



Arkansas Northeastern
COLLEGE

ACADEMIC
FACULTY & STAFF
HANDBOOK

2020-2021

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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 ANC Policy Manual, the Administrative Affairs Resource Books (Business Regulations and Travel Regulations), the ANC Catalog, and the State of Arkansas Policies for Institutions of Higher Education [website](#).

II. PHILOSOPHY AND PURPOSES

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)**

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.
9. To promote the civic and cultural activities of the community and provide for the vocational needs of the service community.
10. To provide a positive and constructive experience for new students enhancing their educational growth, aspirations, and abilities to continue their education at this institution and beyond.

(Rule 3.3, ANC Policy Manual)

III. 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 non-duplicated 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.

PUBLICATION STATEMENT: Policies and procedures set forth by the ANC Policy manual and Academic Staff Handbook pertain to all ANC Academic Staff. In the event that there are questions regarding a conflicting policy in the Academic Staff Handbook, the ANC Policy Manual will take precedence.



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IV. GENERAL EDUCATION AT ANC

Institutional General Education

The broad knowledge and intellectual concepts as well as the skills and attitudes that Arkansas Northeastern College believes every student receiving an associate degree should possess.

General Education Mission

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

Institutional Learning Outcomes

Information Literacy - Students use information legally and ethically.

- Identify and locate resources for the investigation of a topic.
- Analyze and evaluate information for its usefulness and validity.
- Organize information and cite information resources properly.

Quantitative Reasoning - Students apply appropriate quantitative reasoning skills to solve a problem.

- Identify the information needed to clarify and solve the problem.
- Interpret data, perform calculations using the appropriate problem-solving techniques, and analyze the validity of the results.
- Communicate and defend these results to the appropriate audience.

Communication Fluency - Students communicate effectively.

- Compose and present effective prose in argumentative, expository, and/or technical forms to general and specialized audiences.
- Synthesize multiple credible and relevant sources to support a position.

Critical Thinking - Students apply higher-order analytical skills.

- Evaluate the validity of competing hypotheses and apply appropriate skills to make decisions.
- Analyze information to support a chosen position with consideration of consequences.

Diversity Awareness - Students demonstrate awareness of diversity.

- Recognize and respond effectively to cultural biases
- Acknowledge the contributions made by people with different backgrounds.
- Interact respectfully with persons of diverse backgrounds.
- Adapt behavior to unfamiliar cultural and social perspectives.

Adopted by ANC Faculty: January 7, 2014

Approved by the Academic Affairs Committee: January 16, 2014

Approved by ANC Board of Trustees: February 19, 2014



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V. INSTITUTIONAL COMMITTEES

Standing Committees

The standing committees of the College are designed to provide broad participation in the affairs of the College. Actions of the committees are reported to the College community by the committee representatives and by publication in appropriate college newsletters. Meetings are announced by college email, on myANC portal.

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.

Each committee shall be responsible for the maintenance of minutes and records of each meeting. After review and approval from the membership of the committee, the minutes will be posted on the Resource Tab in myANC portal or the appropriate college newsletters.

After providing an opportunity for each division to nominate candidates for a seat on any of the standing committees, 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. All meetings shall be announced in advance and non-members are invited to observe.

(Rule 2.3, ANC Policy Manual)

Academic Affairs Committee

This standing committee, chaired by a member elected by committee majority, 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. The Chief Academic Officer is Ex-Officio.

Membership is composed of:

- One faculty member from each of the Divisions of Mathematics and Sciences; Communications and Humanities; Business and Technical Programs; Occupational Programs/Solutions Group; Nursing, Allied Health, and Health/Physical Education/Recreation.
- One representative from the Division of Advancement.
- One representative from the Division of Finance.
- One representative from the Management Information Technology Services.
- One member from the Division of Student Services.
- One Coordinator or representative from the Extended Campuses.
- One (non-classified) member representing the academic staff (Library, Community Education, and the University Center.)
- One member representing classified staff.
- Additional Appointments:
 - The Deans/Chairpersons or Coordinators of each of the academic divisions
 - Registrar.
 - The Coordinator of Academic Technology and Distance Education.
 - The Assessment Specialist.

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, student activities, advising, counseling, recruiting, financial aid, and registration. The Vice President of Student Services is Ex-Officio.

Membership is composed of:

- One (1) faculty member from each of the Divisions of Mathematics and Sciences; Communications and Humanities; Business and Technical Programs; Occupational Programs/Solutions Group; Nursing, Allied Health, and Health/Physical Education/Recreation.
- One representative from the Division of Advancement.
- One representative from the Division of Finance.
- One representative from the Management Information Technology Services.
- One member from the Division of Student Services.
- One Coordinator or representative from the Extended Campuses.
- One (non-classified) member representing the academic staff (Library, Community Education, and the University Center.)
- One member representing classified staff.
- Additional Appointments:
 - One member representing the Student Services Division.
 - One member representing the TRiO Division.

Administrative Affairs Committee

This standing committee, chaired by a member elected by committee membership, 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. The Vice President for Finance and the Vice President for MITS/Human Resources are Ex-Officio.

Membership is composed of:

- One (1) faculty member from each of the Divisions of Mathematics and Sciences; Communications and Humanities; Business and Technical Programs; Occupational Programs/Solutions Group; Nursing, Allied Health, and Health/Physical Education/Recreation.
- One representative from the Division of Advancement.
- One representative from the Division of Finance.
- One representative from the Management Information Technology Services.
- One member (non-classified) from the Division of Student Services.
- One Coordinator or representative from the Extended Campuses.
- One member representing classified staff.
- Additional Appointments:
 - One member representing the Physical Plant.
 - One member representing the Division of Human Resources.

The Committee for the Assessment of Student Learning (CASL)

The Committee for the Assessment of Student Learning provides a focus for quality improvement in student success in learning. Under its overview, faculty develop their own program assessment plan

of student academic achievement. The standing committee shall be chaired by the Assessment Specialist and is advisory on all assessment issues. This includes reviews of institutional assessment procedures and methodologies. The committee assures the continuous flow of information, evaluation, and change based upon the College's mission. The Chief Academic Officer is Ex-Officio.

Membership is composed of:

- One (1) faculty member from each of the Divisions of Mathematics and Sciences; Communications and Humanities; Business and Technical Programs: Occupational Programs/Solutions Group; Nursing, Allied Health, and Health/Physical Education/Recreation.
- One representative from the Division of Advancement.
- One representative from the Division of Finance.
- One representative from the Management Information Technology Services.
- One member (non-classified) from the Division of Student Services.
- One Coordinator or representative from the Extended Campuses.
- One member representing classified staff.
- Additional Appointments:
 - The Deans/Chairpersons or Coordinators of each of the academic divisions.

The First Year Experience Committee

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, Academic and Career Enrichment course, 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. The Vice President of Institutional Advancement, Chief Academic Officer, Vice President for Student Services, and the Executive Vice President are Ex-Officio on this committee.

Membership consists of:

- One (1) faculty member from each of the Divisions of Mathematics and Sciences; Communications and Humanities; Business and Technical Programs; Occupational Programs/Solutions Group; Nursing, Allied Health, and Health/Physical Education/Recreation.
- One representative from the Division of Advancement.
- One representative from the Division of Finance.
- One representative from the Management Information Technology Services.
- One member (non-classified) from the Division of Student Services.
- One Coordinator or representative from the Extended Campuses.
- One member representing classified staff.
- Additional Appointments
 - The Deans/Chairpersons or Coordinators of each of the academic divisions.
 - One member representing the Student Services Division.
 - One faculty/staff from the Learning Assistance Center.

Ad hoc Committees

Student Disciplinary Committee

The Student Disciplinary Committee exists to review and make recommendations regarding matters of misconduct or student grievances. The Student Disciplinary 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)

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 (obtained from the Registrar's Office). Petitions should be discussed with a faculty advisor. The decision of the committee is considered final.

Professional Standards Committee

The Professional Standards Committee exists to review and make recommendations 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)



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VI. COMPENSATION AND BENEFITS

Salary Placement

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. The current salary placement schedules are included below.

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.

(Rule 4.7, ANC Policy Manual)

9 MONTH FACULTY SALARY PLACEMENT - 2020-2021								
	ASSOC	BACH	MASTER	M+12	M+24	M+36	M+48	DOCTOR
ENTRY	17,012	29,426	31,620	32,411	33,221	34,051	34,902	35,774
A	17,437	30,161	32,411	33,220	34,052	34,902	35,774	36,669
B	17,872	30,915	33,220	34,052	34,903	35,774	36,669	37,586
C	18,319	31,688	34,052	34,902	35,775	36,669	37,586	38,525
D	18,777	32,480	34,902	35,775	36,670	37,586	38,525	39,489
E	19,247	33,293	35,775	36,669	37,587	38,525	39,488	40,477
F	19,728	34,125	36,669	37,586	38,526	39,488	40,476	41,489

The line item maximum that is effective July 1, 2020 (\$90,770) Adjunct, (\$45,683)

NON-CLASSIFIED 12 Month Salary Placement Schedule - 2020-2021			
LEVEL	ASSOCIATES	BACHELORS	MASTERS
ENTRY	19,564	33,840	36,363
A	20,053	34,685	37,272
B	20,563	35,552	38,204
C	21,073	36,441	39,159
D	21,604	37,351	40,138
E	22,144	38,285	41,142
F	22,695	39,241	42,170

High-Demand Salary Schedule

	Master	M+12	M+24	M+36	M+48	Doctor	Advanced Tech	ADN Nursing
Entry F	36,669	37,586	38,526	39,488	40,476	41,489		
9 mo. Faculty Standard Scale								
9-mo.High Demand Scale*			38,526			41,489	44,679	51,337
Nursing/Allied Health			38,526 RN (+) AAS			41,489 RN (+) Bachelor		51,337 RN (+) Masters
10 mo. High Demand Scale			42,807			46,098	49,642	
Nursing/Allied Health			42,807 RN (+) AAS			46,098 RN (+) Bachelor		57,040 RN (+) Masters
10.5 mo. High Demand Scale			44,947			48,403	52,124	
Nursing/Allied Health			44,947 RN (+) AAS			48,403 RN (+) Bachelor		59,892 RN (+) Masters
12 mo. High Demand Scale			51,368			55,318	59,571	
Electrical/ Electronics			Skilled			Bachelor	Engineer/ Master+	
Mechanical			Skilled			Bachelor	Engineer/ Master+	
Chemical/ Metallurgical			Skilled			Bachelor	Engineer/ Master+	
Environmental Safety			Skilled			Bachelor	Engineer/ Master+	
Manufacturing Technique/Mgmt			Skilled			Bachelor	Engineer/ Master+	
Welding			Skilled			Bachelor+		
Aviation Maintenance			Skilled			Bachelor+		
Construction			Skilled			Bachelor+		
HVAC			Skilled			Bachelor+		
Computer Information Systems			Bachelor			Master+		

** 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.

Maximum Salary

The line item maximum for full-time faculty is \$90,770 and for adjunct faculty is \$45,683.

Payroll Deductions and Salary Payments

Faculty members are paid their academic year salary in twenty-four (24) equal monthly installments. Paychecks will be distributed to all staff members on the 15th 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)**

The first installment for returning faculty members is issued July 15 and the 24th installment on the last working day of June. Faculty members who are newly hired for the academic year receive four installments on the last working day of August.

Insurance

The College provides medical, dental, life and income protection (disability) insurance for eligible employees. Employees pay a nominal fee for medical coverage, dental and life. Income protection (disability) is 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.

Retirement

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

- **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%.
- **Arkansas Public Employees Retirement System (APERS).**
APERS is a contributory plan with an employer-matching rate of 14.76% of gross salary. The tax-sheltered contribution rate for employees is 5.0% of gross salary.
- **Teachers Insurance & 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%.

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, vision, and cancer insurance. A medical expense reimbursement and dependent childcare expense reimbursement option is also available to participants.

Holidays

The College calendar is published in the catalog and contains several academic holidays. The list below contains the official holidays for all college employees for which the institution will be closed.

(Rule 4.9, ANC Policy Manual)

Holiday	Date
Independence Day	Saturday, July 4, 2020 <i>Observed Friday, July 3, 2020</i>
Labor Day	Monday, September 7, 2020
Thanksgiving Day	Thursday, November 26, 2020
Friday after Thanksgiving <i>(by Governor's Proclamation)</i>	Friday, November 27, 2020
Christmas Eve	Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020
Christmas Break	December 28, 29, 30, 31, 2020
New Year's Day	Friday, January 1, 2021
Martin Luther King Day	Monday, January 18, 2021
President's Day	Monday, February 15, 2021
Last Day of Spring Break	Friday, March 26, 2021
Good Friday	Friday, April 2, 2021
Memorial Day	Monday, May 31, 2021

Leave Policies

Annual Leave

All regular full- and half-time, non-classified employees, classified, and 12-month faculty, are eligible for a prorated annual vacation leave with full pay. Less than 12-month faculty are excluded. Annual vacation leave for 12 month and less than 12-month employees shall accrue on a prorated basis each month in accordance with the following monthly schedule. Twelve-month employees will accrue leave annually per chart below, while less than 12-month employees will accrue leave annually based on the number of contracted months of employment. Half-time employees will accrue leave monthly at one-half of the annual leave accrual rate of a full-time employee.

Employment	Monthly	Annually
Through 3 years	1 day (8 hours)	12 days
4 through 5 years	1 day, 2 hours (10 hours)	15 days
6 through 12 years	1 day, 4 hours (12 hours)	18 days
13 through 20 years	1 day, 6 hours (14 hours)	21 days
Over 20 years	1 day, 7 hours (15 hours)	22.5 days

Accrual rates will change on the first day of the month following eligibility for the next higher accrual rate. Annual leave accrued during a calendar month is not considered to be earned by an active employee until the last working day of the month, and the leave must be earned before it can be used. Employees will not borrow from anticipated future accruals and may not use annual leave accrued by other employees. The minimum annual leave amount an employee can use is fifteen (15) minutes.

Any leave in excess of 30 days must be used by December 31 of each year or it will be forfeited by the employee. Employees who are on leave without pay for ten (10) or more cumulative days within a

calendar month do not accrue annual leave. Upon termination, resignation, retirement, or other action by which a person ceases to be an active employee, the employee will be paid for all unused annual leave up to a maximum of 30 days. Upon death of an active employee, the amount of unused annual (and holiday) leave due the employee shall be paid to the employee's estate or authorized beneficiary and will not exceed sixty (60) days of annual leave and holiday leave. Employees transferring between state agencies without a break in service retain all accumulated leave. Half-time permanent employees who work 1,040 hours or more per year will be granted leave time and holiday pay according to a proration of the full-time employee's rate, calculated by dividing the annual number of hours worked by 2,080.

Sick 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; 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. Sick leave accrued during a calendar month is not considered to be earned by an active employee until the last working day of the month, and the leave must be earned before it can be used. Employees will not borrow from anticipated future accruals.

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.

Sick leave may be used by employees because of illness, injury, or for medical, dental, or optical treatment. Sick leave may also be granted to employees due to death or serious illness of a member of the employee's immediate family. Immediate family means father, mother, sister, brother, spouse, child, grandparents, grandchild, in-laws, or any individual acting as parent or guardian of an employee. The use of sick leave is contingent upon the occurrences of one of the events listed above. If the event never occurs, the employee is not entitled to the sick leave benefits.

Requests to use sick leave for medical, dental, or optical examinations, hospital stays, funerals, etc., should be made in advance, unless hospital stay is the result of emergency medical condition.

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

Part-time faculty do not earn sick leave benefits and are paid only for actual hours of instruction.

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/Director.

Bereavement Leave

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, grandchild, 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.

Educational Leave

All full-time employees may request eight hours of Educational Leave per calendar year. The purpose of this leave is to allow employees an opportunity to participate in their children's educational activities. 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.

(Rule 4.9, ANC Policy Manual)

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)

Court and Jury Leave

Jury leave is authorized without any loss of salary or leave time. Any compensation paid by the court may be retained by the employee.

Court leave is authorized for an employee who is subpoenaed as a witness to give a deposition or testimony in state or federal court, at a hearing, or before anybody with power to issue a subpoena. The employee will not be required to take annual leave if the matter is within the employee's scope of employment. If the matter is outside the employee's scope of employment, annual leave may be required. The employee should consult the Human Resources Office to determine whether or not annual leave will be charged for the absence.

Exhaustion of Leave Policy

An employee that has exhausted his/her leave balances, including but not limited to personal, annual, sick, or formally approved compensatory time will immediately be placed on a 30-day probation period upon the first occurrence of absence without approved leave. Consult the ANC Policy manual, Rule 4.9 for further information.

Catastrophic Leave

Catastrophic leave is paid leave which is transferred to a leave recipient from the College's Catastrophic Leave Bank. While a recipient is on Catastrophic Leave, he or she will receive normal benefits such as college contributions to insurance and retirement. Consult the ANC Policy Manual.

(Rule 4.8, ANC Policy Manual)

Maternity Leave

Consult the ANC Policy Manual, Rule 4.10 for the guidelines for Maternity Leave.

Other Compensation

Part-Time/Overload Teaching

Instructors accepted to teach classes that exceed the normal teaching load during the regular semester will be paid at the approved overload rate. This compensation will be paid in monthly installments beginning September 30th (fall semester), February 28th (spring semester), or June 30th (summer semester).

Acceptance of an overload assignment is solely the decision of the faculty member.

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 credit hours. The Chief Academic Officer 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 and universities. All laboratory, activity, online, or other specialty courses will be calculated, for overload limit purposes, at the equivalent of one three-hour course for each specialty or prorated assignment. **(Rule 4.13, ANC Policy Manual)**

Overload Compensation Table

Rank Level	Rate*
Instructor & Adjunct Faculty	\$600 per credit hour plus \$100 for every student over 25
Assistant Professor	\$700 per credit hour plus \$100 for every student over 25
Associate Professor	\$750 per credit hour plus \$100 for every student over 25
Professor	\$800 per credit hour plus \$100 for every student over 25

**The eleventh-day enrollment numbers, fall or spring, and fifth-day numbers for summer are used for overload compensation calculations. All courses will normally be capped at 50 students.*

Internship

For each student enrolled in CE 21013 Internship, the assigned faculty member is paid 1/10 of the current rate for overload teaching for the appropriate number of credit hours (\$180 per student).

Sponsored Independent Study

Approval by the dean and the Chief Academic Officer is required, and the rate of pay is 1/10 of the current rate for overload teaching for each student sponsored (\$180 per student).

Activities

Faculty members who direct student activities to the extent that it is considered an overload will need the consent of the Chief Academic Officer before accepting those additional responsibilities within the institution.

Substitute Personnel/Compensation

A substitute instructor may be either a full-time college instructor or a qualified individual 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 Chief Academic Officer 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 by the Chief Academic Officer 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/overload rate (80 cents per minute). To receive payment for substituting, an Authorization for Substitute Instructors voucher must be completed by the dean and submitted to the Chief Academic Officer. **(Rule 4.61, ANC Policy Manual)**

Faculty Ranking

Faculty ranking is a means of recognizing and promoting professional development through achievement in institutional and community service, scholarship, student success, and other factors. Specific accomplishments required for promotion to the ranks of Assistant Professor, Associate Professor, and Professor are based on the following factors: years of service, student and dean evaluations, institutional and community service, scholarship, student success, and discipline-specific and institutional professional development. Specific parameters are required for each factor, including measures of satisfactory performance and excellent performance. A faculty member applying for rank must assemble a dossier containing evidence for each factor which is then evaluated by the Faculty Rank Committee. The ranking application outline is included in the resources section of this handbook. For more information, consult the ANC Policy Manual.

The faculty rank performance review does not take the place of the annual faculty evaluation process. **(Rule 4.71, ANC Policy Manual)**

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 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 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 the Office of the Chief Academic Officer. A copy of the application for Professional Development funds is included in the Resources section of the Handbook. **(Rule 2.15, ANC Policy Manual)**



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

General Employment Policies

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)**

Hiring Procedure

Full-time faculty and academic positions (including administrative) are advertised internally, 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, and the ANC website. In addition, if deemed necessary and publication deadlines allow, 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, and the 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 to the President, 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)**

Outside Employment

The primary obligation and responsibility of the faculty member is the performance of assigned 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 Chief Academic Officer. This provision is to ensure that he/she has adequate time for teaching, advising, appropriate study, and research in teaching, and for participation in other academic responsibilities. **(Rule 4.15, ANC Policy Manual)**

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 institutional of higher education. This approval must be secured in advance of any contractual agreement. 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.

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

Certification

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

1. 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;
2. Establishing a drug-free awareness program to inform employees about -
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. 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 (1);
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will
 - a. Abide by the terms of the statement; and
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after each conviction;
5. Notifying the agency within ten days after receiving notice under subparagraph 2(d) from an employee or otherwise receiving actual notice of such conviction;
6. Taking one of the following actions, within 30 days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted –
 - a. Taking appropriate personnel action against such an employee, up to and including termination; or
 - b. 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;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6 in the following policy statement.

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)**

Sexual Harassment

It is the policy of Arkansas Northeastern College to maintain the college community as a place of work and study for staff, faculty, and students free of sexual and gender harassment.

Sexual harassment of employees is prohibited under Title VII of the Civil Rights Act of 1964 and sexual harassment of students may constitute discrimination under Title IX of the Education Amendments of 1972.

The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as repeated and unwanted sexual behavior, such as physical contact and verbal comments or suggestions which adversely affect the working or learning environment. Instances of gender harassment include discriminatory comments or behavior which create feelings of inferiority in individuals who belong to a gender group. Harassment may otherwise be defined under the Equal Employment Opportunity Commission guidelines.

Individuals who are subjected to sexual or gender harassment are encouraged to pursue the matter through the established informal and formal grievance procedures. Generally, the informal procedures afford an opportunity to explore a problem and consider alternative means for its resolution.

(Rule 2.19, ANC Policy Manual)

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/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 Procedures

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

Professional Employment Policies

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. 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 Chief Academic Officer.

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)**

Any substitute faculty employed must be employed through standard college procedures.

Contracts

The faculty member is appointed to teach classes as directed by the President, including day, evening, and internet classes. 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 instructor's academic preparation and experience as defined on the Arkansas Northeastern College Salary Schedule. **(Rule 4.25, ANC Policy Manual)**

Early College Program Employment

Full or part time faculty members teaching concurrent credit courses in the Early College Program must have a minimum of a Master's degree and 18 graduate semester hours in their teaching area.

College faculty who travel to a high school and/or have direct contact with high school students must have a criminal background check and complete the Child Maltreatment training prior to the first day of class. Documentation of both the background check and certificate for maltreatment training must be provided to the Office of the Chief Academic Officer.

Faculty Evaluations

In compliance with Act 244 of 1989 and ANC Policy Rule 4.23, 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 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 conferences with faculty member and subsequent recommendation to the Chief Academic Officer 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. Chief Academic Officer 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 and the Chief Academic Officer 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.

Per ANC Policy Rule 4.71, after completing the first year of employment, all instructors will receive a detailed performance review and suggestions for achieving the rank of Assistant Professor. Faculty members that do not achieve the rank of assistant professor after 3 years as an instructor will undergo an intensive performance review by his/her dean (or manager). The performance review will serve as a major factor in the decision to issue a contract for the following year.

Part-time Faculty Evaluations

Every semester students in class are asked to complete an evaluation form on the part-time 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 Chief Academic Officer.

The appropriate Dean or designee will observe one class the first term of employment and one class each year thereafter. Each year the part-time instructor will be evaluated by a peer instructor.

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)**

Early Retirement

Official retirement ages at Arkansas Northeastern College are as follows:

- A. Early Retirement Age. Early retirement age is considered to be age fifty-five (55) through age sixty-four (64).
- B. Normal Retirement Age. Normal retirement age is defined as sixty-five (65) years of age. Any employee aged sixty-five (65) or older is not eligible for early retirement incentives.
- C. Mandatory Retirement Age. There is no mandatory retirement age at Arkansas Northeastern College.

The Board of Trustees of Arkansas Northeastern College approved early retirement incentive options beginning June 16, 2011. Consult the Early Retirement Incentive Plan in the ANC Policy Manual for descriptions of available options. **(Rule 7.14, ANC Policy Manual)**

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:

Letter to said faculty member from the Chief Academic Officer indicating termination of the contract. Any faculty member receiving said letter terminating his contract may, within ten (10) days of receipt of said letter, initiate the following:

1. 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.
2. Upon failure to receive satisfaction of his/her 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. **(Rule 4.31, ANC Policy Manual)**

Reduction in Force

Arkansas Northeastern College is committed to providing stable employment for its employees; however, ANC has the authority to determine the appropriate staffing levels to meet the mission of the institution. Arkansas Northeastern College may, in its sole discretion, add positions or change positions where necessary to meet the mission of the institution and it may eliminate positions that are no longer critical to the mission of the institution. Situations such as reduced funding, decline of enrollment or reorganization may require a reduction in the workforce. In making such reductions, Arkansas Northeastern College will retain the staff necessary to preserve academic excellence.

(Rule 7.33, ANC Policy Manual)



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VIII. EMPLOYEE RESPONSIBILITIES

Credentials File

Each instructor, full and part time, must have on file with the Chief Academic Officer a resume' and official transcripts of all college work. Addresses, telephone numbers, and email should be kept current. In addition, commendation letters for community service and/or Dean recommendations are included in each personnel file. **(Rule 4.33, ANC Policy Manual)**

Reporting Employee Absences

If an instructor is to be absent from work, the immediate supervisor and the Chief Academic Officer 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. 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 as soon as possible. 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.

(Rule 4.35, ANC Policy Manual)

Attendance at Commencement

Attendance at commencement is part of a faculty member's contract responsibility.

(Rule 4.37, ANC Policy Manual)

Attendance at Reconvening Activities

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

Office Hour Policy

Full-time faculty are expected to maintain regular office hours. A copy of the office hours must be posted near the instructor's office, included in the First Day Handout, and left with the administrative assistant so that students may locate an instructor easily for consultation. Faculty are also expected to post office hours on the Office Hours tab under Personal Information on the Portal. A copy should be filed with the Chief Academic Officer.

Guidelines for minimum availability of main campus instructors for students, administrators, meetings, etc. include the following:

- 15 office hours per week to include some afternoon hours.
- Office hours every day of the week to meet contract day obligation, meet with students, or attend meetings.
- 10 minute break between classes does not count towards the 15 office hours per week.

Faculty who are responsible for cohorts may not be able to meet the above guidelines. Aviation, nursing, secondary, technical, and Solutions Group faculty need to be available by appointment or email according to the needs of the cohort or special needs of the occupational program. Every effort should be made by these faculty to accommodate the students' need for help, clarification or consultation.

Faculty who teach internet classes as part of their regular 15 hour load must still meet the contract day obligation and have 15 office hours per week on campus.

(Rule 4.39, ANC Policy Manual)

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.

(Rule 4.41, ANC Policy Manual)

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, evening, or online, at the determination of the Chief Academic Officer. 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 Chief Academic Officer in conjunction with the division deans.

(Rule 4.43, ANC Policy Manual)

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.

Firearms

Act 562 of 2017 provides for the carrying of a firearm in publicly owned buildings or facilities. This policy, pursuant to Act 562, provides that an individual who is a licensed concealed carry permit holder and who has completed an additional training course approved by the Director of the Department of the Arkansas State Police will be permitted to carry a concealed handgun on the Arkansas Northeastern College campus.

The term “campus” includes, but is not limited to, college buildings, grounds, parking areas or any other facility owned, leased or operated by the College.

For purposes of this policy, shotguns, rifles or other long guns remain prohibited from the Arkansas Northeastern College campus. This policy in accordance with Act 562 only applies to handguns.

Violators who do not have a concealed carry permit and have not taken the required additional training may be subject to criminal prosecution and/or referral for college disciplinary action and having their firearm confiscated.

(Rule 7.34, ANC Policy Manual)

ANC Identification Cards

All ANC employees are expected to obtain and wear an ANC identification card (ID). ID cards can be obtained from Security in the Student Center and should be worn while on campus. Use of the Briggs/Sebaugh Wellness Center as well as other activities on campus will require an ANC ID card.



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IX. ACADEMIC RESPONSIBILITY

Academic Responsibility

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, student success and the assessment of student learning, 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 or Director and shall perform duties assigned, including those assigned by the Chief Academic Officer or the President.

Part-time faculty have the same academic responsibility within the classroom as the full-time faculty.

(Rule 4.1, ANC Policy Manual)

Academic Freedom

The faculty member is a citizen, a member of a learned profession, and a representative of the College. When speaking or writing as a citizen, the faculty member should be free from institutional censorship or discipline, but the special position in the community imposes special obligations as an individual. As a person of learning and an educator, the faculty member should remember that the public may judge the profession and the institution by what is spoken or written. 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 the subject, but should be careful not to introduce into teaching, controversial matter, which is not related to the subject field.

(Rule 4.45, ANC Policy Manual)

Educational Records - FERPA

The Registrar's Office maintains a permanent record on each student which contains his or her application for admission, transcripts received from other institutions, and other pertinent documents. Students are allowed to examine their files, but must first make an appointment through the Registrar's Office.

Student educational records (except directory information) are confidential, and access is restricted to: (1) the student, (2) Arkansas Northeastern faculty and staff who have a legitimate educational interest, and (3) authorized officials/agencies cited in the Family Educational Rights and Privacy Act of 1974, as amended.

Directory information is defined as the student name, address, telephone number, major field of study, classification by year, number of hours in which enrolled and number completed, dates of attendance, degrees and awards received, including type and date granted. Directory information is considered public information; however, a student may request that his/her directory information be classified as confidential. Such requests should be made in writing to the Registrar each semester at the time of registration. No information may be released on students whose records have been classified as confidential. A copy of Arkansas Northeastern College's Educational Records Policy is available in the Registrar's Office.

Departmental Syllabi

An up-to-date departmental syllabus for each course must be on file in the Office of the Chief Academic Officer, with the appropriate dean, and under the Resources tab in the portal. This departmental syllabus is to be used as the common syllabus by all instructors who teach a given course. It is the responsibility of the departmental faculty to work together to update the departmental syllabus when needed. A Checklist for Syllabi can be found in the Resources section of this handbook, and on the Faculty page under the Resources tab on the Portal.

First Day Handout

Each instructor must develop a First Day Handout (FDH) using the departmental syllabus and the FDH Checklist (located in the Resource section of this Handbook and under the Resources Tab on the Faculty page on the Portal). During the first week of class, the instructor must present a FDH to every student. A copy of the FDH must be kept on file with the dean, posted on the class page in the Portal, and uploaded on the Resources tab, FDH section. Full time and adjunct faculty should submit a copy of the FDH to the dean within a week of starting the contracted class.

The Academic Integrity Policy is also included in the Resources section and should be distributed with the FDH. The signature page should be submitted to the instructor by each student and kept on file for the semester.

Attendance at Conferences

As a part of their continuing professional growth, faculty/deans/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 development travel must be related to college-wide goals and purposes, and/or 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 guarantee approval.

An Arkansas Northeastern College Travel Request form should be completed and submitted to the immediate supervisor for approval and recommendation to the Chief Academic Officer. To obtain approval, a rationale for attendance must also be submitted with the request. All professional development travel must have the approval of the employee's supervisor and the Chief Academic Officer. (See the current Travel Regulations Handbook.)

Upon return, a summary report should be submitted to the Chief Academic Officer with the request for reimbursement (TR1). This report should outline knowledge gained during the conference and how it will be used to improve the success of students. In some instances, an oral report will be requested by the dean to share information within the division or program. Faculty members should also submit a post on the Professional Development and Best Practices Sharing Blog under the Resources Tab in the Portal describing at least one relevant presentation from each conference.

(Rule 4.47, ANC Policy Manual)

Class Rosters and Grade Reporting

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 from the Portal. Faculty, both full and part time, and advisors are required to sign a statement accepting responsibility for the protection of the information provided to him/her.

Faculty are required to view their rosters using Faculty Campus Connect 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 attend class. **(Rule 4.49, ANC Policy Manual)**

Verification (No Show) Rosters

In order to accurately report enrollment numbers and to prevent overpayment of financial aid, students who never attend a class by the fifth day of a fall or spring term or the second day of summer term must be reported as a No Show. To verify that students in face-to-face or internet courses have attended class, a graded assignment should be collected during the first week. If no assignment is submitted during that time, then the student must be reported as a No Show. Every effort should be made by the instructor to contact any students who have not submitted an assignment during this time.

Each instructor will verify his/her rosters through Faculty Access in the Portal using the grading option. A grade of NS should be entered for each student to be reported as a No Show and a blank for those students who have been attending class. All rosters for all classes must be submitted. Submission of these rosters will be on the fifth day of a fall or spring term and the second day of a summer term.

Students who are reported as a No Show will be administratively dropped and 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. If an error has been made by the instructor in reporting a student as a No Show, a memorandum must be sent to the Chief Academic Officer and the Registrar explaining the error and requesting the student be re-enrolled in the course. Re-enrollment must occur before the 11th day of class.

Grade Reporting

Instructors will be required to enter grades at mid-term of the fall and spring semesters and at the end of each term. Due dates for the submission of grades are published in the Academic Calendar included in the Resources Section of this handbook. All grades must be entered for all courses before processing by the registrar, so it is imperative that grades be entered by the published due dates. An instructor who experiences problems entering grades should contact the Registrar's Office immediately and the appropriate dean.

Instructors may assign grades of A, B, C, D, F, or I in college-credit courses. Grades of AU (audit) and W (withdrawn) are assigned only by the registrar and cannot be changed by the instructor. The letter grades A[^], B[^], C[^], D[^], or F[^] must be assigned in college preparatory (CP) courses. Grades submitted with the "[^]" do not affect the grade point average and are only assigned in college preparatory courses. The assigned grade of F is used to calculate grade point averages.

When a grade of F is entered, the current date will display in the date field. This date should be changed to the last date of attendance.

An “I” (incomplete) grade may be assigned only at the end of the term and cannot be assigned at mid-term. It should be given only when the student can reasonably be expected to complete the course. When the “I” grade completion requirement has been met by midterm of the following semester, a grade change must be forwarded to the appropriate division dean and to the registrar. 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 will be changed to “F” at that time.

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)**

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” by the registrar. A student who is registered for a course may not change to or from audit status after the scheduled add/drop period. Tuition and fees for auditing a course are the same as for regular registration.

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 Advisor. Use the following policy when a veteran student is absent from class:

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

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 Advisor.

Mid-Term Grades

Mid-term grades are issued as a clear statement of academic progress. Students and their advisors use midterm grades to make decisions concerning future enrollment and progress toward a credential. Students having a midterm grade of C or above in a prerequisite course will be allowed to preregister in a course requiring that prerequisite before a final grade is earned.

All faculty must assign mid-term grades by the due date established in the Academic Calendar. Grades of I (incomplete) cannot be assigned at midterm. **(Rule 4.51, ANC Policy Manual)**

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 student learning.

The calculation of course grades must be explained, in detail, in the instructor's First Day Handout.

(Rule 4.51, ANC Policy Manual)

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 student learning.

(Rule 4.51, ANC Policy Manual)

Grade Books

It is strongly recommended that faculty use the grade book and attendance features on each class page in the Portal. Students have immediate access to this gradebook, enabling them to monitor progress in the course. Instructions for its use are on the eLearning page under the Resources tab in myANC.

Minimum Enrollment

The normal minimum number for a class to remain on the schedule is twelve to fifteen. Except in extraordinary circumstances, classes that have fewer than twelve students registered prior to the beginning of the class are subject to cancellation.

Adding and Dropping Courses

The last day to register for classes is the Wednesday before the first day of class. Currently enrolled students may add courses to their schedules through the 5th day of class in fall or spring and the 2nd day during the summer. Students must work with their advisors and submit a signed Manual Registration Form to the Registrar's office. The form is located on the Portal in the Advising Forms section under the Advising Tab.

To drop a course, students must complete the Withdrawal Form located on the Portal in the Advising Forms section under the Advising Tab. Courses dropped before the 11th day of a regular semester or the 5th day of a summer term will not be listed on the student's transcript. Courses dropped after the 11th day of fall or spring or the 5th day of a summer term will appear on the student's transcript but will show a grade of "W" and will not be used 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 and also included in the Resources Section of this handbook.

The Withdrawal Form contains a listing of reasons for withdrawal. Instructors and/or advisors must have a conversation with the student to determine the reason for dropping a course and circle the reason on the form.

When all signatures have been obtained, the student must submit the Withdrawal Form to the Registrar's Office in Statehouse Hall. 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 the College.

Jenzabar eLearning Management System

All courses have a component in Jenzabar eLearning, the Portal's Learning Management System. As a minimum, instructors are required to use the Attendance page for all non-INET courses. Use of the Email and Gradebook pages are necessary. Instructors log into the Portal using their employee ID and a randomly generated password. Employees should never share passwords. For security reasons, passwords cannot be given out over the phone. Faculty with password needs should contact MITS at 762-1020, ext. 1182.

Questions directly related to using eLearning (not password related) should be directed to the Help Desk at 762-1020, ext. 1207. Answers to many eLearning questions can be found by logging in to myANC and clicking on the Resources tab. Instructors that are just beginning to use eLearning 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 the Coordinator of Academic Technology and Distance Education for an appointment and then come to RATZ, located in room B205.

All eLearning courses follow the same template with standardized page names and all INET courses should have the Overview page (the course organizer) as the default page. This provides consistency across all courses in the Portal.

Copyright policy

It is the intent of Arkansas Northeastern College that all members of the college community adhere to the provisions of the United States Copyright Law (Title 17, United States Code, Sect. 101, et seq.).

All members of the College community are encouraged to educate themselves on the laws concerning copyright. Members of the college community who violate copyright laws do so at their own risk and assume all liability.

General Information: Copyright is legal protection for authors of original works to five rights: reproduction, distribution, derivative works, public performance, and public display. Although the copyright owner retains these rights, the rights are subject to "Fair Use" limitations.

Section 107 of the Copyright Act of 1976 addresses the doctrine of fair use. There are four factors to consider when applying fair use guidelines to the use of copyrighted material.

1. The purpose and character of the use
2. The nature of the copyrighted work
3. The amount of the work used in relation to the copyrighted work as a whole.
4. The effect of the use on the potential market of the copyrighted work.

Revisions to Section 110 of the Copyright Act of 1976 address additional rights for distance learning classes, commonly referred to as the TEACH Act of 2002. Under the TEACH Act, works used under the supervision of an instructor directly relating to a regularly taught class and limited through technology to the students in the class may be allowed providing the institution has policies and information concerning copyright available, has reasonably prevented students from keeping works and redistributing them after the class session and has not interfered with any technological controls placed on the work by the copyright owner.

Rule 3.25, ANC Policy Manual)

Intellectual Property Rights for Faculty, Staff and Students

Arkansas Northeastern College maintains rights to intellectual property created at college expense. The

College reserves rights of ownership of all intellectual property including, but not limited to, curricular materials, books, web pages, electronic publications, and programs written or otherwise created by a student, instructor, or staff member while using College materials or equipment or while working during time that is compensated by the College.

All classes of intellectual property, scientific and technological developments, materials or objects created or produced by a faculty or staff member on personal time without the assistance of ANC personnel, materials, or facilities, shall be the exclusive property of the individual. If college resources are used during personal time to create intellectual property, the creator should consult the Vice-President of Finance to determine a reasonable compensation for the use of college resources. Any unresolved disputes regarding this policy shall be submitted to the Arkansas Claims Commission for adjudication in accordance with A. C. A. § 19-10-201 et seq.

It is the responsibility of the creator of any form of intellectual property to ensure that copyrights held by other entities are not infringed and that appropriate permission has been obtained for the use of copyrighted material by adhering to the copyright law of the United States (Title 17, United States Code). Creators of intellectual works that are not partially owned by the College own the copyrights of their works and are free to register the copyright and receive any revenues which may result.

(Rule 7.31, ANC Policy Manual)

Textbook Adoptions

Textbook Adoptions are primarily the responsibility of the faculty in consultation with the Dean and must be approved by a 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's approval are necessary for textbook selection.

By Arkansas state law, textbook adoptions are due to the ANC Bookstore by April 1 for both Summer and Fall classes, and by November 1 for Spring classes.

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)

Tutoring

Tutoring is available free of charge to ANC students through the Academic, Career & Enrichment Center (Advising Center). No instructor should contract to tutor any ANC student for any form of remuneration from another source without informing the Chief Academic Officer. **(Rule 4.57, ANC Policy Manual)**

Classroom Hours

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, published meeting time or place without prior approval of the appropriate dean and the Chief Academic Officer.

The standard unit of college work is called the credit hour. A credit hour represents one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately 15 weeks for one semester, or the equivalent amount of work over a different amount of time. Credit hours are not always equal to contact or class hours. **(Rule 4.59, ANC Policy Manual)**

Likewise, a student taking 15 credit hours per semester will be working approximately 45 hours per week on those courses. In some courses, such as physical education, more hours of classroom attendance each week may be required for the one credit. In lab work, two classroom hours or more equals one credit. Allied Health clinicals usually require more contact hours per credit hour of load.

Guidelines for First Class Meeting

The first day of class is the most important class meeting of the semester. The first day's activities influence a student's opinions of the course and the instructor for the remainder of the semester. Activities that promote rapport between the student and instructor and also engagement activities that draw the student into course content are beneficial. Creating a welcoming atmosphere on that first day and actively involving students will affect future student success and attendance rates.

Teaching Online Courses

Approval Process for Courses Offered Online

The Resource and Training Zone and/or Distance Education Coordinator will train, assist, certify, and mentor, all online instructors. Certification standards are approved through the Academic Affairs Committee.

All first-time online courses will be approved by the subject-area dean, the Distance Education Coordinator, and the Chief Academic Officer prior to being placed on the schedule. Approval is dependent on a rating of "Satisfactory" on all required components of the ANC INET Self-Evaluation Form (found on the Faculty page on the Portal under INET Resources).

Online Course Evaluation

All online instruction will be evaluated as follows:

1. A course evaluation performed by the Coordinator of Academic Technology and Distance Education prior to being offered the first time online.
2. An instructor evaluation performed by the Coordinator of Academic Technology and Distance Education prior to teaching online for the first time.
3. Self-evaluations by each instructor on each course taught online annually. The evaluations listed in this section will not be used in the performance evaluation rating outlined above, but for continuous improvement of online instruction.
4. Student evaluations of instruction will be administered each semester.

eLearning Orientation

All online courses have, as a prerequisite, successful completion of the eLearning Orientation. If a student wishes to enroll in an online class for the first time the advisor should contact the Distance Education Coordinator at ext. 1207, notifying her to enroll the student in the orientation. After the student completes the orientation, he/she can then register for the online course. The eLearning orientation must only be completed one time. Instructors who have questions concerning the orientation may contact the Distance Education Coordinator at ext. 1207 or by email, orientation@smail.anc.edu.

Advising

The faculty are responsible for the academic advising of students, particularly those majoring in the Instructor's discipline.

(Rule 4.3, ANC Policy Manual)

The faculty advisor can access an advisee's records, such as placement test scores and transcripts, through Campus Connect in the Portal. Degree plan checklists, the Advising Handbook, advising forms, catalogs, and other information can be found under the Advising tab on the Portal.

Prior to summer sessions and fall semesters, registration opens in April and continues through 4:30 p.m. the Wednesday before the start of classes. Open registration for the spring semester begins in November and closes at 4:30 p.m. the Wednesday before classes begin. Faculty should be available for appointments with advisees during office hours or via email.

Faculty advisors have been trained in the use of appreciative advising techniques. Building a relationship with an advisee promotes retention and success for students. Because of this, faculty advisors meet with advisees periodically during the semester.

Student Success

The academic success of students at ANC is the responsibility of every employee at the College. The Student Success Committee has formulated a plan with retention goals and strategies to help reach those goals. Faculty teaching high-demand courses have been asked to form tactics to help students become more successful in those courses. The success of one more student in a course can have an impact on the overall student success rate and, more importantly, can have a dramatic impact on a student's future.

Early Alert

ANC's Early Alert System is designed so that an instructor can send an alert concerning an at-risk student, with the alert being received by the student and his/her advisor. The instructor should indicate the reason the alert is being sent, any contact already made with the student, and suggestions of actions to be taken. The reason for the Early Alert should be personalized to the student and should give direction for the advisor's response.

Early alerts should be sent, most often, before midterm and only after the instructor has attempted to resolve the problem. Once an early alert has been sent, it is the advisor's responsibility to follow up by contacting the student and entering any solutions into the Early Alert System.

Data is collected each semester on the number of Early Alerts issued by each instructor and followed up on by each advisor. This data is then forwarded to the academic dean to be discussed during each faculty member's evaluation conference.

Assessment of Student Learning

Assessment of student learning is the systematic collection and analysis of data and information to improve student learning. It is an intentional, purposeful, and ongoing process that involves establishing clear and measurable expected student learning outcomes, selecting appropriate means to measure student learning, systematically gathering data from the selected sources, analyzing and interpreting the data to determine if student learning meets expectations, reporting the results and using them to formulate action plans to improve student learning.

For faculty, assessment of student learning identifies the effectiveness of instructional strategies employed across the various courses and programs at the College. Each instructor must assess course, program, and

institutional outcomes, determine common key performance indicators for each, and collect and analyze performance data. Discussions by small groups of faculty should occur each semester within each academic division to determine appropriate curricular or pedagogical changes based on the data. Faculty are also charged with writing an assessment report of these findings and use of assessment results to improve student learning for each course and program within a five-year cycle.

Program Reviews for each degree and certificate program are due to the Arkansas Department of Higher Education approximately every 5 years. Faculty within each program will be responsible for collecting information for the self-study report, help to secure reviewers, and being available during the site visit.

The Arkansas Course Transfer System

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses between 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, grades of “D” frequently do not transfer but institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer <https://www.adhe.edu/students-parents/colleges-universities/transfer-info.-for-students/>.

Inclement Weather

When the Chief Academic Officer, 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. A text message will be sent to those students and faculty who have signed up for this service in the portal. An announcement will be posted on the web site and on the Arkansas Northeastern College Facebook page.

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)**

Field Trips

The College recognizes the value of experience gained outside of the classroom. Field trips are an acceptable avenue for providing such experiences which enhance classroom instruction. In order for a field trip to be sanctioned by the College and eligible for the appropriate reimbursement the following procedure must be followed.

1. 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.
2. 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 of the Chief Academic Officer, 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 dean 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.

3. 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, and forwarded to the Chief Academic Officer. The due-date for these requests is two months prior to the planned trip, or earlier.
4. 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:

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.

Exceptions to these guidelines may be made by the Chief Academic Officer 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)

Proposal and Adoption of Courses

Proposal and adoption of courses is coordinated through the office of Academic Affairs.

1. Discussion should be initiated with the division dean.
2. A needs assessment, course syllabus, and first day hand out should be submitted to the Chief Academic Officer.
3. The course syllabus and sample first day handout will be reviewed and approved by the Academic Affairs Committee.
4. The Registrar will assign the appropriate course number of the course for scheduling.
5. The appropriate division dean will place the course on the schedule. **(Rule 3.19, ANC Policy Manual)**

Program Development and Implementation

Program development and implementation is coordinated through the Office of Academic Affairs.

1. Discussion should be initiated with the department dean.
2. An abbreviated proposal should be submitted to the Chief Academic Officer.
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 and approved by the Academic Affairs Committee.
5. The President must approve the proposal.
6. The Board of Trustees must approve the proposal.
 - i. The proposal will be submitted to Arkansas Department of Higher Education.
 - ii. If approved, the program will be implemented three months after approval by the appropriate state agency.

(Rule 3.21, ANC Policy Manual)



Arkansas Northeastern
COLLEGE

X. BUSINESS OPERATIONS

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.

(Rule 4.53, ANC Policy Manual)

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. In addition, academic faculty and staff must submit a travel rationale and summary report to receive approval/reimbursement for travel expenses.

(Rule 7.25, ANC Policy Manual)

Obtaining Expendable Supplies

An inventory of the common office supplies required is maintained in the "D" Building through the Physical Plant Administrative Assistant. 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.

Ordering New Materials

The College has an electronic system of purchasing. 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 division dean.

(Rule 7.23, ANC Policy Manual)

Telephone Use

The faculty member's administrative assistant should be informed of their location 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.

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 deans 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.

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: 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.
6. 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.
7. 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.
8. 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
9. 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
 10. Using a user-id or account belonging to another individual, or allowing your account to be used by another individual.
 11. 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.
 12. 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.
 13. Violation of software copyrights and usage licensing agreements.
 14. Violation of usage policies and regulations of the networks of which the College is a member or has authority to use.
 15. 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.
 16. 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.

(Rule 6.61 ANC Policy Manual)

Email Policy

Electronic mail (email) is a tool provided by the College to complement traditional methods of communication and to improve education and administrative efficiency. Users have the responsibility to use this resource for the above stated purposes and in an efficient, effective, ethical, and lawful manner. A user indicates agreement to be bound by this policy by using the college email system.

I. Purpose of the Policy

The purpose of this policy is to ensure the proper use of Arkansas Northeastern College electronic mail (email) system by its students, faculty, and staff.

II. Violations

Violations of the policy may result in restriction of access to all college information technology resources, including the email system and may result in other appropriate disciplinary action, up to and including dismissal to the extent appropriate under other college policies.

III. Ownership of Electronic Mail Data

The College owns all email accounts and all data transmitted or stored using email capabilities. While incidental personal use of email is acceptable, conducting business for profit using college resources is forbidden.

IV. Expectation of Privacy

While the College attempts to keep email messages secure, privacy is not guaranteed and users should have no general expectation of privacy in email messages sent through the college email system.

1. College Access to Electronic Mail

Under certain circumstances, it may be necessary for the information technology staff or other

appropriate college officials to access email files to maintain the system, to investigate security or abuse incidents or violations of this or other college policies. Such access will be on an "as needed" basis and any email accessed will be disclosed only to those individuals with a "need-to-know" or as required by law.

2. Public Access to Electronic Mail

All emails, accounts, and data transmitted or stored using the college email system are subject to Freedom of Information (FOI) requests at any time.

(Rule 7.32 ANC Policy Manual)

Room Reservations/Arrangements

Conflicts with other college activities may be reduced by checking the academic calendar and the class schedule prior to scheduling an event. To reserve a room, contact the Administrative Assistant to the Chief Academic Officer (762-3114 or ext. 1127) to check availability. If available, the individual should complete and submit a Room Reservation Form. 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. For information please contact the Administrative Assistant.

Administrative Assistance

Administrative assistants are assigned to provide assistance for faculty members. The efficiency of the administrative assistant is greatly improved if the work is in an organized and legible form when submitted. The work should be submitted in advance to allow sufficient time for completion. Administrative assistants are not limited to a particular area, and may be required to assist faculty/staff in other divisions.

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. Faculty members must return all keys to the Director of the Physical Plant upon resignation or termination of employment. **(Rule 8.11, ANC Policy Manual)**

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 or divisional pickup. Each afternoon by 2:30, 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 Business Office 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 Controller.

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 statutes 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.

Use of the Briggs/Sebaugh Wellness Center

Arkansas Northeastern College is committed to developing activities and programs that promote and sustain health and wellness through the years. The Briggs/Sebaugh Wellness Center provides opportunity for ANC faculty, staff, students and community members to participate in various physical fitness and wellness activities along with having access to the Exercise Room, Gym and Walking Track. All faculty & staff, full and part-time, may use the Wellness Center facilities. Spouses and dependents (must be claimed as a dependent on the latest income tax return) of ANC’s full-time faculty and staff may also use the facilities free of charge. A valid ANC ID or membership card is required for entry into the Wellness Center.



Arkansas Northeastern
COLLEGE

XI. CAMPUS SAFETY AND SECURITY

Campus Security

The provisions of a safe and healthy environment are a primary objective of the College. While the College has been fortunate in not experiencing excessive criminal activity, ANC shares many of the same crime and security challenges as the surrounding counties and cities. There is always the possibility of criminal act against a member of the ANC community despite the best efforts of the administrative and security staff. The safest environment can only be achieved through the cooperative efforts of staff, faculty, and students exercising reasonable care to avoid becoming the victim of crime. The Director of Physical Plant and Grounds is authorized by the state and the College Board of Trustees as the Chief Security Officer for the College. The position reports to the President.

General campus security services and watchman functions are provided by the College. The security/watchman services are based on the philosophy that students, employees, and campus visitors are encouraged to be responsible for their own security and the security of others. All members of the college community are strongly encouraged to promptly report any crime, public safety concern, or other incident to the Chief Security Officer, ext. 1190, (870) 740-2156 or other ANC security personnel patrolling the campus.

Campus security personnel patrol parking lots and other areas of the campus. Motor vehicle parking lots, pedestrian walkways and building exteriors are well lighted. Exterior doors on campus are locked and secured each evening by security personnel. The building and grounds, both on campus and at the off campus centers, are maintained in such a way as to provide maximum security for individuals and college property.

Local and state law enforcement personnel are responsible for enforcement of local and state laws on campus. Incidents involving local and state laws will be referred to the appropriate local authorities for disposition, as well as to the Chief Security Officer for statistical compilation.

Emergency Procedures

Fire extinguishers and warning alarms are located throughout the facilities. In case of fire or tornado alert, all persons should respond to instructions and move to a safe location. To ensure an orderly evacuation, students should follow evacuation routes that are posted in each classroom and lab throughout the buildings. Tornado alert information will be given to all classes if a tornado is reported in the area. Action will be taken at that time if tornado damage is imminent to the local area.

A campus emergency procedure handbook has been developed for response to emergency situations in an effective and timely manner to ensure as much as possible the safety of individuals and property at the College. Handbook for Emergency Procedures is distributed to all employees and reviewed annually at faculty/staff reconvening.

Reporting Criminal Activities

Any incidents involving campus security, including on-campus accidents or emergencies, which may or may not result in personal injury to person or property, shall be reported to the Chief Security Officer, ext. 1190. This is the acceptable method of reporting campus security incidents or accidents. If any of the following occur on campus - murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft - the institution will report to the college community in a timely manner regarding the occurrence of the crime for the purpose of aiding in the prevention of similar crimes.

Safety

Students are required to adhere to all safety procedures and to utilize safety and protective equipment while attending class. Safety eye protection will be worn while operating machinery. Proper clothing and shoes will be required in shops when appropriate.

Sexual Assault Policy/Awareness Programs

ANC is committed to providing an environment that is free from any sexual assault. Materials addressing rape and other sexual offenses are available in Student Services for all students, faculty, and staff.

A student who feels that he or she has been the victim of a sexual assault should report the incident immediately to the Vice President for Student Services or campus security. The student will be informed of his/her right to notify, or have the College notify, proper law enforcement authorities. The student will also be provided with the list of counseling and mental health facilities in the community which are listed in the Student Handbook. At the request of the student, any reasonable change in academic situations will be considered by ANC.

The accused, if found guilty of the offense, will be subject to the disciplinary actions by the College as listed in the Student Conduct section of the handbook. Both the accused and the accuser are entitled to a review of the incident by the Student Appeals committee. The decision of the Student Appeals Committee will be forwarded to both the accused and the accuser

Sexual Harassment Policy

It is the policy of ANC to maintain the college community as a place of work and study for staff, faculty, and students free of sexual and gender harassment. Sexual harassment of employees is prohibited under the Title VII of the Civil Rights Act of 1964 as amended and sexual harassment of students may constitute discrimination under Title IX of the Educational Amendments of 1972 as amended.

The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as repeated and unwanted sexual behavior, such as physical contact and verbal comments or suggestions which adversely affect the working or learning environment. Instances of gender harassment include discriminatory comments or behavior which create feelings of inferiority in individuals who belong to a gender group. Harassment may otherwise be defined under the Equal Employment Opportunity Commissions guidelines.

Individuals who are subjected to sexual or gender harassment are encourage to pursue the matter through the established informal and formal grievance procedures. Generally, the informal procedures afford an opportunity to explore a problem and consider alternative means for its resolution. A copy of these procedures can be obtained from the ANC Policy Manual which is located in each department.

ANC Campus Security Report

The ANC Security Department prepares the annual ANC Campus Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Campus crime, arrest and referral statistics include those reported to the ANC Security Department and local law enforcement agencies. Each year, an email notification (after the 11th/5th day certification date) is made to all enrolled students that provides a brief statement of what the report details and provides the web site address or steps to access this report. ANC faculty and staff receive a similar notification (email or paycheck stub) by October 1st and with each employment application thereafter. A paper copy of the report may be requested from Human Resources or Student Services.

How to Report Criminal Actions or Emergencies

All members of the College community are strongly encouraged to promptly report any crime, public safety concern, or other incident to the Chief Security Officer, (870) 740-2156, or ext. 1190, or other ANC security personnel patrolling the campus. In the event that a situation arises either on or an off-campus facility, that, in the judgement of the Chief Security Officer, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college email system, and/or college website/portal, and/or text message, and/or telephones located in each classroom to students, faculty, and staff providing immediate and timely notification.

Anyone who is the victim or witness to any crime is encouraged to promptly report the incident to the Chief Security Officer. If you are a victim of a crime and do not want to pursue action, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are counted and disclosed in the annual crimes statistics report.

Security of Campus Facilities

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all college facilities is by key. Arkansas Northeastern College does not have campus residences. General campus security services and watchman functions are provided by the College. Campus security personnel patrol parking lots and other areas of the campus. Motor vehicle parking lots, pedestrian walkways and building exteriors are well lighted. Exterior doors on campus are locked and secured each evening by security personnel. The building and grounds, both on campus and at the off campus centers, are maintained in such a way as to provide maximum security for individuals and college property.

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 lights and equipment after use. Faculty who need help opening classrooms or need other assistance can call Security, 740-2156. All classrooms are equipped with a phone that dials the operator or security when needed.

Crime Prevention

During orientation each semester, students are informed of services offered by ANC security. Similar information is provided to new employees. The security/watchman services are based on the philosophy that students, employees, and campus visitors are encouraged to be responsible for their own security and the security of others. Students and employees are encouraged to be aware of their responsibility for their own security and the security of others.

When time is important, information is released to students through security alerts posted prominently on campus, through email, voice mail, text, or website/portal.

A campus emergency procedure handbook has been developed for response to emergency situations in an effective and timely manner to ensure, as much as possible, the safety of individuals and property at the College. Handbook for Emergency Procedures is distributed to all employees and reviewed annually at faculty/staff reconvening.

Campus Security Authority

Arkansas Northeastern College campus security have the authority to ask persons for identification and to determine whether individuals have lawful business at ANC. Campus security officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. Criminal incidents are referred to the local police who have jurisdiction on the campus.

The Director of Physical Plant and Grounds is authorized by the state and the College Board of Trustees as the Chief Security Officer for the College. The position reports to the President. The Security Office maintains a highly professional working relationship with local and state law enforcement personnel. There are no written agreements. In addition, ANC does not have procedures encouraging pastoral and/or professional counselors to inform those they counsel how to report crimes voluntarily or confidentially for inclusion in the campus security report. ANC does not have any officially recognized student organization with off-campus locations.

All crime victims and witnesses are strongly encouraged to immediately report the crime to campus security and the appropriate agency assuring timely warning notices on-campus and timely disclosures of crime statistics.

Alcohol and Drugs

Arkansas Northeastern College prohibits the possession, sale, or the furnishing of alcohol on the College campus. The Campus has been designated “Drug Free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced. Violators are subject to College disciplinary action, criminal prosecution, fine, and/or imprisonment. It is unlawful to furnish or provide alcohol to a person under the age of 21. ANC disseminates informational materials regarding the prevention of illicit use of drugs and alcohol by students and employees.

Alcohol and Drug Policy

Alcohol and Drug Education/Prevention/Referral Programs

ANC recognizes the responsibility to provide a healthy environment where students may learn and prepare themselves as fully functioning individuals. Substance abuse threatens the College mission as an institution of higher education, and interferes with the learning process. Therefore, ANC includes alcohol and drug education units in the course content of several classes offered throughout the College and maintains alcohol and drug education materials in Statehouse Hall for all students, staff and faculty, distributes information to students on an annual basis. Advisors make appropriate referrals to community service providers on a case-by-case basis, and an annual observance of drug/alcohol awareness week is sponsored each year.

Alcohol and Drug Prevention Policy

Illicit drug and alcohol abuse and use in the schools or at the workplace are subjects of immediate concern in our society. These problems are extremely complex and offer no easy solutions. From a safety prospective, the users of drugs and alcohol may impair the wellbeing of all students, employees, and the public at large. Such substance use may also result in damage to college property. Therefore to comply with the Drug-Free Workplace Act of 1988, U.S.C.A. title 41, Section 701 et seq., and the State of Arkansas *E0-89-2, it is the policy of Arkansas Northeastern College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on college premises or at any college function is prohibited. The ANC Alcohol

and Drug Policy are consistent with the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). Any student or employee violating this policy will be subject to discipline up to and including termination. The specifics of this policy are:

1. Arkansas Northeastern College will not differentiate between drug users and drug pushers or sellers. Any student or 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 Arkansas Northeastern College within five days after he or she is convicted for a 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 (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction.
5. If an employee or student 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 Vice President of Administration 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.

College Sanctions

Students who violate the drug and alcohol policy will have sanctions imposed in accordance with the Judicial Process outlined in the Student Handbook. These sanctions range from "educative sanctions" which are restrictions of privileges to "Expulsion" which separates the offender from the College.

Employees who violate the policy will have sanctions imposed in accordance with the procedures outlined in either the classified employee handbook or the faculty handbook. These sanctions range from reprimands to termination. In addition to sanctions and/or disciplinary action, the College may refer violations to the appropriate legal authorities for criminal prosecution.

State criminal penalties include:

- **Manufacture or Delivery of a Controlled Substance** - It is unlawful for any person to manufacture, deliver, or possess with the intent to manufacture or deliver a controlled substance. Penalties for the manufacture or delivery of a controlled substance can range from three (3) years to life, and fines of up to \$250,000.
- **Manufacture or Delivery of a Counterfeit Substance** - It is unlawful for any person to create, deliver, or possess with the intent to deliver a counterfeit substance purporting to be a controlled substance. Penalties for the creating and/or delivery of a counterfeit substance can extend to twenty (20) years in prison, and fines of up to \$15,000.
- **Possession of a Controlled or Counterfeit Substance** - It is unlawful for any person to possess a controlled substance or counterfeit substance. Penalties for possession of a controlled or counterfeit substance can extend to ten (10) years in prison, and fines of up to \$10,000.
- **Public Intoxication** - A person commits the offense of “Public Intoxication” if (1) he or she appears in a public place manifestly under the influence of alcohol or a controlled substance to the degree that he or she is likely to endanger himself/herself to other persons or property, or that he or she unreasonably annoys persons in his or her vicinity or (2) he or she consumes an alcoholic beverage in a public place. Penalties may include a fine up to \$100 and/or imprisonment for up to 30 days.
- **Drinking in Public** - A person commits the offense of drinking in public when he or she consumes alcohol in any public place. This includes consumption while in a vehicle, on a street, or highway. Penalties include a fine up to \$100 and/or imprisonment for up to 30 days.
- **Driving While Intoxicated/Driving Under the Influence** - A person who drives a motorized vehicle when in an impaired mental state which represents a clear and substantial danger of physical injury to himself/herself or others commits the offense of driving while intoxicated. Intoxication can occur from the ingestion of a controlled substance or alcohol. If a person’s blood alcohol content exceeds .10 percent, that person is guilty whether they feel “intoxicated”. Penalties for such an offense may include:
 - Suspension of driver’s license for 90 to 120 days for the first offense (and additional days for subsequent offenses (four years for fourth offense));
 - Imprisonment for no less than 24 hours and no more than one year for the first offense (with additional imprisonment for subsequent offenses (minimum of one year and maximum of six years for fourth offense));
 - Fines ranging from a minimum of \$150 to a maximum of \$1,000 on the first offense (fourth offense \$900 to \$5,000);
 - Payment of an additional court costs up to \$300 (varies by location);
 - As an alternative to jail time, the court may order the offender to perform public service work; and,
 - Complete a alcohol education program or alcoholism treatment program.
- **Possession of Alcohol by a “Minor”** - It is illegal for a person under the age of 21 to possess alcohol. Penalties include a fine up to \$500 and probation under the direction of the court.
- **Contribution to the Delinquency of a Minor** - A person commits the offense of “Contributing to the Delinquency of a Minor” if, being an adult, he or she knowingly purchases or provides an alcoholic beverage for a minor. Penalties include a fine of up to \$1,000 and imprisonment for up to one year.
- **Possession of Alcohol in a “Dry” County** - It is illegal for persons over the age of 21 to possess, for their own use, one case of beer and one gallon of liquor in a “dry” county. (NOTE: Possession of any alcoholic beverages in educational facilities, vehicles, or recreational facilities is prohibited.) Penalties for possession above these amounts include confiscation and a fine ranging from \$50 to \$500.

Health Risks of Alcohol and Drugs

One of the important cornerstones in creating a drug-free community is education. By becoming familiar with the specific effects and dangers of drugs, each individual is better able to make informed responsible decisions.

Alcohol

1. How taken: orally.
2. Effects: initially stimulating behavior becomes progressively sedated: impedes memory and coordination.
3. Dangers: physical and psychological dependency; impaired coordination and judgment; fatal respiratory or heart failure from consuming large quantities in a short time period; damage to liver, heart, pancreas, brain and nervous system by excessive and continuous consumption; increased likelihood of injury from car or equipment accidents.

Amphetamines

1. Appearance: capsules, pills and tablets
2. How taken: orally, injected or inhaled.
3. Effects: increases blood pressure, heart, and respiratory rates; dilate pupils; decreases appetite and blurs vision.
4. Dangers: dizziness, insomnia; high doses cause loss of coordination, tremors and physical collapse; injection causes sudden increase in blood pressure that can result in stroke, fever or heart failure; false sense of indestructibility, hallucinations and acute anxiety, heart palpitations and/or respiratory failure.

Barbiturates

1. Appearance: red, yellow, blue or red and blue capsules.
2. How taken: orally
3. Effects: small doses relax muscles; larger doses slurs speech, impairs judgment and coordination, and alters perception; even larger doses lead to respiratory depression, coma and death.
4. Dangers: highly addictive, withdrawal symptoms include restlessness, insomnia, anxiety, convulsions and death; increased accident risk due to impaired judgment and motor skills.

Cocaine

1. Appearance: white crystalline powder
2. How taken: inhaled through nasal passages, injected or smoked.
3. Effects: elevates blood pressure, heart and respiratory rates and temperature; dilates pupils.
4. Dangers: psychological and physical dependency; death caused by heart or respiratory failure, paranoid psychosis; ulceration of nasal passages; injection of drug with unsterile equipment may lead to onset of AIDS or hepatitis.

Crack Cocaine

1. Appearance: light brown or beige pellets or crystalline rocks resembling coagulated soap.
2. How taken: smoked
3. Effects: dilates pupils; increases pulse rate; elevates blood pressure; leads to insomnia, loss of appetite, paranoia, tactile hallucinations and seizures.
4. Dangers: extremely addictive; death caused by disruption of brain's control of heart and respiratory functions.

Marijuana

1. Appearance: resembles dried chopped parsley leaves, stems and seeds.
2. How taken: smoked in hand-rolled cigarettes or water pipes.
3. Effects: increases heart rate; causes bloodshot eyes, dry mouth and dry throat; increases appetite.
4. Dangers: impaired coordination, concentration and memory; paranoia and psychosis; damaged lungs and pulmonary systems; brain damage; judgment and motor skills; depression, self-absorption and confusion.

Phencyclidine

1. Commonly called: PCP, angel dust
2. Appearance: capsules, pills and tablets
3. How taken: swallowed, injected or smoked
4. Effects: impairs coordination and sensory perception as well as memory and speech.
5. Dangers: depression, anxiety; large doses may produce convulsions, coma, heart and lung failure, paranoia, violent behavior, hallucinations and psychotic episodes leading to injury or death.

Drug or Alcohol Counseling, Treatment, Rehabilitation and Re-entry Programs

There are a number of groups, organizations, agencies and hospitals in the Blytheville, Osceola, Jonesboro, Paragould and Memphis areas which offer drug and alcohol abuse treatment and rehabilitation services and programs. The costs associated with these services and programs vary widely and are the responsibility of the patient. Listed below are some of the services which are available. Students, faculty and staff who believe that they or anyone with whom they come in contact need such services are encouraged to contact one of these organizations. For on campus referral or information please contact the Counseling Office.

Alcoholics Anonymous
218 N. 1st Street
Blytheville, AR 72315
(870) 763-2939

Great River Medical Center
1520 N. Division Street
Blytheville, AR 72315
(870) 838-7300

SMC Regional Medical Center
611 West Lee Avenue
Osceola, AR 72370
(870) 563-7000

Charter Lakeside Office
415 Chickasawba
Blytheville, AR 72315
(870) 762-5416

Charter Lakeside Behavioral
2911 Brunswick Road
Memphis, TN 38133
(800) 232-5253

St. Francis Hospital
5959 Park Avenue
Memphis, TN 38119
(901) 765-1000

St. Bernards Behavioral Health
2712 E. Johnson Avenue
Jonesboro, AR 72401
(870) 932-2800

Saint Francis Hospital
703 Calvin Avery Drive
West Memphis, AR 72301
(800) 941-9811

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<p>First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	Cocaine 5 kilograms or more mixture	<p>First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p>Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p>2 or More Prior Offenses: Life</p>
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid		Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		<p>First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30</p>		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>		
Any Amount Of All Schedule V Drugs		<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances

<p>Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants</p>	<p>First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
<p>Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</p>	<p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50 million if other than an individual.</p>
<p>Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants</p>	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p>
<p>Hashish More than 10 kilograms</p>	<p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
<p>Hashish Oil More than 1 kilogram</p>	
<p>Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants</p>	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
<p>Hashish 10 kilograms or less</p>	
<p>Hashish Oil 1 kilogram or less</p>	

Sex Offenses

ANC is committed to providing an environment that is free from sexual assault by providing, in cooperation with faculty and outside organizations, programs to promote the awareness of rape, acquaintance rape, and other sex offenses during orientation. If requested, rape information and risk reduction tips literature will be provided.

A student who feels that he or she has been the victim of a sexual assault should first get to a place of safety. The student should then seek necessary medical treatment. It is then strongly encouraged for the victim to report the incident in a timely manner. Time is critical for evidence collection and preservation. An assault should be reported immediately to the Vice President for Student Services or the Chief Security Officer. The student will then be informed of his/her right to notify, or have the College notify, proper law enforcement authorities. The student will also be provided with the list of counseling and mental health facilities in the community which are listed in the Student Handbook. At the request of the student, any reasonable change in academic situations will be considered.

The accused, if found guilty of the offense, will be subject to the disciplinary actions by the College as listed in the Student Conduct section of the handbook. Both the accused and the victim will be allowed to choose one person with no formal legal training to accompany them throughout the hearing. Both the accused and the accuser are entitled to a review of the incident by the Student Appeals committee. The decision of the Student Appeals Committee will be forwarded to both the accused and the accuser.

Sex Offender Information

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, ANC is providing a link to the Arkansas State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Sex offenders are required to register in Arkansas. Details on the Sex Offender Registration Act of 1997 can be found in Arkansas Code Annotated §12-12-901 -- 12-12-920. The Arkansas Crime Information Center (ACIC) provides the Sex Offender Registry Search for the citizens of Arkansas at <http://acic.org/offender-search/index.php>.

Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

Annual Crime Report 2019
Frequency of Criminal Offenses

Campus Centers: Months: Jan. 1 – Dec. 31	Main Campus			Osceola Center			Leachville Center		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder/Manslaughter	0	0	0	0	0	0	0	0	0
<i>Sexual Offenses, Forcible</i>	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0	0	0	0
Carnal Abuse	0	0	0	0	0	0	0	0	0
Violation of a Minor	0	0	0	0	0	0	0	0	0
Sexual Abuse	0	0	0	0	0	0	0	0	0
<i>Sexual Offenses, Non-forcible</i>	1	0	0	0	0	0	0	0	0
Carnal Abuse									
Violation of a Minor	0	0	0	0	0	0	0	0	0
Assault									
Aggravated	0	0	0	0	0	0	0	0	0
Non-Aggravated	1	0	0	0	0	0	0	0	0
Robbery									
Aggravated	0	0	0	0	0	0	0	0	0
Non-Aggravated	0	0	0	0	0	0	0	0	0
Burglary	0	2	0	0	0	0	0	0	0
Larceny	0	4	8	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0
ANC Campus Disciplinary Action	0	2	2	0	0	0	0	0	0

ANC has no student residencies and no public property that is reasonably contiguous to any of its buildings or property. Should a hate crime occur, it will be marked with an asterisk and the specific prejudice would be noted.

This information is collected annually and compiled and published in the Student Handbook and provided to all current students and all College employees. Additional copies of the report are available for perspective students from the Registrar's Office.



Arkansas Northeastern
COLLEGE

XII. RESOURCES

[The most recent copies of the following resources are located in the Portal on the Resources tab.](#)

Faculty Checklist

To access the myANC, Resources, Faculty Page, sign in to myANC, click on the Resources tab, then click on the Faculty Page on the left side of the screen (<https://myanc.anc.edu/ICS/Resources/Faculty.inz>)

Before class begins:

- Prepare your First Day Handout using the FDH template on the myANC, Resources, Faculty Page
- For previously prepared FDHs, verify any changes using the latest FDH template found on the myANC, Resources, Faculty Page
- Verify your FDH course objectives against the latest departmental syllabus course learning outcomes.
- Fulltime faculty make contact with any adjunct faculty, if applicable.
- Adjunct faculty make contact with your fulltime faculty mentor (if unknown, contact the subject area department head for guidance).
- Review your myINFO button information for accuracy and update as necessary. Instructions are on the myANC, Resources, Faculty Page.
- Contact the Resource and Training Zone for training (as needed). Email address RATZ@smail.anc.edu

The first week of class:

- Review your FDH with your students
- Take attendance! Contact students that do not show immediately.
- Post your FDH on your myANC course.
- Post the Academic Integrity Policy in your myANC course.
- Obtain signatures on the Academic Integrity Policy as desired (or requested by your department head).
- Hold class the entire class period beginning with the first meeting.
- Verify your rosters (No Show Roster) by the due date/time - time sensitive! Instructions are on the Faculty Page

The second week of class:

- Work closely with the Registrar's office to solidify student registrations - time sensitive!

The eighth week of class:

- Post mid-term grades by the due date/time - time sensitive! Instructions are on the myANC, Resources, Faculty Page

Prior to and the week of withdrawal deadlines:

- Counsel students that are failing on the importance of the withdrawal deadline date. The date can be found on the Academic Calendar.

Prior to finals week:

- Check the finals week schedule for your appointed final time slot (2 hour time slots). Schedule posted approximately 1 month prior to finals.
- Ascertain that required assessments for your course, program, and institution have been administered/gathered/delivered.

Finals week:

- Post final grades by the due date/time - time sensitive! Instructions are on the myANC, Resources, Faculty Page.

**Arkansas Northeastern College
Checklist for Syllabi**

First Day Handout	√	Departmental Course Syllabus	√
Number of Course/Title/Division		Course Number Title of Course	
Instructor's name			
Location of class and office			
Office hours/Term			
Welcome			
Course Description (catalog)		Course description (catalog)	
Course Overview/Rationale		Rationale for Course	
End of Course Objectives (performance based)		End of Course objectives (performance based)	
Course credit and Course prerequisite (if any)		Prerequisite or co-requisite	
Required texts and Materials		Recommended Text	
Basis for final grade with Grading Scale		Grading scale- if it is common to all sections	
Grade dissemination			
Course Policies on grades: make-up; late work; extra credit;		Assessment (common to all classes) Research papers, projects, portfolios, speeches, comprehensive finals, etc. that are common to all sections	
Course policies on technology: email; internet; use of computer labs; ANC help		Course requirements/policies (common to all sections)	
Course Policies on Student Expectations: Disability guidance; attendance policy; Academic Integrity policy; LAC support services;			
Important dates to remember (academic calendar)			
Topic or Unit outline with rationale and performance objectives		Topic or unit outline with objectives and <u>rationale</u> for each unit. No specific assignments here, just common objectives for all sections	
Disclaimer			

ARKANSAS NORTHEASTERN COLLEGE Academic Integrity Policy

Integrity: firm adherence to a code <http://www.merriam-webster.com/dictionary/integrity>

Arkansas Northeastern College promotes academic integrity as the only fair and ethical way to achieve your educational goals. Cheating, plagiarism, collusion, giving or receiving test questions, use of annotated texts or teacher's editions are all violations of this code. Ultimately, you are held responsible for all college work that you do -inside and outside of class. To help you keep to the level of integrity ANC requires, the College provides the following definitions:

Cheating: to practice fraud or trickery: to violate rules dishonestly

<http://www.merriam-webster.com/dictionary/cheat>

Examples: giving or receiving test questions/answers; copying computer files from another student; submitting another's work as your own; using any method to retrieve information in violation of the instructor's guidelines

Plagiarism: to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source: to commit literary theft: present as new and original an idea or product derived from an existing source

<http://www.merriam-webster.com/dictionary/plagiarize>

Examples: using the exact wording of another without the proper use of quotation marks and citations; paraphrasing another's ideas without giving credit to the producers or writers of the source

Collusion: secret agreement or cooperation especially for an illegal or deceitful purpose <http://www.merriam-webster.com/dictionary/collusion>

Examples: assisting another in an act of academic dishonesty; providing/accepting papers, projects, computer files or test answers to/from another student; allowing another student to copy one's work, including, but not limited to, essays, term papers, homework assignments, math problems, lab exercises and science lab manuals; working together on an assignment or take-home exam when instructed not to do so; removing tests or answer sheets from a test site; copying test questions, in any form, from the computer screen in an online course; allowing another student to view test/quiz items in an online course, whether purposefully or negligently (not logging out of myANC in a public area)

Academic dishonesty is a serious offense and will not be tolerated at ANC. The following consequences are in effect for all ANC courses:

1st Offense: The instructor will determine the consequences of the academic dishonesty based on his/her policy in the First Day Handout for that course. The student's name and documentation of the offense will be submitted to the office of the Dean/Chair of that Division.

2nd Offense: The student will be required to meet with the Division Dean/Chair and/or Chief Academic Officer. At that time, the Dean/Chair and/or VP of Instruction will decide the appropriate consequences of the academic dishonesty, possibly including a failing grade in the course. If the first and second offenses occurred in online courses, then that student will be banned from enrolling in future online courses at ANC. Second offense does not have to occur in the same class or same division as the first offense; this policy is in effect for all ANC courses.

Instructors have additional policies in effect for their particular courses, and these are clearly stated in the First Day Handout. Consult with your instructor if you have any doubt as to what constitutes violations of academic integrity in his/her particular course.

Acknowledgment of Academic Integrity Policy

I have read the above policy about academic integrity, and I understand that if I cheat in any class at ANC, I will face the consequences outlined above. It is my responsibility to read the above policy and ask my instructor if I do not understand any aspect of it. I have done this, and I supply my signature and the date below, indicating that I have been informed of, and accept responsibility for, abiding by this policy.

Signature _____

Faculty Ranking Requirements

	Rank:			
	Instructor	Assistant Professor	Associate Professor	Professor
Typical Years	Minimum 3 years	3 years after hire	Assistant + 5 years	Associate + 7 years
Minimum years		2 years after hire (1 year if the faculty member has an earned doctorate)	Assistant + 3 (2 years if the faculty member has an earned doctorate)	Associate + 5 (4 years if the faculty member has an earned doctorate)
Requirements for Promotion to the rank in the column above:				
Student and Dean Evaluations	<i>(minimum score /5 each for: student, dean's classroom and dean's professionalism evaluations to be weighted equally)</i>			
	3.5 Average	3.75 average	4 average	4 average
Institutional & Community Service	n/a	Institutional: Serve on at least 1 committee for 2 years as instructor. Community: Participate in at least 2 community service events as instructor.	Institutional: Serve on at least 1 standing committee for 3 years as assistant. ¹ Community: Participate in at least 3 community service events as assistant.	Institutional: Serve on at least 1 committee for 5 years as assistant. Community: Participate in at least 5 community service events as associate.
Scholarship	n/a	n/a	Present 1 poster at a professional conference, present 1 paper at a professional conference, publish 1 paper in a professional journal, or give 1 professional performance as assistant.	Present 2 posters at a professional conference, present 2 papers at a professional conference, publish 2 papers in a professional journal, or give 2 professional performances as associate.
Student Success* (see note below)	n/a	Participate in student success initiatives by completing all required assessment activities, utilizing the Early Alert system, and effectively engaging students from diverse backgrounds.	Participate in student success initiatives by completing all required assessment activities, utilizing the Early Alert system, and effectively engaging students from diverse backgrounds.	Participate in student success initiatives by completing all required assessment activities, utilizing the Early Alert system, and effectively engaging students from diverse backgrounds.
Discipline Specific & Institutional Professional Development	n/a	Discipline Specific: Attend 1 professional conference as instructor. Institutional: Attend at least two professional development workshops offered at ANC each year and demonstrate use of the training.	Discipline Specific: Attend 2 professional conferences as assistant. Institutional: Attend at least two professional development workshops offered at ANC each year and demonstrate use of the training.	Discipline Specific: Attend 3 professional conferences as associate. Institutional: Attend at least two professional development workshops offered at ANC each year and demonstrate use of the training.
Monetary Incentive	n/a	Instructor + 2%	Assistant + 2.5%	Associate + 3%

¹ Service on ad-hoc committees may also fulfill this requirement. Some ad-hoc committees meet regularly and frequently while others meet only once. The total amount of committee service, if fulfilled in whole or part through ad-hoc committees, should be roughly equivalent to the time required through service on standing committees.

Overall:	n/a	Satisfactory in all areas.	Must excel in 2/5 areas and be satisfactory in all other areas.	Must excel in 4/5 areas and be satisfactory in the other area.
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***Student Success:**

The faculty member will complete a self-evaluation in which he/she will present evidence that demonstrates completion of assessment activities, use of the Early Alert system, successful advising, and successful engagement of students. Success in focus courses may also be provided as evidence. Evidence of successful student engagement may include (but is not limited to) e-mail conversations, recommendation letters from students, and/or comments from student evaluations.

General Notes:

- The time from hire to the rank of professor would typically be a 15 or more years.
- All requirements listed are minimum levels of performance. The requirements for “excellence” are listed below.
- After completing the first year of employment, all instructors would receive a detailed performance review and suggestions for achieving the rank of Assistant Professor. Faculty members that do not achieve the rank of assistant professor after 3 years as an instructor will undergo an intensive performance review by his/her dean (or manager). The performance review will serve as a major factor in the decision to issue a contract for the following year.
- With sufficient experience and approval of the hiring Dean and CAO in consultation with the President, faculty may be hired at a rank appropriate for his/her previous experience
- Community service must be completed within ANC’s service area.

Excellence Requirements in Addition to Minimum Requirements:

- Student and Dean Evaluations: +.25 points
- Service: + 1 committee (or serve as committee chair) and +1 community service event
- Scholarship: +1 poster or paper.
- Student Success: demonstrate significant improvement in student success through assessment, use of the Early Alert system, and/or mentoring.
- Professional Development: +1 professional conference & +1 institutional activity.

Placement of Existing Faculty:

Existing faculty will have 1 year to apply for promotion to the appropriate rank. All promotions will be based upon fulfillment of the required job performance for the given rank. For existing faculty, years of experience in excess of the typical years required for his/her initial placement may count toward the minimum years required for promotion to the next rank. However, all requirements for future promotions must be met in years following his/her initial placement. Requirements will be as follows.

Professor:

Faculty with 10+ years at ANC may apply for the rank of Professor. To receive the rank of professor, the faculty member must demonstrate that all requirements required for promotion from associate professor to professor have been met within the last 7 years. Faculty members that do not meet these requirements may apply for a lower rank.

Associate Professor:

Faculty with 5+ years at ANC may apply for the rank of Associate Professor. To receive the rank of associate professor, the faculty member must demonstrate that all requirements required for promotion from assistant professor to associate professor have been met within the last 5 years. Faculty members that do not meet these requirements may apply for a lower rank.

Assistant Professor:

Faculty with 2+ years at ANC may apply for the rank of Assistant Professor. To receive the rank of Assistant Professor, the faculty member must demonstrate that all requirements required for promotion from instructor to assistant professor have been met within the last 3 years. Faculty members that do not meet these requirements will continue at the rank of instructor.

Performance Reviews:

It is the expectation of the college that faculty members will continue to perform at the appropriate level upon attaining a given rank. A performance review will be conducted by the faculty member’s dean every 5 years for Assistant Professors and every 7 years for Associate Professors and Full Professors. After each review, the faculty member will be placed at the appropriate rank for his/her level of job performance.



Arkansas Northeastern
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XIII. FORMS

Academic Forms

The Academic Calendar can be found within the current ANC Course Catalog.
<http://www.anc.edu/catalog/index.htm>

The following fillable forms can be found on the ANC Portal under Resources>Forms.

- **ADD/CHANGE/CANCELLATION FORM (.pdf)**
- **ANC Faculty Hours Worksheet - Blank Excel Form (.xlsx)**
- **ANC Faculty Hours Worksheet Form - Sample (.pdf)**
- **Change of Grade Form - updated September 2014 (.doc)**
- **CLASSROOM USAGE FORM (.docx)**
For College events only.
- **Course Creation and Redesign Form (.docx)**
- **INET Instructor Approval Request Form (.docx)**
- **Peer Evaluation Form (.doc)**
- **Professional Development – Project Proposal Form (.docx)**
Professional Development Procedures (Annual limit \$1,200)
 1. *Complete Professional Development Project Proposal Form*
 2. *If approved - Submit Paid Tuition invoice/Textbook(s) quote*
 3. *Academic Affairs Administrative Specialist will issue a PO and inform the individual if:*
 - *Tuition reimbursement - complete a Personal Reimbursement Form for payment. This partly completed form must be requested from the Administrative Specialist.*
 - *Textbook purchase - if the purchase/amount is approved*

***Note: Completion of a W-9 form may be required for the Business Office if not already done so for payment.*
- **Professional Development – Project Completion Form (.docx)**
Once approved professional development activities have concluded - submit Professional Development Completion Form
- **Travel Request Form for Conferences (.docx)**
This form must be submitted to the CAO with the ANC Institutional Travel Request Form to receive approval for conferences. Travel requests sent without a travel rationale will not be processed until received.
- **Travel Report Form (.docx)**
This form must be submitted to the CAO with a completed TR-1 reimbursement form. TR-1 forms submitted without the Travel Report Form will NOT be processed.