Fayetteville Technical Community College
CURRICULUM PROGRAMS
PART-TIME FACULTY HANDBOOK

2008-2009

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Fayetteville Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Fayetteville Technical Community College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

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FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

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PART-TIME FACULTY HANDBOOK

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Introduction

FTCC recognizes the importance of part-time faculty and their many contributions to the college. Services provided by part-time faculty are valuable assets and are greatly appreciated.

This handbook has been prepared to provide information that will assist part-time faculty in fulfilling their obligations to the college and to the students. Information found in this handbook is a summary of FTCC policies, procedures and expectations. More detailed information can be found in current copies of the *Administrative Procedures Manual*, the *Faculty Handbook*, the Academic Procedures Manual, the Organizational Handbook, the Student Handbook, and the *Performance Evaluation Manual*. Please read this Handbook and refer to it as the need arises. We wish you a successful teaching experience at FTCC. Thank you for your service to the FTCC Curriculum Program. As a part-time faculty member, please do not hesitate to contact the Evening Office Staff for any questions or concerns that you may have or you may contact your Program Coordinator, Department Chair or Division Chair using the directory on the following page of this handbook.

The Board of Trustees and the administration of Fayetteville Technical Community College are fully committed to the principles and practice of equal employment and educational opportunities. Accordingly, Fayetteville Technical Community College does not practice nor condone discrimination, in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, handicap, political affiliation or other legally protected categories. Fayetteville Technical Community College commits itself to positive action to secure equal opportunity regardless of personal characteristics.

Fayetteville Technical Community College supports the protection available to members of its community under all applicable Federal Laws, including Title VI and VII of the Civil Rights Act of 1964 and 1991, Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, the Equal pay and Age Discrimination Acts, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Executive Order 11375.

NOTE: If you are calling from "ON-CAMPUS" please dial 8 before the last 4 digits (omit 67)

Campus Directory for Curriculum Division

Business

William Griffin	Dean	Business Programs	678-8564
Mae Rogers	Administrative Secretary	Business Management	678-8565
TBA	Division Chair	Business Services	678-8507
Ricci Fuller	Division Chair	Computer Technologies	678-8231
Roseanne Thomas	Division Chair	General Occupational Technology	678-8323
Jim Black	Department Chair	Department Chair	678-8346
Ron O'Brien	Department Chair	Accounting	678-8512
Cindy Burns	Department Chair	Business Administration	678-8541
Anthony Cameron	Department Chair	Computer Programming	678-8571
Kay Gilbert	Department Chair	Culinary Technology	678-8207
Dwain Joyce	Department Chair	Office System Technology	678-8361
Denise Dedeaux	Department Chair	Medical Office Administration	678-8343
Ann Taylor	Department Chair	Paralegal	678-7379
Doug Jarboe	Department Chair	Net working Technology	678-7353
Kenneth Kleiner	Department Chair	Web Technology	678-8572
Tenette Prevatte	Program Coordinator	Information System Security	678-7354
Bridtet Petzold	Program Coordinator	Business Admin/Operations Management	678-8444
William Kirchman	Program Coordinator	Business Administration/E-Commerce	678-8508
Cheryl Campbell	Program Coordinator	Business Admin/Public Administration	678-8595
Daisy Foxx	Program Coordinator	Business Administration/Banking & Finance	678-8598
Linda Sanders	Program Coordinator	Business Administration/Human Resources	678-8235
Sharon Seaford	Program Coordinator	Business Administration/Marketing	678-8208
Dennis Sheridan	Program Coordinator	Postal Service Technology	678-8573
Myra Allen-McGrew	Program Coordinator	Healthcare Management Technology	678-8594

Engineering, Public Service and Applied Technology

Lauren Cole	Dean	Engineering, Public Service and Applied Technology	678-8225
Sally Maynor	Administrative Secretary	Dean of Engineering, Public Service and Applied Tech.	678-8338
Beymer Bevill	Division Chair	Engineering Technology	678-8216
William (Bill) Butler	Division Chair	Industrial Transportation Technologies	678-8460
Jo Ann Helmer	Division Chair	ACA	678-8506
John Philligin	Division Chair	Building Trades Technology	678-8326
Terry Gause	Division Chair	Horticulture Technology/Management	678-8447
Don Chavis	Department Chair	Air Conditioning, Heating & Refrigeration	678-8428
Arthur Hall	Department Chair	Auto Body Repair	678-8213

Brian Oldham	Department Chair	Automotive System Technology	678-8260
Phyllis Bell	Department Chair	Architectural Technology	678-8539
Keith Carter	Department Chair	Carpentry	678-8475
Beverly Strickland	Department Chair	Criminal Justice Technology	678-8293
Patricia Weaver	Department Chair	Early Childhood Associate	678-9788
Michael Landon	Department Chair	Funeral Services Education	678-8510
Glenn Holley	Department Chair	Machining Technology	678-8375
Stewart Ditch	Department Chair	Plumbing	678-8522
John Ellinwood	Program Coordinator	BLET	678-1032
Tony Hayes	Program Coordinator	Surveying Technology	678-8249
Heather Gardner	Program Coordinator	Health and Physical Education	678-8352
Veronica Guions	Department Chair	Cosmetology	678-0159

Health Programs

Mary Johnson	Dean	Health Programs	678-8372
Pat Gorum	Department Chair	Dean of Health Programs	678-8532
Jack Smith	Division Chair	Assoc. Degree Nursing	678-8482
Dr. William Powers	Department Chair	Dental	678-8310
Richard Cristie	Department Chair	EMS	678-8515
Dr. Tony Harris	Department Chair	Nuclear Medicine	678-0054
Dr. Dina Adams	Department Chair	Pharmacy Technology	678-8229
Elaine Eckel	Department Chair	Physical Therapy Assistant	678-8259
Anita McKnight	Department Chair	Radiography	678-8303
John Holloman	Department Chair	Respiratory Care	678-8316
Michelle Holmes	Department Chair	Speech Language Pathology Assistant	678-8492
Terry Herring	Department Chair	Surgical Technology	678-8358
Sandra Monroe	Department Chair	Practical Nursing	678-8355
Angela Simmons	Department Chair	Dental Assisting	678-9858
Susan Ellis	Program Coordinator	Dental Hygiene	678-8575
Denise Pate	Program Coordinator	Huskins Nursing Assisting	678-0089
TBA	Program Coordinator	Phlebotomy	678-8538

College Transfer/General Education

Ray Walters	Dean	College Transfer & General Education Program	678-8244
Jamie Stevens	Administrative Secretary	College Transfer & General Education Program	678-8467
Rose Kulich	Division Chair	English/Communications	678-8270
Chris Diorietes	Division Chair	Mathematics	678-8443
Calton Hall	Division Chair	Science	678-8449
TBA	Department Chair	Social Science/Humanities	678-8302
Danny Cunningham	Department Chair	Division Chair	678-8313
Jose Cruz	Program Coordinator	Biology	678-8546
Calton Hall	Biotechnology	Department Chair	678-8449
Kim Snead -McDaniel	Program Coordinator	English College Transfer	678-8548

Marcia MacKethan	Program Coordinator	Communication & English Developmental	678-9763
Sonja Osborne	Program Coordinator	Humanities/Social Science	678-8531
Phil Pugh	Program Coordinator	Math Developmental	678-9811
Beverly Hall	Program Coordinator	Math College Transfer	678-8518
Thomas Strommer	Program Coordinator	Psychology/Sociology	678-9818
Anne Greene	Program Coordinator	Psychology/Sociology	678-8511
Gerald Ittenbach	Chair	Learning Communities Leadership Team	678-8383
Karis King	Chair	Student Success Team	678-8543
Pam Gibson	Coordinator	College Tech Prep	678-8505

Additional Contacts:

Eldon Meacham	Associate Vice President for Curriculum Programs	678-8314
Debbie Duke	Executive Secretary	678-8255
TBA	Director of Evening Programs	678-8501
Samantha Parry	Senior Secretary, Director of Evening Programs	678-8261

Spring Lake Center:		678-1000
Denise M. Wyatt	Associate Vice President for Off Campus Programs	678-1009
Monique Parker	Executive Secretary	678-1010

Irwin Intermediate		907-0206
Ft. Bragg Skill Center		497-5691
Albritton Jr. High School		907-0201

Other Main Campus Offices:

Security: 678-8433 or after 5pm 624-5959
Payroll Office: 678-8356
Learning Lab: 678-8266
Library: 678-8247
Book Store: 678-8342
Registrar: 678-8271

Section 1: Administrative Support

The Evening Office offers administrative assistance to part-time faculty both on and off campus. The primary mission of the Evening Office is to provide information, and support to part-time faculty. The Evening Office serves as a communication link between the part-time faculty and the college. As a part-time faculty member, you should feel free to contact your Program Coordinator, Department Chair or Division Chair with specific questions that you may have concerning information covered in this handbook.

Location

The main campus office is located in Room 610F of the Horace Sisk building.

Hours of operation for fall and spring semesters:

- 8:00 a.m. until 10:00 p.m., Monday through Friday

- 7:30 a.m. until 3:30 p.m., Saturday

Hours of operation for summer semester:

- 7:30 a.m. until 10:00 p.m., Monday through Thursday

- 7:30 am until 1:00 pm, Friday

Key Points of Contact for Emergency Situations:

- (910) 678-8261 or (910) 678-8501 (8:00am – 5:00 pm)
- (910) 678- 7370 (5:00 pm – 10:00 pm)

The Fort Bragg office is located in the Community Center, Room 111 on Randolph Street. The Spring Lake Center is located on 171 Lake Tree Blvd. in Spring Lake (Spring Lake Main Desk Telephone Number 910-678-1000).

Services Provided by the Evening Office

- Serving as primary contact point for campus information, advice and services during times when the Program Coordinator, Department Chair or Division Chair are unavailable to the part-time faculty member.

- Assisting with classroom entry and relocation.

- Assisting part-time faculty members with audiovisual service requests.

- Providing limited classroom office supplies for instructors.

- Management of the Academic Advisement Center. Adjunct Faculty members wishing to obtain additional part-time employment, working within the Advisement Center, should contact the Director of the Evening Programs and their respective Program Coordinator, Department Chair and/or Division Chair. Training on the Advisement Process can be provided in an on-line delivery format using the ACT1 Course taught by members of the Student Success Team (SST) members, prior to the part-time faculty member assuming duties in the Advisement Center.

- Assisting in case of emergencies. (An emergency refers to illness, death, accident, etc.) Part-time faculty members are urged to discourage students from calling the Evening Office for reasons other than calls of a true emergency nature.

- The preparation and submission of all part-time faculty contracts for the Curriculum Division.

- Preparation of monthly payroll for adjunct faculty members.

- Monitoring all curriculum evening classes to ensure all are meeting as scheduled during the time period allotted for class or lab.

Services Provided by Department Faculty Secretaries

- Typing materials such as Course Syllabus, Course Description, Tests, and/or Handouts needed for classroom instruction. Part-time faculty should request support from the faculty secretaries far enough in advance to ensure that the work can be incorporated into their daily workloads and not submit work for typing assistance at the last minute. Normally, faculty are asked to submit their typing support tasks to the faculty secretaries at least 10 days prior to the time/date they need the work completed and returned.

- Assisting with printing/copying needs. Again, work should be submitted to the faculty secretaries 10 days prior to the time the materials are required to be returned.

- Securing needed forms/supplies including processing of Guest Speaker Requests, Field Trip Requests, Textbooks, and office supplies necessary for the part-time faculty member to achieve all assigned responsibilities. Emergency replacement of supplies, on a limited basis only, are available during evenings and weekends at the Main Campus Evening Office; however, these supplies are very limited and should not be used as the primarily re-supply point.

Faculty Secretaries (as of date of this publication was released):

Charmelle Adams	Health Programs	678-8392
Ernestine Barnes	Social Science/Humanities	678-8295
Andrea Fisch	ACA/Cosmetology/Huskins Program	678-0088
Renee Canady	Natural Sciences/Welding/AC/ Machining Technology	678-8383
Lynda Davis	Health Programs	678-9859
TBA	Criminal Justice/PE/ Music	678-8452
Sheila Goins	Information Systems/Office Technology	678-8347
Judy Humphrey	Mathematics	678-8237
Belinda Ivey	Business/Accounting/Hotel & Restaurant Mgmt./Paralegal	678-8292
Sherry Mitchell	Resp/Rad/Pharm/Phys Ther/Nuc Med CT/MRI/ICVT	678-8264
Dawn Nicholas	Building Trades/Horticulture/Funeral Services/Autobody	678-8357
Ricarda Robinson	Early Childhood/Early Childhood Center	678-0047
Carol Storey	English/Communications	678-8391
Judy Wilkinson	Engineering Technology/Auto System/General Occupational Tech.	678-8458

Duplicating Services

A copy machine is located in HS 610 for instructor use. FTCC policy limits the number of copies to be made on a copier to ten (10) copies. Students are not allowed to use copier.

If you need more than ten (10) copies, submit your request to the print shop at least five (5) days in advance. These requests can be made in person, through department secretaries, or through the Evening Office. "Request for Printing and Duplicating" forms are available in the Evening Office and from the department secretaries.

Office Facilities

Workspace, a telephone, computers, mailboxes and a scanner for scoring exams are available for use by Part-time faculty in the Horace Sisk building, room 610 and in the Cumberland Hall building, Room 375. Additionally, space can be made available for your use in off-campus locations, and can be identified by working with the Center Supervisors at those locations. You are encouraged to use these facilities to prepare class materials. Please check with the Evening Office if you need assistance or information.

Section 2: Conditions of Employment

Reporting Relationships

The Division from which you are teaching provides the primary supervision and support needed for all part-time employees of the college. Your first point of contact for inquires should be to your Program Coordinator, Department Chair, Division Chair or Academic Dean. The Evening Office provides limited support to Adjunct faculty administratively when your immediate supervisory chain is not available. The Director of Evening Programs manages the Evening Office, assisted by Evening Supervisors. The Evening Director and Deans directly report to the Associate Vice President for Curriculum Programs. As part of the supervisory chain, Program Coordinators, Department Chairs, Division Chairs, Deans and/or higher-level officials of the college are authorized to make unannounced classroom visits during normal classroom or lab hours. The Evening Office personnel are authorized to make spot-checks of the classroom and/or labs to ensure the class(es) or lab(s) are in session for the full time period allotted. Any visitations will be handled as quietly as possible so as to not disrupt the faculty member's planned lesson or other activities for the classes/labs.

A sample "general" job description for Adjunct Faculty Members can be found in the appendix of this manual. As a part-time faculty member, you are encouraged to read through the sample job description to determine the basic elements of the instructional position for which you have been hired to perform. Program Coordinators, Department Chairs and/or Division Chairs, with approval of their respective Deans, can modify this general job description to more closely align with their Program Area responsibilities if they desire to do so. If these supervisory personnel modify the job description, you will be provided a copy of the revised job description, during your initial in processing to the appropriate Division.

School Policies and Procedures

All new hires to the colleges are expected to be fully aware of the various Policies and Procedures, contained in a variety of manuals, at the college. As part of Program Area/Departmental Area in processing, the Program Coordinator, Department Chair and/or Division Chair is required to discuss the key policies and procedures contained in the following manuals with the new hire. This must be accomplished at the time the new hire is being oriented to his Program Area and Campus Operations (prior to actually taking a class or other activity on campus). It is imperative that the Program Area Supervisors ensure this is accomplished at least prior to completion of the Interview Profile Sheet (Appendix Form H), which becomes part of the credentialing verification packet required to be approved by the Vice

President of Academic and Student Services before the faculty-staff is actually hired. Specific Policy Manuals that need to be addressed/discussed are as follows and most of them can be found off the FTCC main homepage:

(1)   Administrative Procedures Manual (Each Dean's Office maintains a paper copy)

(2)   Faculty Handbook (Each Dean's Office maintains a paper copy)

(3)   Academic Procedures Manual (Each Dean's Office maintains a paper copy)

(4)   Organizational Handbook (Each Dean's Office maintains a paper copy)

(5)   Performance Evaluation Manual (Each Dean's Office maintains a paper copy)

(6)   Employment and Affirmative Action Manual (Each Dean's Office maintains a paper copy)

(7)   Procedures Manual for Club and Organizations (Each Dean's Office maintains a paper copy)

(8)   Planning Guide (Each Dean's Office maintains a paper copy)

(9)   Strategic Plan (Each Dean's Office maintains a paper copy)

(10)   College Catalog and Student Handbook (Copies can be obtained from the Tony Rand Student Center Staff)

Administrative Evaluation

Faculty evaluation is a continuous process and its primary function is to provide a climate for all instructional personnel to reach their maximum professional potential and improve their classroom performance. All faculties are subject to course evaluations, prepared by the students of their classes/labs, and should therefore strive to provide a positive learning centered classroom/lab environment. If your class or lab is selected for a course evaluation prepared by the students, you are expected to encourage all students to complete the course evaluation, using guidelines that will be provided by your Division Chair, at the time of the course evaluation process. A brief, general overview of evaluation processes is included in the next section of this manual; however, your

immediate departmental supervisor will provide specific guidance on procedures for effective classroom/instructor evaluations.

In addition, each faculty member's performance is evaluated continuously each semester by observations of the Deans, Division Chairs, Department Chairs, Program Coordinators, Evening Office Staff and other administrators on and off-campus. Conferences are held with faculty members, led by the immediate supervisor in the faculty member's chain of authority, to assist them in improving their instructional program and to evaluate the success of the programs in providing a positive learning environment for the student. It is important to remember that FTCC believes in creating a positive learning environment for all students that will likely lead to "Student Success."

Evaluation by Students

Instructors will be evaluated by students using the appropriate evaluation forms that are normally prepared and submitted by the students in a computer lab on campus, or at the Spring Lake Center. Students with computers are allowed to prepare and submit their evaluations from their home computers or other locations (i.e. libraries), if they desire to do so. Computer Lab Technicians at the Main Campus and Spring Lake Center are trained to assist any student needing help on how to access the evaluation form, how to properly complete it, and how to successfully submit the form for further processing/review. To create an environment that is free from influence, the instructor is encouraged to take the students to the nearest computer lab, turn the students over to the lab personnel for the actual completion of the evaluations and depart the area while the students are completing their course evaluations. All instructors are encouraged to make advanced arrangements with lab personnel on the date/time they will be bringing their students to campus labs for evaluation processing assistance. If you are teaching in a computer lab, you can administer the evaluation from that same lab by instructing your students how to access the evaluation form, giving them instructions on how to complete the form questions/review and how to submit the form after preparation. Again, you should leave the room during the time the students are completing the evaluation to ensure an "influence-free environment" during the actual evaluation process. Evaluations are subject to be conducted each semester (excluding summer) of all instructors employed by the College. Procedures for evaluation are as follows:

- The Director of the Institutional Effectiveness Office will ensure that the required evaluation takes place by issuing the evaluation packet to the instructor concerned or making sure the web address is provided. In order to make this system as uniform as possible in

gathering the information, and to ensure confidentially of the data once it has been collected, the following procedures should be followed by each instructor:

The evaluation must take place during the specified class and during the time designated for this purpose. If the class is being evaluated using a paper copy evaluation process, it is suggested that during the latter part of the class period, the instructor distribute the "Evaluation of Instructor Performance" forms to each student. The instructor will also designate one student to collect the completed forms, with instructions to place them in an envelope with the cover sheet on top, and request that the student hand carry the completed forms to:

Campus Classes: Room 610 Horace Sisk Building

Off Campus Classes: Center Supervisor's Office

- These forms are collected by the Campus Evening Supervisor's office for further processing. (Off-campus Site Supervisors are to forward the returned evaluations to the Evening Director's Office, within 24 hours of the surveys being completed by the students.)

- As stated above, in order to create a non-threatening atmosphere in which the student will feel free to offer an unbiased evaluation, the instructor should leave the room during the actual evaluation process.

- Some classes may be evaluated in the computer lab. Instructions for conducting computer evaluations will be included in the evaluation "packet" provided to the instructor, as described above.

- Division/Department Chairpersons or Academic Deans desiring to evaluate additional classes within their department may do so by either securing a blank "Evaluation of Instructor Performance" form from their faculty secretaries, entering the required identification data, and following the steps listed above or by contacting the Institutional Effectiveness Office and requesting that these additional classes be added to the normal class evaluations being processed for that semester/class cycle.

- At the end of each term, a report of evaluation scores and comments will be provided to each Dean, Division/Department Chairperson and possibly to your Program Coordinator. Upon receipt of these reports, one of these designated supervisory personnel will accomplish the following, as a means of ensuring you are aware of the outcomes of your student evaluations:

- Arrange for a confidential appraisal interview with individual instructors. During this interview, the individual results of the evaluation survey will be made available to the instructor. Adequate attention will be directed toward the instructor's strong points, as well as those areas that were considered to be less than satisfactory. To be of value, this performance appraisal interview will be objective and non-judgmental in nature, with its primary aim being that of improving instruction and the learning environment for students.

- As a follow-up to the appraisal interview, the Division/Department Chairperson or Program Coordinator will provide the instructor with a written report of (or on) those areas deemed unsatisfactory. A copy of this report will be provided to the appropriate Academic Dean. Additionally, data collected through this process by the Division Chairperson should be carefully evaluated when considering the part-time employee for continued employment in later semesters.

- Any faculty member with documented deficiencies on student evaluations of their course will provide the Division Chairperson with a written response to the unacceptable rating scores or comments stating how he or she will work to correct noted deficiencies during upcoming semesters should that faculty member be considered for further instructional contracts.

FTCC Sexual Harassment Policy

Each part-time faculty member will be given a copy of the FTCC Sexual Harassment Policy, incorporated in the College's Affirmative Action Manual, during their initial in processing as a new adjunct faculty-staff member. The Evening Office will ensure that all new hires are provided both a copy of the Sexual Harassment Policy (and ensure each has a copy of this Adjunct Faculty Member Handbook), when the faculty member is providing copies of their Social Security Cards and other documents necessary to start them on the payroll of the college. Part-time faculty members will sign an acknowledgement sheet acknowledging the receipt of the Sexual Harassment Policy and a copy of the Adjunct Faculty Handbook and this signed receipt will be maintained with their original college application and/or credentials verification approval documents.

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Section 3: Instructional Responsibilities

FTCC is committed to providing quality instruction, in a positive learning environment, to students. Ultimately this responsibility rests with the instructors who create the culture within the classroom that leads to overall student success.

Faculty members are expected to maintain professional competence and demonstrate teaching effectiveness by creating a positive learning environment that allows all students to learn. In the classroom, faculty members should strive to be accurate, to exercise appropriate restraint, and to show respect for the opinions of others. In addition, instructors should introduce only material that has a clear relationship to the subject field. Information or activities related to employment at other (non FTCC) agencies should not be addressed or conducted during designated classroom periods.

Professional Development

Professional growth for all faculty members is essential if FTCC is to offer quality educational programs to its students. Professional Development workshops are usually offered once a year for part-time faculty and all part-time faculty members are encouraged to sign-up for and take advantage of these training opportunities. The Program Coordinator, Department Chair or Division Chair will provide information on registration processes for this Professional Development Training, approximately four weeks prior to the scheduled training activity. Part-time faculty interested in taking the "Designing an On-line Classroom (DOC)" class or the Advising, Counseling Training (ACT1) class, as professional development, should contact their immediate curriculum supervisor for instructions on how to register for those professional development activities. Any part-time faculty member wishing to teach future on-line classes must have completed the DOC (or be approved to teach on-line classes based on prior experience by the Dean of the Program Area) prior to being scheduled to teach an on-line section. Additionally, any part-time faculty member wishing to work in the Advising Center must have completed the ACT1 course, prior to being scheduled for duty assignment(s) within the Advising Center.

Part Time Faculty Meetings

Each part-time faculty member is expected to attend the scheduled part time faculty meeting normally held at the beginning of each semester, hosted by the Director of Evening Programs. The Meeting schedule will be published at the beginning of each Semester. If you are unable to attend at least one of the sessions on the Part-time Instructor Meeting

Schedule, you are expected to notify both your Division Chair and the Director of the Evening Office to arrange an alternative method of receiving the information.

Course Outlines and Syllabi

Each department will develop and maintain a file of course outlines and syllabi for each course offered by that divisional program area. Content of the Course Outlines and Syllabi must comply with the guidelines found in the current edition of the FTCC Planning Guide (Appendix J and K). Copies of the current Planning Guide can be reviewed in your Academic Dean's Office or at the Office of Institutional Development. Additionally, all course outlines and syllabi must meet the course competency matrix requirements, under the Annual Program Review Guidelines, outlined in Appendix E of the Planning Guide. Your immediate supervisor, or the Academic Dean, can fully explain the course competencies required of course completers for any course that you may be assigned to teach. It is the instructor's responsibility, working with the Department or Division Chairperson and/or Program Coordinator, to revise all outlines and syllabi annually in ensure currency of data and full compliance with any changes in annual updates of the FTCC Planning Guide. The Division Chairperson will keep current outlines on file, for each and every course taught within their Divisional Area. Therefore, it is imperative that you obtain a copy of the current course outline and current syllabi for courses you may be assigned to teach, from your Division Chair, prior to developing your personalized course syllabi. Your personalized Syllabus and Course Outlines must be approved by the Program Coordinator, Department Chairperson and/or Division Chair prior to actually distributing and using the personalized Syllabus and Course Outline. A current syllabus for every course taught by both full-time and part-time instructors in the department should be on file in the Division Chairperson's office, so you must forward your faculty secretary a copy of personalized syllabi for each course you are teaching. Every student should be provided a syllabus and course outline during the first class session and the copy provided to your faculty secretary should be provided within 24 hours of the first class session.

Since part-time faculty members do not normally have "published office hours" it is important that you include in your syllabi methods for the students in your class(es) to make contact with you or indicate a time/date that you will be available to meet and discuss these matters with them (i.e. a few minutes prior to classes or a few minutes after classes, etc). Of course, part-time faculty members may, at their own discretion, have published office hours, and can feel free to use the part-time Faculty Offices found in Horace Sisk 610 complex or in

Cumberland Hall, 2nd floor, or at the Spring Lake Center as the location of those office hours.

There are 3 required statements on all syllabi at Fayetteville Technical Community College which include (1) Americans with Disabilities Statement (2) Supervisory Contact and Telephone Number statement and (3) Adverse Weather Make-up Plan/Statement. Your Division Chair, Department Chair, or Program Coordinator can provide you with copies of these statements for inclusion into your syllabi.

Suggested Lesson Plans and other Instructional Procedures

Professional instructors always work from a written lesson plan. The method and type of lesson plan used is left entirely up to the individual instructor as long as there is some form of written format. The following should be considered when making out lesson plans:

- Statement of Objectives/Goals for the class.

- Textbooks should be considered as basic tools and points of reference. Reading from a textbook to a group of students is not teaching. Lectures are supplemental to textbook materials and not simply reading the textbook material to the class or lab students. Lectures should be designed with differing learning styles of students considered (i.e. some students learn best by hearing, some by seeing, some by doing, etc). A mixture of material delivery methods usually creates the most positive learning experience for the diverse students one can expect in their classrooms or labs.

- Textbooks should be supplemented with additional reference material provided by the instructor.

- Course outlines should be consulted and used to establish the quantity of subject material to cover.

- Lesson plans should:

- Be designed with enough flexibility to meet the needs of all students.

- Be planned at least one week in advance. If it is necessary for the instructor to miss class, a substitute should have access to these lesson plans. Therefore, it is a good idea for all part-time instructors to provide copies of their projected lesson plans to their Program Coordinator, Department Chair or Division Chair at least one week prior to the class period, just in case some emergency should arise

and a substitute instructor is required for that particular class lecture.

- Provide an instructional program that will push into the allotted class time/period as much challenge, inspiration, information, and transfer of knowledge, as possible. The students are "short changed" by every minute not planned and fully utilized.

- Serve as a record of material covered and should be consulted when preparing tests.

- Not be discarded, but should be consulted when preparing the same material for a different group or new term.

- Be available during the class so that the Associate Vice President for Curriculum Programs or appropriate Academic Dean (or other designated college official) may determine the educational objectives for the particular day. If instruction promotes the transfer of knowledge, it must be planned and planned thoroughly. Learning will not take place by accident. The Associate Vice President, Deans, Division/Department Chairs and/or Program Coordinators are always available for consultation concerning development of lesson plans.

Textbooks

Virtually all classes at FTCC require the identification and student acquisition of textbooks. The full-time instructional departments select these books; however, part-time faculty members are encouraged to submit recommendations for textbook changes to their respective Division Chairs for consideration. As a member of the instructional component of the institution, any suggestions on textbook changes is welcomed and will be considered along with recommendations coming from the full-time instructional faculty.

Each instructional department reviews available texts annually and selects the required text to be used with each course. These selections will be made and forwarded to the Book Store during the Spring Semester of each year, for actual textbook adoption (changes) in the subsequent Fall Semester. Faculty is expected to use the adopted textbook and appropriate editions, when conducting classes at FTCC. Textbook change recommendations any other time of the year, (other than Spring Semester), must be personally approved by the Associate Vice President of Curriculum Programs. Instructors receive their desk copies of texts from the Department and/or Divisional Chairpersons or Program Coordinators. Return the loaned desk copies to division supervisory officials when the

final grade roster for the class is submitted to the Division or Department Chair or Program Coordinator unless you are scheduled to teach the same class(es) in the upcoming semester. Loaned desk copies of textbooks (and any textbook supplemental materials) are the property of FTCC and should be safeguarded properly until such time as the books are returned to the appropriate division personnel, when final grade rosters are submitted. Should you, by chance misplace loaned textbook or textbook supplemental materials, you must immediately notify your immediate supervisor of the details concerning this loss/misplaced item.

Assignment of Grades

Each instructor has the full responsibility for evaluating the achievement of his/her students. Students will be informed during the first week of classes of (and have available on their Syllabus):

- The requirements and expectations for successful course completion.

- The methods of evaluation used by the instructor. Instructors are expected to use the Grading Procedures listed in the FTCC College Catalog. (The Academic Dean must approve Deviations from the Grading Procedures outlined in the College Catalog). A chart showing the Numerical Grade, Grade Assignment and Grade Point Equivalent, from the College Catalog is provided below for your review/consideration).

- How final grades are calculated, as well as your policy, as the instructor, on "instructor-directed drops for excessive absences from classes or labs will be handled/processed. Instructors are encouraged to review the attendance policy, outlined in the Academic Life Section of the College Catalog or located in Section 4 of this Handbook, and include a description of the attendance expectations within the course syllabus that mirror and/or remain in line with these guidelines.

To promote our policy of frequent and varied evaluation throughout the course, the following guidelines are provided:

- Daily grades may be included in the records for which they are appropriate. Maximum weight: 25 % of total.

- Weekly quiz grades should be so marked on the records. A word or two identifying the content area of the quiz may be entered below grades on the line appropriate to the date given. Maximum weight: 25% of total.

- Eight-week or mid term grades should be entered and labeled adequately. Maximum weight: 25% of total.

- Final exam should be entered in the appropriate record. The date the exam was administered may be entered above the grade. Maximum weight: 25% of total. (Final exams are required for each course.)

- The final grade must be a composite grade giving appropriate weight to the sources of grades.

- All final grades will be letter grades in accordance with the adopted grading system (with the exception of students coded on your final roster as Curriculum Code T90980 which are Dual Enrolled Students. For all T90980 students (Dual Enrolled or Huskins Students), instructors are required to enter both the numerical and letter grade on the final grade roster). Student grade reports are mailed at the end of each semester and therefore timely turn-in of your final grade rosters is expected. All grade rosters are due to your Division Chair, within 24 hours of the final exam, unless your Division Chair provides other instructions.

The requirements of individual departments will vary. Appropriate guidelines will be established and distributed by the appropriate Department Chairperson or Program Coordinator. Such guidelines will be consistent with the above guidelines.

Exams

Part-time Faculty is responsible for arranging make-up exams through their immediate supervisor and the instructor's policy on "make-up" examinations should be included in the course syllabus. The space in the Evening Office is very limited and is sometimes unsuitable for the administering of exams. The scheduling and proctoring of make-up exams is a responsibility of the instructor and/or their immediate departmental supervisor.

Grading Procedures

FTCC grades are based on a 4.0 grading system. Each grade is assigned a "grade point equivalent" in quality points for each term credit hour scheduled. The scholastic point average is determined by dividing the total of quality points earned by the number of term hours scheduled.

Numerical Grade	Grade		Grade Point Equivalent
93 – 100	A	- Excellent	4 grade points for each credit hour
85 – 92	B	- Good	3 grade points for each credit hour
77 – 84	C	- Average	2 grade points for each credit hour
70 -76	D	- Below Average	1 grade point for each credit hour
0 – 69	F	- Failure	0 grade point
	I	- Incomplete	After eight (8) weeks for 16 week classes and 4 weeks for 8-week classes, the grade becomes an "F"
	AU	- Audit (No Credit)	No effect on grade point average
	NS	- No Show	No effect on grade point average
	P	- Proficiency	No effect on grade point average
	T	- Transfer	No effect on grade point average
	W/P	– Withdrew Passing	No effect on grade point average
	W/F	- Withdrew Failing	0 grade point

I   (Incomplete) may be given at the discretion of the instructor when all course requirements have not been met. After eight weeks from the beginning of the next term, an incomplete grade in a sixteen-week class becomes an "F." After four weeks from the beginning of the next term, an incomplete grade in an eight or nine-week class becomes an "F."

AU   (Audit) requests must be made at the first class session. The intent of the AU is to allow students to take courses for no credit.   Forms must be obtained from the Registrar's Office and be signed by both student and instructor during the first two days of the sixteen-week course and the first day of an eight-week course.

  Developmental classes may not be audited. To receive the AU, the student must meet all course requirements.   This grade is permanent and can not be converted to a letter grade.

NS   (No Show) is administered when a student registers, but fails to attend class(es) prior to the 10% point of the term.

P   (Proficiency) by examination may be given after the student has registered for the course and after a preliminary screening test is given by the department chairperson. The grade equates to a "C" or better. This process must be completed within the first four class days of the term.

T   (Transfer) credit is granted for courses completed at other regionally accredited community colleges, colleges, and universities.

W/P   (Withdrew Passing) is the grade given when withdrawals or drops occur on or before the 90 percent date of the term and the student's average in the class is equivalent to a passing grade.

W/F   (Withdrew Failing) is the grade given when withdrawals or drops occur before the 90 percent date of the term and the student's average in the class is equivalent to a failing grade.

Withdrawing from an eArmyU Course

Before dropping a course, please note the following:

You must obtain military approval from an Army Continuing Education System Counselor in order to withdraw from a course without incurring financial penalties. This type of approval will only be granted if your line of work in the military prevents you from completing the course.

You can also withdraw from a course directly through the portal for personal reasons. This type of withdrawal should only be undertaken if you wish to drop a course after it has begun for non-military reasons. You will incur a financial penalty for withdrawing from a course in this manner. The penalty incurred will be in accordance with the Army refund schedule.

If you drop a course 10 or fewer days before the course start date (14 days for OCONUS), you will be charged a flat cancellation fee as reimbursement for the cost of the course materials, which are shipped 10 days prior to the course start date.

If you withdraw from a course on or after the first day of class, you will be required to reimburse the Army the tuition amount based upon the eArmyU refund schedule and the cost of course materials. If you withdraw from a course after 19% of the course has elapsed, you will be required to reimburse the Army the full amount of eArmyU tuition and the cost of course Materials. (See VII-11.10: Tuition Assistance Recoupment Form.)

**Students will receive their grades
via Web Advisor.**

All final course grades will be letter grades in accordance with the adopted grading system. Grade reports are posted via Web Advisor.

All students must have at least a 2.0 grade point average (major and cumulative GPA) and have passed all curricular subjects as listed in the course outline under which they entered to be eligible for graduation. They must also meet the grade level needed in major subjects required to take licensure examinations.

Health occupations curricula, Funeral Service Education, and Paralegal Technology require course grades of C or better in order to progress to the next course/term. Each department area will issue to the student in written form the necessary information to cover such grading policies. Students who request transfers to other degree curricula are expected to have maintained a 2.0 GPA on all courses completed including prerequisite courses.

Developmental Course Grading System

Courses numbered below 100 are developmental courses. The following grades are assigned for developmental courses: A, B, C, or F. Students who receive a grade of "F" (Failure) will be required to re-take the course.

Developmental course grades are not counted as credit towards graduation, nor are they calculated into the student's cumulative Grade Point Average.

Examination Policy (Repeated from earlier in this document):

Part-time Faculty is responsible for arranging make-up exams through their immediate supervisor and the instructor's policy on "make-up" examinations should be included in the course syllabus. The space in the Evening Office is very limited and is sometimes unsuitable for the administering of exams. The scheduling and proctoring of make-up exams is a responsibility of the instructor and/or their immediate departmental supervisor.

Guest Speakers

Instructors should coordinate with Department/Division Chairpersons and/or their Program Coordinator before inviting guest speakers and receive prior approval from the appropriate Academic Dean before the guest speaker(s) are allowed to come to the class or lab. Guest Speakers should be presenting material that is relevant to the course objectives so that students can easily understand the reason for these guests to be presenting information to them.. In all cases, instructors must complete a "Request for Guest Lecturer" form five school days prior to scheduling the guest lecturer and receive approval from the appropriate Academic Dean. (See sample form in the appendix to this Handbook.)

Field Trips

Instructors taking students on field trips (on or off campus) as part of the classroom instruction must receive prior approval. In all cases, instructors must submit a "Request for Field Trip" form two weeks prior to the trip and receive approval from the appropriate Academic Dean. An attachment listing all travelers must be attached to the field trip form. (See sample form in the appendix to this handbook) If the field trip is outside of Cumberland County, a "Request for Travel" must also be completed. The faculty secretary for your department will help you to complete this form. (Please note that the College President must personally approve all requests for travel that involves an overnight stay prior to that travel commencing. These types of travel should be kept to only absolutely

imperative trips that will greatly enhance the learning outcomes for the students. Faculty is asked to ensure they include in the request how this overnight trip will enhance the learning outcomes and could not be obtained by an alternative means.).

Acceptance of Gifts/Undue Influence

Instructors are discouraged from accepting gifts from students and should tactfully decline any offers of such. This could lead to relationship problems later, such as at grading time. Instructors should not solicit students for professional services while in the classroom. No instructor should use his/her position to influence students to engage in business activities in their full time profession or with their personal business contacts.

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Section 4: Enrollment Reporting

Each Instructor's major responsibility is to provide quality instruction to students. However, this responsibility does not end in the classroom. The instructor is also responsible for record-keeping details required by FTCC. Instructors are expected to respond to all administrative duties in a timely manner.

Some reports and forms can be completed electronically. Instructors should check with their Department Chairs and/or their Faculty Secretaries for information and assistance on the completion/submission of any required forms or reports.

Attendance Policy

Because of the nature of the vast majority of the courses at FTCC, the administration has established the following policy. The policy has been established for the benefit of the students who are forced, because of reasons beyond their control, to miss classes as well as those who do not miss any classes (both groups of students are involved).

- Instructors will make every effort to advise students who have missed more than 10% of a course that their standing in class is in jeopardy. Students who add a course after the first day of the class are responsible for all materials covered from the beginning of the course. Students that register late for a class are counted as absent on their attendance reports for those days that they missed prior to the first date of actual class attendance. Instructors are encouraged to refer students with excessive absences to the Counseling Office.

- If absences exceed 20% of overall course time, the faculty member may drop the student from the course, or if the student is performing acceptably, he or she may be allowed to continue in the course under conditions set by the instructor. Students have the right to appeal an instructor-directed drop for exceeding the 20% absentee rates, and should be referred to the college catalog for procedures on how to proceed with their appeal.

- Tardy students interrupt class meetings. If a student enters the class after the instructor has started the class, the student shall be recorded as being tardy. Three tardies shall be counted as one absence.

- No absence, for any reason, shall excuse a student from an announced test, examination or other assigned activities. Make-up of any test or work missed shall be at the discretion of the faculty member. If the instructor approves a make-up test or examination, that test or examination shall be scheduled on the earliest possible date after the student returns to class.

- Any student dropped by a faculty member due to absences may request review by the Student Appeals Committee through the Director of Counseling (See attendance policy in the College Catalogue, under Student Obligations Section, for additional details).

- Special attendance policies are in effect for the following programs: Associate Degree Nursing, BLET, Dental Assisting, Dental Hygiene, Emergency Medical Science, MET classes (Continuing Education), Nursing Assistant (Continuing Education), Pharmacy Technology, Phlebotomy, Physical Therapist Assistant, Practical Nursing, Radiography, Respiratory Care Technology, Speech-Language Assistant, and Surgical Technology. No department may impose a different attendance policy unless specifically required for program certification and licensing purposes. Request for a more stringent policy must be submitted in writing to, and approved by, the appropriate Academic Dean.

Unofficial Roster

At the beginning of each term instructors will be furnished an unofficial roster. This roster lists all students who were registered for the class at the time the roster was printed and is used to verify initial student enrollment.

Current rosters may be obtained through Chairpersons, Faculty Secretaries or at the Evening Office. Web access to rosters is also available and your Department Chair/Division Chair or Program Coordinator can demonstrate how to access those rosters from remote locations or you can follow the steps below. It is critical to check rosters for updates daily until the 10% period is passed. We routinely have students that are added to or dropped from the class roster, throughout the 10% period and it is the instructor's responsibility to ensure that only properly registered students remain in class. Any student in class that has not been added to the official 10% rosters or that has been dropped from the roster during the 10% period cannot remain in class and must be directed to see the Registrar for further assistance. Part time faculty may access the roster themselves by using the computers located in the part-time faculty office by following the steps below:

Steps to Access Roster

I. Go to FTTC's web page @ www.faytechcc.edu
II. Faculty and Staff
III. Faculty Resources
IV. Side menu: Faculty/Staff forms
V. Username/password prompt (To obtain username/password please contact your faculty secretary)
VI. Scroll down to Online rosters
VII. Another Username/password prompt (same as above)
VIII. Type in class in following format: **2007SP.ACC.120.0901**

Instructors must use the following guidelines when verifying enrollment:

- Instructor must verify that student is registered by checking the **name** on the roster and checking the computer generated schedule for **correct course and section number**.

- Only students with validated registration documents that are dated after the date shown on the roster may be added to the roster. All others will be directed to the Registrar's office.

Withdrawals

Once a student has enrolled in a class and paid the registration fee, the student shall maintain membership in said class, until one of the following occurs:

Student Withdrawal

He/she officially withdraws (this constitutes student withdrawal and is effective as of that date).

- A student who wishes to withdraw must complete a "Course Drop" form (Sample copy on page 47) and present it to the Registrar before an official withdrawal can be recorded.

- A student may complete and process his/her own "Course Drop" form before the 30% date. Instructors must initial all forms dated after the 30% date.

- Failure to withdraw properly will jeopardize the student's right to re-enroll at a later date.

Administrative Withdrawal

The responsible instructional personnel are reasonably assured that the student does not intend to pursue the learning activities of the class (i.e. student has missed several class sessions in a row and is not available via telephone or email to ascertain their commitment to return to class).

Instructors may withdraw a student from his/her class by completing a "Course Drop" form (Sample copy on page 47) when the student:

- Ceases attending class.

- Is absent for more than 20% of scheduled class sessions.

- Transfers to another class and documentation is presented showing the student is properly registered in the other class.

Instructors should use the following guidelines when processing "Course Drop" forms:

- The "Date of Change" is the date the student is officially dropped and will be shown on the official roster as the "Drop Date." It may not be the same as the "Last Date of Attendance."

- The "Last Date of Attendance" is the last date the student was physically present.

- Students that drop a course between the 30% date of the term and the 80% date will be assigned a grade of "WP" or "WF," depending on the student's average in the class at the time of the withdrawal.

- Students that drop a course after the 90% date of the term will be assigned a letter grade based on the student's average on all course requirements. Course requirements/test missed in the remainder of the class will be averaged into the final grade as a zero.

10% Point Rosters

The Departments will provide two copies of the "10% Point Roster" to the instructor listing all officially registered students for the class. Please check the roster(s) carefully, enter the date of enrollment into

the course by each student's name, and sign the roster verifying its accuracy. Completed rosters should be delivered (hand carried preferably) to the Program Coordinator, Department Chair or Division Chair. Faculty members are to retain one copy of the roster and will need to put the same date of enrollment on the final grade roster (Official Roster) when it is received near the end of the semester. 10% Rosters are time-sensitive and all faculty members are expected to meet the established deadline dates/times for completion and turn-in of those rosters.

- If a student **is listed on the roster and has never attended class** the instructor must:

    - Complete a "Course Drop" form.

    - Show "Date of Change" as the first date the class met.

    - Show "Last Day of Attendance" as "No Show."

    - Attach "Course Drop" forms to the "10% roster."

    - If a student is **attending but his/her name is not on the roster** the instructor must contact the Registrar's office before signing the roster. Do not add any name to the roster without approval from the Registrar's office.

    - All rosters must be signed and hand delivered through the appropriate Department or Division Chairperson (or Program Coordinator) and then, in turn, provided to the Academic Dean no later than the specified date. Rosters for evening classes (those meeting after 5:00 p.m.) may be delivered to the Campus Evening Office or off-campus Site Supervisors. Rosters are not to be sent through campus mail as they are time-sensitive and must be controlled throughout the verification process.

Official Roster

Instructors will receive "Official Rosters" near the end of the term, and they are very time-sensitive for completion and turn-in. They are used to report official grades, entry dates, drop dates, and absences. Rosters are distributed from the Register's office through the Academic Deans, Division Chairs, and Departments to the adjunct faculty members teaching the classes. Should you be teaching a class and have not received the final official grade rosters, at least a week prior to the

completion of the class, please immediately contact your division chair or faculty secretary for assistance in obtaining it.

- Grade assignment policy/criterion is discussed in Section 3 of this handbook.

- The entry date is the first date that a student actually attends class and must be shown for each student. Note: All students who have attended at least one class, must have an entry date, including those who have withdrawn from the course.

- The drop date must be shown for students who withdraw or are dropped. The drop date is the date shown on the "Course Drop" form as the "Date of Change."

- Absences must be recorded for all students, including those who withdraw or are dropped except in the case of an Internet Class, College By Cassette Class or TV Course, where absences do not have to be entered. A diagonal line is drawn down throughout the attendance blocks with "Internet" written on it.

- All rosters must be properly completed legibly, signed and hand delivered to the appropriate Program Coordinator/Department Chairperson and/or Division Chair, no later than the specified date announced at the time the rosters are initially distributed to the faculty members. Rosters for evening classes (those meeting after 5:00 p.m.) may be delivered to the Campus Evening Office or off-campus Site Supervisors. Rosters are not to be sent through campus mail as they are time sensitive and must be properly controlled until they are received through administrative channels ultimately to the Registrar's office for final grade release to the students.

Exam Schedule

The exam schedule of the section will be administered the last week of the term. The date of said exam shall be at the discretion of the instructor. If the exam is administered prior to the last course meeting day, the instructor and the student must still meet to fulfill the contact hour requirement

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Section 5: Fiscal Affairs

Contracts

Each part-time instructor will sign a "Temporary Employee Agreement Contract" for each class taught during the semester. Contracts must be signed in the Evening Office. Instructors must also complete W-4, NC-4, and I-9 forms and present their Driver's License and Social Security Card upon initial employment. These forms are available in the Evening Office. Anyone who is not a United States citizen must complete a Foreign National Information form prior to consideration of employment. Additionally, if this is the first time you have taught at FTCC, as a part-time instructor, you will be required to sign a certification statement that you have read and understood the Sexual Harassment Policy and received a copy of this Handbook (as covered earlier in this handbook).

Amount of Pay

The amount of pay an instructor will receive will be stated on the "Temporary Employee Agreement Contract." Pay levels are determined by the educational level required to teach the course and not necessarily by the educational level held by the faculty member. For example: A Master Degreed Instructor could be assigned to teach an Associate Degree level course which would be paid at the Associate Degree pay scale. Questions concerning your pay should be submitted through your Program Coordinator, Department Chair or Division Chair, who in turn, will contact the Academic Dean and Associate Vice President for Curriculum Programs and after receiving an answer will get back to the instructor with the concern. All part-time contracts are designed to not include benefits or a benefit package.

Scope of Contract

Compensation for part-time faculty members includes the necessary time spent on class preparation, instruction, enrollment reporting, evaluation, and student consultations. Part-time faculty members are expected to be accessible to students outside of class time such as prior to or after each class meeting and ensure that information is included on the Syllabus so the students will be aware of when and where to make contact with the instructor during non-class hours. If desired, the faculty can also give instructions for scheduling an appointment outside of class. Contact information should include a telephone number, e-mail address (if applicable), and location of

campus mailbox. Part-time faculty members who teach evening classes are encouraged to establish a regular time and a regularly prescribed location prior to or after class sessions to meet individually with students. Part-time faculty members who teach on campus are encouraged to meet with students in the designated part-time faculty office areas. Part-time faculty does not receive any benefits beyond what is specified on the Temporary Employee Agreement Contract.

Report of Absence

If a faculty member is scheduled for a class or lab, and has an unexpected emergency arise that will preclude meeting the class (as scheduled), the part-time faculty must notify the Program Coordinator, Department Chair or Division Chair, as quickly as possible, so that arrangements for a substitute instructor can be coordinated. In the event, the instructor is unable to contact any of the above parties, they may contact the Director of the Evening Office (however, contacting the Evening Office should be the last possible alternative since class coverage will not be able to be coordinated if making contact with that office).

In the event a part-time instructor is unable to fulfill all duties related to teaching a class, the instructor must complete and submit a "Report of Absence" form and submit that form to either their Program Coordinator, Department Chair or Division Chair, as soon as possible but not later than 24 hours after returning for duty. The form must list the date(s) and time(s) of all absences. In the event an instructor is unable to fulfill all duties related to teaching a class, the Evening Office staff will adjust the amount of pay accordingly.

Verification

The Evening Office Supervisors will monitor classes to verify that the meeting times indicated on the "Temporary Employee Agreement Contract" is correct and are being observed. (Please see section 6 in this Handbook.) The Director of the Evening Office will notify both the Division Chair and the Academic Dean of any deviations noted for follow-up action, as deemed appropriate by the Academic Dean.

Pay Periods

Part-time instructors will receive their checks on the last day of the month for services performed the preceding month. Checks are mailed out by the FTCC Business Office to the instructor's home address. The payment received each month will be a prorated portion of the total contract amount. Any questions concerning

payment cycles should be directed to the Director of the Evening Office.

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Section 6: Professional Responsibility

All faculty members at FTCC are expected to demonstrate professionalism in the performance of their duties. In order to ensure new faculty-staff are afforded an opportunity to quickly become active members of the FTCC Team, each new hire (adjunct or full-time) will be assigned a mentor shortly after then begin their employment. Program Coordinators, Department Chairs and/or Division Chairs are responsible for assigning this mentor, (which may be your immediate supervisor in some cases), briefing the mentors on their duties, and introducing the new hire to their appropriate mentor. New hires should use the knowledge and expertise of their mentors to answer any and all questions that may arise as the new hire is orienting themselves to FTCC. Mentors are responsible for addressing and discussing the following and new hires are expected to understand and follow the guidelines listed below:

Proper Dress

Professional attire is required as appropriate for the subject being taught. Sweat/jogging suits, shorts, tee shirts, and jeans, shower shoes or flip-flops are not considered appropriate dress in the classroom. As a rule of thumb, faculty members are expected to be professionally dressed, in such a way so that visitors to the classroom or lab can clearly identify them as the instructor, and not as a student. The Department/Division Chair will provide more information on proper dress, while in the performance of duties at FTCC, as part of their orientation process to the department or division.

ID Badges

The Office of Student Activities in Tony Rand Student Center, Room 18, provides ID badges. You will need your Datatel number, which you can get from the secretary in the Evening Office. You are encouraged to wear your ID badge so that visitors can identify you as an employee of the college.

Mail Boxes

All on-campus part-time instructors are provided a mailbox, if they are teaching at least one face-to-face class on main campus. Instructors with assigned mailboxes are expected to check their box before each class session for administrative information. The Evening Office secretary assigns mailboxes. Please refrain from requesting the Evening Office to check your mailbox for you, in your absence. Faculty who are not teaching any classes on Main Campus, may or may not

have assigned mailboxes, depending on their actual class location. If you are not assigned a mailbox, or if you are teaching from non-local locations (i.e. Internet classes), your immediate supervisor will ensure you are provided necessary information via the telephone, e-mail, fax or similar means of communication.

Class Times

Classes must meet for the full number of hours specified for the course. Classes cannot start late nor dismiss early. It is generally accepted that a teaching hour consist of a fifty-minute period, thus allowing for a ten minute break each hour. Break times cannot be "clustered together" in order to leave early. Any change in this policy must be approved through the Department Chair and the appropriate Academic Dean and reported to the Evening Office by the Academic Dean, after they have approved the change in class time.

If instructors cannot meet their class at the scheduled time and location it is their responsibility to notify the Department/Division Chairperson during normal business hours. In cases of emergency, instructors may contact the Evening Office during evening hours and on Saturdays.

Only in cases of extreme emergencies will a class be canceled. Every effort must be made to ensure an instructor is available to teach class. It is the joint responsibility of the instructor teaching the class/lab and the Department/Division Chair to locate a substitute that can be provided a copy of the instructor's lesson plan, and thereby teach the course. Early notification of your projected absence to your Program Coordinator/Department Chair/Division Chair is necessary to ensure a qualified substitute instructor can be located and made ready for the class lecture/lab.

Proper Location

Instructors may not change classrooms without prior approval of the Curriculum Data Management Technician. Field trips to the computer center, library, or other on-campus sites and all off-campus sites must have prior approval via completion of and approval of a field trip request submitted as clarified in an earlier section of this manual. Should you or your class members have to temporarily leave your designated area/classroom, it is important that you leave a note on the door, listing your location, during your absence and your estimated time of return. This is a security issue. If security needs to find a student to find a student for an emergency, they pull up a class schedule and expect to find the class and that student in the correct place.

Class Verification Reports

The Evening Office Staff has the responsibility of verifying that all classes begin and end on time at their designated locations. Classes are regularly monitored and discrepancies are reported to appropriate Academic Dean, Division Chair, and to Director of Evening Programs. If the Department/Division Chairperson and the Evening Office are not notified, in advance, of any class session that will not be held at the designated time or location, the class will be reported as not in session. A possible consequence of not adhering to this procedure will be the result of loss in pay for the class period missed and other actions as deemed appropriate by the Academic Dean or higher level college official.

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Section 7: Campus Resources

Learning Technologies

Learning Technologies supports FTCC instructional programs through the Learning Lab, Library, and Media Services. Provisions are made for various types of media for student use in the Library and for individualized instruction in the Learning Laboratory. A well-equipped Media Services department provides the equipment and materials necessary to produce effective and innovative instructional programs. A partial listing of Learning Resources services are listed below. Please contact the Learning Laboratory, Skills Laboratory, or the Library for additional information and assistance. Your Faculty Secretary and immediate supervisor can provide additional information and assistance on use of these Learning Technologies resources.

Success Center

The Success Center at Fayetteville Technical Community College is primarily designed to provide enhanced educational opportunities to students enrolled in any of the College's college credit (Curriculum) or developmental studies courses.

Success Center instructors provide individualized, supplemental instructions to students in a wide range of subjects, including English, mathematics, science, and business-related courses such as accounting. Instructors also guide students in the use of the many resources available in the Center, including Small Group Instruction Rooms, course-specific computer software, audiovisual aids, and printed materials such as instructor-developed "hand-outs." These handouts are continually reviewed to supplement current classroom instructions.

The Success Center is available free-of-charge to any student enrolled in any Curriculum (college credit) course at FTCC. The student must bring a current, valid FTCC Curriculum Student ID Card to enroll and to use the Center's resources. Individuals may also enroll in the Success Center as Continuing Education (non-college credit) students if they wish to:

- Study for and earn Teacher Renewal Credit/Continuing Education Units (CEUs) by enrolling in one of the 20+ Teacher Renewal Courses currently offered in the center.

Campus Resources (Continued)

- Study to build their college-entrance and work-related skills by enrolling in the Center's College/Job Ready Course. (*The Teacher Renewal and College/Job Ready courses are fee-based Continuing Education courses. Potential students may contact either the Success Center of the Community Services/Extension Education Office at 678-8431 for more information.*)

Success Center instructors are available to answer questions and keep students on track with the materials and methods selected to assist and instruct them.

Assistance may include:
- The use of a CD, videotape, and/or audiotape
- The use of a worksheet ("handout"), a textbook, and/or other printed materials
- The use of a computer program and/or Internet resources
- A Success Center instructor providing one-on-one or small group instructional assistance
- A combination of the above

The Success Center is open from 8:00 am to 9:00 pm Monday thru Thursday, and from 8:00 am until 5:00 pm on Friday (closing at 1:00 pm on Friday's during the Summer).

The Success Center is located on the second floor of the Harry F. Shaw Virtual College Center, Room 232.

Library

The Library provides facilities for study, research, browsing, self-improvement, and enjoyment. Present Library holdings include a growing collection of books, periodicals, electronic indexes, computers, microfilm, and other materials in the general, technical, and vocational fields. The Library is available to improve opportunities for better teaching and greater learning. To utilize more fully this service, a qualified staff has been employed. The staff is available to help instructors locate and select technical and instructional materials. To facilitate evaluation of needs and the uses of books and instructional materials, instructors will be expected to submit recommendations to their immediate supervisors on current publications and media in their particular areas of instruction that would desire the library purchase and make available to faculty and students. Instructors are urged to acquaint themselves with the following services and procedures that are designed to aid in the growth and development of FTCC's educational resources.

- In order to provide students with the best reference assistance possible and to avoid over crowding, it is necessary that all classes in the Library be scheduled in advance. Contact the librarian for the scheduling of all class periods.

- When school is in session, the Library is open from 7:45 a.m. to 9:00 p.m. Monday through Friday. The Library will also open from 10:00 a.m. to 1:00 p.m. on the last seven Saturdays of each semester.

Media Services

Media Services is the part of Learning Resources that provides professional assistance to FTCC faculty and staff in the production and use of audiovisual materials and equipment. The mission of Media Services is to support the overall educational mission and goals of the College through the use of audio and video technology.

Media Services makes available to instructors for checkout a variety of audiovisual equipment. The following equipment is available for check out:

- Projectors
    - Data and Video
    - Overhead
    - Slide
    - 16mm Movie
    - Slide/Tape
    - Opaque
- Audio Cassette Recorders and Players
- Camcorders
- Multi-media Computer Systems
- Television monitors

Check-out Procedures

When an instructor requires A/V support for a planned lesson, he or she either stops by Media Services, calls or uses the web site to reserve the A/V support equipment needed.

When the Media Services staff is asked to deliver the A/V equipment, twenty-four hour notice is required for a class or event scheduled for on-campus. If the class or event is going to occur at any off campus location, and delivery is required, the request should be in the Media at least

Campus Resources (Continued)

seventy-two hours before the scheduled event because the staff needs to provide transportation.

If the individual requesting the A/V equipment is able to stop by the Media Services offices in the Virtual College Building and carry the equipment out with them, there is no minimum time required. It is suggested, however, that they contact Media Services Group via telephone at 678-8377 or email at media@faytechcc.edu to ensure that the required hardware and/or instructional videotape is available.

Hours of Operation

Media Services is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. All requests for equipment and other services must be made prior to 5:00 p.m. Requests may be made after 5:00 p.m. by contacting the Evening Office at 678- 8261.

Security

Security officers are employed by FTCC to provide 24 hour coverage for the general security of buildings and campus parking lots and to control traffic and parking on the campus. This force is empowered to control access to facilities on campus, to detain trespassers, and to issue citations for violations of traffic and parking regulations. However, the security of personal property and vehicles and of issued institutional equipment remains the responsibility of the individual owner or faculty member concerned. Employees and students are encouraged to keep valuables and items of equipment under lock and key when not being used and to lock their vehicles as theft/damage preventive measures. The theft or damage of personal property should be reported immediately by the owner to the Fayetteville Police Department and to his/her insurance company. The loss or theft of institutional equipment will be reported verbally by the individual responsible for the item as soon as its absence is discovered. A written report must be submitted as soon thereafter as practicable to your immediate supervisor.

Security patrols on foot and by vehicle are conducted on an unscheduled basis through the day or night at both the Main Campus and Spring Lake Campus. Additionally, there are assigned Evening Office Supervisors at all FTCC instructional sites, during Evenings and Weekend periods when the full-time faculty may not be in their offices. Emergency call boxes are located in strategic areas on campus, orange in color with a blue light on top. If assistance from Security is needed in any way (i.e., suspicious person, medical emergency, flat tire, vehicle jump, etc.), push the red button to make

radio contact with all security patrols on campus. The Security Office is located in room 132 of the Student Center (678-8433 or 624-5959).

Bookstore

A Bookstore, located in the Student Center on the main campus, is operated by FTCC for the service of students and instructors. Hours or operation are posted at the entrance of the Bookstore. Special orders are accepted on a pre-paid basis for textbooks only. All unsold textbooks are returned to the publisher beginning with the 6th week of each semester. For summer session courses, unsold texts are returned at the beginning of the 3rd week of the semester. Normal operating hours are from 7:00 a.m. to 4:00 p.m., Monday through Thursday and 7:30 a.m. to 3:00 p.m. on Friday. During the months of June, July, and early August, the Bookstore closes at 1:00 p.m. on Friday.

It is FTCC policy that all items required to be purchased by students while attending FTCC must be listed on the required book and supply list for the course and that such items should be available to students through the Bookstore. Instructors are prohibited from requiring students to purchase any book or other supply item unless it is prescribed on the book list for the course in question and are prohibited from purchasing books or tools from the sources and reselling them to students.

Bookstore refunds are made under the following conditions:

- Students are allowed (10) calendar days beginning with the first day of the term to return textbooks for refund or credit.

- Books, which have not been used, damaged, or marked in, will be accepted for 100 percent refund or credit toward the purchase of additional items. Proof of purchase (cash register receipt) must be shown.

- All refunds will be made by check mailed to individual student. (No cash refund will be made.)

Note: An FTCC ID Card is required for most of the Campus Resource locations described above.

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Section 8: Campus Policies

Smoking on Campus

Effective March 6, 1993, no smoking in allowed inside any building on FTCC's Main Campus. As new locations have opened, since that time, the policy has been applied to those locations, as well. Effective July 1, 2005, smoking will only be permitted in the following outdoor areas. This policy is implemented to reduce smoke at building entrances.

Building	Outside Location
Administration Building	Rear of Building (Picnic Table Area)
Applied Technology Center	Patio area by Vending Machines
Auto Body Shop	Outside rear door area
Center of Business and Industry	Rear door leading to Parking Lot #19
Continuing Education Center	Patio area by Snack Bar
Criminal Justice Center	Patio area towards front of building
Cumberland Hall	Center Patio Area outside, Cumberland Hall Auditorium
Early Childhood Center	North end of building by bench
Health Technology Center	Patio area at rear of building
Horace Sisk Building	Center Courtyard area
Horticulture Building	Outside classroom building away from Entrance
Lafayette Hall	Patio area by Snack Bar
Library/Learning Center College	Patio between Library and Virtual Center
Neill Currie Building	Patio area by Snack Bar
Print Shop	Outside Print Shop rear door
Spring Lake Center	Outside Continuing Education Center Wing Entrance
Tony Rand Student Center	Rear patio by canopy and Courtyard off Faculty/Staff Lounge
Virtual College Center	Patio between Library and Virtual College Center
Warehouse	Outside Warehouse rear door

You will need to verify the current smoking policy with your immediate supervisor to ensure you are addressing the most up to date policy to your students.

Drug and Alcohol

FTCC subscribes to the provisions of the Drug Free Schools and Communities Act Amendments of 1989 that prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the campus or during any institutional activities. It is the policy of FTCC that the unlawful use, possession, manufacture, distribution, or dispensation of a controlled substance or alcohol is prohibited while in the workplace, on the premises, or as part of any FTCC-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action as outlined in the Student Code of Conduct, and Disciplinary Sections of the College Catalog.

Weapons on Campus

Possession of weapons (concealed or unconcealed) on campus or at any FTCC class, site activity, or program is a violation of North Carolina State Law (GS 14-269-2). Any person found to be in violation of the law will be referred to the local area law enforcement authorities for appropriate legal action and in compliance with the College Catalog, Section entitled "Possession of Weapons on Campus", will either be suspended for the rest of the semester/term or permanently expelled, based on the situation and criteria as outlined in the College Catalog.

Food in Classroom

Food and beverages are allowed in the classrooms of FTCC except for labs and selected designated areas. It is the instructor's responsibility to ensure that classrooms are clean at the end of the class period. Instructors that do not clean up food items, food packaging, etc, at the conclusion of the class, may be subject to loss of this privilege for both the faculty member and students for the rest of the semester.

Children in Classroom

It is against school policy for children to be in a class or left outside the classroom while the parent attends classes as a student or teaches classes as the instructor or instructional aides. Instructors should report any deviation of this policy to the Evening Office or Security by use of call box or by phone at extension 8433.

Personal Equipment in Classroom

Students are not allowed to use any personal equipment during class that is disruptive to the learning process. Prohibited equipment includes, but is not limited to, cell phones, pagers, radios, CD players, boom boxes

and related equipment. Additionally, instructors are expected to not engage in cell phone conversation during instructional time periods (except in extreme emergency situations) in order to set the example for their students in the class.

Disruptive Behavior

The instructor should take control of his or her class on the first day of class. The administration of FTCC believes that each instructor has the right to conduct his/her class without disruption and interference; however, with this freedom comes the responsibility to make sound and ethical decisions, within the classroom, that one would expect senior administration would likely make and approve of. Faculty are expected to remember they are representing the President and the Board of Trustees in each decision and activity in which they engage, and therefore must remain practical, ethical and use reasonably sound decision making processes.

If disruptive behavior occurs, the instructor might try focusing attention on those responsible by pausing and looking at them. If they do not respond, the instructor might next try a mild reprimand, perhaps asking them to remain after class for private counsel. If disruption continues, the instructor should ask the offender(s) to leave the classroom and refer them to a Counselor prior to readmitting them to class or lab. Please remember to be discreet when dealing with disruptive behaviors, as the student exhibiting that behavior may use your public reprimand of them, as a justification for a complaint against you, the instructor, or the college. Private reprimands are always preferable to public reprimands to maintain confidentiality of the situation. If a student refuses to respond to a dismissal from class, the instructor has three options:

- Ignore the student and continue the class.

- Notify the Evening Supervisor during a class break and ask for assistance.

- Dismiss the class for the remainder of the period and immediately report the problem to the Program Coordinator, Department Chair, Division Chair (if they are available) or Evening Supervisor (if your immediate supervisory chain is not available).

In all situations, the instructor should submit a report about the disruptive behaviors, in writing to the Department and/or Division Chairperson. Include the name(s) of the disruptive individual(s) and of key witnesses willing to describe the incident, give a description of the episode and recommendation of appropriate action.

Instructors are offered the following cautions:

- Do not call Security unless there is the potential for someone to be in physical danger.

- Do not use physical force to remove a student from class. Give the class a break and seek assistance from the Evening Office or Security or your Program/Division Supervisors (if they are available).

- Do not inform a student that he/she can never return to class – refer them to Counselors in the Tony Rand Student Center.

Injury in Classroom

In the event of an injury sustained in a laboratory or classroom, the instructor should provide any immediate practical first aid for which they feel qualified to administer. Additionally, if there is no other FTCC faculty or Staff person readily available, the instructor should pick a reliable student from the class to immediately go to a call box and make contact with security reporting the injury, location, and instructor's name that is on the scene. Also, that student can be sent to the Evening Office to make contact with the Evening Supervisor who will provide a first kit to the instructor (a first aid kit can be found in the Evening Office, HS 610F).

In the event of serious illness or injury of a student, faculty or staff member of FTCC must follow the procedure list below:

- Call 911 first explaining the type of illness or injury, and location. If a phone is not available use the emergency call boxes located around campus.

- Designate someone responsible (preferably another instructor or staff member) to stay with the victim or designate someone reliable to make contact with security and the Evening Office staff (during daytime working hours, have them report directly to the Academic Dean's Office or the Division Chair's office).

- Designate someone to call the Evening Office at 678- 8261 during the Evening and Weekend hours and contact the Academic Dean's Office during daytime working hours. Advise the Dean/Evening Supervisor of the situation at hand. He/she will in turn again notify security to ensure they are responding the scene.

Campus Policies (Continued)

- The Faculty member must complete the FTCC Accident Report Form within 24 hours of the incident, preferably immediately after the incident.

Americans with Disabilities Act

The Americans with Disabilities Act states that an institution has an obligation to make reasonable accommodations for students with disabilities. It is very important that the instructor keep this in mind and when a student with special needs requires it; the instructor must make every effort to accommodate them. The instructor should contact the Counselor of Special Populations located in the Tony Rand Student Center and discuss the situation with her and find the best solution to aid the student. At no time should a student asking for accommodations under the Americans with Disability Act be ignored or not responded to in a positive and quick manner. This is a matter of law and FTCC fully agrees to enforce all rules and regulations prescribed by the Americans with Disabilities Act. Approved Special Populations Students will have a form, to submit to the instructor, that outlines exactly what special accommodations have to be provided. All faculty and staff are expected to meet those minimum special accommodation recommendations.

Appeals and Due Process

Students subject to administrative decisions affecting their right to attend classes are entitled to due process. Due process includes, but is not limited to the following considerations:

- Admissions Decisions

- Attendance Problems

- Grades

- Academic Probation and Suspension

- Financial Obligations

- Dismissal

All instructors are encouraged to review the complete due process procedures. The complete policy is published in the College Catalog and the Student Handbook. All Instructors and Staff of the college are expected to be fully familiar with all aspects of student due process by periodically reviewing these publications to keep abreast of any changes

that may occur over time. Copies of both publications can be obtained from the Student Center Staff or your Program Coordinator/Department/Division Chairperson.

Vehicle Registration

All faculty and staff are required to register their vehicle with the Security Office. When registering personal vehicles an FTCC ID Card or proof of employment is required. There is no charge for vehicle registration. Instructors are expected to follow all Campus Traffic Rules and are subject to be ticketed for violations.

Inclement Weather Policy

In the event of severe weather conditions, the Vice President for Administrative Services will make the decision regarding closing the College. Public service announcements will inform all staff, faculty, and students of the decision. If FTCC is closed, only those staff members designated as essential personnel are expected to report. In the event that weather conditions allow for classes to begin on a delayed schedule, regularly scheduled classes will begin at the hour designated.

Curriculum and Continuing Education scheduled classes that are missed due to inclement weather or not held for any reason, e.g. natural disasters, emergencies, etc., should be rescheduled or the instruction should be made up by some other alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by the Vice President for Academic and Student Services. Instructors are required to enter on the final grade roster, the method they used to make up the missed class time, ensuring the make-up work identified would require approximately the same amount of time, if the student had actually attended class. Additional outside class work assigned as make-up must be "an extra assignment" that is not already part of the assignments programmed for the course. Approval of make-up work/assignments must be obtained from either your Department Chair, Division Chair, or Academic Dean to ensure it is appropriate to cover the time missed and will likely be acceptable to auditors when they are reviewing the entry on the final grade roster.

When part-time instructors in Curriculum and Continuing Education Program areas miss classes due to closure of the college and the actual time is not made up, the amount of compensation and the reported student hours in membership must be adjusted accordingly.

Instructors should inform students to listen for radio and TV announcements concerning school closings. The following media will be requested to broadcast information on closing:

TV Stations	Radio Stations
WECT (Channel 6) Cable 6 WRAL (Channel 5) Cable 3 WTVD (Channel 11) Cable 11 WFAY (Channel 62) Cable 9 NEWS14 (Channel 14) Cable 14	WFLB – 96.5 FM WQSM – 98.1 FM WRCQ – 103.5 FM WRAL – 101.5 FM WKML – 95.7 FM WZFX – 99.1 FM WCLN – 107.3 FM WIDU – 1600 AM WCKB – 780 AM WAZZ – 1490 AM WFAI – 1230 AM WEEB – 990 AM (Southern Pines)

Emergency College Closure Procedures for Curriculum, Continuing Education, and Fort Bragg Educational Offerings

I.   Curriculum Faculty and Students

Deans:

- Remind instructors to obtain all student contact information for each class they teach. This information should include whether or not the student has immediate high speed access to Blackboard. Students without this access will need alternate instructional plans which may be telephoned assignments.

- Add the following statement to each course syllabus and on each Blackboard course site:

  "This syllabus may be changed due to extenuating circumstances.   Please refer to the FTCC website (www.faytechcc.edu) and/or your FTCC Student email address for additional information."

- Add to the Faculty Handbook:

Campus Policies (Continued)

> **"At the beginning of each course, each instructor must collect the contact information for each student to include phone numbers, mailing addresses, and email addresses."**
>
> Telephone trees of students may be helpful.

> **Public Information Office (PIO):**
>
> Include on FTCC website:
>
> **"Students ensure each of your faculty members has your current phone number and email address."**

> ## Missed Face-to-Face Instruction
>
> 1. Move the instruction to Blackboard delivery, immediately.
>
> 2. Expand the use of Web-Assisted or Hybrid delivery during the College closure to document the make-up of missed instructional hours.
>
> 3. Contact each student with a modified syllabus to complete the missed days or weeks of instruction via an outline course format.
>
> 4. Email assignments, as in an outline course, to document the missed instructional hours. Assignments must correspond to the course outcomes identified in the syllabus.
>
> 5. When the College reopens, and if the appropriate week days are not available, use Fridays, Saturdays, and evenings as makeup days and/or alternate instructional times. Note: This can cause serious hardships for working students taking face-to-face classes.

> ## Missed Finals Due to College Closure
>
> Instructor's options per Division Chair's approval:
>
> 1. Online $\longrightarrow$ Online
>
> 2. Hybrid $\longrightarrow$ Online
>
> 3. Face-to-Face (Choose only one)

a. Email the final to the students

b. Run a testing center for proctored exams when College reopens

Locations:
- Auditorium
- Multipurpose Room
- Gym
- Success Center

c. Give a grade to date: If small number of instructional hours or a small percentage of final grade points remain in the semester, the VP of Academics and Student Services, the Dean, and the Division Chair <u>may</u> suggest the instructor give the student the option of accepting the grade to date. (The student must document in writing the acceptance of the grade to date or take an incomplete.) The appropriate number of instructional hours must be backed out of the ICER.

d. Place the test on Blackboard.

<u>Missed Labs, Clinicals, Presentations, or Software Assignments Due to College Closure</u>

1. Focus on instruction that is not clinical or lab performance.

2. Follow the directions for the "missed face-to-face instruction" above.

3. This will probably mean working ahead on other information until the College reopens. When the College reopens, revert to the make-up of the missed clinicals and labs instead of other instructional methodologies.

4. Labs, Clinicals, Presentations, or Software Assignments: Time must be made up on Fridays, Saturdays, or evenings if calendar week days are a problem. For example, one semester butts up to close to another for make-up time. Note: This can cause serious hardships for working students taking face-to-face classes.

5. If you have added one or more of the following virtual components as a feature of your class, you may use Virtual Computing Lab components, online labs such as Lights Out Labs or simulation applications to document the completion of course assignments.

College Not Closed but Multiple Instructors Absent in Each Department

1. Communicate with Department Chairs: Lesson plans need to be current and ready to go for possible coverage by another colleague.

2. Be prepared. Depending on the severity of absences, the faculty contingencies may be the same as if the campus is closed. Follow the guidelines in the previous sections.

3. By AVP/Deans' approval an extension of time may be granted to complete the course. Note: This can cause serious hardships for working students taking face-to-face classes.

4. In the case of a pandemic virus and if instruction is continuing, the President and Human Resources will make the determination whether or not sick days will be charged for absent employees.

5. The Vice President of Academic and Student Services and the President will determine whether or not to extend the days/weeks of the semester.

Graduation Cancelled

If graduation is affected, the President, Vice President of Academic and Student Services, and the Associate Vice President of Student Services will either:

1. Move graduation to an alternate date.

2. Host a virtual graduation pending a health advisory by the Center for Disease Control or the World Health Organization.

II. Continuing Education Faculty and Students

1. College Closed for One Week: Due to the many specialized continuing education courses that require specialized equipment, classes would be suspended and instructors, along with coordinators and directors, would arrange make up time for the classes.

2.   College Closed for Longer Than One Week: Attempts would be made to offer courses at surrounding public schools, senior centers, community buildings, and other locations.

The Vice President of Academic and Student Services would be informed of possible alternatives and would assist the Associate Vice President of Continuing Education to make the best decision for students, faculty, and staff.

III.   Fort Bragg Military Installation Curriculum and Continuing Education Classes

Under normal circumstances faculty, staff and students will follow the guidelines of FTCC. When directed by competent authority on the Fort Bragg Military Installation faculty, staff, and students will follow the directions given for base personnel per FTCC's Memorandum of Understanding.

If closure is required for only the Fort Bragg FTCC Office and instructional locations, arrangements will be made to relocate those classes and personnel to the Spring Lake Campus or Main Campus.

For further details regarding FTCC's restoration of normal activities, refer to the FTCC Continuity of Operations Plan (COOP).

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"Sample General Job Description for Adjunct Faculty Member"
(from Section IV-12.7 of the Organizational Handbook)

Definition: To provide quality instruction to students; to pursue and maintain current awareness of the college's growth and expansion, services available to students, and in-service development opportunities.

Supervision Received and Exercised: Responsible to the Associate Vice President for Curriculum Programs through the Program Area Deans, under the direct supervision of the Department/Division Chair.

Examples of Duties: Duties may include, but are not limited to, the following:

- Teach all courses according to the published curriculum.
- Maintain accurate scholastic and membership records of students enrolled in classes and therefore, submit reports as required.
- Present to the Department Chairperson (or Program Coordinator or Division Chair) recommendations to improve the instructional program being taught
- Recommend to the Departmental Chairperson (or Program Coordinator or Division Chair) appropriate textbook changes
- Recommend to the Program Coordinator/Departmental/Division Chairperson the type and quality of equipment needed for instructional purposes.
- Maintain proper work hours, including established office, lab, shop, and classroom hours. (In the case of adjunct faculty members, they must make arrangements for students to contact as prescribed in other sections of this handbook)
- If approved to work in the Advising Center, during registration, perform duties as assigned.
- Attend scheduled faculty meetings, as deemed appropriate by the instructor and/or immediate supervisors.
- Attend all graduation ceremonies, if possible.
- Dress appropriately to uphold the dignity of the profession and the responsibilities of the positions.
- Other duties as assigned for special programs or projects as part of the administrative responsibilities for the teaching faculty.

Qualifications: Knowledge of:

- Curriculum and subject matter related to the assigned area of responsibility.
- Methods and techniques for student counseling and advising.
- Methods and techniques of curriculum development and evaluation.

- College procedures and practices.
- The assigned area of responsibility may require specific knowledge as.
- Ability to prepare, analyze, and implement instructional program recommendations.
- Ability to gain cooperation through discussion and persuasion.
- Ability to communicate effectively, both orally and in writing.
- Other abilities as may be necessary for completion of assigned areas of responsibilities.

Experience and Training Guidelines

- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Specific guidelines, including regulatory and licensing requirements, would be determined by the requirements of the assigned area of responsibility.

Note: Any instructor desiring to discuss his/her responsibilities or decisions of the Program Coordinator, Department Chair, or Division Chair may feel free to contact the Program Area Dean, Associate Vice President for Curriculum Programs, Vice President for Academic and Student Services, in that order.

(Matrix Page 1) PRE-EMPLOYMENT STAGE RESPONSIBILITIES				
Note: This matrix is a guide for processing new hires; however, it does not replace guidance in the Academic Procedures Manual, Faculty Handbook and related publications, which should be consulted, as the primary source for administrative processing guidelines.				
Item Number	Responsible Parties to Monitor Activities	Approval Authority to verify or certify activities	Actions Required	Next Steps
1. Application Processing	Applicant	HRO	Submission of an FTCC Application and attachment of college transcripts	Send Applications to AVP of HRO
2. Application Referral to Program Area	HRO	VP for HR	Prepare referral to Program Area Dean for consideration and/or credential verification	Send application and referral to Program Area Dean
3. Initial Credential Verification	Program Area Dean	AVP for Curriculum Programs	Verify that applicant has necessary credentials and attended an accredited college or university	Send application to appropriate Division Chair
4. Application Consideration	Division Chair, Department Chair or Program Coordinator	Program Area Dean	Review the application and consider for possible future class offerings. Consider applicant for interview. (If applicant is not considered, prepare a memo explaining why and return original application to HRO). (Keep copy of memo and application in divisional files)	Review entire application packet and decide on class offering potentials or return memo and original application to HRO as a non-considered applicant (for filing)
5. Interview	Division Chair, Department Chair or Program Coordinator	Program Area Dean	Identify possible class offerings for applicant and contact/conduct interview using pre-approved interview questions	Conduct Actual Interview using Structured Interview
6. Reference Checks	Division Chair, Department Chair or Program Coordinator	Program Area Dean	Conduct reference checks of at least two references ensuring one is the most recent employer and completing interview profile sheet	Assemble Interview Packet with Profile Sheet
7. Interview Profile Sheet	Division Chair, Department Chair, or Program Coordinator	Program Area Dean	Prepare Interview Profile Sheet Form H and assemble the credential verification packet for submission to Dean	Dean verifies and recommends approval for hiring to AVP
8. Request to Hire	Program Area Dean	AVP for Curriculum Programs	Verify that all documents required for hiring are included in packet, with a credential verification form on top	AVP verifies completion of packet and recommends approval

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(Matrix Page 2) INITIAL HIRING STAGE RESPONSIBILITIES				
Note: This matrix is a guide for processing new hires; however, it does not replace guidance in the Academic Procedures Manual, Faculty Handbook and related publications, which should be consulted, as the primary source for administrative processing guidelines.				
Item Number	Responsible Parties to Monitor Activities	Approval Authority to verify or certify activities	Actions Required	Next Steps
1. Credential Verification approval	VP for Academic and Student Services	President of FTCC	Review FTCC Application, Reference Checks, transcripts, Interview Profile Sheet and related for accuracy/approval	Send Credential Verification Approval to VP of HRO & Dean)
2. Processing of Credential Verification approval	Deans	AVP of Curriculum Programs	Forward Credential Verification Approval to Appropriate Division Chair so they can make contact with applicant and offer a class or classes	Have applicant accepting classes report for initial in-processing
3. Initial In processing	VP of HRO, Division Chair, Department Chair or Program Coordinator	VP of HRO	Discuss fully all components of the Adjunct Faculty Handbook, Assign a Mentor, and discuss other College Procedural Manuals. Discuss dress requirements. Show new hire how to access manuals from FTCC Home Page.	Take to Evening Office for initial payroll processing
4. Initial Payroll Processing	Division Chair, and Director of Evening Office	Program Area Dean and AVP for Curriculum Programs	Evening Office will obtain legal documents necessary for payroll processing, issue Name Badge, etc and discuss when applicant should come back to sign their part-time contract and schedule new hire for next part-time faculty meeting.	Evening Office notifies assigns new faculty ID number and Mentor begins training new hire. Applicant to read the Adjunct Handbook prior to the next part-time faculty meeting.
5. Mentoring Activities	Assigned Mentor	Division Chair	Tour of Campus; Discuss Syllabus and Course Description; Discuss PD opportunities; Discuss textbook policies and issue/return of textbooks after course delivered; and discuss GroupWise account, if it is desired by new hire	Periodically meet with mentor and answer all questions. Keep Division Chair posted on progress.
6. Part-time Faculty Meeting	Assigned Mentor and Program Coordinator, Dept Chair	Director of Evening Office and Division Chair	Schedule and ensure attendance to the part-time semester kick-off orientation meeting	Address all questions the faculty may have during the meeting.
7. Evaluation Procedures	Mentor or Division Chair or Department Chair	Division Chair	Explain the procedures used to evaluate the new hire (i.e. class visitations) and/or student evaluations of class(es)	Discuss explanations required if any ratings are below 2.0 or there are negative comments on evaluations

(Matrix Page 3) ORIENTATION STAGE RESPONSIBILITIES				
Note: This matrix is a guide for processing new hires; however, it does not replace guidance in the Academic Procedures Manual, Faculty Handbook and related publications, which should be consulted, as the primary source for administrative processing guidelines.				
Item Number	Responsible Parties to Monitor Activities	Approval Authority to verify or certify activities	Actions Required	Next Steps
1. Course Syllabus and Course Outline	Mentor	Division Chair	Provide sample syllabus and outline; check personalized syllabus/outline prepared by instructor; discuss adverse weather policy and required syllabus statements and provide copies to the Faculty Secretary	Discuss Textbooks
2. Textbooks and Course Supplemental Materials	Mentor	Division Chair	Assist new hire in obtaining their textbooks/supplemental materials and discuss procedures for recommending a change in textbook for consideration	Discuss College Policies
3. College Policies and Procedures	Mentor and Program Coordinator or Department Chair	Division Chair	Spend some time with the new hire, now that have read the Handbook fully and answer any additional questions they may have come up while reading the manual.	Discuss 10% Rosters
4. 10% Rosters	Mentor and Program Coordinator or Department Chair	Division Chair	Demonstrate how to access rosters; Discuss how to complete rosters and importance of timely turn-in; Discuss drop form completion/turn-in.	Discuss Final Grade or Official Rosters
5. Final Grade or Official Rosters	Mentor and Program Coordinator or Department Chair	Division Chair	Demonstrate how to complete rosters; and discuss turn-in procedures, including special provisions such as highlighting those who enter after 10% date; entry of absences; numerical and letter grade for T90970/90980 students.	Mentor should check first round of final grade rosters, with the new hire, to identify necessary changes and continue roster training

(Matrix Page 4) EVALUATION AND FOLLOW-UP STAGE RESPONSIBILITIES				
Note: This matrix is a guide for processing new hires; however, it does not replace guidance in the Academic Procedures Manual, Faculty Handbook and related publications, which should be consulted, as the primary source for administrative processing guidelines.				
Item Number	Responsible Parties to Monitor Activities	Approval Authority to verify or certify activities	Actions Required	Next Steps
1. Review of first semester outcomes	Program Coordinator, Department Chair or Division Chair	Program Area Dean	After the semester has ended, immediate supervisors must discuss outcomes from the student evaluations of the faculty member with the faculty member.	Any evaluations less than 2.0 or that have negative comments on them, must be responded to (in writing) on ideas the faculty member would use to preclude similar problems in future semesters. These responses will be shared with the Program Area Deans.
2. Professional Development Opportunities	Program Coordinator, Department Chair or Division Chair	Program Area Dean	Discuss PD opportunities the new hire may be interested in pursuing (i.e. DOC course; ACT1 course, etc)	Discuss outcomes of completion of PD activities and how to register for them
3. Periodic Follow-up	Mentor and Program Coordinator or Department Chair	Division Chair and Program Area Dean	Review and answer any questions the new hire may have reference College Procedures and Manuals.	Ongoing for as long as the faculty member is working with FTCC
4. Faculty Meetings	Mentor and Program Coordinator or Department Chair	Division Chair	Consider inviting part-time faculty to departmental or divisional faculty meetings to further the affect of "them part of the family"	Ongoing for as long as the faculty member is working with FTCC

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

GUEST LECTURER NOTIFICATION

*Date: _____

Name of Guest Lecturer _____

Firm/Organization Represented _____

Course Number/Title _____

Course
Day/Time _____

Course Location _____

Date of Lecture _____

Purpose of Lecture _____

_____

_____

Name of Instructor   **Date**

☐ **Approved**   ☐ **Disapproved** _____
Department Chair   **Date**

☐ **Approved**   ☐ **Disapproved** _____
Division Chair   **Date**

☐ **Approved**   ☐ **Disapproved** _____
Dean   **Date**

*Notification must be submitted to the Program Area Dean/Program Director five (5) school days prior to the trip.

Distribution: _____ **Night Supervisor**

           _____ **Center Supervisor at** _____

           _____ **Dean/Director**

           _____ **Instructor**

           _____ **Division Chairperson**

           _____ **Department Chairperson**

           _____ **Security**

           _____ **Faculty Secretary**

Fayetteville Technical Community College

Request for Field Trip

(Note: This request must be submitted to the Program Area Dean or Staff Supervisor at least **two weeks prior** to the scheduled trip)

Today's Date: _____

To: _____, Program Area Dean or Director

Through: _____, Division Chair or Staff Supervisor

Through: _____, Department Chair or Program Coordinator or Immediate Supervisor

From: _____, **Phone Number:** _____

FTCC Vehicle Requested: Yes _____ No _____ If yes, please reserve a vehicle by contacting Plant Operations Office, 8228, two weeks prior to requesting approval of the trip. The driver of the vehicle must contact the Executive Secretary for Financial Services, located in the Administration building (AD116, telephone: 8308) in order to complete a Privacy Protection Act Authorization form. The Privacy Protection Act Authorization form is attached as enclosure 1 for prior completion **by the vehicle operator** and must be hand-carried to Room AD 116 at least two weeks prior to the field trip's start date. **Please read the Vehicle and Driver Safety Standards on the back of this form.**

Purpose of the Field Trip: _____

Date of Field Trip Departure: _____ Return Date: _____

Class/Activity Group Attending: _____

Destination: _____ Emergency Telephone at Destination: _____

Distribution:
Campus Evening Director   Center Supervisor at_____   Plant Operations
Instructor   Dean/Director/Supervisor   Security
Division Chair   Dept. Chair/Program Coordinator   Dept. Secretary
Executive Secretary for Financial Services

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

COURSE DROP FORM

Date of Change:		Semester:		Year:			
Last Name:		First Name:		MI:	SSN:		
Major:						Veteran's Benefits: ___ Yes ___ No	

Drop								
Course Prefix	**Course Number**	**Section**	**Credits**	**Instructor's E-mail Address**	**Last Attendance**			**Withdrawal Grade**
					Month	**Day**	**Year**	
For Office Use ONLY			**Before 30% date?** ☐ Yes ☐ No			**Initial:**		**Date:**

1. **THOMAS R. MCLEAN ADMINISTRATION BUILDING**
   - Rooms 1-8 & 100-118
   - President - Rm. 1
   - Cashier, Student Accts. - Rm. 107 & 109
2. **PAUL THOMPSON LEARNING RESOURCE CENTER**
   - Rooms 100-204A
   - Learning Lab - 104
   - Library - 200
3. **CUMBERLAND HALL** - Rooms 301-395
   - Auditorium - 360

4. **LAFAYETTE HALL** - Rooms 100-149
   Plant Operations - Rm. 111
5. **HORACE SISK BUILDING**
   - Rooms 600-645
   - Used Bookstore - 636A
   - HS Cafeteria - Rms. 700 - 721
   - HS Gymnasium - Rms. 800 - 814
6. **NEIL CURRIE BUILDING**
   - Rooms 1A-12D
   - Continuing Education - Rm. 1

7. **STUDENT CENTER** - Rooms 1-147
   - Information Services - Rm. 110
   - Admissions - Rm. 118
   - Registrar Office - Rm. 114
   - Financial Aid Office - Rm. 130
   - VA Office - Rm. 119
8. **CENTER FOR BUSINESS & INDUSTRIES**
   - Rooms 100-145
   - Industry Training - Rm. 104
9. **ADVANCED TECHNOLOGY CENTER**
   - Rooms 101-251
   - Computer Lab - Rm. 104

10. **CONTINUING EDUCATION CENTER**
    - Rooms 101-257
    - Adult Basic Education - Rm. 201A
    - Adult High School Diploma - Rm. 203A
11. **HEALTH TECHNOLOGIES CENTER**
    - Rooms 101-253
12. **EARLY CHILDHOOD EDUCATION CENTER**
    - Rooms 100-230
    - Day Care Rooms 117-145
13. **AUTO BODY SHOP**
    "Former Tilley's Body Shop"
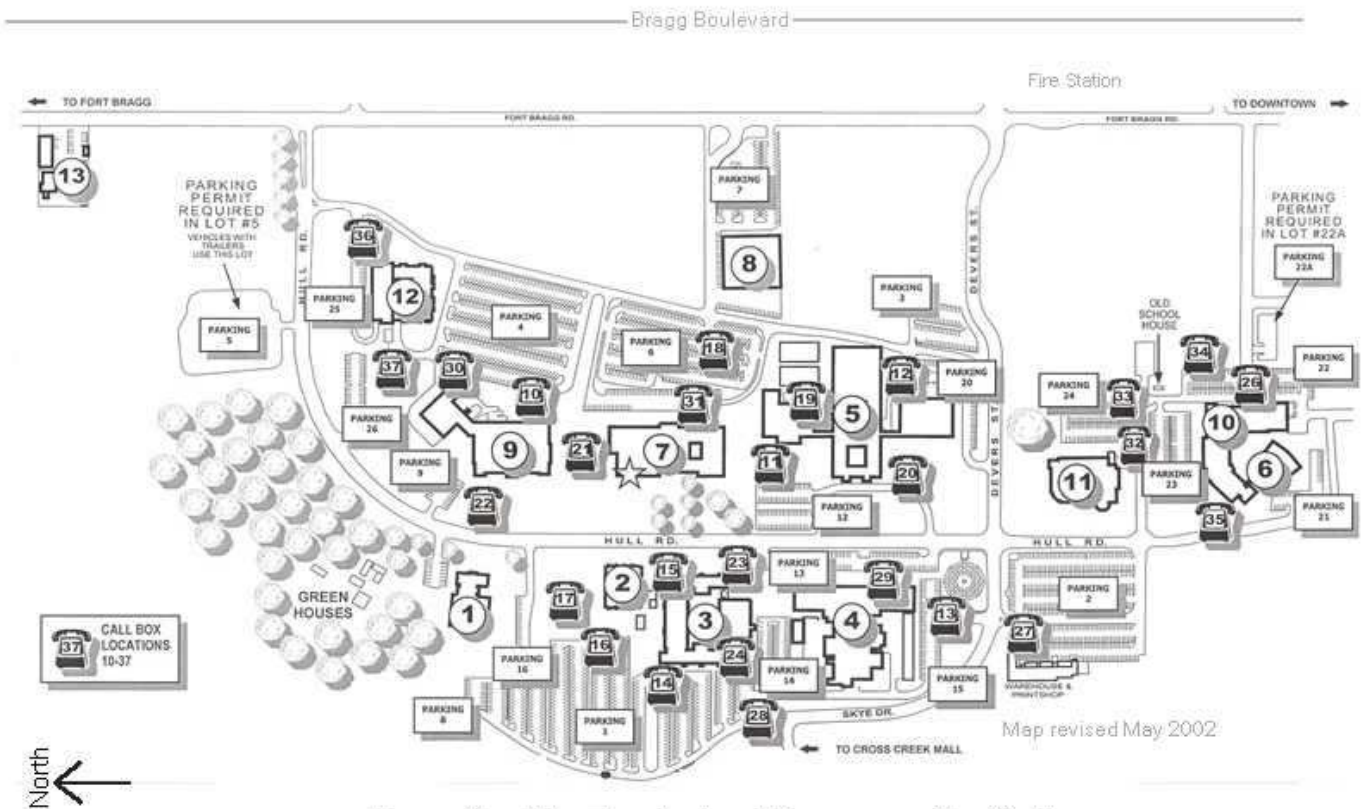
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