

# Wallace Community College Selma



# Faculty & Staff Handbook

**P.O. Box 2530  
3000 Earl Goodwin Parkway  
Selma, Alabama 36702-2530  
(334) 876-9227  
<http://wccs.edu>**

Revised 2015

Wallace Community College Selma is accredited by the Southern Association of Colleges and Schools/Commission on Colleges to award Associate in Arts, Associate in Science, and Associate in Applied Science Degrees. Contact SAOC/COC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4501 for questions concerning the accreditation of Wallace Community College Selma.

**WALLACE COMMUNITY COLLEGE SELMA  
FACULTY & STAFF HANDBOOK ACCESS ACKNOWLEDGEMENT FORM**

The Wallace Community College Selma Faculty & Staff Handbook contains important information about College benefits, policies, and procedures. I understand that I should consult the Human Resources Coordinator regarding any questions not answered in the handbook.

I have entered into my employment relationship with Wallace Community College Selma voluntarily, and understand that it is my responsibility and obligation to become familiar with the contents of the College's Faculty & Staff Handbook.

Since the information, policies, and benefits described in the Faculty & Staff Handbook are subject to change, I acknowledge and understand that revisions to the handbook may occur at any time, and that all such changes will generally be communicated through official notices, and that revised information may supersede, modify, or eliminate existing policies. Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement.

I understand that this handbook is accessible to me as follows:

- Online at <http://wccs.edu/home/business-finance/human-resources/forms/> or follow the HR & Payroll Forms link from the Wallace Community College Selma website.
- Hard copies available for view:
  - Human Resources office
  - Executive Staff offices
  - Library

I understand that it is my responsibility to access and familiarize myself with the contents of this handbook. I also understand that it is my responsibility to comply with the policies and procedures contained in this handbook.

I acknowledge receipt of this notification on the date below and understand how I may access the Faculty & Staff Handbook. Additionally, I will sign this Acknowledgement and return to the Office of Human Resources. I understand that this form will be retained in my personnel file.

---

**Employee's Signature**

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**Date**

---

**Employee's Name (Print)**

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## PREFACE

For the purpose of this document, George Corley Wallace State Community College will be referred to as Wallace Community College Selma (“College”). The Wallace Community College Selma’s Faculty/Staff Handbook (“Handbook”) has been developed for use by all permanent, probationary, and temporary employees of the college. The Handbook and the policies contained herein promote the mission of the College and guide the work of administrative, instructional, and support personnel in accomplishing the mission and goals of the College. It contains guidelines, which support the policies of the Board of Trustees of the Alabama Community College System. A comprehensive collection of the Alabama Community College System policies and guidelines, by which the College is governed, is available on the ACCS website, in each administrative office and the College’s library.

The Handbook is intended as a resource to promote the smooth operation of the college, not as a contract between the college and employee. **Any statements inadvertently in conflict with federal or state statutes or the policies of the Board of Trustees have no legal force or effect.** Any policy or guideline found herein which is contrary to the language or intent of policies found in the current edition of the Alabama Community College System Policy Manual is null and void.

The employee's signature to the attached acknowledgment form confirms that this Handbook has been presented, read, and accepted as of the date reflected on the acknowledgment form. Each employee is required to adhere to the policies and procedures found within this Handbook. Failure to comply with the policies and procedures may result in disciplinary action, up to and including termination of employment. If at any time you have a question regarding any of the policies, procedures, or guidelines outlined in this Handbook, please contact your supervisor or the Human Resources Department.

Each employee is required to adhere to all applicable local, state, and federal laws, including but not limited to any and all motor vehicle laws, prohibitions on cell phone use while driving, prohibitions on texting or using the internet while driving, etc.



## **Disclaimer Statement**

The policies and procedures in this handbook are designed to serve as guidelines for the efficient operation of Wallace Community College Selma. They are not intended to create any contract or binding agreement between Wallace Community College Selma and any employee. All policies and procedures outlined in this handbook are subject to change or modification at the discretion of the College at any time that a particular circumstance warrants modification, or as the College deems appropriate and consistent with the policies of the Board of Trustees of the Alabama Community College System. Any changes or revisions to policies, procedures or guidelines will be posted to the College's website prior to implementation.

This handbook is provided for informational purposes only. No provision or portion of the handbook constitutes an implied or expressed contract (written or oral), guarantee, or assurance of employment or of any right to an employment-related benefit or procedure. Except as otherwise provided by federal or state law, or by the terms of any letter of appointment or contract, employment is at-will. Wallace Community College Selma reserves the right, in its sole and absolute discretion, to change, modify, eliminate, or deviate from any policy or procedure in this handbook at any time, and to hire, transfer, promote, discipline, terminate, and otherwise manage its employees as it deems appropriate and consistent with policies of the Board of Trustees of the Alabama Community College System. If you have questions concerning these guidelines, please consult with your supervisor or the Human Resources Department.

# Chapter I

## Vision, Mission, Philosophy, Goals, and Strategies of WCCS

# **VISION, MISSION, PHILOSOPHY, GOALS AND STRATEGIES OF GEORGE CORLEY WALLACE STATE COMMUNITY COLLEGE**

## **VISION STATEMENT**

The College shares a vision of a learning-centered education that is responsive to the needs of our service area and is manifested by quality teaching, opportunities for learning, effective educational support services, and access to a quality education. Challenged by change and innovation, the College will move forward to create a future responsive to the diverse needs of students, community, and state.

## **MISSION STATEMENT**

The mission of George Corley Wallace State Community College Selma is to provide high-quality learning-centered educational opportunities and services, through varied instructional delivery modes, that are responsive to individual community, and state needs.

## **PHILOSOPHY**

The philosophy of Wallace Community College Selma is expressed in the following beliefs:

- Education is essential to the economic, social, environmental, and political well-being of the citizens of West Central Alabama.
- Education should be made academically, geographically, physically, and financially accessible to all students.
- Wallace Community College Selma is uniquely qualified to deliver excellent and equitable educational opportunities and services.
- Quality education requires unity and cooperation of all stakeholders who work together toward a common goal.

## **DIVERSITY STATEMENT**

Wallace Community College Selma is committed to creating and maintaining a quality educational environment that promotes and supports a student body, faculty, staff, and administration that is multi-cultural and diverse, and reflective of our student body and community population.

## **COLLEGE GOALS AND STRATEGIES**

The Strategic Plan serves as a change agent for Wallace Community College Selma. The plan will result in success in programs and services to students and the service area of the College and is designed to promote accountability and excellence at the College. The Strategic Plan addresses the following areas: Quality teaching/Learning); Access; Technology; Workforce and Economic Development; Professional Development; Student Focus/Services Success; Diversity; Community Development and Lifelong Learning; Public Relations; Efficiency of Operations; and Enrollment Management.

1. Promote and provide teaching and learning environments and experiences that encourage the development of knowledge, skills, behaviors, and values for students in order for them to be successful in the workforce or subsequent education. (*Quality teaching/Learning*)

### **Key Strategies**

- Provide associate in arts and associate in science degree programs that prepare students to transfer to baccalaureate institutions.
- Provide associate in applied science degree and certificate programs that prepare students for immediate placement into the job market.
- Identify college-level general education competencies and measure the extent to which graduates have attained them.
- Increase student success through a comprehensive developmental education program.
- Document Student Learning Outcomes in all degree and certificate programs and ensure that results are used for program improvement.
- Develop a Quality Enhancement Plan based on institutional assessment, and which focuses on learning outcomes and supports the mission of the College.
- Conduct a process of program reviews in order to ensure the College is offering up-to-date and relevant programs.
- Support quality teaching and learning through comprehensive learning resources that are easily accessible to students (includes library, writing laboratories and computer laboratories).
- Develop and implement new instructional programs based on the needs of the service area of the College.
- Enhance student learning, expand instructional programs and deliver instructional services in keeping with the concept of the Learning Centered College.

2. Provide and promote accessible, affordable quality education and training. (*Access*)

### **Key Strategies**

- Provide access through various modes of instructional delivery, including an E-Learning program to meet the needs of diverse learners.
- Promote early college entrance or enrollment.
- Cultivate college attendance through ongoing programs with feeder schools of the College.
- Develop and sustain mutually beneficial partnerships.
- Expand relationship with p-12 to inspire/promote postsecondary education.
- Provide supportive services to students with disabilities.
- Develop and implement new instructional programs based on the needs of the service area of the College.

3. Expand the development of educational and administrative technology that enhance student learning and improve college management processes and functions. (*Technology*)

#### **Key Strategies**

- Improve and enhance technological access to online courses and degree programs.
  - Maintain, upgrade and expand technological resources to support instructional and administrative systems in classrooms, laboratories and services.
  - Promote and expand the services and activities of the Advanced Visualization Center.
4. Provide high quality workforce development programs that meet the demands of local employers and enhance the economic development efforts of the state and the region. (*Workforce and economic development*)

#### **Key Strategies**

- Deliver customized training programs in response to workforce development opportunities.
  - Establish agreements with corporations and businesses in the service area of the College to deliver online professional development training courses and programs through the advanced visualization center.
  - Develop and expand opportunities for displaced workers through credit and non-credit programs.
  - Enhance services to existing business and industry.
  - Expand co-op educational opportunities.
5. Provide staff development and training opportunities that encourage faculty and staff to become more proficient in the delivery of student services, instructional services, and operational services. (*Professional Development*)

#### **Key Strategies**

- Improve employee productivity, increase faculty and staff utilization and satisfaction with professional development and training.
- Upgrade the technological skills of all employees of the College through an ongoing Professional development program.
- Enhance the teaching skills of the full-time and adjunct faculty by providing information and training in the best practices in teaching.

- Promote student success and development through services consistent with student needs, interests and abilities. (*Student Focus/Services Success*)

### **Key Strategies**

- Develop and maintain a comprehensive and coordinated process for data collection, reporting and evaluation of student satisfaction.
  - Improve student utilization of and satisfaction with academic support and student services.
  - Improve the retention of students through an ongoing counseling and advisement program that will make high quality advising available to all students.
  - Increase student transfer to four-year colleges and universities.
  - Provide academic support services to students with academic challenges.
- Provide access to programs and services that strengthen the educational, social and economic life of the diverse community served by the College. (*Diversity*)

### **Key Strategies**

- Meet the needs of diverse learners through innovative programs and delivery methods.
  - Assure that educational opportunities are available without regard to race, gender, sexual orientation, religion, ethnicity, socio-economic status, disability or age.
  - Assess special needs of diverse student populations and provide support and educational services to meet those needs.
- Provide educational opportunities that support a culture of lifelong learning. (Community Development and Lifelong Learning)

### **Key Strategies**

- Provide cultural enrichment and educational opportunities to the students as well as the community through a variety of arts and humanities.
- Provide accessibility to lifelong learning opportunities to the service area of the College.
- Partner with the Alabama Department of Postsecondary Education the school systems in the service area of the College in offering adult education and GED programs.
- Provide service-learning opportunities that expose students to a lifestyle of community involvement and the community to lifelong learning.

9. Expand and enhance the image and reputation of the College through ongoing public and communication effort. (*Public Relations*)

**Key Strategies**

- Expand and enhance partnerships and planning with educational institutions, businesses, government agencies, and community organizations to further the mission of the College.
- Promote a strong college identity that reflects the College as a success driven institution that demonstrates a leadership role in its service area.
- Design, produce and deliver professional communications about programs, instructional support and services to a diverse student population, the general public, and the media.
- Provide Opportunities for faculty, staff and students to become involved in institutional governance.
- Strengthen internal channels for internal communications and efficient flow of information throughout the Institution.

10. Improve efficient operations of the College. (*Efficiency of Operations*)

**Key Strategies**

- Ensure a stable financial program that enhances resource allocation and promotes accountability of institutional resources.
- Continue to align the annual budget of the College to the institutional effectiveness plans of each office, program and department of the College.
- Administer policies and procedures that promote fairness, consistency and excellence in the management and administration of programs and services.
- Improve the financial position of the College through new funding efforts by aggressively pursuing new funding resources.
- Provide safe, clean and comfortable facilities, accessible to all students and the community.
- Develop and maintain a Facilities Master Plan that ensures that the College is fulfilling its mission to its students and the area that it serves.
- Recruit and retain talented full-time and part-time faculty, administrators and staff.
- Maximize the use of personnel, physical and financial resources of the College.
- Develop and maintain an ongoing program of Institutional Effectiveness and research that promotes ongoing, integrated, institution-wide, research-based and evaluation processes.
- Assure that the Institution maintains accreditation by the Commission on Colleges of the Southern Association and Schools, and that individual programs acquire and maintain appropriate accreditation and certification.

11. Maintain an ongoing program for the recruitment, retention and graduation of students.  
(*Enrollment Management*)

### **Key Strategies**

- Improve student retention, graduation and transfer rates through the implementation of a completion agenda.
- Explore innovative recruitment and marketing strategies to manage enrollment efforts.
- Enhance the enrollment in online courses by developing enhancements that will attract broader credit and non-credit populations.
- Analyze and cultivate prospective students markets.

### **UNIVERSAL HUMAN RIGHTS PLEDGE**

I believe that every individual has infinite and eternal worth.

I believe that recognition of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice, and peace in the world.

I believe that every individual is entitled to dignity and respect, without prejudice toward race, color, gender, disability, language, religion, creed, national origin, property, age, or other status.

I believe that every thought and every act of such prejudice is harmful.

If it is my thought or act, then it is harmful to me as well as to others.

THEREFORE, I will strive every day of my life to eliminate such prejudice from by thoughts and actions.

I will discourage such prejudice by others at every opportunity.

I will treat all people with dignity and respect.

I will strive daily to honor this pledge, knowing that the world will be a better place because of my effort.

– adapted from the Birmingham Pledge and  
the Universal Declaration of Human Rights



## **NON-DISCRIMINATION POLICY**

Wallace Community College Selma has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant thereunder, to the end that no person in the United States shall, on the grounds of race, color, religion, national origin, age, sex, sexual orientation, pregnancy, citizenship, familial status, disability, veteran status or genetic information be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. Under this Assurance, the College is committed not to discriminate against any person, on the grounds of race, color, religion, national origin, age, sex, sexual orientation, pregnancy, citizenship, familial status, disability, veteran status or genetic information in its admission policies and practices or any other policies and practices of the institution relating to the treatment of students and other individuals, including the provision of services, financial aid and other benefits, and including the use of any building, structure, room, space, materials, equipment, facility or other property. The College's facilities are accessible to and usable by disabled persons, thereby insuring that no qualified disabled person shall be denied the benefits of, be excluded from participation in, or be otherwise subjected to discrimination under any program or activity. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this rule, the College shall not tolerate such conduct. Any person who believes him/her, or any specific class of individuals, to be subjected to discrimination prohibited by Title VI Public Law 88\_352, 1964; Title IX, Public Law 88\_380, 1972; Section 504, Rehabilitation Act, 1973; the Americans with Disabilities Act of 1990; and Regulations issued thereunder, may, by him/her or a representative, file with the United States Commissioner of Education, or with this institution, or both, a written complaint.

Wallace Community College Selma has a designated A.D.A. Coordinator, Title IX Coordinator, and Senior Human Resources Department who should be contacted regarding any complaints under the above-named acts. Interested persons can obtain needed information from the designated coordinators/officers as to the existence and location of federally assisted services, activities, and facilities that are accessible to and usable by disabled persons. Materials and equipment necessary to provide services to physically disabled persons are provided on a case-by-case basis.

### **Compliance with Title VI, Title VII, Title IX and Section 504 U.S. Department of Education and Health and Human Services Office of Education**

It is the policy of Wallace Community College Selma; Selma, Alabama not to discriminate on the grounds of race, color, religion, national origin, age, sex, sexual orientation, pregnancy, citizenship, familial status, disability, veteran status or genetic information in its educational programs, activities, or employment policies as required by Title VI and title VII of the Civil Rights Act of 1964, Title IV of the Educational Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance may be directed to:

Title VI, Title VII, Title IX and Section 504 Coordinator  
Wallace Community College Selma  
3000 Earl Goodwin Parkway  
P.O. Box 2530  
Selma, Alabama 36702-2530  
Telephone: (334) 876-9230

## **AMERICANS WITH DISABILITY ACT (ADA) EMPLOYEE REQUEST FOR ACCOMMODATION**

The Americans with Disabilities Act prohibits discriminating against individuals with disabilities. The ADA also prohibits retaliation against an employee for taking any action pursuant to the Act.

**Definition of Disability:** The ADA states that an individual is disabled if s/he:

- has a physical or mental impairment that substantially limits one or more of the individual's major life activities;
- has a record of such an impairment; or
- is regarded as having such impairment.

**Definition of Qualified Individual:** The term "qualified individual with a disability" means:

- An individual with a disability,
- who can perform the "essential functions" of the employment position, with or without reasonable accommodation.

Employers are required to provide reasonable accommodation to the known limitation(s) of a person with a disability, as defined by the ADA. In order to establish the existence of a disability and request reasonable accommodation under the ADA, an employee must complete and submit a Request for Disability Accommodation Form to Human Resources. Employees seeking a reasonable accommodation under the ADA must follow the required procedures.

**1. Documentation of Disability:** When submitting a Request for Disability Accommodation Form, the employee must provide documentation of the disability from an appropriate health care provider. The employee will be required to sign a Medical/Health Care Information Release Form, so that the health care provider can provide the College with the appropriate documentation. Upon request, the department chair, supervisor, or cabinet member will provide a written description of the essential functions of the job, which may include the mental and physical demands of the employee's job. It is the employee's responsibility to ensure that the medical documentation/information requested is provided.

**2. Temporary Accommodations:** After consultation with the employee, department chair, supervisor, or cabinet member, temporary accommodation may be provided pending receipt and evaluation of the documentation of the disability.

**3. Evaluation of Documentation:** Upon receipt of documentation from an employee's health care provider, a determination will be made as to whether the employee has a disability as defined by the ADA, and if the employee can perform the essential functions of the position, with or without reasonable accommodation.

**4. Final Determination and Notification to Employee:** The College has the authority to make the final determination regarding what accommodation, if any, is appropriate. When a final determination is made, the Director of Human Resources will send written notification to the employee of the determination, whether an accommodation has been granted, and if so, will specify what accommodation has been granted. Notification will also be given to the department chair, supervisor, and cabinet member.

**5. Right to Appeal:** If an accommodation is denied, the employee may submit a notice of appeal to the Disability Services Committee within seven (7) working days of receipt of the written accommodation decision.

# **Chapter II**

## **Organization and Administration of WCCS**

## STATE GOVERNANCE

### Board of Trustees of the Alabama Community College System

#### Authority

The Board of Trustees of the Alabama Community College System (“the Board”) is authorized to do the following:

1. make rules and regulations for the government of each community and technical college;
2. prescribe for the community and technical colleges the courses of study to be offered and the conditions for granting certificates, diplomas and/or degrees;
3. appoint or terminate the president of each community and technical college, each to serve at the pleasure of the board;
4. direct the expenditure of legislative appropriations of each community and technical college;
5. prescribe qualifications for faculty and establish an annual salary schedule and tenure requirements for faculty at each community and technical college;
6. accept gifts, donations, devices, and bequests of money and real and personal property for the benefit of community and technical colleges or any one of them;
7. establish a performance-based allocation process that is equitable and compatible with the services and programs offered by each individual campus; and
8. disseminate information concerning and promoting interest in community and technical colleges among the citizens of Alabama.

#### Membership of Board

Members of the Board of Trustees are appointed by the Governor of the State of Alabama. There shall be one resident appointed to the Board of Trustees from each of the State of Alabama’s Congressional Districts (as said districts are constituted on May 12, 2015), and one person who shall be appointed from the State at large. The Governor shall further appoint one actively serving member of the Alabama State Board of Education as an Ex Officio, nonvoting member of the Board of Trustees. The Governor of the State of Alabama serves as Ex Officio President of the Board. Complete lists of the members of the Board of Trustees are found in the President’s Office and the Library on the main campus.

# CHANCELLOR

## Authority

The authority and responsibility for the operation, management, control, supervision, maintenance, regulations, improvement and enlargement of each of the community colleges and technical colleges will be vested in the Chancellor, subject to the approval of the Board of Trustees.

## Duties

The Chancellor will act as Chief Executive Officer of the Alabama Community College System. The Chancellor will:

1. execute and enforce the rules and regulations of the Board of Trustees governing the community and technical colleges;
2. interpret the rules and regulations of the Board of Trustees concerning community and technical colleges;
3. administer the Office of the Chancellor and appoint to positions of employment such professional, clerical, and other assistants, including specialists and consultants, on a full or part-time basis as may be needed to assist the Chancellor in performing the duties of the office;
4. have the authority to take any and all actions necessary and proper to administer policies, rules, and regulations of the Board of Trustees in carrying out its responsibility for the management and operation of the community and technical colleges;
5. prepare, or cause to be prepared, an annual report to the Board of Trustees on the activities of the Alabama Community College System and shall submit on the first day of December, or as early thereafter as practicable, the same to the Board of Trustees for its approval and adoption. He or she will also prepare, or cause to be prepared, all other reports which are or may be required of the Board of Trustees;
6. prepare, or cause to be prepared, and submit for approval and adoption by the Board of Trustees such budget for each quadrennial, or for such other period as may be fixed by the Department of Finance or other duly authorized body; and
7. prepare, or cause to be prepared, and submit for approval and adoption by the Board of Trustees such legislative measures as are, in his or her opinion, needed for the further development and improvement of the community and technical colleges.

## **WALLACE COMMUNITY COLLEGE SELMA**

Wallace Community College Selma is organized in a manner consistent with the needs of the citizens in the service area and in a manner judged to provide for an efficient delivery of educational services. The organization of the College is also consistent with the philosophy and leadership of the President.

### **Chief Executive Officer**

The Chancellor of the Alabama Community College System and the Board of Trustees have designated the chief executive officer of the college as “President” with duties and powers as specified within the Board of Trustee’s Policies and Procedures for two-year colleges. The President serves as the final administrative authority in reviewing and directing all college operations. The President is authorized to establish the college’s organizational and administrative structure, develop budgets and allocations, establish positions, promote employees, appoint employees to committees, promote community relations, and direct the educational programs and services of the college.

### **Duties of the President**

The President, chief executive officer of the college, is directly responsible to the Chancellor of the Alabama Community College System and the Board of Trustees for the overall operation of the College. Specific duties and responsibilities of the President include the following:

1. direct responsibility to the Board of Trustees as the chief executive officer of this College;
2. organization and administration of the College;
3. recruitment, appointment, promotion, and release of faculty and staff members;
4. development of a budget for approval by the Board of Trustees;
5. direct planning of plant facilities;
6. approval of all official publications of the College;
7. approval of the scheduling of classes, facilities, staff, and school calendar for submission to the Chancellor of the Alabama Community College System;
8. interpret the College program to the community;
9. completion of all reports required by state agencies or requested by local and national agencies;

10. basic responsibility for maintaining the accreditation standards of the Board of Trustees and the Southern Association of Colleges and Schools;
11. delegation of authority and responsibility to other officers, staff, and faculty members, holding them responsible for the full discharge of their duties;
12. development of long-range plans to provide for the continued growth and improvement of the College;
13. preside over joint meetings of the Academic and Technical Programs periodically; and
14. supervision of the administration of the athletic programs at the College.

## **Administrative Authority**

### **General**

The administration of the College is guided by the President, President's Cabinet, and others as designated by the President.

### **Divisional Authority**

Organizationally, the College is divided into three (3) major divisions: the Instructional Division, led by the Dean for Instruction, the Student Services Division, led by the Dean of Students, and the Business and Finance Division, led by the Dean of Business and Finance. Each divisional senior administrator is responsible for the day-to-day operations and the personnel within their respective division. The responsibilities of each divisional senior administrator are as follows:

#### **Dean for Instruction**

The Vice-President for Instruction reports to the President and is responsible for administering the day to day operations of both academic and technical programs.

#### **Dean of Students**

The Dean of Students reports to the President and is responsible for administering and supervising all aspects of student development and services.

#### **Dean of Business and Finance**

The Dean of Business and Finance reports to the President and is responsible for all fiscal and physical affairs of the college.

## **Administrator in Charge during President's Absence**

In the absence of the President, the person designated as 2nd in command will be in charge of the College. If the person designated as 2nd in command is absent, the President will designate someone else.

## **PLANNING PROCESS FOR WALLACE COMMUNITY COLLEGE SELMA**

The Wallace Community College Selma Institutional Effectiveness Process is visionary in scope since it is a projected three-year planning model. The Wallace Community College Selma Institutional Effectiveness Process begins with an annual review of the College's Philosophy, Mission, and Goals, and a scan of the institution's internal and external environment. From these evaluations, annual planning assumptions are developed to provide a framework to guide the development of College goals and objectives. Strategic priorities are then identified in order to focus the direction of the institution's unit, departmental, divisional, and college-wide plans. The process involves broad-based participation since all College divisions, departments, and units are involved in the planning process, and divisional deans/Vice-Presidents are responsible for assuring that all personnel participate in the objective-writing process each year. All plans are designated by area as being a part of either the Educational Plan or the Educational Support Plan. Furthermore, all plans are designated by type to be divisional, departmental, or unit. After unit and departmental objectives are written, these are reviewed by the various divisional deans, and then divisional plans are written. Unit, departmental, and divisional plans are submitted next to the President for review.

The planning year begins on October 1st of each year and concludes the following September 30th. Throughout the year, various activities are designated on the planning calendar to be completed during certain months. To assure that the various College units are on schedule as far as establishing goals and objectives related to the College's mission, to assure that the actual reporting of progress as these goals are met or not met, and to assure that the evaluation of results is reported in measurable terms are all responsibilities of the Planning Council. The following overview is intended to identify the most crucial planning and evaluation activities in the sequence they occur while referring to the documents that are actually used to involve College personnel in the various steps.

### **Assess the Internal Environment**

This assessment focuses on the College's strengths and weaknesses. Data concerning areas such as student demographics, enrollment, evaluations of faculty, staff, programs, and services as well as information gathered for local, state, and federal reporting are analyzed to provide information concerning the College's performance. This assessment is conducted primarily by the Office of Institutional Research and includes input by the President's Cabinet and the Administrative Advisory Committee.



## **Assess the External Environment**

This assessment focuses on the external forces which significantly affect the College's efforts to fulfill its goals and objectives. Environmental factors concerning demographics, economics, technology, socio-cultural, legal, and political issues are analyzed annually. This assessment is also conducted primarily by the Office of Institutional Research and likewise includes input by the President's Cabinet and the Administrative Advisory Committee.

## **Develop/Update Planning Assumptions**

As stated earlier, these assumptions are predictions of probable developments over which the College has little, if any, control but which will, most likely, have significant impact on the College and its effectiveness. This stage of the planning process focuses on ways to minimize any negative impact of the developments while capitalizing on any opportunities they present. Again, this step is conducted primarily by the Office of Institutional Research and also includes input by the President's Cabinet and the Planning Council.

## **Review/Revise the WCCS Philosophy, Mission, and Goals**

Using the results of the internal and external assessments as well as the resulting planning assumptions, an annual review of the College's philosophy, mission and goals is conducted in order to clarify the purpose of the College and its overall directions for the future. Usually involving only minor revisions, if any, this review is conducted by the President's Cabinet and the Planning Council.

## **Develop New and/or Revise Objectives**

Using information gathered from the previously described internal/external scans, annual planning assumptions, and a review of the College's philosophy, mission, and goals, the President of the College establishes emphasis areas for all planning units to consider when developing objectives for their three-year Institutional Effectiveness Plans. The President and the Office of Institutional Effectiveness and Research also designate college-wide planning days so that all planning units have an opportunity to familiarize themselves with the yearly planning assumptions and resulting emphasis areas in order to develop their objectives.

All objectives are directly linked to the College's Strategic Plan's goals; in fact, personnel are required to indicate this linkage on each Institutional Effectiveness Plan (IEP) form. Objectives are written in the active voice to assure that they are measurable, and they include a time-frame reference for completion. Fiscal needs, if any, are indicated, and all personnel involved in assuring that the objective is met are listed. The method of evaluation for each objective, probably the most important feature of the plan, is stated. The remaining areas of the IEP are left incomplete until the end of the planning cycle. At that time, personnel indicate the results of the stated objective, how the results were used, and what impact the results had. Finally, personnel indicate the status of the objective, i.e., whether it is completed and no further action is needed or if it needs to be continued into another fiscal year. If an objective is not completed, personnel are then required to revise the objective so that it will, hopefully, be finalized in the next fiscal year. The completed IEPs are then returned to supervisors for review.

### **Allocate Resources/Develop Budget**

All departments and divisions are required to submit Budget Requests to support the College's programs and services. Once all unit, departmental, and divisional plans are submitted, the President, with input from the Planning Council, reviews all objectives and prioritizes those which become college-wide.

### **Evaluate Objectives and the Planning Process**

The President, with input from the Office of Institutional Effectiveness and Research, evaluates the Institutional Effectiveness Process and makes adjustments to improve its efficiency and relevance. Evaluation is a part of each step in the Institutional Effectiveness Plan. Written reports of accomplishments, objectives to be continued, and problems encountered, will become a vital part of evaluating the process at the unit, departmental, and divisional (college-wide) levels.

### **Implementation of Approved Objectives (New and/or Revised)**

By the beginning of each fiscal year, the President and the Office of Institutional Effectiveness and Research have completed their evaluations of all proposed unit, departmental, and divisional plans. All planning units then begin implementation of approved objectives.

### **Specialized Plans**

While specialized plans such as the Institutional Management Plan, the Facilities Master Plan and the Crisis Management and Safety Plan are separate from the college plan, some do coordinate with the college plan, and all are addressed by it for systematic evaluation and review.

## **COMMITTEES OF THE COLLEGE**

Committees of Wallace Community College Selma operate in various areas of the College and contribute to its growth and vitality. The committees' purposes and established lines of authority between committee and administration are clearly defined. Committees are vested with significant responsibilities to ensure members of the faculty, staff, and student body are involved in planning, evaluation, and policy development.

## **STUDENT ROLE AND PARTICIPATION IN DECISION-MAKING**

Wallace Community College Selma encourages its students to participate in the institution's decision-making processes to the fullest extent possible. Opportunities for participation are provided through formalized structures and the administration's practice of an open-door policy.

Formalized participation is provided in the following ways:

1. the Student Government Association;
2. student representation on several standing committees;
3. student representation on the College's planning council;
4. student representation, when appropriate, on College ad-hoc committees;
5. the President's meetings with the SGA Senate and other students periodically to discuss how the College can best meet student needs; and
6. students' appeal of decisions made by faculty and staff through the academic and disciplinary grievance processes.

Also, the College's administration practices an open-door policy. Students may, as individuals or groups, present ideas for improvement or voice concerns to the appropriate administrator or the President at any time. The College's administration will respond to such input in a timely manner.

The College believes it can achieve excellence only by the full participation of those it serves, the students, in institutional decision-making.

## **POLICY FOR FACULTY AND STAFF PARTICIPATION IN INSTITUTIONAL GOVERNANCE**

The Board of Trustees is the governing body for the College. In accordance with policies established by the Board of Trustees, the College has established appropriate policies for achievement of the College's mission and goals and a high level of institutional effectiveness.

It is the responsibility of the College's President and administrators to develop and implement procedures and guidelines to effectively implement the policies established by the Board of Trustees and the Chancellor of the Alabama Community College System.

In the development of procedures and guidelines, the College encourages and provides for the full participation of the faculty and staff in its decision-making processes. Participation is provided through formal structures and the administration's practice of an open-door policy. Formal participation is provided through

1. representation on the Planning Council;
2. representation on the Administrative Advisory Council;
3. representation on other standing committees;
4. representation on ad-hoc committees as appropriate;
5. the activities of the College's interest groups;
6. the College's Grievance Procedure whereby faculty and staff may appeal grievances; and
7. periodic planning meetings where input of the faculty and staff is sought.

Also, the College's administration practices an open-door policy. Faculty and staff as individuals or groups may bring comments or concerns to the appropriate administrator or the President at any time. The College's administration will respond to such input in a timely manner.

The effectiveness of the College can be achieved only through full participation of the faculty and staff in institutional decision-making processes.

## **COMMITTEE RECORDS**

Each Committee Chairperson is responsible for maintaining a record of meetings and activities in official minutes. The Chairperson should also provide the President and Library a copy of the minutes of each committee meeting. Minutes kept in the Library are available for faculty, staff, and student review. Minutes may also be distributed electronically.

## **COMMITTEES/COUNCILS**

The following committees represent the standing and ad hoc committees of the College. Other Ad hoc and special committees may be appointed as needed. Generally, committee appointments are made annually around September of each year.

## **PRESIDENT'S CABINET**

The President's Cabinet serves as the College's central operational, administrative, planning, budgeting, and decision-making body. It further advises the President on both operational and strategic management decisions.

## **COLLEGE ADVISORY COMMITTEE PURPOSE**

The College Advisory Committee comprises influential citizens of the service area, and members are selected and appointed by the President of the College. The major purposes of the committee are to serve as a communication channel between the College and community and to advise the President regarding educational needs of the community. Formal meetings are scheduled annually, but the President corresponds with all members regularly.

### **Membership**

Members of the College Advisory committee are appointed by the President of the College.

## **ADVISORY COMMITTEE FOR CAREER/TECHNICAL PROGRAMS**

Each occupational program has a committee comprised of lay persons who manage or work in related business and industry. The committees advise instructors on state-of-the-art equipment, desirable methods of instruction, and needed modifications in curriculum for a particular program. Each advisory committee meets and keeps minutes of each meeting. At the conclusion of the meeting, an Advisory Committee Report Form (Appendix 1) is completed and submitted to the Vice-President for Instruction. A current list of the names is maintained by the Vice-President of Instruction and President's office. The President has final approval of all committee members.

## **STANDING COMMITTEES**

### **ADMINISTRATIVE ADVISORY COMMITTEE**

This Committee acts as an advisory group to the President and the Cabinet. Meetings are held at a minimum of once a year, and recommendations are made concerning institutional policies and procedures.

### **ADMISSIONS APPEAL COMMITTEE**

This Committee reviews and makes recommendations in special cases for students applying for admission or re-admission to the college for reasons of scholastic deficiency or inappropriate conduct. This Committee reports to the Dean of Students.

### **ADMISSIONS**

This Committee reviews and makes recommendations to the Dean of Students. This Committee is responsible also for evaluating regularly the admission policies for all campuses, and for reviewing registration procedures and policies as well.

## **CALENDAR/REGISTRATION COMMITTEE**

This Committee is responsible for developing an instructional calendar and registration dates that adhere to the Alabama State Board Policies. The committee is responsible for making sure that the calendar and registration dates meet the needs of students, faculty, and staff.

## **ATHLETIC COMMITTEE**

This Committee, in consultation with the Athletic Director, is responsible for developing goals and objectives for the intercollegiate athletics program and ensuring that the program is in harmony with and supportive of the purpose of the institution. The committee monitors compliance with academic, admission and financial policies, and under the guidance of the College's administration, is further responsible for regularly and systematically evaluating the athletics program.

## **BLACK HISTORY MONTH OBSERVANCE COMMITTEE**

This Committee is responsible for planning and implementing a series of activities in observance of the Black History Month celebration. This Committee reports to the President.

## **CATALOG/STUDENT HANDBOOK COMMITTEE**

The Committee is responsible for the editing and publishing of the College Catalog. This Committee is directly responsible to the Dean of Instruction.

## **CURRICULUM COMMITTEE**

This Committee acts as an advisory committee for the Dean of Instruction. The Committee is responsible for: (1) periodic review of all existing academic programs and courses offered by the College; and (2) review of all new and/or proposed programs and courses to be offered by the College. Recommendations are submitted in writing to the Dean for Instruction and to the President.

## **E-LEARNING POLICY ADVISORY COMMITTEE**

This Committee advises the College President on Distance Learning issues related to, but not limited to the following: strategic direction and planning of the College's Distance Learning Program; Distance learning platforms equipment purchases and operational standards and policies required to insure quality assurance.

## **TRANSITIONAL STUDIES TASK FORCE COMMITTEE**

This Committee will be responsible for developing goals and objectives and detailing support services specifically designed to meet the unique needs of transitional students.

## **HEALTH/SAFETY COMMITTEE**

This Committee has responsibility for enabling the college to maintain a healthy, secure educational environment for the students, faculty, staff, and visitors. This Committee reports to the Dean of Business and Finance. The Committee will be responsible for updating the comprehensive safety plan.

## **FACULTY/STAFF HANDBOOK COMMITTEE**

This Committee compiles updates and prepares the Faculty Staff Handbook for publication. This Handbook includes policies and procedures set forth by the Alabama State Board of Education as well as consistent local institutional policies and procedures that are necessary for the operation of the College. This Committee is directly responsible to the President of the College.

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

The Committee is responsible for developing professional development activities for the faculty and staff. The Committee makes and receives suggestions from administrators, faculty and staff for professional development activities, develops schedule of intra-college professional development activities, and recommends faculty and staff for professional development activities in and out of state.

## **GRIEVANCE COMMITTEE**

This Committee is responsible for implementing the grievance and appeals procedures for all grievances including those outlined in the Faculty Staff Handbook. The Grievance Committee will be utilized to review complaints that are made by or against staff members at the College. The Committee will be charged by the President to investigate any related complaint and to make recommendations to the President concerning the matter.

## **TECHNOLOGY COMMITTEE**

This Committee will advise the College President on Information Technology issues related to, but not limited to the following: strategic direction and planning of the College's IT resources; investment priorities; organizational forms and operational standards and policies required to insure coherent institutional use of computing, telecommunication, information resources in a technologically heterogeneous environment.

## **SCHOLARSHIP COMMITTEE**

This Committee reviews all applicants for academic and makes recommendations to the President. This Committee reports to the Dean of Students and to the College President.

## **LIBRARY COMMITTEE**

This Committee serves as a liaison among students, faculty/staff, and the community in order to provide appropriate and adequate services to the College's constituents. This Committee is responsible to the Dean for Instruction.

## **RECRUITMENT/MARKETING COMMITTEE**

This Committee is responsible for developing and implementing recruitment/marketing plans and activities for the year. The Committee is responsible for communicating these plans for activities to all College faculty and staff members and may assign or designate any faculty or staff person for specific recruiting activities. Recruiting and Marketing at Wallace Community College is the responsibility of this Committee to ascertain that its recruiting activities and materials accurately and truthfully portray the institution. This Committee reports to the Dean of Students and the College President.

## **GRADUATION COMMITTEE**

This Committee is responsible for carrying out all activities relating to graduation – ordering of regalia, rehearsals, and establishing the line of march. This Committee reports to the President.

## **STUDENT ACTIVITIES COMMITTEE**

This Committee serves as the coordinating body for planning and implementing student activities for the entire year. The committee reports to the Dean of Students.

## **DIVERSITY COMMITTEE**

This Committee is dedicated to creating a more inclusive community in all realms of service grounded in respect and appreciation for individual differences. The Committee endorses a broad definition of diversity, and seeks to provide programs and resources that enhance knowledge and encourage understanding of diversity.



## **CAMPUS BEAUTIFICATION COMMITTEE**

The Committee is to facilitate projects that will enhance the aesthetic beauty and appearance of the campus, while building a sense of pride around the community.

## **FINANCIAL AID ACADEMIC PROGRESS APPEALS COMMITTEE**

This Committee is responsible for addressing major issues relative to financial aid and serves as an appeal mechanism for student aid recipients.

## **FACILITY MASTER PLAN COMMITTEE**

This Committee has responsibility for the planning of necessary modification and renovation of present facilities for all of the campuses and reports to the College President and Finance Director. The Committee, under the supervision of the Dean of Business and Finance, will also develop a plan for the upkeep of the property of the College, the routine maintenance, preventive maintenance and where appropriate, deferred maintenance of buildings of grounds, and equipment and grounds. The plan will be maintained annually and will include in the institutional management plan the schedule of maintenance project to be performed.

## **PLANNING COUNCIL**

The Planning Council, which serves in an advisory capacity to the President, is a fifteen-member committee appointed by the President. In completing its various duties, the Planning Council sometimes works as one large unit but more often appoints sub-committees to study specific concerns and to make proposals to the President and/or the council.

**Chapter III**

**Instructional Policies  
and  
Procedures  
of WCCS**

## FACULTY CREDENTIALS

All faculty members shall meet the qualifications established in the *Principles of Accreditation* of the Commission on Colleges of the Southern Association of Colleges and Schools and by the Board of Trustees.

Each faculty member should confirm that he or she has been employed at the correct rank and salary level. Correct determination of rank and salary level is the responsibility of the President. **If a faculty member is paid at too high a rank, the faculty member is liable for the overpayment.**

### BOARD OF TRUSTEES POLICY 605.02

1. The credentials are organized according to teaching areas. The following groups are presented:
  - 1.1. **Group A.** This group of requirements shall be used for instructors teaching credit courses in the following areas: humanities/fine arts; social/behavioral sciences; natural sciences/mathematics; and in professional, occupational and technical areas that are components of associate degree programs designed for college transfer. This group of requirements shall also be used for librarians and counselors.
  - 1.2. **Group B.** This group of requirements shall be used for instructors teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs not usually resulting in college transfer to senior institutions.
  - 1.3. **Group C.** This group of requirements shall be used for instructors teaching credit courses in diploma or certificate occupational programs. The associate degree program may be authorized, but is not usually required. A doctoral degree is not available in these teaching areas or related areas.
2. All instructors will be “grandfathered” (effective 12-8-94) in their current rank or level placements. For salary purpose Ranks I/B, I/A, II, III, and IV shall be equivalent to Levels 0, I, II, III, and IV, respectively.
  - 2.1. Level IV-Group A
    - 2.1.1. Degree Requirement: Earned Doctorate
    - 2.1.2. In-field Requirement:
      - Option (a) Earned doctorate in-field
      - Option (b) Fifty-four (54) graduate semester hours of coursework in the teaching field.

Option (c) (Accepted only when fifty-four (54) graduate semester hours of coursework in the teaching field is unavailable at any accredited institution of higher education.)

Fifty-four (54) graduate semester hours of course-work in a combination of teaching field, related field, and/or education.

Option (d) (Acceptable only when an instructor has two teaching assignments)

Thirty-six (36) graduate semester hours in a major teaching field with eighteen (18) hours in a second teaching area.

## 2.2. Level IV-Group B

### 2.2.1. Degree Requirement:

Option (a) Specialist degree (minimum thirty (30) graduate semester hours beyond the master's degree in a planned program) plus thirty (30) additional graduate semester hours.

Option (b) Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program) plus the equivalent of thirty (30) additional graduate semester hours as stipulated in 2.2.2. (c) below.

### 2.2.2. In-field Requirement:

Option (a) Thirty-six (36) graduate semester hours in teaching field.

Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field are unavailable at an accredited institution of higher education.) Thirty-six (36) graduate semester hours is a combination of the teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) Twenty-four (24) graduate semester hours in accordance with Option (a) or (b) above plus the equivalent of thirty (30) graduate semester hours of corporate or other external formal training as determined below:

The (30) graduate semester hours equivalent will be determined for each program area by a program standards committee appointed by the Chancellor and composed of

two technical Deans of Instruction and two instructors in each program area. The standards committee will revise the equivalent experience criteria on a three-year cycle.

2.2.3 Work Requirement:

Three years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.3. Level IV-Group C

2.3.1 Degree Requirement:

Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program).

2.3.2. In-field Requirement:

Option (a) Thirty-six (36) graduate semester hours in teaching field.

Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field are unavailable at any accredited institution of higher education.) Thirty-six (36) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, and/or education.

Option (c) Six (6) graduate semester hours in accordance with Options (a) or (b) above plus the equivalent of thirty (30) graduate semester hours of corporate or other external formal training as determined below:

The thirty (30) graduate semester hours equivalent will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle or as needed.

2.3.3. Work Requirement:

Six (6) years of successful full-time experience as a master craftsman/journeyman in the vocational field with competency demonstrated through successful completion of an approved occupational examination, (e.g., NOCTI) within the first year of employment.

2.4 Level III-Group A

2.4.1. Degree Requirement:

Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program) plus thirty (30) additional graduate semester hours.

2.4.2. In-field Requirement:

Option (a) Fifty-four (54) graduate semester hours in the teaching field.

Option (b) (Acceptable only when fifty-four (54) graduate semester hours in the teaching field is unavailable at any accredited institution of higher education.) Fifty-four (54) graduate semester hours in a combination of the teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, and/or education.

Option (c) (Acceptable only when an instructor has two teaching assignments.) Thirty-six (36) graduate semester hours in major teaching field with eighteen (18) graduate semester hours in a second teaching area.

2.5 Level III-Group B

2.5.1 Degree Requirement:

Option (a) Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program.)

Option (b) Master's degree plus the equivalent of thirty (30) graduate semester hours equivalent as stipulated in 2.5.2. (c) below.

2.5.2 In-field Requirements:

Option (a) Thirty-six (36) graduate semester hours in teaching field.

Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field is unavailable at an accredited institution of higher education.) Thirty-six (36) graduate semester hours in a combination of the teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) Fifteen (15) graduate semester hours in accordance with Options (a) or (b) above plus the equivalent of fifteen (15) graduate hours of corporate or other external formal training as determined below:

The fifteen (15) graduate semester hours equivalent will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.

2.5.3 Work Requirement:

Three years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.6 Level III-Group C

2.6.1 Degree Requirement:

Option (a) Master's Degree

Option (b) Baccalaureate degree plus the equivalent of thirty (30) additional graduate semester hours as stipulated in 2.6.2.(c) below.

2.6.2. In-field Requirement:

Option (a) Eighteen (18) graduate semester hours in teaching field.

Option (b) (Acceptable only when eighteen (18) graduate semester hours in the teaching field are unavailable at an accredited institution of higher education.) Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, eighteen (18) graduate semester hours in combination of teaching field, related field, and/or education.

Option (c) The equivalent of thirty (30) graduate semester hours of corporate or other external formal training will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.

2.6.3 Work Requirement:

Six (6) years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.7 Level II-Group A

2.7.1 Degree Requirement: Specialist degree (minimum of a master's degree plus thirty (30) additional graduate semester hours in a planned program.)

2.7.2 In-field Requirement:

Option (a) Thirty-six (36) graduate semester hours in the teaching field.

Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field is unavailable at any accredited institution of higher education.) Thirty-six (36) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) (Acceptable only when an instructor has two teaching assignments.) Eighteen (18) graduate semester hours in a major teaching field with eighteen (18) graduate semester hours in a second teaching area.

2.8 Level II-Group B

2.8.1 Degree Requirement:

Option (a) Master's Degree

Option (b) Baccalaureate degree plus the equivalent of thirty (30) graduate semester hours as stipulated in 2.8.2.(c) below.

2.8.2 In-field Requirement:

Option (a) Eighteen (18) graduate semester hours in the teaching field.

Option (b) (Acceptable only when eighteen (18) semester hours in the teaching field is unavailable at an accredited institution of higher education.) Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) The equivalent of thirty (30) graduate semester hours of corporate or other external formal training will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.

2.8.3 Work Requirement:

Three (3) years of successful full-time experience as a practitioner in the vocational field with competency demonstrated through successful



completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.9 Level II-Group C

2.9.1 Degree Requirement: Baccalaureate Degree

2.9.2 In-field Requirement:

Twenty-seven (27) semester hours in the teaching field or related field.

2.9.3 Work Requirement:

Six (6) years of successful full-time experience as a practitioner in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.10 Level I-Group A

2.10.1 Degree Requirement:

Option (a) Master's Degree

Option (b) (Acceptable only for creative and applied arts and occupational programs.) Baccalaureate degree plus in-field requirements in 2.10.2 (c) below.

2.10.2 In-field Requirement:

Option (a) Eighteen graduate semester hours in the teaching field.

Option (b) Acceptable only when eighteen (18) graduate semester hours in the teaching field is unavailable at any accredited institution of higher education. Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) Acceptable only for 1(b) above: Bachelor's degree with twenty-seven (27) semester hours in the teaching field, documented professional competency, and three (3) years full-time experience in the occupational area.

2.11 Level I-Group B

2.11.1 Degree Requirement: Bachelor's Degree

2.11.2 In-field Requirement:

Option (a) Twenty-seven (27) semester hours in the teaching field.

Option (b) Specialized course work equivalent to the community or technical college program.

2.11.3 Work Requirement:

Three years of successful full-time experience as a practitioner in the occupational, technical, or vocational field.

2.12 Level I-Group C

2.12.1 Degree Requirement:

Associate degree or equivalent (at least sixty (60) semester hours in a planned program including associate degree core).

2.12.2 In-field Requirement:

Specialized course work equivalent to the community or technical college program.

2.12.3 Work Requirement:

Six (6) years of successful full-time experience as a practitioner in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first two years of employment.

2.13 Level 0-Group A

(Instructors using these minimum requirements may only teach basic computation and communication skills in diploma or certificate programs or remedial courses.)

2.13.1 Degree Requirement: Bachelor's Degree

2.13.2 In-field Requirement:

Twenty-seven (27) semester hours in the teaching field.

2.14 Level 0-Group B

2.14.1 Degree Requirement: Associate Degree

2.14.2 In-field Requirement:

Major in assigned teaching area.

2.14.3 Work Requirement:

Three (3) years successful full-time experience as a practitioner in the occupational or technical field.

2.15 Level 0-Group C

2.15.1 Degree Requirement:

Associate degree or equivalent (at least sixty (60) semester hours in a planned program including associate degree core.)

2.15.2 In-field Requirement:

Specialized course work equivalent to the community or technical college program.

2.15.3 Work Requirement:

Three (3) years successful full-time experience as a practitioner in the occupational or technical field.

## **TERMS AND CONDITIONS FOR FULL-TIME FACULTY**

1. Except as may otherwise be provided by law, by contract, or by the specific terms of any appointment, all Employees are deemed to be “at will,” and may be terminated, demoted, reassigned, suspended or disciplined with or without pay, or with reduced pay, and with or without cause.
2. All Employees shall be appointed and/or re-appointed in accordance with applicable federal and state law, and in conformance with the policies and procedures of the Board of Trustees of the Alabama Community College System.
3. Employees whose employment is subject to the Students First Act as codified at Sections 16-24C-1, et seq., Code of Alabama (1975) (“Students First Act”), must serve the maximum period of any probationary service provided or permitted by law before attaining non-probationary status with the College. Except as provided by law, neither tenure nor non-probationary status creates or confers any enforceable right or protected interest in or to a specific rank, work site or location, assignment, title, or rate of compensation within those categories of employment.
4. While on duty, all full-time faculty members shall devote their full-time energies to the performance of their duties which include, but are not limited to, the academic advisement of students and providing assistance in the student registration process.

5. The teaching load and schedule of each full-time faculty member shall be determined in accordance with the administrative procedures of the institution. All full-time faculty will be subject to teaching off-campus classes and evening classes as part of their regular teaching load. Assignment and/or changes in assignment will be made in writing by the President or his/her authorized designee.
6. The Employee hereby confirms that he/she possesses the necessary credentials, as required by the Board of Trustees, to fill the position for which he or she is employed. If it is determined by the College or Chancellor of the Alabama Community College System that the Employee does not possess such credentials, then this employment will be voided by the College upon no less than fifteen (15) calendar days' notice to the Employee, unless the Employee has attained non-probationary status. Employees who have attained non-probationary status prior to the discovery of the necessary credentials, shall face termination proceedings in accordance with the requirements of the Board of Trustees' policy and the Students First Act.
7. The Employee shall meet all classes and office hours according to schedule and will create, maintain and submit all required class records and reports by due dates. Those documents are:
  - a. list of no shows.
  - b. return of accurate class rosters.
  - c. submission of final grades.
  - d. compliance with College Syllabus Policy.
8. Employees have no expectation of summer employment. Any employment for summer terms will be handled via a separate letter of appointment. Summer employment does not count towards, and may not be used for, the attainment of non-probationary status.
9. In the event Employee is terminated in the middle of the academic year, the Employee's salary shall be calculated on a daily rate from the beginning of the academic year, such calculation to be in accordance with applicable rules of the Board of Trustees and directives of the Chancellor. In the event that an appropriate calculation of the compensation due to the Employee indicates that the Employee has received an overpayment of salary and/or other compensation, the Employee agrees to reimburse the College for such overpayment within thirty (30) calendar days after the actual termination date of the employment, or no later than September 30.
10. All instructional personnel intending to resign are required to give written notice of resignation no later than 30 days prior to the beginning of the fall academic semester, unless the resignation is mutually agreed upon in writing by the instructional staff member and the College. Each instructional staff member shall complete all instructional duties and be cleared by the chief administrative officer for any semester started, except by mutual written agreement by both parties.

11. The Employee shall take all reasonable action necessary to keep himself/herself fully aware at all times of, and fully abide by, all applicable rules, regulations, and procedures of the College and the Board of Trustees, regardless of whether such rules, regulations, and procedures are recorded in a faculty handbook or other College publications, stated in other written form, or stated orally to faculty members in general.
12. Employee agrees that prior to becoming employed by any person or entity other than the College, including but not limited to consultative employment, he or she will inform the College of such outside employment and, if known, the working days and hours of such outside employment. Employee shall not engage in any outside employment which would (1) disrupt or interfere with operations of the College, (2) directly compete with the College, (3) impose additional financial burdens upon the College, (4) violate the Alabama Code of Ethics for public employees (as set forth in the Code of Alabama), or (5) be of a nature, character, or subject matter such that the outside employment, when considered in the light of Employee's position and duties with the College, would tend to decrease the effectiveness of the Employee in performing his/her College employment duties.
13. Employee shall not conduct any outside employment or business activities during College working hours, nor shall Employee use any College property, equipment, or facilities for personal gain.
14. All full-time faculty members shall attend the annual Honors Ceremony and the annual Graduation Ceremony.

## **SUMMER EMPLOYMENT POLICY FOR FACULTY**

Summer Employment for full-time faculty at the College is determined by Board of Trustees Policy 603.02. There is no contractual right, property interest or entitlement to summer employment. A full-time instructor, counselor, or librarian on Salary Schedule D who is employed by virtue of an academic year contract (fall and spring semesters) shall have first option (over part-time or temporary employees) for employment in the summer term, provided that: (1) there is sufficient student enrollment; (2) there is sufficient funding available; (3) the employee is qualified to provide the service scheduled; and (4) the employee is in line to be hired by the College's summer employment policy. In addition, instructors may be given priority for summer teaching only in areas in which they taught on a regular basis during the preceding academic year. In instructional departments in which there are two or more faculty members qualified to teach the same subject area, the departmental summer employment policy must be based upon a seniority principle, a rotation principle, or a combination of both. In such departments, the Department Chair will conduct an election to decide which of the above three methods will be used to determine summer employment priority in that department. The Department Chair will then construct a written summer employment plan, have it signed by each department faculty member, and submit it to the Dean for Instruction for review. The Dean for Instruction will then submit each proposed summer employment plan to the President for approval.

**College Policy Statement:**

At Wallace Community College Selma, full-time faculty employment is for the nine-month academic year only. Employment for the summer term (or semesters) is optional both with the College and with the instructor, and does not count towards the attainment of tenure or non-probationary status.

Summer teaching appointments are based on the following considerations:

1. All College faculty (both academic and technical) are employed pursuant to the following understanding: the academic year is a nine-month year, and no faculty member is automatically given summer employment.
2. Please refer to the Summer Employment Policy for Instructional Department Faculty in order to become familiar with the College policy on summer instructional assignments.
3. The most important criterion for all summer teaching employment will be class size and student need.

In accordance with Board of Trustees Policy No. 603.02, and formalized by signature agreements in April, 2001, the Summer Employment Policy for full-time faculty of the several disciplines in the Instruction Division is as follows:

Associate Degree Nursing  
Rotation Only

Business Administration  
Seniority only

Business Education  
Seniority only

Computer Science  
A Combination of seniority and rotation

Mathematics  
Seniority only

Language Arts  
Seniority only

Licensed Practical Nursing and Nursing Assistant  
A combination of seniority and rotation

Biological and Physical Sciences  
Seniority only

I. Academic Faculty

- A. Each academic course must have a minimum number of students enrolled as determined, annually, by the President. Courses with less than the minimum enrollment established by the President may be canceled. The minimum enrollment is subject to change annually after review by the Department Chair.
- B. A full teaching load for an academic instructor for a summer term is twelve (12) to thirteen (13) credit hours or the equivalent, as determined by the President.
- C. The pro-rata payment system for fractional academic instructor teaching appointments is based on credit hours taught. For example, an academic instructor may request one of the following:
  - 25% of full-time pay for Three (3) semester hours taught
  - 34% of full-time pay for Four (4) semester hours taught
  - 50% of full-time pay for Six (6) semester hours taught
  - 67% of full-time pay for Eight (8) semester hours taught
  - 75% of full-time pay for Nine (9) semester hours taught
  - 100% of full-time pay for Twelve (12) semester hours taught

II. Technical Faculty

- A. Each technical course must have a minimum number of students enrolled as determined, annually, by the President per full-time faculty member for the summer term. Courses with less than the minimum number of students required will be canceled. The minimum enrollment is subject to change annually after review by the Department Chair.
- B. A full teaching load for a technical instructor for a summer term is thirty (30) contact hours per week or the equivalent, as determined by the President. The pro-rata payment system for fractional technical instructor teaching is based on contact hours per week. For example, a technical instructor may request 50% of full-time pay for 15 contact hours per week.

## **ACADEMIC FREEDOM**

Wallace Community College Selma subscribes to the following principles in regard to academic freedom:

1. The instructor is free to conduct independent research and to publish the results so long as such activity does not interfere with his/her assigned duties; however, research for pecuniary gain should not be undertaken without an understanding with the President.
2. In the classroom, the instructor has full freedom to discuss his/her subject. He/she should not introduce into his teaching irrelevant, controversial matter. Within this limitation, the institution protects the right of both the student and the instructor to freedom of research and its freedom of exposition.
3. The institution respects the rights and privileges of the instructor as a citizen, but believes that his/her position imposes special obligations. Hence, the instructor is free from instructional censorship or discipline when he/she speaks, writes, or acts as a citizen; however, he/she should always be mindful of the fact that the public may judge

the institution by his/her words and behavior, and should therefore be accurate, exercise restraint, respect the opinions of others and make it clear that he/she is not a spokesman for the College.

## **INTELLECTUAL PROPERTY RIGHTS**

Wallace Community College Selma maintains all rights to intellectual property created at the College's expense. The College reserves rights of ownership of all intellectual property including, but not limited to, curricula materials, books, web pages, electronic publications, and other programs written or created by students, faculty, and staff using College equipment, and during time compensated by the College. Rights to intellectual property created by College employees at their own expense, utilizing their personal equipment/resources and during their personal time will be retained by the employee.

## **TEACHING LOAD (Full-time Faculty)**

For the fall and spring semesters, the normal teaching load for academic faculty at Wallace Community College Selma is fifteen (15) to sixteen (16) semester hours, or the equivalent as determined by the President. For the summer term, the normal teaching load for academic faculty at Wallace Community College Selma is twelve (12) to thirteen (13) semester hours, or the equivalent as determined by the President. The normal full-time teaching load for technical faculty is 30-35 contact hours per week.

## **TEACHING OVERLOADS (Extra Service)**

With the approval of the President, a full-time instructor may be employed to teach a maximum overload of one course and/or lab per semester. The overload course must be taught outside the normal thirty-five hour work week of the instructor, and the pay must be at the prevailing adjunct salary rate. For pay purposes, an overload will be calculated only for credit hours taught above fifteen (15) or sixteen (16) credit hours normally taught. Overloads with pay will only be approved for instructors who teach beyond the full time load or the equivalent as determined by the President. Requests to teach an overload must be approved by the Department Chair and the Dean for Instruction prior to the submission of the request to the President for approval.

## **CLASS ENROLLMENT MINIMUMS**

Institutional Policy sets minimum enrollment standards and guidelines for the academic and technical programs of the College. The minimum class enrollment standard for the academic and technical programs is eighteen (18) students per academic class and eighteen (18) students per technical program (16 students per technical program during the summer.) Exceptions are considered on a case-by-case basis and must be approved by the President. Minimum enrollment standards are subject to change after annual review by the appropriate committee, appropriate Department Chair, appropriate Dean, and/or President.



## **FACULTY OFFICE HOURS**

Each semester, an instructor must establish and present to the Dean for Instruction an official work schedule. A faculty work schedule must conform to the following guidelines:

1. Contain a minimum of thirty-five (35) hours each week. These hours must be classroom/laboratory teaching or office hours;
2. Lunch and/or other breaks, i.e., time off the clock, cannot be included within the thirty-five (35) hours;
3. In addition to regularly scheduled office hours, faculty should make every effort to honor student requests for specific appointments;
4. At least two (2) hours must be scheduled on each of the five (5) workdays;
5. No more than five (5) consecutive hours of student contact should be scheduled. For the purpose of this guideline, classroom teaching hours, laboratory teaching hours, and advising hours are considered student contact;
6. No more than thirty (30) hours of instructional student contact may be scheduled;
7. If an instructor is approved to teach an extra-service (overload) class, that class must be scheduled outside the thirty-five (35) hours of the regular weekly work schedule;
8. If an instructor teaches an extra-service (overload) class, the instructor must schedule one hour of student advising for that extra-service class. This hour must be scheduled outside the thirty-five (35) hours of the regular weekly work schedule;
9. Faculty members must be available during regularly scheduled office hours, faculty duty days, and as assigned for providing academic advisement to students. Faculty members may not take personal leave during any scheduled registration day.

An official blank Faculty Office Schedule form will be provided each semester to each faculty member by his or her Department Chairperson. Office hours must be approved by the Department Chairperson and sent to the Dean for Instruction no later than the end of the fifth class day of each semester. Office hours must be posted each semester in a location readily available to students.

## **ROOM ASSIGNMENT**

Each class is assigned to a specific room for the entire semester. Room availability is often limited, especially during the fall semester. Therefore, you may not change a classroom assignment without obtaining the permission of the Dean for Instruction or his/her designee.

## **COURSE SYLLABI**

Each instructor, both full-time and adjunct, must provide a written syllabus to each student enrolled in the classes taught by the instructor each semester.

A syllabus must provide all the information necessary for each student to know the full range of requirements in a class and **MUST** follow the **OFFICIAL SYLLABUS MODEL**, a copy of which is reproduced here and also posted on the College website.

Each semester, a copy of each syllabus produced by each instructor must be filed with the Department Chair and submitted via e-mail attachment in MS Word format (.doc or .rtf file) to the Office of the Dean for Instruction at this address: [syllabus@wccs.edu](mailto:syllabus@wccs.edu).

## **INDEPENDENT STUDY CLASS POLICY AND PROCEDURE**

**Policy:** Under limited and extraordinary circumstances, a student may request permission to receive instruction via the means of an Independent Study class. In general, there are two conditions which must exist for a student to request an Independent Study class:

- A. specific course is required in a student's degree plan for respective student to graduate during the same semester; and
- B. no other course is available during that term as an appropriate substitute for the required course.

**Procedure:** The student must request the Independent Study from a specific instructor. The instructor must make the request with written justification to the appropriate Department Chair. The written request must then be approved by the Department Chair, the Dean for Instruction, and the President. IF approved, the President will transmit the approval to the Dean of Students who will create the Independent Study section.

## **CAMPUS NETWORK , INTERNET USAGE POLICIES AND GUIDELINES**

### **Section A: Usage Policies**

1. Any use of College telecommunication or networking services for illegal, unethical, inappropriate, or obscene purposes, or in support of such activities, shall be prohibited. Illegal activities shall be defined as a violation of the College's mission, goals, policies, or procedures.
2. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images,

programs or data) without the explicit permission of the copyright holder, except as permitted by the principle of fair use. Any responsibility for the consequences of copyright infringement lies with the user. The College expressly disclaims any liability or responsibility resulting from such use.

3. Through electronic means or otherwise, network users shall not violate the conditions of the Education Code dealing with a student's right to privacy, including but not limited to the Family Educational Rights and Privacy Act, codified at 20 U.S.C. §1232g; 34 CFR Part 99).

Additional examples of unacceptable use of the Wallace Community College Selma network and Internet connection include, but are not limited to, the following:

- a. libeling or slandering other users;
- b. malicious destruction or damage to equipment, software, or data including the willful introduction and spreading of computer viruses;
- c. disruption or unauthorized monitoring of electronic communications;
- d. plagiarism;
- e. recreational use, including chatting;
- f. commercial gain or private profit.

## **Section B: General Guidelines**

In addition to complying with College network/Internet policies, users are expected to adhere to the policies and procedures established by other networks and facilities not owned by the College but which are accessed or traversed while using the Internet. Internet connections and computing resources provided by the College must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, Province, or other local jurisdiction in any material way. In addition, all of the College's communication services and computer equipment, including but not limited to computers, printers, routers, internet, intranet, messages, data, and information transmitted or stored by or through them, are the sole property of the College, and the College reserves the right to monitor, under appropriate conditions, the use of computer resources to protect the integrity of the system and to ensure compliance with regulations. Employees, students, and other users do not have any expectation of privacy in materials, communications, data and information stored or transmitted using the College's communication services and/or equipment. In addition, the following should be taken into consideration:

1. Users of the College's network and Internet connection should be aware that non-business or non-College related software downloaded from the Internet may affect a workstation's performance through the random changing system settings thus affecting system and network performance. In addition, the downloading and installation of non-authorized software may render a workstation unusable, and loss of valuable data may occur.
2. Users should observe proper NET etiquette. Users should:
  - a. be polite in all communications;
  - b. not send messages that are abusive or contain swearing or vulgarity;
  - c. not send a message in CAPITAL letters as this is considered as shouting at the reader.
3. The Internet is not a wholly secure environment. Users should take precautionary

measures before making personal identification or information available over the Internet. All use of the College's internet, intranet, communication services and computer equipment is at the user's own risk. The College is not responsible for any claims, losses, damages, obligations, or liabilities directly or indirectly relating to the use of the Internet or caused thereby or arising therefrom.

4. USERS MAY NOT DISABLE OR REMOVE ANY SECURITY OR DATA PROTECTIONS PROGRAMS, DEVICES OR MEASURES.
5. USERS SHALL NOT RELEASE OR SHARE PASSWORDS.

## **CLASS MEETINGS**

Each meeting of a class should begin and end on time. Instructors should ensure that classes meet for the full period. The official policy of the College stipulates that there are no regularly scheduled breaks in any of the class periods.

First Class Meeting: Many classes at the College last longer than the traditional fifty-minute hour. Instructors should plan to keep students the full class period on the first meeting of the class each term. Confusion can be kept to a minimum when instructors are available to direct students who are frequently late the first few days of the semester. Instructors should not give students a syllabus and release them early on the first day of class. The College recognizes that student's tuition should include a full measure of instruction in every class period.

## **CLASSROOM SUPERVISION**

Instructors should supervise classrooms to ensure that no drinking, eating, cell phone use, digital pager use, and/or tobacco products use occur in the classrooms. Active cell phones and pagers may be used only by students who are on-call, EMT, nursing, fire or law enforcement personnel. This policy must be strictly enforced. If a student refuses to comply with this policy after being informed that he/she is violating the policy, the instructor should take no action which would disrupt his/her class. Instead, the instructor should inform the student that his/her refusal to comply with the policy will be reported to the Dean of Students. Then, at the earliest possible convenient time, the instructor should report the matter to the Dean of Students, and the Dean of Students will implement the appropriate disciplinary action as prescribed in the Student Handbook. Also, at the conclusion of class, instructors should turn off the lights and the air/heat unit if applicable.

## **COLLEGE POLICY ON MINORS**

The College welcomes visitors and expects them to respect the laws of the State of Alabama and to abide by the policies and procedures established by the College and its governing board, the Board of Trustees.

The mission of Wallace Community College Selma is to provide high-quality educational opportunities and services that are responsive to individual, community, and State needs. Thus, the College seeks to establish and to maintain a safe environment which is conducive to an effective learning process.

The safety and security of minors (i.e., persons under the age of 18) are the responsibility of the parent, guardian or adult care giver. The College cannot assume responsibility for the safety of minors left unattended, nor can the College act as a care giver or protector of minors. Minors not enrolled as the College's students may not remain on campus without the supervision of a parent, guardian or other adult care giver. Absence of such supervision may disrupt the learning process or work setting and possibly create a safety hazard for others on the College campus. No employees, students, or visitors should bring minors not enrolled as the College's students to any class or leave minors unattended in any area of the College. Minors found unattended on the College's campus may be referred to the Campus Police and/or to the Alabama Department of Human Resources.

## **CLASS ROSTERS**

It is the responsibility of the instructor to verify the accuracy of official class rolls. This is an important duty which must be performed in a timely fashion.

Instructors should print a copy of their class rosters from the AS/400 before the first day of class to determine students enrolled. Daily updates should be performed by instructors until the drop/add and late registration period have concluded. An instructor should not allow a student to remain in class or to submit work on-line if the student's name does not appear on the class roster.

After the published late registration date for each semester, a "No Show" roster will be distributed to instructors by the Office of Student Services, and the due date for returning the roster will be stated. It is imperative that "No Show" rosters be submitted by the deadline date. Instructors should sign their rosters and submit the original rosters to the Office of Student Services. A staff person will accept the roster, date stamp the roster, and provide the instructor a copy. If an instructor erroneously reports a student as a "No Show", and the student has attended the class, the instructor may request that the student be added back to the class roster. The student must submit a signed Admit to Class Form to the Office of Student Services prior to the 14th day of the semester.

## **ATTENDANCE POLICY**

Students are expected to attend each class session, to arrive on time, and to remain for the entire class session. Faculty may record attendance from the first class meeting. However, it is the student's responsibility to keep track of his/her class attendance. The instructor is not required to notify the student when the student has been excessively absent. Frequent absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course. In such cases, the student should withdraw from the

class before the last date to drop with a grade of “W.” Withdrawal from a class may affect eligibility for federal financial aid. Students should contact the Financial Aid Office for information concerning federal financial aid issues.

When a student is absent from class, the student is responsible for all material covered in class and for any assignments made in class. The instructor is not required to review with the student any material missed as a result of being absent, nor is the instructor required to notify a student if a student is in danger of a lowered grade due to any graded work missed. The instructor is not required to provide an opportunity for make-up. The instructor’s policies regarding attendance issues (including make-up work) shall be clearly defined in the syllabus to be distributed on the first day of class. Attendance requirements in career/technical programs may differ from (and be more restrictive than) this policy.

### **Absences for Approved College Activities**

Absences for students participating in official College activities that have been approved by the President or his designee will be excused upon receipt of written notification from the appropriate coach or sponsor. This notification will meet the following guidelines:

1. Notification must be given to the instructor prior to the absence(s); and
2. Notification must state the time frame of the activity including, specifically, the time for which the student must leave for the activity and when the student will return to campus.

It is the responsibility of each student engaged in approved College activities to make arrangements to complete any missed assignments, examinations, or other course requirements, at a time convenient for the instructor.

## **ACADEMIC HONESTY POLICY**

One of the chief goals of Wallace Community College Selma is to promote academic honesty. Student actions which deter or discourage intellectual growth are defined as academic dishonesty and are listed as follows:

1. Any form of cheating on any exam, quiz, problem, or other exercise which is a requirement of a course.
2. Plagiarism on an assigned paper, theme, report, or other written material submitted to meet course requirements.
3. Use of papers or any other materials from Internet sources and submitted as the student’s own.
4. Have in the immediate testing area materials or devices not expressly authorized by the test administrator.

5. Intentionally providing false information to any College official.
6. Alteration or unauthorized use of any College record or document.
7. Unauthorized use of College Computer facilities, programs, and/or data.
8. Presenting as genuine any invented or falsified citation or material.

## **ACADEMIC HONESTY DISCIPLINARY PROCEDURE**

1. A complaint of academic dishonesty against a student may be made by any person (faculty, staff or student) having knowledge of the alleged activity. If a faculty member initiates the complaint, he/she may not confiscate exam/assignment materials immediately, but will notify the student after the exam/assignment is completed that the student will have a hearing on possible cheating. Such a complaint must be made in writing, signed, addressed to the Dean of Students, and filed in the Dean of Student's office within seven (7) calendar days of the alleged activity.
2. The Dean of Students shall investigate the allegations made in the complaint within seven (7) calendar days of receipt of the complaint. If the Dean of Students determines there is reasonable cause to believe that the student violated the Academic Honesty Policy or the items under "Misconduct" in the College Catalog, the Dean will notify the student in writing of the specific charges against him/her. The notice shall require the student to make an appointment within seven (7) calendar days of receipt of said notice to discuss the complaint with the Dean of Students. Failure to arrange said appointment shall be taken as an admission of the allegation(s) contained in the complaint and a waiver of request for a hearing. Consequently, the Dean of Students shall assign a sanction deemed appropriate.
3. Pursuant to Paragraph 2, the Dean of Students shall meet informally with the accused student and present the complaint. If the Dean of Students determines that reasonable cause exists that the student is in violation of the Academic Honesty Policy, the student may be offered the opportunity of executing a statement accepting the sanction deemed appropriate by the Dean of Students and waiving the right to a hearing before the Discipline Committee. Any student who fails to execute the aforementioned statement shall be deemed to have demanded a hearing before the Discipline Committee. The purpose of this hearing is to permit both the student and the complainant to present their respective sides of the alleged incident.
4. In the event that the student demands a hearing before the Discipline Committee, the rules of notice and hearing are the same as described in the Disciplinary Procedure section of the College Catalog/Student Handbook.
5. Upon conclusion of the hearing, the Committee Chair will explain to the student the results of the hearing and any penalty that will be imposed on the student. If the student is determined innocent, the exam/assignment will be graded following the hearing. If

student guilt is established through the due process procedure for policy items 1-4, above, only then may the instructor assign a grade of “0” or “F” on the assignment in question. For violations involving policy definitions 4-8 of the Academic Honesty Policy, the Discipline Committee may suspend the student for a specific period of time or expel the student from the College.

6. The student may appeal the decision of the Discipline Committee to the President. Such an appeal must be in writing, signed, and filed in the President’s Office within seven (7) calendar days of the decision.

## **WITHDRAWAL FROM COURSES**

An instructor may not assign a grade of “WP” or “WF”; however, a student may request to withdraw, and an instructor may assign a grade of “W” at any time until the 80% point of any academic term. This generally means until the end of the 12th full week of classes during the full fall and spring terms and until the end of the 8th week of classes during the summer term. The grade of “W” signifies the student has withdrawn from a course within the time period designated by the College. Credit hours for courses receiving a grade of “W” will not be calculated in the student’s grade point average.

## **FORMAL EVALUATIONS**

All instructors are **REQUIRED** to make at least four formal evaluations of student progress excluding the final examination. This is a **MINIMUM** schedule for evaluation of a student's academic progress. Evaluations may be in the form of tests, term papers, reports, etc., and must result in recorded grades. Students should be provided with timely, periodic feedback on their progress in each course.

## **GRADE ASSIGNMENTS**

Students enrolled in all courses numbered 100 and above must be assigned letter grades. Courses numbered less than 100 (example: MTH 090) are evaluated on a pass/fail basis. With the exception of courses in the Associate Degree Nursing, Nursing Assistant and Practical Nursing programs, all College courses must adhere to the following grading system:

A = 100 - 90%  
B = 89 - 80%  
C = 79 - 70%  
D = 69 - 60%  
F = 59 - 0%



I = Incomplete (written explanation must accompany Class Roster and Grade Report).

W = Withdrawn (dropped) within grace period. A grade of "W" cannot be assigned unless the student has officially withdrawn from the course. Students who cannot complete course requirements during the semester may be given an "I" (Incomplete) provided they make prior arrangements with the instructor. Assignment of a grade of "I" requires that a written statement be attached to the Class Grade Report explaining the reason for the "I."

## **FINAL GRADES**

Final grades must be submitted to the Office of Student Services via the Internet using the appropriate AS/400 module and according to an established schedule. This schedule will be placed in each instructor's mailbox. It is imperative that instructors comply with this schedule.

Posting of Grades: The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. The public posting of grades either by the student's name, institutional identification number or social security number is a violation of FERPA. Grades must not be posted either by name, social security number, or any other personally identifiable information. Grades may be posted by code, but only the instructor and the individual student should know the code words or randomly assigned numbers. The code must provide absolute protection to the privacy of the student and to the confidentiality of the student's grade.

Grade Books: At the conclusion of each semester, each instructor shall give to his/her Department Chair, the grade book or a copy of the pages from the grade book used to record attendance and to calculate the grade of each student in each class to which the instructor is assigned.

College Catalog: Instructors are expected to be familiar with the general information, the curricula information, and all instructional policies and procedures published in the College Catalog/Student Handbook in order that they may effectively advise and counsel students.

Instructor Liability: All State of Alabama laws pertaining to safety in educational institutions must be strictly adhered to and carried out. Instructors are liable under State of Alabama law for negligence. Each instructor should teach, in his/her area, those safety practices which are applicable to the department, particularly in laboratories and physical education classes.

Additionally, instructors should stress the importance of proper care of college property and teaching equipment. Deliberate damage and abuse to college property should be reported to security and the appropriate administrator.

Safety Procedures: The following excerpt from the State Safety Law outlines certain other safety requirements that must be met: Code of Alabama, 1975, Title 16, Chapter 16-1-7:

“Every pupil, every teacher, and visitors in public schools shall wear industrial quality eye protective devices when participating in the following activities:

- A. Vocational or industrial arts shops or laboratories involving experiences with the following:
1. Hot molten metals.
  2. Millings, sawing, turning, shaping, cutting, or stamping, of any solid materials.
  3. Heat treatment, tempering or kiln firing of any metal or other materials.
  4. Gas or electric welding.
  5. Repair or servicing of any vehicle.
  6. Caustic or explosive materials.
- B. The State Board of Education or other governing authority of each school shall furnish the eye protective devices prescribed in this section free of charge to the pupils and teachers of the school participating in the courses described in subsection (a) of this section.
- C. “Industrial quality eye protective devices” as used in this section shall mean devices meeting the current standards of the American standard safety code for head, eye and respiratory protection, promulgated by the American Standards Association, Incorporated. (Acts 1965, 1st Ex. Session, No. 168, p. 219.)”

## **ESSENTIAL “FERPA” FACTS FOR FACULTY**

**FERPA** stands for Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment). Passed by Congress in 1974, the Act grants four specific rights to the adult student:

1. The right to see the information that the institution is keeping on the student.
2. The right to seek an amendment to those records and in certain cases append a statement to the record.
3. The right to consent to disclosure of his/her records.
4. The right to file a complaint with the FERPA Office in Washington, DC.

Student educational records are considered confidential and may not be released without the written consent of the student. Faculty and staff members have a responsibility to protect educational records in their possession. To avoid violations of FERPA rules, DO NOT:

1. At any time use the entire Social Security Number of a student in a public posting of grades.
2. Ever link the name of a student with that student's social security number in any public manner.
3. Leave graded tests in a stack for students to pick up by sorting through the papers of all students.
4. Circulate a printed class list with student name and social security number or grades as an attendance roster.
5. Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student.
6. Provide anyone with lists of students enrolled in your classes for any commercial purpose.
7. Provide anyone with student schedules or assist anyone other than university employees in finding a student on campus.

No information should be released regarding a student without consent from the Office of Student Services. More information on FERPA rules are contained in the College Catalog.

## **PROCEDURE FOR TEXTBOOK ADOPTION/CHANGES**

Textbook Recommendations: A recommendation to change the required textbook for a course must be submitted with justification for the change by interested faculty to the Dean for Instruction through the appropriate Department Chairperson. All full-time faculty members who teach the course should be involved in the selection and justification of the textbook.

Desk Copies of Textbooks: A desk copy of the proposed text should be provided to the Department Chairperson and the Dean for Instruction when a textbook recommendation is made (one copy will be sufficient for all). Once a textbook has been adopted, the Department Chair, or his/her designee, is responsible for ordering additional desk copies for all full-time and part-time faculty in his/her area of responsibility.

Interdepartmental Agreement: Textbooks selected for courses taught by and for only one department or program will not necessarily be subject to external review by other departments. For example, there would be no need for math faculty to review a cosmetology textbook recommendation. However, if a course is taught by a faculty member in one department for a different department, a change in textbook for that course must be agreeable to both (or all) departments.

Reading Level: Unless specifically exempted by the Dean for Instruction, all Requests for Change of Textbook forms must include an assessment of reading level based upon a nationally recognized reading level scale. Instructors not familiar with such measures should consult the Developmental Education Laboratory Coordinator for assistance.

Notification: If the Department Chairperson recommends, and the Dean for Instruction approves, the Request for Change of Textbook form will be forwarded to the Bookstore Manager for inclusion on the official textbook list for the College. If it is not economically feasible to change the text at the time of approval, the Bookstore Manager will notify the Department Chairperson and the faculty.

Limitations: As a general rule, once a text is approved it should not be changed for at least two years. Requests for exceptions to this rule can be made to, and granted by, the Dean for Instruction.

Sale of Complimentary Textbooks: Desk copies of textbooks are the property of the College, not the instructor. The Alabama Ethics Commission has issued an advisory opinion that “faculty members may not sell for personal profit complimentary copies of textbooks furnished to them by textbook publishers for possible use in the classroom.” At Wallace Community College Selma, it is suggested that faculty members donate unused complimentary copies of textbooks to the library.

Salespersons: Staff may confer with salespersons that represent specific items in instructional related materials. Office hours may not be used to discuss personal insurance, etc., with a salesperson. The College’s administration does not grant permission to salespersons to solicit individual business on campus during instructional hours.

## **ABSENCE FROM CLASS**

If an instructor is compelled to be absent from class, he/she shall notify the Campus Police (876-9248) and request that they post the cancellation of the class (course number, title, time, and date) on the appropriate building and room door. In addition, the instructor shall notify the Department Chairperson and the Dean for Instruction of his/her absence from class.

Whenever possible, this notification should be completed prior to the instructor’s absence. If the absence is due to illness, the proper leave request form must be submitted to the Department Chairperson within twenty-four hours after the instructor returns to work. Personal leave or professional leave requires approval before the absence. If the instructor knows in advance that he/she is unable to meet his/her classes, the instructor should not request Campus Police to post their class(es); the instructor is responsible for posting those classes and/or announcing the planned absence to his/her students. Full time instructors are required to maintain their scheduled office hours.

## **FIELD TRIPS**

Definition of Field Trips: Any educationally related activity or event (either optional or mandatory), which requires students to travel off campus to an instructional site other than designated in the Schedule of Classes. This definition excludes nursing/allied health clinical activities and other alternate teaching sites that must be utilized to accomplish the minimum objectives (competencies) of a course.

Procedures: A field trip requires prior approval of the Department Chair, Dean for Instruction, and the President. The expenses of field trips are charged to departmental budgets. Usual minimum expenses are those for a College vehicle and for a certified driver of that vehicle. These expenditures must be approved (as stated above) prior to the proposed field trip.

## **“FAIR USE” COPYRIGHT STANDARDS**

The following is the text of guidelines developed as a statement of minimum standards for "fair use" of copyrighted materials for educational purposes under the new copyright law.

The guidelines were agreed upon by representatives of educational organizations, authors, and publishers, who emphasized that the statement was not intended to limit types of copying permitted by law. Generation and use which exceeds these standards will be considered a violation of the copyright law.

- A. Single copying for teachers: A single copy may be made of any of the following by or for a teacher upon individual request for scholarly research or use in teaching or preparation to teach a class:
  - 1. A chapter from a book.
  - 2. An article from a periodical or newspaper.
  - 3. A short story, short essay, or short poem, whether or not from a collective work.
  - 4. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
  
- B. Multiple copies for classroom use: Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion provided that the following conditions are met:
  - 1. The copying meets the tests of brevity and spontaneity as defined below; and,

2. Meets the cumulative effect test as defined below; and,
3. Each copy includes a notice of copyright.

### **Definitions: Brevity**

1. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
2. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10 percent of the work, whichever is less, but in any event a minimum of 500 words.  
(The limits stated in 1 and 2 above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)
3. Illustration: One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
4. "Special Works": Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety.

Paragraph 2 above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10 percent of the words found in the text thereof, may be reproduced.

### **Spontaneity**

1. The copying is at the instance and inspiration of the individual teacher, and
2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

### **Cumulative Effect**

1. The copying of the material is for only one course in the school in which the copies are made.
2. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author or no more than three from the same collective work or periodical volume during one class term.
3. There shall not be more than nine instances of such multiple copying for one course during one class term.

(The limitations stated in 2 and 3 above shall not apply to current news periodicals and newspapers and current news sections of periodicals.)

Prohibitions as to A and B: Notwithstanding any of the foregoing, the following shall be prohibited:

1. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts are accumulated or reproduced and used separately.
2. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests, and test booklets and answer sheets and like consumable material.
3. Copying shall not:
  - a. substitute for the purchase of books, publishers' reprints or periodicals;
  - b. be directed by higher authority;
  - c. be repeated with respect to the same item by the same teacher from term to term.
4. No charge shall be made to the student beyond the actual cost of photocopying.

### **LIVE WORK POLICY**

Live work is done by students as part of their training program. Such work can be done either in school or on a job location and includes service, repair, or production jobs of any and all kinds.

Live work will be conducted when the training program requires such projects for the acquisition of occupational skills leading to employment. Live work will be assigned to individual students by their instructor(s) as part of the student=s training program.

All live work performed must be approved by the President or his/her representative. For complete policy guidelines, please refer to ACCS Board of Trustees Policy 710.02 or contact the Office of Business and Finance.

### **LIVE WORK OFF CAMPUS POLICY**

All off-campus building trades projects involving more than 30 clock hours for any authorized individual must be approved by the Chancellor or designated department head. Any requested approval should include at a minimum the plans, the instructional program(s) hours involved, the specific live work training to be offered, and all estimated live work costs and charges with assurance that training priorities within the program(s) involved will not be unduly modified to benefit project requirements of the individual concerned. For complete policy guidelines, please refer to ACCS Board of Trustees Policy 710.03 or contact the Office of Business and Finance.

## **INDUSTRIAL VISITS BY INSTRUCTORS IN THE TECHNICAL PROGRAMS**

Instructors should make enough industrial visits to keep abreast of the needs of industry. The visits should create good will for the school, introduce the instructor to new technological advances, and offer an opportunity to observe the performance of former students employed by their industry. The instructor can explore the validity of his/her training programs and make adjustments accordingly. These visits require planning and advanced approval by the Dean for Instruction.

## **CAREER/TECHNICAL PROGRAM ADVISORY COMMITTEES**

The Director or senior instructor for each Career/Technical Program must establish and maintain a current Program Advisory Committee composed primarily of employees from program-related businesses and industries. Each Program Advisory Committee must meet at least annually and submit a copy of Advisory Committee meeting minutes to the Dean for Instruction not later than May 1 of each year.



# **Chapter IV**

## **Administrative Policies & Procedures of WCCS**

## **BUDGETING**

The Dean of Business and Finance is responsible for preparing the institution's annual budget and submitting it to the President. Once the President has approved the budget, it is then sent to the Alabama Community College System for Board of Trustees approval. The institution's staff and faculty participate in the preparation of a detailed annual budget.

## **PURCHASE REQUISITIONS**

The College is responsible for the payment of purchases made only through the approved purchase procedures. The following procedures are followed for the acquisition of all materials, supplies, equipment, repair, rent, services, and other obligations of the institution.

1. If the requesting department wishes to suggest a source of supply, a Form W9 is required and should be submitted by e-mail or in writing to the Office of Business and Finance for a vendor number assignment. After a vendor has been assigned, the originator may key a requisition into the accounting system.
2. The department making the request is responsible for verifying that funds are available in the appropriate budget unit. All purchases exceeding \$100,000 must be preapproved by the Alabama Community College System Board of Trustees before a purchase order will be released.
3. Preparation of specifications for items to be purchased through competitive bids is a joint responsibility between the Office of Business and Finance and the requesting department.
4. After the purchase requisition has been entered into the accounting system, the approved purchase order is returned to the originating department and should be faxed or mailed to the vendor.

## **PURCHASE ORDERS**

1. A properly executed purchase shall constitute a contract which is binding upon both the institution and the vendor. All purchase orders, adjustments, cancellations, and/or revisions to purchase orders must be in writing from the Dean of Business and Finance. In some cases an additional contract is needed. This contract shall precede the purchase order and must be signed by the President or Dean of Business and Finance before the purchase order is approved.
2. All negotiations with a vendor pertaining to changes in prices, terms, conditions, substitutes, deliveries, etc., are to be handled through the Office of Business and Finance in coordination with the department's budget manager.
3. The Dean of Business and Finance will provide for the consolidation of purchases whenever possible and thus obtain quantity discounts for volume purchases.
4. The master copy of the purchase order (with all required signatures) and original invoice should be forwarded to accounts payable for payment upon receipt of goods and/or services. Encumbrances will be liquidated when payment is made.

## **COMPETITIVE BIDS**

State-supported institutions are required to obtain sealed bids for like items which exceed \$15,000 institution-wide during a fiscal period (October 1 through September 30) in accordance with state law. It is imperative that all persons responsible for purchasing obtain and familiarize themselves with "The Alabama Competitive Bid Law." Purchases cannot be split to avoid the bid law.

Purchasing shall be in compliance with the "BID LAW", Alabama Code 1975, Section 41; Chapter 16; Article 3, Public Law 95-507 that allows participation by small business; and Executive Orders 11246 and 12138 concerning equal employment opportunity and affirmative action. Purchase requirements related to federal grants and contracts will comply with OMB Circular A 133.

Department chairpersons and administrative department heads must prepare a list of supplies, contractual services, and equipment for the coming fiscal year and submit it with their annual budget request. Bid specifications for like items will be prepared in cooperation with the department making the request.

The "State of Alabama" active contracts should be used as much as possible when making purchasing to avoid noncompliance with the competitive bid law. The web address is [http://www.purchasing.alabama.gov/pages/active\\_contracts.aspx](http://www.purchasing.alabama.gov/pages/active_contracts.aspx). Indicate the state contract number on the requisition when making a purchase using this option.

## **PETTY CASH**

The use of petty cash in excess of \$25 is unauthorized. All purchases in excess of this amount must be processed through a requisition for purchase order. All reimbursements for petty cash require the completion of a Petty Cash Form that must be approved by the appropriate dean or administrator. A signed receipt or invoice for the expenditure must accompany the Petty Cash Form. The Business Office makes reimbursements for cash purchases from the Petty Cash Fund.

## **EQUIPMENT INVENTORY**

The college equipment inventory is prepared as the disbursements are processed. An inventory form is completed and the inventory number assigned. The information is recorded in the department's inventory and included in the total equipment cost.

A Disposal of Equipment form is completed by the instructor/staff who wishes to remove obsolete and worn out items from the department. After approval by the dean, the item is removed from the department and stored until a property sale is held. The college follows Act No. 437 "Disposal of Tangible Personal Property" and the Board of Trustees Policy, August 15, 1968. After the public sale, equipment items are deducted from the department's inventory total.

Transfer of equipment between two departments within the institution requires an Interdepartmental Transfer Form. This form is used to update the departmental inventories.

## **OFFICIAL TRAVEL**

It is necessary from time to time for employees of the College to travel in the service of the institution. Approval must be obtained prior to the occurrence of the official travel. The In-State or Out-of-State Travel requests forms, whichever is appropriate, should be submitted through established administrative channels for approval by the appropriate administrative officer. A copy of the approval will be returned to the person making the request. This copy must be attached to the Request for Reimbursement Form in order for the employee to receive payment for the official travel. Requests for travel reimbursements are to be submitted fully completed and signed by all required, to the Accounts Payable Office within 30 days after the date of travel. Complete, official travel information is available on the Alabama Community College System website or refer to ACCS Board of Trustees travel policy.

## **IN-STATE TRAVEL**

In-State Travel requests should be made on at least two days or more in advance of the travel date. The following rules and regulations govern in-state travel:

1. No travel allowance shall be paid for a trip of less than six hours duration. For travel which does not require an overnight stay, the traveler shall be paid a meal allowance of \$11.25 for a trip of from six to twelve hours duration, and the traveler shall be paid \$30.00 if the trip exceeds 12 hours duration but does not involve an overnight stay. For travel requiring an overnight stay, the traveler shall be paid \$75.00 per diem for each day that requires an overnight stay. The employee must enter the hour of departure from base and hour of return to base on the reimbursement form.
2. Reimbursement at the current mileage rate (IRS guidelines), per mile will be made to employees traveling by private car at State expense.
3. If the traveler's destination is 67 miles or less from Wallace Community College Selma, the traveler must commute daily. No overnight allowance will be permitted. The exception to this policy must have the approval of the supervisor and the President.
4. For employees traveling in private automobiles, current map mileage must be used where mileage is given on the road map. Otherwise, odometer readings should be recorded at the beginning and ending of the trip. If travel involves more than one city, the route taken should be indicated and the mileage between each destination should be indicated, (ex: Montgomery - Tuscaloosa - Birmingham - Montgomery). All vicinity mileage should be recorded as such, and major points of travel should be listed.
5. Normally, mileage for authorized travel is computed from Wallace Community College Selma to destination and return; however, travel may be computed from home if commenced during non-duty hours. Therefore, the mileage allowance shall be paid for the most direct route from the College or home, whichever is the shortest distance.

## **OUT-OF-STATE TRAVEL**

Out-of-State travel reimbursements are paid as soon as practical, after the trip is completed and all criteria have been met.

1. College-owned vehicles should not be used for out-of-state travel of 200 miles or more unless two or more employees are attending the same meeting. Employees who travel by commercial transportation (must be tourist class) shall attach a receipt for such transportation to his/her travel reimbursement form. To be reimbursed for transportation expenses by private vehicle, miles driven to and from destination must be recorded. A mileage map should be used and submitted as documentation. Reimbursement at the rate of the approved IRS mileage reimbursement, per mile, is paid to employees traveling by private car at State expense.
2. Employees traveling in the service of the College, outside the State of Alabama, shall be reimbursed for their actual and necessary expenses, in addition to conference registration and fees, lodging, meals and transportation. Reimbursement requests should be related to the purpose of the travel. Items such as valet parking, in-room movies, alcoholic beverages, conference specialty items, etc. are not reimbursed.
3. Subsistence for out-of-state travel is the amount actually spent on meals (breakfast, lunch, dinner). No reimbursement will be made for miscellaneous items such as (bottle water, soda, coffee, gum, candy, etc.). To be reimbursed for meals, receipts for meals are required. Tips and tax on meals are reimbursed when added with the price of the meal.

State of Alabama policies allow for reimbursement of only the person in travel status. To obtain reimbursement, documentation must be original, itemized and include:

1. Name and location of restaurant
2. Date and amount of meal
3. Hotel original receipt
4. Commercial transportation original receipt
5. Mileage map documentation (private vehicle)
6. Car rental original receipt

Miscellaneous items for reimbursement may include parking fees, taxi fares (business related), postage, baggage handling, and Wi-Fi charges. Receipts are required for those items. Reimbursement will not be made for extra baggage, unless prior approval is given by the division Dean, Dean of Finance and the President.

Prepayment of travel expenses is defined as payments made directly to the vendor on behalf of an employee. Out-of-state travel expenses that may be prepaid by the College are airfare and registration fees.

Complete, official travel information is available on the Alabama Community College System website or refer to ACCS Board of Trustees travel policy.

## **STUDENT TRAVELER**

Any college-sponsored activity that includes the travel of students must have the same approval as faculty and staff. Such requests must have as supporting documentation the names of all students that will be traveling and a copy of the agenda.

## **USE OF COLLEGE VEHICLE**

Vehicles will be issued on a first-come, first-serve basis. Request for Travel form should be filled out and signed by the traveler and approved by appropriate supervisor(s). Contact the Transportation Department for complete guidelines and regulations on the use of college vehicles.

## **SAFETY AND EMERGENCY PROCEDURES**

Wallace Community College (WCCS) takes the safety of its students and employees very serious. We are committed to protecting the College community in the event of an emergency on College property or surrounding areas. All college employees are responsible for maintaining compliance with federal, state, and local laws, as well as College policies and procedures. WCCS have sworn safety officers on staff. These officers perform immediate assistance, pending the arrival of emergency services personnel, provided such assistance can be given without endangering themselves or others involved in the incident. In an effort to maintain a safe college environment for all students, employees, and visitors and to expedite aid in the event of an emergency, please be familiar with these procedures.

## **EMERGENCY RESPONSE PLAN**

The Wallace Community College Selma's Emergency Response Plan has been developed to ensure that, to the extent possible, the College provides a safe, secure learning environment. While the plan does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies (health epidemics, major weather emergency, hazardous material spill, natural disaster, mass casualties, fire, bomb threat, civil disturbance, widespread power outage, etc.). The plan outlines procedures for emergency situations and emergency evacuation. It is important that you read and become familiar with the Emergency Response Plan. The Emergency Response Plan is available on the College website, in the Library and in the Office of the Campus Security department. For more information contact the Director of Public Safety.

## **EMERGENCY NOTIFICATION**

As part of WCCS's effort to ensure the safety of students, employees, and visitors, the College utilizes a campus emergency notification system. To achieve this, the College has partnered with SchoolCast to implement the Patriot Alert System. The Patriot Alert System enables the College to better inform the campus community of a possible dangerous situation. In the event it becomes necessary to close the campus or to cancel classes and other activities due to

inclement weather, students and employees can receive time sensitive emergency messages via text and voice messages to cell phones and home phones through the Patriot Alert System. Everyone who has provided an email address to WCCS during the hiring or admission process will receive emergency alerts to those e-mail addresses. Although participation in this system is not mandatory, enrollment is strongly encouraged. Contact the WCCS Campus Security Department for more information on the emergency notification system.

## **PARKING/TRAFFIC REGULATIONS**

All Wallace Community College Selma employees and students are subject to the established parking rules and regulations. Any driving violations, such as high-speed driving, reckless driving, failure to adhere to posted traffic signs, drinking alcoholic beverages while driving, or any other act that may affect the personal safety or property of students, faculty, staff and others will be referred to the Dean of Students or the Director of Public Safety who will determine what action will be taken against the violator. Employees will be issued a parking decal upon employment. Students will be issued a parking decal upon payment of their tuition. The decal will be displayed on the lower left portion of the rear glass of the vehicle.

### **PARKING RULES**

The below listed parking rules must be adhered to by everyone operating vehicles on campus. The only exceptions are school maintenance vehicles used in the performance of maintenance operations.

- Parking in a disabled space (designated with blue marking or a handicapped sign) is not permitted without a disability parking permit or a state issued special license plate. A \$25.00 fine will be levied for this violation. Per state law, the individual to whom the handicapped tag was issued must be an occupant in the vehicle.
- Parking on seeded areas, parking on sidewalks, blocking crosswalks or parking in a fire lane is not permitted.
- Vehicles must be properly parked, i.e., within the perimeters or lines of the parking area. Neither end of the vehicle can be protruding outside of the designated parking area. Straddling of parking area lines is prohibited.
- Parallel parking within fifteen (15) feet of the corner of campus streets, because of the hazard it presents to other vehicles negotiating corners on campus, is prohibited.
- Double parking is prohibited.
- All traffic signs must be obeyed.
- Pedestrians have the right of way at crosswalks.

### **PENALTIES FOR VIOLATIONS**

Any vehicle found parked illegally, without a parking decal displayed, may be towed at the owner's expense. Vehicles on Campus after Hours Vehicles are not to be left on campus after school hours without first notifying/checking with Campus Security. Wallace Community College Selma Policies & Procedures Manual 10 Safety and Emergency Procedures Page 10.6

## **SMOKING/TOBACCO POLICY**

The use of tobacco products (smoking, chewing, and dipping) is strictly prohibited in any College-owned or College-controlled facility or vehicle. These products can damage sensitive technical equipment and can be a safety hazard. Each employee, student, and visitor shall be expected to comply with the following policy:

1. There will be no tobacco use in any building.
2. There will be smoking areas designated outside of buildings with smoking receptacles furnished.
3. There will be no tobacco use in any College vehicle.
4. Each faculty or staff member will be responsible for enforcing the policy in his/her area.

For those people interested in finding a program or method to stop smoking, the College will retain information regarding such methods and programs. This information may be obtained from the Student Services Office.

## **FEDERAL CRIME REPORTING**

All colleges and universities that participate in federal financial aid programs are required to keep and disclose information about crime on and adjacent to their respective campuses. Compliance of these requirements is monitored by the United States Department of Education, which can impose penalties and even suspend institutions from participating in federal student financial aid programs. The law known as "The Clery Act" requires that this reporting process be completed in October, of each year. The office of the Director of Campus Security and Maintenance is responsible for reporting this information annually for Wallace Community College Selma.

## **ACCIDENTS AND PERSONAL INJURIES**

The Campus Security Department should be notified immediately upon any accident involving school property or resulting in personal injury. All employees are required to submit to the President, a detailed written report on any accident involving school property or an accident resulting in personal injury. This report should be submitted within 24 hours of an accident or as soon as practicable. A copy of the report should be sent to the Human Resources Department.

## **GUEST SPEAKERS OR LECTURERS**

The President must approve all guest speakers before they are invited on campus. The Board of Trustees has ruled that no college under the Board of Trustees will permit communist speakers to use its facilities, advocating a system of government which denies freedom and seeks to destroy it.

## **NEWS RELEASES, PRESS COVERAGE AND PUBLICATIONS**

The President is the official spokesperson for the College and has final approval on all official communication, electronic and print.



## **KEY CONTROL PROCEDURES**

The College has a unique master keying system with restricted keys which cannot be duplicated off campus. Furthermore, it is a violation of the College's policy for any employee to have a WCCS key duplicated without proper authorization. Request to duplicate keys must be channeled through the Physical Plant Director's office. Keys are not to be exchanged between employees and duplicated in any manner. Questions about the college's key procedures should be directed to the Physical Plant Director.

## **ON-CAMPUS SOLICITATION AND DISTRIBUTION OF MATERIALS**

Board of Trustees Policy 515.01 states "an agent, vendor, or solicitor shall not be permitted on campus to distribute literature, solicit funds, or sell to faculty, staff, students, or campus organizations without specific approval by the President or an authorized designee." In addition to prohibitions specified by State Board Policy 515.01, employees are prohibited from soliciting other employees or students or distributing literature in connection with non-work-related interests, pursuits, causes, charities, political parties, or commercial ventures except where such activities are approved in advance by the College and are consistent with this and other college and State Board policies. Contact the President's Office or his designee if additional information is required.

**Chapter V**

**Personnel Policies  
and  
Procedures  
of WCCS**

## **APPOINTMENT AND ASSIGNMENT OF PERSONNEL**

The President of each institution shall appoint the faculty and staff of the institution according to qualifications approved by the Board of Trustees and such other policies as may have been adopted by the Board of Trustees. The President of each institution is authorized to make assignments of faculty and staff at the local level. The Chancellor has the authority to reverse any appointment or assignment of personnel determined to be contrary to any statute or such policies as may have been adopted by the Board of Trustees. The Presidents serve at the pleasure of the Board of Trustees.

A full-time consenting employee may be transferred from one College to another or from the Department of Postsecondary Education to a College, with the written agreement of both the transferring and receiving Presidents or Chancellor, and with the approval of the Chancellor. Transfer requests will apply only to positions for lateral moves and will conform to the Alabama College System Uniform Guidelines.

The Chancellor shall notify the Board of Trustees of any reversals of appointments or assignment resulting from this policy.

## **EMPLOYMENT AND RELATED POLICIES AND PROCEDURES**

### **NON-DISCRIMINATION POLICY**

The Alabama Board of Trustees through the Alabama Community College System is committed to fair employment practices and prohibits discrimination in every aspect of employment in the Alabama Community College System. It is the official policy of the Alabama Community College System and Wallace Community College Selma that no persons will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment, or to retaliation for reporting discrimination, on the basis of race, color, religion, national origin, age, sex, sexual orientation, pregnancy, citizenship, familial status, disability, veteran status or genetic information as provided in federal and state law. Inquiries concerning this policy as it relates to two-year institutions should be directed to the Affirmative Action Officer of the Alabama Community College System, 135 South Union Street, Montgomery, AL 36104-4340, (334)293-4500. Inquiries regarding local application may also be made to: Human Resources Department, Wallace Community College Selma, 3000 Earl Goodwin Parkway, Selma, Alabama 36703.

### **EMPLOYMENT PROCEDURES**

The President is authorized to appoint and make assignments of personnel. When the President declares a position open, the Uniform Guidelines adopted by the Alabama Community College System Board of Trustees will be followed. The Uniform Guidelines define specific guidelines relative to: Recruitment and Selection, Postings, Search Committee, Screening Applicants for Interviews, Interview Process, Types of Employment and additional hiring procedures. The Uniform Guidelines are available on the WCCS website and the ACCS website. For additional information, contact the Human Resources Department.

## **CLASSIFICATION OF PERSONNEL**

A faculty member is a full-time instructor, librarian, or counselor who has the minimum qualifications established by the ACCS Board of Trustees and whose salary is derived from Schedule D adopted by the ACCS Board of Trustees. An administrator is any professional staff person whose salary is determined from Schedules A, B, C-1, C-2, or C-3 adopted by the ACCS Board of Trustees. A support person is any support or technical staff person whose salary is determined from Schedules E or H adopted by the ACCS Board of Trustees, or who is paid on an hourly basis. All other personnel who are not classified as above, are part-time or temporary employees who are paid from the local salary schedule adopted by Wallace Community College Selma.

## **CRIMINAL BACKGROUND CHECKS**

Pursuant to ACCS Board of Trustees Policy 623.01: Criminal Background Checks, Wallace Community College Selma requires criminal background checks for all employees. Any individual selected for employment will be required to submit a full consent in addition to personal identifying information in order to complete a criminal history background check. Any offer of employment will be contingent upon an acceptable background check. The application for employment, and any contract or letter of employment, will contain a notice of contingency. Any individual offered employment at the College will be responsible for the cost of the background check.

In the event of a finding of a felony or a crime involving moral turpitude, resolution will be in accordance with the Students First Act and provisions of the Alabama Community College System Board of Trustees.

## **EMPLOYMENT OF RELATIVES**

Wallace Community College Selma complies with ACCS Board of Trustees Policy 205.03: Employment of Relatives; 205.04: Disclosure of Employment of Relatives; and 205.05: Supervision and Evaluation of Relatives. All applicants for employment must disclose certain relationships to employees in the Alabama Community College System or to any member of the State Board of Education. Upon initial employment, all employees must complete a Family Relationship Disclosure Form. An updated form must be completed within 15 days of a change of circumstances relating to this information. All applicable relationships will be reported to the Chancellor's office as required, to be reviewed for possible conflicts of interest.

## **PERSONNEL RECORD INFORMATION**

Anyone wishing to inspect or obtain a copy of the contents of a personnel file may do so when the custodian of the records is available upon written request to the President. The custodian of such records may establish a reasonable charge for photocopies.

Any supervisor-written disciplinary action, reprimand, or warning shall have the President's approval prior to being entered into the personnel file, and a copy of the same shall be provided to the employee. Employees shall also be provided a copy of all materials to be placed in the employee's file which may tend to diminish the employee's professional or work status or reflect adversely on the employee's record of performance or character. The employee shall have fourteen (14) days from receipt of same to file his/her response which shall also be included in the employee's personnel file.

## **RESIGNATIONS**

All instructional personnel shall give written notice of resignation at least thirty (30) calendar days prior to the beginning of a term. Each instructional staff member shall complete all instructional duties and be cleared by the President/designee for any term started, except by mutual written agreement by both parties. The employee's letter of resignation shall be submitted to the President's Office.

All other personnel shall give written notice of resignation at least thirty (30) days prior to the effective date of resignation, except by mutual written agreement of the President and the employee.

## **TERMINATION OF EMPLOYMENT**

Termination of an employment contract or letter of appointment in the event of loss of funds and/or enrollment, or change in curriculum, is recognized as a possible necessity; however, termination of employment of employees subject to the Students First Act shall occur only in accordance with the policy of the Board of Trustees and the Students First Act. If the Students First Act is not applicable, then employment shall be at will in accordance with state and federal law.

## **GRIEVANCE PROCEDURE**

Wallace Community College Selma recognizes that in order to efficiently and effectively carry out its purpose, its employees and students must feel confident that any valid complaint or grievance concerning the college will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by Wallace Community College Selma. The procedures also include Title IX and Section 504 complaints.

A grievance is a complaint by any member of the faculty, staff, or student body. It may be initiated orally or in writing and should be done within thirty (30) calendar days following the

act or condition, which is the basis for the complaint.

The procedures set forth below are intended to apply to each service division of the Department of Postsecondary Education and institutions under the control of the Alabama Community College System Board of Trustees:

1. The original and two copies of Grievance Form A must be filed with complainant's dean or department or division chair within 30 calendar days following the date of alleged violation(s) of the Title IX regulation. The alleged violation(s) must be clearly and specifically stated (complainant is advised to keep a copy of all forms used in steps 1-6 for his or her files)
2. Complainant's dean or department or division chair will immediately notify the president and the Title IX Coordinator of receipt of Grievance Form. The dean or department or division chair will have 30 calendar days following date of receipt of Grievance Form to investigate and study complainant's allegations, hold a formal hearing, and make a written report of findings to complainant. Form A must be used for the report. Copies of Grievance Form must be provided to the Title IX coordinator and the president. Complainant's copy must be mailed to his/her home address by certified mail, return receipt requested.
3. Complainant must, within 15 calendar days following receipt of dean or department or division chair's report, file with the president and Title IX coordinator a written notice of acceptance or appeal of the report. If a notice of appeal is filed, Appeal Form B must be used. Complainant must state clearly and specifically on Appeal Form B the objections to the findings and/or decision of the dean, department or division chair. Copies of Appeal Form B must be provided the Title IX coordinator and the president. If complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of dean or department or division chair's report, the right to further appeal will be forfeited.
4. The president will have 30 calendar days following date of receipt of complainant's notice of appeal to investigate and study complainant's allegations, the report of the dean or department or division chair, and make a written report of findings to complainant. The Appeal Form B must be used for the report. Copies of the Appeal Form B must be provided the Title IX Coordinator and the chancellor. Complainant's copy must be mailed to his/her home address by certified mail, return receipt requested.
5. Complainant must, within 15 calendar days following receipt of president's report, file with the president and Title IX Coordinator a written notice of acceptance or appeal of the report. If notice of appeal is filed, Appeal Form C must be used. Complainant must state clearly and specifically on Form C the objections to the findings and/or decisions of the president. Copies of Appeal Form C must be provided the Title IX coordinator and the chancellor. If complainant fails to file

notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of the president's report, the right to further appeal will be forfeited.

6. The chancellor will have 30 calendar days following the date of receipt of complainant's notice of appeal to investigate and study complainant's allegations and the report of the president, hold a formal hearing, and make written report of findings to complainant. Appeal Form C must be used for the report. Copies of Appeal Form C must be provided the Title IX Coordinator. Complainant's copy must be mailed to his/her home address by certified mail, return receipt requested.

**NOTE:** If the last day for filing notices of appeal falls on either Saturday, Sunday, or a legal holiday, complainant will have until 5:00 p.m. the first working day following the 15th calendar day to file.

## **HARASSMENT**

Wallace Community College Selma complies with the ACCS Board of Trustees Policy 601.04 as stated herein. The Board of Trustees is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability, or any other protected class. Such harassment is a violation of Board of Trustees policy. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site, or in any division, or department by any employee, student, agent, or non-employee on any institution's property and while engaged in any institutionally sponsored activities. It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at any of the institutions that comprise The Alabama College System.

A nondiscriminatory environment is essential to the mission of The Alabama College System. An abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee and creates a hostile work environment. It is essential that the institutions maintain an environment that affords equal protection against discrimination, including sexual harassment. The institutions of the Alabama College System shall take all the necessary steps to ensure that harassment, in any form, does not occur. Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate by the investigating authority as to the severity of the offense with final approval from the President.

Employees and students of The Alabama College System shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure professionally functioning institutions and to guarantee equal educational opportunities for all students.

For these purposes, the term 'harassment' includes, but is not necessarily limited to: Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, disability, or any other protected class.

Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical contact if perceived as such by the recipient. Any contact solicited during non-traditional business hours may be perceived as harassment by recipient unless it is specifically associated with work related duties. Harassment of employees or students by non-employees is also a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the appropriate institution official. Failure to act, which includes initial investigation, shall be deemed in direct violation of this policy.

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or the same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when perceived by the recipient that:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile,
4. offensive work or educational environment.

Any incident of sexual harassment shall be reported to the grievance officer as promptly as possible after the harassment occurs. The employees of the institutions within The Alabama College System determine the ethical and moral tone for these institutions through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between institution personnel of different ranks, including that of instructors and students, which involve partiality, preferential treatment, or the improper use of position shall be avoided. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel shall be aware that any romantic relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for



formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who shall be held accountable for unprofessional behavior. This policy encourages faculty, students, and employees who believe that they have been the victims of harassment to contact the grievance officer or other appropriate official at the institution where the alleged incident occurred. Any reprisals shall be reported immediately to the grievance officer or other appropriate official. This policy shall be distributed, communicated, and implemented in a manner which provides all interested parties the opportunity to be informed of this policy.

### **Reporting Acts of Sexual Harassment**

Any Wallace Community College Selma student or employee who believes that he or she is being or has been harassed should make the situation known to the appropriate administrative official and follow prescribed procedures.

Employees should report complaints of harassment to the Office of Human Resources at (334) 876-9234. The Personnel Officer will then coordinate efforts of pursuing the circumstance with the President.

Students with complaints of harassment against another student, a faculty member, staff member or administrator should contact the Office of the Dean of Students at (334) 876-9302.

## **ALCOHOL AND DRUGS –DRUG-FREE WORKPLACE POLICY**

In compliance with the drug-free workplace requirements of public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for Wallace Community College Selma. The unlawful manufacture distribution, dispensation or use of a controlled substance is prohibited by Wallace Community College Selma on any property owned, leased, or controlled by Wallace Community College Selma or during any activity conducted, sponsored or authorized by or on behalf of Wallace Community College Selma. A "controlled substance" shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S., Code 802) or in the Alabama Controlled Substance Act Code of Alabama, (Section 20-2-1, et seq.).

## **CONFRONTATION POLICY**

Confrontations among students, faculty and staff should be avoided at all times. If disagreements occur, they should take place only in a private setting between confronting parties in a calm and communicative manner. The department supervisor should be present, if possible.

Any major confrontations should be reported to security immediately. Security should complete an incident report and give a copy to the immediate supervisor and/or divisional chair and the President. Refer to the College's Grievance Procedures if further action is warranted.

## **FLEXIBLE WORK SCHEDULES FOR PUBLIC OFFICIALS**

It is the policy of Wallace Community College Selma to permit the participation of its employees in public service. Any employee who holds an elected or appointed position in the public service of the state, or of any county or municipal government, or of any instrumentality of such government, may request of the President a flexible work schedule.

The President shall determine that an employee's job responsibilities will be completely satisfied with the approval of the employee's request. Extra duties or responsibilities shall not be imposed on any other employee as a result of the approval of the request. The College shall not discriminate among its employees in providing the opportunity for public service, except military service, which is determined by law.

## **FAIR LABOR STANDARDS ACT COMPLIANCE**

The Fair Labor Standards Act (FLSA) is a Federal law which establishes minimum wage, overtime pay, recordkeeping and youth employment standards affecting all full-time and part-time workers. As such, it is Wallace Community College Selma's policy to strictly follow that law, and it applies to all employees at the College.

## **BASIC WAGE STANDARDS**

Covered, nonexempt (hourly-paid) workers are entitled to a minimum wage of not less than \$5.85 per hour effective July 24, 2007; \$6.55 per hour effective July 24, 2008; and \$7.25 per hour effective July 24, 2009. Nonexempt workers must be paid overtime pay at a rate of not less than one and one-half times their regular rates of pay after 40 hours of work in a workweek.

## **“EXEMPT” (SALARIED) VS. “NON-EXEMPT” (HOURLY) EMPLOYEES**

Due to the nature of their job duties and responsibilities, some employees are exempt from the overtime pay provisions or both the minimum wage and overtime pay provisions. In accordance with the law, the College has reviewed and regularly continues to review position descriptions and employees' work duties and responsibilities in order to make certain they are properly classified as “exempt” or “non-exempt.”

## **RECORDKEEPING**

The FLSA requires the College to keep records on wages, hours, and other items, as specified in Department of Labor recordkeeping regulations. Most of the information is of the kind generally maintained by employers in ordinary business practice and in compliance with other laws and regulations. It is important that each employee keep the College informed of any changes to such personal information, and (particularly for hourly employees) that complete and accurate records are kept of all time worked.

## **TERMS USED IN FLSA WORKWEEK**

A workweek is a period of 168 hours during 7 consecutive 24-hour periods. It may begin on any day of the week and at any hour of the day established by the employer. The College's workweek begins at 12:01 a.m. Sunday and ends at 11:59 p.m. the following Saturday. For purposes of minimum wage and overtime payment, each workweek stands alone; there can be no averaging of 2 or more workweeks. Employee coverage, compliance with wage payment requirements, and the application of most exemptions are determined on a workweek basis.

## **HOURS WORKED**

Covered employees ("non-exempt", or hourly) must be paid for all hours worked in a workweek. In general, "hours worked" includes all time an employee must be on duty, or on the employer's premises or at any other prescribed place of work, from the beginning of the first principal activity of the work day to the end of the last principal work activity of the workday. Also included is any additional time the employee is allowed (i.e., suffered or permitted) to work.

## **COMPUTING OVERTIME PAY**

Overtime must be paid at a rate of at least one and one-half times the employee's regular rate of pay for each hour worked in a workweek in excess of the maximum allowable in a given type of employment, which, at the College, is usually 40 hours per week. Generally, the regular rate includes all payments made by the College to or on behalf of the employee (except for certain statutory exclusions). The FLSA's definition of "hours worked", noted above, excludes paid time off for sick days, holidays, vacations, and the like, which normally do not count against the 40 hour maximum.

For more information on the FLSA, contact the Human Resources Department or visit the Department of Labor website.

## **LEAVE POLICIES**

A leave year for earning, accrual, and use of leave by college employees is September 1 through August 31. All leave must be requested (on the approved form) by the employee, approved by the immediate supervisor and the President before the leave can be taken. Sick leave must be reported to the immediate supervisor, or a designee, as soon as possible. Leave forms must be completed timely and accurately. The college reserves the right to request a doctor's certificate for sick leave absences of five consecutive days. Any employee who is absent from work for three (3) consecutive workdays without approval, shall be considered to have abandoned their position and resigned from employment with the College.

## **ANNUAL LEAVE**

The ACCS Board of Trustees policy does not provide for annual leave for instructors, counselors, or librarians (schedule D personnel). Employee must work one-half of the work days in the month of to accrue a day of annual leave. Personnel who leave employment of the College, community, or technical college will be paid for the actual number of annual leave days earned and not used up to a maximum of sixty (60) days. Payment of annual leave will be based on the employee's salary in effect at the time of severance.

### **Years of Experience Annual Leave Earned**

0-4 years = 1.00 day per month

5-9 years = 1.25 days per month

10-14 years = 1.50 days per month

15-19 years = 1.75 days per month

20 years + = 2.00 days per month

Annual leave may be accumulated up to a maximum of 60 days and carried forward into each September. Days in excess of the 60 day limit will be forfeited at the end of the leave year or upon termination of employment.

## **COURT ATTENDANCE**

Full-time employees of state, community, junior or technical colleges' employees who are required by a court to attend such court in the capacity of jurors or witnesses under subpoena will be granted special leave with pay to attend such court. This policy is also extended to salary schedule H employees. On receipt of a summons for court attendance, the employee should contact the Human Resources Department for more information.

## **EMERGENCY LEAVE**

In situations where annual and sick leave have been exhausted, the immediate supervisor and the President may approve emergency leave to an employee up to a maximum of three days per leave year. In general, an emergency is an unforeseen circumstance which requires immediate action by an employee.

## **MILITARY LEAVE**

A full-time employee who is an active member of military service will be granted the required military leave per calendar year. Employees requesting military leave should notify the Human Resources department immediately.

### **PERSONAL LEAVE**

Personal leave is non-cumulative and should be requested following the same approval procedure as other leave. Personal leave will not be paid on resignation or termination. Unused personal leave will be converted to sick leave at the end of the leave year. An employee not desiring unused personal leave to be converted to sick leave at the end of the leave year must notify the institution in writing at least thirty (30) days prior to the end of the leave year.

### **PROFESSIONAL LEAVE**

Professional leave with pay may be granted to any full-time employee when federal or other non-institutional funds are available for such purposes. A person granted a leave with pay must return to the institution for a minimum of two (2) years or repay the monies received while on leave. The tenure status of a person on professional leave will not be affected. Professional leave will be granted only on written request from the president and approval by the chancellor.

### **PROFESSIONAL DEVELOPMENT LEAVE**

Full-time personnel employed at Wallace Community College Selma may be granted professional and/or vocational leave with pay for up to 10 days per year provided, in the opinion of the appropriate supervisor and the President, the activity will significantly enhance the employee's professional and/or vocational development plan. The department dean or supervisor should be contacted if professional development leave is being requested.

### **SICK LEAVE**

The ACCS Board of Trustees policy provide for sick leave for employees. Employees, except Salary Schedule D employees, will accrue sick leave at one (1) day per month. Employees must work one-half of the work days in the month of to accrue a day of sick leave. Accumulated sick leave will not be paid on resignation or termination of employment. After five (5) days of absence due to illness, within a thirty (30) calendar-day period, the president or designee may require that an employee furnish a medical certificate by a qualified physician acceptable to the institution. This is to be done at the expense of the employee. The Human Resources department can provide detailed information on the sick leave policy.

#### **Sick Leave Bank**

Wallace Community College Selma maintains a Sick Leave Bank (SLB) through which employees can "pool" their sick leave as self-insurance against short term or catastrophic illness. Membership in the SLB is voluntary. Employees interested in participating in the bank should contact the Human Resources Department. The sick leave bank is administered in accordance with ACCS Board of Trustees policy.

## **PERSONAL LEAVE OF ABSENCE**

The Chancellor may grant up to one year of personal leave without pay to a full-time employee on the written request of the President. Such request shall state that the leave without pay will not hamper the normal routine operation of the College. The tenure status of persons on personal leave without pay will not be affected. Employees approved for personal leave of absence without pay shall use all accrued personal and annual leave commencing on the start date of the personal leave of absence.

## **FAMILY AND MEDICAL LEAVE**

The Family and Medical Leave Act of 1993 (FMLA) is a United States federal law requiring covered employers to provide employees job-protected and unpaid leave for qualified medical and family reasons. Qualified medical and family reasons include: personal or family illness, family military leave, pregnancy, adoption, or the foster care placement of a child. The FMLA is administered by the Wage and Hour Division of the United States Department of Labor.

The FMLA was intended "to balance the demands of the workplace with the needs of families." The Act allows eligible employees to take up to 12 work weeks of unpaid leave during any 12-month period to attend to the serious health condition of the employee, parent, spouse or child, or for pregnancy or care of a newborn child, or for adoption or foster care of a child. In order to be eligible for FMLA leave, an employee must have been at the business at least 12 months, and worked at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within 75 miles.

Wallace Community College Selma will follow the prescribed federal guidelines to ensure compliance with family and medical leave under the Family Leave Act of 1993. Contact the Human Resources Department for complete

## **FMLA DISCLAIMER**

THE FAMILY MEDICAL LEAVE ACT (FMLA) IS LENGTHY AND COMPLICATED. IT IS NOT PRACTICAL TO PRINT ALL PROVISIONS OF THE FMLA IN THIS HANDBOOK. FURTHERMORE, THE COMPLEXITY OF THE FMLA PROHIBITS THE COLLEGE FROM ADDRESSING EVERY CONTINGENCY OR SITUATION. YOU SHOULD CONTACT THE DIRECTOR OF PERSONNEL SERVICES TO DISCUSS YOUR SPECIFIC SITUATION AND TO DETERMINE WHETHER YOU ARE ELIGIBLE AND MEET REQUIRED LEAVE CRITERIA. FOR ADDITIONAL INFORMATION CONCERNING RIGHTS AND RESPONSIBILITIES UNDER FMLA, EMPLOYEES ARE ENCOURAGED TO CALL THE DEPARTMENT OF LABOR (DOL) AT 1-800-959-FLA. AND REVIEW THE DOL'S FMLA. WEB PAGE AT [HTTP://WWW.DOL.GOV/DOL/ESA/FMLA.HTM](http://WWW.DOL.GOV/DOL/ESA/FMLA.HTM).

## **RETIREMENT**

Mandatory participation is required in the Alabama Teacher's Retirement System (TRS) for all full- time/part-time employees who work at least twenty hours per week. Part-time employees working less than nineteen hours per week (i.e., adjunct faculty) who are already participating in TRS through other school systems or institutions are also required to participate at Wallace Community College Selma. For more information on retirement benefits and application forms, contact the Human Resources Department.

## **CONSULTATION OUTSIDE EMPLOYMENT**

Employees of the College should not engage in any outside employment which would: (1) disrupt or interfere with operation of the College, (2) directly compete with the College, (3) impose additional financial burden upon the College, or (4) violate the Alabama Code of Ethics for public employees (as set forth in the Code of Alabama). Employees shall not conduct any outside employment, business activity or political activity during College working hours nor use any College property, equipment or facilities for any private enterprise or political activity, unless approved by the President. Furthermore, employees shall not use any College property for personal gain.

## **TUITION ASSISTANCE POLICY AND PROCEDURES**

The tuition waiver program is designed for all full-time employees of the ACCS public two-year colleges. An employee is defined as any person who is employed full-time (Salary Schedules A, B, C, D and E) by any State of Alabama public two-year college. This program will not include temporary, part-time or persons serving as independent contractors.

The program is coordinated by each state two-year college for employees within the two-year colleges. An application form for the tuition assistance program is available at the College and should be completed prior to registration for classes. A copy of the completed form shall be maintained by Wallace Community College Selma and the College offering the courses (if different). A tuition waiver may be obtained from the Financial Aid Office.

For complete details such as eligibility requirements, limitations, and employee/student responsibilities, please contact the Human Resources Department.

## **PROFESSIONAL DEVELOPMENT**

The College encourages the continued professional development of all personnel. Faculty and staff members pursuing additional graduate study shall have the approval of the President (Board of Trustees Policy Manual 610.01).

In addition to graduate study, professional development may include in-service programs and

activities, readings in appropriate areas, membership in professional associations, travel to various meetings and conferences, communications with counterparts at other institutions, and individual classroom experimentations and innovations.

Up to a maximum of one (1) year of professional leave, without pay, shall be granted to full-time tenured faculty of state, community, junior, or technical colleges if, in the judgment of the President, the purposes of the institution and objectives of the department are not hampered by the absence.

## **DRESS AND SPEECH**

Personal appearance is important since each faculty and staff member represents the profession and contributes to the professional image. Moreover, faculty and staff members serve as role models for the many students with whom they come in contact each day. Therefore, each College employee is expected to dress and speak in a manner befitting the employee's position and level of influence.

## **MEETINGS**

All faculty and staff members are required to attend all meetings called by the President, Division Deans, Departmental Chairs/Heads, and Program/Office Directors.

## **COMMENCEMENT**

All full-time faculty and staff members are required to participate in the Commencement exercises unless specifically excluded by the President. Employees shall pay for their own commencement regalia. For further information contact the Secretary to the President.

## **SPONSORSHIP OF ORGANIZATIONS**

All student organizations should have a faculty or staff member as a sponsor, and all activities held in the name of the College shall be chaperoned by a member of the College staff. Instructors who prefer to sponsor certain clubs or events should register a preference with the Dean of Students. All employees are asked to assist in chaperoning activities of the College from time to time.

## **ABSENCES**

Personnel who anticipate being absent should notify their immediate supervisor, and instructors should make arrangements regarding classes. An instructor who unexpectedly finds it necessary to be absent should notify the Department Chairperson or the Vice-President for Instruction who will then arrange for classes to be conducted during the instructor's absence. A list of qualified substitute instructors should be on file in the Divisional Chairperson's Office.



## **FAMILY MATTERS**

Family Matters will extend sympathy, get well, and congratulation messages to WCCS employees and their families. All employees may choose to be a member of Family Matters. Any employee who chooses to be a member of Family Matters shall submit a membership enrollment form (available in the Human Resources Department) providing requested information and authorizing payroll deduction from his/her paycheck. Institutional funds cannot be used in extending sympathy, get well, or congratulation messages from the College; therefore, tangible expressions of sympathy, get well, and congratulation messages on behalf of the College shall be funded and carried out by the employees themselves. All deductions for Family Matters will be placed in a separate account. Monthly statements on the Family Matters account will be available in the Library.