



Fletcher

TECHNICAL COMMUNITY

C O L L E G E

**Faculty Handbook  
2017-2018**

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## PREFACE

The *Faculty Handbook* has been created to provide all faculty and staff—new and experienced, full-time and adjunct—with a ready-reference manual of faculty policies and procedures. You are encouraged to use this handbook in conjunction with the *Fletcher Employee Handbook*.

The *Faculty Handbook* is meant to inform faculty of their rights and responsibilities. Information in this publication is subject to change and is superseded by policies adopted by Fletcher, the LCTCS, the Board of Regents, or any applicable state or federal law. Any omission does not release employees of their responsibilities nor shall any error in the manual give the employees any rights that were inadvertently implied.

Please submit suggestions for corrections, modifications, or additions to this handbook at any time to the Vice Chancellor of Academic Affairs (VCAA). Updates will be revised and published as needed.

## **ACADEMIC AFFAIRS**

### **Academic Freedom**

Fletcher, as an institution of higher education, serves the common good, which depends upon the search for truth and open expression. Fletcher's policy on academic freedom is guided by LCTCS Policy #1.038. The points listed below constitute the College's position on academic freedom as it relates to the classroom.

- Faculty members are appointed to share with their students and their communities the truth as they see it in their respective disciplines.
- The mastery of a subject makes a faculty member a qualified authority in that discipline and competent to choose how to present information and conclusions to students. Subject to legal constraints, and within contractual guidelines, the following are among the freedoms that should reside primarily with the faculty:
  - ✓ planning and revising curricula,
  - ✓ selecting course readings, and
  - ✓ selecting classroom audio/visual and other teaching materials.
- Prior restraint or sanctions should not be imposed upon faculty members in the exercise of their rights as citizens or their duties as instructors. Faculty members should not fear reprisals for exercising their civic rights and academic freedoms.
- Faculty members have a right to expect the LCTCS Board of Supervisors and administrators to uphold vigorously the principles of academic freedom and to protect them from harassment, censorship, or interference from outside groups and individuals.
- Academic freedom should not be used to infringe on student rights or abilities.
- Within contractual guidelines, individual faculty members are generally responsible for choosing instructional methodologies, assigning classroom grades, and maintaining classroom discipline.

### **Academic Responsibility**

Fletcher's policy on academic responsibility is guided by LCTCS Policy #1.038. The academic freedom of faculty members is accompanied by equally compelling obligations and responsibilities to the profession, students, institutions, and communities. Faculty members must defend the rights of academic freedom while willingly accepting the responsibilities that follow:

Faculty members:

- should be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy.
- are entitled to all rights and privileges of academic freedom in the classroom while discussing the subjects they teach. No faculty member, however, should attempt to force a personal viewpoint on students.
- must recognize their responsibility to maintain competency in their disciplines through continued professional development and to demonstrate that competency through consistent preparation and performance.
- must recognize that the public will judge the College and the profession by their public conduct. Therefore, faculty members should always make clear that the views they express are their own and should avoid creating the impression that they speak or act on behalf of the College.

## **Archiving**

Archiving provides orderly retention of division records. It serves as a means to collect, preserve, and make readily available documentation for approved personnel. Archived items include documents that reflect division activities, personnel documents, confidential faculty and student information, reports and data, and other materials for the systematic administration of the division.

Each Division Dean will assume responsibility for archiving important faculty, student and administrative information, and for maintaining the Division's records and archives in a secure location.

Materials to be maintained and/or archived by each Division:

<b>Description</b>	<b>Responsibility</b>	<b>Archive Medium</b>	<b>Length of Time (Prior to Archiving)</b>	<b>Length of Time (Kept in Archives)</b>
<b>Record of Grades &amp; Attendance</b> (Grade books or other documents used to record grades and attendance)	Division Office	Hard Copy and/or Electronic Media	1 Year	3 Academic Years
<b>Student Final Exams</b> (Copies of graded student exams)	Instructor (Full-time and adjunct)	Hard Copy of Individual Student Exam and/or Electronic Media	1 Year	None
<b>Course Syllabi</b>	Division Office	Hard Copy and/or Electronic Media	1 Year	3 Academic Years

## **Assignment of Course Instructor**

Fletcher reserves the right to change instructors listed in the course schedule due to course cancellation, split classes, or other conditions that might necessitate the reassignment of instructors. Students should be cautioned that the listing of an instructor's name in the course schedule is no guarantee that the specific instructor will teach the course.

## **Class Attendance**

### **Faculty Absence from Class**

Every scheduled class will meet and be taught whenever possible. Classes will be canceled only as a last resort and upon approval of the immediate supervisor, Dean, or VCAA. Whenever an instructor is to be absent from class, late for a class, or to leave the college before meeting all classes assigned, the instructor must notify the immediate supervisor, Dean, or VCAA as soon as possible.

Faculty will be charged sick leave according to the faculty members "Tour of Duty" as defined by LCTCS Policy #6.003, Section B, #17, which states that a "Regular Tour of Duty" is an established schedule of work hours and days recurring on a weekly, bi-weekly or monthly basis for full-time or part-time unclassified employees.

### **Methods of Class Coverage for Teaching Faculty**

Depending on circumstances such as the amount of previous notice, the familiarity of the subject matter to the substitute, and the nature of the subject matter under assignment, there are various levels of "coverage" in order of preference:

1. The class meets and is taught, or the examination given, so that the syllabus is carried forward despite the absence.
2. The class is cancelled and an online assignment is posted in the LMS.

### **Substitute Instructors**

Whenever a full-time or part-time instructor expects to be absent from class or late for a class, it is the instructor's responsibility to notify the appropriate Department Head, Dean, or the VCAA. While an instructor may recommend a substitute to the appropriate Department Head, Dean, or the VCAA, it is the responsibility of the latter to make every effort to provide a substitute for a part-time instructor, either from among the full-time faculty, or, circumstances demanding, a paid substitute instructor.

As a rule, it should not be expected that instructors should maintain a colleague's classes for more than a day or two; a week should be the limit before a paid substitute is employed. The appropriate Department Head, Dean, or the VCAA is responsible for ensuring that such class coverage is provided.

### **Hiring and Payment of Substitute Instructors**

The Department Head/Dean may recommend a paid substitute instructor when such a substitute is required. The VCAA shall approve the hiring and payment of a substitute instructor.

## **Class Scheduling**

Each semester, a master schedule will be developed that includes a basic schedule of classes for the upcoming semester. Department Heads through the Deans are responsible for oversight of the schedule. This includes:

- Establishing a schedule of class offerings
- Adding course sections as needed to maintain an availability of day, evening and weekend offerings
- Arranging for appropriate staffing of scheduled courses
- Recommend cancelling classes
- Approving course overrides
- Managing student issues related to the schedule
- Deans/Department Heads are responsible for sending an adjunct/overload budget to the VCAA by the end of the first week of 16-week semesters and the second day of the summer session
- Assuring that instructors, by census date, identify students who are no shows and record in Banner by the required date.

## **Committees and Task Forces**

Committees may be college wide, subcommittees of Faculty Senate, advisory to designated programs, and standing or ad hoc groups. Adjunct faculty, staff, and full-time faculty may request to be considered for assignment to a specific college-wide committee through application to the Vice Chancellor for Academic and Student Affairs. Task forces or ad hoc committees may be established for short-term projects or policy development. These groups are designed to facilitate the accomplishment of a specific charge and the committee is deactivated when the committee charge has been accomplished. Full-time faculty is expected, as per their contract, to actively serve on committee(s).

## **Course Syllabi**

Faculty members are responsible for developing a course syllabus for each of their assigned courses, in conjunction with other departmental faculty. Syllabi must be submitted to and approved by the Department Head prior to the start of each semester.

## **Curriculum**

Faculty members are responsible for the content, quality, and effectiveness of the curriculum. The VCAA is responsible for curriculum review and oversight. All new courses, modifications to existing courses, and deletion of courses must be initiated by the faculty and approved by the Curriculum Committee and the VCAA. New programs and changes to existing programs are reviewed, discussed, and approved by the appropriate advisory committee, the program faculty, the Curriculum Committee, and, as necessary, by the Louisiana Technical and Community College System (LCTCS) and the Board of Regents.

The faculty and administration work closely together to develop a curriculum that meets the needs of Fletcher students. Determination of degree requirements involves a review of state laws and rules, accreditation requirements, needs of the graduates, transfer possibilities, College requirements, and business and industry needs. It is the responsibility of academic administration to ensure that the proper procedures are followed for all curriculum matters and to provide supervision of the instructional process at the College.

## **Development of New Programs**

Development of new programs is the joint responsibility of faculty, academic administrators, the Curriculum Committee, the Chancellor, the LCTCS Board of Supervisors, and the Louisiana Board of Regents. Programs consist of a specific sequence of college-level credit courses to be completed by students. New academic programs are developed based upon long-range strategic planning and/or emerging community needs. Requests for new programs are directed to the Curriculum Committee and the Vice Chancellor of Academic Affairs for further discussion.

Assessment of the need for new programs will include completion of an environmental scan, projection of available and required resources, identification of partners if appropriate, and analysis of anticipated program outcomes.

Once new programs have been approved by the College, they will be submitted for approval to the LCTCS and the Louisiana Board of Regents as appropriate.

## **End-of-Semester Checkout**

At the end of each semester, all faculty members (full-time and adjunct) shall make sure they have met all of their obligations to Fletcher. For specific requirements, faculty members should consult with the appropriate Department Head, Division Dean, or VCAA. The College reserves the right to hold final paycheck(s) until compliance with checkout procedures has been completed.

## **Faculty Role in Governance**

LCTCS Policy #1.038 states that members of the “academic staff who comprise the faculty of the System are charged to determine the educational policy of the System through deliberative action in their respective units and divisions.” All faculty are expected to participate in the

development of educational policies by joining and actively participating in Standing Committees, Task Forces, Program Advisory Committees, and the Faculty Senate.

### **Faculty Senate**

The Faculty Senate is recognized as the official representative of the college faculty, and the Faculty Senate President shall be recognized as the official spokesperson for the Faculty Senate. The Faculty Senate President, as the official representative of the faculty, shall be a member of the Chancellor's Executive Committee.

### **Intellectual Property**

Fletcher Technical Community College recognizes that intellectual properties and discoveries may arise from the activities of faculty, staff, and students in the course of the duties or through the use, by any person, of institutional resources such as facilities, equipment, or funds. The Louisiana Technical Community College System has an Intellectual Property Policy (Academic Policy 1.042) that provides students and faculty of Fletcher the necessary protections and incentives to encourage both the discovery and development of new knowledge and its transfer for the public benefit. This policy is available on LCTCS website ([www.lctcs.edu](http://www.lctcs.edu)).

### **Programs**

Fletcher is authorized to offer the following degrees and certificates:

- Associate of Applied Science
- Associate of Arts
- Associate in General Studies
- Associate of Science
- Technical Diploma
- Certificate of Technical Studies
- Certificate of General Studies
- Technical Competency Area

### **Program Advisory Committees**

Program committees for each individual program area have been established to provide direct contact among instructors, the College, and the business community. Each program has a

designated individual who is responsible for ensuring that the committee meets at least twice a year, meeting minutes are kept, and the program is evaluated annually. Since institutional and programmatic accreditations are contingent upon having functional advisory committees, program coordinators/instructors will not receive a satisfactory evaluation or merit increase if the required advisory meetings are not met, minutes of the meetings are not kept, or an annual program evaluation is not conducted. In addition to mandatory scheduled meetings, individual informal meetings between the instructors and the committee members are held as often as needed to improve or promote the program.

### **Schedule Modifications and Room Changes**

Faculty requests for schedule modification and room changes must be submitted to the Dean/Department Head. Deans/Department Heads will coordinate these requests.

### **Student Catalog & Student Handbook**

The *Fletcher Technical Community College Catalog*, the primary academic publication of the College, is published annually and is available online at [www.fletcher.edu](http://www.fletcher.edu). Faculty should become familiar with academic information provided in the catalog. The *Fletcher Technical Community College Student Handbook* is also published annually and is the primary publication for the College's student policies. Faculty should also become familiar with student policy information contained in the Handbook.

### **Textbook Adoption**

Review and adoption of textbooks is an important part of assuring that information provided to students is current and of high quality. It is vital that faculty remain apprised of new publications and publisher changes in content and edition. The adopted textbook is used for all sections of a course. Adopted texts may be required or recommended.

Faculty members are responsible for the review and selection of textbooks and supplemental support materials used in classroom instruction. If there is a crossover of course content in more than one discipline, all affected disciplines should participate in the selection of textbooks. Individual faculty may not select different texts from those adopted by the discipline without approval from the Department Head, Dean, and VCAA. Textbook adoptions should remain in effect for a minimum of two years, unless a new edition is made available.

Textbooks adopted should:

- Support achievement of course learning outcomes
- Be adaptable to a variety of learning styles
- Be consistent with reading levels appropriate for student use
- Promote high-order thinking

- Provide objectivity and be free of bias and prejudicial content
- Represent a good value for the student

The Dean or Department Head coordinates the adoption of all textbooks and course materials. Problems concerning texts and materials should be directed to the Dean or Department Head and not to the bookstore. The Dean or Department Head will approve adoption of new textbooks/materials and any subsequent changes and/or additions to the original orders. Instructors will implement online education resources when possible.

### **Use of Copyrighted Materials**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

Fletcher reserves the right to reject a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

#### **Fair Use**

The Fair Use of a copyrighted work, including such use by reproduction in copies or by any means specified in the copyright law, for purposes such as critical comment, new reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright.

#### **Public Domain**

A work in the public domain is one that can be freely used by anyone for any purpose. A work may be considered as in the public domain if the copyright has expired, it is a U.S. Government document, it is a forfeited or abandoned copyright, or it is a work that is not eligible to be copyrighted.

## **CLASSROOM INSTRUCTION**

### **Academic Integrity**

At Fletcher Technical Community College, intellectual integrity and academic honesty are fundamental to the processes of learning and of evaluating academic performance. Maintaining such integrity is the responsibility of all members of the College.

The faculty has the responsibility to encourage and maintain an atmosphere of academic honesty by being certain that students are aware of its value. Furthermore, faculty should make clear to students the regulations defining academic honesty and the penalties for violating those regulations.

Students, too, must share the responsibility for creating and maintaining an atmosphere of honesty and integrity. Students should be aware that personally completing assigned work is essential to learning. Permitting others to prepare one's work, using published or unpublished sources as a substitute for studying required materials, or giving unauthorized assistance in the preparation of work to be submitted for class, is directly contrary to the honest process of learning.

Students who are aware that others in a course are cheating or otherwise acting dishonestly have the responsibility either to warn the suspected student or to bring the matter to attention of a member of the faculty or an appropriate College official.

Students and faculty must share the knowledge that dishonest practices will make it difficult for honest students to be evaluated and graded fairly and will damage the integrity of the entire College. Students should recognize that their own interests and their integrity as individuals suffer if they condone dishonesty in others.

The faculty must be aware that permitting dishonesty is not open to personal choice. An instructor who is unwilling to act upon offenses is an accessory with the student offender in damaging the integrity of the College.

### **Forms of Academic Dishonesty**

Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, academic misconduct, falsification, fabrication, and the attempt to commit such a violation. Definitions and examples are presented below.

#### **Cheating**

Cheating is the fraudulent act of deception by a student who misrepresents the mastery of information on an academic exercise that he or she does not have.

- A. Unpremeditated cheating is an act of academic cheating taken without advanced contemplation, prior determination, or planning.
  - a. Examples:
    - i. Copying from another student's test paper.

- ii. Allowing another student to copy from a test paper.
  - iii. Using the course textbook or other material, such as a notebook, during a test.
- B. Premeditated cheating is an act of cheating which grows out of advanced planning, contemplation or deliberation.
- a. Examples:
    - i. Collaborating during a test with another person by giving or receiving information without authority.
    - ii. Using specially prepared materials during a test without authority to do so, e.g., notes, formula lists.

### Plagiarism

Plagiarism is the unacknowledged inclusion of someone else's words, ideas, or data as one's own in work submitted for credit. When a student submits work for credit that includes the words, ideas, or data of others, the source of this information must be acknowledged through complete, accurate, and specific footnotes, appropriate citations, and, in the case of verbatim statements, quotation marks. Failure to identify any source--published or unpublished, copyrighted or non-copyrighted-- constitutes plagiarism.

Examples:

1. Undocumented use of any author's main idea.
2. Undocumented paraphrase of an author's actual words.
3. Undocumented, verbatim use of an author's actual words.

### Collusion

Collusion is defined as the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the scholastic dishonesty rules.

Example:

Using another person's computer jump-drive despite instructions to the contrary or without authority to do so.

### Academic Misconduct

Academic misconduct is the actual or attempted tampering with or misuse of academic records or materials such as transcripts and examinations.

Examples:

- A. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
- B. Selling or giving away all or part of an unadministered test or any information about the test.
- C. Bribing a person to obtain an unadministered test or any information about the test.
- D. Breaking into and/or entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
- E. Changing, altering, or being an accessory to the changing and/or altering of a grade book, a test, a "drop slip," or other official academic record of the College that relates to grades.
- F. Breaking into and/or entering a building or office for the purpose of obtaining an unadministered test.

### Falsification/Fabrication

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

Examples:

- A. Citation of information not taken from the source indicated.
- B. Listing sources in a bibliography not used in the academic exercise.
- C. Inventing data or source information for research or other academic exercise.
- D. Submitting as one's own, in fulfillment of academic requirements, any academic exercise (e.g., written work, printing, sculpture) prepared totally or in part by another.
- E. Taking a test for another student or permitting another student to take a test for oneself.
- F. Submitting work previously used for credit in another course without express permission of the instructor.

### Accessory to Acts of Academic Dishonesty

To facilitate, support, or conspire with another student to commit or attempt to commit any form of academic dishonesty is a violation of the academic standards of the College as specified in the Standards of Behavior.

### Procedure for Reporting Academic Dishonesty

The following procedures shall be used by instructors who feel a student has been guilty of academic dishonesty.

- A. The instructor, upon receiving information or determining that a student may be guilty of a form of academic dishonesty, should initially confront the student with the alleged violation. If the student is unable to explain discrepancies satisfactorily, the instructor will have two options available. The instructor can choose to fail the student for the assignment/test in question or forward the allegations for a more formal hearing. In the instance where the case is forwarded, the instructor shall collect or acquire evidence of the violation and bring the matter to the attention of the Department Head/Dean of the academic department. The Department Head/Dean shall review the charges. He or she may decide the allegations are unfounded or summon the student for a conference. After conferring with the student, the Department Head will either dismiss or forward the allegations to the Vice Chancellor of Academic Affairs.
- B. The instructor, no matter which option is selected, is required to document, in writing, a detailed account of the violation, including the name of the course, type of assignment or test, date of the alleged violation, names of witnesses, and copies of all information that supports the allegation.
- C. If disciplinary action is pending when a final grade must be submitted, the instructor must assign the student an "I" grade to show incomplete work. That notation will remain until the alleged violation is adjudicated, at which time the instructor must assign an appropriate final grade.
- D. The student has the right to appeal the decision of guilt or any sanction imposed if any of the following apply: procedural error occurred; insufficient evidence to support the charge(s); sanctions imposed were inappropriate; information discovered that indicates that the

administrator or committee members were not impartial. The appeal is based on the records of the investigation/hearing. No new evidence may be presented.

E. The student may issue an appeal by submitting the written appeal to the appropriate administrator within five (5) working days after notice of the sanction has been given (either verbally or written) to the student. A student may issue a written appeal as follows:

- Decision of the instructor to the Academic Dean/Department Head of the appropriate academic area.
- Decision of the Academic Dean to the Vice Chancellor of Academic Affairs.
- Decision of the Vice Chancellor of Academic Affairs to the College Chancellor.

The Chancellor, after reviewing the appeal, shall submit to the student and all individuals involved in the original disciplinary sanction a formal letter outlining the decision. The Chancellor's letter to the student terminates the appeal process at the College. The student will be informed of the Chancellor's decision no later than ten (10) school days after the decision.

The Louisiana Technical and Community College System (LCTCS) will allow for appeal of grievances to the Board of Supervisors of the LCTCS after all due process procedures at the institutional level are exhausted. If a student chooses to appeal to the LCTCS Board, the appeal must be within 30 calendar days of the institution's decision. The System staff shall then review the due process proceedings followed by the institution and submit recommendations to the LCTCS Board.

## **Class Cancellation/Overrides**

Up until the day before classes start, classes may be closed due to low enrollment. The VCAA, Deans, and Registrar are responsible for managing class cancellations. Classes with fewer than ten students are considered low-enrolled. Department Heads may request that a low-enrollment class remain open for exceptional reasons.

The Office of Student Services will post notifications of class cancellations.

Each class is assigned an enrollment cap. Factors considered when deciding the maximum class size include curricular requirements, room size, space, available instructional resources (overhead projector, computer-related resources, etc.), ADA accommodations, and fire/safety concerns.

When a class has reached its maximum capacity and other sections are not available, the Department Head, Dean, or VCAA may open additional sections. Overrides may be granted for extenuating circumstances only. Faculty, advisors, or staff members should exercise caution in encouraging students to seek overrides.

## **Class Make-Up Policy**

In order to assure student success in the learning process, it is important to have adequate class time designated for instruction. The Louisiana Board of Regents designates that 750 minutes of

instruction should be provided during the semester to each student for each one credit hour of lecture, and 1500 minutes for each credit hour of lab. Fletcher faculty will make all efforts to comply with this regulation and be accountable to the state and students for the provision of effective instructional time.

When a scheduled class is not held due to faculty absence, weather, or other unpredicted circumstances, it is expected that the time missed be made up before the end of the semester. This may be done by posting on the LMS an online assignment or by scheduling a makeup plan that is to be submitted to the supervisor. After 2 consecutive cancellations of class, the instructor is required to submit, in writing within 5 days of returning, to the VCAA, a plan detailing how the instructional time will be made up.

### **Class Rosters**

All instructors shall keep an official attendance record for each class. Class attendance records should be accurate and precise. These records are subject to inspection by appropriate officials.

On the first day of class faculty should call the roll to ensure that students are in the correct class. *Students who are not on the roster or cannot provide a valid schedule should not be allowed to sit in class and should be sent immediately to the Office of Student Services.*

### **Classroom and Campus Safety Information**

Refer to Fletcher's Safety Manual found on Fletcher's Shared Drive.

### **Credit Hours Awarded**

A credit hour is a measurement of course work completed satisfactorily. Within any given part of term (e.g., fall, spring, summer, mini session, etc.), 1 credit hour is awarded for and equivalent to the following minimum minutes of contact time or class attendance for each respective type of instruction:

- **Lecture courses = 750 minutes (1 credit hour)**
  - Defined as direct faculty instruction with approximately 30 hours of out-of-class student work for every 750 minutes of class meetings.
- **Laboratory courses = 1500 minutes (1 credit hour)**
  - Defined as indirect faculty instruction.
- **Other courses = 2250 (1 credit hour)**
  - Defined as clinical, studio work, internship, or other work-based activities.

Courses taught in a nontraditional format, such as distance education, readings/special topic courses, and independent study courses, must be of reasonable length and include both content and contact sufficient to maintain high academic quality and standards commensurate with credit hours awarded for a "traditional" lecture class. The basis for such equivalency shall be a valid, credible assessment that reliably determines whether a student has met the required student learning outcomes. (Revised 8/10/2017)

### **Final Examinations**

Final examinations should be given during the scheduled final exam period. Whether or not a final exam is given, the class is required to meet according to the final exam schedule. The Division Dean and/or VCAA must approve any exceptions.

Final grades must be submitted to the Office of Student Services by the deadline indicated on the College calendar.

### **Grade Appeals**

If a student feels that he/she has been incorrectly awarded a grade or that a grade has been recorded in error, it is the student's responsibility to notify the course instructor's Dean or Department Head within 45 days to make corrections or to request a change of grade(s). The student must initiate a grade appeal within 45 days of the end of the semester in which the grade was received.

### **Grading Policy**

Grading scales are determined by department. Grades that can be earned for credit courses are as follows:

A: Earns credit hours; carries a value of 4 grade points for each credit hour.

B: Earns credit hours; carries a value of 3 grade points for each credit hour.

C: Earns credit hours; carries a value of 2 grade points for each credit hour.

D: Earns credit hours; carries a value of 1 grade point for each credit hour.

(Note: Grades of "D" are not always accepted for program requirements or transfer.)

F: Earns no credit; carries a value of 0 grade points for each credit hour.

P: Pass: Given only for courses graded Pass/Fail. Indicates course was successfully completed.

S: Satisfactory: Given only for courses graded Satisfactory/Unsatisfactory. Indicates course was successfully completed.

U: Unsatisfactory: Given only for courses graded Satisfactory/Unsatisfactory. Indicates course was not successfully completed.

I: Incomplete: Indicates some work is incomplete.

W: Withdrawal: Indicates the student has officially withdrawn from a course.

When a student repeats a course for credit, the last grade earned is the official grade. Both grades, however, will appear on the transcript.

All grades for each course appear on a student's transcript and all hours attempted and total quality points earned are used in calculating the official cumulative external grade point average (GPA). This is the official GPA posted on the transcript and used to determine academic honors, class standing, and academic probation and suspension. In all cases of repeated courses, the hours earned can only be credited once.

An adjusted internal average, which is used for determining graduation eligibility and some program admissions, is computed by subtracting the quality hours and quality points earned in all previous attempts in a repeated course from the overall number of hours and quality points.

## **Incomplete Grades**

A student may receive a grade of "I" in a course if the student's current average is a C or higher at the point of determination, based on completed coursework when documented extenuating circumstances cause the student to be unable to complete the required work. The student is responsible for making up all unfinished work within the next semester/session by the designated date. The "I" will be changed to an "F" if all work is not completed satisfactorily by the required date. The student will not be allowed to reenroll for the course until the "I" is changed to a letter grade.

It is the responsibility of the instructor to specify the exact work to be completed to meet course requirements. In the interest of protecting students' rights, it is strongly recommended that faculty communicate and document, via email or written and signed contract, all relevant information concerning the "Incomplete" and detailed arrangements for completion to the student and the immediate academic supervisor at the time the "Incomplete" is assigned.

## **Industry Visits, Field Trips, and Off-Campus Training Activities**

1. Periodic visits to businesses/industries that employ program trainees are encouraged.
2. Industry visits should be used to enrich course content and to provide criteria for evaluating and updating the instructional program.

3. Industry visits, field trips, and off-campus training activities shall be well planned and directly related to the educational process under consideration and shall follow approved guidelines.
4. **Guidelines for off-campus training activities:**
  - The Division Dean shall determine the appropriateness for off-campus training.
  - Approval shall be obtained from the VCAA.
  - For one-time events, a training plan shall be prepared and signed by all parties involved. It shall indicate each party's responsibilities.
  - For reoccurring activities, a contract or MOU should be signed by the College and the host facility that indicates each party's responsibilities.
  - The instructor shall have the responsibility for the supervision of the students while at the activity site.
5. **Guidelines for Business/Industry visits:**
  - The instructor shall determine the need for the trip.
  - The instructor shall notify his/her immediate supervisor and Division Dean for approval.
  - Necessary arrangements shall be made by the instructor.
  - The selection of the location and time of a visit should be made so that the visit will be accessible to as many students as possible.

## **Live Work**

L. E. Fletcher Technical Community College is a teaching institution, not a repair, fabrication, or refurbishing facility. Therefore, live work, or any project performed in the classroom or shop, will be limited to those types of jobs that are:

1. Specifically beneficial to the program of study being pursued by the student.
2. Consistent with the training the student is receiving at that particular time.
3. Required for further development of student proficiency.

The policy governing performance of live work follows:

1. State property and equipment will be used only for official school business.
2. Before any outside work may begin, **a complete work order must be prepared** by the instructor and approved by the Division Dean.
3. Materials and supplies must be purchased by the individual or organization for which the work is being performed.
4. Students shall not be paid for work completed during training.

5. The College shall not charge for student labor for any project used in training.

## **Student Attendance**

College enrollment assumes maturity, seriousness of purpose, and self-discipline for meeting the responsibilities associated with the courses for which a student registers. The primary mission of Fletcher is to prepare individuals for immediate employment, career advancement, and future learning. Success in employment and education is dependent upon preparation and regular attendance. Recommendations to employers for job placement will depend on technical and academic preparation as well as regular attendance.

Employers in our service area continually request that Fletcher stress the importance of regular attendance and punctuality. Regular attendance and punctuality are major components of successful employment; therefore, the following attendance policy will be strictly enforced:

*Students are expected to attend all classes. If an absence occurs, it is the responsibility of the student to make up all work missed.*

Under no circumstance will an absence, for any reason, excuse the student from completing all work assigned in a given course. After an absence, it is the student's responsibility to check with the instructor about the completion of missed assignments.

Students must comply with the attendance requirements of their department, division, and/or program. Individual faculty members determine specific policies regarding attendance, make-up of missed exams, submission of excused absences, and the use of attendance in grading. These policies appear in the course syllabus.

It is the student's responsibility to consult with the instructor regarding all absences. Excused absences will be granted at the discretion of the individual instructor. Examples of absences that may be considered excused include, but are not limited to, student illness, religious holidays, College-sponsored activities, jury duty, or military obligations. Circumstances beyond a student's control should be discussed with the instructor. A student with frequent absences should meet with the instructor to discuss his or her progress in the class.

If a student has an excused absence on a scheduled test day, it is the student's responsibility to meet with the instructor to schedule a make-up test. Make-up tests will be arranged according to the instructor's schedule. Failure to make up an exam as required in the course syllabus will result in a grade of 0 (F). Graded assignments for which no makeup is allowed may be given by an instructor.

## **Student Behavior in the Classroom**

Instructors should follow these general guidelines on appropriate student classroom behavior:

- Include a statement in your syllabus about your expectations for students' behavior in your classroom and discuss that statement on the first day of class.

- Warn any student not complying with your published expectations. Inform disruptive students that their behavior is not acceptable (be specific in identifying the unacceptable behavior), specify what behaviors are required, and inform students of the consequences of not complying with those requirements.
- Give students an opportunity to comply with your requirements.
- If students continue with inappropriate behavior, ask them to leave the classroom. You should seek assistance from the Division Dean, Dean of Student Services, or VCAA.

## **Withdrawal from Classes**

A student may drop/withdraw from classes through LOLA on or before the final withdrawal date as designated on the College's academic calendar. If a student drops a class during the designated drop/add period, the course is removed from the student's transcript. If a student withdraws from a class after the designated drop/add period but on or before the designated final withdrawal date, the recorded course grade will be a W. A student may not withdraw from a class after the designated final withdrawal date unless an administrative withdrawal is granted by the department head or dean of the program in which the student is enrolled.

An instructor may withdraw a student from a course for excessive absences. When a student accumulates excessive absences as indicated by the attendance guidelines in the course syllabus, the instructor may withdraw the student from the roll of the class by submitting a withdrawal request to the Registrar's Office. A student who is dropped for excessive absences may appeal this action first to the instructor and then to the Vice Chancellor for Academic Affairs (VCAA). The student must notify the VCAA of the appeal in writing within one week of receiving the notice of the withdrawal. The student will be allowed to attend class during the time the appeal is being considered to allow the student opportunity to complete the course if the appeal is granted. The student and the instructor will be notified in writing as to the outcome of the appeal.

## **FACULTY PERSONNEL**

### **Categories of Faculty**

The College employs faculty in different categories as determined by the College's Human Resources Department. There are four types of employment categories for faculty:

**Full-time Faculty:** Faculty members appointed to a 9-month or 12-month teaching position. Librarians are considered faculty and are appointed to a 12-month position. Full-time faculty may also teach overload or summer courses as adjuncts.

**Temporary Instructor:** Adjunct faculty appointed on a one-semester-only basis to teach up to eighteen credit hours with added responsibilities and benefits. Temporary Instructors may not be reappointed to future temporary instructorships but may return to adjunct status and/or apply for an open position.

**Part-time or Adjunct Faculty:** Faculty appointed on a course-by-course contractual basis.

**Non-Credit Faculty:** Faculty members with a specialized skill such as welding or computer information systems who teach short courses. Non-credit courses are not applicable to any diploma or degree. Pay for these services is determined on a course-by-course basis.

## **Faculty Qualifications**

Fletcher recruits and appoints the best-qualified faculty available. All full-time and part-time faculty members must have appropriate credentials and competencies that demonstrate they are qualified to teach. Oral and written competencies will be demonstrated during the recruitment and selection process. The search process is intended to recruit and select faculty whose highest degree is earned from a broad representation of accredited institutions.

The College will hire only faculty who meet or exceed the minimum credentialing qualifications as stated in the Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation.

## **Credentials**

- Faculty teaching general education courses in the humanities/fine arts, mathematics, social/behavioral sciences, and natural sciences must hold the minimum of a **master's** degree from an accredited institution with a major in the teaching discipline or have completed at least 18 graduate semester hours in the teaching discipline.
- Faculty teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs that result in transferable coursework to a senior institution must possess a minimum of a **master's** degree from an accredited institution with a major in the teaching discipline, or have completed at least 18 graduate semester hours in the teaching discipline and have appropriate work experience.
- Faculty teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs not usually resulting in college transfer, or in the continuation of students at a senior institution, must possess appropriate academic preparation or academic preparation coupled with work experience. The typical combination is a bachelor or associate's degree with appropriate work experience. The minimum academic degree for faculty teaching in professional, occupational and technical areas must be at the same level at which the faculty member is teaching.
- Non-degree diploma or certificate occupational courses are typically taught by faculty members with some college or specialized training but with an emphasis on competence gained through work experience. Some courses may require faculty with an associate's degree or beyond with little or no work experience. Others may require little formal

education beyond high school. While the competency requirements may vary, it is the responsibility of the VCAA to fully define competency requirements prior to the initiation of the recruitment and selection process.

- Faculty members who teach developmental courses must hold a bachelor’s degree from an accredited institution in a discipline (or with a concentration in the discipline) related to their teaching assignment and either classroom experience in a discipline related to their special proficiency or training in developmental education.

**Note:** In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be accepted in lieu of formal academic preparation. Any such exception will be justified and documented fully on an individual basis by the VCAA.

DISCIPLINE	REQUIRED CREDENTIALS
<b>General Education Courses</b> (non-developmental) Math, English, Biology, etc.	<b>Master’s degree</b> with 18 hours in the discipline
<b>Remedial/Applied General Education Courses</b>	<b>Bachelor’s degree</b> with a concentration in the discipline
<b>Vocational/Technical Courses</b> Automotive Diesel Electrician Machine Tool Technology Nursing Assistant Phlebotomy Welding	<b>Associate degree</b> in the discipline OR Associate degree with professional experience and required licensure/certifications (Bachelor’s preferred)
<b>ATMAE-eligible programs</b> Drafting and Design Technology Integrated Production Technologies	<b>Bachelor’s degree</b> in the discipline OR Bachelor’s degree with professional experience and required licensure/certifications
<b>Associate of Science programs</b> Criminal Justice	<b>Master’s degree</b> with 18 hours in the discipline
<b>ACEN-eligible programs</b> Practical Nursing* ASN	<b>Master’s degree</b> with 18 hours in the discipline *Bachelor’s degree acceptable for Practical Nursing Program; however, a master’s degree is preferred
<b>CoARC eligible programs</b> Cardiopulmonary Care Science	<b>Master’s degree</b> with 18 hours in the discipline
<b>Technical Courses that will transfer</b> Accounting Office Systems	<b>Master’s degree</b> with 18 hours in the discipline
<b>Marine Operations</b>	<b>United States Coast Guard National Maritime Center Certification</b>

It is the responsibility of the search committees/Division Deans to recommend to the VCAA the prospective finalists for faculty positions. The VCAA will forward the list of finalists and their credentials to the Chancellor for final approval. The credentials of the finalists shall be maintained in the Office of the Vice Chancellor of Academic Affairs with a copy forwarded to the Office of Human Resources.

### **Documentation of Official Transcripts**

It is the responsibility of each faculty member to submit official transcripts from each institution of higher education attended. The official transcript should be sent directly to the VCAA. This procedure documents compliance with the Southern Association for Colleges and Schools Commission on Colleges (SACSCOC) requirements and to determine placement on the faculty salary schedule. This requirement applies to all faculty, whether full-time or part-time. A copy of the transcript may be used for initial credential review, but the official transcripts must be on file before the end of the first semester for continued employment.

### **Faculty Advising of Students**

Full-time faculty members are expected to meet the requirements identified in the job description, and will be evaluated on their performance, which includes assisting students with advising and participating in the following activities:

- Be available to meet with assigned advisees each semester.
- Assist other faculty members' advisees if needed.
- Assist in the Office of Student Services during peak registration periods.

### **Faculty Tutoring of Students**

Full-time faculty will schedule a minimum of one office hour per week (included in their normal office hours requirement) to tutor students either in their subject specific laboratory setting (shop, nursing lab, music lab, etc.) or in the tutoring center (all subjects not location specific). Faculty will work with the Tutoring Coordinator to schedule office hours according to student needs and faculty schedule. The schedule of hours and location of services will be made available in the Student Success Center as well as on Fletcher's website.

### **Faculty and Course Evaluation By Students (Full-Time & Adjunct)**

The student course evaluation instrument is administered during the fall and spring semesters by the Office of Institutional Research and Effectiveness. The Division Deans share the resulting data with faculty after the semester ends.

### **Workload**

#### **Full-Time Faculty**

All full-time faculty members are expected to work the equivalent of 40 hours per week. Some duties such as course preparation, grading and community service may be performed offsite. Full-time faculty members are expected to meet performance expectations identified in their job descriptions. These include, but are not limited to, teaching, maintaining office hours, advising/mentoring, professional development, and college and community service.

The workload of full-time faculty includes:

- Teaching a minimum of 15 credit hours in each regular fall and spring semester or teaching 30 clock hours a week (Marine, Nursing, or self-paced)<sup>1</sup> During Fall and Spring semesters, the College requires instructional faculty to be on campus at least 4 days a week.

- Maintaining a minimum of ten office hours per week <sup>2</sup> that must be at times convenient for students and at least 30 minutes in length. Faculty members that teach during the summer session (face to face or online) are required to post one hour office time per class. If teaching online, one office hour may be virtual. A minimum of one office hour will be made available for tutoring students in the student success center or subject specific laboratory.
- Advising and mentoring assigned students
- Attending and participating in scheduled activities, which include graduation <sup>3</sup>(one per academic year), advising during registration and any specially held registrations, tutoring, seminars, and required meetings
- Serving on college committees
- Participating in professional development activities
- Completing administrative <sup>4</sup>tasks by the given deadline

### **Adjunct Faculty**

The maximum teaching load for adjunct faculty is as follows:

- Regular semester (fall and spring) – 9 credit hours
- Summer term – 9 credit hours

Multiple contracts that occur within a fall, spring or summer term should not exceed 9 hours of employment. Any teaching assignment that exceeds the maximum credit hours allowed during any semester or term will require approval from the VCAA and the Chancellor.

### **Prep Week/Final Exam Week**

All full-time faculty are to report to work on the first day of prep week. The faculty must attend all required meetings and fulfill their responsibilities as stated in their contract. They must have a minimum of 10 office hours during prep week.

During the week of final exams, all faculty must be present during the scheduled final exam time as per the final exam schedule, have a minimum of 10 office hours, and have all necessary paperwork and grades submitted by the deadline.

### **Overloads and Summer Teaching**

- Overload refers to teaching more than 15 credit hours a semester or more than 30 clock hours a week. Overloads constitute extra work for extra pay. Faculty members are expected to perform all regular duties and responsibilities with no degradation of services resulting from the overload.

- Courses taught simultaneously do not count towards overload pay.
- Full-time faculty may accept overloads each semester for additional compensation. A one course overload is accepted. An exception form, with approval by the VCAASA must be completed for schedule credit hours beyond 18 credit hours per semester (attached).
- Overloads will be paid at the adjunct rate of pay as noted in the faculty handbook on page 27 of the Faculty Handbook. The rate of pay may vary with low enrollment courses (below 10).
- Nine month full-time faculty who choose to teach in semesters other than fall and spring will be paid at the adjunct rate of pay (per course or hourly as applicable), unless full-time summer contracts are authorized by the Chancellor at a rate of 2/9 of the nine-month salary for an eight-week summer session.
- Technical programs full time 9 month faculty overloads and summer teaching loads will be paid at the technical program adjunct hourly rate of pay.

### **Part-Time Employment Agreements**

- Faculty who are employed during a given term (part-time or full-time) and complete extra projects are paid through a part-time-employment agreement upon approval by the VCAA and/or Chancellor.
- Faculty not currently employed are issued part-time-employment agreements for project work.
- Consultants and outside vendors are paid through professional services contracts.

### **Release Time**

- Release time provides a course-load substitution for work completed on special projects.
- Release times must be approved by the Division Dean and VCAA.

### **Salary For Overloads**

1. Overload pay is available to instructors teaching more than a full time 40 hour work week: 15 credit hours or 30 clock hours a week, and to department heads teaching more than 12 credit hours, plus 10 office hours.
2. All courses used to calculate full-time status and overload pay shall have a minimum enrollment of 10 students. The Division Dean has discretion to determine whether the course should continue with fewer than 10 students.
3. Internships and credit by evaluation shall not be used in calculating overload pay.

4. Overload faculty pay for credit-hour courses is based upon the credit hours of the assigned course.
5. There is no differential for rank, evening/weekend teaching, or distance-learning delivery.
6. There is no differential for multiple preparations. Scheduling of more than three course preparations is discouraged. Should there be a need for more than three course preparations, faculty members should be consulted and should agree to the load prior to assignment. The following semester, scheduling preference should be provided to those who were assigned more than three course preparations.
7. Clock-hour courses shall be paid an hourly rate.

The current rate for credit-hour courses is \$700 a credit hour. Clock-hour pay varies by courses taught.

## **Professional Development**

### **Conferences and Workshops**

1. Each instructor is encouraged to attend all pertinent conferences and workshops sponsored by the LCTCS.
2. Attendance and active participation in workshops conducted by private industry are encouraged.
3. Travel reimbursement may be available for expenses incurred.

### **Professional Organizations**

1. Membership in one or more professional organizations is encouraged.
2. Active participation is encouraged in academic and technical societies relating to an individual instructor's specific field of work.

### **In-Service Training**

1. Statewide training programs (workshops) are offered in specialized areas of training periodically.
2. Faculty meetings are generally held as needed within each division/department. All faculty are encouraged to submit items for discussion prior to the meeting; however, any item of concern may be introduced during the meeting.

## **Faculty Rank**

Levels of academic and technical rank recognize progressive levels of achievement and stature within the postsecondary teaching profession. More than length of service, promotion in rank recognizes quality and depth of performance and contribution and service to the College, community, and/or academic or technical field of study by the faculty member. Fletcher faculty members follow either an Academic or Technical track. The technical ranks are Assistant Master Instructor, Associate Master Instructor, and Master Instructor. The Academic ranks are Assistant Professor, Associate Professor, and Professor. Please see Fletcher's Faculty Rank and Promotion Policy, posted on the Fletcher website, for additional information. The link is located at <http://www.fletcher.edu/wp-content/uploads/2017/05/Rank-and-Promotion-Policy.pdf>

## **Tenure**

### **Employee Status**

For tenure purposes, there effectively exist three (3) categories of LCTCS employees.

1. Employees who achieved tenure status at an institution under the policies of that institution's management board.
2. Employees who were on the "tenure track," at an institution, under the policies of that institution's management board, on July 1, 1999, i.e., hired by the institution prior to July 1, 1999 in a position of employment wherein tenure could be achieved if the employee complied with all requirements of that management board's tenure policy.
3. Employees who were hired at an institution after the effective date of the transfer of such institution to the LCTCS Board's management and control who are subject to any tenure policies adopted by the Board after July 1, 1999.

Thus, with respect to categories (1) and (2), previously- established policies for the award of tenure and for administration of due process to tenured employees remain viable. It is only with respect to employees hired after July 1, 1999 that no tenure policy currently exists.

### **Eligibility for Employees Hired Before July 1, 1999**

1. As used in these policies, the term "teacher/instructor" means any full-time school employee who holds certification as prescribed in the Louisiana Bulletin 746 and whose legal employment requires such teacher's certificate.
2. Each teacher/instructor shall serve a probationary period of three years to be counted from the date of his/her appointment at a school in the College system. During the probationary period, the Board may dismiss or discharge any probationary teacher/instructor upon written recommendation of the delegated appointing authority, accompanied by valid reasons therefore. The probationary employee must be notified by certified mail of the written charges made against him/her and given an opportunity to respond to the stated charges.
3. Any teacher/instructor found unsatisfactory at the expiration of the said probationary term shall be notified in writing by the delegated authority that he/she has been discharged or

dismissed following Board approval. In the absence of such notification, such probationary teacher/instructor shall automatically become a regular and permanent teacher/instructor in the employ of the applicable school.

4. A teacher/instructor with tenure may be transferred from one school in the Louisiana Technical College System to another in the system without losing tenure.
5. Employees earn time toward tenure only through continuous employment in non-temporarily funded positions.

#### **Ineligibility for Employees Hired Before July 1, 1999**

1. Tenure cannot be transferred from a parish/city school system to a school under the jurisdiction of the Board.
2. Substitute teachers/instructors and those on a temporary certificate cannot acquire tenure. However, a teacher/instructor who is teaching on a temporary certificate in a regular position may apply two consecutive years of teaching on a temporary certificate toward the three-year probationary term, teach the third “consecutive” year as a regularly certificated teacher, and acquire tenure if re-employed as provided by the Board.
3. For teachers who have taught more than three consecutive years on a temporary certificate, prior consecutive years of teaching count toward the probationary period and such employees are eligible for tenure on the date of full certification, subject to Board approval and a current satisfactory rating for tenure.
4. Administrators in the college system do not earn tenure, as of July 25, 1985.
5. Separation from employment, except as described in number four of the above section, ends tenure.