

## **MISSION STATEMENT**

**Arkansas Northeastern College is committed to providing accessible, quality educational programs, services, and lifelong learning opportunities.**

### **I. PREFACE**

The operational procedures defined herein should be reviewed carefully by each returning and new member of the faculty. While the procedures outlined are not meant to be all-inclusive and are subject to revisions, they describe the collegiate environment at Arkansas Northeastern College and should be read prior to any contract for faculty service.

Additional information regarding policies of Arkansas Northeastern College may be found in the Policy Manual, the Administrative Affairs Resource Book (Business Regulations and Travel Regulations), the ANC Catalog, and the State of Arkansas Policies for Institutions of Higher Education.

### **II. PHILOSOPHY AND PURPOSES**

#### **A. Philosophy**

Because Arkansas Northeastern College is committed to the ideal of the worth and dignity of the individual, its underlying philosophy is to provide opportunities for youth and adults to develop themselves for purposeful, gratifying, and useful lives in a democratic society. The College accepts the national goal of providing at least two years of education beyond the high school level. Paramount in such education are programs of study designed to fit the needs of students of varying educational and vocational goals and those which provide co-curricular activities and community services consistent with the concept of the community college. Operating in the larger context of local, state, regional, and national higher educational patterns, the College seeks to respond to the needs of individuals and their levels of ability and development.

**(Rule 3.1, ANC Policy Manual)**

#### **B. Purposes**

Arkansas Northeastern College is committed to these purposes:

1. To provide an access to quality higher education opportunity for all individuals regardless of age, sex, race, or ancestry; economic, cultural or physical condition or previous educational attainment, within the provisions of laws and resources available.
2. To provide programs of study for students who wish to transfer to other institutions to pursue a baccalaureate degree.
3. To provide occupational/vocational/technical programs and curricula leading to immediate employment and to offer programs for students who wish to upgrade their skills for current or future employment.
4. To offer programs in general education.
5. To offer credit/non-credit courses that meet community needs.
6. To offer developmental programs to improve basic skills.
7. To offer personalized counseling and support services.
8. To promote the civic and cultural activities and provide for the avocational needs of enrolled students. To promote the civic and cultural activities of the community and provide for the vocational needs of the service community.

**(Rule 3.3, ANC Policy Manual)**

## Long Range Plan

The development of Arkansas Northeastern College's Long-Range Plan employed the findings and recommendations from timely reviews and assessments of the College's accomplishments. These included the College's North Central Association Self-Study and the Final Report of a visit by an NCA team of consultants/evaluators, an Institutional Effectiveness Study report, and Arkansas Department of Higher Education Program Reviews of the past five years. These and other studies and reports were used to develop a listing of goal statements concerning achievement of mission and purposes. Additional goal statements were solicited from faculty, staff, board, and community representatives and incorporated in a nonduplicated listing. The College community was invited to identify those statements deemed most important and served to combine or eliminate and reduce the numbers of the most important statements for consideration by a group consensus process. Analysis of the results produced the goal statements presented to, and adopted by, the College's Board of Trustees on December 15, 2004.

1. The College shall offer relevant curricula and quality educational programs that utilize flexible delivery methods while ensuring academic excellence and integrity.
2. The College shall facilitate the transition of students into higher education by strengthening partnerships and improving communication with secondary schools, governmental agencies, and business/industry.
3. The College shall provide systems and processes to encourage student enrollment, increase retention, and facilitate transition into careers or further learning opportunities.
4. The College shall enhance instruction, student learning, and the delivery of administrative and educational services to students, faculty, and staff by implementing and supporting technological systems and services.
5. The College shall participate in regional economic development as a partner and innovative leader in training, retraining, and educational services provided to business and industries in the region.
6. The College shall ensure the efficient and effective use of all available resources by maintaining a high level of stewardship and accountability.
7. The College shall cultivate a learning environment that promotes cultural enrichment, communication, diversity, and lifelong learning opportunities for its constituencies.
8. The College shall increase access to baccalaureate and master degree programs for area citizens.

## General Education

**Mission:** To offer programs in general education that provide the students with the skills and knowledge to succeed in their academic and career paths.

**Objectives:** Students who are successful in the general education program will be able to:

1. Speak, listen, write, and read competently in a critical and organized manner.
2. Use mathematical skills appropriate to the task.
3. Reason logically, develop independent thinking, use creative processes and scientific inquiry to analyze and make decisions.
4. Use information technology to locate, process and present information effectively and ethically.
5. Set goals, learn independently, and develop human relation skills.
6. Understand the social, political, economic, and cultural diversities of a global society.
7. Recognize the essential worth of the individual person as a responsible and active participant in social and political change.
8. Understand the creative process, aesthetic principles and the historical and cultural perspective of the literacy and fine arts.
9. Develop lifelong attitudinal and recreational skills for maintaining physical and mental fitness.

### III. BOARD OF TRUSTEES AND ADMINISTRATIVE OFFICERS

#### A. Board of Trustees

The Board of Trustees is appointed by the Governor and is composed of nine members who serve terms of six years and two ex-officio members.

(Rule 1.5, ANC Policy Manual)

#### B. President of the College

The President is the Chief Administrative Officer of the College and, as such, is responsible for its overall organization and administration. He is appointed by the Board of Trustees and is responsible for recommending to them appropriate action to be taken regarding College operations. He is responsible for implementation of policy set forth by the Board of Trustees. (870) 762-3191

#### C. Executive Vice President

The Executive Vice President reports to the President. The Executive Vice President is a member of the President's Cabinet and is accountable for working collectively and cooperatively with the members of the Cabinet. (870) 762-3102

#### D. Vice President of Instruction

The Vice President of Instruction is the Chief Academic Officer of the College, reporting to the President. The Vice President is a member of the President's Cabinet and is accountable for working collectively and cooperatively with the members of the Cabinet. (870) 762-3114

#### E. Vice President for Finance

The Vice President for Finance is the Chief Business Officer of the College, answering directly to the President of the College. The Vice President is a member of the President's Cabinet and is accountable for working collectively and cooperatively with the members of the Cabinet. (870) 762-3115

#### F. Vice President for Student Services/Registrar

The Vice President for Student Services is directly responsible to the President of the College. The Vice President is a member of the President's Cabinet and is accountable for working collectively and cooperatively with the members of the Cabinet. (870) 762-3105

#### G. Vice President for Advancement

The Vice President for Advancement is directly responsible to the President of the College. The Vice President is a member of the President's cabinet and is accountable for working collectively and cooperatively with the members of the cabinet. (870) 838-2944

#### H. Vice President, Management Information Technology/ Human Resources

The Vice President, Management Information Technology/Human Resources is directly responsible to the President of the College. The Vice President is member of the President's cabinet and is accountable for collectively and cooperatively with the members of the cabinet. (870) 838-2910, ext. 1002

**IV. ACADEMIC AND ADMINISTRATIVE STAFF**  
**PRESIDENT**

- A. Dean, Development and College Relations.** The Dean is directly responsible to the President. The Director conducts foundation activities as well as marketing and publicity for the College. (870) 838-2902
- B. Executive Vice President**  
The Executive Vice President reports to the President. The Executive Vice President is a member of the President's Cabinet and is accountable for working collectively and cooperatively with the members of the Cabinet. (870) 762-3102
- C. Director of Mississippi County Library System and Consortium.** The Director of the Mississippi County Library System and Consortium is responsible to the Mississippi County Library Board. The position is funded by the College and assigned to the county Library Board as a portion of the college's contribution for participation in the County/College Library Consortium. The Director is responsible for the leadership of the Consortium activities and coordination with the College Library Director. (870) 762-2431

**INSTRUCTION**

- A. Dean, Arts and Sciences.** The Dean is a direct faculty extension of the Office of Academic Affairs. He/she is the representative of the academic administration at the faculty level. The primary function is to provide for open communication and the accurate passage of information between the College administrative offices and the discipline faculty and to nurture the concept of self-management for each division with accountability. The Dean is administratively responsible to the Vice President of Instruction. (870) 762-3151
- B. Dean, Nursing, Allied Health, and Health, Physical Education & Recreation.** The Dean for Nursing, Allied Health, and H.P.E.R. is a direct faculty extension of the Office of Academic Affairs. The Dean is responsible for planning, implementing, evaluating, and improving the curriculum in Nursing, Allied Health, and H.P.E.R. The Dean shall recommend to the Vice President of Instruction programs and courses to meet identified needs of the service area. The Dean is administratively responsible to the Vice President of Instruction. (870) 780-1227
- C. Director of Nursing.** The Director of Nursing is a direct faculty extension of the Office of Academic Affairs. The Director is responsible for planning, implementing, evaluating, and improving the curriculum in Nursing. The Director shall recommend to the Dean for Nursing, Allied Health, and H.P.E.R., programs and courses to meet identified needs of the service area. The Director is administratively responsible to the Dean for Allied Health. (870) 780-1222
- D. Dean, Technical Programs and Training.** The Dean is responsible for planning, implementing, evaluating, and improving the curriculum in occupational and technical credit and non-credit programs. The Dean shall recommend to the Vice President of Instruction programs and courses to meet identified needs and develop these programs and courses to implement the curriculum. The Dean is administratively responsible to the Vice President of Instruction. (870) 762-3134
- E. Dean, Occupational Programs/Extended Campus Operations.** The Dean is responsible for planning, implementing, evaluating and improving the curriculum in occupational credit and non-credit programs. The Dean is administratively responsible to the Vice President of Instruction. (870) 780-1201

- F. **Director of College Library and Audiovisual Services.** The Director of the College Library is responsible to the Vice President of Instruction for all College Library activities. The Library Director reports to the Vice President of Instruction for College policy matters. As Director of the College Library, the Director is responsible for bringing quality library and audiovisual support services to the faculty, staff, and students of the College. (870) 762-3172
- G. **Coordinator, Developmental Education.** The Chairperson is responsible for the writing, reading, and math courses/programs in Developmental Education and reports to the Dean for Arts and Sciences. (870) 838-2920
- H. **Industrial Organizational Strategies Instructional Specialist Coordinator.** The Coordinator is responsible for the planning and direction of the courses and the faculty involved in industrial training. The Coordinator reports to the Dean for Technical Programs and Training. (870) 838-2936
- I. **Coordinator, Placement Services.** The Coordinator is responsible for the placement office operation and reports to the Dean for Technical Programs and Training. (870) 780-1256
- J. **Assessment Coordinator.** The Coordinator reports directly to the Vice President of Instruction and assists in the analytical and technical support of the assessment process. (870) 762-3164
- K. **Full-time Instructors.** The primary responsibility of the faculty member is to provide quality classroom instruction. The issuance of a full-time contract includes the expectation that the contract holder enjoys further professional responsibilities to the College. These responsibilities include, but are not limited to, committee assignment and participation, academic advisement of students, curriculum review and revision, student life and activity involvement, and community participation as representative of the College and its academic and professional community.

Each faculty member reports to a respective dean, chairperson, director, or coordinator and shall perform duties assigned by his dean, chairperson, director, or coordinator, the Vice President of Instruction, or the President. Specific faculty responsibilities are listed in Sections VIII and IX.

**In addition to the information in the Academic Staff Handbook, the faculty member should become familiar with College policies as stated in the official catalog and Policy Manual. Those policies regarding grades, attendance, and withdrawals are particularly important.**

- L. **Learning Assistance Center Coordinator.** The Coordinator reports to the Dean for Arts and Sciences and is responsible for the operation of the Learning Assistance Center. (870) 838-2920

## **FINANCE**

- A. **Controller.** The Controller reports to the Vice President for Administration and is responsible for the daily operations of the Business Office including Accounting, Purchasing, Payroll, Payables, Receivables, Switchboard, and Mailroom. (870) 762-3116
- B. **Director, Physical Plant and Grounds.** The Director of Physical Plant, Public Safety, and Grounds reports to the Vice President for Finance and is responsible for physical operations, maintenance, safety, and security of all College buildings and grounds. Specifically, the Director has administrative responsibility for carpentry, electricity,

painting, plumbing, heating, air conditioning, safety, security, property control, custodial services, vehicle maintenance, and the care of the grounds. (870) 762-3159

## **STUDENT SERVICES**

- A. Assistant Registrar.** The Assistant Registrar reports to the Vice President for Student Services and is responsible for the maintenance and security of academic records, participation in student registration and coordination of the College's commencement activities. (870) 762-3101
- B. Testing and Careers, Counselor.** Testing and Careers counselor reports to the Vice President for Student Services and is responsible for, student testing, academic placement and proctoring services provided by the College. (870) 762-3108
- C. Admissions Counselor, Recruiter.** The Admissions Counselor/Recruiter reports to the Vice President for Student Services and is responsible for student recruitment and conducting field visitations and tours. (870) 762-3180
- D. Admissions Counselor, Careers.** The Admissions Counselor/Careers reports to the Vice President for Student Services and is responsible for providing counseling services and for the delivery of recruiting activities throughout the service district. (870) 762-3190
- E. Counselor, Occupations/Secondary Center.** The Counselor for Extended Campuses reports to the Dean of Occupational programs/extended campus and is responsible for providing a program of counseling, testing, and career services at off-campus locations. (870) 780-1206
- F. Coordinator of Enrollment Services.** The Coordinator of Enrollment Services reports to the Vice President for Student Services and is responsible for the coordination of all recruitment activities including the development of enrollment goals and strategies or target populations. The Coordinator directs the Student Activities Program and serves as advisor to the Student Activities Committee. (870) 838-2919
- G. Director, Financial Aid.** The Director of Student Financial Aid is supervised by the Vice President for Student Services and is responsible for the delivery of student financial aid programs and services to students and potential students. (870) 762-3105
- H. Financial Aid Advisor.** The Financial Aid Advisor reports to the Director of Financial Aid and is responsible for assisting with the processing of all types of financial aid and for providing financial aid counseling to prospective and enrolled students. (870)762-3104
- I. TRIO Programs.** The TRIO Programs are supervised by the Vice President for Student Services. The TRIO Programs are grant-funded support services sponsored by the United States Department of Education. The Educational Talent Search Program, the Educational Opportunity Center Program and the Student Support Services Program comprise TRIO. The ETS Program is designed to identify and motivate disadvantaged young people who have the desire and potential for success in post-secondary education. The EOC Program assists adults with the pre-collegiate experience in areas such as financial aid and entrance applications, career counseling and other support workshops to ease the procedures for entrance into post-secondary education. The Student Support Services Program provides intensive support services to low income, first generation, and disabled students. (870)838-2913

## CONTINUING /COMMUNITY EDUCATION

- A. **Information & Marketing Specialist.** The Specialist reports to the Dean for Development and College Relations and is responsible for publishing all College advertising, media relations, and other related publicity activities. 870) 780-1206
- C. **Coordinator, University Center.** The Coordinator is directly responsible to the Vice President of Instruction. The Coordinator assists with the planning, development, and implementation of the services and programs of the ANC University Center, as directed by the Vice President of Instruction. (870) 762-3136
- C. **Coordinator, Community Education Programs.** The Coordinator is directly responsible to the Vice President of Instruction. The Coordinator plans and develops non-credit courses and programs for business, industry, and the community, and makes appropriate recommendations to the Vice President. (870) 762-3168
- D. **Coordinator, Industrial Training.** The Coordinator reports to the Dean of Technical Programs and Training and to the Vice President of Instruction. The Coordinator is responsible for the operation of the Harry L. Crisp Center and the coordination of seminars and training programs. This coordination includes marketing, registration, accounting, and reporting. (870) 838-2936
- E. **Coordinator, Osceola Center.** The Coordinator of the Osceola Center is responsible for the operations and coordination of the Arkansas Northeastern College extended campus academic programs. The Coordinator assists with the planning, development, and implementation of the service and programs (credit and noncredit) offered through the Osceola Center, Leachville Center, and area high schools, as directed by the Dean for Occupational Programs and Extended Campus Operations. (870) 838-2936
- F. **Coordinator, Burdette Center.** The Coordinator of the Burdette Center is responsible for the operations and coordination of the Arkansas Northeastern College extended campus academic programs. The Coordinator assists with the planning, development, and implementation of the service and programs (credit and noncredit) offered through the Burdette Center and area high schools, as directed by the Dean for Occupational Programs and Extended Campus Operations. (870) 780-1202
- G. **Coordinator, Paragould Center.** The Coordinator of the Paragould Center is responsible for the operations and coordination of the Arkansas Northeastern College extended campus academic programs. The Coordinator assists with the planning, development, and implementation of the service and programs (credit and noncredit) offered through the Paragould Center and area high schools, as directed by the Dean for Occupational Programs and Extended Campus Operations. (870) 239-3200

## ADVANCEMENT

- A. **Coordinator, Planning and Accountability.** The Coordinator reports to the Vice President of Advancement and functions in the areas of governmental relations and grant writing, and institutional planning and reporting. (870) 780-1203
- B. **Coordinator, Adult Education.** The Coordinator of Adult Education is responsible to the Vice President for Advancement for the recruiting of adults into the ABE/GAE Programs, maintaining of statistical data, and the establishing of official GED test sessions.

## MANAGEMENT INFORMATION TECHNOLOGY/HUMAN SERVICES

- A. **Associate Dean of Management Information Technology Services.** The Associate Dean of Management Information Technology Services reports to the Vice President for Management Information Technology Services/Human Resources. The Associate Dean

maintains consistent operation of the College's overall computer systems, including all administrative and academic areas. (870) 762-3125

- B. Director of Academic Technology Services.** The Director of Academic Technology Services reports to the Vice President for Management Information Technology Services. The Director maintains consistent operation of the College's academic computer systems, and assists with the consistent operation of the College's administrative computer systems. (870) 762-3154
- C. Webmaster/Technology Support Specialist.** The Webmaster/Technology Support Specialist is responsible for the regular updates of the ANC Web site. The Webmaster/Technology Support Specialist will also assist the faculty in the operation of their respective Home Pages. . The Webmaster/Technical Support Specialist reports to the Vice President of Management Information Technology Services/Human Resources. (870) 838-2957
- D. Director of Technology Services Extended Campus.** The Director of Technology Services Extended Campus reports to the Vice President/Management Information Technology Services/Human Resources. The Director maintains consistent operation of the College's extended campus computer systems, including all administrative and academic areas. (870) 780-1226
- E. Coordinator, Human Resources and ADA.** The Coordinator, Human Resources and ADA reports to Vice President for Management Information Technology Services/Human Resources. Responsibilities include employee recruitment, employee orientation, administration of benefits package, and compliance with ADA and regulations for staff

## V. MAJOR INSTITUTIONAL COMMITTEES

The standing committees of the College are designed to provide broad participation in the affairs of the College. Actions of the committee are reported to the College community by the committee representatives and by publication in The Open Door. Special meetings may be announced by telephone to each office area.

### A. Academic Affairs Committee

The standing committee shall be chaired by a member elected by committee membership and is advisory on matters involving institutional academic affairs. This includes professional and instructional matters, curriculum, calendar, standards, awarding of credit, and graduation.

The committee shall have advisory responsibility on matters involving residence, admission, probation and supervision, CLEP, transfer of credit, credit by examination, and grade changes.

Membership is composed of one faculty member from each of the Divisions of (1) Mathematics and Sciences, (1) Communications and Humanities, (1) Technical Programs and Training, (1) Developmental Education, (1) Occupational Programs, (1) Nursing, and (1) Solutions Group. The Deans/Chairpersons, or Coordinators of each of these academic divisions (6) are also members of the committee. An additional member (1) (non-classified) is selected from the Library, Community Education, University Center, Technical Support Specialist, and Coordinator of Industrial Training. One member (non-classified) is selected to represent the group comprised of the Coordinator of Institutional Advancement, Adult Education Coordinator, Coordinator of Planning and Accountability and all Extended Campus Coordinators. The Director of Financial Aid and one member (non-classified) from the Division of Educational Services will serve as members of this committee.

**B. Student Services Committee**

The standing committee shall be chaired by a member elected by committee membership and is advisory on matters involving student services. The committee shall have advisory responsibility on matters involving marketing and public relations, informational services, institutional research, athletics and student activities, advising, counseling, recruiting, financial aid, registration, and the concert series.

Membership is composed of one faculty member from each of the Academic Divisions (6), one member (non-classified) is selected to represent the group comprised of the Coordinator of Institutional Advancement, Adult Education Coordinator, Coordinator of Planning and Accountability and all Extended Campus Coordinators (1), two members (non-classified) appointed by the Vice President for Administration (2), and one member appointed as representation of classified staff (1). The Director of Financial Aid and one member (non-Classified) from the Division of Educational Services will serve as members of this committee.

**C. Administrative Affairs Committee**

The standing committee shall be chaired by a member elected by committee membership, and is advisory on matters involving the formulation of policies relating to the budget. The committee also has advisory responsibility concerning matters of College personnel, salary, and fringe benefits. The computer system and users, as well as matters involving the physical plant, are concerns of this committee.

Membership is composed of one faculty member from each of the Academic Divisions (6), an additional member (1) (non-classified) is selected from the Library, Community Education, University Center Technical Support Specialist, and Coordinator of Industrial Training. One member (non-classified) is selected to represent the group comprised of the Coordinator of Institutional Advancement, Adult Education Coordinator, Coordinator of Planning and Accountability and all Extended Campus Coordinators (1). Two members (non-classified) appointed by the Vice President for Student Services (2), and one member appointed as representation of classified staff (1). One member (non-Classified) is selected from the Division of Educational Services.

**D. The Committee for the Assessment of Student Academic Achievement**

The Committee for the Assessment of Student Academic Achievement provides a focus for quality improvement in the assessment of student learning. Under its overview, faculty develop their own program assessment plan of student academic achievement based upon the following Higher Learning Commission (NCA) characteristics:

- a. Develops from the College mission.
- b. Provides conceptual framework.
- c. Has faculty responsibility and ownership.
- d. Has College-wide support.
- e. Uses multiple assessments/measures.
- f. Provides feedback to students and the College.
- g. Leads to continuing improvement.
- h. Has a process for evaluation of the assessment program.

**E. The First Year Experience Committee**

The First Year Experience Committee (FYE) was formed from the recommendations of the Foundations of Excellence self study. The purpose of this standing committee is to be advisory on matters involving the first year experience, including but not limited to, professional and instructional matters, Personal Development curriculum, calendar, standards, student activities, and advising. The FYE Committee shall work closely with Student Services, Academic Affairs, and Assessment Committees to enhance the experience of the first year student.

Membership consists of the Foundations of Excellence Steering Committee; one faculty member from each division, Deans, Chairpersons, Coordinators of each Academic division, two members from Student Services, one member (non-classified) from Administrative Affairs, one faculty/staff member, extended campus coordinators, Vice President of Institutional Advancement (ex-officio), Chief Academic Officer (ex-officio), and Vice President for Student Services (ex-officio).

Each standing committee is advisory to the President and the President's Cabinet, and each may establish *ad hoc* committees as required. Membership on any committee, elected or appointed, is for one academic year with elections and appointments occurring at the beginning of any fall semester for the immediate year's membership. The Vice President of Instruction will coordinate nominations and elections.

Each committee shall be responsible for the maintenance of minutes and records of each meeting and for the wording of a meeting summary-of-action in The Open Door (or other appropriate means) immediately following any meeting.

All meetings shall be announced in advance and non-members are invited to observe.

After providing an opportunity to nominate candidates for a seat on any of the standing committees and if no nominations for a particular seat are made, then the chair of that standing committee may appoint (within the representative category) someone to fill that vacancy for the academic year.

**(Rule 2.3, ANC Policy Manual)**

**F. NCA Institutional Self-Study Steering Committee**

It is the responsibility of this committee to develop the plans for the self-study and implement processes associated with the self-study.

**G. Student Appeals Committee**

The Student Appeals Committee exists to review and recommend regarding matters of misconduct or student grievances.

The Student Appeals Committee is advisory to the Cabinet and meets only when requested by a Cabinet member, the President, or by actual need. The members shall include five professional employees (total) from the divisions of Academic Affairs and Educational Services. No more than one member may be from the Administration. Members of the Committee are appointed by the President for one year.

**(Rule 6.35 ANC Policy Manual)**

**H. Petition Committee**

The Petition Committee is an *ad hoc* committee which deals with student appeals of an academic nature. Students may make appeals to this committee by completing a petition (forms may be obtained from the Registrar's Office). Petitions should be discussed with a faculty advisor. The decision of the committee is considered final.

**I. Professional Standards Committee**

The Professional Standards Committee exists to review and recommend regarding matters of professional misconduct or formal grievances of faculty and administrative staff members.

The Professional Standards Committee is advisory to the Cabinet and meets only when requested by a Cabinet member, the President, or actual need. The members shall include three faculty members and two administrative staff members who are appointed by the President.

**(Rule 2.4, ANC Policy Manual)**

## VI. COMPENSATION AND BENEFITS

### A. Salary

Full-time faculty are initially employed in accordance with the Board of Trustees' policy for salary placement at the time of contract recommendation. Previous employment credit may be granted for instructional educational experience, or equivalent to a maximum of six levels beyond entry (no experience). Instructional experience may be negotiated on a one year for one year (or equivalent) basis for full-time college-level (community college preferred) teaching and/or one year for two years of teaching (or equivalent) at other than college-level or at less than full-time college-level teaching. Occupational experience may count as two years for one placement level or three years for one placement level, depending upon the perceived relevancy of the experience. Certain individual (special cases) exceptions to placement guidelines may be made by the President, consistent with authorization granted by the General Assembly and sanctioned by the Department of Higher Education. Page 13 has the current salary placement schedule.

The Chief Academic Officer must be notified in writing of any change (or pending change) in basic placement rank, which may impact the next year's contract, which results from additional graduate preparation. Change in rank status will only be granted for additional graduate preparation in the employee's teaching field (courses for which he/she was initially employed to teach) or in a field in which additional preparation was requested by the College. The written request must be made prior to the next contract year following the completion of graduate studies, and any change in rank status granted will become effective the contract year following such notification of request.

**Part-time/Overload:** Faculty are paid \$500 per semester credit hour taught. For the standard three-hour course, this will provide a total salary of \$1500.00. Part-time instructors who teach the entire semester will be paid in six checks beginning at the end of September for the fall semester and at the end of February for the spring semester. **(Rule 4.7, ANC Policy Manual)**

**Part-time/Overload contracts for CAV Courses:** Compressed Audio Video courses are paid a flat rate of \$800 for the first one to eleven students for broadcasting to remote site(s). Classes with twelve or more students enrolled are paid a flat rate of \$1200 for broadcasting to remote site(s).

**Part-time/Overload Contracts for Internet Courses:** Contracts for Internet courses are paid a flat rate of \$400 for the first student enrolled, plus \$85 for each additional student.

**ARKANSAS NORTHEASTERN COLLEGE  
FACULTY SALARY PLACEMENT SCHEDULE  
2009-2010**

	<b>ASSOC</b>	<b>BACH</b>	<b>MASTER</b>	<b>M+12</b>	<b>M+24</b>	<b>M+36</b>	<b>M+48</b>	<b>DOCTOR</b>
ENTRY	16678	28849	31000	31775	32570	33383	34218	35073
A	17095	29570	31775	32569	33384	34218	35073	35950
B	17522	30309	32569	33384	34219	35073	35950	36849
C	17960	31067	33384	34218	35074	35950	36849	37770
D	18409	31843	34218	35074	35951	36849	37770	38715
E	18870	32640	35074	35950	36850	37770	38714	39683
F	19341	33456	35950	36849	37771	38714	39682	40675

The line item maximum that is effective July 1, 2009 is \$69,264 (\$34, 859 for Adjunct.)

<b>ARKANSAS NORTHEASTERN COLLEGE</b>			
<b>NON-CLASSIFIED</b>			
<b>12-MONTH SALARY PLACEMENT SCHEDULE</b>			
<b>2009-2010</b>			
<b>LEVEL</b>	<b>ASSOCIATES</b>	<b>BACHELORS</b>	<b>MASTERS</b>
ENTRY	19,180	33,176	35,650
A	19,660	34,005	36,541
B	20,160	34,855	37,455
C	20,660	35,726	38,391
D	21,180	36,619	39,351
E	21,710	37,534	40,335
F	22,250	38,472	41,343

\*\*\* Certain senior level placements are exempt from this Placement Schedule.

**\*NOTE:** These schedules are approved and adopted by the College Board of Trustees as an entry placement guide for the normal recruitment and hiring process. Exceptions are authorized for the rare occasions when circumstances dictate a need for a broader interpretation than the schedule allows.

**B. Payroll Deductions and Salary Payments**

Faculty members are paid their academic year salary in twenty-four (24) equal monthly installments. The first check is paid August 15. Paychecks will be distributed to all staff members on the 15<sup>th</sup> and the last College working day of the month. The following deductions will be made from each paycheck: Medicare Tax, Social Security, Retirement, Federal Income Tax, and State Income Tax. In addition, medical premiums or other approved College deductions may be made.

**(Rule 4.7, ANC Policy Manual)**

**C. Insurance**

The College provides medical, dental, life and income protection (disability) insurance for eligible employees. Employees pay a nominal fee for medical coverage with dental, life, and income protection provided at no cost to the employee. Employees have the option of including dependent coverage under each of the group plans with the premium for dependent coverage deducted through payroll deduction.

**D. Retirement**

All academic staff employees must participate in one of the following retirement plans:

- 1) **Arkansas Teacher Retirement System (ATRS)**  
Employees contracted for 180 days or less are enrolled as non-contributory members; however, employees may elect to be contributory. Employees contracted for 181 days or more are enrolled as contributory members. The tax-sheltered contribution rate for contributory members is 6% of gross salary and the employer-matching rate is 14%.
- 2) **Arkansas Public Employees Retirement System (APERS)**  
APERS is a contributory plan with an employer-matching rate of 11.00% of gross salary. The tax-sheltered contribution rate for employees is 5.0% of gross salary.
- 3) **Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF)** A tax-sheltered employee contribution rate of 6.0% of gross salary is required of employees with an employer-matching rate of 12.0%.

**E. Section 125 Flexible Benefit Plan (Cafeteria Plan)**

The College provides an optional Flexible Benefit plan, which allows employees to tax-shelter dependent medical and dental premiums, reducing their taxes and increasing their spendable income. Benefits available under the plan include dependent medical insurance, dependent dental insurance, and cancer insurance. A medical expense reimbursement and dependent childcare expense reimbursement option is also available to participants.

**F. Holidays**

The College calendar is published in the catalog and contains several academic holidays. However, the following are the official holidays for all College employees, and the institution will be officially closed:

Independence Day	New Year's Day	Memorial Day
Labor Day	Martin Luther King, Jr., and Robert E. Lee Day	
Thanksgiving (2 days)	President's Day, Washington's Birthday, and Daisy Gatson Bates Day	
Christmas (7 days)	Last Day of Spring Vacation & Good Friday	

**G. Sick Leave, Personal Leave, Bereavement Leave, and Education Leave**

All full-time, non-classified employees, upon accepting a contractual position with the institution, shall be entitled to five (5) days of sick leave. Additional sick leave shall accumulate at the rate of one day per month of service and may accumulate; however, a maximum of 120 days may be carried over at the end of the calendar year. The five days awarded at the time of employment shall be included in the 120 day total.

Nine Month faculty who teach during the summer sessions earn sick leave as follows: one to three credit hours – four hours, four to six credit hours – eight hours.

**After an illness which causes the use of sick leave, the employee should complete the "Request for Leave" form.** Employees who are on sick leave for five or more consecutive days must furnish a certificate of illness from an attending physician.

**Personal Leave.** All full-time, non-classified employees may be granted two days leave each academic year, with pay, for personal leave. Personal leave is not cumulative and requires prior approval on the Request for Leave form by the appropriate Vice President/Dean/Chairperson/Coordinator and the Chief Academic Officer.

All full-time employees may request three days of absence without loss of pay for the death of a member of the immediate family. Immediate family means father, mother, sister, brother, husband, wife, child, grandparents, in-laws, or any individual acting as parent or guardian of an employee. Such request must be approved by the employee's supervisor and shall be deducted from the employee's accumulated sick leave. Additional bereavement leave not to exceed three days may be approved on request and shall be deducted from the employee's accumulated sick leave. **(Rule 4.9, ANC Policy Manual)**

**Children's Educational Leave.** All full-time employees may request eight hours of Children's Educational Leave per calendar year. The purpose of this leave is to allow employees an opportunity to participate in their children's educational activities. Children's Educational Leave that is unused may not be carried over to the next calendar year. The following describes how the leave may be used.

"Child" is defined as a person enrolled in pre-kindergarten through grade 12 and is the following relation to a state employee: natural child, adopted child, stepchild, foster child, grandchild, ward of the state employee by virtue of the state employee having been appointed the person's legal guardian or custodian, any other legal capacity where the employee is acting as a parent for the child.

**H. Leave of absence**

In rare cases and for extenuating circumstances, a leave of absence may be granted by the President for extended periods at no pay. **(Rule 4.9, ANC Policy Manual)**

**I. Overload Teaching.** Instructors accepted to teach classes that exceed the normal teaching load during the regular semester will be paid for the overload at the rate \$500.00 per credit hour. This compensation will be paid in six checks beginning at the end of September (fall semester), and at the end of February (spring semester).

**Activities.** Faculty members who direct student activities to the extent that it is considered an overload will need the consent of the Vice President of Instruction before accepting those additional responsibilities within the institution.

**Summer Session and Interim Session.** Annual "full-time" contract faculty members may be employed to teach classes in the summer and/or interim sessions. Compensation for this "over contract load" assignment is \$500.00 per credit hour.

**Maximum Overload. The maximum number of overload credits that can be taught by an instructor during the regular, interim, and summer terms is 21 equivalent. The maximum equivalent overload for each fall or spring semester is three (3).** The Vice President of Instruction may allow an instructor to exceed the maximum number of overload credits under special circumstances. This total includes all teaching for extra compensation related to semesters, interim sessions and summer terms, inclusive of credit instruction for scheduled campus/off-campus classes, business and industry, and other colleges/universities. All laboratory, activity, or other specialty courses will be calculated, for overload limit purposes, at the equivalent of one three-hour course for each specialty. The line item maximum for full-time faculty is \$69,264 and for adjunct faculty is \$34,859.

**Faculty Co-op Coordinator.** For each student assigned by the Coordinator of Cooperative Education/Placement with the approval of the appropriate dean/dean/chairperson/coordinator, the faculty is paid one-tenth of the current rate for overload teaching for the appropriate number of credit hours.

**Sponsored Independent Study.** Requires approval by the dean/chairperson/coordinator and the Vice President of Instruction. The rate of pay is one-tenth of the current rate for overload teaching for each student sponsored.

**J. Outside Employment**

The primary obligation and responsibility of the faculty member is the performance of his duties at the College. He/She shall not engage in other teaching or substantial remunerative activity without first advising and obtaining the approval of the Vice President of Instruction. This provision is to ensure that he/she has adequate time for teaching, advising, appropriate study, and research in working with learning difficulties encountered by individual students, and for participation in other academic responsibilities.

**K. Concurrent Employment**

The College must request approval from the Department of Finance and Administration to hire an employee who is working for another state agency or institution of higher education. **This approval must be secured in advance of any contractual arrangement.** The employee's combined salaries must not exceed the individual line item maximum. Public School teachers are not considered state employees in this concurrent employment policy. State employees cannot exceed the higher line item maximum for the two state positions.

**L. Substitute Personnel/Compensation**

A substitute instructor may be either a full-time College instructor or a qualified individual outside the College employed specifically for substitute service for a period of time during which a regularly assigned instructor is absent. All substitutes must have prior approval of the Vice President of Instruction and meet the discipline area requirements for which they are substituting. The substitute instructor is not a salaried employee of the College, if appointed from outside the College, and does not participate in employee benefits or programs established for full-time, salaried employees of the College.

Substitute instructors are appointed specifically for service during the period of time when the replaced instructor is absent from the contracted teaching assignment. Required services are to be clearly specified in the employment arrangement and documented in the personnel files. The beginning and ending hours of the workday for which a substitute instructor is appointed will be clearly specified in the appointing document. All substitute instructors are to be paid at the part-time faculty hourly rate of .67 cents per minute.

**(Rule 4.61, ANC Policy Manual)**

**M. Staff and Professional Development**

Arkansas Northeastern College has a learner-centered focus. Toward accomplishment of this focus, and its maintenance, all employees are considered professionals in service to the College's students and its constituency. The College also recognizes that all employees, in order to provide maximum contribution toward the College's learner-centered focus, should be supported and encouraged in their professional growth.

Each employee is encouraged to develop a biennial, professional development plan. The plan can take many forms including credit or non-credit course work, seminars, workshops and/or travel to and participation in conferences or conventions. The plan might include, or be limited to, the development of a new credit course or degree program or service to be offered for adoption by the College. Each plan should relate to the professional development proposed in the context of the College's learner-centered focus.

A request for unbudgeted financial assistance toward accomplishment of an individual professional development plan may be made at any time; however, financial assistance will be determined by the availability of unbudgeted funds. It is encouraged that application for assistance be made **prior to February 1 in any year** in order to be considered, whole or in part, during the development of the next year's General Operations budget. Application and submittal procedure are to be available during any year through either the President's Office or the Office of the Vice President of Instruction.  
**(Rule 2.15, ANC Policy Manual)**

## **VII. EMPLOYMENT, RESIGNATION, AND TERMINATION**

### **A. Affirmative Action Statement**

Arkansas Northeastern College is committed to provide equal opportunity through its employment practices, educational programs, and the many services it offers to the community.

The College will make all personnel decisions without regard to race, color, religion, sex, age, national origin, or disability of qualified handicapped. The College will offer programs within the limitation of available resources that will foster educational opportunities without regard to race, color, religion, sex, age, national origin, or disability of qualified handicapped.  
**(Rule 2.17, ANC Policy Manual)**

### **B. Standards for Employment**

Faculty members teaching in the General Education and Transfer curriculum should have the minimum of a Master's degree and 18 graduate semester hours in their teaching area. Any exception to this minimum must be approved by the President. Previous teaching experience is strongly preferred as is knowledge and acceptance of the comprehensive community college concept. An official copy of the instructor's transcript and resume' must be on file in the Office of the Vice President of Instruction.

Faculty members teaching in the non-transfer technical and occupational areas of the A.A.S. track or Developmental Education should have the minimum of the baccalaureate degree, related industrial-business expertise, and/or applicable nationally recognized specialty certification/licenses generally acceptable and recognized by other community/technical colleges.  
**(Rule 4.19, ANC Policy Manual)**

### **C. Hiring**

Full-time faculty and academic positions (including administrative) are advertised internally (eligible part-time), regionally, and usually nationally as time permits. Applications may be solicited by direct mail to select colleges and universities, to the Arkansas State Department of Higher Education, and/or in regional newspapers. In addition, if deemed necessary, and publication deadlines allow it, the available position may be announced in an appropriate journal and/or the *Chronicle of Higher Education*. Applicants currently on retained file are notified if a position becomes available in their field. The screening process includes the sorting of applicants by the direct supervisor, a position selection committee, appointed by the appropriate Cabinet member. References and credentials are checked and verified. The top candidate(s) is/are then invited for an interview, and the appropriate Vice President or Cabinet member visits the candidate's references by telephone or in person. The candidate is then recommended by the Vice President or Cabinet member, in writing, and appropriate contract and salary placement offer negotiated. The Vice President then forwards to the candidate a letter of offer stating the type of contract, salary, and conditions as approved by the President. During the hiring process, the Affirmative Action Plan for the College is followed. No salary or contract condition agreements may be made to any candidate without prior authorization of the President.  
**(Rule 4.21, ANC Policy Manual)**

**D. Drug-Free Workplace**

ANC is committed to maintaining a drug-free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, Appendix C to 45 CFR 620, Subpart F - Certification Regarding Drug-Free Workplace Requirements. Upon hiring, each new employee will be given a copy of the Drug-Free Workplace Policy Statement.

**Certification** - The grantee certifies that it will provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing a drug-free awareness program to inform employees about -
  - 1. The dangers of drug abuse in the workplace;
  - 2. The grantee's policy of maintaining a drug-free workplace;
  - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
  - 1. Abide by the terms of the statement; and
  - 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after each conviction;
- (e) Notifying the agency within ten days after receiving notice under subparagraph (b)(4) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -
  - 1. Taking appropriate personnel action against such an employee, up to and including termination; or
  - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

**Policy Statement**

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well being of all employees, the public at large, and result in damage to state property. Therefore, it is the policy of Arkansas Northeastern College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in a state agency's workplace is prohibited. Any employees violating this policy will be subject to discipline up to and including termination. The specifics of this policy are as follows:

- 1. Arkansas Northeastern College will not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on agency premises will be subject to discipline up to and including termination.
- 2. The term "controlled substance" means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs,

which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and “Crack.” They also include “legal drugs” which are not prescribed by a licensed physician.

3. Each employee is required by law to inform the College within five days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the College’s premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction.
4. Arkansas Northeastern College will notify any U.S. Government agency with which a contract has been made within ten days after receiving notice from the employee or otherwise receives actual notice of such a conviction.
5. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the College may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution and at no cost to the College.
6. As a condition of further employment on any federal government contract, the law requires all employees to abide by this policy.
7. The College establishes through the Chief Fiscal Officer a drug-free awareness program to inform employees about
  - (a) The dangers of drug abuse in the workplace;
  - (b) The College’s policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling rehabilitation, and employee assistance program; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The above is applicable to all College facilities and sites, permanent or temporary, on or off its main campus in Blytheville and including College or officially authorized vehicles when participating in transition to or from facilities or sites.

**(Rule 2.21, ANC Policy Manual)**

## **E. Evaluations**

In compliance with Act 244 of 1989, the evaluation of each full-time faculty member shall be completed once each year. The evaluation shall be based upon input from the following sources:

1. Student evaluation (all classes)
2. Peer observation
3. Dean/Dean/Chairperson/Coordinator evaluation, including review of student success/productivity.
4. Faculty self-evaluation narrative to include the following:
  - a. Response to student evaluations,
  - b. Discussion of instructional strengths and weaknesses,
  - c. Discussion of service to the College/community,
  - d. Discussion of professional/personal improvement, and
  - e. Annual plan of action
5. Dean/Chairperson/Coordinator conferences with faculty member and subsequent recommendation to the Vice President of Instruction based on the results of the following categories:
  - a. Faculty Professionalism Rating
  - b. Student Rating
  - c. Peer Rating
  - d. Supervisor’s Classroom Observation Rating
6. The evaluation of the faculty member falls into one of five categories:

**Rating Scale:**

- |   |           |
|---|-----------|
| 5 | Excellent |
| 4 | Good      |

3.5	Satisfactory
Below 3.5	Needs Improvement
Below 2.0	Unsatisfactory

7. Vice President of Instruction review.

For that instructor who fully meets the standard of satisfactory or above, the recommendation will be for rehire with a salary adjustment if sufficient money is deemed available by the Board of Trustees.

If an instructor receives an overall rating below 3.5, an administrative review, involving the Dean//Chairperson/Coordinator and the Vice President of Instruction will occur. This review will result in one of two recommendations to the President for Board action:

1. Rehire the full-time instructor with no salary increase until specific behavior improvements have been demonstrated.
2. Do not rehire the full-time instructor. Notify him/her before or during March of current year of intent not to reissue a teaching contract in the coming fiscal year.

**Part-time Faculty:**

Every semester the students in the class are asked to complete an evaluation form on the instructor. The results will be examined by the appropriate dean/chairperson/coordinator, discussed with the instructor, returned to the instructor in summarized form, and a copy filed in the Office of the Vice President of Instruction.

The appropriate Dean/Chairperson/Coordinator/Director will observe one class the first term of employment and one class each year thereafter. Each year the instructor will be evaluated by a peer instructor.

**F. Contract**

The faculty member is appointed to teach in classes as directed by the President of Arkansas Northeastern College, including both day and evening programs. Instructors are to perform duties and accept responsibilities as set forth in the Academic Staff Policies and also to perform other duties in college-related activities as requested by the President or his designate. The standard faculty contract is for nine months.

The salary is determined by the teacher's academic preparation and experience as defined on the Arkansas Northeastern College Salary Schedule.

**(Rule 4.25, ANC Policy Manual)**

**G. Resignations**

Faculty members who wish to resign should make every effort to do so prior to the issuance of the following year's contract. Resignations must be in writing and submitted to the appropriate Supervisor and the President. **(Rule 4.27, ANC Policy Manual)**

**H. Grievance Procedure**

Arkansas Northeastern College recognizes the right of faculty and staff members to seek a solution concerning disagreements arising from employment relationships, and the employee assertion that he or she has been wronged with regard to employment contract, College policy, procedure, or professional standards.

Resolutions to disagreements should originate from informal grievance procedures if possible.

Informal grievance processes are initiated by a meeting between the employee and his immediate Supervisor or Dean/Chairperson/Coordinator/Director. At this time, the problem should be defined completely, and possible resolutions should be discussed. Every effort should be made at this level to reach an equitable solution. If at this meeting

the issue is not resolved, the person should request a conference with the appropriate Vice President. If no resolution is found and the problem still exists, formal grievance procedures are then initiated.

#### **Formal Grievance Procedure**

1. No formal grievance shall be processed until the Professional Standards Committee has assessed whether there are reasonable grounds for considering the complaint based on existing policy of the College and whether the complainant has exhausted the prior informal grievance processes.
2. The complainant shall file a formal complaint with the Professional Standards Committee through the office of the appropriate Vice President. The written complaint should outline the problem, include the resolution/remedy sought, and summarize reasons why informal procedures have been unsatisfactory.
3. The Committee shall, in confidence, hear testimony for the complaint from all individuals that the Committee determines necessary to reach a decision. The jurisdiction and authority of the Professional Standards Committee shall be to hear evidence, to make findings of fact and to make recommendations based upon those facts.
4. A report of "Findings and Recommendations" will be forwarded to the Vice President. The Vice President may take actions recommended by the committee or reject recommendations, may modify recommendations, or may remand the recommendations of the committee for further consideration.
5. If the aggrieved person is not satisfied with the disposition of his grievance at this level, then grievance should be presented to the President of the College in writing attached to all previous findings and recommendations.
6. If at this level the problem is not resolved, the complainant should, after a period of ten days, submit the nature of the grievance in writing to be conveyed to the Board of Trustees through the Office of the President. The Board of Trustees shall arrange consideration of the complaint and render its decision. The decision of the Board will be final.

**(Rule 4.29, ANC Policy Manual)**

#### **I. Termination**

In the case of any faculty member whose contract is terminated prior to the issuance of new contracts, or at any other time, the following procedures are adopted:

1. Letter to said faculty member from the Vice President of Instruction indicating termination of the contract.
2. Any faculty member receiving said letter terminating his contract may, within ten (10) days of receipt of said letter, initiate the following:  
Request and receive, within ten (10) days, an appointment with the President (and other concerned parties whom the President and faculty member agree should attend) appealing termination action.

Upon failure to receive satisfaction of his appeal to the President, the faculty member may, within ten (10) days, request a hearing before the members of the Board of Trustees. Said hearing may be granted at the next regular meeting of the Board of Trustees or earlier, at the discretion of the Board.

## VIII. EMPLOYEE RESPONSIBILITIES

### A. Credentials File

Each instructor must have on file with the Vice President of Instruction a **resume**' and **official transcripts** of all college work taken. Addresses, telephone numbers, and email should be kept current. In addition, commendation letters for community service and Dean/Chairperson/Coordinator recommendations are included in each personnel file.

### B. Reporting Employee Absences

If an instructor is to be absent from work, the dean/chairperson/coordinator and the Vice President of Instruction must be notified as soon as possible. If classes will be missed, every effort should be made to notify the students prior to the class meeting. This is especially important in evening courses. **A note on the classroom door canceling the class is not sufficient for students who commute. When a notice is posted on the classroom door, it should be typed and initialed by the Dean, Chairperson, or Coordinator.**

After an illness, which causes the use of sick leave, the employee should complete the "Request for Leave" form and forward to his/her division dean/chairperson/coordinator.

Only under emergency circumstances would a **personal day** be approved without a **three-day prior** notice so that classes might be informed and arrangements made for classes to be covered.

Part-time faculty do not earn sick leave benefits and are paid only for actual hours of instruction. Any substitute faculty employed must be employed through standard college procedures. **(Rule 4.35, ANC Policy Manual)**

### C. Attendance at Commencement

Attendance at commencement is part of a faculty member's contract responsibility. **(Rule 4.37, ANC Policy Manual)**

### D. Attendance at Reconvening Activities

Attendance at reconvening workshops and related activities is part of a faculty member's contract responsibility.

### E. Office Hours

Each instructor is expected to maintain regular office hours. **The office hours must be posted so that students may locate an instructor more easily for consultation.** A copy should also be filed with the Vice President of Instruction.

Guidelines for minimum availability of instructors for students, administrators, meetings, etc., include:

1. As many office hours per week as credit hours contracted (15).
2. Classroom contact hours plus office hours equal 30 hours per week.
3. Some afternoon hours should be established.
4. Faculty should be available to meet with students or attend meetings on Friday.

### F. Community Responsibility

A faculty member is regarded by persons in the community as an agent of the College. Therefore, what constitutes good taste and judgment should guide him in all his external relationships and contacts. Any action by a faculty member which, in the judgment of the administration, brings serious discredit or which reflects unfavorably upon the institution shall be cause for reprimand or dismissal.

**G. Teaching Load**

Members of the faculty, on or off campus, are required to assume teaching assignments in any part of the schedule of classes, day or evening, at the determination of the Vice President of Instruction. Fifteen semester hours (30 semester hours per year) or the equivalent thereof, represent the normal teaching load of all faculty members. Teaching loads are determined by the Vice President of Instruction in conjunction with deans/chairpersons/coordinators.

**(Rule 4.43, ANC Policy Manual)**

**H. Personnel Office Records**

All permanent, legal personnel records are maintained in the Office of Human Resources. Employees are responsible for notifying the Office of Human Resources Office in writing, on proper, current forms (obtained from the Office of Human Resources), of any changes that should be reflected in existing personnel records including, but not limited to: address changes, beneficiary changes, dependent changes, degree completion and/or additional credentials or earned college credits. The College will not be responsible for withholdings or any other expenses incurred by an employee as a result of non-timely or lack of proper notification, in writing, of status changes.

**IX. ACADEMIC RESPONSIBILITY**

**A. Academic Freedom**

The faculty member is a citizen, a member of a learned profession, and a representative of the College. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations upon him/her as an individual. As a person of learning and an educator, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, he/she should at all times be accurate, exercise restraint, show respect for the opinions of others, and make every effort to indicate that he/she is not an institutional spokesman.

The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties, but research for pecuniary return shall be based upon an agreement with the President of the College.

The faculty member is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter, which is not related to his/her subject.

**(Rule 4.45, ANC Policy Manual)**

**B. Syllabi**

An up-to-date departmental syllabus for each course must be on file in the Office of the Vice President of Instruction and with the appropriate Dean/Chairperson/Coordinator. **This departmental syllabus is to be used as the common syllabus by all instructors who teach a given course.** It will be necessary, however, for each instructor to develop a first day handout.

During the first week of class, the instructor shall present a first day handout to every student. The first day handout should include the following items:

- |                                |   |
|--------------------------------|---|
| 1) instructor's name           | 9) Use of the internet/portal/LMS       |
| 2) location of class           | 10) attendance policy                   |
| 3) office hours                | 11) academic dishonesty/behavior policy |
| 4) telephone number            | 12) grading/testing procedures          |
| 5) course title/section number | 13) unit/instructional objectives       |
| 6) course description          | 14) term assignments                    |
| 7) required materials          | 15) make-up test policy                 |
| 8) methods of instruction      | 16) ADA statement                       |

A copy of this handout will be presented to the Dean/Chairperson/Coordinator.

**(Rule 4.5, ANC Policy Manual)**

**C. Attendance at Conferences**

As a part of their continuing professional growth, instructors, Deans/Chairpersons/Coordinators/Directors are encouraged to join pertinent professional organizations and attend associated meetings/conferences and make on-site visits related to departmental/division activities.

Travel funds may be applied for and received depending upon budget. Professional staff and program development travel must be related to college-wide goals and purposes, and relate to the emphasis of the year. Relevance to the long-range goals of the College and division/department objectives will be used to determine approval. Preference will be given to those faculty who did not attend a major conference/workshop the preceding year. Submission of a request does not necessitate approval.

An Arkansas Northeastern College Travel Request form should be completed and submitted to the immediate supervisor for review and recommendation to the Vice President of Instruction. A copy of the program (or basic information) should also be submitted. All professional development travel must have the approval of the employee's supervisor, the Vice President of Instruction, and the President.

**Upon return, a summary report should be submitted to the immediate supervisor and forwarded for review. In some instances, an oral report will be requested for the sharing of information within divisions/departments.**

**(Rule 4.47, ANC Policy Manual)**

Financial Support is available from the Professional Development funds for Faculty who want to pursue higher degrees, create innovative projects in technology, and develop special projects assigned by the Vice President of Instruction. See forms for application on pages 35-36. These monies must be approved by the employee's supervisor, and the Vice President of Instruction, who will determine the amount allocated.

**D. Class Rosters and Grade Reporting**

**Faculty Campus Connect**

Arkansas Northeastern College faculty and advisors are provided access to student and course data through a program called Faculty Campus Connect. This program can be opened on the Internet from the ANC website and MyANC . Faculty and advisors are required to sign a statement accepting responsibility for the protection of the information provided to him/her.

Faculty are required to review their class rosters using the Faculty Campus Connect prior to the first day of class. Paper rosters will not be provided. Faculty are encouraged to check the roster regularly during the first week of classes to determine which students are officially enrolled. Engage the internet student the first week to ensure that he/she is on the roster.

**Initial Rosters**

Faculty are required to view their rosters using Faculty Access prior to the first class meeting. Faculty are expected to check the roster carefully during the first ten days (10) days of a fall or spring term and the first five (5) days of a summer term. Instructors are responsible for determining which students are officially enrolled in the class. **Students whose names do not appear on the roster are not officially enrolled and must be sent to the Registrar's Office to complete the registration process. Those students should not be allowed to sit in class.**

## Verification Rosters

In order to accurately report enrollment numbers and to prevent overpayment of financial aid to a student, students who never attend a class by the tenth (10<sup>th</sup>) day of a fall or spring term or the fifth (5<sup>th</sup>) day of a summer term must be reported as a No Show. Each instructor is responsible for accurately reporting those students who NEVER attend one class during the first (10) days of a fall or spring semester or the first five (5) days of a summer term. It is very important that No Shows be reported accurately.

**Instructors are expected to contact those students who do not attend class prior to reporting the student as a No Show. Telephone numbers are provided on the initial rosters for this purpose.**

Only those who NEVER attend a class are considered a No Show. A student who attends even one class should not be reported as a No Show. A student who begins attending class will be responsible for completing the withdrawal process through the Registrar's Office.

Each instructor will verify his/her roster(s) through Faculty Access. This must be done on the tenth (10<sup>th</sup>) day of a fall or spring term and on the fifth (5<sup>th</sup>) day of a summer term. This is the only time frame during which a student can be reported as never attended. Rosters should not be submitted early unless every student on the roster has attended at least one class meeting.

Using Faculty Access, faculty will use the grading option to report No Show students. Faculty will verify each roster by entering a grade of "NS" for every student who has NEVER attended a class. **Every roster must be submitted whether or not it contains a No Show student.** Rosters will be monitored by the Registrar's Office. Only those students who have never attended should have a grade on the Verification Roster.

Students who are reported as a No Show will be administratively dropped from the class. Once the student has been dropped as a No Show, he/she will receive a 100% refund of tuition and fees for that course. A student that has been reported as a No Show will not be allowed to return to the class.

Instructors will be required to enter grades at mid-term and at the end of the term. It is crucial that the grades be entered by the deadline specified. Grades cannot be processed until all grades have been entered. An instructor who experiences problems entering grades should contact the Registrar's Office immediately.

The letter grades that will be assigned in classes are A, B, C, D, F, W, AU, and I. The "W" will represent the student's grade who officially withdraws from a course. If the "W" appears on the roster, the instructor will not be able to assign another grade. The same is true for students who are auditing a class.

The letter grades A<sup>^</sup>, B<sup>^</sup>, C<sup>^</sup>, D<sup>^</sup>, or F must be assigned **only** to college preparatory courses. Any course with the CP prefix must be assigned one of these grades. The "<sup>^</sup>" effects the grade point average and it is important that these grades be assigned only to the college preparatory courses.

If a grade of "F" is assigned because the student ceases to attend class, the instructor **must** enter the last date of attendance next to the grade. If the grade of "F" is for poor academic performance no date is necessary. Currently, the system will populate the field with the current date.

An Incomplete or "I" grade may be assigned only at the end of the term. "I" (Incomplete) grades should not be assigned at mid-term. It should be given only when the student can reasonably be expected to complete the course. An "I" grade may be carried no more than one-half of the regular semester after the scheduled completion

date of the course. When the “I” grade completion requirement has been met, a grade change must be forwarded to the appropriate division chairperson/dean and the Vice President of Instruction. At this time a grade of A, B, C, D, or F must be assigned. Incomplete grades, which have not been converted to a passing grade by the mid-term of the next regular semester, will be changed to “F”.

**Faculty should not post grades by student initials or in any other manner that identifies the student to others, including Social Security numbers.**  
**(Rule 4.51, ANC Policy Manual)**

**E. Reporting Absence of Veteran Students**

Instructors may not withdraw students from classes because of non-attendance; withdrawal is the responsibility of the student. However, the Veterans Administration requires that we report excessive absence or non-attendance of the veteran student within thirty (30) days from the student’s last date of class attendance.

**Veterans are identified by the letter “V” on all class rosters. Instructor should make an effort to contact students prior to reporting to the Financial Aid Specialist. Use the following policy when a veteran student is absent from class:**

<b>End of first week:</b>	<b>No Action</b>
<b>End of second week:</b>	<b>Report to Financial Aid Specialist in the Financial Aid Office; the Financial Aid Specialist will notify the student and the Veterans Administration.</b>
<b>End of semester:</b>	<b>Instructor assigns a grade of “F.”</b>

Forms for reporting non-attendance of a veteran student are available in the Registrar’s Office and from the evening administrator. This action will not withdraw the student from the class; the student’s name will remain on the class roster, and at the end of the semester a grade of “F” should be assigned. Do not allow a veteran back into your class once you have submitted their non-attendance to the Financial Aid Assistant.

**F. Minimum Enrollment**

The normal minimum number for a class to “fill” is fifteen to twenty. Except in extraordinary circumstances, classes that have fewer than fifteen students registered prior to the beginning of the class are subject to cancellation.

**G. Adding and Dropping Courses**

Students who wish to add or drop courses must do so by means of an add/drop slip. These may be completed in Statehouse Hall or the Student Services Department. Students may add courses through the fifth day of the term. Courses dropped after this time will appear on the student’s permanent records but will show a grade of “W” and will not be considered in computing the grade-point average. Courses may be dropped through the date published in the academic calendar, as shown in the current college catalog. It is the student’s responsibility to notify the Instructor and the Registrar’s Office of his/her intent to drop a course or to withdraw from college.

**H. Auditing a Course**

To audit a course means to enroll in the course and attend in the usual manner, but without earning credit or a grade. Audit courses are graded “AU”. A student who is registered for a course may not change to or from audit status after the scheduled add/drop period. Charges for auditing a course are the same as for regular registration.

If a student’s name appears on the final roster, that student must receive a grade of A, B, C, D, F or I and cannot receive a “W” or “AU” at that time.

- I. Mid-Term Grades**  
Mid-term grades are issued as a clear statement of academic progress. **All faculty are expected to assign mid-term grades by the due date established in the Academic Calendar.**  
**(Rule 4.51, ANC Policy Manual)**
- J. Tests and Grades**  
It is the instructor's responsibility, within broad College policies, to design and apply a fair and equitable grading system. A grading system should be used which reflects, as nearly as possible, the instructor's philosophy toward the relative importance of factors influencing a course grade. Tests or other evaluations of progress should be given frequently enough to establish a fair basis for evaluation of the student.  
**(Rule 4.51, ANC Policy Manual)**
- K. Final Examinations**  
A final examination schedule is provided at the close of each regular semester in order to allow a block of time for comprehensive examinations. Instructors should use this opportunity to administer final examinations or assess for the improvement of learning.  
**(Rule 4.51, ANC Policy Manual)**
- L. Grade Books**  
Grade books are available as a supply item to the faculty. Accurate records of student progress, **including non-attendance, must be maintained.** At the conclusion of an instructor's employment with ANC, all grade books must be turned in to the appropriate Dean/Chairperson/Coordinator.  
**(Rule 4.51, ANC Policy Manual)**
- M. e-Racer: Learning Management System**  
All courses have a component in e-Racer, the portal's Learning Management System. As a minimum, instructors are encouraged to use the Attendance, Email, and Gradebook pages of their courses. Instructors log into the portal using their employee ID and a randomly generated password. Employees should never share their password. For security reasons, passwords cannot be given out over the phone. Faculty with password needs should contact Ruby Meador at 762-1020, ext. 1150.
- Questions directly related to using e-Racer (not password related) should be directed to Carol Mills at 762-1020, ext. 1207. Answers to many e-Racer questions can be found by logging in to myANC and clicking on the eRATZ tab. Instructors that are just beginning to use e-Racer often benefit from a one-on-one session in the Resource and Training Zone (RATZ). RATZ also offers training in a variety of software programs and is a great place to discuss online learning and online pedagogy. Contact Carol for an appointment and then come to RATZ, located in room B205.
- N. Textbook Adoptions**  
Textbook Adoptions are primarily the responsibility of the faculty in consultation with Dean/Chairperson/Coordinator or the textbook selection committee. Frequent changes of textbooks incur extra expense for the student and should be made judiciously with the student in mind. Part time faculty will use the same textbooks selected by the division. Committee action and the Dean/Chairperson/Director's approval are necessary for textbook selection.
- At the time a textbook change is made, teacher desk copies should be requested from the publisher for each faculty member teaching the course. Desk copies obtained from the bookstore are charged to the division budget. Although the College recognizes that it is a matter of individual choice and professional philosophy, the College does not approve of the sale of complimentary book copies to solicitors for subsequent resale.  
**(Rule 4.55, ANC Policy Manual)**

**O. Tutoring**

No instructor should contract to tutor any ANC student for any form of remuneration from another source without informing the Vice President of Instruction.

**P. Classroom Hours**

The semester hour is the unit of credit awarded. A community college's strength relies heavily on quality classroom instruction. As such, it is extremely important to meet classes for the scheduled length of time. No class is to be canceled or changed from its official meeting time or place without prior approval of the appropriate Dean/Chairperson/Coordinator. **(Rule 4.59, ANC Policy Manual)**

**Q. Retention/Advising**

Each faculty member has the responsibility of assisting with retention of students. If a student misses two or more classes, the faculty member should contact the student. Faculty have the responsibility of advising students. All faculty can access their advisee's records through Campus Connect and should use the degree audit option when advising students. Only the Office of the Registrar should issue official copies of transcripts.

**R. The Arkansas Course Transfer System**

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer (<http://adhe.edu>).

**S. Inclement Weather**

When the Vice President of Instruction, or designated official, determines, based on available data, that the weather or other conditions have made roads impassable, the news media will be notified that the college is closed. Such closings will be for all classes and offices in all units on and off campus; however, designated employees may be required to perform necessary duties. In addition, an automated message will be placed on the ANC main telephone number indicating closure and which employees will be expected to report to work.

If there is no announcement, students, faculty, and staff should assume that the College is open. If a decision to close is made after the College day has commenced, all College personnel will be notified through normal administrative channels. Until a person receives such notice from his immediate superior, he should assume that the College is open.

**(Rule 7.27, ANC Policy Manual)**

**T. Field Trips**

Procedures for approval of various types of field trip experiences would be:

During class, local destination trips - Prior to leaving on the field trip, the instructor is required to notify the Office for Academic Affairs, in writing or by telephone, of the planned excursion. Information should be provided concerning the course title and section number, the trip destination and general purpose, and mode of travel. It is understood the trip will not last longer than the regularly scheduled time for that class or lab. No financial assistance for either instructor or the student will be provided by the College.

Field trips as part of a regularly scheduled course offering, but lasting more than one class or lab period and possibly involving distances greater than local destinations - The instructor is required to submit to the Office for Academic Affairs, at least two weeks prior to the planned trip, a trip educational-justification statement, with an outline of trip objective and itinerary. A tentative timetable, route and destination narrative, and mode of travel to be used should be included.

These plans will be reviewed by the Dan and the requesting instructor(s) notified as to approval, disapproval, or the need for additional information. If a request is approved, the following forms should be completed and forwarded to the Office for Academic Affairs for inclusion in the request file: a) appropriate leave request forms; b) student release forms for each participant; and c) vehicle request form(s) if College vehicle(s) are needed.

**Field trips for the extra-class type offered for credit** - For submission of these requests, the sponsoring instructor(s) should complete the course Approval Form established by the College Academic Affairs Committee. This completed form, clearly showing the sponsoring discipline(s), and with the information given in #2 above (with the exception of the due date), should be forwarded to the Vice President of Instruction. The due-date for these requests is two months prior to the planned trip, or earlier.

**Non-credit tours or field excursions** - Non-credit tours offered by instructors on their own time are not the responsibility of the College. These trips of the extra-class type, not offered for credit, are not financially supported by the College in any form.

The College will reimburse expenses of an instructor conducting approved field trips as follows:

**Within the states of Arkansas, Tennessee, and Missouri:** The College will pay travel at the current rate and per diem up to a maximum of five days for one instructor per class having at least ten students participating in the field trip.

**Outside the states of Arkansas, Tennessee, and Missouri:** The College will pay travel at the current rate and per diem up to a maximum of five days for one instructor having at least ten students participating in the field trip.

Exceptions to these guidelines may be made by the Vice President of Instruction under peculiar circumstances which have unusual educational merit. These procedures encourage the scheduling of long-term (three days or more) or exotic field trips during periods when classes are not in session. Generous support across the spectrum is not fiscally possible; therefore, approval will be more likely for trips within the states of Arkansas, Tennessee, and Missouri, where a sufficient variety of potential field experiences are available to satisfy the majority of needs.

**(Rule 3.11, ANC Policy Manual)**

**U. Proposal and Adoption of Courses**

Proposal and adoption of courses is coordinated through the office of the Vice President of Instruction:

- 1) Discussion should be initiated with the department Dean/Chairperson/Coordinator/Director.
- 2) A needs assessment, course syllabus, and first day hand out should be submitted to the Vice President.
- 3) The course syllabus and sample first day handout will be reviewed by the Academic Affairs Committee.
- 4) The appropriate Division Chairperson/director will schedule the course as a topics course.
- 5) The Registrar will assign the appropriate course number of the course for future scheduling.

**(Rule 3.19, ANC Policy Manual)**

**V. Program Development and Implementation**

Program development and implementation is coordinated through the Office of the Vice President of Instruction:

- 1) Discussion should be initiated with the Department Chairperson/Director.
- 2) An abbreviated proposal should be submitted to the Vice President of Instruction.

- 3) The proposal should be expanded according to the **Criteria and Procedures for Preparing Proposals for New Academic Programs** published by the Arkansas Department of Higher Education.
- 4) The proposal will be reviewed by the Academic Affairs Committee.
- 5) The President must approve the proposal.
- 6) The Board of Trustees must approve the proposal.
- 7) The proposal will be submitted to Arkansas Department of Higher Education.
- 8) If approved, the program will be implemented three months after approval by the appropriate state agency. **(Rule 3.21, ANC Policy Manual)**

**W. Guidelines for the First Class Meeting**

First impressions are very powerful. These **suggestions** are made with that in mind. Arrive in the classroom well before the class is to begin so you can have your material set up. Greet your students as they arrive. Introduce yourself. Have your students fill out a form that includes a correct phone number and email address. Greet your students as they arrive. Begin to build a comfortable learning environment. You set the tone for the class. Take roll so you can begin to learn the names of the students. Use a get-acquainted activity that you are comfortable with and that is non-threatening to the students. One important element of student success is knowing others in the class so they feel comfortable. **Sample:** Have students pair off and spend 5-10 minutes interviewing each other. Then have each one introduce that partner to the rest of the group. **Sample:** Ask students to introduce themselves by giving one or two items of information that people will remember about them. Introduce the text. Assist students by explaining special features such as definitions of terms, exercises, test questions, etc. Help them understand how to read it efficiently. Distribute and introduce the First-Day Handout. Discuss important issues from it. Notify the students of grading practice, attendance policy, and expectations in general.

For a long class (such as evening class), have activities planned to get students interested and excited about your topic. Show your enthusiasm for your topic. Make sure the students understand the assignment for the next class. Be over-prepared. The class may go faster than you anticipate. Be prepared with additional activities.

**Conduct an entire class--don't meet and dismiss.** Remember, you are setting the tone for the entire semester. **If you want students to be prepared, interested, and committed to the learning in the class, you must demonstrate those behaviors from Day One.**

**Instructors who teach on-line:** During the first week of class, instructors should have their students e-mail some activity that verifies to the instructor that the student is indeed enrolled in the class. Engage the students early in the semester.

## **X. Adams/Vines Library**

The Adams-Vines Library opened in 1993 and supports the instructional programs of the college. It provides learning resources for students, faculty and staff. The library is open six days a week and is staffed with personnel trained to help students access materials housed in the library. The collection includes books, periodicals, audiovisual materials and electronic resources. Computers located in the library provide internet access and word processing capabilities. Private study rooms are equipped to view videos, DVDs or listen to music. A copy machine is provided for student use.

### **ELECTRONIC RESOURCES**

All electronic resources may be accessed from any computer with an internet connection.

**The Adams Vines Library card catalog** is fully automated and may be viewed online at <http://anec.polarislibrary.com>

The library subscribes to 4 online databases. These databases provide access to over 7500 current full-text journals and newspapers. They may be accessed using the web addresses, user id and passwords listed below.

#### **EBSCOhost**

Web address: <http://search.ebscohost.com>  
User ID: anclibrary  
Password: 72315

Click on EBSCOhost Web. Choose the database you wish to use

#### **Proquest**

Web address: <http://proquest.umi.com/login>  
User ID: anclibrary  
Password: welcome

#### **SIRS - Social Issues Resource Series**

Web address: <http://sks.sirs.com>  
Customer number: ar0155  
**Password: 72315**

#### **Gale Health & Wellness Resource Center**

Web address: <http://infotrac.galegroup.com>  
User ID: blyt64983  
Password: blyt64983

#### **E Book Collection**

The library has access to a large collection of e-books on various topics.

Web address: [www.netlibrary.com](http://www.netlibrary.com)  
User ID: anclibrary  
Password: library

**HOURS:**

Monday - Thursday	8:00 - 8:00
Friday	9:00 - 4:00
Saturday	9:00 - 12:00 (When school is in session)

**Y. Production Center**

The Production Center, located in the Adams-Vines Library, provides a variety of duplicating and production services for instructors and staff, including authorized duplicating of tapes, reproduction of material, laminating, poster production,, production of overhead transparencies, etc. Services are charged back to the department.

**It is important to remember that the staff be given ample time regarding requests for major projects. A production request form should be submitted to the staff.**

**REGULATIONS OF THE PRODUCTION CENTER**

- 1) A work order form must be filled out so that charges may be assessed against division operation funds.
- 2) Services are not offered to the General Public unless approval has been granted for an exception through the Office of the Vice President of Instruction.
- 3) Copyright material cannot be duplicated unless a letter of approval from the company/agency is filed.
- 4) Equipment cannot be loaned to the General Public unless approval has been granted for an exception through the Office of the Vice President of Instruction.

**X. BUSINESS OPERATIONS****A. Expenditure of College Funds**

College funds may be expended only after approval by the appropriate individuals at the institution. The only individuals who may actually commit funds of the institution are the President and the Controller.

**B. Travel Requests and Reimbursement**

The Institution is restricted by the State of Arkansas regarding reimbursement of expenses incurred during travel on College business. A travel request must be submitted prior to the proposed travel for approval. After the travel has been concluded, a State of Arkansas form TR-1 must be completed to request reimbursement for expenses incurred. More information can be found in the ANC Travel Regulations Booklet.

**C. Obtaining Expendable Supplies**

An inventory of the common supplies required is maintained in the "D" Building through the Physical Plant Secretary. Faculty members may check out supplies, which will then be charged to the proper division.. If the desired supplies are not available, it is necessary to initiate a purchase request for the supplies so an order may be processed.

**D. Ordering New Materials**

For the year 2009-2010, new material will be purchased by hard copy. When changed to the electronic system, all faculty and staff will be notified. The following are instructions for when that change occurs. New material may be acquired by completing an electronic purchase requisition within the portal by selecting the Requisition Entry link located on the Finance Tab. Once submitted, the purchase requisition is routed electronically to the next person in the approval process. After approval, the purchase requisition is forwarded to the business office for processing and final authority to commit institutional funds. Users can monitor the status of purchase requests within the portal by selecting the Check

Requisition Status link located on the Finance Tab. This feature is not available to adjunct faculty at this time. Adjunct faculty should submit a verbal request to the Dean/Chairperson of the department.

**E. Telephone Use**

The faculty secretary should be informed of the location of instructors when not on campus so that calls may be handled in a professional manner. Long-distance use of telephones is reserved for College business and should only be used in an emergency.

**F. Equipment Use**

The Business Office maintains complete inventory records on all equipment owned by the College as required and verified by the Arkansas Division of Legislative Audit. Records include the date of purchase, vendor, description, cost, and actual location. **Before moving any equipment, an Equipment Transfer Request needs to be completed and approved before any equipment may be transferred.** A transfer form and a work order will also be required before any equipment may be moved by the maintenance department. Division Chairpersons and Coordinators are responsible for the equipment within their unit and must have cooperation of all instructors and employees of the College for safeguarding equipment owned by the College.

**G. Computer Use Policy**

Arkansas Northeastern College owns and operates a substantial number of computers which are provided for the use of ANC students, faculty, and staff in support of the programs of the College and are to be used for education, research, academic development, and public service only. All users are responsible for using the computing facilities and machines in an effective, efficient, ethical and lawful manner. Unacceptable use is prohibited, and is grounds for discipline or legal sanctions under federal, state, local laws and college regulations.

All users must read, understand, and comply with the guidelines established by the College. By using any of these systems, users agree that they have read, understand, and will comply with these guidelines. Arkansas Northeastern College reserves all rights, including termination of service, to the computing resources to which it provided access.

Users of ANC computing systems are responsible for maintaining the following:

1. An environment in which access to all ANC computing resources are shared equitable among users.
2. An environment conducive to teaching, learning, and conducting business. A user who uses the College's computing systems to harass, or make defamatory remarks, shall bear full responsibility for his or her actions. Further, by using these systems, users agree that Arkansas Northeastern College's role in managing these systems is only as an information carrier, and that they will never consider transmission through these systems as an endorsement of said transmission by Arkansas Northeastern College. When accessing the Internet, users are advised that they may encounter material which may be considered offensive or objectionable in nature of content. Users are further advised that Arkansas Northeastern College does not assume responsibility for the contents of any of these outside networks. The user agrees to comply with acceptable use guidelines for whichever outside networks or services they may access through ANC systems. Further, the user agrees to follow proper etiquette on outside networks. The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading. The user agrees that, in the unlikely event that someone does transmit, or causes to be transmitted, any message that is inconsistent with an environment conducive to learning or misleading origination, the person who performed the transmission will be solely accountable for the message, not Arkansas Northeastern College, which is acting solely as the information carrier.
3. An environment free of illegal or malicious acts: The user agrees never to use the system to perform an illegal or malicious act. Any attempt to increase the level of

access to which he or she is authorized, or any attempt to deprive other authorized users of resources or access to any Arkansas Northeastern College computer system shall be regarded as malicious and may be treated as an illegal act.

4. A secure environment: Any user who finds a possible security lapse on the system is obliged to report it to the appropriate faculty or staff. Knowledge of passwords or of loopholes in computer security systems shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources or otherwise make use of computing resources for which proper authorization has not been given.
5. Users must be sensitive to the public nature of shared facilities. Behavior reflects both upon the individual and the College. Computing and networking resources should be used only in accordance with this policy. Any intentional behavior with respect to the electronic environment that interferes with the missions or activities of the College community will be regarded as unethical, and may lead to disciplinary action under standard College rules for misconduct. Examples of inappropriate and unacceptable use of the computer system include, but are not limited to, the following:
6. Creating, displaying, printing, downloading, or transmitting information which violates the College's sexual harassment policy. This includes, but is not limited to, displaying sexually explicit, graphically disturbing, or sexual harassing images or text.
7. Installation and/or use of any software that maintains a permanent Internet connection. This includes Weatherbug, Weathercast, streaming audio, radio stations, music netcast channels, time synchronization programs, stock tickers, news tickers, etc.
8. Installation and/or use of any P2P file sharing application that infringes on copyrighted material. Including; Kazaa, Bearshare, Swapper, Napster, Limewire, Audiogalazy, Xolox, or any Point-to-Point based sharing software.
9. Chat room and messengers. The resources are not available for users to socialize. This includes, but is not limited to, any World Wide Web site designed as chat room or any IRC site, unless the use of the chat room has been approved by the MITS department as a legitimate business or academic use.
10. Knowingly or carelessly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network or to deprive authorized person of computer access.
11. Using a user-id or account belonging to another individual, or allowing your account to be used by another individual.
12. Attempting to access data being transferred through the network or files on any computer connected to the network without the owner's permission. Deliberately wasting/overloading computer resources. This includes, but is not limited to, printing out multiple copies of a document or printing out large documents that may be available on-line and that might impact significantly on other user's printing resources.
13. Use of E-mail or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited message or sending mail that is known to be unwanted. (SPAM) This also applies to material originating from this campus but sent to other sites or persons on the Internet.
14. Violation of software copyrights and usage licensing agreements.
15. Violation of usage policies and regulations of the networks of which the College is a member or has authority to use.
16. Illegally providing, receiving, or distributing any copyrighted material or intellectual property without express consent of the owner of the copyright. This includes, but is not limited to, music, videos, documents, or articles.
17. Use of computing facilities for financial gain or commercial purposes.

An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies.

Violations of these policies will be dealt with in the same manner as violations of other College policies and may result in disciplinary review. In such a review, the full range of

disciplinary sanctions is available including the loss of computer use privileges. Violations of some of the above policies may constitute a criminal offense.

**H. Room Reservations/Arrangements**

Conflicts with other College activities may be reduced by checking the academic calendar, The Open Door, and the class schedule prior to scheduling an event. To reserve a classroom (including the gym) contact the secretary to the Vice President of Instruction (762-3114 or ext.1127). To reserve a specialty space (Governors Ballroom, Adams/Vines Gallery, or Recital Hall) contact the Administrative secretary (762-3115 or ext. 1128). Special needs should be communicated along with hours of occupancy, etc., well in advance. Special activities on the weekends may require a special payment for opening and closing the buildings and utilities.

**I. Secretarial Assistance**

Faculty secretaries are assigned to provide assistance for faculty members. The efficiency of the secretary is greatly improved if the work is in an organized and legible form when given to the secretary. The secretary should be given work, particularly the preparation of exams, well enough in advance to allow for a possible overload of work at that time. Faculty can aid in establishing work priorities for the secretary by refraining from using the secretary for a menial task while a higher priority job is waiting.

Coordinating the activities and secretarial tasks of several faculty members is at times a difficult job. The secretary's effectiveness can be aided if each faculty member remembers that the secretary is a professional institutional employee, not a personal secretary.

Secretaries in divisions/units are not limited to a particular area. Often, they are expected to assist faculty/staff in other divisions.

**J. Building Keys**

Upon employment, all personnel are issued necessary keys to campus buildings to enable the performance of all required activities. A Key Request shall be completed by the employee; and after routing and approval, the keys will be available from the Director of the Physical Plant. The same form should be used if additional keys become necessary. Normally, it is anticipated that the buildings will be opened by the public safety staff of the College. Faculty members must return all keys to Physical Plant upon resignation or termination of employment.

**K. Mail**

The College maintains a Mail/Work Room with mailboxes for each location of the campus. Each morning by 10:00, mail from the U.S. Post Office is distributed to the boxes for departmental/divisional pickup. Each afternoon by 3:30, outgoing mail should be brought to the mailroom for processing and subsequent delivery to the Post Office.

Mailboxes should be checked daily for mail, memos, announcements, etc. Employees should not use College postage for personal business.

The Receptionist should be given advance notice of special large mailings, first class or bulk, so that adequate postage will be available when needed. Any mailing consisting of 200 or more pieces of the same type should be mailed at the less expensive bulk rate. Other services, such as registered, certified, or insured mail are provided as needed. Details are available from the Receptionist or the Controller.

**L. Parking**

Adequate parking is provided with very few restricted areas. Parking is available for faculty, staff, and students on a "first come, first served" basis with reserved spaces for the handicapped.

Any vehicle operated or parked in violation of Arkansas Motor vehicle statues or ANC regulations is subject to being referred to the appropriate authorities, ticketed, and/or towed at the owner's expense.

The College assumes no responsibility for loss of or damage to private property. Vehicles should have all valuables removed and have doors locked.

**M. Building Security-740-2156**

Faculty and staff should ensure that doors are locked properly when using the facility during the weekends or late evenings. This means not only upon leaving the building, but also during the time occupied. Turn off light and equipment after use. Faculty who need help opening classrooms or need other assistance can call Security,740-2156.

**N. Use of the Wellness Center**

All faculty, full and part-time, must show a photo I.D. card in order to use the wellness center. Full-time faculty can be processed for I.D.'s at reconvening or anytime during the school year. Adjunct faculty can obtain their cards at the annual adjunct meeting or anytime during the semester. All faculty and staff are encouraged to obtain and wear an I.D.

**XI. Student Academic Achievement**

**Arkansas Northeastern College is committed to the student achievement of learning and student success. The faculty as a part of their contracts have a responsibility to create, develop, and implement strategies that aid in the achievement of learning. By engaging in the assessment process, faculty are able to provide measurements of success of that learning. By analyzing the data, faculty can develop strategies and curriculum changes that enhance the acquisition of skills and appreciation for learning. A yearly report is presented to the Board of Trustees that documents ANC's progress in assessment.**

## ANC Accreditation Self-Study Timeline

Fall 2009	Notice by NCA of Comprehensive Evaluation for 2011
September 2009	Coordinator appoints steering committee
October 9, 2009	First meeting of steering committee Relevant resource documents distributed
October 2009-March 2010	Data gathering process by committees
November 20, 2009	First progress report due from self-study committees
November 2009	ANC response to NCA evaluation notification Self-study plan completed and submitted to NCA
January 29, 2010	Second progress report due from self-study committees
March 19, 2010	Third progress report due from self-study committees
April 9-13, 2010	NCA Annual Meeting, Chicago (Steering Committee)
May 3, 2010	Draft of committee report to steering committee for analysis
June–December 2010	Preparation of self-study draft report
January 2011	Rough Draft of self-study report ready for circulation to college community
March 2011	Coordinator/Editing committee compiles final self-study report
April 8 – 12, 2011	NCA Annual Meeting (Coordinator and key personnel)
June 2011	Copies of final report produced
July 2011	Evaluation materials sent to NCA and to Evaluation team
Fall 2011	On-site visit by NCA Evaluators

**PROFESSIONAL DEVELOPMENT**

**PROJECT PROPOSAL 2009-2010**

NAME \_\_\_\_\_

INSTRUCTIONAL DIVISION/DEPT. \_\_\_\_\_

Developmental Activities	Time Line	Resources/Funds Requested	Measurable Outcomes

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature (chairperson/supervisor) \_\_\_\_\_ Date \_\_\_\_\_

Please return the completed form to the Office of the Vice President of Instruction

**The following section to be completed by the Vice President of Instruction:**

The following requested resources have been approved: \_\_\_\_\_

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Mary A. Dement  
Vice President of Instruction

Date

**PROFESSIONAL DEVELOPMENT**  
**COMPLETION FORM**

Project name \_\_\_\_\_

Date project initiated: \_\_\_\_\_

Brief project description:

Date project completed: \_\_\_\_\_

Faculty/Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President of Instruction: \_\_\_\_\_ Date: \_\_\_\_\_

Contract amount approved for project: \$ \_\_\_\_\_

**IMPORTANT:** This form along with a project report must be completed and submitted to the Vice President of Instruction **and approved before a contract may be originated.**

Revised: 7/31/08