unless a majority of the Committee present is reasonably convinced by the evidence and indicates by vote that the student has committed the violation charged and should be therefore disciplined.
- h. Official Report of Findings and Determinations:** The Committee shall promptly transmit both its findings and determination to the Dean of Student Services and the student charged forthwith.
- i. Other Procedural Questions:** Procedural questions which arise during the hearing not covered by these general rules shall be resolved by the chairperson, whose ruling shall be final unless the chairperson shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of the Committee by majority vote shall be final.
- j. General Rules of Decorum:** The following general rules of decorum shall be adhered to: (a) All requests to address the Committee shall be addressed to the chairperson. (b) The chairperson shall rule on all requests and points of order and may consult with the Committee's legal adviser prior to any ruling. The chairperson's ruling shall be final

and all participants shall abide thereby, unless the chairperson shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of the Committee by majority vote shall be final. (c) Rules of common courtesy and decency shall be observed at all times by all parties present. (d) An advisor may be permitted to address the Committee at the discretion of the Committee. An advisor may request clarification of a procedural matter or object on the basis of procedure at any time by addressing the chairperson after recognition.

Section 8. Record of Hearing

A taped or stenographic record of the hearing shall be maintained. The hearing record shall be maintained and kept as long as the discipline imposed shall be in force, or for five (5) years, whichever is earlier. The notice, exhibits, hearing record and the findings and determination of the Committee shall become the “Record of the Case” and shall be filed in the office of the Dean of Student Services and, for the purpose of appeal, is accessible at reasonable times and places to both the College and the student. Minutes of the hearing are confidential and shall not be given general distribution.

Section 9. Right of Appeal

- a. When a student is suspended, expelled or dismissed by the College or by the Student Conduct and Appeals Committee, the Dean of Student Services or the student may appeal such decision to the President of the College by filing written notice of appeal with the President of the College within ten (10) consecutive calendar days after notification of the decision of the Student Conduct and Appeals Committee. A copy of the Notice of Appeal will be simultaneously given by the student to the Dean of Student Services or by the Dean of Student Services to the student. The appealing party may file a written memorandum for consideration by the President with the Notice of Appeal, and the President may request a reply to such memorandum by the student or the Dean of Student Services.
- b. The President shall review the full record of the case and the appeal documents and may affirm, reverse, or remand the case for further proceedings and shall notify the Dean of Student Services and the student, in writing, of the decision on the appeal.
- c. The Dean of Student Services or the student may thereafter appeal to the Board of Trustees of Jefferson College by filing a written Notice of Appeal with the President of the College, the President and the Secretary of the Board of Trustees and giving notice to either the student or the Dean of Student Services, as appropriate. Such Notice of Appeal must be filed within ten (10) days of the notification of action

by the President. Upon the filing of a Notice of Appeal to the Board, the President shall cause the record of the case, including any written memoranda received during his/her consideration, to be promptly filed with the Secretary of the Board through the Office of the President.

- d. The appealing party may file a written memorandum for consideration by the Board of Trustees with the Notice of Appeal if the student so desires, and the President may file a written reply within ten (10) consecutive calendar days.
- e. The Board of Trustees shall take such action on the appeal as it deems appropriate and may require a new hearing (de novo) on the issues made on the appeal. The Secretary of the Board shall notify the student, the Dean of Student Services, the chairperson of the Student Conduct and Appeals Committee, and the President in writing of the decision of the Board.

Section 10. Right to Petition for Review

- a. In all cases where the discipline imposed by the Student Conduct and Appeals Committee is other than suspension or expulsion, the Dean of Student Services or the student may petition the President in writing for a review of the decision within five (5) consecutive calendar days after the notification of the decision of the Student Conduct and Appeals Committee and by serving a copy of the Petition for Review upon the non-appealing party within such time. The Petition for Review shall site the ground or reasons for review, and the non-appealing party may answer the petition within five (5) consecutive calendar days if the student so desires.
- b. The President may grant or refuse the right of review. If the President reviews the decision, the action of the President shall be final unless the decision is to refer the matter for further proceedings.

Section 11. Status during Appeal

In cases of suspension or expulsion where a Notice of Appeal is filed within the required time, a student may petition the appellate authority in writing for permission to attend classes pending final determination of the appeal. The appellate authority may permit a student to continue in school under such conditions as may be designated pending completion of appellate procedures provided such continuance shall not seriously disrupt the College or constitute a danger to the health, safety, or welfare of the College community.

In such event, however, any final disciplinary action imposed shall be effective from the date of the action of the Student Conduct and Appeals Committee.

Section 12. Notification of a Victim

- a. A person who is a victim of any misconduct for which disciplinary proceedings are conducted under this code is entitled to participate in all proceedings, except for the final deliberative process in which the hearing officer or panel weigh the evidence presented and arrive at a decision.
- b. If the subject matter of the disciplinary proceeding involves a crime(s) of violence and/or sex offense(s) and the accused is determined to have committed the act, the Dean of Student Services is required to notify the victim of the outcome of the disciplinary proceedings within five (5) business days after the proceedings have been concluded.
- c. If the student(s) against whom a sanction(s) is rendered discusses the judicial process, or the outcome of the judicial process, in a public forum, any claim to confidentiality is waived.

The Business Operation

Budget Development and Management

The sound financial status of the College depends upon careful budget planning; consequently, the administration works very closely with each department in preparing budget requests for the year. Each department has a budget and all equipment and supplies requisitioned by members of the department are charged to the departmental budget. It is necessary that each department stay within its budget.

Purchasing

It is policy to purchase, for the least expenditure of funds, optimum quality for the function to be served. All purchases must be completed in strict conformance to the most current version of the Jefferson College Procurement Policy and Procedures Manual, and handled in accordance with commonly accepted business procedures. All purchases must be substantiated with the necessary records to satisfy audit and inventory requirements.

Bookstore

The Bookstore provides students with required textbooks, reference books, workbooks, manuals, and supplies at a reasonable cost. A used-book purchase and resale program is available to students and faculty. A courtesy discount of ten percent is given to faculty and staff members on all purchases from the bookstore over one dollar excluding software and sale merchandise.

Development

The Development Office includes the Alumni & Friends Association. “Development”, a term associated with fund raising, is more than just raising money. The need for funds is constant if Jefferson College is to continue providing student scholarships; support of faculty, programs and equipment or supplies; and capital needs. Development staff includes an Executive Director, who also manages the Jefferson College Foundation, and an Administrative Assistant. The Development Office provides leadership and support for activities related to prospect research, donor identification and cultivation, donor relations, database management, special-events planning and oversight. In collaboration with Marketing and Public Relations and consideration of long-range, institutional plans, the case for support is crafted to reflect the positive, forward-looking voice with which the College is promoted in the community.

Jefferson College Foundation

The Jefferson College Foundation is a registered 501(C)3 corporation with a Board of Directors comprised of twenty-four volunteer members of the private and corporate community. The Foundation sets strategies and goals toward securing on-going external support of Jefferson College. It establishes networks to access resources such as area-specific grants, planned gifts, gifts of cash, stocks/bonds, property, or in-kind donations. To provide accountability, the Foundation communicates with the public with news and reports of funds raised and the results of the use of contributions.

Alumni & Friends Association

The Alumni & Friends Association is a membership organization for the purposes of maintaining relationships between members and with Jefferson College. Benefits for modest membership dues include College bookstore discounts, use of the College library, an email address, free use of the pool– gym – weight room, invitations to networking events, admission to some cultural and athletic events, support with reunions and a newsletter. The Alumni & Friends Association members are Jefferson College’s best ambassadors.

Advertising and Solicitation

No commercial advertisements or political or religious tracts or pamphlets should be distributed on the College premises; nor shall advertisements or publications be posted upon fences or walls of any College building without permission from the President of the College or a person designated by the President to evaluate and act upon such requests.

Loans of Equipment

It shall be the policy of the Board of Trustees not to loan College equipment for private use. Therefore, any such unauthorized loan or permitting or assisting in the removal of College property from the premises is considered a personal liability upon the individuals involved. Further, it shall be the responsibility of the Business Manager to make decisions concerning the loan of equipment for public or other school use.

Central Office Services

Mail

Central Office Services is responsible for mail pickup and delivery on campus. Incoming and outgoing mail schedules meet the needs of College offices daily and coincide with U.S. Post Office timetables. Mail is delivered and picked up from the following locations: Field House, Administration Building (President's Office, Business Office, Continuing Education, Human Resources Office, Computer Services, Library, Assessment Center), Arts and Sciences Division Chair's Office, Child Development Center, Buildings and Grounds Office, Career & Technical Building Division Chair's Office, Technology Center Dean's Office, Area Technical Building, and Student Services Admissions. Mail is delivered to the Arnold, Northwest, and Imperial locations by courier. Mail must be in Central Office Services by 8:30 a.m. for same day delivery. For information on bulk and presort mailings, please contact Central Office Services at ext. 138.

Supplies

Central Office Services maintains a core list of supplies that are available to College departments. To purchase supplies through Central Office Services, a Central Office – Requisition for Supplies form must be presented. This form must be signed by the appropriate Budget Manager and Dean.

Protection of College Property

It shall be the responsibility of all staff members to help protect the College buildings, grounds, and equipment. Any person who willfully damages or destroy any property belonging to the College shall be liable for the repair or replacement of such property.

Marketing & Public Relations

Publicity

There is central coordination by the Public Relations & Marketing department of all news releases pertaining to the College including student activities. This helps to insure that news releases are not used excessively for what should be paid advertising. It also insures that all area media in the county are notified at the proper time.

All materials for news releases should be submitted to the Public Relations & Marketing department at least two weeks in advance of when it is to appear or be broadcast. Should the news releases involve pictures, at least three weeks' notice should be given. For publicizing student activities, faculty advisers should follow the procedures outlined in the "Advisers Manual for Student Organizations."

Publication Services

Working cooperatively with the Central Office Services staff, the Publication Services unit defines the visual image of the institution through professional graphic design and consistent use of colors, fonts, images, text, and logo. Graphic design services are available to faculty and staff on the following basis:

- First priority is given to the production of Jefferson College publications.
- Second priority is given to the production of graphics, such as classroom instructional materials, signs, drawings, designs, banners, displays, murals, and laminating.

A minimum of two weeks advance notice is required for all project requests. Materials will be produced as expeditiously as possible based on deadlines and dates of upcoming events within each priority category. Project requests submitted without adequate preparation time will be completed as Publication Services staff time allows.

Requesting Services

Whenever a faculty or staff member wishes to request services, a Project Request Form must first be completed along with a hardcopy of the text and forwarded to the Publication Services Senior Graphic Designer. Project text should also be sent via email in "finished form" meaning it is to be final, proofed copy as opposed to merely a draft copy of the text. Publication Services staff members will communicate with clients throughout the production process to ensure seamless completion of project requests.

College Logo Guidelines

To enhance the image of the college and establish a consistent “look” to all college publications, all publications must follow the guidelines established by Publication Services-Marketing & Public Relations.

Publication Proofreading Responsibility

It will be the responsibility of the department or individual requesting the project to proofread the final copy of all productions. Publication Services staff will create the publication design; proof the design for accuracy and apply the Jefferson College logo consistently; utilize standard college terminology; include the appropriate college policy statement(s); date the publication; and provide written directions on the printing department’s work order indicating printing of said publication. The department or individual will mark revisions to be made, Publication Services will revise the publication as indicated, and the department or individual requesting the project will sign approval on the revised proof. Once the publication is printed, inaccuracies that occurred in the proofreading of the copy will be the responsibility of the department or individual requesting the project.

Graphics Copyright Compliance

Adherence to copyright laws is mandatory. Obtaining written permission to use copyrighted materials shall be the responsibility of the faculty or staff member requesting the production of said materials. A copy of the letter of permission will be kept on file in Publication Services.

Use of Equipment in Publication Services

Production equipment permanently housed in the Publication Services will not be available for loan to faculty, staff, or students, but may be used in the department during normal office hours. Call to schedule a time convenient to all parties to use the equipment and to receive any training that is necessary to operate the equipment.

Jefferson College Television

JCTV (Charter Cable channel 21) has been allocated to Jefferson College in order to provide local origination/educational access to the Jefferson County community. The station broadcasts 24/7 and airs a variety of programs including telecourses; campus-related events, high school and Jefferson College Viking sports, news/public service broadcasts, and community events.

The JCTV studios are located on the first floor of the Arts and Sciences II Building on the Hillsboro campus and contain a control room, studio, observation area, conference room, and offices. Faculty members may utilize JCTV services by having supplemental video programs recorded for

instructional use and by producing creative/academic programs for broadcast. Please remember that control room, studio facilities, equipment and program plans are scheduled through the JCTV Station Manager.

Moving Furniture/Equipment

For the purpose of maintaining an accurate inventory, faculty and staff needing to move furniture/equipment from one office to another, or from one classroom to another, should schedule this activity through their supervisor and appropriate dean and fill out the “Request for Equipment Transfer” form available in the Business Office.

Safety Precautions

Human safety and conservation of property are considered to be basic elements of all programs and activities conducted on and within the facilities of Jefferson College or at functions sponsored by College staff and students at any location. The health, safety and general well-being of students, faculty members, staff members and visitors should not be jeopardized through negligence or lack of attention to proper procedures and practices relating to the specific activity taking place on College facilities and at college functions.

Students, faculty and staff members should be encouraged to be alert and aware of potential safety hazards and to use proper and safe procedures and practices at all times.

All district personnel should report dangerous or hazardous conditions of building, grounds, or equipment to the Director of Buildings and Grounds. All employees should see that machinery and equipment under their supervision are operated in accordance with safety rules and that all students and employees who use such machinery and equipment understand and employ appropriate safety measures.

Sales to Students

No member of the faculty and staff shall have direct dealings with students in the sale of books, instruments, lecture notes or similar materials. All funds are to be handled by normal procedures as prescribed by the Business Manager.

Scheduling Campus Events

All activities should be scheduled at least three weeks prior to the event. To avoid scheduling conflicts both in the utilization of facilities and in the number of events on a given date, it is necessary that faculty and staff members use the following procedures in scheduling campus events:

1. Receive approval from the appropriate supervisor and/or dean for both the event and the date;

2. Contact the Business Office and tentatively reserve the necessary College facilities for the day and hour of the event;
3. Upon approval, contact the Office of Public Relations & Marketing to work out detailed plans and procedures for publicizing the event if it is open to the public; and
4. Complete the checklist provided by the Business Office to insure that all physical arrangements have been made.

NOTE: Advisers of clubs and organizations should see the “Adviser Student Organizations” for information related to the scheduling of activities for student clubs and organizations.

Clean Air Policy

It is the policy of Jefferson College that there shall be no smoking in College buildings.

Telephones

Calls can be made from campus phones by dialing “9” and the number. All “800” numbered calls can be made by dialing “9-1-800” and the number. The operator will assist you with long distance calls, which should be restricted to College business (unless charged to the employee’s home telephone or calling card). For assistance when the switchboard is closed, dial 123.

Traffic and Parking Regulations

Any person who operates a motor vehicle on the campus and is associated with the College must register the vehicle regardless of its ownership. This includes motorcycles and motor scooters. One parking permit shall be authorized for each vehicle. Permits and tags cannot be transferred from one vehicle to another. Designated handicapped parking is available to those who qualify. Permits may be obtained from the Business Office.

Campus Traffic Regulations:

1. All operators of motor vehicles are subject to Jefferson College traffic regulations while on campus.
2. Vehicles driven on campus must display a campus parking sticker.
3. All accidents must be reported promptly to the Business Office.
4. Speed limit regulations are posted and are to be observed at all times.
5. Faculty members receiving a traffic ticket should see their dean or appropriate supervisor within 24 hours.
6. Faculty and staff members should park in the sections specifically designated for faculty.

Special parking permits are available for campus events.

Travel and Expenses

The College will reimburse travel expenses that are reasonable and necessary, for business purposes of the College. Additionally, all travel expenses must be documented and conform to applicable laws, sound business practices, and common sense. This policy and its documentation requirements apply to all employees, consultants, guest lecturers, interview candidates, and others who seek payment of travel expenses from Jefferson College, regardless of the account to which their expenditures are budgeted or recorded or the type of funding supporting such expenses.

Specific provisions in Restricted Grant Fund agreements may govern travel and other expenses on those awards and take precedence over the College's Travel and Expense Policy to the extent they are more limiting or require additional documentation. Exceptions to this policy must first be approved by the Budget Manager, and then by the Business Manager.

- **General Permitted Expenses**

Individuals conducting official College business or incurring travel costs at College expense are expected to exercise the same care in incurring expenses as a prudent person would in spending personal funds. If an employee has any doubts about the appropriateness of an anticipated travel expense, the employee should consult with their supervisor in advance of incurring the expense, and may also consult with the Business Manager regarding the application of this policy. Any non-allowed or excess expenses and/or advances are the responsibility of the employee, and must be promptly repaid if initially paid from College funds.

- **Specific Types of Expenses**

Air Travel

Travelers should select the least costly air route, considering advance purchase rates and airline discounts. At the traveler's discretion, other potential savings opportunities may be considered (e.g., Savings of a Saturday night stay outweighs the incremental costs of lodging and meals).

Travel paid with grant funds may have different/additional restrictions. Travelers are encouraged to contact the Business Office prior to making any plans or reservations for air travel using restricted grant funds.

Travelers may fly business class if any one scheduled flight segment is longer than five (5) hours, provided they have prior written approval from their Budget Manager or approval source.

The traveler is responsible to check for any budgetary, cost containment, grant restrictions, laws, etc., prohibiting such class of travel.

Travelers are encouraged, wherever practical and possible, to utilize electronic tickets (e-tickets) to reduce expense and limit the possibility of loss or theft of paper tickets.

Hotels

Travelers are encouraged to utilize hotels that offer Government/College rates (or use personal discounted rates such as AAA, etc.).

Automobile

All travelers must have a valid U.S. driver's license and be at least twenty one years of age.

Travelers must receive written authorization from their supervisor and/ or budget manager before requesting a vehicle.

In the event a traveler is notified late of a meeting date and cannot acquire written authorization from a supervisor or a budget manager, a verbal authorization for travel will be accepted by the designated car rental service to gain access to an automobile.

In the event that travel is canceled or terminated early the traveler should notify the designated car rental service immediately.

Travelers should use the following criteria to determine category of vehicle to use when traveling on College business. If you are unsure which type of vehicle to use, please refer to mileage calculator on the Jefferson College website.

Personal Vehicle

Use personal vehicle when the anticipated length of the trip is *less than 100 miles* (at employee discretion, people traveling, etc.).

If personal vehicles are used, Jefferson College reimburses actual mileage incurred at the standard IRS mileage rate. If the mileage reimbursement amount exceeds the rental cost, the College will only reimburse the traveler the rental vehicle cost or the total cost for use of a personal vehicle on a business trip limited to economy airfare whichever is the least expensive.

Only one person in a private vehicle may make a claim for reimbursement. Reimbursement requests for use of a personal car must include the purpose of the trip, date, location, receipts for tolls and parking, and recorded mileage.

Travelers using personal automobiles to travel on official College business must maintain adequate liability insurance for their protection and for the protection of any passengers.

Travelers will not be reimbursed for any repairs to their personal cars even if these costs result from College business travel.

Lease Vehicle

Use a rental vehicle when the anticipated length of the trip is greater than 100 miles.

When renting a vehicle, travelers should reserve a vehicle by calling **Enterprise Car Rental (636) 931-1976**.

When traveling alone, car rental should be a compact or mid-size vehicle. Travelers will not be reimbursed for specialty rental vehicles (e.g., luxury, sports utility, convertible, etc.) except in unusual circumstances. The appropriate Budget Manager must approve in writing, in advance, any such unusual circumstance.

In the U.S. and Canada, travelers should not purchase Collision Damage Waiver (CDW) or Liability Damage Waiver (LDW) insurance offered by car rental agencies. The College provides this coverage.

Prior to signing and assuming responsibility for a rental vehicle, all employees must visually inspect the vehicle, and identify any damage to the vehicle.

Employees must return all rental vehicles with the same amount of fuel that the vehicle had at the time of rental. (Travelers have the option of signing for a fuel card in the Business Office during normal business hours prior to their trip. Or, employee can pay for the fuel themselves and be reimbursed through a Travel Expense Voucher. Travelers must be sure to retain detailed receipts for reimbursement.)

Jefferson College employees using personal automobiles to travel on official College business must maintain adequate liability insurance for their protection and for the protection of any passengers.

Employees involved in an accident while traveling on College business must report the accident immediately to the local police department, and then notify the College's Public Safety Office (636) 797-3000, ext. 500. If a rental car was involved, the rental company should also be notified.

Travelers are encouraged to visit STARS to access the College's designated car rental service.

Meals & Entertainment

Reasonable meal costs will be reimbursed. Claims should be submitted on a Travel Expense Voucher, and include actual receipts showing itemized summary of costs.

Each attendee's name, title or affiliation, the business purpose, and matter discussed should be included. For group functions, it is helpful to provide additional supporting documentation such as a copy of the announcement, the invitation list, and final number of attendees.

Family

Jefferson College will not pay or reimburse business travel or entertainment expenses for family members or friends who accompany College employees or students on College business, except in unusual circumstances. The appropriate Budget Manager must approve in writing, in advance, any such unusual circumstance.

- **Required Approvals and Authorizations**

The primary responsibility for review and approval of all Jefferson College business travel expenses rests with the supervisor who is fiscally responsible for the organization unit to which the expenditures will be charged. No one may authorize reimbursement of his or her own business travel expenses.

- **Required Documentation and Submissions**

A Jefferson College Travel Expense Voucher should be completed, approved, and submitted to the Business Office for reimbursement of travel expenses within five (5) business days of the completion of travel.

All travel payments must be substantiated, preferably by dated, original receipts with proper explanations, including descriptions of the times and/or dates when the expenses were incurred, and the business purpose of the expense.

- **Travel Agencies**

Jefferson College does not endorse the use of any particular travel agency to assist the College with official travel including air, rail, and hotel.

- **Travel Advances**

All travelers are eligible for advances of \$100 per day up to a maximum of \$750 per week for reasonable out-of-pocket travel expenses.

The College's Travel Advance Policy allows travelers to request advances in the form of a Jefferson College check, issued by Accounts Payable, two (2) weeks prior of travel dates. (An Order for Payment, with appropriate signatures of approval, should be submitted to Business Office at least five (5) business days prior to issuance of the requested travel advance check.)

Travel advances must be accounted for on a Travel Expense Voucher in five (5) business days after return. Any excess advance funds must be repaid at the time travel expense reimbursement form is submitted. Unaccounted travel advances have personal income tax consequences for the traveler.

- **Additional Information**

The following types of expenses, if reasonable and necessary for College business purposes, and if properly documented, are examples of expenses that may be payable or reimbursable as defined in this Policy.

Allowable Expenses

Air and rail travel may also include change or cancellation penalties imposed by the airlines if due to unavoidable circumstances (supporting documentation must be supplied)

Car rental, gasoline, and oil for rental vehicles

Ground transportation, including taxi and public transportation fares, mileage for personal vehicles, parking fees, and tolls

Laundry/dry cleaning during trips longer than five (5) calendar days

Lodging

Meals while on official College business

Miscellaneous luggage storage and valet

Non-employee travel costs (job applicants, guest lecturers, consultants and others)

Registration and fees for attendance at approved conferences and seminars

Taxes associated with transportation, lodging and meals (Sales Tax Letters are available in the Business Office)

Telephone, faxes, and data transfer by modem

Tips (reasonable and customary amounts on meals, lodging and transportation)

Travel to and from airport – calculated at the rate per mile established by the IRS (If a second party drives the traveler to an airport and picks him/her up after the trip, the traveler may be reimbursed for two (2) roundtrips, but not more than the costs of other available means of transport)

Non-Allowable Expenses

The following are examples of non-payable/non-reimbursable expenses. This should be considered a partial listing.

Airline club membership fees – annual membership for charge cards, fees, interest, and/or late charges associated with personal credit cards

Alcoholic beverages

Car washes

Clothing

Commuting costs to/from home and normal place of business

Costs incurred by unreasonable failure to cancel reservations

Dependent care, lawn care, maid service and pet care

Excessive tipping

Fines or tickets resulting from traffic, parking, or other violations

Golf or tennis court fees, membership in country, tennis or golf clubs, or any sporting equipment, except when part of a pre-authorized group

Haircuts

Life, accident, or flight insurance premiums

Lost, broken or stolen property (including luggage, brief cases, or laptops)

Newspapers, magazines, and books

Expenses that have been or will be paid or reimbursed by an outside source

Cancellation of Classes

There are times during the school year when conditions such as inclement weather make it necessary to cancel classes. Announcements concerning class cancellations are broadcast on stations KJFF (AM 1400), KREI (AM 800), KTJJ (FM 98.5), WIL (FM 92.3), and WRTH (AM 1430). In addition, announcements will appear on JCTV (Charter Cable channel 13) and on the Jefferson College website www.jeffco.edu.

There are usually separate announcements for day and evening division classes. The announcement that day classes are canceled means that evening classes will be held unless a later announcement is made canceling them.

When a decision to cancel evening classes is made, all classes (degree, certificate, continuing education and adult basic education) are canceled on all campuses.

When Jefferson College is open for its evening classes, then ALL degree classes will meet in all locations where degree classes are offered.

Continuing education and adult basic education classes that are held in the local public schools WILL NOT meet when the school districts are closed. If the local school district is closed during the day, there will be no continuing education or adult basic education classes that night.

Classes that are conducted in buildings located within a school district (e.g., churches, libraries, etc.) will not meet evening sessions whenever the school district is closed during the day for holidays, snow days, or other emergencies.

Cancellation of classes does not mean that the college is closed.

Guidelines for Handling Emergency Situations

The Public Safety Supervisor will coordinate all operations for emergency situations.

Any emergency should be reported immediately to the Public Safety Office.

Campus Extension 500

In an extreme emergency where time is of the essence, contact the police, ambulance or fire department.

911

Always apprise the Public Safety Supervisor immediately following the call to 911.

For emergency assistance during “off hours” (weekends, holidays, late evenings, etc.), call:

314-630-8381

Consult the Jefferson College Emergency Procedures and Building Evacuation Plans that are posted within each building for additional information.

Cases of Communicable Diseases

Individuals who are infected with a communicable disease or who have a reasonable basis for believing that they are infected must conduct themselves responsibly for their own protection and that of other members of the college community.

When a student or employee makes it known that he/she has a communicable disease, the individual shall be recommended to the Director of Human Resources who, in turn, shall activate the Campus Panel on Communicable Diseases which shall be appointed by the College President and shall include a representative from Student Services, Nursing, the Learning Center, the College Attorney, and the Director of Human Resources. The Panel, in consultation with the individual, shall determine whether the individual is a risk to the campus community. The Panel shall be empowered to consult other practicing health professionals. If the individual is ascertained to be a risk to the campus community, the Panel shall develop a written recommendation on a case-by-case basis, which shall be forwarded to the College President.

If a student, faculty or staff member perceives that he/she is at risk of possible infection due to proximity to an individual(s) they believe may be infected in the classroom, laboratory or workplace, and that he/she will continue to be at risk, the individual shall contact the Director of Human Resources who, in turn, shall activate the Campus Panel on Communicable Diseases. The Panel shall develop a written recommendation on a case-by-case basis, which shall be forwarded to the College President.

The Board of Trustees has the responsibility to balance the right to privacy of faculty, staff and students with the compelling public interest in providing a safe training environment for all employees and students in the programs as well as their patients in specific high-risk programs of study (Emergency Medical Technicians, Nurses, Law Enforcement Academy, etc.) where those entering the programs constitute a high-risk group for contracting and/or transmitting communicable diseases (HIV, hepatitis B, tuberculosis, etc.). The Board of Trustees maintains the belief that employees in these programs and students entering these programs have a “diminished range of privacy expectation,” and, therefore, reserve the right to require appropriate blood tests as a condition for admission to or continuation in such programs.

This policy shall be based upon current recommendations from the Centers for Disease Control and the U.S. Public Health Service. Further, this policy shall be reviewed annually by the Panel and changes shall be proposed according to the latest available information.

Board of Trustees



PRESIDENT
Ms. Krystal L. Hargis
Arnold
Term Expires 2013



VICE PRESIDENT
Mr. Patrick J. Lampert
Barnhart
Term Expires 2011



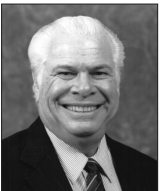
Mr. Gary Davis
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Term Expires 2011



Mr. George R. Engelbach
Hillsboro
Term Expires 2015



Mr. Steve Meinberg
Imperial
Term Expires 2015



Mr. Ronald J. Scaggs
Festus
Term Expires 2013

Administrative Officers



Dr. Raymond V. Cummiskey
Jefferson College President



Ms. Linda Bigelow
Dean of Learning Resources



Ms. Elizabeth Check
*Dean of Career &
Technical Education*



Dr. Julia Hampton
Dean of Student Services



Dr. Mindy Selsor
*Dean of Arts & Science Education
Chief Academic Officer*



Dr. Richard Turley
Business Manager

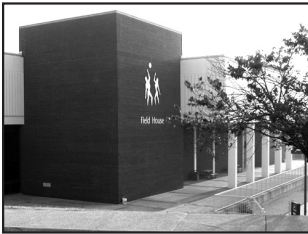
Facilities – Hillsboro Campus



The Library-Administration Building offers classrooms, offices, and computer labs. In the original two-story portion of the building are the Library, Learning Center, Assessment Center, Disability Support Services, the Faculty Center for Teaching and Learning, Institutional Research and Planning, and the Jefferson County History Center. The north wing

has offices for the President, Institutional Advancement, Business and Community Development, Public Relations and Marketing, Human Resources, Learning Resources, Continuing Education, and the Business Office.

The sprawling **Career & Technical Building** contains 75,246 square feet of classrooms, offices, and laboratories. Equipment representing the latest advancements in technology is available to students.



The Field House complex provides facilities for physical education and intramural and intercollegiate sports, including an Olympic-size indoor pool. The building is also used for cultural and social programs throughout the year.

Many cultural activities are held in the **Fine Arts Building** with its unique indoor-outdoor stage. The outdoor theater is the site of full-scale musical and theater productions and concerts, and the beautiful indoor theater is busy year-round with plays, concerts, meetings, and festivals. The building also houses two small amphitheatres and practice rooms for the music department, art studios, and a handsome two-story gallery for displays by residents and visiting artists.



The majority of liberal arts classes are held in the **Arts and Sciences I Building**. Comfortable, well-lighted classrooms and fully-equipped science and language laboratories are located there, as well as a student lounge. Lecture halls accommodate larger groups, and the intimate Little Theater is often used for studio theater productions, musical programs, films, and lectures.

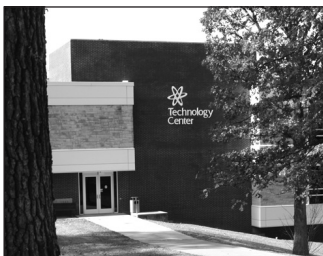
Arts and Sciences II includes the Writing Lab, the Instructional Support Center, a microcomputer laboratory, a greenhouse, JCTV studios, general purpose classrooms, faculty offices, and a student lounge.



When students attend classes, their second home is the **Student Center**. From registration to Commencement, Student Services provides educational information and guidance on everything from financial aid to career choices. The main floor is the “one-stop shop” for student needs. The cafeteria provides great food and refreshments, a giant screen TV, wireless Internet, and plenty of room for socializing. The cafeteria is located on Level I with the Viking Room and the College Bookstore. The top floor

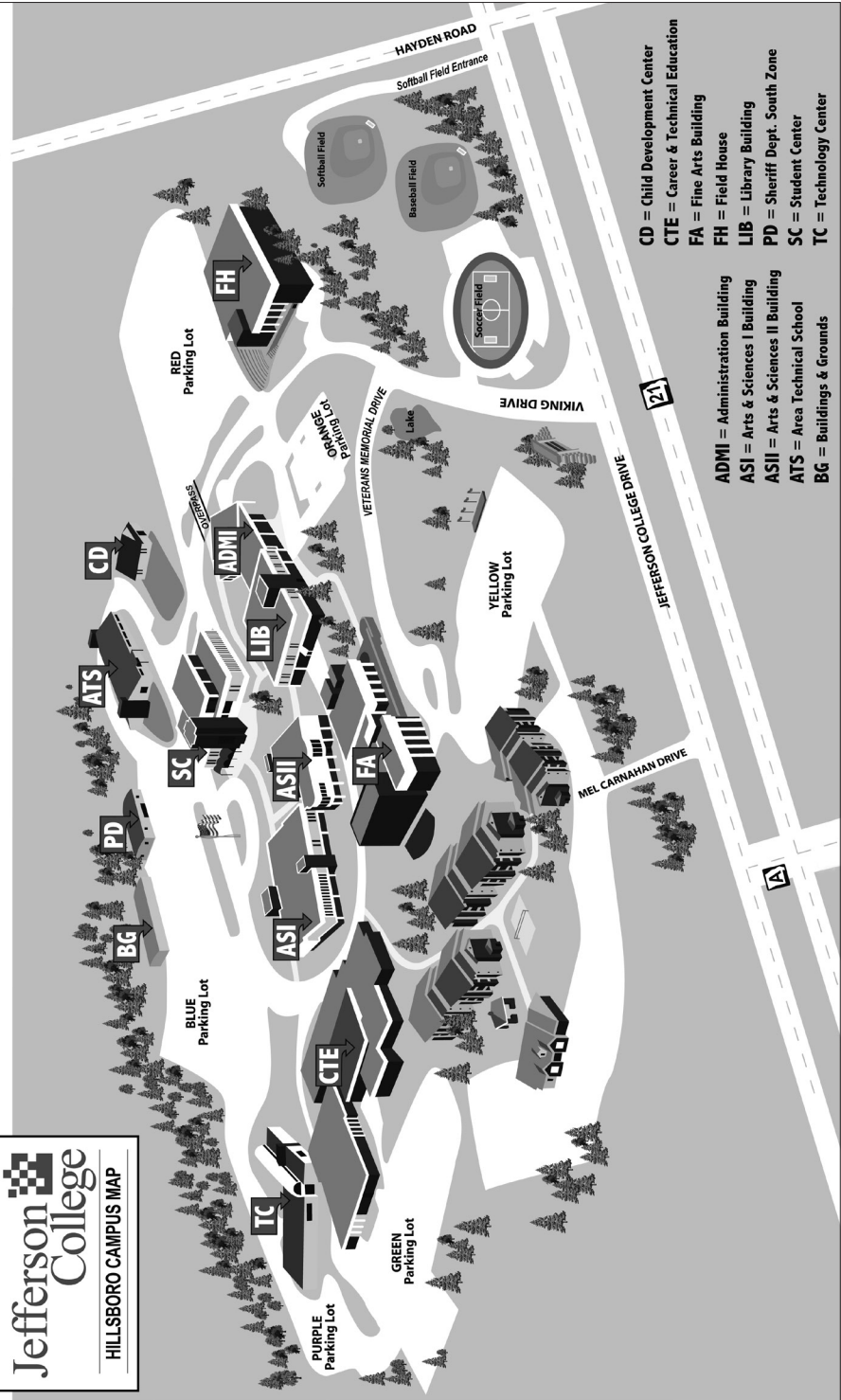
of the building is occupied by the Advising and Retention Center, Student Activities, and Student Support Services. Student Senate and Phi Theta Kappa also have offices on the top floor.

Many of the high school students enrolled in the **Area Technical School** at the College attend classes in the Area Technical School building. The Area Technical School building, completed in the summer of 1999, consists of 32,709 square feet on two levels and includes classrooms, laboratories, and offices for several technical programs available to area high school students enrolled through 11 public high schools in Jefferson College’s service area.



The **Technology Center**, a 43,000 square foot, three-level structure featuring a center atrium design, houses state-of-the-art facilities and equipment for several high-tech programs.

Jefferson College
HILLSBORO CAMPUS MAP



- CD** = Child Development Center
- CTE** = Career & Technical Education
- FA** = Fine Arts Building
- FH** = Field House
- LIB** = Library Building
- PD** = Sheriff Dept. South Zone
- SC** = Student Center
- TC** = Technology Center

- ADM** = Administration Building
- ASI** = Arts & Sciences I Building
- ASI II** = Arts & Sciences II Building
- ATS** = Area Technical School
- BG** = Buildings & Grounds




Smart Technology And Remote Services

STARS is a powerful collection of web-based tools that has become the primary communication highway utilized by Jefferson College to relay important information. STARS users receive login information when they apply for admission and have access to features such as e-mail even after graduation or leaving the College.

HOW TO LOG IN....

1. Launch your Internet browser*.
2. Go to the college website at www.jeffco.edu and click the STARS logo.
3. Enter your user name and password and click on Login.
4. If you have entered the correct user name and password, you will be on the STARS tab.
5. It's important to enter a security question into the system should you ever need assistance with your password. Information on the HELP tab in STARS can assist with this process or you may visit any registration site or call the STARS Help Desk (see below).

***AOL users** should log in to AOL first; then minimize it. Next, bring up Internet Explorer and continue to follow the steps above.

***SBC users** must access the Internet directly through Internet Explorer (look for this symbol  on the desktop or in the START menu) in order to successfully log on to STARS.

If you experience difficulties logging on, please contact:

| STARS HELP DESK | |
|--|---|
| <p>Call (636) 797-3000, extension 234 Prompt 1: E-mail assistance Prompt 2: Login problems or other issues <i>(Security Question required to assist with login problems)</i></p> | <p>Help Desk Hours Monday - Thursday: 8:00 a.m. - 9:00 p.m. Friday: 8:00 a.m. - 4:00 p.m. Saturday <i>(when College is open)</i>: 9:00 a.m. - 5:00 p.m.</p> |

| WINDOWS | MACINTOSH |
|--|---|
| <p>Internet Explorer 5.5 SP2 or Better Netscape Navigator 4.79; 6.2.3; or 7.0</p> | <p>Internet Explorer 5.1 Netscape 4.79</p> |

To see what browser and version your computer is using, connect to the Internet, click on Help in the top toolbar, and then click on 'About.'
 You will see the name and version of the browser in the lower part of the drop down box.

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