

Pamlico Community College Faculty Handbook



The policies in this Faculty Handbook are the College's enunciation of the rights and responsibilities of faculty members, as approved by the Board of Directors. Faculty contracts make it explicit that those policies collected here form part of the contractual obligations of College and faculty.

Table of Contents

1. INTRODUCTION

2. MISSION STATEMENT

- 2.1: Equal Opportunity & Non-Discrimination in Employment
- 2.2: Equal Opportunity & Non-Discrimination in Education
- 2.3: Affirmative Action in Employment

3. DRUG ABUSE POLICY

- 3.1: Drug-Free Workplace
- 3.2: Drug Abuse Prevention Program
- 3.3: Illegal Substance Policy
- 3.4: Personal Obligations

4. FACULTY

- 4.1: Faculty Evaluation - General Instructions
- 4.2: Adjunct Faculty Evaluation
- 4.3: Course Syllabus
- 4.4: Designing Your Course
- 4.5: Requisitioning Instructional Books, Supplies, and Materials
- 4.6: Evaluating Students
- 4.7: Final Exams
- 4.8: Incompletes
- 4.9: Guest Lecturers
- 4.10: Field Trips
- 4.11: Professional Development
- 4.12: Faculty Action Plans
- 4.13: Course Loads-Office, Hours & Expected Time on Campus

- 4.14: Committee Participation
- 4.15: Graduation
- 4.16: Attendance (in general)
- 4.17: Guidelines for Making-Up a Canceled Class
- 4.18: Classrooms/Laboratories
- 4.19: Student Success Center (SSC)
- 4.20: Add/Drop & Withdrawals
- 4.21: Live Client Projects

5. INTELLECTUAL PROPERTY RIGHTS

- 5.1 Procedures for Obtaining Copyright Clearances
- 5.2 Distance Learning Education Materials and Faculty Rights

6. SACSCOC

7. COLLEGE COMPUTER USE AGREEMENT

8. IT/Computer Support

9. POLITICAL ACTIVITIES OF EMPLOYEES

10. ACADEMIC FREEDOM AND RESPONSIBILITY

- 10.1 General Duties and Responsibilities of Instructors

11. BASIC ONLINE TOOLS

- 11.1 Moodle
- 11.2 Campus Cruiser
- 11.3 WebAdvisor
- 11.3 Datatel/Colleague/Informer
- 11.4 Anchorline

12. ADMINISTRATIVE INFO

- 12.1 Travel Requests & Reimbursement
- 12.2 Time Sheets

13. STUDENT SERVICES

1. Introduction

The Faculty Handbook contains the authoritative version of current policies and procedures. In particular, Board-approved policies and corresponding procedures defining the rights and responsibilities of faculty members are published and will be updated on this site. Faculty members have additional rights and responsibilities set out in other policies approved by duly authorized administrative officers and faculty governance bodies. Some will be published or linked here for convenience and clarity of communication. In case of conflict among policies and their implementation, Board-approved policies shall prevail.

This handbook is provided as a reference supplement and first source for answers to any questions about Pamlico Community College and your job here. Your supervisor can help you with any questions not contained within this handbook. Additionally, other faculty members are an invaluable source of information and guidance. A mentor will be assigned to work one-on-one with you, from the moment you enter the College as a new employee.

On the College website (Pamlico.cc.edu) you'll find the College Catalog detailing campus-wide policies and resources. Program objectives, descriptions, and requirements are outlined in the Catalog; with course descriptions are located in the back.

The College website contains information pertaining to important dates, academic calendars, class schedules, contact information for employees, links to WebAdvisor, Campus Cruiser (student to faculty and student to student e-mail), Moodle (course content delivery program) and MS360 (college-wide e-mail system), programs of study, financial aid, and additional information all related to the College.

Bear in mind this is an informational handbook, not a comprehensive manual of College policy. For more information please see the College Policy Guide which is located in the boardroom.

2. Mission Statement

The mission of Pamlico Community College is to provide accessible and affordable quality education, workforce training, and lifelong learning opportunities through quality teaching, and supporting and working in partnership with the communities served by the College.

2.1: Equal Opportunity & Non-Discrimination in Employment

- Pamlico Community College provides equal opportunity in employment for all persons, and prohibits unlawful discrimination and harassment in all aspects of employment because of age, color, disability, family responsibilities, gender identity or expression, genetic information, marital status, matriculation, national origin, personal appearance, political affiliation, race, religion, sex, sexual orientation, veteran's status or any other factor prohibited by law. Inquiries regarding the College's non-discrimination policy may be addressed to Vice President for Student Services.

2.2: Equal Opportunity & Non-Discrimination in Education

- PCC provides educational opportunities without regard to, and does not discriminate on the basis of, age, color, disability, family responsibilities, familial status, gender identity or expression, marital status, national origin, personal appearance, political affiliation, race, religion, sex, sexual orientation, source of income or any other factor prohibited by law in its educational programs and activities. Inquiries regarding the College's non-discrimination policy may be addressed to the Vice President for Student Services.
- Students with Disabilities
 - If a student claims to have a disability, you cannot make special arrangements unless the disability is documented and filed with Student Services. Any student wishing special accommodations should be directed to Student Services.

2.3: Affirmative Action in Employment

- Pamlico Community College is committed to promoting the full realization of equal employment opportunity through an affirmative action program, in compliance with applicable laws. A central premise underlying affirmative action is that, absent discrimination, over time our workforce generally should reflect the gender, racial and ethnic profile of the labor pools from which we recruit and select faculty and staff. The College conducts annual analyses designed to evaluate the composition of our workforce and compare it to the composition of our relevant labor pools. If women and minorities are not being employed at the rate expected given their availability in the relevant labor pool, we engage in specific, practical steps to address this underutilization. In addition, our annual analyses measure the effectiveness of our affirmative action program with respect to disabled individuals and veterans.
- The College undertakes appropriate outreach and positive recruitment activities to effectively recruit women, minority members, disabled individuals and veterans. It is the practice of this College and its departments to advertise vigorously and to recruit and hire qualified candidates. To this end, the College will take affirmative action to ensure that all qualified applicants and employees receive fair consideration and treatment. The College recruits, hires, trains and promotes persons in all positions, and ensures that all personnel actions are administered, without regard to membership in a protected class. Employment decisions are based only on valid job requirements. The College takes affirmative action to treat all qualified individuals without discrimination in all employment practices, including advertising, recruitment, selection, rates of pay or compensation, benefits and selection for training, professional development, job classifications, job assignments, leaves of absence, retention, promotion, award of tenure, advancement, transfer, demotion, layoff and termination. The College makes reasonable accommodations for the known physical or mental limitations of otherwise qualified individuals with disabilities.

- The College monitors and examines its employment decisions, job qualifications and classifications, personnel processes, and compensation systems to evaluate the impact of those systems on women, minorities, disabled individuals, and veterans.
- The College's approved Affirmative Action Plan provides faculty, staff, student employees and applicants for employment with access to grievance procedures for prompt, fair, and impartial consideration of all complaints of unlawful discrimination on employment matters. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination for engaging in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance evaluation, hearing, or other activity related to the enforcement of the College's non-discrimination obligations; (3) opposing any unlawful employment act or practice; or (4) exercising any other protected rights.
- In support of this policy, the College affirms its commitment to undertake programmatic initiatives to ensure that each member of its community understands the importance of the program and his/her individual responsibility to contribute toward its maximum fulfillment. This policy will be widely disseminated to all members of the College community.
- Responsibility for implementing the College's affirmative action policy lies with the Vice President for Student Services.

3. Drug Abuse Policy

3.1: Drug-Free Workplace

- The College adheres to the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 that state that it is unlawful to manufacture, dispense, distribute, possess or use a controlled substance in the workplace (state owned, controlled or leased property where state work is performed).
- The use of alcohol or other drugs in the workplace is prohibited, except when legal drugs are used for legitimate medical purposes. Employees who come to work impaired by the use of alcohol or illegal drugs are subject to discipline.
- Anyone convicted under criminal drug statutes must report it no later than five days after the conviction. Satisfactory participation in a drug-free rehabilitation assistance program may be necessary, or sanctions may be imposed up to and including termination from employment. As a condition of employment, all PCC employees must abide by the provisions of these laws.
- A description of the health risks associated with drugs and alcohol, and drug-free awareness programs are available on each campus.
- Information concerning drug-free counseling and rehabilitation is available through the Human Resources Office. Copies of summaries of both these laws are also available for your review.
- The College adheres to the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, Section 22, which requires that, as a condition of receiving financial assistance under any federal program, students must be provided annually information regarding (1) standards of conduct and a description of applicable legal sanctions under local, state or

federal laws on the prohibitive use or distribution of illicit drugs and alcohol on school property or as part of any of its activities, (2) a description of the health risks associated with the use of illicit drugs and the abuse of alcohol and programs for counseling, treatment or rehabilitation which are available to employees.

3.2: Drug Abuse Prevention Program

- Recognizing the serious consequences resulting from the inappropriate use of drugs by practically all ages and segments of our society, Pamlico Community College has established conduct policies that prohibit the possession or consumption of drugs on campus or any college location. Beyond potential disciplinary action that could result, the College recognizes the need and the responsibility to provide information and counseling services regarding the hazards of substance abuse. The following program of activities and services constitute Pamlico Community College's efforts to prevent drug abuse on the part of its students, faculty and staff.
 - Each Counseling Office at the College will maintain, readily available for faculty, students and staff, appropriate brochures and information sheets which may be used by individuals for their own personal information and awareness.
 - Each campus of the College will post appropriate announcements about presentations, services, and seminars that may be available in the community through local public agencies as part of the public information and awareness about drug abused.
 - The College counselor will maintain a list of referral services in Pamlico and Craven counties that specialize in the assistance of persons who are either substance abusers or susceptible to substance abuse. Students, faculty and staff requesting assistance will be referred to the appropriate public agencies.

3.3: Illegal Substance Policy

- In accordance with the Drug-Free Schools and Communities Act of 1989, PCC supports efforts to eliminate drug and alcohol abuse through a series of programs and services designed to prevent use of substances that are

illegal and harmful, and to assist individuals who suffer from substance abuse. The use of drugs and the abuse of alcohol can endanger one's health and one's future. If someone is in need of help, the Counseling Services on campus has information about referral to community agencies.

- No one on a PCC campus may possess, sell, use, manufacture, give away, or otherwise distribute illegal substances while on campus, other College locations or at College-sponsored events or meetings off-campus. Anyone who violates this policy will be subject to College discipline imposed through established due process procedures. The College will notify the appropriate law enforcement agencies when its rules regarding illegal substances are broken, and cooperate fully in any investigation and prosecution.

3.4: Personal Obligations

- Employees of the College are expected to handle their personal and financial obligations in such a manner as to prevent the involvement of the College. Garnishment of wages clearly involves the College as a court-ordered collection agent. Failure to comply with this policy may be grounds for dismissal.

4. Faculty

Faculty

- Full-time faculty are employed to teach a normal faculty load. Depending on the curriculum area, the teaching load range is 18-29 contact hours. Instruction may be during the day, evening, or weekend, and at on- or off-campus locations. Full-time faculty appointment contains no guarantee of continued employment. The department head will assign a teaching load to full-time faculty prior to consideration of a teaching load for adjunct faculty or restricted faculty.

Adjunct Faculty

- Adjunct faculty are employed to teach less than a normal faculty load or to teach less than a full session on a semester by semester basis, or summer session. Instruction may be during the day, evening, or weekend, or at on- or off-campus locations. The adjunct faculty appointment contains no guarantee of continued employment. The department head will assign a teaching load to full-time faculty prior to consideration of a teaching load for adjunct faculty or restricted faculty.

4.1: Faculty Evaluation - General Instructions

- Evaluation is required of all faculty (adjunct and full time) during their employment at PCC. Class Observations will be performed at least once per academic year. The basic evaluation instrument will be the Instructor Observation Form. Full time faculty and adjunct will be evaluated by their respective Chair/SME or designee.
- The Instructor Observation Form form will be completed by the faculty member's supervisor, department head, or designee. Instructor Observation forms are kept on file in the Human Resource Office.

- The evaluator shall provide a written copy of the evaluation along with any narrative comments to the person evaluated with an invitation to confer with the evaluator. All of these actions shall be in accordance with the College's procedures.
- The evaluation narrative shall include, but not be limited to the following criteria:
 - Effectiveness in the performance of instruction.
 - Effectiveness in establishing and maintaining positive professional relationships with colleagues, students and the community.
 - Effectiveness in maintaining a current competence in the particular discipline or field of specialization.
 - Adherence to policies, procedures, and regulations of Pamlico Community College and the North Carolina Community College System.
- "Needs Improvement" and "Significant Concern" ratings require a written narrative. These ratings indicate the individual fails to meet the standards of performance expected of them as an faculty member at Pamlico Community College.
- The evaluator giving this rating must be specific in narrative comments to be attached to the evaluation form setting forth the ways in which the individual has failed to meet expected performance standards and recommendations for improvement.

4.2: Adjunct Faculty Evaluation

- Classroom observations are conducted for all faculty (adjunct and full-time). The evaluation process is designed to assess the quality and effectiveness of the performance of each faculty member, regardless of the nature of their contractual relationship with the college and is consistent with the mission of PCC.
- Adjunct faculty member are evaluated by the member's supervisor, department head, or designee using the Instructor Observation Form consistent with the process for full-time faculty.

- Each adjunct faculty member should be evaluated during the first semester of employment, and following this initial evaluation, at least once per academic year of employment.

4.3: Course Syllabus

- Prior to the start of each course, instructors must develop and provide a course syllabus that accurately reflects the actual class content, activities, class policies, grading scale, and learning outcomes. Instructors are expected to use the Common Syllabus Template to be found in Share Point in the PCC Forms folder. SMEs/chairs will review all course syllabi. All approved course syllabi are to be submitted electronically to the Coordinator of Instructional Support to be maintained in an electronic file.

Syllabus requirements

- You will be required to use the Common Syllabus Template to create a syllabus for each class you teach. You will place your syllabus on your Moodle class page for each course. Hard copies of syllabi may be distributed in class. There is a link in each Moodle class to upload syllabi. Please send an electronic copy of each syllabus to the Coordinator of Instructional Support and your supervisor. The electronic naming convention for syllabi is: ENG111- 02-SP2012, MAT171-01-FA2013, EDU216-OL1-FA2013, and etc.
- PCC Syllabi must include the following items. The PCC Syllabus Template contains a full list of required items.
 - Your name
 - Course number and section number
 - Credit hours and contact hours
 - Semester
 - Census date
 - Class times and dates
 - Office hours
 - Course description
 - Supplies needed

- Titles of classroom texts
 - A list of student learning outcomes
 - Methods of evaluation
 - Attendance policy
 - Grade distribution scheme
 - A general or specific course outline.
- Some instructors prefer a fully-structured list of assignments, while others prefer flexibility. The first alternative is highly recommended. If you want the option of changing the syllabus during the semester, add a statement at the end of the syllabus informing students.

4.4: Designing Your Course

- Your SME/Chair can provide you with sample syllabi. When considering the design of any particular course, consider the following:

Goals

- What competencies are required by the North Carolina Community College System (NCCCS)? Course competencies are outlined in each course description found at the back of the College Catalog or at the NCCCS Online Library.
- How will assignments/exams be designed to evaluate competencies?

Student Learning Outcomes (SLO)

- What are students expected to learn, and how will learning be measured and analyzed? What specific instruments will be used?
Program Learning Outcomes
- What competencies and skills are associated with your particular program, and how will they be addressed, measured, and analyzed?

Days and Times a Class Meets

- Consult the class schedule for course times, credits, and contact hours.

Number of students in each class

College vacations and holidays

- This information can be accessed on the College website by clicking “College Calendar”.

Student Learning Outcomes

- Student Learning Outcomes (SLO) must be identified in each course you teach. Instruments to measure and evaluate SLOs must be created to prove learning occurred. This information must be quantified and verifiable at the end of each semester. Request a form to your SME/Chair or Director of Research, Planning and Effectiveness.

4.5: Requisitioning Instructional Books, Supplies, and Materials

- Instructors will discuss projected instructional needs with their SME/chair allowing ample time for processing and delivery of instructional materials. The instructor or SME/chair will complete appropriate requisitions in accordance with the PCC Administrative Policies and Procedures Manual, Chapter 10.4.1.

Ordering special supplies for a course

- Call the Coordinator of Instructional Support if you need something like ink, paper, or pens, notebooks, pads or binders, clips, folders, markers, etc.
- A minimum of two (2) work weeks are to be allowed for local purchases. Items that must be purchased from outside vendors and/or sent for bids will need four to six weeks for processing and delivery.
- Requisitions will be processed on an as-needed basis as long as funding permits.

Book Orders

- It is your responsibility to order any books you or your students will need for the course(s) you teach, unless it is a section for a course with multiple sections. All sections of the same course use the same texts and syllabus and the SME for that section will order books for

course. If you are an adjunct, be sure to submit your estimate of the number of book you will need to your SME.

- It is useful to browse through a number of books before selecting one for a class, keeping in mind the price students will have to pay. Changing book each semester is not recommended unless there is a significant change in the content of the book. We recommend the same book/edition be used at least 3 years before adopting a new book.
- Book orders are due many weeks before a new semester begins. The due date is listed on the faculty calendar. Appropriate forms are located in Shared Point in the “PCC Forms” folder. Once you have filled out the form, save a copy for your personal office records and submit the original to your SME/Chair for the appropriate signature.
- If you plan on using the same book from one semester to another, let the staff in the Bookstore know, so they will not return leftovers to the publishers.

4.6: Evaluating Students

- Student evaluations are to be established by the instructor and included in class syllabi. All measurements should adhere to valid assessment process and support clear direction and weight of each measure. Course content/outcomes regulated by an external accrediting agency must adhere to their processes and may incorporate additional assessments above the minimum standard established. Assessment instruments and methods should contain relevant content which reflects material covered during instruction, out-of-class assignments, research, and other activities during the delivery of the course. The delivery of the assessment is to adhere to the highest ethical standard to preserve the integrity of the assessment as well as the course credential. A major graded assignment is to be scheduled before the 60% withdrawal date to allow students to make decisions about their staying or dropping a course.

Grading and Returning Student Work in a Timely Fashion

- An ongoing concern is grading/returning student work in a timely fashion. We recommend you make it a habit of quickly grading and

returning all student work. Post the grades in Moodle as soon as you are able. This provides timely feedback to your students and precludes problems developing toward the end of the semester. Specific turn around timelines for OL courses are found in the DL Handbook.

- If you cannot meet your deadline to return work, let your students know and, if possible explain why.

4.7: Final Exams

- PCC does not have a final exam policy nor does it have a final exam week. Final exams are typically administered the last week of classes. If you choose to give final exams, make sure you have time to evaluate and grade them thoroughly before grades are due.

Grading and Final Grades

- Grade Schemes are covered in the College Catalog.
- Final Grades are complete when entered into WebAdvisor. You may also elect to keep a record of grades in Moodle.

4.8: Incompletes

- When faced with extenuating circumstances, a student may ask you for an incomplete. The decision is yours to approve the request for an incomplete. If in doubt, please discuss with your SME/Chair, who would consult with the VP of Instructional Services if needed.
- The temporary grade of “I” is assigned for the course. It is the student’s responsibility to contact the instructor regarding work to be completed for the removal of the “I” grade.
- When giving an incomplete, be sure to use the PCC Incomplete Form located on the PCC Moodle Advising Site. Go over the form with the student as you instruct them on how to remove the grade of “I”. Give a copy of the document to the student. Be sure to keep a copy for your records and give one to the college registrar.

- A grade of "I" must be removed by completing the required work no later than 8 weeks after the last day of classes as designated in the academic calendar in the semester in which the grade was given. Failure to do so will automatically cause the grade to be changed to an "F." There may be extenuating circumstances approved by the instructor and Vice President of Instructional Services to extend the completion period.
- Once the student completes the required work, fill out the PCC Incomplete Removal Form and assign an official grade for the course. This form is located on the PCC Moodle Advising Site. Submit the completed form to the college registrar.

4.9: Guest Lecturers

- To enrich the classroom experience, the faculty is encouraged to invite guest lecturers to speak to classes on subjects relating to the content of courses. The SME/Chair should be informed of the instructor's intent to issue an invitation prior to the scheduling of a guest lecturer.
- Instructors are encouraged to invite members of the community or professional organizations to lecture free of charge. Stipends for lecturers are to be discussed and approved by the VP of Instructional Services if funds are available.

4.10: Field Trips

- Field trips may be a useful supplement to classroom instruction. Instructors wishing to make a field trip should take the following action:
 - Establish a direct relationship between the trip and the objectives of the course.
 - Caution students to exercise good safety practices during trips.
 - Make arrangements for the trip and secure approval from the Vice Presidents for Instructional Services and Administrative Services prior to the proposed trip.
 - Have students sign a waiver of responsibility form.

- All field trips should be carefully coordinated in order to insure full learning value to the students; i.e., there must be pre-instruction, post-instruction, and detailed planning for instruction at the field trip site. The Division of Curriculum or Continuing Education must be notified and approval gained two weeks in advance of field trips. There is a form for this purpose on Share Point under PCC Forms.
- When it is necessary to use vehicles other than the van provided by the College, the faculty or staff member in charge shall make all reasonable provisions for the safety and welfare of the students involved. Students must complete a waiver of liability form prior to the field trip. This is required each academic year and must be on file in the Business Office. This form is also available on Share Point under PCC Forms. Questions about field trips should be referred to the SME/Chair.

4.11: Professional Development

- Full-time employees are expected to participate in professional development activities and report activities annually as part of the Employee Appraisal Process.
- You are responsible for completing at least 12 hours of professional development during an academic year. Professional development comes in many forms, including but not limited to: conferences, workshops, training, and presentations. Keep track of your professional development on the Professional Development Form located in Share Point under PCC Forms.
- Newly hired faculty academic advisors are required to participate in a series of academic advisor trainings with the Coordinator of Academic Advising during their first semester of employment. These trainings are to be recorded in the employees' Professional Development Form.

4.12: Faculty Action Plans

- PCC full time faculty and staff develop College-wide goals and division objectives to support the mission of the College. The charge of each full-time employee is to develop and implement one action plan per year that is

aimed at achieving these objectives, goals, and finally the College mission. An action plan is a planning document that provides detail on the steps taken to achieve a desired outcome, how each step will be implemented, how the achievement of the desired outcome will be assessed, and the resources needed to carry out the action plan. Discuss possible topics and obtain approval from your supervisor and the Director of Research, Planning and Effectiveness. Specific forms are in Share Point under PCC forms.

4.13: Course Loads-Office, Hours & Expected Time on Campus

- You are responsible for being on campus 30 hours a week. Your time on campus should include at least 5 office hours. Office Hours are announced in the syllabus, on your office door (using a form located in Share Point-PCC Forms), and they are approved and submitted to your supervisor. Additionally, it is good practice to list your office hours on the class pages of your Moodle courses.
- Full time class loads are determined by contact hours and by curriculum area as follows:
 - 18 to 21 contact hours: Accounting, Business Administration, Office Administration, Computer Science, Early Childhood, Medical Office Administration, Medical Assisting, Environmental Science/Management, General Studies/Education, Developmental Education, EDT.
 - 25 to 29 contact hours: Electrical Systems Tech, Medical Assisting, Cosmetology/Esthetics, Welding and programs at Pamlico Correctional Institution.
- **Overload Classes:** With supervisor's approval, full time faculty can teach one overload class per semester. A separate hourly contract is issued at the established hourly rate. The overload contract is approved when the class exceeds the maximum number of hours in the range. Exceptions to this policy must be approved by the VP of Instructional Services.

4.14: Committee Participation

- Full-time faculty are expected to belong to one of the PCC standing committees. Preferences can be expressed to the VP of Instructional Services via the Chair. Every effort will be made to honor first and/or second choices.

4.15: Graduation

- Full time faculty are required to participate in graduation ceremonies. Requests to miss this important event have to be approved by the VP of Instructional Services.
- Part time faculty are encouraged to attend graduation.

4.16: Attendance (in general)

- Students are expected to be in class on time and are expected to attend all classes, laboratory periods, and shop sessions for their entire duration in order to receive a passing grade. Attendance requirements will be included in each class syllabus.
- In developmental courses, a student must attend a minimum of 85% of the total class hours, laboratory periods, and shop sessions for each developmental course in order to receive a passing grade.
- In allied health core courses, a student must attend a minimum of 90% of the total class hours and laboratory periods. Additional attendance requirements may be placed on externships and clinical field trips. See Allied Health Handbook and the individual instructor's course syllabus for clarification of absentee policy.
- Keep a daily record of attendance in each class on WebAdvisor. Your mentor or SME will show you how to use it. Also it is a good idea to keep an accurate record on a paper Class Roster. Additionally, new federal requirements necessitate faculty indicate in WebAdvisor the student's last day of attendance with an "L". If a student's last day is their first day, we

would indicate this by "EL". However, if a student never attends your class you would normally just withdraw them and click in the "never attended" box.

- If a student's name appears on your roster, and that student fails to show up, complete an Early Alert to Student Services using Aviso. Do not mark off a name or add a name to your roster. If there is a change, take it to the college registrar immediately for resolution.
- Any student attending your class whose name is not on the Class Roster must be sent to Student Services immediately. The student cannot remain in the classroom.
- At the end of the semester, record each student's grade in WebAdvisor.

Instructor Absences/Lateness

- Instructors are expected to make all scheduled classes. When an instructor is unable to attend his/her class for any reason, he/she should inform the SME/chair immediately, so arrangements may be made for a substitute or other appropriate action. Each instructor is responsible for all instructional components outlined in the course outline and must make-up any work missed in the most appropriate way—students will not be penalized for instructor's absences or lateness. If students wait ten minutes and no word is received on when the instructor is going to arrive, it is reasonable for the students to create an attendance sheet.

4.17: Guidelines for Making-Up a Canceled Class

- Canceled classes will be rescheduled per CU, CE, or BS procedures. After each cancellation, a memo/email from the VP of Instructional Services or the Senior CE Officer will be sent explaining make up procedures.
- In the event a class is cancelled due to weather or other reasons, you are still responsible for making sure that the full measure of teaching occurs in spite of these disruptions. You will need to fill out the appropriate Course Make-Up Form to document your make-up method of choice. These forms

are located on the PCC Moodle Advising Site. Please complete the appropriate form and submit it to your SME/Chair within two weeks after the date that the class was missed. Once approved, your SME/Chair will submit this plan to the college registrar.

4.18: Classrooms/Laboratories

Safety First and Good Housekeeping

- Instructors are responsible for maintaining a safe, healthful, and hazard free learning environment for students in classes on or off campus.
- Students in instructional areas that involve the use of machines must be taught, by the instructor, safety rules and every precaution should be taken to insure the safe operation of equipment. Following the live or electronic safety presentation, student participation should be recorded. Students are required to wear personal protective equipment in designated areas.
- Instructors are expected to use assigned classrooms and laboratories and to leave their areas clean and in good order. It is the responsibility of the instructor to enforce regulations concerning smoking, drinking, and eating in classrooms. Any complaints about the condition of assigned rooms or labs should be made to the designated SME/chair.

Classroom Change Requests

- If you need to change a classroom, contact the college registrar. If possible, a new classroom will be assigned.

Audio-Visual Needs in the Classroom

- If you need help with any of the audio-visual technology in a classroom, contact a member of the Library staff.

4.19: Student Success Center (SSC)

- The SSC is located in the library a student is having trouble grasping the subject, recommend the Student Success Center. It would be helpful to

send a document qualifying the kind of help needed. There, students will find caring tutors skilled in assisting students successfully.

4.20: Add/Drop & Withdrawals

- The academic calendar delineates the period for adding or dropping a class as up to the 10% date. A student may “Add/drop” a course up to the 10% attendance date for each specific class. The form is available for download in Share Point PCC forms and in Campus Cruiser. If a student desires to drop your class, you must sign the form. Without your signature, the student is not officially dropped from the class. A student who wants to add a class should be referred to the Office of Student Services. Instructors do not add students.

Student Withdrawals

- When a student withdraws from a class, the student should go to Student Services, retrieve a withdrawal form, complete it, and get your signature. You must note the date the student last attended your class - not the date of withdrawal. Keep an accurate record of absenteeism in WebAdvisor, Moodle, and/or the Class Roster. Mark with a ‘W’ the date student last attended the class.

4.21: Live Client Projects

- In certain curriculum or continuing education classes, live projects may be used to supplement theoretical learning and for students to practice and/or demonstrate skills. Instructors must use caution in selecting live projects. Projects must relate to the instructional program and not benefit the instructor or any PCC employee. According to State Board Policy, Administrative Code [1H SBCCC 300.1 Live Client Projects](#)
- "Live Client Projects" are defined as (1) educational programs in which students, as part of their educational experiences or the instructional course requirements, repair or remodel non-college owned, personal property or real property; or (2) educational programs that construct structures that are sold, produce goods that are sold, or provide services

for which a fee is charged, such goods or services being the normal and necessary product of learning activity of students...

- "Live client projects" are deemed necessary in order to provide realistic experience in specific program areas in which there are currently limited training opportunities available. The utilization of "live client projects" for a program shall be based on:
 1. Projects which are appropriate to the current subject material being taught.
 2. Projects which facilitate meeting current course objectives.
 3. Projects which can reasonably be accomplished given the time constraints of the current subject matter.
 4. Authorization for "Live Client Projects" will be limited to those educational programs which are included in course requirements as published at the beginning of each semester in conjunction with the various instructional course requirements, and shall be approved by the Vice President of Administrative Services and the President prior to the beginning of a live client project.
 5. The cost of supplies, replacement parts, or other materials necessary for a project and any assessment of the College shall be the responsibility of the individual or organization for which the work is performed.
 6. Any "Live Project" funded by the College will be disposed of in accordance with [North Carolina General Statutes](#).

5. Intellectual Property Rights

5.1: Procedures for Obtaining Copyright Clearances

- According to 2.34 on the Board Policies, PCC supports and encourages participation by its faculty, staff, and students in educational endeavors that reinforce and complement the educational mission of PCC. All faculty, staff, and students, from time to time, may be responsible for originating, developing, manufacturing, using, and distributing educational materials.
- Work produced by an employee within the scope of his or her employment and by a student within his or her schooling and/or using college resources, equipment, supplies, facilities, or personnel is the sole property of PCC. The purpose of this policy is to advise employees and students of how to coordinate their educational endeavors so as not to conflict with the interests of PCC.
- Faculty who need to obtain clearance for use of copyrighted materials should consult with the college librarian.
- Faculty and staff needing copyright permission for other applications must write for permission to the copyright holder. Copyright problems should be referred to the VP of Instructional Services.

5.2: Distance Learning Education Materials and Faculty Rights

- Please refer to 5.IO(A) Intellectual Property Guidelines for Distance Learning in the Policies and Procedures Manual or to the Distance Learning Handbook.

6. SACSCOC/QEP

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

- Pamlico Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees, Diplomas, and Certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Pamlico Community College.
- It is your responsibility to take care of all reporting necessary for SACSCOC in your professional domain. Some SACS reporting requirements include:
 - Track of learning outcomes
 - Define learning outcomes
 - Evaluate learning outcomes
 - Develop plans for improvements

Quality Enhancement Plan (QEP)

Focus on Success: Enhancing the Experience of First Year Students

- The purpose of Pamlico Community College's (PCC) Quality Enhancement Plan (QEP) is to improve student academic success and persistence through enhancing the first year experience. PCC's QEP leadership team solicited broad-based, service area input before selecting the topic. A needs assessment determined that a first year experience program would best enhance the student learning environment at the college. This program, called "Focus on Success", has three primary components, each of which is supported by a different goal. Through Focus on Success, first year students will be:
 - Connected and engaged with academic resources and programs (to take place through the enhancement of the new student orientation program)

- Engaged in planning and integrating career and educational goals (to take place through the creation of a comprehensive advising model)
 - Provided with skills to effectively function in the college environment (to take place through enhancing student success courses)
- Focus on Success will be implemented through three strategies. The implementation team has reformatted the college's existing orientation program to ensure student access and engagement while key information is conveyed. The Focus on Success team has also created an online orientation in the interest of serving a large segment of PCC's student body that are enrolled in distance learning courses.
- The QEP implementation team has created a comprehensive model for PCC advisors working with first year students. The team is compiling an advising handbook as a first step in the professional development of advisors. Advisors are also expected to register their students in the student success course and developmental courses if/as needed in their students' first semester of enrollment. The implementation team will continue to facilitate professional development for advisors throughout the course of the Focus on Success program.
- In conjunction with student success course instructors, the implementation team has created a common course syllabus for ACA-111 (College Student Success) and ACA-122 (College Transfer Success) classes, which includes common educational outcomes within them. All first year students will be strongly encouraged to enroll in a student success course their first semester, as well as complete developmental coursework, if needed, during their first academic year.
- The PCC community expects Focus on Success to increase the retention and subsequent persistence of first year students. The Focus on Success Director, along with his advisory committee and other campus leadership will continue to coordinate the implementation of Focus on Success until its completion. Focus on Success will be assessed through a variety of ways, such as focus groups, student success rates, as well as other evaluation

instruments. The data gathered will be used to determine how the QEP leadership team will make adjustments and decisions about the plan. PCC's goal is to have Focus on Success support the college mission, one tenet of which is to provide a quality education to the students it serves.

7. College Computer Use Agreement

- Pamlico Community College's computing resources have been deployed to enhance the educational experience of its students and the operating efficiency of its faculty and staff. As with its other resources, these computing resources are the property of the College and are to be used for College purposes.
- Computers and other computer resources are College property and the rules and regulations that apply to College property apply to computing resources.
- Computer software, databases, and electronic documents are protected by copyright law, and users may not violate the copyright protection of any information, software, or data with which they come into contact through the College's computing resources. Students, faculty, and staff are responsible for understanding how copyright law applies to their electronic transactions.
- Users of Pamlico Community College's computing resources are required to respect the privacy of other users. They may use only their own user identification unless they have been authorized by a College official to use someone else's. They may not allow others to use their user identification.
- They may use these resources only for the purposes for which they have been given permission. They may not use any system loopholes or special knowledge of computer systems to make any changes in the system, to make use of any extra resources or to take resources from others.
- Users may not attempt to gain access to information owned by the College or by its authorized users without the permission of the owners of that information. They may not attempt to intercept or read messages not

intended for them. Users must identify themselves in all messages sent from College computers.

- The College's computing resources may not be used to support any commercial venture or for personal financial gain, unless such use has been specifically approved in advance by the College president. The College's computing resources may not be used to send or seek out obscenities or obscene materials except to the extent that doing so is a component of a bona fide College activity.
- Users must follow any special rules that are posted or communicated to them by responsible staff members, whenever they use the College's computing laboratories and classrooms and computers in the Library/Learning Resources Services. Users shall do nothing intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others. Users may neither transmit nor make accessible offensive or harassing material. Users must report problems with the College's resources to the staff in charge, or to the IT Help Desk.
- Violating College or NCCCS policy regarding computer use is a serious offense that will result in disciplinary action as well as possible prosecution under federal and state law.

8. IT/Computer Support

- If you need help with any of the computers in a classroom or your office, send a request to the Help Desk at helpdesk@pamlico.edu keeping a copy for your records. Our outstanding technology personnel are located in room 134 of the Johnson building.

9. Political Activities of Employees

- North Carolina Administrative Code, Section 2C.0208 regulates political activities of PCC employees. See PCC Board Policies 2.76-2.77

10. Academic Freedom and Responsibility

- To ensure instructional programs marked by excellence, the North Carolina Community College System supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, College faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce teaching matters that have no relation to their field. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.
- The NCCCS also recognizes that commitment to freedom carries with it attendant responsibilities. Faculty members must fulfill their responsibility to society and to their profession by manifesting academic competence, professional discretion, and good citizenship. When faculty members speak or write as citizens, they are free from institutional censorship or discipline, but their special position in the community imposes special obligations. As professional educators, they must remember that the public may judge their profession and institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not an institutional spokesperson.

10.1: General Duties and Responsibilities of Instructors

- **Academic Tasks**
 - Teach classes as assigned.
 - Demonstrate that instructional goals and learning outcomes have been clearly set and defined.
 - Detail means by which instructional goals and learning outcomes have been assessed and achieved.
 - Distribute and follow course guide/syllabus.

- Demonstrate that timely feedback on tests, papers, and other assignments has been adequately delivered.
- **Administrative Tasks**
 - Participate in development of course objectives and learning outcomes and in development/selection, and ordering of learning materials.
 - Take active role in development and implementation of academic discipline and department goals.
 - Maintains posted office hours.
 - Participate in scheduled program, division, advisory committee, and college meetings.
 - Adhere to policies, procedures, and deadlines related to position.
- **Learning Environment**
 - Demonstrate knowledge of learning styles and proficiency in instructional technologies regularly in classroom teaching.
 - Encourage student participation in class discussions and activities.
 - Convey enthusiasm towards students learning the subject.
 - Challenge students to think critically.
 - Demonstrate flexibility in responding to the needs of students, while adhering to principles of fairness.
 - Maintain a safe and orderly environment in the classroom and office.
 - Promote and practice sensitivity towards diversity.
- **Student Advising**
 - Advise students in accordance with college guidelines.
 - Assess students' prerequisites and competencies as appropriate.
 - Respond in a timely fashion to student contact.
 - Explain/discuss options for course selection.
 - Assist students in preparing schedules for registration.
 - Refer students to appropriate resources.
 - Monitor students' academic progress toward completion of academic goals.

- **Professional Characteristics**

- Demonstrate competency and currency within the discipline.
- Treat students in a fair and consistent manner.
- Communicate actively and positively with students, colleagues, staff, and administrators.
- Cooperate and works collaboratively as part of a team.
- Participate in professional development such as workshops, conferences, and training.
- Demonstrate curiosity for and receptivity to new ideas and change.
- Demonstrate commitment to lifelong learning.

- **Campus Leadership**

- Participate in non-professional committees.
- Actively recruit for the College and support the S.G.A.
- Support Pamlico Community College foundation's efforts.

NOTE: Subject Matter Experts (SME) assist the Chair with class scheduling and with the selection, hiring, and mentoring of adjuncts. SMEs answer questions and provide advice about their curriculum area, and they evaluate transfer credits and experience. Additionally, they provide guidance in the development of program student learning outcomes and are responsible for assessing them each semester, and assure adherence to the policies and procedures outlined in the College's manual. In the case of Allied Health programs, the SME serves as Program Director and fulfills the responsibilities established by the accrediting agency.

- Develop and revise course learning objectives and course syllabus with the designated program director/chair prior to beginning a class. Specific duties are list in Position Descriptions.
- Instruct according to the course learning objectives and course syllabus.
- Be thoroughly prepared for each class session. Classes should be carefully planned and based on the course syllabus.

- Be prompt and utilize class time effectively. The instructor should arrive prior to the scheduled class time and utilize the total time the class is scheduled to meet.
- Maintain accurate attendance and student evaluation records.
- Emphasize to all students the importance of prompt, regular and continuous attendance. Report promptly any problems and areas of concern to the designated program director.
- Observe housekeeping rules and customs. It is the responsibility of the instructor to enforce regulations concerning smoking, drinking, and eating in classrooms. Instructors should do their best to help maintain a clean, safe and healthful learning environment.
- Emphasize safety first in labs and classrooms. The instructor is responsible for maintaining a safe and hazard free learning environment.
- Ensure all college equipment removed from the campus is properly checked out and returned at the end of the class.
- Encourage life-long learning and be aware of individual student learning styles.

11. Basic Online Tools

- Information for each of the online tools used here at Pamlico CC, and how to use them, is available through other Moodle sections.
- **MS 360 Outlook**
 - This is the college-wide e-mail system. As a new employee, you will be assigned an e-mail address to communicate with other employees at the College.
 - The MS 360 program is an enterprise wide version of the single user MS Outlook program. It contains all of the same functionality of MS Outlook; e-mail system, Calendar, Tasks, etc., PCC Forms.

11.1: Moodle

- The Moodle Learning Management System (LMS) has been chosen as the primary delivery system for online courses at PCC. The Coordinator of Distance Learning will serve as the administrator of the Moodle LMS for PCC. Each instructor is enrolled in the [Faculty Resources](#) course in Moodle. Video tutorials, the Moodle Faculty Guide, and various other resources are available in the Faculty Resources course. Instructors who have experience teaching online are also a great resource for assistance.
- Information contained in the Faculty Moodle Guide can help you perform;
 - Setting up a syllabus
 - Assignment categories
 - Change submission settings
 - Set up a grade scheme
 - Record grades
 - Re-compute a grade to get a letter grade Save a grade
 - Publish a grade
 - Use Message Board
 - Use Journals
 - Use the attendance sheet

- Set up the attendance sheet
- If you have questions or require assistance, please contact the [PCC Online Learning Support Center](#) at dl@pamlicocc.edu

11.2: Campus Cruiser

- Campus cruiser is an electronic clearinghouse for student to faculty e-mail and general campus information.
- Responding to e-mail
 - It is recommended you set your CC e-mail account to forward all emails to your MS 360 Outlook account. This will reduce the number of places you must log into in order to check your e-mail.
 - You must respond to email within 24 hours unless it's the weekend or a holiday. During those times, you must respond within 24 hours the next business day.

11.3: WebAdvisor

- The Coordinator of Academic Advising will provide an orientation.
- The [Faculty Resources](#) course has information available concerning:
 - Logging into WebAdvisor for the first time
 - Attendance in WebAdvisor Recording grades
 - Additionally located within the site is Human Resource type information (e.g., pay and retirement information)

11.4: Datatel/Colleague/Informer

- Datatel/Colleague/Informer is the NCCCS database of course and student information. We use this program regularly in the course of our duties. The Coordinator of Academic Advising and the college registrar will provide an orientation.

11.5: Anchorline

- The Anchorline is the campus wide information conduit. You must read the Anchorline to keep abreast of current campus policy, events, personnel changes and accomplishments, professional development opportunities, birthdays, and any other relevant information.

12. Administrative Info

- **College ID Card**
 - As soon as you can, have an ID card made. The Library Services personnel are the people to see to have one made.
- **Name Tag**
 - Order a name tag, and wear it while on campus. Your supervisor or the Coordinator for Instructional Support can help you order a name tag.
- **Benefits for FT faculty**
 - PCC uses NC Blue Cross Blue Shield as the basic health insurance provider at no cost to the employee. See Payroll Technician & Benefits Representative in the Business Office to discuss amounts and plans for health, dental and supplemental insurance. She would also assist you in setting up your payroll schedule.
- **Keeping personal information current** - Always keep the following persons aware of any personal information which may change (i.e., address, phone, etc.);
 - Payroll Technician
 - Human Resources Specialist
 - Your Supervisor
 - Retirement
- The Human Resources Office is your best source for information on all benefits available including retirement and 401k opportunities.

12.1: Travel Requests & Reimbursement

- Travel requests and reimbursement forms are available on Share Point in the PCC forms folder. Prior to the event, obtain approval from your supervisor. Submit your forms and receipts through your supervisor to the

business office for reimbursement. The Coordinator for Instructional Support can assist you with the paperwork.

12.2: Time Sheets

- At the end of each month, you are responsible for filling out a time sheet, keeping track of your sick leave and any time you are absent from work. This must be tallied, signed and dated, and a hardcopy given to your supervisor. Keep a copy for your records. The document can be found in PCC forms (Share Point). Fulltime faculty earns 8 hours of sick leave per month worked. Questions about leave should be referred to the Payroll Technician/Benefits Representative.

13. Student Services

- Student Services personnel have a wealth of information and services which can help you perform your job.
 - V.P. of Student Services
 - Director of Financial aid
 - College Registrar
 - Student Engagement/Support Specialist
 - Admissions & Student Records Tech
 - Administrative Assistant to V.P. of Student Services