



INSTRUCTOR PROCEDURES MANUAL

2014-2015

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ADVISING SERVICES

The Academic Advising Office is open during the semester from 8 a.m. to 5 p.m. Monday through Thursday, and from 8 a.m. to 4:30 p.m. on Friday. The Academic Advising Office provides the following services:

1. Academic Advising

All students should be encouraged to see an academic advisor for assistance in appropriate course selection. Those working on a degree or certificate should file a degree plan in the Academic Advising Office. Assistance is also provided to students planning to transfer to other institutions.

2. Personal Counseling

While therapy is not provided, advisors can assist with personal problems, especially as they relate to academic performance and career choice.

ATTENDANCE POLICY

Please read the "Attendance" section of the college catalog.

Instructors are required to keep their own attendance records and may be asked to verify a student's attendance.

Students are required to attend all sessions of each course, beginning with the first scheduled class. If a student registers late, mark him or her absent for the classes missed. Instructors should also verify in the first class period which students are taking the class for Audit.

Ask students to call you when they have to be absent because of illness or other extenuating circumstances. Military students are sometimes sent TDY or are restricted to their duty stations during alerts and inspections. There may be instances in which they are unable to call.

Each student is responsible for all work assigned in the course. Students should be allowed to contact their instructor by phone or e-mail if they do not understand an assignment.

It is imperative that accurate attendance records be maintained. Federal financial aid regulations require that the College be able to verify dates of attendance in determining eligibility and benefits under student aid programs.

BOOKSTORE AND SUPPLIES FOR FACULTY

The Bookstore is open five days a week.

<i>BOOKSTORE HOURS</i>	
Monday - Thursday	8 a.m. to 5 p.m.
<i>1st week of semester open until 7 p.m. (M-Th)</i>	
Friday	8 a.m. to 4:30 p.m.
Monday – Friday (Interim)	8 a.m. to 4:30 p.m.

Textbooks and other instructor materials that may be provided by the publisher need to be acquired through the Division Chair or the Faculty Office Secretary supporting your particular department. Equipment requests should go to the appropriate Division Chair. Your Faculty Office Secretary can also provide you with expendable office supplies upon request. Please call in advance if you require specific items.

BUSINESS OFFICE

The Business Office serves as the financial focal point of the campus by providing services to the faculty, staff, and students. This office is responsible for processing all tuition, fees, and student accounts. The Business Office also processes accounts receivable, purchasing, and other accounting functions.

Tuition, fees, and student accounts are collected through the Business Office. If your students have concerns in this area, please direct them to the Business Office.

Purchasing is regulated by the State Purchasing Act. For purchases relating to your teaching assignment, the Business Office must issue a purchase order in advance of any purchase.

The Business Office hours of operation are 8 a.m. to 4 p.m. Monday through Friday. During registration there are extended hours. If you have a special need that cannot be provided during those hours, please call for an alternative arrangement. For Business Office staff information, please call 575.769.4038.

CAREER SERVICES

Career advising, resume, and cover letter assistance as well as current job listings are available through the CCC Career Services Office or by calling 575.769.4085.

CASE MANAGEMENT SERVICES

Students often need assistance with non-academic obstacles, such as child care, transportation, or health care services. If you suspect that students need assistance in areas such as these, please refer them to Courtney Piekarski in the Student Services Center or Jennifer Riddle in the Center for Student Success.

CLASS CANCELLATION POLICY

Circumstances such as inclement weather, national or state tragedies, threat to the safety of students and personnel, or other unforeseen events may dictate that the administration cancel classes. In the event that an administrative decision is made to cancel instructional activities, the following guidelines prevail:

1. All local radio stations will be advised by the Executive Vice President that classes will be canceled for any part or complete day of instruction. The radio station will be asked to make announcements during the broadcast day on a periodic basis. (In the event classes are canceled during actual instructional hours, a written notice will be circulated to the appropriate instructional areas and will be announced to the students by the faculty member.)
2. The Executive Vice President, Vice President for Administration, and the President will coordinate emergency class dismissal. In case of an immediate threat to the safety and well being of students and personnel, the campus security officer on duty will have the authority to vacate the building or premises.
3. Instructors are not authorized to cancel a class. The instructor must contact the Executive Vice President or his / her Division Chair should an emergency arise.

CLASSROOM DRINKING POLICY

The policy to allow drinks in the classroom is left to the discretion of the individual instructor. Drinks brought into a classroom must be in a non-disposable container with a tight fitting lid. Plastic cups similar to those available at convenience stores are suitable. Plastic cups that do not have a hard plastic lid are considered disposable.

CLASS ROLLS

Temporary class rolls are available through Pathway. Check the roll carefully. If students are

not listed on the class roll, ask them for a class registration form. This form verifies that the student is enrolled in your class. Do not add a student to the class roll unless you receive a class registration form. Please also verify if students are taking the class for Credit or Audit.

If students are not on the class roll and do not have a class registration form, IMMEDIATELY send them to the Admissions and Records Office. Clerks will check their enrollment status. If you teach an evening class, please do not wait until break time to send students to the Admissions and Records Office. Although that office is only open until 5 p.m. during the registration period, the Information Desk attendant will be able to assist students.

Read the catalog description of your course. If there is a prerequisite for the course you are teaching, please mention it at the beginning of the first class meeting. Direct students who need to make a change in schedule to the Admissions and Records Office. Final class rolls and official attendance sheets will be issued after registration closes. A list of students' addresses and phone numbers is available in Pathway.

CLASS USE OF COMPUTERIZED CLASSROOMS

Instructors who can enhance instruction through use of computerized classrooms are encouraged to do so. Many classrooms have "technology" built in. A portable computer with projection for classroom use may be requested.

Please observe the following when planning for computer lab use:

- Forms for requesting portable computers are available in your faculty office. An e-mail request to tim.mroczek@clovis.edu is also acceptable. "Call in" requests won't be accepted. If possible, submit a proposed schedule for equipment use during the first week of the semester. Later requests for equipment use should be made at least 24 hours in advance and are handled on an equipment-available basis.
- Faculty will need to reserve computerized classrooms through Beverly Aragon, 575.769.4001 or beverly.aragon@clovis.edu.

If you experience any computer problems, software glitches, or need assistance with these resources, please contact Ricky Fuentes at 575.769.4076 or ricky.fuentes@clovis.edu.

C NUMBER FOR ONLINE SERVICES

All CCC faculty, staff, and students have been issued an ID number. The number is your User ID for online services. This ID begins with a C and will often be referred to as your C Number. You will use your C Number for online services. If you have any questions about how to use your C Number or any of the online services, please contact your Faculty Office Secretary.

COPY MACHINES

Please use the copy machine in the faculty office to which you are assigned. Part-time instructors need to ask for assistance from the Faculty Office Secretary or student employee as a code must be entered before copies are made.

Most faculty offices are open until 7:00 p.m., Monday-Thursday. Check with your assigned faculty office for information regarding their evening and Friday hours. *(Please see separate Faculty Office Listing.)*

You may also use the machine that is in the Library by obtaining the copier key from the librarian. A copy machine that requires a copier code, card or coin is also located in the Commons Area.

COPYRIGHTED MATERIALS

It is the policy of Clovis Community College to respect the rights of those who create and publish intellectual property in the form of printed matter, film, video, audio recordings, computer software, and the like.

Instructors are expected to observe all copyright restrictions, as specified by the publisher.

If copyrighted print materials are needed for repeated use in the classroom, you should write to the publisher for permission to use the material. Educational "Fair Use" of copyrighted print materials generally allows you to use a limited portion (up to 10%) of a copyrighted work when:

1. you need to use the material on a one-time basis,
2. the use is spontaneous, and
3. neither you nor the college will profit from such use.

Film, video, and other non-print media must be the property of the instructor or Clovis Community College or be rented by the college in order to secure rights to classroom use. Clovis

Community College does not have the right to use media purchased by and for other entities. If you wish to use media items not owned by the college, the Library Director, will be happy to arrange for rental or purchase of the items with reasonable advance notice.

Clovis Community College respects copyright laws and insists that its faculty, staff, and students do likewise. Copying proprietary software is theft and will not be tolerated on campus.

Users should not distribute e-mail document attachments or post information on the College website containing copyrighted material unless evidence exists that the College has the right to copy or distribute the materials. Examples of copyrighted materials could include software, database files, documentation, articles, graphic files or downloaded information.

Please direct all copyright questions to the Library Director who determines fair use by consulting with the appropriate college personnel or publisher.

DRUG-FREE POLICY

Clovis Community College (CCC) is a drug-free campus. Drug and alcohol abuse on campus poses a serious threat to the health and welfare of faculty, staff, and students; impairs work and academic performance; jeopardizes the safety and well-being of other employees and members of the general public; and conflicts with the responsibility of Clovis Community College to foster a healthy atmosphere for the pursuit of education and service.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on the premises of Clovis Community College, including but not limited to its campus grounds, facilities, vehicles, or any activity held on the College premises. All employees are required to complete the training module available at <https://inside.clovis.edu/Secure/HR/Training.asp>.

EARLY ALERT

Your help is needed to ensure that students experiencing academic difficulty receive the assistance they need. Prior to mid-term you may receive a form requesting that you identify students having academic difficulty and then return that form for follow-up by a retention specialist. **Your thoughtful response will help CCC better respond** to student needs.

EATING AND SMOKING IN THE CLASSROOM

- **Do not** allow anyone (including yourself) to eat in a computer lab.
- The Commons Area around the snackbar is provided for refreshments.
- **No Smoking.** All campus facilities are smoke free—smoking is not permitted.

E-MAIL

Inter-campus messages will be sent through email. Please be sure to check your email at least every 24 hours during the work week.

EQUAL EDUCATIONAL OPPORTUNITY

Clovis Community College is committed to equitable treatment of all persons without regard to race, age, religion, color, national origin, ancestry, sex, sexual orientation, spousal affiliation, gender identity, veteran status, physical or mental handicap, or serious medical condition. All employees are required to complete the training module available at <https://inside.clovis.edu/Secure/HR/Training.asp>.

Assistance with these concerns is available through the office of the Executive Vice President or the Human Resource Services Office.

FACULTY ABSENCES

If you are ill, have an emergency, or must be out of town and cannot meet your class, call your Division Chair or the Executive Vice President at 575.769.4111.

The Executive Vice President or your Division Chair must be informed of your absence and must approve any alternate plan for the class.

If possible, video tape your lecture, arrange for a guest lecturer, or provide instructional materials. You **may not** cancel the class. Only the Division Chair, the Executive Vice President or the President may cancel a class. **Instructors may not cancel classes.**

CCC does not provide payment for substitute instructors. If you wish to hire a substitute, you must first contact your Division Chair. The current rate of substitute pay is \$20 per credit hour.

FACULTY DEVELOPMENT FUND

Policy

Clovis Community College maintains a Faculty Development Fund, which provides a supplement to faculty members' individual budgets for professional development.

- The Executive Vice President shall make all final decisions about allocation of funds.
- The Executive Vice President shall be guided in his or her decisions by the recommendations of the Faculty Development Committee.
- The Executive Vice President shall be authorized to approve expenditures from the fund without recommendation of the Committee in the following circumstances:

When the Committee has not had the opportunity to meet and there are remaining funds (e.g., during the summer session).

For individual expenditures not exceeding \$300 per faculty member. Approval of such expenditures shall be limited to a total of \$1,000 per semester.

- Expenditures from the fund shall be distributed equally between the two semesters, as far as is practicable. This is not intended as an absolute restriction.
- Part-time faculty members are eligible for funds. Consideration shall be given as to the length of time they have taught for the College and their expected future activities for the College.
- Priority for disbursement of funds shall be given to faculty who have not received funds within the current or past year.

Procedures

- After securing approval from the Division Chair, faculty members (full- or part-time) desiring to use money from the fund shall submit a request form along with back up information and travel information (if travel is involved) to the Educational Services Office. Forms are available in the Educational Services Office or on Pathway.
- Requests shall be submitted at the beginning of each semester (fall and spring). Applications submitted at this time will be given first priority. Any remaining funds, after approval of these requests, can be given to late applicants.
- The Committee shall act on the request in a timely manner and forward the request, with a recommendation to approve or disapprove, to the Executive Vice President, who shall make the final determination.
- The Executive Vice President shall either approve or disapprove the request. If the Executive Vice President approves the request,

the request form will be returned to the faculty member, indicating approval. A requisition is then submitted through Pathway. A requisition back up form, the back up information, travel back up form and travel information (if applicable) will need to be forwarded to the Business Office for action. If the request is not approved, the request form will be returned to the faculty member, indicating the reason for disapproval.

FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

For more information, contact Rosie Corrie, Director of Admissions and Records / Registrar.

FINAL EXAMS

Final exams should be given in the last week of the semester. Students are expected to be in the classroom at the scheduled class time unless they have an excused emergency, serious illness, death in the family, unexpected work responsibilities, or military assignment. If they have an emergency, they must inform the instructor of the circumstances prior to exam time.

If their absence meets the emergency criteria, encourage them to take the exam as soon as possible. If they cannot do so before grades are due, after receiving approval from the Executive Vice President you may assign them an "I." See the section on "Incomplete Grades."

Every semester a few students do not take their final exam at the scheduled time. When discussing grading at the beginning of the semester, specify the date of the exam, and tell the students not to plan other activities during the final class time.

It is the students' responsibility to attend class regularly and to take the final exam at the scheduled time.

Students are rarely permitted to take exams early, and then only under the same emergency

circumstances listed above. The Executive Vice President must approve an early exam.

Final exams must be given in the final week of the semester and should not be given any earlier.

FINAL GRADES

There are no paper grade sheets. Instructors must enter final grades online under the Faculty tab in Pathway. An email will be sent letting instructors know when the online final grade sheet is open and training will be provided.

DO NOT POST GRADES! Inform students that final grades cannot be posted because of privacy laws. Also, the Admissions and Records Office cannot give grades to students due to the heavy workload at the end of the semester. Grades are no longer mailed to students. Grades will be available on Pathway within five days from the last day of the semester.

GRADE APPEALS

Many (but not all) student complaints and grade appeals can be forestalled by a clear statement of your expectations and grading criteria in the syllabus, well planned instruction, and fair and careful evaluation of student work.

In the event of a grade appeal, you will be contacted by the Executive Vice President. You should retain all class records for at least six months following the end of the semester and be prepared to verify the student grade. Students must initiate a grade appeal within 60 days from the time the original grade was submitted to the Admissions and Records Office. The complete grade appeal policy is in the college catalog.

GRADING

Inform students in writing of your grading procedures during the first week of the semester, preferably on your syllabus. Keep students informed of their progress. They should know approximately what their grade is in the course by mid-term.

If a student has a failing grade and there is no chance that it can be brought to a passing level, encourage him or her to withdraw from the course. Also, inform students of the final withdrawal date that is printed in the semester course schedule.

You are expected to include several exams or other means of evaluation in your course outline. Effective evaluation of students must include

more than one or two exam grades. Please keep in mind that not all students are good test takers.

The instructor should not change grading procedures during the semester unless there is urgent need for modification. Should you need to make a revision, do it as early in the semester as possible. Discuss the revision with your Division Chair and then your students, and give them a syllabus amendment in writing.

Students may appeal a grade if they feel the grade is incorrect. Familiarize yourself with the student appeal process in the college catalog. Two to six grade appeals are processed every semester, and most of them could be avoided with a more clearly defined grading scale and better communication between instructor and student.

Grading is somewhat subjective in some subjects, but students should have clear guidelines stating how their work will be evaluated. Students frequently pressure instructors for a high grade and will sometimes ask to do extra-credit assignments. Do not give such assignments unless they are included in the course syllabus and are available to all students. Instructors should have the same expectations for all students.

The grading process is an important part of your instructional duties. Your Division Chair or the Executive Vice President will be glad to confer with you if you have questions or problems with grading.

INCOMPLETE GRADES

The incomplete grade is an option only if the student has attended most of the semester, was prevented from completing on time by unavoidable circumstances, and was passing the course at the time attendance was interrupted.

If a student has talked with the instructor and has a valid reason for an incomplete, the instructor completes a form that explains what work is incomplete and a schedule for completing it. The form is available in the Educational Services Office or the Admissions and Records Office. The instructor completes the form and secures the Executive Vice President's approval. In approving an "I" grade, the Executive Vice President needs to consult with the instructor, not with the student. This form is turned in with grade sheets. **All requests for incomplete grades must be approved by the Executive Vice President before final course grades are submitted.**

All requirements listed on the Incomplete Grade Contract must be completed by the date specified,

not to exceed 60 days. If work is not satisfactorily completed by the deadline, the "I" will be converted to an "F."

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Clovis Community College supports respect for security requirements, copyright laws, and the rights of others, in the use of technology resources by faculty, staff, and students. The full text of CCC's Information Technology Acceptable Use Policy is available in the Computer Resource Center. All employees are expected to adhere to the guidelines it provides.

INSTRUCTIONAL TIME

It is very important that you utilize the full instructional time allocated. You are expected to begin classes at the designated time. Tardiness is reinforced when you do not begin promptly. Also, students who arrive on time are penalized by having to waste their time waiting. Conversely, the class should run until the designated time for dismissal. The only time that students should leave early is following an examination.

It is particularly difficult for instructors to lecture and for students to remain alert for long periods of time. Therefore, you are strongly encouraged to vary instructional methods and plan different kinds of activities each class period. Your Division Chair will be glad to work with you if you have questions or need assistance in planning instructional activities.

LIBRARY

Encourage students to use the Library. Informed, well-read students participate more in the classroom discussions and produce high-quality research papers. Some library usage can be included in almost every class taught, and each instructor should incorporate library utilization in his / her instruction.

Library orientation sessions may be scheduled with the Public Services Librarian. Library instruction for whole classes or small groups will be tailored to fit your individual class needs. Instructors must accompany and remain with their classes in the Library when using the Library during class time.

Instructors are also urged to use the Library. Many new resources are added to the collection weekly.

All instructors, both full- and part-time, are urged to request any books that should be in the library

collection. A list of new books and media is distributed periodically for your perusal.

Items not owned by the CCC Library may be obtained through interlibrary loan from another library. If you need assistance in the area of information, just ask.

MAKE-UP EXAMS

Students who have a valid reason for missing an exam may be permitted to take it later. However, make-up exams should not be given indiscriminately, and a deadline should always be given for taking a make-up exam.

Full-time faculty may give make-up exams during office hours. Other arrangements for make-up exams can be made through the Testing Office. This office is open from 8 a.m. to 9 p.m., Monday through Thursday and 8 a.m. to 4:30 p.m. on Fridays.

A Proctor Request Form and the exam must be hand-delivered to the Testing Office by the instructor or the Faculty Office Secretary. Under no circumstances may a student or student employee handle the testing materials. Once the test has been completed, it will be delivered to the instructor or the Faculty Office Secretary no later than the next business day.

Please advise your students that they are not required to make an appointment to take their exams in the Testing Center, unless they are requesting the use of the private room. Check with the Testing Center for more specific information or call 575.769.4088.

Closely monitor make-up exam requests. Many times the same students keep missing scheduled exams.

Instructors at CAFB may call the CCC representative for assistance in giving make-up exams. The CCC representative is located in the Base Education Office and may be reached by calling 575.784.6295.

MEDIA SERVICES

The Media Services Office operates for the benefit of CCC faculty and staff. It provides materials and equipment that should make the teaching / learning process easier and more successful. In addition to materials and equipment supplied, there is also a large collection of catalogs that list educational materials by subject areas and sources for film and videotape rental.

Better media services can be provided for everyone if the following ground rules are followed:

1. All equipment must be checked out for each use. Scheduling of equipment must be done at least one day prior to use. Forms are available in the Library and the Media Office, room 464.
2. After the form is complete, return it to the media drop box.
3. Equipment ordered in a timely manner will be delivered to and picked up from the classroom. Media ordered from an outside source will be delivered to the classroom. The instructor must pick up media from the library collection in the Library. To confirm arrival of externally supplied media, you may call Media Services at 575.769.4905.

PAYROLL

All part-time instructors must complete essential paperwork for Human Resource Services: W-2 withholding statement, New Mexico Educational Retirement beneficiary designation, federal Employment Eligibility verification, and Drug Free Workplace policy statement. Instructors hired must provide an official CCC application, a current resume with phone numbers and addresses for three references, and college transcripts. Part-time instructors who cannot attend the orientation should contact their Division Chair. Contracts will be available in the Educational Services Office during the second week of the semester.

Part-time instructors may be subject to a payroll deduction for New Mexico Educational Retirement, depending on total number of hours per week they are employed in New Mexico educational institutions. Part-time instructors who do not intend to attain retirement under the New Mexico Educational Retirement System may request a refund of contributions from the system upon termination of employment in state educational institutions.

Clovis Community College provides a 403(b) Plan. Employees who normally work 20 hours or more per week (equivalent to more than 1,000 hours in a year as provided under applicable 403(b) regulations effective January 1, 2009) during the calendar year are eligible to participate.

All part-time faculty will be paid bi-weekly except for the summer session, less mandatory deductions.

PLACEMENT TESTING

The Testing Office located in room 109 provides placement testing for all CCC students. All students taking a math, English, or reading intensive course for the first time must take the appropriate section(s) of the Accuplacer.

SECRETARIAL SERVICES

You are assigned a faculty secretary who can type and duplicate tests and handouts for you. Please submit rough-draft copies in a form that can be easily read. You may also order supplies through the Faculty Office Secretary.

Each secretary works for a number of faculty. Please plan your work far enough in advance to give adequate time to prepare it. *(Please see separate Faculty Office Listing.)*

SECURITY

The Office of Campus Security is available before, during, and after business hours. The Security Team will be out in all common areas, hallways, parking lots and any area accessible to the Campus community and visitors. Courtesy phones will be available throughout the campus to help people gain access to a member of the Security Team, and the Security Office will also be open during business and classroom hours. The office is located in Room 134 inside the Student Services Area (across from Marketing). The Security Team will be looking for safety and security issues and concerns, parking violations, (i.e. handicap parking violators, speeding through parking lots, etc.) as well as for suspicious activities and / or persons.

In all emergency situations, Campus Security personnel should be notified at 575.769.4143 or 575.760.4105. Twenty-four hour patrol and dispatch services are provided by the Clovis Police Department and which can be accessed by dialing 911. Any questions or concerns should be directed to the Director of Campus Security at 575.769.4143.

SEMESTER CALENDAR

A semester calendar is available through Pathway. Please become familiar with the various deadlines and significant dates.

Please emphasize the following dates to students:

- Last day to drop and add classes
- Last day for course withdrawal
- Last day to change from credit to audit / audit to credit

- Last day for complete withdrawal from CCC

SEXUAL HARASSMENT

As an institution committed to providing higher education, Clovis Community College does not tolerate or condone unlawful conduct. The College intends to deter sexual harassment through the widest possible dissemination of this policy and to implement corrective action for those individuals who disregard this policy.

This policy expressly prohibits unreciprocated and unwelcome relationships. In addition, relationships where one participant is in a position of power / authority / control over the other participant may raise questions of responsibility, conflicts of interest, personal or institutional integrity and / or implied coercion and harassment. To avoid the possible problems described above, relationships between parties in which one party has a supervisory role over the other are discouraged. All employees are required to complete the training module available at <https://inside.clovis.edu/Secure/HR/Training.asp>.

STUDENT E-MAIL AS AN

OFFICIAL MEANS OF COMMUNICATION

Students enrolled at Clovis Community College will be assigned an e-mail account as a formal channel for faculty and staff to communicate important and / or critical information unless otherwise prohibited by FERPA regulations.

Please only use the student's CCC e-mail address for any official grade correspondence. Please request students utilize your CCC e-mail for correspondence concerning classes.

STUDENT EVALUATION OF INSTRUCTION

The Faculty Evaluation Committee (FEC) determines the evaluation process. Since we have implemented an online student course evaluation process, all full-time and part-time faculty will be evaluated each semester. Students will log in to the website to complete the evaluations digitally.

All evaluations are anonymous and confidential, and the results are not distributed to faculty after the end of the semester and grades have been finalized. Results of the evaluation are also reviewed by the FEC, your Division Chair, the Executive Vice President, and the President.

SYLLABUS

Please submit a syllabus in digital format for each class you teach to your assigned Faculty Office Secretary prior to the first week of classes. We are

using a standardized syllabus, and a copy of the outline is available from your Division Chair and in the Educational Services Office. Please be sure to include on your syllabus a way for students to contact you.

TERMS OF EMPLOYMENT

Part-time instructors are employed on a semester basis, depending on the instructional needs of CCC, and are compensated on a credit hour basis at a rate determined by annual budgets and levels of appropriation. Although CCC has enjoyed long relationships with dedicated part-time instructors, the part-time instructor does not enjoy the legal expectation of continuing employment.

Classes are sometimes canceled due to low enrollment. In rare instances, it may be necessary to reassign a class in order to fill the contractual load of a full-time instructor. In the event of cancellation of the assignment, the instructor will be notified as quickly as possible.

TEXTBOOK ADOPTIONS / ORDERS

Required textbooks are generally adopted for a minimum of three years, except when a new edition is published. New faculty members are encouraged to honor this system to reduce the cost of texts to students. All book prices are based on the suggested publisher's resale price.

TEXTBOOK CHANGES

Division Chairs are responsible for the ordering of books. Textbook change requests should be initiated by a faculty member and approved by the Division Chair. A supplementary text cannot become a required text without an approved textbook change request. Textbook order forms will be sent to instructors in March and October. The Division Chair will be responsible for providing the information to the faculty secretaries who will submit the information to the bookstore via their website.

The bookstore manager should be informed when a textbook is being changed. This information will facilitate the return of the remaining inventory of books to the publisher and assist the bookstore in

purchasing only required books during the book buy back held at the end of the semester.

TUITION WAIVER

Part-time instructors may receive a tuition waiver for up to four (4) credit hours each semester. This tuition waiver may be used by the instructor or the instructor's spouse. It can only be used at Clovis Community College. The waiver privileges exclude non-accredited institution courses. The tuition waiver may be used for on-line courses. Special fees including but not limited to art supplies, welding supplies, and photography fees, must be paid by the enrollee.

WEATHER AND OTHER EMERGENCIES

In case of **tornado or other threatening weather**, students are advised to remain on campus pending abatement of severe weather conditions. Campus security personnel will instruct occupants of the building concerning relocation to sheltered areas of the building. Those not already on campus may call the campus information desk at 575.769.2811 for current information on possible class cancellations.

In case of **heavy snow** overnight, students should listen to local radio stations for information on possible cancellation or delay of classes. Information will also be posted on the campus website, www.clovis.edu. Should a heavy snowfall commence while classes are in session, the Executive Vice President may determine whether early dismissal is warranted.

In the event of **fire or other threatening situations inside campus buildings**, the building alarm will sound. All occupants will be required to vacate the building and retreat to a position of safety in the parking area. Campus security personnel will circulate periodically to inform those waiting concerning the status of the emergency, possible resumption of normal activities, or cancellation of classes.

In all emergency situations on campus, current information will be disseminated through the Information Desk and security personnel. (See Security on p. 10 for additional information on safety and security issues.