



Academic Affairs

Adjunct Instructor Procedures Manual Day Campus

July 2015

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This handbook describes the Columbia College instructor teaching philosophy and procedures to be an effective teacher in Academic Affairs. It is considered a contract addendum.

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Dear Adjunct Instructor,

On behalf of Academic Affairs of Columbia College, welcome! This handbook was specifically created to help you, our adjunct instructor, to better understand the philosophy, policies, and procedures unique to Columbia College that will guide you as you execute the mission and critical essence of the College – teaching and learning.

We encourage you to discuss your observations and questions regarding course syllabi, textbooks, teaching approaches, and other curriculum issues with your colleagues at the Columbia College home campus.

Finally, we want you to know that the primary mission of the Academic Affairs office is to facilitate and assist you in educating students. If we can better help you to perform that task, let us know.

Again, welcome to Columbia College. This is a dynamic, exciting time to be associated with Columbia College, and we are pleased to have you among our ranks as an instructor. We wish you every success as you join us in educating the students we serve.

Sincerely,

Dr. David Starrett, Provost and Vice President for Academic Affairs

COLUMBIA COLLEGE STATEMENT OF MISSION

Columbia College improves the lives of diverse undergraduate and graduate learners through exemplary teaching. The liberal arts and sciences and professional programs of the College embrace and profess these values: student centrism, lifelong learning, ethics and citizenship, flexibility and innovation, quality and improvement, civility and respect, environmental and fiscal stewardship. Our vision is to be a model institution.

Approved by the Board of Trustees
May 1, 2009

DESCRIPTION

Columbia College, a private, coeducational institution, offers associate, baccalaureate, and master's degrees that prepare students of differing backgrounds for entry level or advanced positions in various occupations and professions. Founded in 1851 by charter of the Missouri legislature and then named Christian Female College, Columbia College assumed its current name and became coeducational in 1970. Although it retains a covenant with the Christian Church (Disciples of Christ), Columbia College is a nonsectarian institution.

The College is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools and holds specialized accreditation in its Education program. Students may enroll in day, evening or online classes at the home campus in Columbia, Missouri, or in its Division of Adult Higher Education at one of the many nationwide campuses.

Columbia College educates more than 30,000 students each year and has more than 70,000 Columbia College alumni.

SELECTED COLUMBIA COLLEGE FACULTY AND STAFF

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1. TEACHING RESPONSIBILITIES

- 1.a. Instructor employment policy** - Columbia College values long-term relationships with affiliate instructors. Many teachers have been with the program for years and provide the foundation for successful academic programs. This continuity benefits the student, teacher, and program.

All instructors must possess qualifications established by full-time faculty and are approved by academic department chairs and the Executive Vice President/Dean for Academic Affairs (EVP/DAA).

Instructor scheduling is on a course-by-course basis to meet student need. Those needs include specific courses necessary for graduation and those that expose students to a variety of opinions, experiences, and approaches to the subject matter. Because of this, many instructors do not teach as often as they like; we cannot guarantee instructors teach every semester. Instructors are evaluated every semester by students and regularly by Department Chairs. The results are reviewed by the EVP/DAA.

Full-time faculty identify textbooks, develop master syllabi, and periodically review course syllabi for consistency with the prescribed master syllabi. Courses taught by instructors are subject to review by full-time faculty, staff, and administrators. All instructors are encouraged to contact full-time faculty about course content, course methodology, and other course-related matters.

- 1.b. Faculty integration at Columbia College** - "Listserves" are available for each academic discipline so Columbia College faculty may communicate. Instructors are encouraged to attend any scheduled faculty meetings during the sessions they teach. Adult Higher Education (AHE) coordinates 4-5 Faculty Integration Conferences (FIC) each year. Academic Departments invite adjuncts from all venues for 1½ days of discussions about teaching and learning. Not all adjunct instructors can be accommodated at every FIC.

- 1.c. Instructor contract and payment** - An *Employment Agreement* is completed as soon as possible each semester after teaching assignments are made. Read the agreement; ask your Department Chair any questions regarding its content. The *Employment Agreement* covers one semester; it does not guarantee future employment. Instructor employment does not qualify for academic rank at Columbia College.

For undergraduate courses, there are two pay levels for adjunct instructors. Instructors without terminal degrees are hired at the first level and raised to the second after teaching 30 semester hours with Columbia College. Instructors with terminal degrees are hired at the second level. For masters' courses, instructors are paid one pay level.

For eight-week classes, compensation is in two installments. To receive payment, signed contracts and required payroll forms must be submitted no later than the end of the course's first week. The first paycheck is paid the fourth Friday of the session; the second paycheck is paid the last Friday of the session. For sixteen-week classes, pay is biweekly during the dates of the semester. Pay advices are available through CougarTrack on the Faculty/Staff page in either the CC Links Tab under "Pay History" or in the Web Advisor Tab under the Employee Profile. All grade rosters, attendance records, and *Incomplete* forms must be submitted online.

For a scheduled course with fewer than five students enrolled (except Courses-of-One, Internships, etc.), the EVP/DAA, in consultation with the Department Chair, will decide whether to retain or cancel the course. Instructors may be offered a "per-student" rate for classes with fewer than five students.

- 1.d. Maximum teaching load** - Instructors are not allowed to teach more than three three-credit classes per semester/session (in all combined venues) with Columbia College.
- 1.e. Instructor evaluation (by students)** - Columbia College students evaluate all courses - to ensure they receive a valuable learning experience and help improve instruction. An evaluation summary is placed in your permanent file; you will receive a copy. Review the results and make any necessary changes to your course. If you would like to discuss your student evaluations, contact your Department Chair.

Evaluations for each class will be sent to your mailbox during the second to last week of classes in envelopes marked with course information. The forms are coded for each specific course; make sure you use the evaluations only in the correct class.

Please schedule time during the last week for students to fill out evaluations. **You must leave the classroom while students complete their evaluations;** ask a reliable student to collect and return the forms to Academic Affairs in the provided envelope. It is important you give students form instructions before leaving the classroom (see evaluation envelope). A separate email is sent for students to add written comments electronically - please make sure they are aware of this.

Instructors are encouraged to develop self-evaluation methods to monitor progress of the class and teaching effectiveness. You may consider giving a brief evaluation in the third week of class to determine if the course is meeting student expectations. Such an evaluation gives an opportunity to make adjustments to the course if necessary, or to discuss misunderstandings with the class.

- 1.f. Master syllabuses** are developed for regular courses in the Columbia College curriculum and are available on the [Columbia College website](#). Master syllabuses provide course descriptions, course learning outcomes, major topics/skills to be covered, required and recommended textbooks, and topical outlines. They ensure a Columbia College class, no matter location, will focus on the same objectives and each student has an opportunity to demonstrate knowledge and proficiency for each course learning outcome. Obtain a copy of the master syllabus for each class you teach and check the website at least once a year for revisions. Ensure all course syllabuses are consistent with the master syllabus.

- 1.g. Course syllabus** – Each semester, Academic Affairs requires syllabuses to be submitted by the end of the first week of classes. While the master syllabus forms the basis for the course syllabus, students need further information. The more complete your syllabus, the more helpful it is. If desired, give labels or titles to show important or required skills and how they interrelate. Also, additional hints or help with assignments may be provided, or ask questions to direct reading assignments.

Syllabus discussion during the first class meeting is mandatory so students have a clear understanding of course requirements. A clear, well-organized syllabus also indicates you are well-prepared and concerned about student learning. The syllabus is considered a teaching tool, rather than simply a contract or a list. Clarity and completeness are vital.

Out-of-class assignments, in-class activities, and student evaluation instruments should be designed to help students reach established objectives. These learning opportunities may include readings, research, lectures, class discussion, group projects, writing assignments, oral presentations, objective and subjective examinations, among others. Instructors are encouraged to use variety to take into account different learning styles and to make the course more interesting.

Allow syllabus flexibility to provide for unexpected class discussion or the need to spend additional time on some subjects (example: a syllabus organized weekly rather than daily). Also consider giving students weekly lecture outlines to help structure information. It may be helpful to add a statement reserving the right to make changes to the syllabus. Do not hesitate to contact your Department Chair with questions about syllabus construction, text selection, etc.

- 1.h. Textbooks for students and instructors** - Use a course textbook that adequately supports students' academic needs and is consistent with master syllabus requirements. Master syllabuses provide recommended textbooks, or in some cases, specific textbooks required in the course. If the master syllabus requires a specific textbook, use that book. If the master syllabus provides a list of recommended textbooks, it is preferable to use one of these texts.

The College does not provide complimentary copies of textbooks. Use the following procedures when requesting desk copies, instructors' manuals, test banks, etc., from publishers:

- E-mail the publisher and be prepared to provide the following information:
 - Complete textbook title, author(s), edition or year, ISBN
 - Desired supplementary materials (manuals, test banks, etc.)
 - Number and name of course plus academic discipline
 - Date course begins
 - Anticipated number of students
 - Mailing address (Your Name, Columbia College, 1001 Rogers St., Columbia, MO 65216-0001)
 - Telephone number
- Write down the order date. If you don't receive materials in 4-6 weeks, contact the publisher again.
- Book orders are due to the Bookstore in the tenth week of the preceding semester.

The campus bookstore, contracted to Barnes & Noble, is located in the Atkins-Holman Student Commons. Barnes & Noble also offers a Custom Publishing Series to produce and distribute course packs. At least six weeks is needed to obtain publisher permissions and produce the course packs.

- 1.i. Contact hours** - Columbia College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and must adhere to its guidelines for contact hours.
- 1.j. Class meeting place and times** - All classes meet in assigned rooms at assigned times. Any deviation must have **prior approval** from Academic Affairs. Begin classes on time and remain in the designated classroom during meeting time(s), including testing, small group work, and guest lectures. The exception is

Course/Instructor Evaluations; the instructor leaves the room while students complete.

- 1.k. Availability to students** - While office hours are not required, students need to contact instructors outside class hours. At a minimum, provide a regularly monitored email address (preferably CougarMail). There is an adjunct office space available in St. Clair Hall 240.

Instructors and students are assigned a CougarMail email address accessible through CougarTrack. This address is used to communicate with students and should be listed on syllabuses. Messages received in CougarMail inboxes may be forwarded to another email address.

Students are similarly expected to use their CougarMail address. Rosters of all CougarMail addresses for each course section can be requested; students can be required to monitor these addresses for pertinent class information.

- 1.l. Illness and emergency** - If unable to attend class because of illness or emergency, notify Academic Affairs before the class begins. Academic Affairs will post a cancellation sign on the classroom door.

While illness and emergencies are unavoidable, the College is required to provide sufficient class time for students. Assigning projects, papers, readings, independent research time, etc., in lieu of active teaching is not sufficient.

- 1.m. Professional obligations** - If a class is missed due to a professional obligation, notify Academic Affairs.

- 1.n. Guest speakers and substitutes** - Use of guest speakers is encouraged if they can provide an added dimension to class. Approval for guest speakers is not necessary as long as you are present, but notify your Department Chair if you plan to use a guest speaker from outside Columbia College.

In case of an emergency, prepare a class substitute in advance. We suggest getting to know other instructors in your discipline and discuss substituting for one another if necessary.

- 1.o. Field trips** - Field trips can be valuable learning experiences to supplement textbook and classroom work. Field trips must contribute to the learning objectives of the course and receive advanced approval by your Department Chair.

Field trips are considered regular class meetings, maintain attendance for field trips.

Trip Information, Trip Itinerary, Trip Roster, and Field Trip Release forms are available in CougarTrack on the faculty/staff page, in the "Menu" tab under "Faculty/Staff" then "Forms." Contact Administrative Services (875-7300) for availability of Columbia College fleet vehicles (cars, small vans, passenger vans, and passenger busses), and then fill out a Fleet Vehicle Request form also located on the forms page of the faculty/staff menu of CougarTrack. Please speak with your department chair in advance regarding any costs related to the field trip.

2. GRADING, TESTING & EVALUATIONS

2.a. Letter grades

- A - Excellent
- B - Superior
- C - Satisfactory
- D - Inferior
- F - Failing
- I - Incomplete: Unfinished work to be completed without further class attendance
- S/U - Satisfactory/Unsatisfactory: Recorded when the pass/fail option is chosen
- W - Withdraw
- WE - Excused from the course for extraordinary circumstances
- Y - Audit: Completed course; no official credit recorded on transcript
- N - Audit: Did not complete course

2.b. Grading philosophy - Grades must reflect rigorous standards. As a general rule, students are willing to work hard, expect to be challenged and rewarded for their efforts. Students deserve grades based upon demonstrated performance. In evaluating students, use grade differentiation. A grade of "A" indicates excellent work, differentiated from a "B" grade for superior work, and so on.

2.c. Grading criteria – Instructors must establish student performance grading criteria. Criteria must be clearly stated on the syllabus and explained during the first class meeting. It is not advisable to change the grading system mid-course, unless it is in students' best interest. In such a case, explain the change clearly to students. If a higher level of academic rigor is necessary, make adjustments in subsequent semesters.

If assigning a grade or points for classroom participation, do so carefully. Participation grades are extremely subjective and difficult to defend. Do not make participation grades account for more than 10 percent of the total grade. Similarly, the use of "extra credit" is poor higher education practice.

2.d. Confidentiality and posting of grades - It is very important that grades be kept confidential. Never discuss student grades with anyone other than the student. Do not post grades, since confidentiality is very difficult to maintain.

2.e. Grade Roster - Grades for all Columbia College courses are entered through CougarTrack. Instructions for entering grades are located in CougarTrack on the Faculty/Staff page in the "CC Links" tab under "Gradebook and Attendance". Students who have officially dropped or withdrawn will be removed from this roster; therefore, a valid grade is required for ALL students who appear on this roster. Once all grades have been entered for a course, review carefully and click the *Submit* button. Once your roster is submitted, check the roster to ensure grades are still there.

Mid-term grades must be entered by noon on the Monday following mid-terms week for all 100 and 200 level courses. **Final grades** must be entered by noon on the Monday following the last day of class/finals. Grade submission is required before Dean's List, probation, suspension, and dismissal statuses can be determined. Every outstanding roster creates delays and often leads to manual processing of important information needed for students to make informed decisions concerning their education.

2.f. Change of grade – Grade changes are acceptable when a computational error has been made. Grade Change Forms require the signature of the EVP/DAA. Instructors should not accept course work after a course ends. By accepting and grading late course work and subsequently submitting a grade change, the instructor has de facto created an extended length course. This practice is unfair to other students.

2.g. Grade appeals - A student may appeal any grade he/she believes to be in error or in conflict with Columbia College policy and/or procedures. To appeal a grade, the student first meets with the instructor. If the issue is

not resolved, the student speaks with the Department Chair, who will try to resolve the grade appeal in accordance with Columbia College policies. If the issue cannot be resolved at the Department Chair level, the appeal goes to the EVP/DAA.

The student must submit in writing the reasons he/she believes the awarded grade is in error and request a desired remedy. The student is informed that the involved instructor is given the opportunity to comment on student allegations before the appeal is forwarded to the Office of Academic Affairs. A grade appeal must be received for EVP/DAA review within 60 days of the awarded date.

- 2.h. Add/drop** - Once enrolled in a class, a student is considered a member of that class until the student officially drops or withdraws in accordance with College policy (see 2.i. below). Main campus students may drop courses without academic or financial liability until close of business Monday of the second week each semester. Students may add courses through close of business Friday of Week One.

Failure to officially withdraw can result in student academic and financial liability. An official withdrawal takes place only when a student has submitted the *Course Add/Drop/Withdrawal Form* to Registration and Financial Services (instructor signature is not required on this form). **Failing to attend class or advising a fellow student, staff or instructor of intent to withdraw does not constitute an official withdrawal.** If students indicate intent to withdraw, remind them to follow correct procedures.

It is very important instructors pay close attention to class rosters during the first several weeks of class. Coordinate with Student Records for any inconsistencies between the roster and students attending class to reduce errors on the final *Attendance Roster* and *Grade Request Roster*.

- 2.i. Withdrawals** - Students may withdraw from courses with a W through the twelfth week of a sixteen-week semester or the sixth week of an eight-week session; they remain financially liable to the College. The withdrawal form does not require instructor signature. A W is recorded on the transcript.

Before assigning the final grade, instructors may withdraw students with a grade of W or F by submitting the *Instructor Drop Form* to Student Records and Transcripts. Specify on the syllabus conditions that may result in dropping students.

- 2.j. Incompletes** - This option is intended for **rare** situations when a student cannot complete the final days of class or a final assignment without additional time. Incompletes are intended for unforeseen, unexpected circumstances beyond a student's control. An Incomplete will not be given because a student is failing, negligent or not meeting course requirements. To receive an Incomplete, **the student must initiate the request**; ensure there is adequate reason to grant the request. Granting Incompletes is not required.

Incompletes and final grades are awarded at the same time; an incomplete grade must include an expiration date (up to one semester). If the student does not complete the agreed-upon work by this time, the Incomplete grade remains permanently on the student's transcript. When incomplete course work is completed, submit the *Grade Change/Incomplete Grade* form to replace the Incomplete on the student's permanent record (even if this occurs beyond the course contracted employment time).

- 2.k. Examinations** - Ascertaining levels of competence in courses is left to professional discretion. However, in developing exams, consider the following:
- Allow enough time for the majority of your students to complete the examination.
 - If an exam requires less than the full class time, conduct class activities for the remaining scheduled class time.
 - If a take-home examination is administered, it is not to be given in lieu of class time.
 - Pre-exam reviews are acceptable, but time devoted to them must be reasonable and not use entire class meetings (they are meant to review the course material and not preview the actual test.)

The final exam schedule is available on the Columbia College website by searching "day final exam".

- 2.l. **Make-up tests** – Administer make-up tests in a controlled environment as soon as possible after the regularly scheduled test. They are administered at the instructor’s discretion.
- 2.m. **Class projects** - Class projects such as small group reports, case studies, interviews, etc., are encouraged as part of active learning. If students are researching the activities of Columbia College or representing themselves to the community as students of Columbia College, however, please discuss your plans with the Department **Chair before making** assignments.
- 2.n. **Surveys** - Surveys of other students or the community are often an excellent research tool. Under Public Law 93-348, the Human Services Review Committee must approve any surveys or studies. If students plan to use a survey in their research, please discuss in advance with your Department Chair.
- 2.o. **Outcomes assessment** - To accomplish the mission of exemplary teaching, Columbia College assesses student learning outcomes in both general education component and academic majors.

Each master syllabus specifies measurable learning outcomes for the course. These outcomes may be assessed through

- a. objective assessments designed at the college using multiple choice and/or other selected response questions, and open response questions such as completion, short answer, or essay questions;
- b. observations of student skill use within a given scenario using rubrics to rate student performance (for example oral presentations, laboratory procedures etc.);
- c. writing assignments evaluated according to rubrics with pre-determined ratings;
- d. standardized assessments, and/or
- e. additional assessment modes as required by the outcome.

All majors require a culminating experience, most often in the form of a capstone course. Student learning in these courses may be assessed through nationally-normed Major Field Tests (MFT) developed by the Educational Testing Service (ETS); or assessments designed at the college. Graduates and alumni may be asked to participate in surveys to assess their learning experiences.

Instructors teaching a culminating (capstone) course must submit the [Degree Program Assessment form online at the same time as final grades.](#)

3. ACADEMIC POLICIES & PROCEDURES

3.a. Academic Integrity - Academic misconduct includes but is not limited to the following:

- Knowingly furnishing false or misleading information.
- Falsification, alteration, or misuse of College forms or records.
- Any joint effort in examinations, assignments, or other academic activity unless authorized by the instructor.
- Plagiarism in any form; using another's phrase, sentence, or paragraph without quotation marks; using another's ideas or structure without properly identifying the source; or using the work of someone else and submitting it as one's own, or;
- Willfully aiding another in an act of academic dishonesty. Columbia College is equally concerned about the interpersonal social relationships that affect the learning environment. Respect for the conditions necessary to enhance learning is required.

If an incident of academic dishonesty is detected, inform Academic Affairs by completing the Instructor Notice of Academic Misconduct form in CougarTrack under Forms in the Faculty/Staff Menu, in the "Menu" on the left hand side of the page.

3.b. Advising students - Instructors are an excellent resource for employment information in their expertise field. Refer students to their academic advisors for complete information on policies and requirements.

3.c. Maximum class size – College academic departments determine each course's maximum enrollment number, based on what the faculty believe to be academically sound educational practice. These limits are used for the entire College. The maximum size for each class is listed on the master syllabus.

3.d. Registration procedures and "full" classes - If a class reaches its maximum enrollment, the teaching instructor determines if a student may be added. Since classes offered by the Day or main campus graduate programs do not have wait lists, students may ask for an override. The Permission to Enroll in a Full Course form is available on CougarTrack under "Students: Forms" in the Menu on the left hand side of the page; please submit to Enrollment Services Center after the instructor has signed the form.

3.e. Student overload policy – Undergraduate students may enroll for up to eighteen hours of credit each semester. If a student chooses to study an overload, he/she should not expect additional time for assignment completion or special consideration of any kind. An overload of no more than three semester hours may be allowed in a semester with special permission from the Academic Affairs Advising Staff. Students requesting an overload must have a minimum cumulative grade point average of 3.0. Exceptions to the overload tuition fee are overloads resulting from choir, resident-assistant class for one credit, ROTC and college-sponsored activities.

3.f. Student attendance – The course syllabus must clearly outline the attendance policy for each class. As a College policy, students are expected to attend classes regularly. Although attendance policy is left to instructor discretion, it is encouraged a strict attendance policy that allows for few absences (no more than 1/8 of the course) is enforced.

3.g. Class Roster - Activate your CougarTrack account and consult your class roster on the College's website.

3.h. Attendance records – Federal regulations require us to keep accurate attendance records on all students receiving Title IV financial aid, VA benefits, and other types of assistance. Since the majority of Columbia College students receive some type of aid, all instructors are required to accurately report attendance. Gradebook Documentation is located on the CougarTrack page, under Faculty Documentation.

Review class roster(s) in CougarTrack weekly for accuracy. Notify Student Records immediately of students who are on the roster but not attending so errors are fixed or student notification to complete proper withdrawal procedures is made. Students who are not on the roster but attending should be notified along with Student

Records to complete proper registration procedures. Students who officially drop will be removed from class rosters (unlike the *Attendance Roster*).

Weekly Attendance - must be entered each week no later than 5 pm on Friday (preferably, enter daily). **Final attendance** must be entered by noon on the Monday following the last day of class/finals.

- 3.i. **Courses-of-One** - Courses-of-One (also referred to as Independent Study) may be authorized in **exceptional** cases (**through no fault of the student**) to meet a requirement that otherwise cannot be met. Columbia College recognizes Courses-of-One do not provide the optimum learning environment available through traditional courses and seeks to limit them to compelling cases. The student must be near degree completion and need the course to satisfy Columbia College graduation requirements (or requirements for certification or graduate school). The course cannot be offered before the student's intended graduation date and no other course(s) on the schedule can meet the requirement. Academic Affairs must approve Courses-of-One requests.
- 3.j. **Internships** - Students wishing to enroll for internship credit need to contact the Grossnickle Career Services Center (MOH 219) for further information on internships or other career-related questions.
- 3.k. **Student conduct** - Students must not behave in a manner that distracts other students in pursuit of learning. Rowdy, discourteous, or unseemly conduct is not tolerated in the classroom or at any College-sponsored event. Instructors, staff, and other students are to be treated with courtesy and respect.

Students may be disciplined for any conduct which constitutes a hazard to the health, safety, or well-being of College community members or which is deemed detrimental to the College's interests. Conduct violations may occur between a student and an instructor or between students. They may include:

- disorderly conduct;
- harassment;
- verbal abuse;
- assault;
- interference with the educational opportunity of other students; or;
- attending class under the influence of alcohol or other drugs.

A disruptive student may be asked to leave the classroom, and when such misbehavior persists, the student will be subject to disciplinary procedures. Disciplinary actions may include probation, suspension, or dismissal. Notify Student Affairs as soon as possible of conduct problems. Further information can be found on [the Student Conduct Policy page](#).

In cases of alleged course-related academic misconduct, follow the procedures described in 3.a. above.

- 3.l. **Student complaints** - If a student believes application of a particular Columbia College rule, policy, or procedure is manifestly unfair, discriminatory, or wrong, or has an academic complaint, he/she should first attempt to resolve the matter with the Department Chair. If no satisfactory resolution is achieved, the student may write to the EVP/DAA, setting forth all facts and circumstances surrounding the complaint and stating the corrective action desired. Instructors who receive complaints from students about matters not related to their classes should refer the student to the Academic Affairs Office.
- 3.m. **Administrative class cancellation** - Columbia College may, at its discretion, terminate an instructor's appointment at any time prior to the first day of class if fewer than five students are enrolled. If class enrollments are low, the EVP/DAA, in consultation with the Department Chair, decides whether to cancel or retain the class. Instructors may be offered a "per-student" rate for classes of fewer than five students (see 1.c. above).
- 3.n. **Inclement Weather Class Cancellation** - Very rarely, weather makes it inadvisable to hold regularly-scheduled classes. Class cancellation decisions are made by 6:00 a.m. on the day in question. If classes are canceled, an announcement is placed on the College's website, area radio and television stations are notified, and the 875-

SHUT (875-7488) number is available. If there is no college-wide cancellation, some students may still miss classes. Offer meaningful material to present students but do not unnecessarily penalize absent students. If classes are in session but you cannot travel to campus, email your students and Academic Affairs (acadaffairsoffice@ccis.edu); a cancellation note is posted on the classroom door.

4. ADMINISTRATIVE INFORMATION

4.a. Instructor application process - On the CougarTrack's page in the "Web Systems" tab, select the "Epicor" link. Applicants are required to register with the Epicor system.

- Columbia College Application for Employment form;
- Current resume or curriculum vita;
- Official transcripts of all graduate college course work

Instructor positions with Columbia College require a minimum of a master's degree in the subject taught. In some areas, special certification or extraordinary work experience may substitute for the absence of certain academic credentials (determined by academic department guidelines).

4.b. Instructor approval – Based on Department-established criteria, Department Chairs recommend Instructors for employment. The Department Chair sends recommendations and instructor credentials to Academic Affairs for final approval. Approval may be given on a permanent or provisional basis (pending submission of syllabus, student evaluations, Department Chair evaluation, etc.). For provisionally approved instructors, the Department Chair follows the same procedure to request permanent approval. Approval is sought for each course an instructor teaches.

Under no circumstances is an instructor allowed to teach a course prior to EVP/DAA approval.

4.c. Instructor grievance policy and procedures – An instructor believing his/her rights, privileges, duties, or responsibilities established by this handbook have been denied, abridged, or abused, or who believes application of a particular Columbia College rule, policy, or procedure is manifestly unfair, discriminatory, or wrong should attempt to resolve the matter by discussing with their Department Chair. If the matter is not resolved, he/she should write to the EVP/DAA, through the Department Chair, setting forth all facts and circumstances surrounding the complaint and state corrective action desired.

4.d. Discipline and dismissal - If instructor must be formally disciplined, the following types of action apply:

- Reprimand: a written communication to the instructor;
- Suspension: removal of the instructor from a class during a session or replacing the instructor in subsequent sessions for a limited period of time; or
- Dismissal: the decision to no longer employ the instructor.

Adequate cause for disciplinary action must be directly and substantially related to the instructor's fitness in his/her professional capacity. Disciplinary action for cause includes, but is not limited to, the following:

- Professional incompetence or inappropriate conduct, language, or academic responsibility;
- Intentional neglect of duty in the performance of academic responsibilities;
- Research misconduct, academic irresponsibility, or other default of academic integrity in the performance of academic responsibilities; or
- Sexual harassment or racial, gender, disability, or other discriminatory practices.

Disciplinary action may not be used to restrain instructors in their exercise of academic freedom or other rights guaranteed by law as American citizens.

The Department Chair handles all disciplinary matters; he/she is responsible for investigating allegations of misconduct and informing instructors of disciplinary actions. Disciplinary decisions may be made in coordination with the EVP/DAA if the chair's investigation confirms substantial instructor misconduct. Instructors may appeal disciplinary actions through the processes described in 4.d. above.

4.e. Equal Employment Opportunity Policy - Columbia College is an equal opportunity institution. The College is committed to recruiting, employing, and promoting individuals based on job-related qualifications and to engage in good-faith efforts to achieve employment parity when necessary. Columbia College does not unlawfully discriminate on the basis of any status or condition protected by applicable federal, state, or local law to include race, religion, sex, color, nationality, ethnicity, age, disability, sexual orientation, or veteran status.

Equal Opportunity Policy: Student Services - Columbia College does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law, including race, religion, gender, nationality, ethnicity, age, sexual orientation, marital status, veteran status or disability in the administration of its educational policies, admission, financial assistance, employment, educational programs or activities.

4.f. Campus Safety - It is impossible for any college or university to account for all possible safety and security situations. In general the following guidelines apply:

- **Fire** - Do not ignore fire alarms.
- **Severe Weather** - Do not ignore local warning sirens.
- **Suspicious Human Activity or Intruder** -
 - Always be aware of surroundings in and around Columbia College buildings and parking lots.
 - Report immediately any suspicious behavior to campus staff or if in doubt call 911.
 - Even if situation seems to be resolved, report it as soon as possible to Campus Security.
- **Emergency Response** - In the event of an emergency, assist others to the best of your ability. Inform campus security of the situation immediately. If in doubt, in the absence of campus security, call 911.
- **Emergency Contact Information** - The currency of every instructor's emergency contact information is very important. Keep your information updated with campus staff.

4.g. Anti-discrimination and Harassment Policy -

Title IX prohibits discrimination on the basis of sex in educational programs and activities that receive or benefit from Federal financial assistance. Instructors are responsible for ensuring the classroom is an intimidation-free learning environment - from instructors or other students.

Further information can be found at [the Human Resources website](#).

4.h. ADA Policy - All instructors at Columbia College are required to comply with federal regulations regarding reasonable accommodations for students with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Specifically, instructors must comply with requests for accommodation reviewed and approved by the ADA Coordinator. The Course Syllabus Outline addresses the mandatory ADA statement for all syllabuses.

Meet with the student to discuss accommodation details and sign the *Reasonable Accommodations for a Student with a Disability* form after agreeing to these details. Add important points regarding accommodation details to the form before signing; contact the ADA Coordinator with questions or concerns. Information regarding a student's disability and/or accommodation request is confidential.

Columbia College employees, including instructors, are required to comply with federal laws prohibiting discrimination on the basis of a student's disability. Direct questions regarding remarks or behavior that may be considered discriminatory through the ADA Coordinator (AHSC 213) in Student Affairs.

4.i. Smoking policy - Smoking is not permitted in any building on campus, including breezeways between buildings. According to Columbia City Ordinance #015928, smoking outdoors is not permitted within 20 feet of any doorway. There are eleven designated smoking areas on campus. Smoking is also allowed in cars parked on campus lots. **Please encourage students to abide by this policy and set a good example.**

4.j. Alcohol/drug policy - Columbia College recognizes the negative health effects of illegal drug use, including alcohol use by minors, and its detrimental impact on the quality of campus life. As a result, the College has developed the following policy that establishes high standards for personal conduct.

Alcohol

Columbia College prohibits the possession, use, distribution and sale of alcohol and illicit drugs by Columbia College students and employees on College owned property and at College sponsored or supervised events. Empty alcohol containers are not allowed in the residence halls, and students will face disciplinary action for behavior resulting from intoxication. The President retains the authority to make exceptions to this policy as it

pertains to serving wine or beer at College functions where meals are served. Requests for exceptions to the policy must be submitted to the President in writing prior to the event and will be considered on an individual basis. Notification of the President's decision will be made in writing to the person(s) making the request.

Under Missouri law, anyone under 21 years old, who buys, attempts to buy or is in possession of alcohol can be charged with a misdemeanor and may be subject to a fine, jail or both. Further, any underage individual who consumes alcohol in or around a licensed dealer or establishment or uses falsified identification to obtain alcohol, may be charged with a misdemeanor with the same penalties.

It is the responsibility of students, instructors and staff to know and uphold the Columbia College Alcohol Policy. In accordance, students must be held accountable for their personal behavior, whether they are under the influence of alcohol or not. Excessive use of alcohol and/or behavioral problems that result from its consumption will be the basis for disciplinary action. Columbia College has made the decision to notify parents/guardians of students, under the age of 21, who have been found responsible for violating our alcohol and drug policies by the campus judicial system.

Other Drugs

The College regards possession, use or distribution of illegal drugs a violation of College regulations and local, state and federal laws. Representatives of the College will cooperate with outside authorities in their efforts to enforce existing laws regarding illegal drugs. Possession of drug paraphernalia and misuse of prescription drugs will be regarded as violations of the drug policy.

Legal Sanctions

Any Columbia College student or employee found possessing or distributing illegal drugs or unlawfully possessing or attempting to possess alcohol or driving a motor vehicle while under the influence is violating local, state and federal laws, can expect sanctions.

Local

The city of Columbia has specific ordinances pertaining to minors who use or possess alcohol. These ordinances state that it is illegal:

- to sell or supply alcohol to a minor.
- for a minor to consume alcohol.
- for a minor to represent him/herself as 21 or older to purchase, request or receive alcohol.

Sanctions for the unlawful possession or distribution of illegal drugs or alcohol may lead to a one-year jail term and up to a \$1000 fine.

State

The State of Missouri has laws defining illegal alcohol usage and sanctions when these laws are violated. The following are two major provisions of the 1987 "Abuse and Lose" law: Persons under age 21 shall have their driver's licenses revoked for one year if found guilty under state law of any of the following:

- alcohol-related traffic offense.
- possession or use of alcohol while operating a motor vehicle.
- possession or use of an illegal drug.
- alteration, modification or misrepresentation of a driver's license.
- a second offense of possession or use of alcohol by person under age 18.

Persons over age 21 shall have their driver's license revoked for one year if they are found guilty of any state, country or municipal law involving possession or use of an illegal drug while operating a motor vehicle. Criminal penalties may include assessment of points against the driver's license, required completion of an alcohol related traffic offender's program, fines, restitution or jail.

Missouri law also has provisions forbidding the possession of marijuana, the use of drug paraphernalia and distribution of illegal drugs. Anyone violating these laws could face a prison sentence which varies from one year in the county jail to life imprisonment.

Federal

Under United States federal law, fines up to \$100,000 and imprisonment up to and including life can be assessed to anyone for the illegal possession of drugs.

Health Risks

Alcohol and other drugs are associated with many health risks. The use and abuse of alcohol and other drugs may have negative effects on one's school or work performance and personal relationships. Some common health risks are addiction; damage to a liver, heart and to a developing fetus; accidents as a result of impaired judgment; and unwanted sexual activity resulting in diseases.

Campus/Community Resources	Phone Numbers	Hotlines or Online Resources
Student Development	875-7420	Alcohol & Drug Hotline 1-800-ALCOHOL
Counseling Services	875-7423	
Student Health Services	875-7432	Drug Addiction Referral Hotline 1-800-758-5877
Alcoholics Anonymous	442-4424	www.alcoholics-anonymous.org
Narcotics Anonymous	442-7026	www.na.org
Family Counseling Center	449-2581	www.phoenixprograms.org
Phoenix Programs	875-3620	
McCambridge Center for Women	449-3953	
Valley Hope-Boonville	660-882-6547	

This information is brought to you by the Student Affairs Department in compliance with Drug-Free Schools and Communities Act Amendments 1989.

- 4.k. Commencement Exercises** - Commencement, whether for hundreds of graduates or just a few, is truly the higher education culminating experience. Instructors are encouraged to attend and participate in commencement exercises. Please contact your Department Chair if interested in attending.
- 4.l. Employee Education Grant (EEG)** - As part of its mission, Columbia College strives to broaden educational opportunities. The College offers the Employee Educational Grant (EEG) program to its regular full-time employees, adjunct instructors, and members of the Board of Trustees allowing them, their spouses, and their single children who are under 25 years of age prior to the start of the term, to enroll in Columbia College courses without tuition charge or at reduced cost. Designated employees are allowed the opportunity to fulfill educational goals by enrolling in Columbia College courses to enhance job skills and work performance, or to complete a college degree. Contact Human Resources for benefit details.

To apply for EEG, submit Employee Educational Grant Verification form prior to the first day of the session in which the EEG will be used. The form can be found by found under the "Forms" menu under Faculty/Staff heading in the "Menu" tab on the left hand side of CougarTrack.

5. CONCEPTS FOR CLASSROOM TEACHING

5.a. **Professional ethics** - In fulfilling their commitment to the College and students, instructors are expected to meet the following guidelines:

- encourage appropriate independence in pursuit of learning and promote awareness of varying points of view,
- do not abuse professional authority in the classroom or denigrate students;
- do not discriminate among students with regard to any legally protected category;
- do not use professional relationships with students for private advantage;
- keep in confidence information obtained in the course of professional duties unless disclosure is necessary for professional purposes or is otherwise required to protect the health, safety or welfare of members of the College community;
- do not discuss student conduct or academic standing with or in the presence of other students unless disclosure is necessary for professional or legal purposes;
- do not distort the academic forum for an irrelevant or personal purpose;
- do not discuss with students sensitive instructor or administrative matters except where disclosure is necessary for professional or legal purposes; and
- do not tutor current students for remuneration.

In fulfilling obligations to the institution, Columbia College instructors will:

- not deliberately misrepresent Columbia College;
- distinguish between personal and College views;
- not use College privileges for private gain;
- accept no gratuities, gifts, or favors that might impair or appear to impair professional judgment, nor offer any favor, service, or thing of value to obtain special advantage;
- give prompt notice to Columbia College of any change in availability of service;
- adhere to the terms and conditions of employment;
- conduct professional business through channels established by Columbia College as appropriate;
- not delegate assigned tasks to unqualified personnel; and
- permit no commercial exploitation of their professional position.

In fulfilling obligations to colleagues, Columbia College instructors will:

- accord just and equitable treatment and respect to all members of the profession;
- withhold and safeguard factual and/or confidential information acquired about colleagues in the course of employment, except where disclosure is necessary for professional or legal purposes; and
- not knowingly distort evaluations of colleagues.

5.b. **Professional demeanor**

Attire: There is no formal dress code; but it is important employees maintain a professional appearance. Please use best judgment to decide what is appropriate for classroom professional appearance.

Language: Appropriate language used by instructors and students contribute to an atmosphere of professionalism and respect. Instructors are responsible for setting the classroom tone; do not allow inappropriate language. Be sensitive to the fact that words or language found in textbooks and even works of literature may be offensive to some students and conduct class discussions with consideration and respect for these sensitivities.

5.c. **International students** - International students may be enrolled in your courses. While such students do not usually expect special treatment on grading, there are some things you can do to help them, and all students, in your course:

- Be careful about speed of presentation. This does not necessarily mean you must change your speech patterns, but you may need to provide more written reinforcement of class material.
- Provide as much information as possible in written form to supplement lectures and discussion. This may include more writing on the board, lecture outlines on an overhead projector, or handouts with

study guides.

- Make your expectations very clear. When possible, give written instructions on how to complete assignments, prepare for tests, and provide detailed rubrics.
- Different cultures have different standards regarding academic honesty and what is acceptable. Ensure that you explain the concept of plagiarism in significant detail, and define permissible collaboration with other students.
- Be aware that international students are often reluctant to ask questions or to say they do not understand. It may be helpful with some students to ask them to repeat information or instructions so that you know they have understood. Other cultures differ from ours in the ways students show respect to a teacher. Assume all students are interested in doing well in your course, unless otherwise stated.

5.d. Written and oral communication across the curriculum - Columbia College is committed to teaching communication skills to its students. You should provide opportunities for student writing and speaking in most courses and academic disciplines, from math to sociology to composition.

6. MAIN CAMPUS FACILITIES

- 6.a. **Library** - The J.W. and Lois Stafford Library provides a place for students to study individually or in groups. The library is open more than 90 hours a week and librarians are available to provide assistance and answer questions at all times for persons visiting the library or by phone, e-mail, chat or text. Library instruction is provided to individuals or to classes. The library classroom is used for group study and library instruction. Computers, printers, scanners and copy machines are available for student use.

The library's collection supports the curriculum of Columbia College with more than 60,000 physical items (books, videos, compact discs, etc.), 150 print magazine, journal, and newspaper titles, as well as more than 25,000 full-text electronic journals, 150,000 electronic books and 15,000 streaming videos. All of the library's electronic collections are accessible remotely 24 hours/day via the library website. Electronic delivery of inter-library loan articles is also available.

Columbia College is a member of the MOBIUS Consortium. This membership provides Columbia College students and faculty access to over 23 million items in more than 70 academic, special or public libraries. Students and faculty can borrow books by using the MOBIUS online catalog or visiting a participating library.

Library hours and additional information can be found online at <http://library.ccis.edu>.

- 6.b. **Bookstore Facilities** - The College Bookstore is located in Atkins-Holman Student Commons. In addition to student textbooks, the Bookstore carries snacks, clothing items, school supplies, gifts, etc.
- 6.c. **Use of Equipment** - Telephones have been installed in all classrooms for instructors to request technological assistance and for safety purposes. Instructor computers and telephones are located in St. Clair 240, a scanner/printer/copier is available in St. Clair 232. Students can find available copy machines in Stafford Library and computers in the Student Computing Laboratory (Buchanan Hall).

Campus classrooms are equipped with a data projector, Smart Board, document camera and a video/DVD player. Instructors must be present in the classroom when students are using the College's audio/visual equipment.

- 6.d. **Students Contacting Instructors (Absence, Turning in Assignments)** - Instructors may indicate personal telephone numbers on syllabi if they wish, but the preferred method of contact is the instructor's CougarMail address. Instructors should check their CougarMail at least once daily.

Please advise students to send you an email if any circumstance prevents them from attending class.

- 6.e. **IDs** – A Columbia College ID is necessary if you wish to use the Student Computing Lab, the Koepke Fitness Center, check out books from the library, or attend College sports events. They are available in Student Affairs (second floor of Atkins-Holman Student Commons) during normal business hours.
- 6.f. **Mailboxes** - Adjunct instructors are assigned mailboxes. Please obtain your mailbox key at the Mail, Imaging and Printing Services Office ([Robnett-Spence \(ROB\)](#)) prior to the semester start date. You are expected to check your mailbox regularly.
- 6.g. **Lounge and Office Facilities** – Main campus faculty has lounge space available in the St. Clair Faculty Lounge; adjuncts have office space available in St. Clair 240. The office space is equipped with telephones and computers; a printer/copier/scanner is available in St. Clair 232. You will need to request a key from Administrative Services, STC 112, for the office space.

- 6.h. **Safety and Security** - The Campus Safety Office is located in the Robnett-Spence Building. Security officers are on duty 24 hours a day/7 days a week; officers can be reached at 875-7315.
- Be sure to close and lock or secure the door to your classroom when you leave.

- Secure your valuables if possible. If you do not have a way to secure them, place them somewhere out of sight within your room. Do not leave valuables in plain sight. Valuables include, but are not limited to: laptops, iPods, cell phones, jewelry, credit cards, identifications cards, etc. This practice is advised for vehicles as well as the shared adjunct office and classrooms.
 - If you observe suspicious activity or something “that does not look right,” report it immediately to a Safety Officer. To contact a Safety Officer, you may dial **711** or **7315** from a Campus phone, or **573-875-7315** from any other phone.
 - If you feel uncomfortable walking on campus during “dim light” or hours of darkness, walk with someone or contact a Safety Officer for an escort. Courtesy phones are strategically placed around campus and campus parking lots for your convenience. These phones are labeled “Emergency” but may be used to contact Campus Safety for courtesy issues, as well.
 - Be alert and aware of your surroundings. Avoid talking on cell phones (while walking) because it distracts you from things happening in the area.
 - Use caution when crossing streets, especially Rangeline and Rogers Streets.
 - In case of an emergency that involves immediate danger, please call **911** for local emergency services. If you are calling from one of the Campus courtesy phones, explain the emergency to the Safety Officer and he will immediately contact the local emergency services. Remember to provide your location and details of the situation.
 - Be aware of “scams” by phone or email services. **DO NOT** provide personal identification over the phone or by email without thorough knowledge of the source. If you are unsure of the source, do not provide any information. If you have any questions, please consult a staff member.
- 6.i. Lock-up Procedures** - A Safety Officer locks buildings on campus between 10:15 and 10:30 p.m. each night classes are in session. If you have questions, contact the Safety Office (875-7315) and provide Columbia College identification. **It is imperative you lock your classroom door when your class is over.**
- 6.j. Parking** - You will be issued a Columbia College parking hang tag by Human Resources when you complete your HR paperwork, which will allow you to park in specified campus lots. Be advised that if you park in any unauthorized area (which includes the front circle drive and the Hughes Hall parking lot) your car may be towed at your expense. At the time of your departure from Columbia College, you must turn in your hang tag to the Human Resources Office.
- 6.k. Classroom Housekeeping** - Classrooms are cleaned each evening. However, please practice common courtesy and make certain that all boards are erased, equipment is turned off, chairs are replaced in original positions, trash is deposited in cans, and your door is locked before you leave.
- 6.l. Heating and Cooling Systems** - Each classroom has its own thermostat. Please do not tamper with the thermostats. If your room is consistently too cool or warm, contact the Safety Office (875-7315).
- 6.m. Food and Drink Policy** - Instructors may set their own classroom policies regarding food and drink. Please encourage your students to be careful and make sure all trash is placed in the waste can prior to leaving the classroom. Food and drink are not permitted in computer labs, science labs or Stafford Library.
- 6.n. Support Services**
- **Word Processing** - Word processing services are not available. There are computers available for your use in STC 240 (key must be requested from Administrative Services).
 - **Duplicating and Copying** - Classroom materials may be duplicated on campus (pick up your copier code along with your mailbox key from Mail, Imaging and Printing Services – this code works on the copier in the STC 2nd and 1st floor copier rooms). Because copies made on these machines are more expensive, please use discretion regarding the number of copies you wish to make. Extensive copying jobs should be sent to Mail, Imaging and Printing Services. Please attach a Duplicating Request Form to the material which you wish to have duplicated. Allow one day for duplication of small orders, and two or more days on large orders. In some cases, duplicating may be possible on shorter notice; check

with the Customer Service Representative in Mail, Imaging and Print Services before copying yourself.

- **Audio-Visual Aids** - Campus classrooms are equipped with a data projector and Smart Board. Some classrooms also provide a document camera and a video/DVD player. Instructors must be present in the classroom when students are using the College's audio/visual equipment. If you experience technical difficulties, call the Technology Services helpdesk (4357) from the classroom phone. You issue will be placed in the priority queue with an up to five-minute wait time.
- **Computer Facilities** – Technology Services provides laboratory classrooms and the walk-in Student Computing Lab for instructors and students. You may reserve instructional time for your classes by contacting Tech Services. It is advisable to contact Tech Services prior to the beginning of the session because lab space is limited. CISS courses have first priority. Requests submitted after the beginning of the session are considered on a first-come, first-serve basis.
- **Library Facilities** - Orientation tours of the library may be arranged with library staff for courses that require library research. Material for your classes may be placed on reserve. **The library staff does not proctor make-up exams.**
- **Counseling Services** - Services offered include individual, group, family and couple counseling; stress management; and counseling for substance abuse and eating disorders. Services are free and confidential (875-7423).
- **Math and Writing Centers** – The centers offer assistance with mathematics, writing skills, and tutoring in some content areas. All services are free and available on a walk-in or appointment basis to Day students. More information is available on the website. Please encourage your students to take advantage of these opportunities.

6.o. Science Laboratory Supply Requests – Any science laboratory instructor is asked to request necessary class supplies. It is your responsibility to see what items are needed for the particular lab experiences you intend to have. Meet with the Laboratory Coordinator for a tour of the laboratory facilities and an explanation of the supplies available. Once you have decided on additional items you need for the class, submit the list to the Laboratory Coordinator. Your list should include:

- the supplier's name, address, and phone number (fax number if available)
- catalog numbers for each item to be ordered
- quantity of each item to be ordered
- price of each item to be ordered
- required date for delivery
- day and evening phone numbers you can be reached if there are any questions about your order

This list should be submitted no later than 2 weeks prior to the beginning of the semester in which the laboratory class is offered. Late submissions may result in items arriving late. Generally the ordered items will be delivered to one of the lab classrooms in the Brouder Science Center.

6.p. Forms – All necessary instructor forms are available on CougarTrack on the faculty/staff page, in the “Menu” tab under “Forms.”. Please set up your CougarTrack account as soon as possible after being hired.

6.q. Classroom/Building Key – Your building/classroom key will be available for you to pick up before the Monday you begin teaching courses. Please go to Plant and Facilities Operations in STC 4, to pick up your key.