

**Allen**  
COMMUNITY COLLEGE



***2015-2016***

**Faculty**  
**Handbook**

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# SECTION 1: THE ACADEMIC CALENDAR

## Academic Calendar 2015-2016

### Fall 2015

Adjunct Faculty Convocation (Burlingame)	August 8
Faculty and Instructional Staff Convocation (Iola)	August 12
Faculty Preparation Days	August 13-14
Fall Semester and 1 <sup>st</sup> 8-Week Session Classes Begin	August 18
Labor Day (College Closed)	September 7
Census Day	September 15
1 <sup>st</sup> 8-Week Session Ends	October 9
2 <sup>nd</sup> 8-Week Session Begins	October 12
All College Convocation for Full-Time Employees (No Classes)	October 23
Fall Break (College Closed November 25-27)	November 23-27
Final Exams (Finals start December 14 in Iola)	December 11-17
Fall Semester and 2 <sup>nd</sup> 8-Week Session End	December 17
Offices Closed	Dec 24-Jan 1

### Spring 2016

Adjunct Faculty Convocation (Burlingame)	January 9
Faculty and Instructional Staff Convocation (Iola)	January 13
Faculty Preparation Days	January 14-15
Martin Luther King Day (College Closed)	January 18
Spring Semester and 1 <sup>st</sup> 8-Week Session Classes Begin	January 19
Census Day	February 15
1 <sup>st</sup> 8-Week Session Ends	March 11
Spring Break	March 14-18
Spring Break Holiday (College Closed)	March 18
2 <sup>nd</sup> 8-Week Session Begins	March 21
All College Convocation for Full-Time Employees (No Classes)	March 25
Assessment Day (No Classes)	April 15
Commencement	May 14
Final Exams (Finals start May 17 in Iola)	May 16-20

Spring Semester and 2 <sup>nd</sup> 8-Week Session End	May 20
Memorial Day (College Closed)	May 30

**Summer 2016**

1 <sup>st</sup> 4-Week and 8-Week Summer Sessions Begin	June 6
1 <sup>st</sup> 4-Week Session Ends	July 1
Independence Day (College Closed)	July 4
2 <sup>nd</sup> 4-Week Session Begins	July 5
2 <sup>nd</sup> 4-Week and 8-Week Summer Sessions End	July 29

\*All dates subject to change

## SECTION 2: COURSE POLICIES AND PROCESSES

### COLLEGE CATALOG

The College Catalog serves as a resource, communicating academic and student services policies and procedures, institutional policies, academic programs of study, course descriptions, and College personnel. To access the College Catalog, go to the **Allen Resources** tab. Choose the College Materials link. Click on the **College Materials** box and College Catalog link.

### CURRICULUM DEVELOPMENT

In AY 2008-09, the Curriculum Committee reviewed the Curriculum Process set out in our Board of Trustees Policies and Procedures V-A-1.10. We discussed this policy and agreed upon processes and timeframes for submitting a course proposal for consideration by the Curriculum Committee.

**Process and Timeframe for submitting a course proposal:** Course proposals/revisions should be drafted by the initiator and discussed with program colleagues or division members, the division chair, and the appropriate dean (Dean for the Iola Campus, Dean for the Burlingame Campus, Dean for Online Learning) before submission to the Curriculum Committee. Then, course proposals should be submitted seven (7) working days before the date of the Curriculum Committee meeting at which the proposal is to be discussed. This allows time for assembling the agenda and reading the proposals. Should the committee recommend proposals forward, they are discussed and acted upon at the next regularly scheduled President's Council and Board of Trustee meetings. The appropriate dean and VPAA will represent the proposals at President's Council and BOT meetings; the initiators need not be present.

**Method for submitting a course proposal:** Course proposals/revisions should be submitted electronically by the date due to Denice Stahl, Administrative Assistant to the Vice President for Academic Affairs, at [stahl@allenc.edu](mailto:stahl@allenc.edu). A course proposal/revision includes a completed Course Proposal/Revision Form and a completed Common Course Outline for the proposed course/revision.

Adhering to this established timeframe and method of submission is respectful to all instructors, staff, and committee members involved in the process. Additionally, it enhances our communication and organization. For more information about Curriculum processes, visit myAllen and click on the **Allen Resources** tab. Choose Academic Materials from the items in the box and scroll down to the **Curriculum Process** box.

### AUDITING A COURSE

To audit a course, attending a course for no credit or grade, a student must declare that desire at the time of enrollment. The option to audit cannot be changed once the class begins. A course originally completed under the audit option cannot later be converted to a graded or Pass/Fail option. A course taken for audit will not count toward any program or degree requirement. Regular tuition and fees are assessed for the course. Scholarship dollars cannot be used to pay for courses being audited. An auditing student cannot displace a student taking a class for credit.

### PASS/FAIL GRADING

A student may enroll in a class for a pass/fail grade. A student enrolling for a class with a pass/fail option shall request the instructor give a pass/fail grade and file necessary paperwork with the Registrar's office. A change of grading request is not permitted after the official drop/add period.



Pass/fail grades are not calculated in a student's grade point average, and a maximum of 12 hours may be taken pass/fail to satisfy degree requirements.

### CONCURRENT ENROLLMENT PROGRAM

Allen Community College and area unified school districts have been educational partners for many years, with Concurrent Enrollment Program classes offered to high school students at most area high schools. Allen's concurrent post-secondary educational opportunities are available to high school sophomores, juniors and seniors who are motivated and prepared for college-level courses. The concurrent enrollment program enables high school students to earn both high school and college credit. This program follows Kansas legislative guidelines, which require an agreement between a high school and Allen. The high school principal's approval is also required before the high school student can participate in the concurrent program. Allen actively partners USDs and secondary schools across the six county service area. For more information, instructors and students may contact the Dean of the Burlingame Campus at 785-654-2416 ext. 202.

### COURSE BY ARRANGEMENT

Under special circumstances, a student may be allowed to take a course by arrangement. No course by arrangement will be permitted without the written approval of the instructor, the Dean for the Iola Campus, the Dean for the Burlingame Campus, or Dean for Online Learning, and the Vice President for Academic Affairs. Students in their last term and needing the course to graduate are eligible for course by arrangement. The student must hold a 2.5 GPA on a 4.0 GPA scale. No student will be permitted a course by arrangement for a course repeat. Course by arrangement information and forms can be obtained from the appropriate dean.

### ATTENDANCE

The responsibility for class and laboratory attendance is entirely upon the student. The student is expected to be in an enrolled class each time that class meets. No student is entitled to any absences. There is no policy that authorizes a student to be absent from classes except as an official representative of the College as part of recognized and approved activities. Absence from class is regulated on the principle that all students must do the full work of the class. Even unavoidable absences do not excuse the student from the obligation to do all the work required. Any absence represents an academic loss and will naturally jeopardize a student's grades and the possibility of passing the course. The student will be given the opportunity to make up the work and tests missed when the absence is due to a college activity, verified illness, or personal or family crisis. Students should notify the instructor ahead of time if an absence is required. Excessive absence is defined by the instructor.

Each instructor at Allen sets an attendance policy and explains it in his or her class syllabus. The instructor may drop a student when absences exceed the instructor's attendance policy. The withdrawal will be reported to the Registrar and Vice President for Student Affairs, who will notify the student that he/she has been dropped for nonattendance. Instructors must record student absences in the course grade book. An attendance record is the only source of attendance documentation for the College. Adjunct instructors can find copies of grade books and other necessary paperwork in the Faculty Resource Center on Blackboard and the myAllen portal. In the myAllen portal, this information is located on the **Faculty-Advisor** tab in the **Academic Info** box.

## ROSTERS

### *CLASS ROSTERS*

Class rosters can be accessed from the myAllen portal. Go to <http://my.allencc.edu> and enter your user name and password. Click on the **Faculty-Advisor** tab and choose the *View Roster* button. A list of all students enrolled in the course will be displayed. Click on a student name and that student's information and schedule will display.

### *SIGN IN/ATTENDANCE ROSTERS*

In order to document attendance, instructors are required to submit rosters. These rosters are extremely important in determining financial aid and enrollment.

- On the Iola Campus, instructors should return their rosters to the office of the Registrar.
- On the Burlingame Campus, paper copies are used and instructors must sign and date these rosters before turning them in to the Student Services Office at the Burlingame Campus.
- Online instructors are asked to complete three attendance rosters electronically. To complete an online attendance roster, go to <http://my.allencc.edu> and enter your user name and password. Click on the **Faculty-Advisor** tab and choose the *Attendance Roster* button.

### *20<sup>TH</sup> DAY ROSTERS*

Instructors are required to verify student attendance on 20<sup>th</sup> Day Rosters. These documents are used to determine the enrollment-based funding that the College receives. An instructor is required to complete a 20<sup>th</sup> Day Roster for each course he or she is teaching. All 20<sup>th</sup> Day Rosters are submitted through the myAllen portal. Please complete and submit 20<sup>th</sup> Day Rosters as soon as possible.

## CHANGE OF SCHEDULE

### *ADDING AND DROPPING COURSES*

Students may add full semester and 8-week session classes during the first 7 calendar days of the term. Students may drop full semester classes during the first 14 calendar days of the semester. Courses in 8-week sessions may be dropped during the first 7 calendar days of the session. Students in classes which last less than 8 weeks must drop or add by the end of the first day of class. No record of courses dropped during this period will appear on the transcript.

Students should always discuss any class schedule changes with their advisor. During the drop/add period, schedule changes may be completed through the myAllen portal or by submitting a Change of Schedule form. No class may be added after the official add period without the consent of the instructor and the appropriate dean.

Change of Schedule forms may be picked up from the Administration Office on the Iola Campus or from the Front Office on the Burlingame Campus. All Change of Schedule forms must be initiated through the student's advisor. The completed Change of Schedule form must be returned to the Administration Office on the Iola Campus or the Student Services Office on the Burlingame Campus. During the Drop/Add period, schedule changes may be completed through the myAllen portal or by contacting an advisor. No class may be added after the drop/add period without the consent of the instructor and the appropriate Dean.

## *WITHDRAWALS*

To withdraw from a course or the college after the drop period, a student must officially withdraw online, in person, or in writing. Phone or text messages do not meet the requirement to withdraw.

For a full semester or second 8-week course students may withdraw up to and including the 70th class day of the semester. For a first 8-week course students may withdraw up to and including the 35<sup>th</sup> class day of the semester. For courses lasting less than 8 weeks, students may withdraw up to and including 50% of the class meetings. A designation of "W" (withdraw) shall be entered on the student's transcript for withdrawn classes.

An instructor may withdraw a student from his/her class if the student exceeds the limits of the class attendance or course work policy specified on the syllabus. The instructor shall submit a Change of Schedule form. The student shall be notified and may request reinstatement.

A student may be administratively withdrawn from the College for non-payment of financial obligations or student conduct violations. The staff member initiating the withdrawal must complete a Change of Schedule form. The student shall be notified and may request reinstatement.

After the designated withdrawal period, no withdrawals by the student or instructor shall be allowed. In cases of extenuating circumstances, permission to withdraw from all classes in which the student is enrolled may be granted by the Vice President for Academic Affairs. If a student simply stops attending class, he or she is not officially withdrawn. Such students shall receive "F" grades and these grades shall be counted in the grade point average.

If a student is administratively withdrawn, the student has the right to request reinstatement in the class. Students removed for non-payment at the beginning of a term will usually be given until the end of the add period to make payment and request reinstatement. If the reinstatement is denied, the student may use the academic appeals process to appeal the withdrawal. Upon reinstatement a fee of twenty-five (25) dollars will be assessed unless waived by the appeals process. Pending the final action on the appeal, the student is to attend all class sessions.

## **GRADE BOOKS**

Instructors are provided with a course grade book for each class they teach. This is the official record of student progress in your class. Since students may appeal grades after the course, it is important for instructors to keep grade information.

- On the Iola Campus, adjunct instructors should submit grade books to the Registrar at the end of each semester. Full-time instructors can either retain their grade books or submit them to the Registrar. All instructors are encouraged to keep electronic grade books in Blackboard.
- On the Burlingame Campus, adjunct instructors should submit grade books to the Front Office at the end of each semester. Full-time instructors can either retain their grade books or submit them to the Front Office. All instructors are encouraged to keep electronic grade books in Blackboard.
- Online instructors are expected to use the Grade Center in Blackboard to record student progress. At the end of each semester, online instructors should download copies of their Grade Centers in Excel format and upload the files to the Faculty Resource Center in Blackboard. It is recommended that instructors keep copies of the files.

## GRADES AND GRADE POINTS

A, B, C, D, and P are recorded as passing grades; F indicates failure. Grade points are as follows:

A - Excellent	4 grade points per semester hour
B - Good	3 grade points per semester hour
C - Average	2 grade points per semester hour
D - Poor	1 grade point per semester hour
F - Failure	No credit or grade point
I - Incomplete	No credit or grade point
P-Pass	Credit but no grade points
W - Withdrawal	No credit or grade point.

## INCOMPLETES

An incomplete grade, designated as "I," is given only when a student cannot complete the coursework because of illness or other conditions usually beyond the control of the student. It is recommended that 80% of the course be completed at the time of the student's incomplete grade request. An explanation of the work required to complete the course must be filed by the instructor with the appropriate Dean, and with the Vice President for Academic Affairs at the time the incomplete grade is submitted. The incomplete work must be made up by the end of the following semester. A student who fails to meet the deadline for completion of the incomplete work will have to repeat the entire course for credit. To discuss incomplete grade requirements, contact the appropriate Dean.

## ACADEMIC APPEALS PROCESS

A Student Handbook that outlines general academic policies is available to students through online links to resources. Students also receive a course syllabus that indicates expectations, the grading system, and other pertinent information regarding a particular course. It is the student's responsibility to become familiar with these policies and resources.

If a student receives a grade that he or she feels is unfair and not in compliance with guidelines in the above resources, he or she may appeal the grade using the following process.

The student shall appeal in writing to the instructor who issued the grade with copies going to the Vice President for Student Affairs and Dean for the Iola Campus, Dean for the Burlingame Campus or Dean for Online Learning. This shall be done within seven (7) calendar days from the day the grade was issued for an assignment or test and within thirty (30) calendar days from the end of the semester for a final grade. Included in the appeal shall be the student's name, the class in which the grade was received, and the basis for the appeal. The instructor shall respond to the student in writing within five (5) calendar days of receipt of the notice regarding the disposition of the appeal. A copy of the appeal and the instructor's response shall be filed with the Vice President for Academic Affairs, Vice President for Student Affairs and with the appropriate Dean.

If the student feels that the instructor's decision is not fair, he or she may appeal the matter to the Vice President for Academic Affairs with a copy going to the Vice President for Student Affairs. This appeal shall be in writing and shall be submitted within five (5) calendar days of the date of the instructor's written response. The Vice President for Academic Affairs shall confer with both the student and the instructor and may review any other information relevant to the situation. The Vice President for Academic Affairs shall respond to the student in writing within seven (7) calendar days of receipt of the appeal regarding its disposition with a copy going to the Vice President for Student Affairs.

If the student feels the Vice President for Academic Affairs decision is not fair, he or she may, within five (5) calendar days of receipt of the Vice President for Academic Affairs decision, appeal the matter to an Academic Appeals Task Force. This task force shall be composed of the Vice President for Student Affairs, the Dean for the Iola Campus, Dean for the Burlingame Campus or Dean for Online Learning, an instructor of the student's choice, and an instructor appointed by the Vice President for Academic Affairs. The instructor whose grade is being appealed shall not serve on the task force. The Academic Appeals Task Force shall confer with the student and instructor and review all pertinent information. The task force shall come to a decision regarding the appeal and respond to the student, in writing, within seven (7) calendar days of receipt of the appeal.

If the student still feels that he or she is being treated unfairly, an appeal may be made to the Board of Trustees through the President. A written appeal shall be filed with the President within five (5) calendar days after the Academic Appeals Task Force notifies the student. All pertinent information shall be forwarded to the President for dissemination to the Board of Trustees. The Board shall place the appeal on the agenda for their next regularly scheduled meeting. The appeal may be heard in open or executive session depending on the wishes of the student. The President shall deliver the decision of the Board to the student in writing.

The Board of Trustees's decision is final. The student who finds it necessary to further pursue the matter must do so outside the realm of the College administrative structure.

### GRADE CHANGES

An instructor who wishes to change a grade is responsible for completing a Request to Change Grade form. This form can be accessed in the myAllen portal.

### REPEATING A COURSE

Repeating a course for which credit has already been earned will cancel the grade and credit in the earlier enrollment even though a record of the work will continue to appear on the transcript. The last grade in the course repeated will be used in computing grade point averages. No course by arrangement or advanced placement tests are permitted for repeat of a credit course. Some activity/participation courses may be taken for credit more than one time.

## SECTION 3: INSTRUCTIONAL POLICIES AND EXPECTATIONS

### ABIDE BY COLLEGE POLICIES AND EXPECTATIONS

All personnel accepting employment with Allen Community College are bound to comply with the terms of their contracts; to abide by policies, rules and regulations of the Board of Trustees; and to follow the instructions of their immediate supervisors.

Instructors at Allen are expected to assume the role of professional educators interested in the overall development of the College. As such, instructors are encouraged to consider college policies, procedures, and practices and to bring new ideas and concepts to the institution. Concerns and suggestions regarding the operations of the College should be discussed with administrators of the College in a free and open atmosphere, which is most likely to lead to the improvement of the overall college program. At the same time, excessive complaints and negativism, especially when directed at fellow instructors, students, or community members, tend to be detrimental to the entire educational effort. This tends to reduce instructor morale, damage the image of the College, and become detrimental to the development and growth of the institution. As a result, every

instructor has the responsibility to express his or her concerns and suggestions within a framework which is constructive, not destructive. The long-term benefit of the institution demands this.

Allen encourages instructor participation in community activities and involvement in community leadership positions. An instructor is regarded by persons in the community as an agent of the College. Therefore, what constitutes good taste and judgment should guide instructors in all external relationships and contacts. A suggested guideline is for instructors to participate in community activities to the extent expected of other citizens commensurate with their training and ability.

## ASSESSMENT

Allen Community College has implemented a program of common academic outcomes and assessment. The purpose of this program is to ensure instructional excellence and to maintain State and regional accreditation.

## ACADEMIC HONESTY

Allen Community College expects students to exhibit the highest standards of scholarly conduct. This includes upholding the principle of academic honesty in all work. Academic honesty is a partnership between the students, the faculty, and the College.

Students are responsible for reading and understanding the academic honesty policy, learning to use materials ethically, asking for assistance when needed, reporting instances of academic dishonesty, and refusing to aid others in academic dishonesty.

Instructors are responsible for establishing classroom policies regarding academic honesty and for adequately preparing their students for the challenges assignments provide. Instructors also provide support for students with questions concerning academic honesty and take steps to minimize the temptation of academic dishonesty in the classroom. Each instructor must inform students of the classroom policy regarding academic honesty in writing at the beginning of the semester through the course syllabus. Instructors should be consistent in applying the academic honesty policy, protect the identity of students accused of academic dishonesty, and use reason in making consequences match the offense.

The College will provide an academic honesty policy and disseminate the academic honesty policy to faculty, students, and staff. The College will discuss the topic of academic honesty in resources such as the student handbook, in orientations, and in the College Career Success Seminar. The College will endeavor to provide facilities, class enrollments, and/or support personnel which make it practical for faculty, staff, and students to make cheating, plagiarism and other dishonesty conduct less likely. The College will provide support services such as the Writing Center and counseling to help students be academically honest and to support stakeholders in their efforts to maintain academic honesty.

When an instance of academic dishonesty is suspected, the instructor should first meet with the student. If the student is not responsible for academic dishonesty, no action is taken. If the instructor believes sufficient evidence exists and the student has violated the academic honesty policy, consequences will be determined by the instructor. Consequences can include, but are not limited to the following: a verbal reprimand, a written reprimand, repetition of course work, referral to counseling, a failing grade on an assignment, a lowered grade on an assignment, a failing grade for the course, or administrative withdrawal from the course.

A student accused of academic dishonesty has the right of appeal. Appeal follows the same process as the Academic Appeals Process. Students should first contact the instructor to resolve any issues. Should the instructor and student fail to resolve the issue, then the student should contact the appropriate Dean. Should the appropriate Dean fail to resolve the issue, the student should contact the Vice President for Academic Affairs.

## INSTRUCTOR ABSENCES

When an instructor is going to be absent from class, he or she must notify the appropriate Dean and the office of the Vice President for Academic Affairs immediately. In no instance should an instructor cancel a class on his or her own initiative. At least three (3) days notice is expected for absences not due to illness or unforeseen emergency. An Absence Report must be completed for any time missed and filed immediately upon the instructor's return with the appropriate Dean.

## MINIMUM EXPECTATIONS FOR ONLINE INSTRUCTION

The Online Learning Task Force created the minimum expectations for online instructors for effective teaching and learning and to assure good instructional design in online courses.

- Post one announcement in course per week.
- Log-in to course in Blackboard three (3) times per week.
- Respond to email within 24 hours during the work week.
- Utilize one discussion board in every course.
- Grade and return major assignments before the next one is due.
- Attend one professional development opportunity each year.

These expectations were implemented in spring 2010. More information about these Expectations and Online Learning processes can be found in the myAllen portal. Click the **Allen Resources** tab then choose the [Academic Materials](#) link and look in the **Online Learning** box.

## ROOM ASSIGNMENTS

Classroom assignments for instructors will be made by the administration before the beginning of each semester. In the event an assigned classroom is inadequate in some way or needs attention, the instructor should notify the Dean for the Iola Campus or the Dean for the Burlingame Campus.

Instructors are responsible to see that lights are turned off in the classroom and that outside doors are secure if last to leave the classroom and/or building.

## TEACHING SUPPLIES AND EQUIPMENT

In the spring semester, each academic program shall submit a budget request for the following fiscal year. Items on the budget request should be listed according to priority. Budgets will be reviewed by the Dean for the Iola Campus or the Dean for the Burlingame Campus, the Vice President for Academic Affairs, the President's Council, and the President. Instructors should communicate needs for teaching supplies and equipment to the appropriate Division Chair and Dean for consideration.

## TEXTBOOKS

Textbooks are an integral part of the teaching and learning process. Textbooks should serve as the cornerstone of content for courses.

### *TEXTBOOK RENTAL AT ALLEN*

Textbook rental saves students at Allen several hundred dollars each year. Students are required to pay a book rental and materials fee for each course. Some classes may require the purchase of a consumable book or a workbook. All books are distributed from the Allen Bookstore and rental textbooks must be returned at the completion of finals or upon withdrawal from a course. Any student who fails to return rental textbooks in accordance with this policy will be assessed the current replacement cost of the rental textbooks. Academic transcripts will be held until the assessed payment is received.

### *CHANGING TEXTBOOKS*

Textbooks are changed approximately every three years on a rotation cycle. Requests for the adoption of textbooks are the responsibility of instructors and coordinated by the Division Chairs. Textbook adoption requests are submitted by the Division Chair, through the Information Portal and by the deadline established by Academic Affairs, for approval by the appropriate dean and the Vice President for Academic Affairs.

1. The Bookstore Manager identifies textbooks up for rotation in the rental program each year and shares this information.
2. Division Chairs visit with appropriate instructors in their program areas and coordinate the review and selection of textbooks for adoption.
3. Division Chairs submit textbook adoption requests for their division by the established deadline (October) in the myAllen portal.
4. The Deans review textbook requests.
5. The Vice President for Academic Affairs reviews textbook adoption requests and notification is sent to all stakeholders regarding textbook adoptions.

### *SYLLABI*

Every course should have a syllabus. Templates can be found on the myAllen portal under Allen Resources, on the Academic Materials page in the Syllabus Templates box.

A syllabus includes:

1. Course Number and Title
2. Instructor Information
  - a. Name
  - b. Office Phone
  - c. Email
  - d. Office Location
  - e. Office hours
3. Course Information
  - a. Credit hours
  - b. Textbook Information
  - c. Prerequisites
  - d. KRSN (if applicable)
4. Course description
5. Learning Outcomes
6. Instruction Methods
7. Evaluation Methods (may include but are not limited to)
8. Class Procedures and Policies
9. Academic Honesty
10. Student Accommodations statement



11. Writing Center statement
12. Student Email Information statement
13. Course Calendar (attachment to syllabus).

Syllabi for regular semester 16-week courses are to be submitted electronically within the first two weeks of the course. Syllabi for 8-week and short session courses are to be submitted electronically within the first week of the course. Syllabi should be turned in according to where or how the course is taught.

## CLASS MEETINGS

### *CHANGES TO MEETING TIMES/LOCATIONS*

Instructors should obtain approval from the Dean for the Iola Campus or Dean for the Burlingame Campus to change the scheduled meeting time or room assignment of a class meeting. Instructors should obtain prior approval from the Dean for the Iola Campus or the Dean for the Burlingame Campus to dismiss a class at an earlier time than it is scheduled for dismissal.

Allen requires that students receive fifteen hours of instruction for every credit hour received. Night classes must meet for fifteen weeks and one additional time for the final for a total of sixteen weeks. Finals will be given the last week of the semester. Finals should not be given early without permission from the appropriate dean.

### *SPONSORED TRIPS*

Any instructor who will have a group of students missing classes must notify other instructors, the Dean for the Iola Campus or the Dean for the Burlingame Campus, and the Vice President for Academic Affairs at least two weeks in advance. A request for a field trip shall be submitted on a "Travel Request" form to the Dean for the Iola Campus or the Dean for the Burlingame Campus. Estimated expenses for such trips must be submitted to the supervising administrator for approval and should be scheduled as early as possible. Full-time instructors attending conferences should fill out a travel request at least two weeks in advance. Athletic teams and other groups that will have repeated absences should submit a roster of the students involved and the event schedule to each instructor.

### *CLASSROOM CONDUCT*

Students are expected to maintain a high standard of conduct in the classroom. Students whose conduct is detrimental to the College should be encouraged to modify their behavior. Should inappropriate conduct on the part of students persist, the instructor should contact the appropriate Dean for guidance.

### *ACADEMIC FREEDOM*

Allen is committed to academic freedom. The right to teach the truth about the physical, social, and biological world, so long as it is related to the subject assigned, shall not be abridged.

College instructors are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As individuals of learning and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons.

### *NON-STUDENTS IN THE CLASSROOM*

Allen prohibits anyone who is not enrolled in a course from attending that class. This includes children of students and children of instructors. A student who brings a child to class should be informed of school policy and asked to make arrangements for appropriate childcare. Please review this policy with students during the first class period.

### *GUEST LECTURERS*

An instructor who wishes to invite a resource person to appear before his/her class or any other group of students (such as a student club) under his/her sponsorship should contact the appropriate Dean for permission. The instructor should interpret this procedure as a formality, as it can be expected that only in the rarest instance will permission be withheld. To protect the instructor as well as the College from possible embarrassment, the instructor is asked to observe this procedure.

If consultants or speakers are utilized, the visitor's compensation is the responsibility of the instructor unless prior approval of honorarium funds is obtained from the appropriate Dean. The same is true for mileage and meals.

### *SCHEDULING SPECIAL EVENTS*

All College-sponsored activities should be cleared through the appropriate Dean. On the Iola Campus, events are placed on a master calendar that is maintained in the office of the Vice President for Student Affairs. Social events, depending upon the nature, should also be scheduled through the Vice President for Student Affairs and the Director of Student Life. On the Burlingame Campus, special events should be scheduled with the Dean for the Burlingame Campus.

### *EXAMS*

Each instructor determines the number and type of examinations to be administered in his/her class. Each instructor will decide what portion of the student's grade will be based on exams. Students will be informed of the grading policies.

### *MAKE UP EXAMS*

Whether students will be permitted to take special or make-up examinations is left to the discretion of the individual instructor. The instructor is cautioned against setting policies or procedures that destroy flexibility in meeting a unique situation.

An appointment to take a special or make-up exam must be made by the student with Student Success Center in Iola or the Academic Success Center in Burlingame. Iola Campus students may call 620-365-5116, ext. 255. Burlingame Campus students may call 785-654-2416 ext. 227. If the appointment cannot be kept, the student should call to reschedule.

On examination day at the Student Success Center on the Iola Campus:

- Proceed to the SSC.
- Sign in on the computer under Testing and then College Make-Up Testing.
- Show a picture ID.
- Personal items will be monitored by the staff.
- Turn off cell phones and pagers.
- Sit in test location.
- The instruction sheet will be explained by the SSC staff.
- If necessary, special accommodations will be made available.

- The student will not be allowed to leave the SSC once testing has started.
- Upon completion of test, return all paperwork to the SSC staff as instructed.
- SSC staff will put the time started and completed and the date on the test.
- Sign out on the computer.

On examination day at the Academic Success Center on the Burlingame Campus:

- Check in at the front desk.
- Proceed to the ASC.
- Show a picture ID.
- Personal items will be monitored by the staff.
- Turn off cell phones and pagers.
- Sit in test location.
- The instruction sheet will be explained by the ASC staff.
- If necessary, special accommodations will be made available.
- The student will not be allowed to leave the ASC once testing has started.
- Upon completion of test, return all paperwork to the ASC staff as instructed.
- ASC staff will put the time started and completed and the date on the test.

If the staff on the Iola Campus determines that cheating has occurred, the test will be taken from the student, and the student will be asked to immediately report to the Dean for the Iola Campus. SSC staff will notify the Vice President for Student Affairs of the incident. If the staff on the Burlingame Campus determines that cheating has occurred, the test will be taken from the student, and the student will be asked to immediately report to the Dean for the Burlingame Campus. ASC staff will notify the Vice President for Student Affairs of the incident.

### *FINAL EXAMS*

Final examinations will be administered in each class at the end of the semester. The Vice President for Academic Affairs will develop and publish the final examination schedule. Any deviation from the published schedule requires approval from the Dean for the Iola Campus, Dean for the Burlingame Campus, or Dean for Online Learning. All students are required to take final examinations. Requests for early finals should be directed to the appropriate Dean for approval.

### *ESPs*

Grades are issued at the close of each semester; however, a progress report may be issued anytime to inform a student of his or her status in a class. The Early Student Progress report (ESP) will be available through campus email, and follow-up will be provided through Student Services. Suggestions and resources may be recommended to help improve the student's academic performance.

## **SECTION 4: THE MYALLEN PORTAL**

### **OBTAINING A TEXTBOOK/TEXTBOOK INFORMATION**

Instructors order their own textbooks directly from the publisher. With many of the publishers moving toward web-based instructor aids and ancillary materials, it is extremely beneficial for the instructor to be registered with the publisher. To accomplish this, the College will provide each instructor with a list of books for courses being taught each semester. Instructors can access textbook information in the myAllen portal.

1. Log in to the myAllen portal at <http://my.allenbcc.edu/ics> using your user name and password. Your user name should be your employee ID number or first initial and last name (up to eight total characters). Your password should be the first four letters of your last name and last four digits of your SSN (all lowercase).
2. Click on the **Faculty-Advisor** tab.
3. Click on *View Course/Textbook History* button in the **Instructor—Textbook History** box.
4. Note the text name, ISBN number, and link to the publisher's website.
5. Log on to the publisher's web site and complete any necessary registration process.
6. Request an exam/instructor's copy of the textbook(s) you need.

Publishers often contact the College to verify an instructor before shipping textbooks and materials. Instructors should check the **Instructor—Textbook History** box prior to each semester for changes in textbooks. If you have any questions concerning ordering your textbooks, please contact the appropriate individual for assistance. Adjunct instructors may contact Jeff Joynt at [jjoynt@allenc.edu](mailto:jjoynt@allenc.edu) or by telephone at 785-654-2416 ext. 229. Full-time instructors may contact Donna Cason at [cason@allenc.edu](mailto:cason@allenc.edu) or by telephone at 620-365-5116 ext. 252.

## HOW TO USE ALLEN EMAIL

Each instructor is provided with an Allen email account. To access Allen email, go to <http://www.allenc.edu>, click on the Faculty and Staff link and then on the Check Email link. Enter your Allen assigned email address as your user name and your password (first four letters of your last name, last four of your SSN). If an instructor has multiple accounts and wants to check one, it is possible to set up message forwarding so that anything sent to the Allen account will also be sent to another account. This is a good way to make sure all emails are received.

To set up forwarding:

1. Log in to Allen email using your Allen email address and password
2. Click blue box that says Mail
3. Click on the Gear icon in the upper right corner, and select "Options" from the dropdown menu
4. Look down the menu on the left and select "Forwarding"
5. Select "Start forwarding", and enter your other email address in the box provided, and click "Save"

Messages will now forward to the other account and important communications from the College and students will arrive in both accounts.

## HOW TO SUBMIT CLASS ROSTERS

Class rosters can be viewed and printed from the myAllen portal. To access your class rosters log in to the myAllen portal at <http://my.allenc.edu/ics>. Enter your user name and password. Your user name is your first initial and the first seven letters of your last name or your employee ID number. Your password is the standard 4x4 password (first four letters of your last name plus last four digits of your SSN).

1. Click on the **Faculty-Advisor** tab.
2. Choose a course from the drop down menu in the **ESP-Roster 2.0** box.
3. Click the *View Roster* button.
4. You can email your entire class from this page *Email Entire Class* button or you can print a roster *Show Sign-in Sheet* button.

## HOW TO USE STUDENT LOOK UP

Student information is available through the Internet.

1. Go to <http://accchp.allencc.net>.
2. From the CARS on the Web menu select the *Student Lookup* button.
3. Enter your employee ID or user name and password.
4. Enter the last name, first name, or the student I.D. number of the student you wish to access.
5. Click the *Lookup* button.
6. The student's picture (if provided), class schedule, contact information, and other student information will be displayed.

## HOW TO GET ADVISEE LISTS

Go to <http://my.allencc.edu> to log on to the portal. Enter your user name and password. Your user name is your first initial and the first seven letters of your last name or your employee ID number. Your password is the standard 4x4 password (first four letters of your last name plus last four digits of your SSN).

1. Click on the **Faculty-Advisor** tab.
2. Choose a semester and year from the drop down menu.
3. Choose the *View Advisees* button from the **Advisor Listing** box.
4. Click on an individual student for information about the student.
5. You can use the tabs to see information about consent to release information, GPA, hours, major, and activity involvement.

## How to Record/Enter Grades

Online grade entry is accomplished via the Internet and any web browser. Allen's grade entry is secure. Go to <http://my.allencc.edu> to log on to the portal. Enter your user name and password. Your user name is your first initial and the first seven letters of your last name or your employee ID number. Your password is the standard 4x4 password (first four letters of your last name plus last four digits of your SSN).

To Enter Grades:

1. To enter grades, click on the **Faculty-Advisor** tab.
2. Choose your course from the drop down in the **Grade Entry** box.
3. Click the *Go to Grade Entry* button.

For each student on the roster:

1. Choose the appropriate letter grade from the drop down menu.
2. If a student is receiving an "F" in the course, select a grade of "F" and enter a date in MM/DD/YYYY format in the Last Attend Date column.
3. Click the *Go to Grade Review* button.
4. Click the *Submit Grades* button to enter the grades into the system.

NOTE: If you fail to properly enter a Last Attend Date, it will cause an error and grades will not be recorded. You will have to re-renter the information.

If you have technical difficulties following these instructions, please contact Doug Dunlap at the Iola Campus at 620-365-5116 x 261 or by email at [ddunlap@allencc.edu](mailto:ddunlap@allencc.edu).

## HOW TO COMPLETE CHANGE OF GRADE REQUESTS

Go to <http://my.allencc.edu> to log on to the portal. Enter your user name and password. Your user name is your first initial and the first seven letters of your last name or your employee ID number. Your password is the standard 4x4 password (first four letters of your last name plus last four digits of your SSN). To complete a Change of Grade Request in the portal:

1. Click on the [Request to Change Grade form](#) link in the **Academic Info** box.
2. Enter student information (name, ID #), course information (number, section, name, semester, year).
3. Enter the grade currently assigned and the new grade to be assigned.
4. Provide a short explanation of the reason for the change.
5. Type your name, employee ID#, and email address in the boxes provided.
6. Click the *Send Request* button.

Your request will be forwarded to the Registrar who will process the paperwork with the Vice President for Academic Affairs. Grade changes can take several days to process. If you do not receive an email copy of the form, please re-submit the request.

## HOW TO SEND ESPS

Allen's Early Student Progress Reporting system was developed to improve communication between students and their advisors. Instructors are urged to use the system to report concerns they may have for their students. The system is simple to understand and use. Instructors are expected to notify students who are not making satisfactory progress in writing.

To begin the process, log in to the myAllen portal at <http://my.allencc.edu>. Click on the **Faculty-Advisor** tab.

1. Choose the course from the drop down menu in the **ESP Roster 2.0** box
2. Choose the student(s) from the left hand column by putting a check mark in the box next to their name.
3. Choose appropriate comments from the negative and positive comment boxes. You may choose up to three comments.
4. You may also enter a comment in the box provided.
5. Click the *Send ESP* button.

The report is emailed to the student, the student's advisor, and other stakeholders. A listing of who is receiving the report is listed on the browser after submitting.

# SECTION 5: SUPPORT SERVICES

## ACADEMIC SUPPORT

### *ACADEMIC ADVISING*

For the purpose of academic planning, an advisor is assigned to each student. Every attempt is made to match the student's academic emphasis, goals, and interests with the advisor's field of expertise. Students who have not declared an emphasis area are assigned to professional advisors and trained faculty members who specialize in advising undecided students.

### *LIBRARY SERVICES*

The library staff will be happy to arrange time with each instructor to bring his or her classes to the library. Library staff will show the students the tools and techniques for doing research. The library staff will also come to the instructor's class if he or she is teaching on the Burlingame Campus, or another location, and cannot bring the students to the library.

Instructors are welcome to request titles to be added to the library collection. Please forward requests to the Director of Library. Whenever possible, include pertinent bibliographic information, such as author, title, publisher, date, and price. Please include a publisher's circular with the request, if it is available. The library attempts to fill all instructor requests on a priority basis, permitting available funding.

On the Iola Campus, any library item that an instructor assigns to an entire class to read or view should be placed on reserve. Normally, reserve items are checked-out for use in the library reading room. However, the instructor may designate the loan period desired, e.g., one day, two days, one week, etc. Additionally, an instructor's personal copies may be placed on reserve. See the Director of Library or a Library Technician to place items on reserve.

The instructor loan period for books is one semester, subject to recall if the materials are needed by another library patron. Instructors may check out periodicals and reference books overnight or over the weekend. Audio-visual materials may be checked out for previewing and are due the day after showing date. The replacement cost for items not renewed or returned at the end of the semester is billed to the instructor's program.

When an instructor plans to bring a class to the library to work on projects the library staff appreciates advance notice. Advanced notice allows the library staff time to reschedule work assignments or gather needed materials for each class.

### *TUTORING*

Peer tutoring is available for students experiencing academic difficulty. Peer tutors are students who have completed the course in which they are tutoring with an A or B grade and have been recommended by the course instructor. Tutoring may be requested, at no cost to the student, through the academic advisors. Individual or small group tutoring is available.

Professional and legal considerations prohibit individual instructors from tutoring their students for compensation.

### *THE WRITING CENTER*

The Writing Center serves students with any assignment that involves writing. Tutors are available to help with brainstorming, outlining, drafting, revising and final editing. The Writing Center is located on the Iola Campus in the Allen Library and on the Burlingame Campus in the Academic Success Center. The Writing Center's Online Writing Lab is available for all students who wish assistance with their writing via the Internet. The Writing Center link on the Allen website, [www.allencc.edu](http://www.allencc.edu), can be visited by clicking on "Current Students," "Student Services," and "Writing Center." For information, contact the Writing Center Director at 620-365-5116 ext. 303 or via email at [symes@allencc.edu](mailto:symes@allencc.edu).

## ADMINISTRATIVE SUPPORT

### *THE BOOKSTORE*

Rental textbooks and other school supplies are obtained through the bookstore. On the Iola Campus, the bookstore is located in the Student Center and is open each class day. A wide selection of merchandise, including Allen apparel and souvenirs, is also available. On the Burlingame Campus, the book counter is located in Student Services and is open each class day.

### *COPYING/DUPLICATING*

On the Iola Campus, all in-house duplicating is either done on a copy machine or risograph, depending on the number of copies needed. Only under special conditions should instructors do their own copying.

Special care will be given to copying/duplicating examinations to ensure security. The examinations (test) should be marked as such and placed in a large envelope marked “examination” and placed in the TESTS box located in the Campus Services Center. Other materials to be copied are placed in the Campus Services Center Copy Request Box.

The following information is needed when materials are turned in for copying

- name of person making the request
- number of copies needed
- when copies are needed
- special instructions (color of paper, enlarge/reduce, collate/staple, make transparencies, etc.)
- to have copies on time, the material must be turned in 24 hours before it is needed. Material needed on Monday should be turned in on the preceding Thursday.

On the Burlingame Campus, instructors may make their own copies or leave a copy request at the Front Office. Please allow at least 24 hours for staff to make copies. Reimbursement for outside copying will only be provided in case of extreme circumstances and must be pre-approved by the Dean for the Burlingame Campus.

### *COUNSELING*

Professional advisors help students in the areas of career choice and future planning. Personal and social adjustment counseling is provided by a professional counselor located in the Student Success Center on the Iola Campus and is available to students on a walk-in basis. The counseling and advising staff coordinates the ESP (Early Student Progress) system that alerts students and Allen personnel regarding a student’s status in class.

### *STUDENT ACCOMMODATIONS / DISABILITY SERVICES*

Allen Community College is committed to assisting individuals with disabilities in achieving their educational goals with appropriate accommodations and services based on individual documented need.

The Student Success Center on the Iola campus and the Student Services Office on the Burlingame campus, coordinate accommodations for Allen students who have a documented disability. Accommodations are provided at no cost to enrolled students on an individual basis and with respect for confidentiality. The College encourages independence and self-advocacy for students with disabilities.



Disabilities qualifying for services may include, but are not limited to: physical disability, health or medical disability, hearing disability, visual disability, learning disability, acquired brain injury, attention deficit disorder, mental/emotional disability, and speech disability.

To access accommodations:

- Students with disabilities should contact the Student Success Center/Student Services Office to schedule an intake interview. The interview will focus on how the disability affects the student and what accommodations will be needed.
- Students will be required to furnish appropriate documentation of their disability. The documentation must follow Guidelines for Documentation of a Disability. Documentation must include justification for the requested academic accommodation.
- The advisor will determine if the documentation is adequate to establish the existence of a qualifying disability and to support the requested accommodations.
- Students must request accommodations each semester, and requests should be made as far in advance as possible.
- Students must notify the advisor of any class schedule changes.

The advisor will serve as an advocate for students with disabilities, sharing information pertaining to accommodations with instructors.

Types of accommodations may include, but are not limited to: notification of instructors concerning needed accommodations, use of a note taker or scribe, use of tape recorders during class, course exam accommodations (e.g., extended time in a quiet location), use of a dictionary during tests, recorded textbooks/materials, sign language interpreters, large print materials, Braille materials, library accommodations, and assistive technology.

All requests for accommodations and services will be considered on a case-by-case basis. Factors affecting the program of accommodations and services will be dependent upon disability, documented need, and the compliance requirements of Americans with Disabilities Act and section 504 of the 1973 Rehabilitation Act.

### *CUSTODIAL SERVICES*

Custodians are on duty at specified hours. On the Iola Campus, check with the Director of Physical Plant Operations for the name of the building custodian and the hours he/she is on duty. Requests for assistance should be made with the Director of Physical Plant Operations. If an instructor needs to have major rearrangement of furniture or equipment or any special custodial service, please make the request to the Dean for the Iola Campus through completion of a Maintenance and Repair Request Form. On the Burlingame Campus, check at the Front Office for custodial assistance.

### *LOST AND FOUND*

Articles found on the Iola Campus should be turned in to the Administration Office. Articles found on the Burlingame Campus should be turned in to the Front Office. Unclaimed items will be kept for one semester.

### *POSTAGE*

On the Iola Campus, mailboxes for all full-time instructors are located in the Campus Services Center. Incoming mail will be processed in the Campus Services Center at approximately 9:00 a.m. On the Burlingame Campus, each instructor has a mailbox in the copy room. Incoming mail is distributed daily. College mail postage is charged back to each program budget.

## SECTION 6: PERSONNEL

### ACCESS TO COLLEGE FACILITIES

Full-time instructors will receive keys to the building in which their classrooms and offices are located. Keys should not be loaned to students. Loss of any key should be reported to the Director of Physical Plant Operations immediately.

### ADMISSION TO COLLEGE ACTIVITIES

Instructors and staff members and their families are admitted, without charge, to all College-sponsored activities.

### COMMENCEMENT ATTENDANCE

Allen's philosophy places the student first. Therefore, full-time instructors and academic staff are expected to attend Commencement to demonstrate that the concern for students does not end in the classroom but continues on as they reach their goals. Academic dress is required.

### INSTRUCTOR ATTIRE

In accordance with the professional image of the College and higher education, instructors are expected to be well dressed and to reflect professionalism in higher education.

### USE OF COLLEGE VEHICLES

College vehicles are available for use by College employees for off-campus travel. On the Iola Campus, any employee who desires to use a vehicle must reserve the vehicle through the office of the Vice President for Student Affairs. On the Burlingame Campus, vehicles are reserved through the Front Office. Credit cards will be issued when the keys to the vehicle are picked up. Employees using College vehicles should ensure all provisions of Board policy regarding vehicle use are met.

### TEACHING ASSIGNMENTS

Personnel shall be assigned by the Vice President for Academic Affairs in conformity with the standards established by the Board of Trustees, the Kansas Board of Regents, and the Higher Learning Commission of the North Central Association of Colleges and schools.

### COMPENSATION/PAYROLL

Adjunct instructors and full-time instructors teaching overload are paid in four equal installments for the fall and spring semesters. Fall checks are sent in September, October, November, and December. In the spring, checks are sent in February, March, April, and May.

Salary checks are usually issued on the 15<sup>th</sup> day of the month. If the 15<sup>th</sup> falls on a weekend or holiday, then the work day following the 15<sup>th</sup> is usually pay day.

## WORKLOAD AND OFFICE HOURS

For full-time instructors, the normal professional workload shall consist of fifteen (15) credit hours or their equivalent per semester, or thirty (30) credit hours or their equivalent per year. Full-time instructors dedicate a minimum of thirty-five (35) hours per week for college work week responsibilities. Overload and/or supplemental contracts will increase the number of work hours required proportionately.

Office hour policies for full-time instructors are outlined in Board of Trustees Policies and Procedures V-A-1.18. This document is available on the myAllen portal.

Adjunct instructors are encouraged to arrive at least 15 minutes prior to the start of class and to remain after the class for at least 15 minutes. This allows time for students to meet with instructors who do not have an office on campus.

## CONTRACTS

Full-time instructors sign a yearly contract with the College to teach a designated load each semester. Hours beyond the required load are designated overload. For overload and adjunct instruction, individuals receive a contract in the mail after classes begin. It is the instructor's responsibility to sign, date, and return the contract. A copy will be returned to the instructor after processing.

## STUDY DAYS

Allen has an established Study Days during the week of final examinations each semester. During this period, there will be no school sponsored extracurricular activities except as may be scheduled in state, regional, district and national competition.

## EVALUATION AND OBSERVATION

### *STUDENT EVALUATION OF INSTRUCTION*

Students will be asked to evaluate instruction each semester. The Student Evaluations of Instruction will be conducted through the portal during the 12<sup>th</sup> week of 16-week courses. A report of the results will go to instructors, the appropriate Dean, and the Vice President for Academic Affairs after grades are due.

### *ADMINISTRATIVE EVALUATION OF FULL-TIME INSTRUCTION*

Allen provides class observation and evaluative services to assist instructors for the purpose of improving instruction and the teaching/learning process. This service is conducted by the appropriate Dean. A follow-up conference is scheduled seven (7) working days or less after the administrative evaluation to provide feedback and improvement strategies to the instructor.

### *OBSERVATION AND EVALUATION OF ADJUNCT INSTRUCTORS*

The College provides classroom observation and evaluation to assist instructors in implementing continuous quality improvement processes in their courses. For onsite courses, this service is conducted by the Adjunct Faculty Coordinator. For online courses, the Online Coordinators conduct observations. This process includes a self-evaluation and a post observation conference to provide feedback and improvement strategies to the instructor.

More information about the evaluation and observation process can be found on the myAllen portal. Choose the **Allen Resources** tab. Click on the [Academic Materials](#) link from the box. Look in the **Academic Affairs** box.

## INTERNET POLICY

Access to the Internet through Allen facilities is a privilege, not a right. Access and the use of the Internet and Allen facilities are designed to serve a traditional educational goal. Access at any given time is not guaranteed. Use of the Internet to further a commercial enterprise or for personal financial gain is prohibited. Use must be morally and ethically prudent, reasonable, and exercised with good judgment.

Examples of ethically and morally objectionable use may include accessing sexually explicit literature, images or graphics, and images or instructions of a criminal nature. Abuse of facilities, equipment, or access privileges is considered a violation of this published policy. Those who are determined to have violated this policy will face penalties to include a fine, facilities restriction, separation, or any combination thereof.

## NON-DISCRIMINATION POLICY

Allen Community College is committed to a policy of nondiscrimination on the basis of race, sex, religion, age, color, national origin, and disability in admissions, educational programs or activities, and employment. The final responsibility for ensuring equal opportunity rests with the Board of Trustees and the President of the College. The responsibility for implementation of policy is assigned to the Affirmative Action Officer. It is the responsibility of the Affirmative Action Officer (Vice President for Student Affairs) to provide leadership that is necessary for attainment of the goals and objectives of the program.

Non-discrimination complaints by an employee should be addressed to the employee's supervisor, the appropriate vice president, or the compliance coordinator. Non-discrimination complaints by a student should be addressed to the appropriate vice president or the compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the appropriate vice president or the compliance coordinator. Complaints about discrimination will be resolved through the following complaint procedure:

- A complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation.
- A complaint should be filed within 30 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the President, the Board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the compliance coordinator. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit evidence, written or oral, relevant to the complaint to the investigator.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.
- Records relating to complaints filed and their resolution shall be maintained in a confidential manner by the compliance coordinator.

- The complainant may appeal the resolution of the complaint to the President or to the Board of Trustees if the complaint was against the President. The request to appeal the resolution shall be made within 10 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 10 days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies.

All instructors are required to abide by and honor the College non-discrimination policy.

## OUTSIDE EMPLOYMENT

All full-time College employees are expected to remember that their primary obligation is to the College, and each employee must be certain, in undertaking any outside employment, that this primary obligation is not undermined.

## PERSONNEL FILES AND EMPLOYMENT DOCUMENTS

### *PERSONNEL FILES*

Instructors must provide the College with a current address, telephone numbers, and an email address so that the College may contact them with pertinent information and provide them with services in a timely manner.

The College must establish and maintain personnel files and keep employment documents on file. First, a completed application must be submitted along with official copies of college transcripts. In addition, the College must be provided with a W-4, K-4, Kansas State Loyalty Oath, I-9 Employment Eligibility Verification, a copy of the instructor's Social Security card, and a State-issued photo ID.

Upon employment by the College, personnel files are maintained by the Vice President for Academic Affairs Office for all employees. The files consist of

- A current and complete record of official transcripts
- A resume
- Record keeping data for federal files
- Basic and supplemental contracts
- Student Evaluations of Instruction
- Administrative Evaluations of Instruction
- Tenure recommendations (for full-time faculty)
- Other information requested or agreed to by the instructor.

## CHANGE OF NAME AND ADDRESS

Changes in an instructor's name, address, and phone numbers must be reported so that personnel records can be updated in the Vice President for Academic Affairs Office and the Business Office. Changes in name and contact information should be reported to the Administrative Assistant to the Vice President for Academic Affairs at 620-365-5116 ext. 299 or [stahl@allenc.edu](mailto:stahl@allenc.edu).

## SEXUAL MISCONDUCT

Allen County Community College is committed to maintaining a positive and safe learning and working environment. Allen Community College students and employees are responsible for

assuring that the college maintains an environment for study and work free from Sexual Misconduct or related retaliation and all members of the Allen community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Allen Community College prohibits Sexual Misconduct, specifically including rape, acquaintance rape, sexual assault, dating violence, domestic violence, sexual harassment, and stalking, and related retaliation of any nature against or by any student or employee.

Sexual Misconduct violates the dignity of individuals, impedes the realization of educational goals, is unlawful and will not be tolerated. Specifically, Sexual Misconduct is a form of illegal discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Kansas Act Against Discrimination and could lead to criminal prosecution.

Individuals with questions or concerns about Sexual Misconduct, or those wishing to file a complaint of Sexual Misconduct, should contact the Vice President for Student Affairs, Allen Community College, 1801 North Cottonwood Street, Iola, Kansas 66749, 620-365-5116, [vpsa@allenc.edu](mailto:vpsa@allenc.edu). In an emergency, please call 911 for immediate assistance. Every reasonable effort will be made by the Title IX Coordinator to protect the confidentiality of the parties during an investigation and provide for the safety and welfare of the complainant. After an investigation, any person who is found to have violated this policy or retaliated against another will be subject to discipline, up to and including expulsion from Allen and/or termination of employment, to help ensure that such actions are not repeated. Please refer to the Sexual Misconduct policy in the online student handbook for specific information on reporting and the disciplinary process.

## TOBACCO USE

Tobacco may be used by persons of legal age outside of college buildings. No smoking is allowed outside college-owned buildings within a minimum of a ten foot radius of any doorway, open window, or air intake leading into such buildings. The possession of tobacco or tobacco products by a person of legal age is not a violation of this policy, only the use of tobacco inside college buildings, including student housing or vehicles. For more information, see the Policy Manual available in the myAllen portal. Go to the **Allen Resources** tab. Choose the College Materials link. Click on the **Allen Policy Manual** link.

## DRUGS

Instructors and staff are expected to observe State law and College policy, which prohibit the use or possession of illegal drugs. Illegal drugs include those drugs that State laws prohibit and those drugs for which the user does not have a prescription.

## TELEPHONE POLICY

Personal calls are to be kept to a minimum. Each staff member is responsible for observance of good telephone manners and for the telephone manners of students and other staff whom he or she may be supervising. No staff member will be allowed to charge third party calls to the College numbers, nor will he or she be allowed to accept collect calls. Any calls so charged or accepted will be charged to the individual staff member.

## TENURE PROCESS FOR FULL TIME INSTRUCTOR POSITIONS

All non-tenured full-time instructional staff shall be subject to the procedures outlined in the Policies and Procedures Manual IV-B-1.4, according to the years of employment requirement. The College follows State statutes in the granting of tenure for full-time faculty.

## FULL-TIME EMPLOYEE TUITION AND BOOK RENTAL GRANT

Full-time instructors and staff are eligible for a tuition, fees, and book grant for Allen Community College for-credit classes taken while they are employed. Administrative approval is required prior to the start of the class and enrollment is on a space-available basis. The employee pays for purchased books and/or supplies. IRS dependent spouses and children are eligible for tuition and book rental grants for Allen Community College for credit classes taken while their spouse or parent is employed by Allen.

Policy information and a printable form are available on the myAllen portal. Click on the **Allen Resources** tab then choose the [Allen Forms](#) link. Look for this information in the **Other Forms** box.

## SECTION 7: PROFESSIONAL DEVELOPMENT

### CONVOCATIONS

Each semester before classes begin, instructors gather for professional development. Convocation is held on both the Burlingame and Iola Campuses. The Burlingame Convocation focuses on professional development for adjunct instructors. The Iola Convocation focuses on professional development for full-time instructors. However, everyone is welcome at either location. Convocations for all college full-time employees are held mid-semester, usually in October and March. Please check the academic calendar for specific dates.

### PROFESSIONAL MEMBERSHIPS

Acknowledging the contribution professional organizations have made to the field of education, full-time instructors are encouraged to join and support appropriate professional organizations of their choosing. Contact the appropriate division chair or dean for information on professional organizations.

### PROFESSIONAL DEVELOPMENT

In recognition of the vital role the instructor plays in the instructional program, instructors are expected to take advantage of opportunities that will enable them to increase their teaching skills and grow professionally. Attending professional and in-service meetings and workshops, professional reading, and the continuation of formal education is expected of all instructors. Within the limits of budgeted travel funds, full-time instructors will be reimbursed for expenses incurred in attending approved professional meetings. For more information, full-time instructors should reference the current negotiated Master agreement posted in the myAllen portal. Choose the **Allen Resources** tab, then the [College Materials](#) link. The Master Agreement is posted in the **College Materials** box.

## ADJUNCT FACULTY DEVELOPMENT INCENTIVE PROGRAM

Adjunct instructors are eligible for the Adjunct Faculty Development Incentive Plan. Adjunct instructors are an integral part of instructional delivery and fulfillment of the College's mission, and their skill enhancement is vital to the success of the institution and our students.

The Adjunct Faculty Development Incentive system is based on participants earning 10 points per year (July 1 – June 30). If an adjunct instructor completes any combination of the following to accumulate 10 points during the year, a once a year contract of \$150 will be issued.

Points may be accumulated as follows

- Fall Convocation 3 points
- Spring Convocation 3 points
- Pre-Approved Conference / Meeting (1 to 2 points based on number of days) 2 points max
- Division Meeting (1 point per meeting) 2 points max
- Topical Workshop (online or onsite, 1 point per workshop) 6 points max.

Contact the Adjunct Faculty Coordinator for information on how to participate in the Adjunct Faculty Development Incentive Plan.

## SECTION 8: SAFETY

### USE OF DANGEROUS EQUIPMENT AND MATERIALS

Public institutions are sometimes held liable for injuries sustained by persons using dangerous equipment and materials on the institution's premises. For this reason, it is essential that each instructor exercise every precaution to see that such equipment and materials used in each class are handled only when the instructor is present. Each instructor is responsible for familiarizing himself or herself with the safety procedures and regulations attendant to the conducting of each assigned class. On the Iola Campus, the instructor is responsible for reporting any and all possible safety hazards existing within the facilities to the Director of Physical Plant Operations. On the Burlingame Campus, the instructor should report any and all possible safety hazards to the Dean for the Burlingame Campus. The College carries insurance to protect individual instructors from suit; instructors may be familiarized with this coverage through the Business Office.

### PROCEDURE IN CASE OF INSTRUCTOR OR STUDENT ACCIDENT

If an instructor or student is injured, there is no substitute for good judgment and the ability to render discretionary assistance. Ambulance services are available on call. The supervising administrator should be notified of the accident as soon as possible. Accidents of serious nature should be reported to the Administrative Assistant to the Vice President for Student Affairs as soon as possible. The Personnel Office should be contacted immediately for forms to be completed if injury is to be covered by worker's compensation.

### SEVERE WEATHER PROCEDURES

A tornado watch indicates that conditions are favorable for the development of severe thunderstorms, large hail, heavy rains, damaging winds, and tornadoes. A tornado warning indicates that a tornado is developing and people in the warning area should seek shelter immediately.



### *IOLA CAMPUS*

Main Academic Building: Students and personnel should take shelter in the Barclay Lecture Hall (A 27) or the restrooms in the B and C Complex part of the building (no windows-solid roof).

Activities Building: Students and personnel should not stay in the building. They should go immediately to the main building.

Technology Building: Students and personnel should not stay in the building. They should go immediately to the main building.

Student Center: Students and personnel should go to one of the above locations in the main building or to Horton Hall.

Horton and Winter Residence Halls: Students in both residence halls should go to the ground floor hallways of Horton Hall.

Masterson Hall: Students should go to the Main building outside the Administrative Office Complex to take shelter in Barclay Lecture Hall (A 27).

Red Devil Apartments: Students should go to the Main building outside the Administrative Office Complex to take shelter in Barclay Lecture Hall (A 27).

Herynk Hall: Students should go to the Main building outside the Administrative Office Complex to take shelter in Barclay Lecture Hall (A 27).

Red Devil Duplex: Students should go to the Main building outside the Administrative Office Complex to take shelter in Barclay Lecture Hall (A 27).

Zahn House: Students should go to the underground tornado shelter located between the North Barn and the Zahn House.

Outdoors in a car or truck: Those who do not have time to reach one of the above locations should leave their vehicles, lie flat in a ditch or low place, and protect their heads.

In the event that Iola Campus classes are canceled, the College will notify KIOU 1370 AM and KIKS 101.5 FM. An announcement of the cancellation will be placed on the College telephone system and on the home page of the College website.

### *BURLINGAME CAMPUS*

Students at the Burlingame Campus should go to the high school via the college's southwest exit (south out of the commons area). Go through the hallway to the basement of the gymnasium.

In the event that Burlingame Campus classes are canceled, the College will notify WIBW 580 AM, WIBW 94.5 FM, and KMAJ 107.7 FM. Television notices will be posted on WIBW channel 13 and KSNT channel 27. An announcement of the cancellation will be placed on the College telephone system and on the home page of the College website.