



# **KENNEBEC VALLEY COMMUNITY COLLEGE**

## **FACULTY HANDBOOK**

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- Withdrawal Form
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*Kennebec Valley Community College is an accredited member the New England Association of Schools and Colleges, Inc.*

## **AFFIRMATIVE ACTION**

Kennebec Valley Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries about the College's compliance with, and policies that prohibit discrimination on, these bases may be directed to: Affirmative Action Officer, John Delile, Dean of Finance and Administration, Kennebec Valley Community College, Frye Building, 92 Western Avenue, Fairfield, Maine 04937-1367, Phone: (207) 453-5123 FAX: (207)453-5010, e-mail: [jdelile@kvcc.me.edu](mailto:jdelile@kvcc.me.edu); United States Department of Education Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110, telephone 617.289.0111, TTY/TDD 617.289.0063, fax 617.289.0150, e-mail [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov), internet <http://www.ed.gov/about/offices/list/ocr/index>; Maine Human Rights Commission (MHRC), 51 State House Station, Augusta, ME 04333-0051, telephone 207.624.6050, TTY/TDD 207.624.6064, fax 207.624.6063, internet <http://www.state.me.us/mhrc/index.shtml>; and/or Equal Employment Opportunity Commission, 475 Government Center, Boston, MA 02203, telephone 617.565.3200 or 1.800.669.4000, TTY 617.565.3204 or 1.800.669.6820, fax 617.565.3196, internet <http://www.eeoc.gov/>. The College also does not discriminate on the basis of sexual preference or marital, parental, or veteran's status. Inquiries about the College's policies that prohibit discrimination on these bases may be directed to the Affirmative Action Officer or MHRC identified above.

## **MISSION**

Kennebec Valley Community College prepares students to achieve their educational, professional and personal goals in a supportive environment inspired by shared values of responsibility, integrity, and respect.

## **ACADEMIC FREEDOM**

Academic freedom is essential to the fulfillment of the purposes of the institutional system, and there is the fundamental need to protect instructors from any censorship, threat or restraint which might interfere with their obligation to pursue truth in the performance of their teaching functions. Furthermore, outside of the academic scene the instructor should have no less freedom than any other instructor.

Instructors shall be guaranteed full freedom in classroom presentation and discussions and may introduce politically, religiously or otherwise controversial materials, provided only that said material is relevant to the course content.

In performing their teaching functions, instructors shall be guaranteed full freedom in expressing their personal opinions on all matters relevant to the course content, provided however, that when they do so they make every effort to indicate that they are speaking personally, and not on behalf of the College or the Administration.

## **FULL-TIME FACULTY POSITION DESCRIPTION**

The Administration at KVCC allows and, indeed encourages, the faculty to assume a broad responsibility in determining course content and the manner in which individual courses are conducted. Faculty participate in the formulation of academic policies and practices through committee assignments, department meetings and administrative faculty meetings. Each faculty member is encouraged to express his or her ideas and thoughts on how the instruction can be improved. Duties include, but are not limited to:

1. Conduct classes in assigned subjects as scheduled and maintain classroom decorum.
2. Prepare and file course outlines upon request.
3. Develop instructional materials and visual aids.
4. Assist in the planning and revision of the individual curriculum.
5. Continuing self-evaluation of personal teaching program.
6. Assist in preparation of the annual budget for instructional areas.
7. Assist in the orientation and counseling of students.
8. Prepare purchase requisitions for equipment, supplies, and textbooks.
9. Participate on faculty committees when assigned.
10. Personal, professional development through self-study, formal courses and programs, professional association membership activities, and efforts with local business and industry.
11. Attend KVCC activities as possible.
12. Keep an accurate record of student attendance and grades.

13. File mid-semester grades within the specified time for students who are failing or are near failing.
14. Notify office as soon as possible in case of essential absence from class.
15. Recommend books and materials for the library.
16. Attend all faculty meetings.
17. Volunteer to serve on professional organization committees as needed.
18. Communicate with students and others outside the classroom.
19. Serve as Academic Advisor to students as assigned.

### **ADJUNCT FACULTY JOB DESCRIPTION**

Duties include, but are not limited to:

1. Conduct classes in assigned subjects as scheduled and maintain classroom decorum.
2. Prepare and file syllabus upon request.
3. Develop instructional materials and visual aids.
4. Keep an accurate record of student attendance and grades.
5. Notify office as soon as possible in case of essential absence from class.
6. File mid-semester grades within the specified time for students who are failing or are near failing.
7. Continuing self-evaluation of personal teaching program.
8. Personal, professional development through self-study, formal courses and programs, professional association membership activities, and efforts with local business and industry.
9. Attend non-mandatory KVCC meetings and events as possible.

### **CRITERIA FOR APPOINTMENT, PROMOTION, RENEWAL, AND TERMINATION FOR FULL-TIME FACULTY**

Refer to MCCS Board of Trustee Agreement with MEA Faculty Unit. Copies are available for viewing in the Library.

### **ADJUNCT FACULTY QUALIFICATIONS**

1. The Department Chair, with assistance from the Academic Dean, will be the final point of recommendation for the hiring of adjunct faculty in Associate Degree programs.
2. Qualifications for adjunct faculty in Associate Degree programs will be established as follows:
  - A. Master's degree in a person's field is preferred
  - B. Minimum of 18 graduate and/or undergraduate hours in the subject area to be taught is required.
  - C. Exception to the above minimum qualification may be appealed to the President by the Vice President/Academic Dean

3. Commitment to a specific teaching assignment, for adjunct faculty members, is made course by course for **one semester only**.

### **FULL-TIME FACULTY BENEFITS**

Refer to MCCS Board of Trustee Agreement with MEA Faculty Unit. Copies are available for viewing in the Library.

### **PAY PERIODS**

For Full-time faculty time sheets are required only if vacation and/or sick leave are used. These "exception" slips must be submitted for the week of the occurrence by the following week. Department Chairs are responsible for assuring timesheets are completed and submitted.

Adjunct faculty members on special contracts are generally paid at the conclusion of a teaching assignment unless arrangements have been made with the approval of the Director of Finance. Adjunct faculty must submit a department head approved time sheet for the total hours taught to the Business Office in order for payments to be processed. The following items must be completed before an instructor can be paid:

1. Student Evaluation Forms
2. Semester Grades
3. Time Sheet

A schedule of payroll deadlines is distributed with your contract. Payroll questions should be directed to Rochaline Gertloff, #453-5106.

### **ADJUNCT FACULTY SALARY SCHEDULE**

	<b>Credit Two Hour Credit Rate Hours</b>	<b>Three Credit Hours</b>	<b>Four Credit Hours</b>	<b>*Lab Rate</b>	<b>*Lab, Shop, Clinical</b>	<b>Prep Time</b>
Instructor I	\$480 \$960	\$1440	\$1920	\$450	\$28	\$200
Instructor II	\$525 \$1050	\$1575	\$2100	\$450	\$30	\$200

Instructor I: 3 or fewer semesters successfully taught

Instructor II: 4 or more semesters successfully taught

- \* See Policy # 2.26 for an explanation of a laboratory experience, a shop experience and a clinical experience.

Example #1: An Instructor I adjunct teaching a 3 credit lecture course would be paid as follows:  
 $\$1440.00 + \$200.00 = \$1640.00$

Example #2: An Instructor II adjunct teaching a 3 credit course with a lab component would be paid as follows:  $\$1575.00 + \$450.00 + \$200.00 = \$2225.00$

Example #3: An Instructor II adjunct teaching a 2 credit lab/shop only course with a minimum of 90 contact hours in a semester would be paid as follows:  
 $90 \text{ hours} \times \$30 = \$2700.00$

Example #4: An Instructor II adjunct teaching a 4 credit course with a lab component would be paid as follows:  $\$2100.00 + \$450.00 + \$200.00 = \$2750.00$

Example #5 An Instructor II adjunct teaching in a 90 contact hour per semester clinical situation would be paid as follows:  $90 \text{ hours} \times \$30 = \$2700$

**Notes:**

1. All new adjunct faculty will be appointed at the Instructor I level. After an adjunct has successfully taught 3 semesters, the Vice President/Academic Dean and the Dean of Continuing Education, in consultation with the appropriate Department Chair, will move the adjunct to the Instructor II level.
2. Full-time faculty members will be considered an Instructor II when teaching on an adjunct basis. New adjunct faculty who can show evidence of having successfully taught at least 3 semesters at another school will be started at the Instructor II level.
3. Courses that are lab/shop only or are considered clinical will be paid by taking the minimum number of contact hours for the semester and multiplying by the per hour rate as indicated in the Lab, Shop, Clinical column. No preparation time money will be paid for these courses.
4. Courses that have 1 credit of lecture and 2 or more credits of Lab or Shop, will be paid as follows:
  - The 1 credit lecture will be paid according to the credit hour rate for Instructor I or II as shown in the Pay Scale Table.
  - The 2 or more credits of Lab or Shop will be paid at the hourly rate as shown in the Lab, Shop, Clinical column of the Pay Scale Table.
  - No additional lab rate or preparation time will be paid.

Example: An Instructor II adjunct teaching a 4 credit course that consists of 1 credit of lecture and 3 credits of Lab would be paid as follows:

$$\$525.00 (1 \text{ credit lecture}) + \$2700.00 (90 \text{ contact hours} \times \$30) = \$3225.00$$

## **EVALUATIONS**

Full-time faculty are evaluated according to the procedure outlined in the current faculty contract. Evaluation of adjunct faculty in Associate Degree programs will be the responsibility of the Academic Dean, assisted by the Department Chairs.

Evaluation of adjunct faculty in Associate Degree programs will be the responsibility of the Academic Dean, assisted by the Department Chairs.

New faculty (first three years) are required to have each of their classes do an instructor/course evaluation at mid-term and at the end of the semester. Mid-term evaluations will be summarized by the Chairperson and reviewed with the instructor. A second evaluation will take place at the end of the semester.

At the end of the three year period Instructor/Course evaluations are required at the end of each semester for every class taught. Adjunct faculty will follow the procedure described below at the completion of each course.

Procedure: The instructor will hand out evaluation forms to all students and then leave the room. The last student will put all evaluations into a provided envelope, seal it, and deliver it to a designated office. Collection of evaluations will be handled in the same manner as mid-term evaluations. All evaluations will be returned to the instructor after grades are submitted to the Registrar's Office.

## **TEACHING LOAD**

All faculty members are required to meet all assigned classes and they are required to devote as much time as necessary before or after classes for preliminary classroom or laboratory preparation. In addition, faculty members are required to attend all staff meetings, department meetings, and other essential activities as the President, Deans or Department Chairs may require.

A faculty member's teaching load should not exceed 32 credit hours annually or 25 contact hours in a semester or the equivalent. In judging equivalence, consideration can be given to the nature and level of the courses taught, the number of students involved, and an individual faculty member's assignment outside the classroom such as advising, curriculum development and special projects for the College.

## **FULL-TIME FACULTY COURSE OVERLOAD**

A faculty member, employed full-time by KVCC, may teach up to two (2) courses in an adjunct capacity in addition to their usual daytime teaching load. Any request to teach classes beyond this limit must be approved by the Department Chair and appealed in writing to the Academic Dean on a semester by semester basis.



## COURSE SYLLABI

A copy of each faculty member's course syllabus is kept on file. A standardized format is used, which may be obtained from the Department Chair or the Curriculum Committee. The format used is as follows:

1. Course number and title \*
2. Required texts or readings
3. A brief course description \*
4. Course objectives \*
5. A general outline of the units and sub-units covered
6. Course activities (i.e., lecture, discussion, guest speakers, audio-visual)
7. Course requirements (tests, exams, projects, etc., and how they will be weighed in the grading process)
8. Attendance Policy
9. Students with Disabilities statement \*

\* *To comply with Articulation agreements these items are not to be changed without approval of the Curriculum Committee.*

Instructors **must** provide each student a copy of the course syllabus at the first class session. Many instructors have found it helpful to include on the syllabus a means of contact outside of class.

A topical outline is part of the syllabus (#5 above). This is not the schedule identifying the tentative plan for the semester. A schedule is not part of the syllabus and should be handed out separately.

## FINAL EXAMINATIONS/ASSESSMENT

Final exams or another assessment method (project, report, etc.) will be administered at the end of each semester which may count up to 25% of the student's final semester grade. The nature, method, and format of this assessment will be at the instructor's discretion, appropriate to the course content. A copy of each final examination must be retained by the instructor for one (1) year.

### Guidelines for Final Semester Exams/Assessments

1. Students will not be required to take more than three final semester exams/assessments in one day.
2. Final semester assessment method will be included in course syllabi.
3. Student conflict in scheduling can be addressed on an individual course by course basis.
4. A final class will be held during the final exam/assessment week (the last week of the semester). If this time is not used for a final semester exam/assessment, another forum can be used.

## ATTENDANCE

Students are expected to attend all classes, lab periods, and field work sessions regularly and to arrive promptly. The faculty and Administration of KVCC believe that unauthorized or excessive absenteeism or lateness reflects directly upon the reliability of a student and can be an indicator of how the student will perform after graduation. The design of programs at the College renders lost time virtually impossible to make up. For these reasons, the College has adopted the following policy:

1. Each faculty member establishes his/her own attendance policy. Faculty members will notify his/her students of their attendance policy in writing on the first day of class. Each instructor will take attendance and keep records.
2. It is the student's obligation to check with the faculty member on the first day back, for any work missed or to be made up.
3. If a person experiences a major illness requiring an absence of several weeks, he/she may not be able to complete their course(s). It is imperative that the student (or his/her designee) notify the instructor and/or Academic Affairs Office as soon as possible when this situation occurs. The Academic Dean, in consultation with appropriate others, will then determine whether classes should be continued or dropped for that semester.
4. If a faculty member is not present when the class is scheduled to begin, the students must report his/her absence to the Academic Affairs Office and/or Department Chair. If the faculty member or a substitute is not present 15 minutes after the scheduled beginning time, the class will be canceled.
5. If a student is absent for 3 consecutive day classes or 2 night classes, the faculty member shall alert the key personnel by utilizing the Attendance Warning System or contact Jim Peacock via e-mail, [jpeacock@kvcc.me.edu](mailto:jpeacock@kvcc.me.edu).

In the Faculty Access System you will find a link for the **Attendance Warning System**. This system is designed to alert key personnel to students who have either never appeared in class **OR** have been absent for 2 or more consecutive classes. The student will then be contacted and you will receive a follow-up e-mail indicating an outcome (student has dropped the class, switched to another section, etc.)

## ADD/DROP/WITHDRAWAL OF COURSE

### ADDING A COURSE:

Courses may be Added only during the first 10 class days of a semester on a space-available basis (See Attachment A - Course Add/Drop Request Form).

### DROPPING A COURSE:

During the first 10 class days of a semester: Courses may be Dropped. No grade will appear on transcript (See Attachment A - Course Add/Drop Request Form).

After the first 10 class days, but before mid-semester: Courses may be Dropped. A grade of "W" will appear on the transcript, but is not figured into the grade point average.

After mid-semester: Courses may be Dropped, but a grade of "F" will be recorded. This grade will be figured into the grade point average. In extraordinary circumstances (e.g., health, personal hardship) the Academic Dean may authorize a withdrawal which will not affect the grade point average (written documentation of special circumstance withdrawal is required).

The date that properly completed Add/Drop forms are received and date-stamped by the Academic Affairs Office will be considered the official date of record. Students who do not officially Drop courses within the Add/Drop period (the first 10 class days of a semester) assume all academic consequences and financial obligation for tuition and fees.

### GRADE REPORTS\*

Final grades must be submitted to the Registrar's Office at the close of each semester. Grades are due within 24 hours of the final examination or last class.

A	4.00 grade points per credit hour	95-100
A-	3.67 grade points per credit hour	90-94
B+	3.33 grade points per credit hour	87-89
B	3.00 grade points per credit hour	83-86
B-	2.67 grade points per credit hour	80-82
C+	2.33 grade points per credit hour	77-79
C	2.00 grade points per credit hour	73-76
C-	1.67 grade points per credit hour	70-72
D+	1.33 grade points per credit hour	65-69
D	1.00 grade points per credit hour	60-64
F	0.00 grade points per credit hour	below 60
W	Withdrew**	
I	Incomplete	
P	Successful completion of courses approved for the PASS/FAIL option (P is not computed in the Grade Point Average)	

*\*Note: There are no A+ or D- grades.*

*\*\* May only be assigned by Registrar. Please see Registrar for further details.*

Letter grades are recorded and issued at the end of each semester. The Cumulative Grade Point Average is completed by multiplying the Grade Points for each subject's grade by the credit hours of each course and dividing the sum by the number of credit hours. Successful completion of all subjects and a cumulative grade point average of 2.0 or higher is required to receive a diploma from Kennebec Valley Community College.

### **INCOMPLETE GRADES**

Students are expected to complete all prescribed course work during the semester in which the course is taken. In extenuating circumstances, a grade of INCOMPLETE may be given to a student who has nearly completed the requirements of the course. **Students** must first request and receive an INCOMPLETE grade from the instructor. The student has two weeks into the next semester to complete the missing requirements. An appropriate grade will then be awarded.

In **exceptional** circumstances **only**, a student may petition the instructor and Academic Dean for an extension of the INCOMPLETE to a time of completion agreed upon by the student, instructor, and Academic Dean. If no arrangements are made and no activity is done, the grade will revert to an "F."

### **AUDITING POLICY**

A student who wishes to audit a course, on a space available basis, will be required to have the approval of their advisor and the faculty member. Their registration form will so indicate. Exams will not be required and no credit or certificate will be granted. Students will be charged 1/3 of the tuition cost for each course being audited. Lab and other fees for audited courses will be the same as those assessed for regular credit or certificate classes. Any change in audit status must be accomplished during the first two weeks of classes.

### **INDEPENDENT STUDY**

The subject matter for this course is developed by the student with permission of the Department Chair and/or sponsoring faculty member. The subject matter must be relevant to an already existing course at an advanced level.

#### **Requisites:**

The student must:

1. have attained at least a 3.0 Grade Point Average.
2. be in their second year of an Associate Degree program or have successfully completed 30 hours.
3. have achieved a B or better in a course related to the proposed independent study topic.
4. submit the course proposal to their sponsoring faculty member, advisor, Department Chair, and Academic Dean for review and approval.

### **DIRECTED STUDY**

Directed Study offers an opportunity for students with unusual needs who are enrolled in a program at the College to finish a course required for program completion, outside the usual classroom format. This can occur when the required course is not offered during the day or evening and could significantly delay a student's anticipated program completion date.

If the faculty member is willing to undertake the Directed Study project, he/she must request approval in writing from the Academic Dean. A request for approval must be received by the Academic Dean before traditional classes begin or not later than the first two (2) weeks of a given semester (including summer).

The Academic Dean will then discuss the project with the Department Chair and the faculty member. Final approval rests with the Academic Dean or a designee. If a Directed Study is approved, the faculty member still retains the right to accept or refuse the Directed Study. Directed Study will be considered only for extenuating or unusual circumstances. The student must have a cumulative grade point average of 2.00 or better at the time of the request. Students must have successfully completed a minimum of 15 semester hours at KVCC. Only established catalog courses may be offered in this format.

If a Directed Study is approved, the faculty member contracts in writing with the student:

1. When and where they will meet.
2. The assignments to be completed.
3. How and when student learning and progress will be evaluated.
4. A final grade will be submitted in the traditional manner at the end.
5. The "contract" must be signed by the faculty member, the student, and the Department Chair.
6. A copy of the course syllabus must be submitted with the "contract."
7. A copy of the signed "contract" must be submitted to the Academic Affairs Office.

The course content and evaluations will be covered within the same time frame as the traditional semester (16 weeks).

Tuition is charged at the established per credit hour rate. All tuition and fees associated with the Directed Study must be paid in full before a grade will be awarded. Faculty members completing a Directed Study will be compensated at 75% of the tuition collected for the course. Payment will be made after the Directed Study has been completed and the grade submitted.

### **CREDIT BY EXAMINATION (CLEP)**

Credit for College Level Examination Program (CLEP) and Defense Activity for Nontraditional Education Support (DANTES) and some other nationally standardized general examinations may be granted. Decisions on the granting of credit will be based on minimal acceptance scores in each area and the applicability of those areas to program requirements. Credits earned by this method cannot be counted in determining enrollment status nor can they be included in meeting the minimum credit requirements for satisfactory progress for financial aid. On the transcript credits earned, not the grade achieved, are recorded and such courses are designated with the symbol CL.

### **CREDIT BY CHALLENGE EXAMINATION**

Some selected KVCC courses may be challenged; however, challenge exams may not be available for all courses. Challenged course(s) cannot be counted in determining enrollment status nor can they be included in meeting the minimum credit requirements for satisfactory progress for financial aid.

When an appropriate standardized national exam exists, (i.e., CLEP, DANTES, ACT, PEP, etc.) this exam will be required. If no such national exam exists, the required exam shall be comparable to the comprehensive final exam taken by all students in the course. Only one challenge exam per course will be approved by the Department Chair and Academic Dean. The following criteria apply to challenge examinations:

1. The student requesting a challenge exam will show written evidence of prior knowledge or proficiency in the subject area to be challenged. The student must contact the Department Chair as to the availability of the exam and this procedure.
2. Students intending to challenge courses must complete the application and have written approval of Department Chair prior to taking the exam. The student must take the challenge exam prior to the semester in which the course is offered, or, if an entering student, during the first two weeks of the semester.
3. The student must have been accepted in a KVCC catalog program.
4. The student may not retake the challenge exam.
5. In order to receive credit, the student must score 80 or better on the challenge exam.
6. The student will be charged 50% of current tuition rate which must be paid in advance. One third of this fee goes to the faculty member administering the exam and two thirds goes to KVCC.
7. On the transcript credits earned, not the grade achieved, are recorded and such courses are designated with the symbol CE.

*Note: Many colleges will not accept a challenged course for transfer.*

### **ACADEMIC DISHONESTY**

Students at KVCC are expected to be honest and forthright in their academic endeavors. Since the assignments, papers, computer programs, tests and discussions of college course work are the core of the educational process, KVCC demands the strictest honesty of students in their various academic tasks. To ensure that the standards of honesty essential to meaningful academic accomplishment are maintained, the College sets forth the following clarification of academic dishonesty and sanctioning procedures. This policy relates to all academic endeavors on or off campus (i.e., classroom, clinical and work sites).

## **Types Of Academic Dishonesty\***

### **Cheating**

Cheating is an act of deception by which a student deliberately misrepresents that he/she has mastered information on an academic exercise.

#### *Examples:*

1. Copying from another student's test paper.
2. Allowing another student to copy from a test paper.
3. Using the course textbook or other material such as a notebook brought to a class meeting, but not authorized for use during the test.
4. Collaborating during a test with any other person by giving or receiving information without authority.
5. Using specifically prepared materials during a test, (e.g., notes, formula lists, notes written on the student's clothing, etc.) which are unauthorized.

### **Fabrication**

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

#### *Examples:*

1. Citing information not taken from the source indicated.
2. Listing sources in a bibliography not used in the academic exercise.
3. Inventing data or course information for research or other academic exercises.
4. Submitting, as your own, any academic exercises (e.g., written work, computer work, etc.) prepared totally or in part of another.
5. Taking a test for someone else or permitting someone else to take a test for you.
6. Using information and not acknowledging its source.

### **Plagiarism**

Plagiarism is the presentation of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate and specific citation of sources in end notes or footnotes. If verbatim statements are included, they must be set off by quotation marks. By placing his/her name of work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.

A student will avoid being charged with plagiarism if there is an acknowledgment of indebtedness:

1. Whenever one quotes another person's actual words.
2. Whenever one uses another person's idea, opinion or theory, even if it is completely paraphrased in one's own words; and

3. Whenever one borrows facts, statistics or other illustrative materials - unless the information is common knowledge.

### **Procedures**

1. If an instructor can show evidence that a student violated the policy on Academic Dishonesty, the instructor shall immediately inform the student and discuss the circumstances.
2. After the discussion, the instructor shall notify the department chairperson and they shall agree to:
  - a. decide that (no) further action is necessary; or
  - b. require that the work be resubmitted with appropriate changes; or
  - c. give the student a failing grade in the work submitted or on the test; or
  - d. in the case of a repeated offense, cheating on a final examination and/or plagiarism on a major project, etc., notify the department chairperson, the Academic Dean and the student of the intent to fail that student in the course for which the work was done. Documentation supporting the charge is to be available upon request by the parties concerned. The documentation shall be available for three (3) weeks following the end of the semester in which the offense occurred. The Academic Dean, having been informed of the particulars of the case, may decide to extend the sanction to include:
    - suspend the student from the College for the remainder of the semester;
 or
    - expel the student from the College
 In the case of suspension or expulsion, the Academic Dean will inform the student(s) in writing.
3. If the instructor decides that no further action is necessary or requires the work to be resubmitted with appropriate changes, the matter shall be considered closed. If the instructor gives the student a failing grade in the work submitted or in the test, the student may appeal using the normal process for Academic Grievance Procedure outlined in the Student Handbook. If the decision is to fail the student in the course for which the work was done, the student may appeal, in writing, to the Academic Dean.
4. The student shall have ten (10) days to appeal a decision to suspend or expel.
5. If the student elects to appeal the decision of the Academic Dean in cases dealing with suspension or expulsion from the College, the Academic Dean shall, within ten (10) days, convene a College Review Board consisting of three (3) faculty members (two of whom shall be from the department involved) and two (2) students. The committee shall invite the student and the instructor to address it but shall deliberate in private.
6. If College Review Board is convened, it shall make a written report within ten (10) days to the Academic Dean. The report may recommend a sanction.
7. Within ten (10) days of receiving the written report, the Academic Dean shall make the final decision regarding sanction and shall inform the student immediately, in writing, of that decision.

*\*This policy, with minor changes, was adapted with permission from a "Statement on Plagiarism" prepared by the Office of the Dean of Students, Saint Anselm College, Manchester, New Hampshire*



*and from the "Academic Honesty and Dishonesty" brochure prepared by the Judicial Affairs Office, Center for Student Services, The University of Maine, Orono, Maine.*

### **DISCIPLINARY PROBATION**

Students may be placed on disciplinary probation, by decision of the Disciplinary Officer or the Disciplinary Review Committee, when a flagrant disregard for school regulations occurs. If the conditions of this probationary period are not met, or when there are additional disciplinary problems, more restrictions or dismissal from school can result. A current and complete copy of the Disciplinary Code may be obtained through the Office of Student Services, the Academic Dean, or College library.

### **COURSE/INSTRUCTOR EVALUATIONS BY STUDENTS**

Procedure: The instructor will hand out evaluation forms to all students and then leave the room. The last student will put all evaluations into a provided envelope, seal it, and deliver it to a designated office. Mid-term evaluations will be summarized by the Chairperson and reviewed with the instructor. A second evaluation will take place at the end of the semester. Collection of evaluations will be handled in the same manner as mid-term evaluations. All evaluations will be returned to the instructor after grades are submitted to the Registrar's Office.

New faculty (first three years) are required to have each of their classes do an instructor/course evaluation at mid-term and at the end of the semester. At the end of the three year period Instructor/Course evaluations are required at the end of each semester for every class taught. Adjunct faculty follow the above procedure at the completion of each course.

### **SAFETY POLICIES AND PROCEDURES**

Complete Emergency policies may be found in the KVCC Policy Manual. Copies of the manual may be found on the KVCC website or in the Lunder Library. It is suggested that the faculty familiarize themselves with these policies and procedures.

#### **Faculty Emergency Evacuation Responsibilities:**

1. Review fire drill procedures with students at the **beginning of each first class meeting each new semester**. Be sure to indicate the escape routes posted in the classroom.
2. Be the last person to leave a room. Turn off the lights, close the windows, and close the door behind you.
3. Faculty will be responsible for assisting those who require additional help. This may require escorting them from the building. In the case of a student in a wheelchair, please take this student to a designated collection point. Instruct the student that emergency personnel will be along to assist them.

#### **COLLECTION POINTS:**

- 2nd floor in King Hall - proceed to the stairwells at the south or north ends of the hallway.

- 3rd floor in Carter Hall - proceed to the stairwell landing leading to the Advising Center located on the second floor southwest corner of the building.
4. Check out any restrooms or locker rooms you pass on your way out of the building. Turn the lights off to indicate someone has checked the area.
  5. Gather with your group in a common area 200 feet away from the building to make certain everyone is present. The official collection points are:
    - Carter Hall - Collection point is on the grass in front of the Frye front parking area
    - Frye/Whitney - Collection point is on the grass in front of the Frye front parking area
    - King Hall - The Collection point is on the grass beside the Lunder overflow parking lot
    - Lunder Building - The Collection point is the bottom tier of the Lunder parking lot.
  6. Report anyone's absence to fire personnel or physical plant staff.

At the first class session please inform your students of the evacuation procedure, which follows:

At the sound of the alarm, or detection of fire or smoke, **YOU MUST LEAVE THE BUILDING YOU ARE IN AS QUICKLY AS POSSIBLE.** Steps for evacuation:

1. Every classroom has a primary and secondary escape route posted on the wall, or near the door. Follow the directions that lead to the exit.
2. Do not use the elevator.
3. Please vacate the building in an orderly manner. Do not run. Take whatever personal belongings you have with you. Do not return to lockers or offices. In an emergency, evacuation may be required for several minutes to several hours before the incident is resolved at the building before it is safe to reoccupy. Please carry your vehicle keys with you so you will be prepared when an emergency occurs.
4. After vacating the building, please join your group/class at the designated collection point at least 200 feet away from the building. It is very important that roadways not be blocked as emergency personnel will be arriving and will require unobstructed access to the building.
5. Do not leave this designated area until you are directed to do so. All members in your group/class must be accounted for, so please do not wander away.
6. If you are an individual who requires assistance leaving a building, a faculty member will assist you, or will escort you to a collection point where emergency personnel will assist you.
7. Once the building has been inspected, fire department personnel will determine when it is safe to re-enter. Do not enter the building for any reason until it has been cleared by official personnel.

### **FIRST CLASS MEETING SUGGESTIONS**

- Introduce yourself, including qualifications and related experience.
- Circulate first class list for names and phone numbers.
- Check the class list for students not registered or students absent. Verify class list, noting changes (Add names and dates to the class roster).

- Distribute and discuss course syllabus.
- Explain in detail the grading system to be used for the courses taught.
- Provide students with a semester schedule of topics covered, including text, chapters, and dates when appropriate as well as dates for major examinations and exams
- Explain add-drop procedure to any student making course changes.
- Apprise students of availability of student services (i.e., library, peer tutoring, transcripts, financial aid and the like).

*Note: The library has a variety of resources available for additional information on teaching in a two-year college.*

### **STUDENT SERVICES**

The College has a variety of student services, including academic support. Students needing assistance should contact the Student Services Office at 453-5160. Students needing developmental work should contact Kathy Moore at 453-5150.

### **DUPLICATION**

Copy machines are available in all buildings. The copiers require code numbers. Copying services for adjunct faculty are available for materials left in the Academic Affairs Office (103 Frye) 48 hours prior to the time needed.

*Note: Please follow copyright laws, this includes video and printed materials, computer software and the like. Copies of copyright law as it pertains to colleges may be obtained in the Lunder Library.*

### **LUNDER LIBRARY AND MEDIA CENTER**

- Library resources and audiovisual equipment can be obtained by contacting library staff.
- Audiovisual equipment must be reserved well in advance.
- Library orientation can be arranged by contacting library staff. The library staff can be contacted at 453-5162.

### **COMMUNICATION**

The mailboxes in the mail room in King Hall (138) will be used to communicate with adjunct faculty. Any memos or messages received will be placed in the mailbox. Instructors are encouraged to check the contents of their mailbox prior to each class session. Other available avenues of communication are voice-mailboxes and e-mail.

Faculty will arrange to communicate with students and others outside the classroom. This communication may include any of the following:

1. Appointment
2. Posted Office Hours

3. Memo/letter
4. E-Mail
5. Pager
6. Fax
7. Others

Faculty shall inform students and the Academic Dean which method(s) they will use.

During the first semester and periodically thereafter, faculty members will assess the effectiveness of the communication methods they have chosen.

### COURSE/COLLEGE CANCELLATION

Although the main institutional imperative is to adhere to the academic calendars and other scheduling commitments, there are circumstances under which it is impractical or unsafe to do so. Common sense dictates that in extreme weather conditions, physical plant emergencies, or other unusual contingencies, that the institution's normal operations must be reduced or the College closed.

The campus presidents and/or their designated management team members must judge whether local conditions are sufficiently severe to threaten the safety and well-being of students, faculty, and/or staff. In the event of inclement weather, there are several resources to assist in making decisions to cancel or delay normal operations:

National Weather Service	State and local Police
Department of Transportation	Municipal Officials
Other school or college officials	

Generally, one of three options will be implemented:

1. Classes Delayed - Sometimes, weather conditions may make travel difficult and slow. In such cases, delaying the start of on-campus activities will allow students, faculty, and staff time to arrive safely. **If classes are delayed, the media will be informed by 6 a.m.**
2. College Closed - In extreme situations, the institution will be closed to all activities except emergency operations. **If the College is closed, the media will be informed by 6 a.m.**
3. Classes Canceled/Continuing Education Division - This includes all classes beginning on or after 4:00 p.m. **The media will be informed prior to 3:00 p.m.**

If you need to cancel a class due to illness or an emergency situation, contact one of the following staff members in the Academic Affairs office:

Jilliene Hughes #453-5119 or Kim Dubay #453-5234

Faculty must also follow any Departmental policy regarding class cancellation.

*Note: The preceding information will guide and assist you in your teaching experience at KVCC. Complete information regarding College policies can be obtained from the KVCC Policy Manual, available in the Library or through a Department Chairperson or by accessing our web page at <http://www.kvcc.me.edu>. Copies of the Agreement between the MCCS Board of Trustees and the MEA Faculty Unit can be found in the campus library.*

**Kennebec Valley Community College is an equal opportunity employer.**



# **APPENDIX**

This appendix contains forms that are used regularly by the faculty at KVCC. They are provided here so that you may copy and use them as needed.