

# 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 September 19, 2019

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

## Table of Contents

|   |           |
|---|-----------|
| PREFACE .....   | 6         |
| Disclaimer Statement.....   | 7         |
| ALABAMA BOARD OF TRUSTEES .....   | 8         |
| <b>Section I: WCCS Vision, Mission, Philosophy, Goals, and Strategies .....</b>                 | <b>9</b>  |
| VISION STATEMENT.....   | 9         |
| PHILOSOPHY .....  | 9         |
| DIVERSITY STATEMENT .....   | 9         |
| CORE VALUES .....   | 9         |
| MISSION STATEMENT.....  | 10        |
| COLLEGE GOALS & STRATEGIES .....  | 10        |
| UNIVERSAL HUMAN RIGHTS PLEDGE.....  | 13        |
| NON-DISCRIMINATION POLICY .....   | 14        |
| AMERICANS WITH DISABILITY ACT (ADA) EMPLOYEE REQUEST FOR ACCOMMODATION .....                    | 15        |
| <b>Section II: WCCS Organizational and Administrative Structure .....</b>                       | <b>16</b> |
| Organizational Charts.....  | 16        |
| STATE GOVERNANCE.....   | 24        |
| Board of Trustees of the Alabama Community College System .....                                 | 24        |
| Board of Trustees: / Administrative Distinction/Governance Responsibility (Policy 101.01) ..... | 24        |
| Board of Trustees: Self-Evaluation .....  | 24        |
| Board of Trustees: Multi-level Governance .....   | 24        |
| Board of Trustees: Composition, Appointment, Term of Office (Policy 101.02) .....               | 25        |
| Board Dismissal .....   | 25        |
| Chancellor: Appointment.....  | 26        |
| Chancellor: Responsibility for Operation of the Colleges .....                                  | 26        |
| Chancellor: Powers and Duties .....   | 26        |
| Chancellor: Decision-making Authority .....   | 27        |
| Conflict of Interest (Policy 111.02).....   | 27        |
| WALLACE COMMUNITY COLLEGE SELMA.....  | 28        |
| Chief Executive Officer .....   | 28        |
| President: Line of Authority .....  | 28        |
| Duties of the President.....  | 28        |
| Appointment of Local Administrative Staff.....  | 29        |
| Executive Assistant to the President.....   | 29        |
| Administrator in Charge during President’s Absence .....  | 29        |
| Administrative Authority General .....  | 29        |
| Divisional Authority .....  | 29        |
| Dean of Instruction.....  | 29        |
| Dean of Students.....   | 30        |
| Dean of Business and Finance.....   | 30        |
| PLANNING PROCESS FOR WALLACE COMMUNITY COLLEGE SELMA.....                                       | 30        |
| Assess the Internal Environment .....   | 31        |
| Assess the External Environment.....  | 31        |

|  |           |
|--|-----------|
| Develop/Update Planning Assumptions .....                            | 31        |
| Review/Revise the WCCS Philosophy, Mission, and Goals .....          | 31        |
| Develop New and/or Revise Objectives.....                            | 31        |
| Allocate Resources/Develop Budget.....                               | 32        |
| Evaluate Objectives and the Planning Process .....                   | 32        |
| Implementation of Approved Objectives (New and/or Revised) .....     | 32        |
| COMMITTEES OF THE COLLEGE .....                                      | 32        |
| STUDENT ROLE AND PARTICIPATION IN DECISION-MAKING.....               | 32        |
| FACULTY AND STAFF PARTICIPATION IN INSTITUTIONAL GOVERNANCE.....     | 33        |
| PROFESSIONAL DEVELOPMENT .....                                       | 33        |
| COMMITTEE RECORDS .....  | 33        |
| COMMITTEES/COUNCILS .....  | 33        |
| PRESIDENT’S CABINET .....  | 33        |
| MEMBERSHIP .....   | 34        |
| ADVISORY COMMITTEE FOR CAREER/TECHNICAL PROGRAMS.....                | 34        |
| STANDING COMMITTEES ASSIGNMENTS.....                                 | 34        |
| ADMINISTRATIVE ADVISORY COMMITTEE.....                               | 34        |
| POLICY REVIEW COMMITTEE .....  | 34        |
| ADMISSIONS APPEALS COMMITTEE .....                                   | 34        |
| CALENDAR/REGISTRATION COMMITTEE .....                                | 34        |
| ATHLETICS COMMITTEE .....  | 35        |
| SCHOLARSHIP COMMITTEE.....   | 35        |
| LIBRARY COMMITTEE .....  | 35        |
| GRADUATION COMMITTEE.....  | 35        |
| STUDENT ACTIVITIES COMMITTEE.....                                    | 35        |
| CAMPUS BEAUTIFICATION COMMITTEE.....                                 | 35        |
| FINANCIAL AID ACADEMIC PROGRESS APPEALS COMMITTEE .....              | 35        |
| GRIEVANCE COMMITTEE.....   | 35        |
| CURRICULUM COMMITTEE .....   | 35        |
| E-LEARNING POLICY ADVISORY COMMITTEE.....                            | 35        |
| TRANSITIONAL STUDIES TASK FORCE COMMITTEE .....                      | 36        |
| RECRUITMENT/MARKETING COMMITTEE .....                                | 36        |
| CATALOG/STUDENT HANDBOOK COMMITTEE.....                              | 36        |
| HEALTH AND SAFETY COMMITTEE.....                                     | 36        |
| FACULTY/STAFF HANDBOOK COMMITTEE .....                               | 36        |
| FACILITY MASTER PLAN COMMITTEE.....                                  | 36        |
| IEP ASSESSMENT COMMITTEE .....                                       | 36        |
| ADMISSIONS.....  | 36        |
| STRATEGIC PLANNING COUNCIL .....                                     | 36        |
| <b>Section III: WCCS Instructional Policies and Procedures .....</b> | <b>38</b> |
| FACULTY CREDENTIALS .....  | 38        |
| BOARD OF TRUSTEES POLICY 605.02 .....                                | 38        |
| GUIDELINES FOR POLICY .....  | 44        |
| TERMS AND CONDITIONS FOR FULL-TIME FACULTY .....                     | 47        |
| SUMMER EMPLOYMENT POLICY FOR FACULTY.....                            | 49        |

|   |           |
|---|-----------|
| SUMMER WORK HOURS FOR LESS THAN FULL-TIME INSTRUCTORS.....            | 50        |
| GENERAL EDUCATION STUDENT LEARNING OUTCOME ASSESSMENT.....            | 51        |
| ACADEMIC FREEDOM.....   | 51        |
| INTELLECTUAL PROPERTY RIGHTS.....                                     | 52        |
| TEACHING LOAD (Full-time Faculty).....                                | 52        |
| TEACHING OVERLOADS (Extra Service).....                               | 52        |
| CLASS ENROLLMENT MINIMUMS .....                                       | 53        |
| FACULTY OFFICE HOURS .....  | 53        |
| CLASS CANCELLATION .....  | 54        |
| ROOM ASSIGNMENT .....   | 54        |
| SUBSTANTIVE CHANGE POLICY .....                                       | 54        |
| CURRICULUM COMMITTEE PROCESS.....                                     | 55        |
| COURSE SYLLABI .....  | 55        |
| INDEPENDENT STUDY CLASS POLICY AND PROCEDURE .....                    | 56        |
| TECHNOLOGY SERVICES COMPUTING RESOURCES USAGE POLICY.....             | 56        |
| CLASS MEETINGS.....   | 60        |
| CLASSROOM SUPERVISION .....   | 60        |
| COLLEGE POLICY ON MINORS .....  | 60        |
| CLASS ROSTERS.....  | 61        |
| ATTENDANCE POLICY .....   | 61        |
| ABSENCES FOR APPROVED COLLEGE ACTIVITIES.....                         | 61        |
| ACADEMIC HONESTY POLICY .....   | 62        |
| ACADEMIC HONESTY DISCIPLINARY PROCEDURE.....                          | 62        |
| WITHDRAWAL FROM COURSES .....   | 63        |
| FORMAL EVALUATIONS.....   | 63        |
| GRADE ASSIGNMENTS.....  | 63        |
| FINAL GRADES .....  | 63        |
| ESSENTIAL “FERPA” FACTS FOR FACULTY .....                             | 65        |
| PROCEDURE FOR TEXTBOOK ADOPTION/CHANGES.....                          | 65        |
| CALL IN/CLASS CANCELATION PROCEDURES .....                            | 66        |
| FIELD TRIPS.....  | 67        |
| “FAIR USE” COPYRIGHT STANDARDS .....                                  | 67        |
| LIVE WORK POLICY .....  | 68        |
| LIVE WORK OFF CAMPUS POLICY.....                                      | 69        |
| INDUSTRIAL VISITS BY INSTRUCTORS IN THE TECHNICAL PROGRAMS.....       | 69        |
| CAREER/TECHNICAL PROGRAM ADVISORY COMMITTEES .....                    | 69        |
| <b>Section IV: WCCS Administrative Policies &amp; Procedures.....</b> | <b>70</b> |
| BUDGETING .....   | 70        |
| PURCHASE REQUISITIONS .....   | 70        |
| PURCHASE ORDERS .....   | 70        |
| COMPETITIVE BIDS .....  | 71        |
| PETTY CASH .....  | 71        |
| EQUIPMENT INVENTORY.....  | 71        |
| OFFICIAL TRAVEL .....   | 71        |
| IN-STATE TRAVEL.....  | 72        |

|   |           |
|---|-----------|
| OUT-OF-STATE TRAVEL .....   | 73        |
| STUDENT TRAVELER .....  | 74        |
| USE OF COLLEGE VEHICLE .....  | 74        |
| COLLEGE FOUNDATION.....   | 75        |
| SAFETY AND EMERGENCY PROCEDURES .....   | 75        |
| EMERGENCY RESPONSE PLAN.....  | 75        |
| PURPOSE.....  | 75        |
| AUTHORITY.....  | 76        |
| PROCEDURES.....   | 76        |
| DEFINITION OF AN EMERGENCY .....  | 76        |
| LEVELS OF EMERGENCY.....  | 76        |
| EMERGENCY RESPONSE PLANNING COMMITTEE.....                                    | 77        |
| CRISIS MANAGEMENT TEAM .....  | 78        |
| WHAT TO DO IN CASE OF AN EVACUATION.....                                      | 80        |
| ASSISTING THE DISABLED IN AN EMERGENCY EVACUATION .....                       | 81        |
| BUILDING COORDINATOR ASSIGNMENTS .....  | 81        |
| EMERGENCY PHONE LIST .....  | 82        |
| EMERGENCY NOTIFICATION.....   | 82        |
| TRAFFIC RULES, REGULATIONS, AND PARKING .....                                 | 82        |
| FEDERAL CRIME REPORTING .....   | 84        |
| ACCIDENTS AND PERSONAL INJURIES.....  | 85        |
| GUEST SPEAKERS OR LECTURERS.....  | 85        |
| NEWS RELEASES, PRESS COVERAGE AND PUBLICATIONS.....                           | 85        |
| KEY CONTROL PROCEDURES .....  | 85        |
| ON-CAMPUS SOLICITATION AND DISTRIBUTION OF MATERIALS.....                     | 85        |
| <b>Section V: WCCS Personnel Policies and Procedures.....</b>                 | <b>86</b> |
| FACULTY APPOINTMENT PROCEDURES .....  | 87        |
| STAFF APPOINTMENT PROCEDURES.....   | 88        |
| APPOINTMENT AND ASSIGNMENT OF PERSONNEL .....                                 | 88        |
| INTERNAL EMPLOYEE TRANSFERS.....  | 88        |
| EXTERNAL EMPLOYEE TRANSFERS.....  | 89        |
| EMPLOYMENT AND RELATED POLICIES AND PROCEDURES NON-DISCRIMINATION POLICY..... | 89        |
| CLASSIFICATION OF PERSONNEL.....  | 89        |
| CRIMINAL BACKGROUND CHECKS .....  | 90        |
| EMPLOYMENT OF RELATIVES.....  | 90        |
| PERSONNEL RECORD INFORMATION.....   | 90        |
| RESIGNATIONS .....  | 91        |
| TERMINATION OF EMPLOYMENT .....   | 91        |
| ABANDONMENT OF POSITION .....   | 91        |
| REDUCTION IN FORCE.....   | 91        |
| EVALUATION OF PERSONNEL.....  | 92        |
| GRIEVANCE PROCEDURE.....  | 93        |
| II. STATEMENT ON HARASSMENT .....   | 94        |
| NON-DISCRIMINATORY ENVIRONMENT .....  | 94        |
| SMOKE AND TOBACCO, ALCOHOL AND DRUGS –DRUG-FREE WORKPLACE POLICY .....        | 96        |

|   |     |
|---|-----|
| CONFRONTATION POLICY .....                                    | 97  |
| FLEXIBLE WORK SCHEDULES FOR PUBLIC OFFICIALS .....            | 97  |
| FAIR LABOR STANDARDS ACT COMPLIANCE.....                      | 97  |
| BASIC WAGE STANDARDS .....                                    | 97  |
| “EXEMPT” (SALARIED) VS. “NON-EXEMPT” (HOURLY) EMPLOYEES ..... | 98  |
| RECORDKEEPING .....   | 98  |
| TERMS USED IN FLSA WORKWEEK.....                              | 98  |
| HOURS WORKED .....  | 98  |
| COMPUTING OVERTIME PAY .....                                  | 98  |
| LEAVE POLICIES .....  | 99  |
| ANNUAL LEAVE.....   | 100 |
| COURT ATTENDANCE .....  | 100 |
| EMERGENCY LEAVE .....   | 101 |
| MILITARY LEAVE .....  | 101 |
| PERSONAL LEAVE.....   | 101 |
| PROFESSIONAL LEAVE .....                                      | 101 |
| PROFESSIONAL DEVELOPMENT LEAVE .....                          | 101 |
| SICK LEAVE.....   | 101 |
| PERSONAL LEAVE OF ABSENCE .....                               | 102 |
| FAMILY AND MEDICAL LEAVE .....                                | 102 |
| FMLA DISCLAIMERRETIREMENT PLAN .....                          | 102 |
| TEACHERS’ RETIREMENT SYSTEM .....                             | 103 |
| RSA-1 DEFERRED COMPENSATION .....                             | 103 |
| CONSULTATION OUTSIDE EMPLOYMENT .....                         | 103 |
| TUITION ASSISTANCE POLICY AND PROCEDURES.....                 | 103 |
| PROFESSIONAL DEVELOPMENT .....                                | 103 |
| PROFESSIONAL DEVELOPMENT REQUIREMENT .....                    | 104 |
| DRESS AND SPEECH.....   | 104 |
| MEETINGS.....   | 104 |
| COMMENCEMENT.....   | 104 |
| SPONSORSHIP OF ORGANIZATIONS.....                             | 104 |
| ABSENCES .....  | 104 |
| FAMILY MATTERS .....  | 104 |

## 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, [www.accs.edu](http://www.accs.edu) under Board of Trustees Policies and Procedures.

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.

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.

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.



## ALABAMA BOARD OF TRUSTEES

Governor Kay Ivey  
President

Jimmy H. Baker  
Chancellor  
Alabama Community College System

| Congressional District         | Name and Address   |
|--------------------------------|--|
| District 1                     | Al Thompson<br>307 Hand Avenue<br>Bay Minette, AL 36507          |
| District 2                     | Ron Fantroy<br>73 Lark Salter Lane<br>Evergreen, AL 36401        |
| District 3                     | Susan Foy<br>423 Auburn Drive<br>Alexander City, AL 35010        |
| District 4                     | Matthew Woods<br>4001 Cliff Drive<br>Jasper, AL 35504            |
| District 5                     | Crystal Brown<br>1904 Weatherly Circle SW<br>Decatur, AL 35603   |
| District 6                     | Milton Davis<br>P. O. Box 43412<br>Birmingham, AL 35243          |
| District 7                     | Chuck Smith<br>1 Seminole Street<br>Demopolis, AL 36732          |
| Member-at-Large                | Blake McAnally<br>3724 S. Woodtrail Road SW<br>Decatur, AL 35603 |
| State BOE Ex-officio<br>Member | Jeffery Newman<br>P. O. Box 266<br>Millport, AL 35576            |

# Section I: WCCS Vision, Mission, Philosophy, Goals, and Strategies

## 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, state, and nation.

## 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.

## CORE VALUES

With the completion agenda and emphases on the learning-centered college as our ultimate priorities, Wallace Community College Selma is guided by the following core values:

- Affordable and accessible educational opportunities to meet the needs of our diverse service area;
- Instructional excellence, faculty and staff competency, and continuous training in all academic and technical programs;
- Dedication to increasing skills and competencies that allow for upward mobility and increased opportunities in the employment market;
- Partnership with other organizations and institutions that promote community outreach and respond to needs of the service area;
- Principles of personal ethics, integrity, academic honesty and civic responsibility;
- Economic and workforce development that supports growth in the communities that the college serves;
- Technology as a critical element in achieving the strategic and annual goals of the College;
- Accountability and assessment that result in continuous program improvement; and
- Equal opportunity for employees, students, and representatives of the community at large regardless of age, color, sex, disability, national origin, race, religion or veteran status.

## MISSION STATEMENT

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

## COLLEGE GOALS & STRATEGIES

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

- 1.1 Provide associate in arts and associate in science degree programs that prepare students to transfer to baccalaureate institutions.
  - 1.2 Provide associate in applied science degree and certificate programs that prepare students for immediate placement into the job market.
  - 1.3 Identify college-level general education competencies and measure the extent to which students have attained them.
  - 1.4 Increase student success through a comprehensive developmental education program.
  - 1.5 Document Student Learning Outcomes in all degree and certificate programs and ensure that results are used for program improvement.
  - 1.6 Develop a Quality Enhancement Plan based on institutional assessment, focuses on learning outcomes and supports the mission of the College.
  - 1.7 Conduct a process of program reviews in order to ensure the College is offering up-to-date and relevant programs.
  - 1.8 Support quality teaching and learning through comprehensive learning resources that are easily accessible to students (includes library, writing laboratories, and computer laboratories)
  - 1.9 Develop and implement new instructional programs based on the needs of the service area of the College.
  - 1.10 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

- 2.1 Provide access through various modes of instructional delivery including an E-Learning program to meet the needs of diverse learners.
  - 2.2 Promote early college entrance or enrollment
  - 2.3 Cultivate college attendance through ongoing programs with feeder schools of the College.
  - 2.4 Develop and sustain mutually beneficial partnerships.
  - 2.5 Expand relationship with p-12 to inspire/promote postsecondary education.
  - 2.6 Provide appropriate educational support services to students with disabilities.
3. Expand the development of educational and administrative technology that enhance student learning and improve college management processes and functions. (*Technology*)

### Key Strategies

- 3.1 Improve and enhance technological access to online courses and degree programs.
- 3.2 Maintain, upgrade and expand technological resources to support instructional administrative systems in classrooms, laboratories, and services.
- 3.3 Utilize online survey instruments to assess consumer satisfaction with services offered by the

College.

3.4 Enhance the efficiency of the College's assessment process through utilization of Strategic Planning Online.

3.5 Improve instructional processes through college-wide utilization of an online course management system.

3.6 Provide appropriate technology training and resource availability for faculty, staff, and students.

3.7 Upgrade the technological skills of all employees of the College through an ongoing professional development program.

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

4.1 Deliver customized training programs in response to workforce development opportunities.

4.2 Establish agreements with corporations and businesses in the service area of the College to deliver online professional development training courses and programs.

4.3 Develop and expand opportunities for displaced workers through credit and non-credit programs.

4.4 Enhance services to existing business and industry.

4.5 Expand co-op educational opportunities.

4.6 Expand and enhance partnerships and planning with educational institutions, businesses, government agencies, and community organizations to further the mission of the college.

5. Provide 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

5.1 Improve employee productivity, increase faculty and staff utilization and satisfaction with professional development and training.

5.2 Enhance the teaching skills of the full-time and adjunct faculty by providing information and training in the best practices in teaching.

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

Key Strategies

6.1 Develop and maintain a comprehensive and coordinated process for data collection, reporting and evaluation of student satisfaction.

6.2 Improve student utilization of and satisfaction with academic support and student services.

6.3 Improve the retention of students through an ongoing counseling and advisement program that will make high-quality advising available to all students.

6.4 Increase student transfer to four-year colleges and universities.

6.5 Provide academic support services to students with academic challenges.

7. 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

7.1 Meet the needs of diverse learners through innovative programs and delivery methods.

7.2 Assure that educational opportunities are available without regard to race, gender, sexual

orientation, ethnicity, socio-economic status, disability or age.

7.3 Assess special needs of diverse student populations and provide support and educational services to meet those needs.

8. Provide educational opportunities that support a culture of lifelong learning. (*Community Development and Lifelong Learning*)

Key Strategies

8.1 Provide cultural enrichment and educational opportunities to the students as well as the community through a variety of arts and humanities.

8.2 Provide access to lifelong learning opportunities to the service area of the College.

8.3 Partner with the Alabama Community College System and local agencies in the the service area of the College in offering adult education classes.

8.4 Provide service-learning opportunities that expose students to a lifestyle of the 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

9.1 Promote a strong college identity that reflects WCCS as a success-driven institution that demonstrates a leadership role in its service area.

9.2 Design, produce and deliver professional communications about programs, instructional support and services to a diverse student population, the general public, and the media.

9.3 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

10.1 Ensure a stable financial program that enhances resource allocation and promotes accountability of institutional resources.

10.2 Continue to align the annual budget of the College to the institutional effectiveness plans of each office, program, and department of the College.

10.3 Administer policies and procedures that promote fairness, consistency and excellence in the management and administration of programs and services.

10.4 Improve the financial position of the College through new funding efforts by aggressively pursuing new funding resources.

10.5 Provide safe, clean and comfortable facilities, accessible to all students and the community.

10.6 Develop and maintain a Facilities Master Plan that ensures that the College is fulfilling its mission to its students and the area it serves.

10.7 Recruit and retain talented full-time and part-time faculty, administrators and staff.

10.8 Maximize the use of personnel, physical and financial resources of the College.

10.9 Develop and maintain an ongoing program of Institutional Effectiveness and research that promotes ongoing, integrated, institution-wide, research-based evaluation processes.

10.10 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.

10.11 Provide opportunities for faculty, staff, and students to become involved in institutional governance.

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

*Management)*

Key Strategies

- 11.1 Improve student retention, graduation, and transfer rates through the implementation of a completion agenda.
- 11.2 Explore innovative recruitment and marketing strategies to manage enrollment efforts.
- 11.3 Enhance the enrollment in online courses by developing enhancements that will attract broader credit and non-credit populations.
- 11.4 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 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 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.

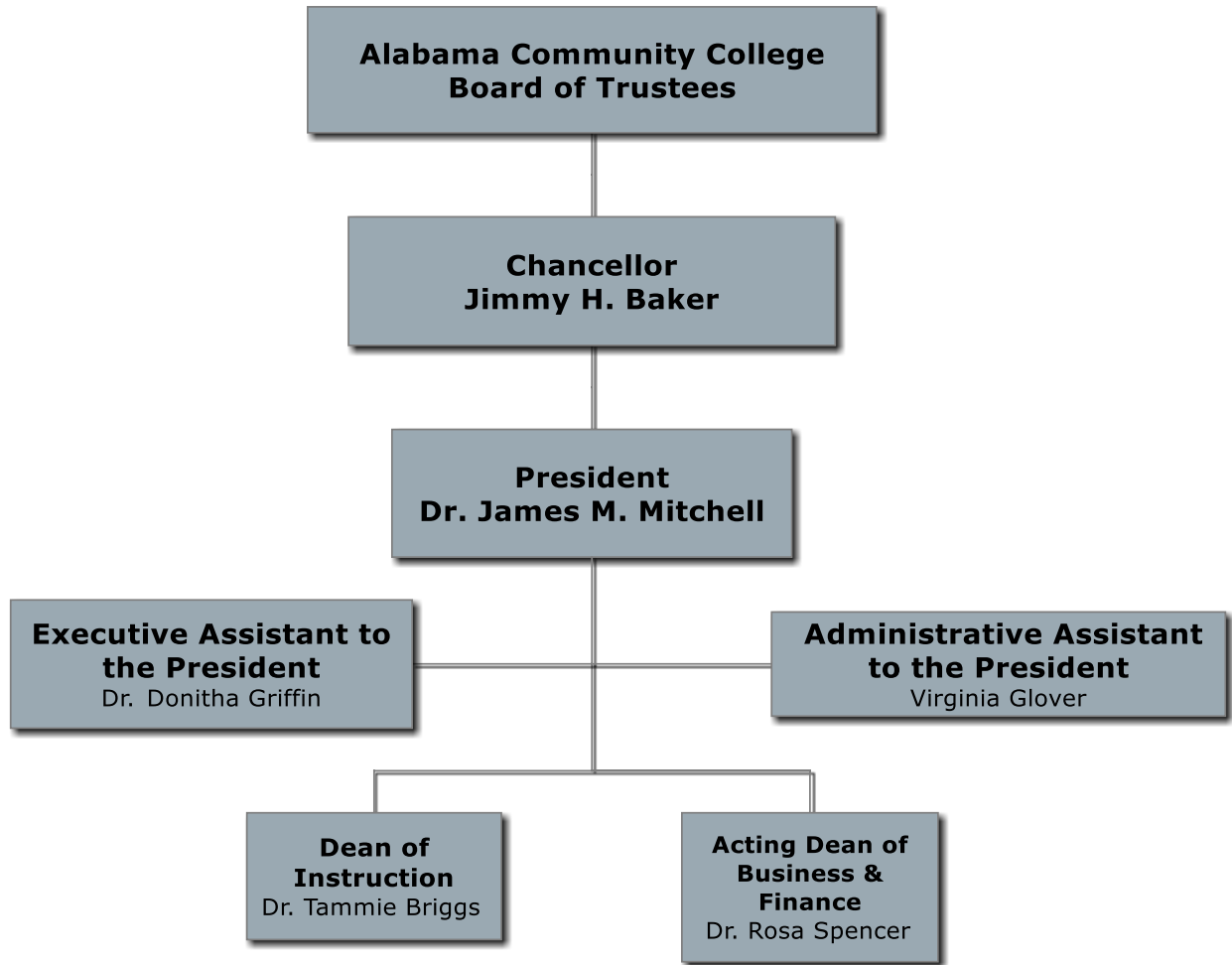
Employers are required to provide reasonable accommodation to the known limitation(s) of a person with a disability, as defined by the ADA. In order to establish the existence of a disability and request reasonable accommodation under the ADA, an employee must complete and submit a Request for Disability 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, or supervisor 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, or supervisor, 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, and supervisor.
- 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.

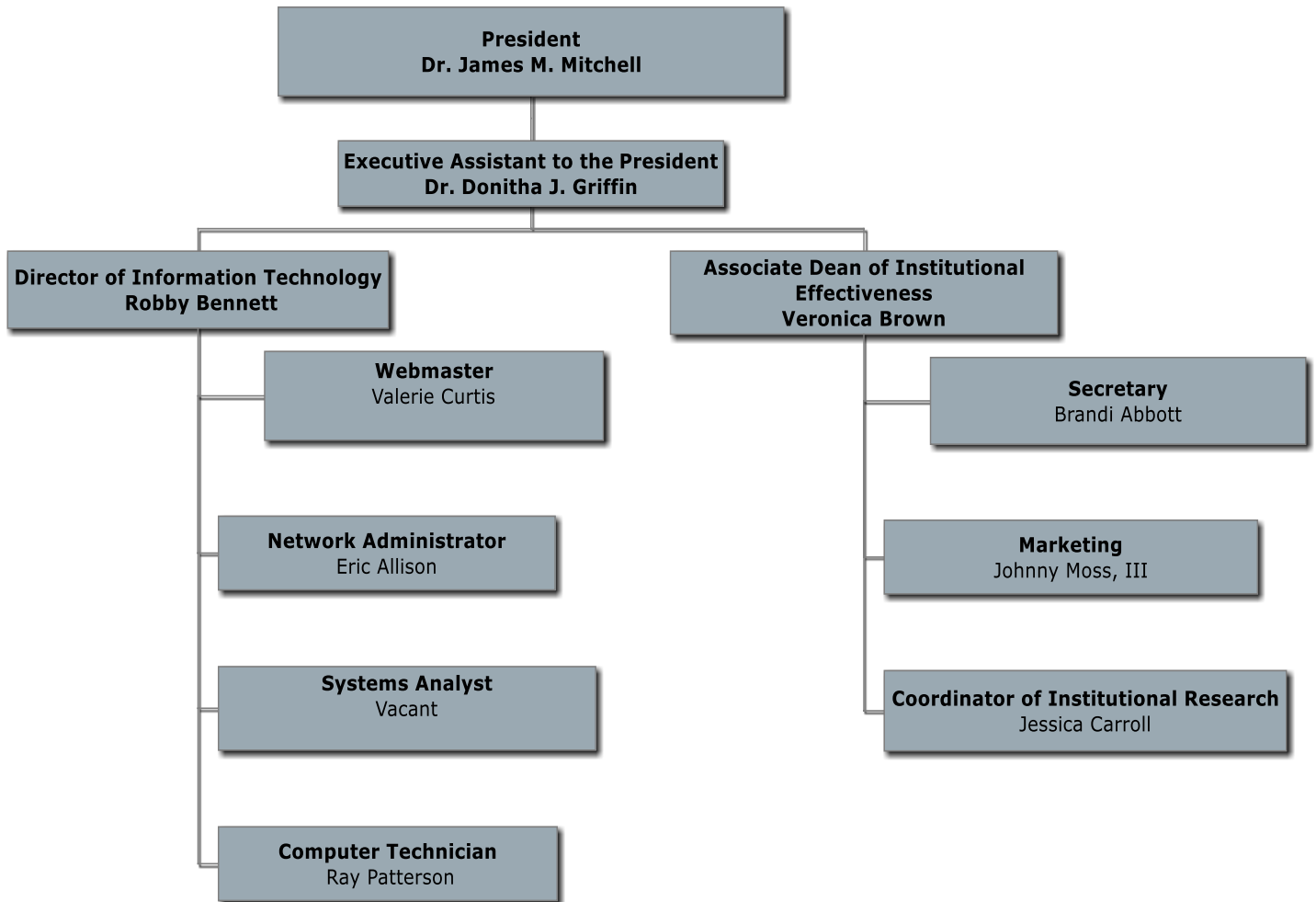


# Section II: WCCS Organizational and Administrative Structure

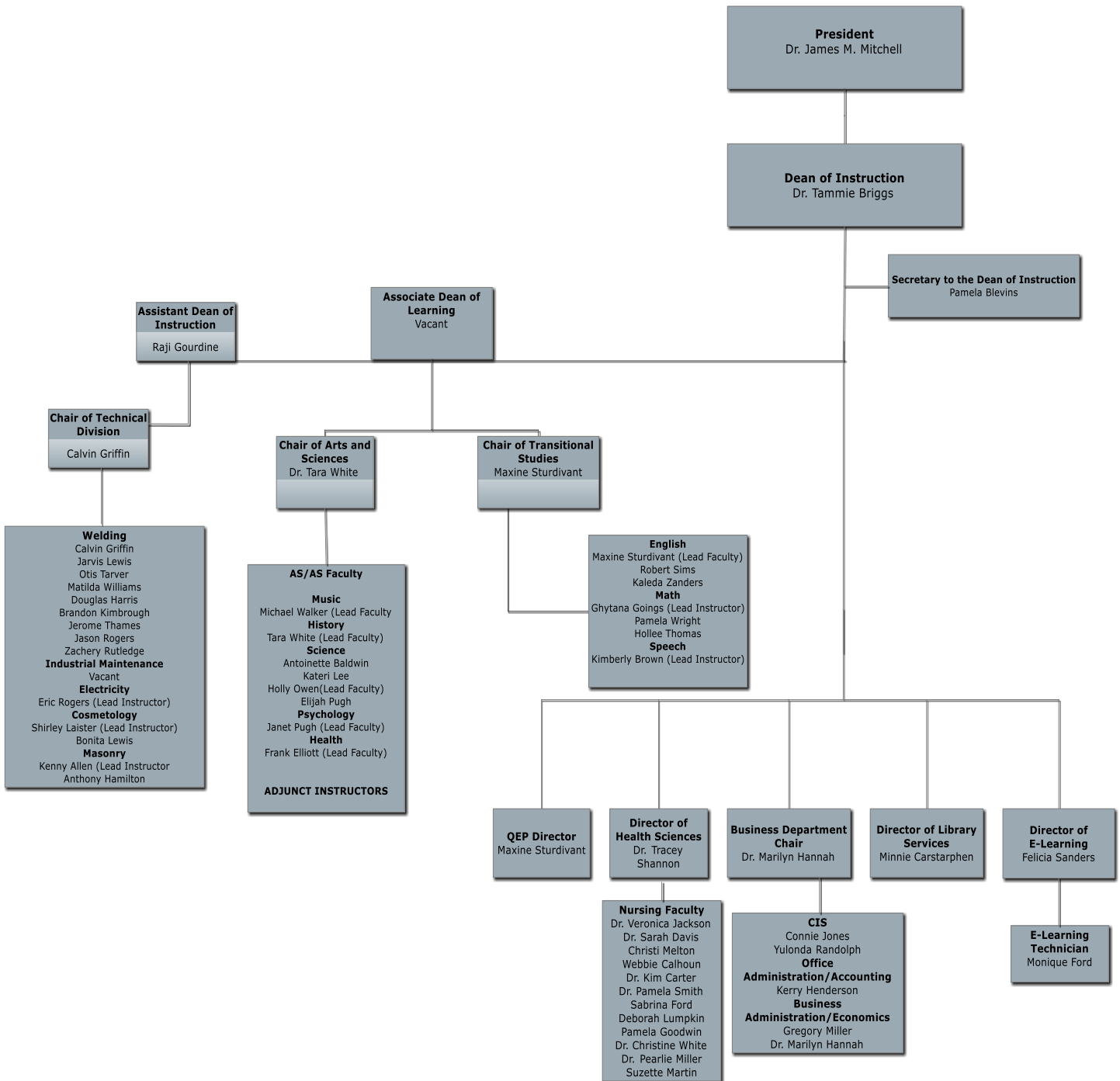
## Wallace Community College Selma Organizational Charts



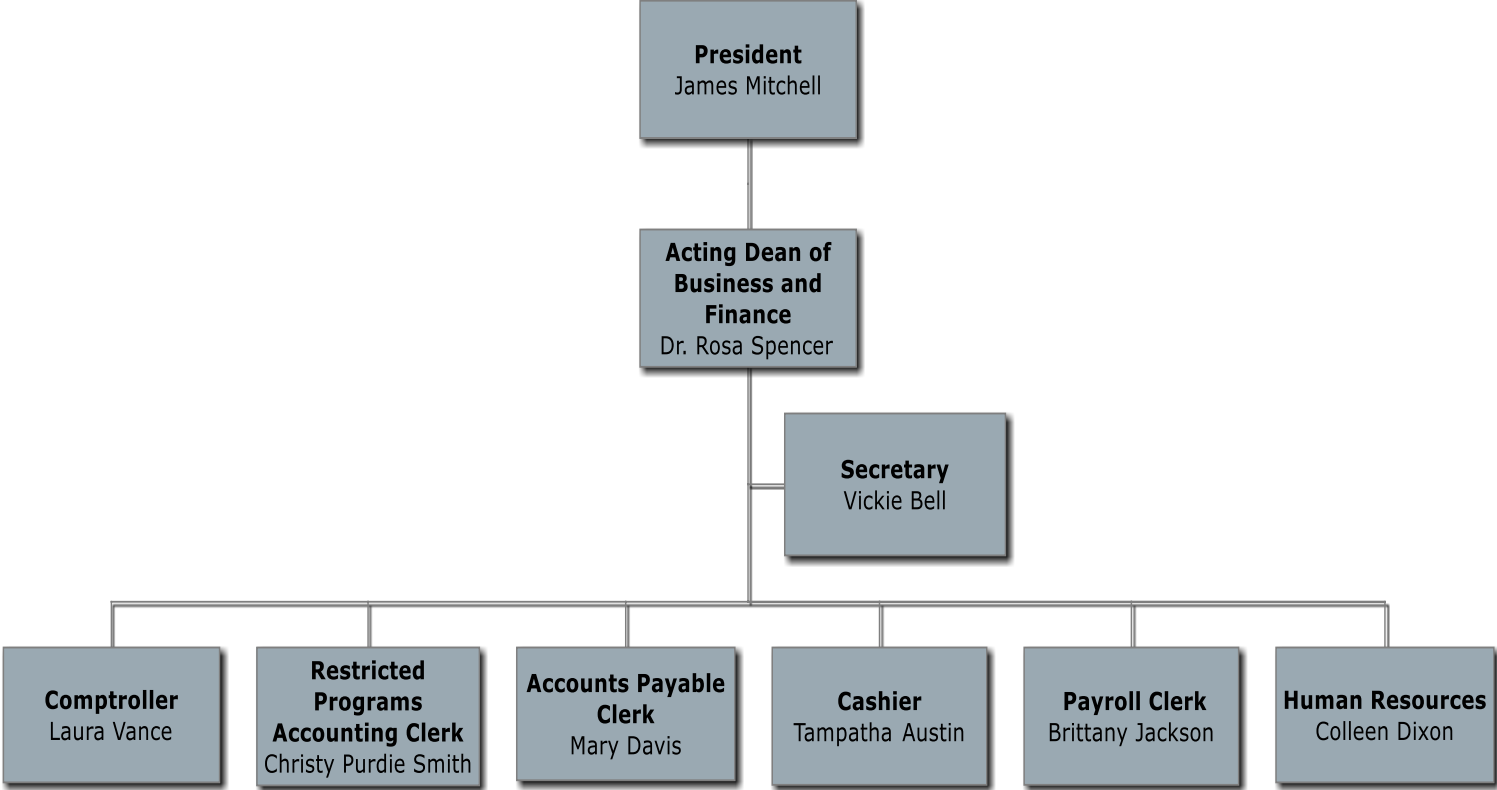
# Wallace Community College Selma Executive Assistant to the President



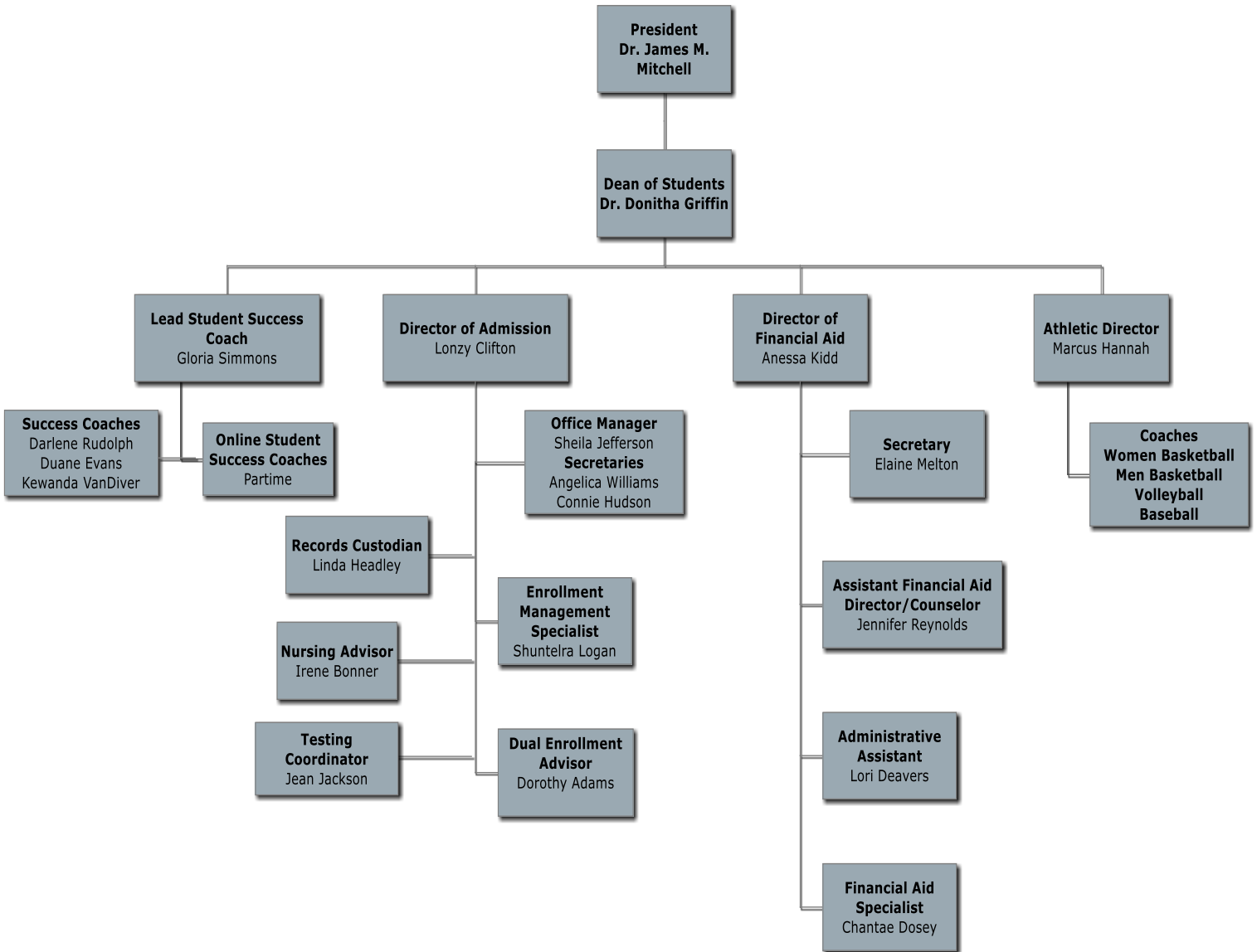
# Wallace Community College Selma Academic Division



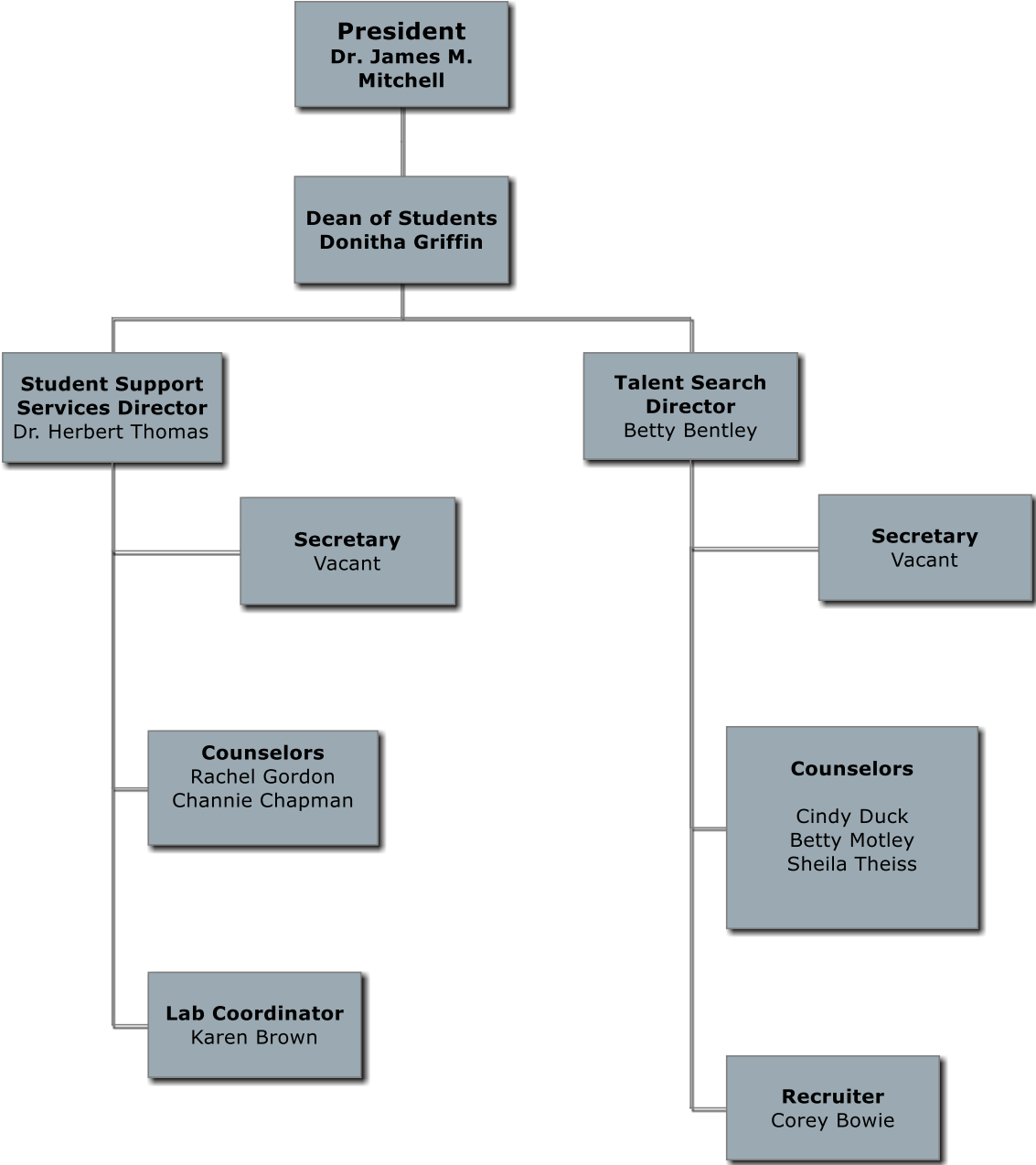
# Wallace Community College Selma Business and Finance



# Wallace Community College Selma Student Services

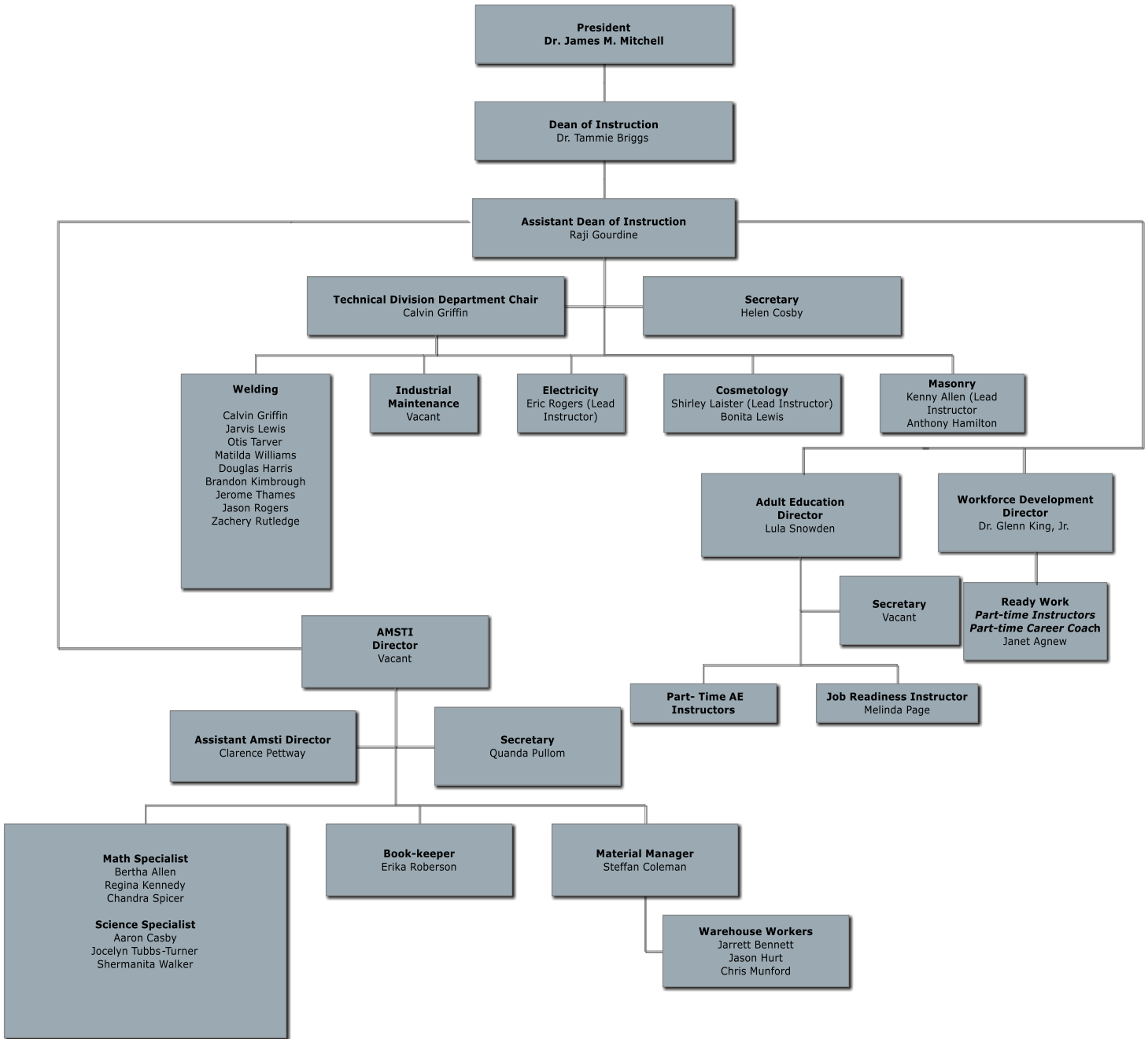


# Wallace Community College Selma Student Services/TRIO

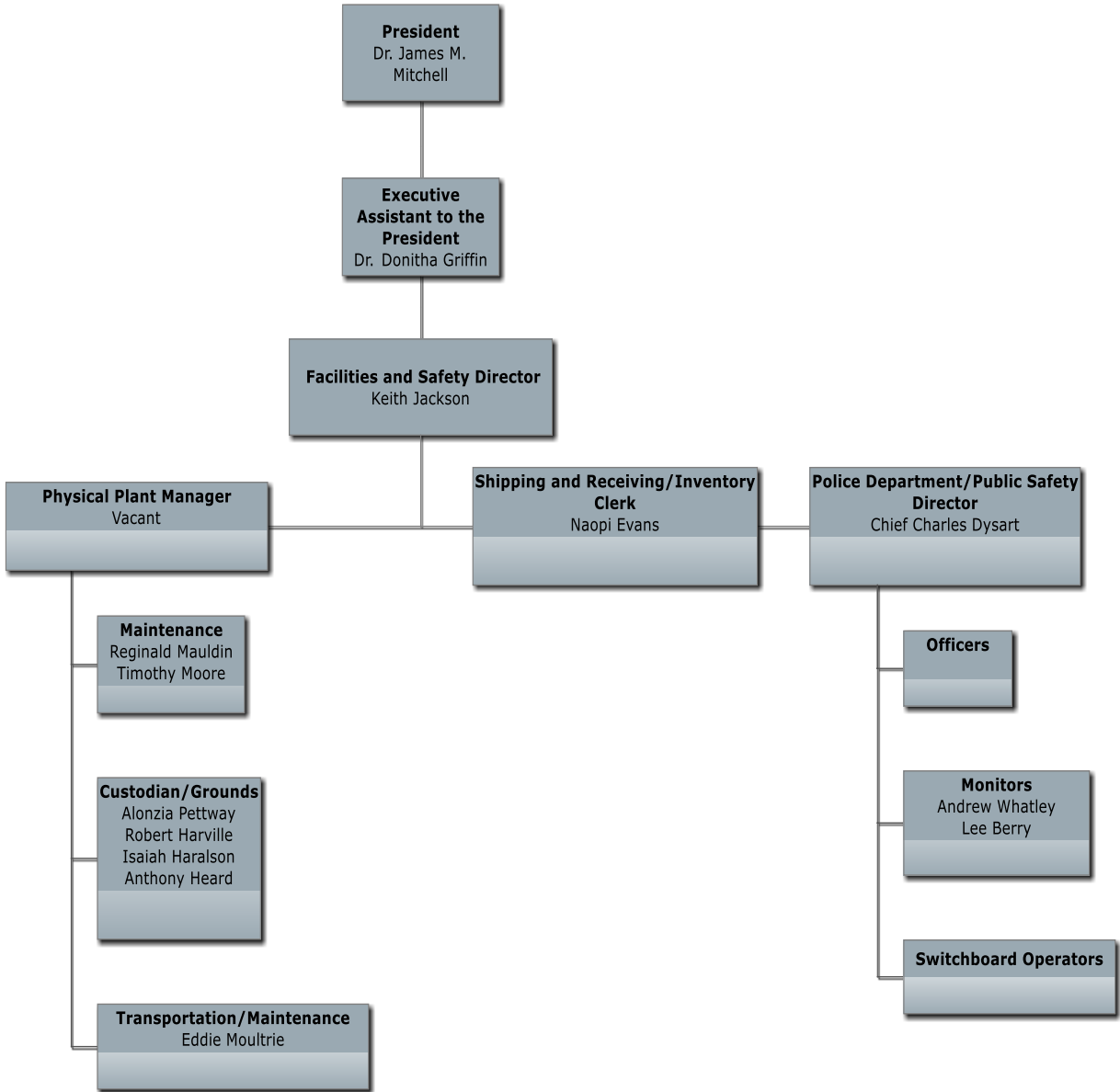


# Wallace Community College Selma

## Assistant Dean of Instruction



# Wallace Community College Selma Facilities and Safety





## STATE GOVERNANCE

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

#### **Board of Trustees: / Administrative Distinction/Governance Responsibility (Policy 101.01)**

The Alabama Community College System Board of Trustees (the “Board”) is the governing board for the Alabama Community College System. The Board shall be authorized to:

1. Make policies, rules and regulations for governance of community and technical colleges; the Chancellor shall assist the Board in its policymaking function by presenting to the Board for consideration new or revised policies for the governance of the System. The adoption of policy is the responsibility of the Board.
2. Subject to regulatory and accreditation authorities, prescribe for 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 employment of the Presidents of the community and technical colleges, upon recommendation of the Chancellor.
4. Direct the expenditure of legislative appropriations of community and technical colleges;
5. Prescribe qualifications for faculty and establish an annual salary schedule and tenure requirements for faculty of community and technical colleges;
6. Accept gifts, donations, and devises and bequests of money and real and personal property for the benefit of community and technical colleges;
7. Establish a performance based allocation process that is equitable and compatible with the services and programs offered by each individual community and technical college campus; and,
8. Promote interest in the Alabama Community College System among the citizens of Alabama.
9. Approve land acquisitions subject to applicable State of Alabama rules and regulations governing community and technical colleges.

#### **Board of Trustees: Self-Evaluation**

The Alabama Community College System Board of Trustees self-evaluates through regular evaluation of its responsibilities and expectations as listed in Board Policy 101.01.

#### **Board of Trustees: Multi-level Governance**

George Corley Wallace State Community College is a member of the Alabama Community College System. The governing board is the Alabama Community College System Board of Trustees (the Board) which retains sole legal authority and operating control over the system colleges.

As established in the Alabama Code 16-60-114, the Board is the legal body with specific authority over George Corley Wallace State Community College and member institutions of the Alabama Community College System. The Board’s authority is enumerated in the Alabama Community College System Board of Trustees Bylaws. Additional authority, duties, membership of the Board are enumerated in the Code of Alabama 16-60-111.4 and Alabama Community College System Board of Trustees policies and procedures.

The President reports to the Chancellor of the Alabama Community College System, who reports to the Board. Together, the President and the Chancellor ensures the fulfillment of responsibilities delegated by the Board.

The board delegates to the Chancellor, authority to act and make decisions concerning the management and operation of the community and technical colleges. The presidents of the community and technical colleges are responsible to the Chancellor for the day-to-day operation of the colleges.

### **Board of Trustees: Composition, Appointment, Term of Office (Policy 101.02)**

The Board of Trustees of the Alabama Community College System shall be composed of the following members:

- (1) The Governor, who shall be ex officio president of the Board.
- (2) Seven members appointed by the Governor so that one member of the Board is a resident of each of the seven congressional districts in the State of Alabama. If a member appointed from a congressional district ceases to be a resident of the district from which he or she was appointed, the member shall vacate his or her office.
- (3) One ex officio, non-voting member appointed by the Governor who is actively serving on the State Board of Education.
- (4) One member appointed by the Governor from the state at large.

All members appointed by the Governor shall be free from any contractual, employment, personal, or familial interest in the Alabama Community College System.

Members appointed by the Governor from Congressional Districts 1, 3, 5, and 7 shall be appointed for an initial term of two years, and every four years thereafter. Members appointed by the Governor from Congressional Districts 2, 4, and 6, and from the state at large, shall be appointed for an initial term of four years, and every four years thereafter.

As vacancies occur on the Board for any cause, they shall be filled by the original appointing authority for the unexpired term, subject to confirmation by the Senate at the next succeeding regular session of the Legislature.

All appointees to the Board shall be subject to confirmation by the Senate and shall be confirmed before beginning a term of office. As vacancies occur on the Board for any cause, they shall be filled by the Governor for the unexpired term, subject to confirmation by the Senate in accordance with Alabama law before beginning service.

No employee of the state may serve as an appointed member of the Board. No appointed member of the Board may serve more than two consecutive terms of office. Other than the ex officio members of the Board, no person currently serving in any elected office may concurrently serve as a member of the Board.

The Board shall elect a Vice President and Pro Tem from its eligible voting members annually at its regular July meeting.

### **Board Dismissal**

The dismissal process for board members is detailed in the [Code of Alabama 16-60-111 section \(j\)](#) which states:

“The Governor may remove any appointed member of the board for immorality, misconduct in office, incompetency, or willful neglect of duty, giving the member a copy of the charges against him or her and,

upon not less than 10 days' notice, and an opportunity of being heard publicly in person or by counsel in his or her own defense. If any member shall be removed, the Governor shall file in the office of the Secretary of State a complete statement of all charges against the member, any findings, and a complete record of the proceedings.”

Given the significant responsibilities of the Alabama Community College System Board of Trustees, this process is both appropriate and fair. The law offers specific grounds for potential board dismissal and specifies a process for dismissal. The law requires documentation for a board member’s dismissal and for the member to be notified before the office of the member can be vacated. Further, the law requires before final action can be taken, the board member is given an opportunity to present evidence in mitigation. In the past five years, no member of Alabama Community College System Board of Trustees have been dismissed or asked to resign his or her position.

### **Chancellor: Appointment**

For the purpose of assisting the Board in carrying out its authority and responsibility for the community and technical colleges, the Board shall appoint a Chancellor who will also be Chief Executive Officer of the Alabama Community College System. The Chancellor shall serve at the pleasure of the Board and perform such duties as are provided in Alabama law or otherwise as are assigned by the Board. The Board may enter into a contract with the Chancellor for his or her services for a period not to exceed four years. The Chancellor shall be a person of good moral character with academic and professional education equivalent to graduation from a regionally accredited university or college, who is knowledgeable in postsecondary institution administration, and has training and experience sufficient to qualify him or her to perform the duties of the office.

A vacancy in the position of Chancellor shall be filled by the Board within 180 days after such a vacancy occurs. The Board may temporarily fill the position on an interim basis for not more than two six-month periods. Notice of a vacancy in the position of Chancellor shall be posted by the Board. The notice shall be posted on the Internet and in a conspicuous place at each postsecondary school campus and worksite, including all state and local Board of Education offices, at least 30 calendar days before the position is to be filled.

### **Chancellor: Responsibility for Operation of the Colleges**

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

Chancellor shall act as Chief Executive Officer of the Alabama Community College System and shall direct all matters involving the community and technical colleges within the policies of the Board.

### **Chancellor: Powers and Duties**

The Chancellor shall:

1. Execute and enforce the rules and regulations of the Board governing the community and technical colleges.
2. Interpret the rules and regulations of the Board concerning the 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 of the Chancellor. The number of employees, their compensation, and all other expenditures of the office for the Chancellor shall be within the limits of a budget for the office of the Chancellor which shall be approved by the Board. The Chancellor and all employees of the office of the Chancellor shall not be subject to or governed by the provisions of the State Merit System law but shall be entitled to all benefits accruing to Merit System employees including the right to accumulate leave and participate in the Teachers' Retirement System under the same terms and conditions as employees of the State Department of Education.

4. Have the authority to take any and all actions necessary and proper to administer policies, rules, and regulations of the Board 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 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 for its approval and adoption. He or she shall also prepare, or cause to be prepared, all other reports which are or may be required of the Board.
6. Prepare, or cause to be prepared, and submit for approval by the Board such budget for each quadrennial, or for such other period as may be fixed by the Department of Finance or other duly authorized body.
7. Prepare, or cause to be prepared, and submit for approval and adoption by the Board such legislative measures as are in his or her opinion needed for the further development and improvement of the community and technical colleges.

#### **Chancellor: Decision-making Authority**

Except where otherwise clearly indicated herein, the Board shall delegate to the Chancellor the authority to act and make decisions concerning the management and operation of the Alabama Community College System. The Presidents of the community and technical colleges shall be responsible to the Chancellor for the day-to-day operation of the colleges.

#### **Conflict of Interest (Policy 111.02)**

The standard of behavior for the Alabama Community College System and its Board of Trustees is that all Board members scrupulously avoid conflicts of interest between the interests of the Alabama Community College System on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

The Alabama Community College System Board of Trustees shall be free from influence from political, religious, or other external bodies and protect its institutions from such influence in a number of ways, including the individual power and autonomous authority of the Board as provided by law at Alabama Code § 16-60-111; the fact that each Trustee is governed by Alabama's Ethics laws as a "public official"; the policies and procedures of the Board; and the applicability of the Alabama Open Meetings Act, among others. In addition to the foregoing, the Board of Trustees has adopted this Policy on External Influence to further ensure that the Board and its institutions are free from influence from political, religious, or other external bodies.

If any Trustee shall reasonably believe political, religious, or other external bodies are or are attempting to influence that Trustee or other Trustees, such Trustee may notify in writing the Chairman of the Board of

Trustees of such conduct stating specifically the basis for such belief. If the conduct involves the Chairman of the Board of Trustees, then the Trustee may notify the Vice Chairman of the Board. If the alleged conduct involves both the Chairman and Vice Chairman, then the Trustee may notify any other officer of the Board of Trustees. The Trustee recipient of such notice shall appoint three (3) other trustees who shall seek to determine whether such conduct has or is occurring and who shall report the allegations and the results of their investigation to the Trustees involved and then to the full Board of Trustees, if such conduct continues.

The presidents of the Alabama Community College System colleges shall adopt similar policies to ensure that their institutions are free from such undue influence.

### **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.

#### **President: Line of Authority**

1. Each President of a community or technical college, shall be appointed by the Board of Trustees upon the recommendation of the Chancellor.
2. Each President of a community or technical college shall serve at the pleasure of the Board of Trustees.
3. The President of an Alabama Community College System institution is responsible to the Chancellor for the day-to-day operation of the institution. The President is responsible for operating the institution within Board of Trustee policy and all applicable state and federal laws.

#### **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:

- Direct responsibility to the Board of Trustees as the chief executive officer of this College;
- organization and administration of the College;
- recruitment, appointment, promotion, and release of faculty and staff members;
- development of a budget for approval by the Board of Trustees;
- direct planning of plant facilities;
- approval of all official publications of the College;
- approval of the scheduling of classes, facilities, staff, and school calendar for submission to the Chancellor of the Alabama Community College System;
- interpret the College program to the community;

- completion of all reports required by state agencies or requested by local and national agencies;
- basic responsibility for maintaining the accreditation standards of the Board of Trustees and the Southern Association of Colleges and Schools;
- delegation of authority and responsibility to other officers, staff, and faculty members, holding them responsible for the full discharge of their duties;
- development of long-range plans to provide for the continued growth and improvement of the College;
- preside over joint meetings of the Academic and Technical Programs periodically; and
- supervision of the administration of the athletic programs at the College.

#### **Appointment of Local Administrative Staff**

1. The President is authorized to appoint all faculty and staff at the local level.
2. The President is directed to obtain prior approval from the Chancellor for all dean-level administrators or vice-presidents whom the President intends to appoint at the institution.
3. The President shall provide the Chancellor with the name and the curriculum vitae of all dean-level administrators or vice-presidents whom the President intends to appoint at the institution.

#### **Executive Assistant to the President**

The Executive Assistant to the President relieves the President of operational and administrative details and performs administrative functions that require a thorough knowledge of College policies, procedures, and operations and an understanding of the College's role within the community. The Executive Assistant to the President provides supervision for the Coordinator of College Relation/Institutional Research and the Director of Technology and Planning/Information Services. The Executive Assistant to the President serves as Senior Personnel Officer, establishes and monitors employee performance objectives, provide or coordinate staff training, and work with employees to correct deficiencies and implement discipline procedures.

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

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

#### **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 of 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 of Instruction**

The Dean of 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 affairs of the college.

|                  |   |
|------------------|---|
| POLICY NAME:     | <b>Series 900: Institutional Effectiveness: Planning and Evaluation</b> |
| EFFECTIVE:       | 04-13-2016  |
| SUPERSEDES:      |   |
| SOURCE:          | <i>Code of Alabama 16-60-111.4</i>                                      |
| CROSS REFERENCE: |   |

Each institution shall engage in ongoing, integrated, and institution-wide research-based planning and evaluation processes that: incorporate a systematic review of institutional mission, goals, and outcomes; result in continuing improvement in institutional quality; and demonstrate that the institution is effectively accomplishing its mission.

#### PROCEDURES:

As a minimum, each institution's planning and evaluation processes shall include the following:

- An institution-wide planning and evaluation process that includes the institution's mission and goals as well as the institutional priorities which include program and facility needs.
- An institutional effectiveness management system which includes, where applicable, expected outcomes, assessment of the outcomes, and evidence of improvement based on the analysis of the results in its educational programs, administrative support services, academic/student support services, and community/public service programs.
- A list of college-level general education competencies and evidence of the extent to which students have attained them.
- Documentation of student achievement consistent with the college's mission which may include enrollment data related to retention, graduation rate, course completion, and job placement rates; state licensing examination results; and student portfolios. An institution shall gather data related to established criteria and measure performance against an expected threshold of achievement.

#### 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 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 Academic, Administrative, or Student Support Services Plan.

The planning year begins on June 1st of each year and concludes the following May 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 measurable 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, 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 each goal subcommittee with recommendations approved 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). 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 assessment 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. All unit plans are received by a twenty (20) member assessment committee who assigns a score of exemplary (4), acceptable (3), proficient (2), and development (1) to each component of the unit plans.

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

All departments and divisions are required to submit Budget Requests to support the College's programs and services.

#### **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.

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

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

#### **COMMITTEES OF THE COLLEGE**

Committees 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. student evaluation of instruction and graduate surveys; 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.

## **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 such as:

1. representation on the Planning Council and Goal Subcommittees;
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.

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.

## **PROFESSIONAL DEVELOPMENT**

All fulltime faculty and staff are required to complete a minimum of twenty (20) contact hours of professional development each year. Documentation of professional development and PD verification forms must be submitted to supervisors during annual evaluation.

## **COMMITTEE RECORDS**

Each Committee Chairperson is responsible for maintaining a record of meetings and activities in official minutes utilizing the college approved minute template. The Chairperson should provide the Office of Institutional Effectiveness 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**

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 is 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 members who manage or work in related business and industry. The committees advise instructors on state-of-the-art equipment, best practices in instruction, and needed modifications in curriculum for a particular programs and to meet industry needs, minutes are recorded for each advisory committee meeting. At the conclusion of the meeting, an Advisory Committee Report Form is completed and submitted to the Dean of Instruction. A current list of committee members is maintained by the Dean of Instruction and President's office. The President has final approval of all committee members.

### **STANDING COMMITTEES ASSIGNMENTS**

Faculty and staff are provided an opportunity to submit a committee assignment request form to the Office of Institutional Effectiveness to request committee assignments. Committee assignments are made by the President.

### **ADMINISTRATIVE ADVISORY COMMITTEE**

The committee acts as an advisory group to the President and the Cabinet. Annually meetings are held a minimum of once per year, and recommendations are made concerning institutional policies and procedures.

### **POLICY REVIEW COMMITTEE**

The Policy Review Committee guides the effective administration of local approved policies. The committee reviews policy and procedures and makes recommendations to the Cabinet and President for final review and/or approval. When the need for new policies or policy revision is identified, the Department Chair or Program Director seeks input from faculty and/or staff. The Department Chair or Program Director then submits the new policy or policy revisions to the Policy Review Committee. New Policies or Policy revisions can be initiated at the Dean level with adequate input from faculty and/or staff. Following the Committees 'review, the recommendation is brought to the Cabinet by the appropriate senior-level administrator. Review at the cabinet level is either approved or returned to the review committee for revisions. After review and approval at the cabinet level, the President gives final approval. The Policy Review Committee adds the new or revised policy to the Faculty and Staff Handbook or Student Handbook and disseminates to students and/or faculty.

### **ADMISSIONS APPEALS COMMITTEE**

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

### **CALENDAR/REGISTRATION COMMITTEE**

Responsible for developing an instructional calendar and registration dates that adheres to the Alabama

Community College System. The committee is responsible for making sure that the calendar and registration dates meet the needs of students, faculty, and staff.

#### **ATHLETICS COMMITTEE**

In consultation with the Athletic Director, the committee 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 administration, is further responsible for regularly and systematically evaluating the athletics program.

#### **SCHOLARSHIP COMMITTEE**

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

#### **LIBRARY COMMITTEE**

Serves as a liaison for students, faculty/staff, and the community to provide appropriate and adequate library services to the College's constituents. This committee is responsible to the Dean of Instruction.

#### **GRADUATION COMMITTEE**

Responsible for carrying out all activities related to graduation, including ordering of regalia, rehearsals, and establishing the line of March. This committee reports to the President.

#### **STUDENT ACTIVITIES COMMITTEE**

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

#### **CAMPUS BEAUTIFICATION COMMITTEE**

Continuously assess the campus environment to determine needs as it relates to campus beautification and holiday decorations. Facilitates 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**

Responsible for addressing significant issues relative to financial aid and serves as an appeal for student aid recipients.

#### **GRIEVANCE COMMITTEE**

Responsible for implementing the grievance and appeals procedures for all grievances including those outlined in the Faculty/Staff Handbook.

#### **CURRICULUM COMMITTEE**

The committee acts as an Advisory Committee to 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) evaluation of all new and proposed programs and classes to be recommended to the Dean of Instruction and President.

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

This Committee advises the College President on Distance Learning issues relating 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 ensure quality assurance.

### **TRANSITIONAL STUDIES TASK FORCE COMMITTEE**

Responsible for developing goals and objectives and detailing support services specifically designed to meet the unique needs of transitional students.

### **RECRUITMENT/MARKETING COMMITTEE**

Responsible for developing and implementing recruitment/marketing plans and activities for the year. The committee is responsible for communicating these plans for events to all College faculty and staff members and may assign or designate any faculty or staff person for specific recruiting activities. It 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.

### **CATALOG/STUDENT HANDBOOK COMMITTEE**

Responsible for the editing and publishing of the College Catalog/ Student Handbook. This committee is directly accountable to the Dean of Instruction.

### **HEALTH AND SAFETY COMMITTEE**

Responsible for enabling the College to maintain a healthy, secure and educational environment for the students, faculty, staff, and visitors. The committee will be responsible for updating the comprehensive safety plan.

### **FACULTY/STAFF HANDBOOK COMMITTEE**

Compiles updates and prepares the Faculty Staff Handbook for publication. The Handbook includes policies and procedures set forth by the Alabama Community College System 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.

### **FACILITY MASTER PLAN COMMITTEE**

The committee is responsible for the planning of necessary modification and renovation of facilities and reports to the College President and Finance Director. The committee, under the supervision of the Finance Director, also develops a plan for the upkeep of the property of the College, the routine maintenance and preventive maintenance. Where appropriate, deferred maintenance of buildings or grounds, and equipment is also a responsibility. The plan includes institutional management; the schedule of maintenance projects and is maintained annually.

### **IEP ASSESSMENT COMMITTEE**

Provide annual evaluations of all unit's Institutional Effectiveness Plans and provide feedback to improve unit reporting. This committee reports to the Associate Dean of Institutional Effectiveness and the College President.

### **ADMISSIONS**

Responsible for regularly reviewing and evaluating admission policies and registration procedures and policies. Makes recommendations to the Dean of Students

### **STRATEGIC PLANNING COUNCIL**

The President appoints the Planning Council, which serves in an advisory capacity. 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 the council. The College Planning Council is responsible for the following:

- Ensuring that College's mission is accomplished through regular review and modifications as needed
- Establishing College goals and priorities;
- Analyzing annual planning assumptions and developing priorities;
- Monitoring progression in the reaccreditation process where institutional effectiveness and student learning outcomes are involved;
- Evaluating and monitoring the institutional effectiveness and student learning outcomes processes
- Analyzing issues that have significance in the planning and institutional effectiveness processes
- Serving as a liaison between the President Council and other planning units of the Institution
- Linking the process of institutional effectiveness and student learning outcomes
- Identifying and organizing sub-committees or task forces to carry out the functions of the Council
- Maintaining a calendar of events needed to keep the planning process on track

# Section III: WCCS Instructional Policies and Procedures

## 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. 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.

**Rank Advancement Procedures:**

Existing faculty wishing to seek advancement in rank must follow the procedures for policy 605.02 as noted below. In addition to the Procedures for the Alabama Community College System policy, request for rank advancement are reviewed and approved at the department chair, Dean of Instruction, Rank Advancement Committee level before final review and approval by the President.

**GUIDELINES FOR POLICY**

**605.02: POSTSECONDARY FACULTY CREDENTIALS**

I. Advance Degrees

A. The Professional Growth Plan is to be used by the instructor to indicate which Credential Standards (1977-78 or 1989) will apply to advancement in rank.

B. The instructional Dean (academic or technical) of the institution is the administrator responsible for assisting in the development of the Professional Growth Plan, establishing the instructor's initial rank (with the President's approval) which determines appropriate starting salary and assists the instructor in advancing in rank by approving the appropriate Professional Growth Plan. Each time the President is referred to later in these guidelines it is understood that the instructional Dean (academic or technical) has been involved at the appropriate level.

C. An instructor who does not hold Rank IV credentials and seeks to advance must provide the President with an approved Course of Study with appropriate college/university advisor signature(s). This Course of Study must lead to the appropriate standard required to advance to the next highest rank. A college/university advisor, in conjunction with the student's permission, may change the Course of Study but the changes must lead to the same standard with the same major to allow the instructor to advance to the appropriate higher rank. A Course of Study is defined as a complete list of all courses required by the college/university granting the degree. All changes to the Course of Study must be submitted to the instructor's President.

D. An instructor who changes instructional programs prior to achieving the higher rank may change majors included in the Professional Growth Plan with approval by the President. The new Professional Growth Plan will include the new Course of Study signed by the college/university advisor.

E. An instructor who has selected the Credential Standards to advance in rank must continue to use that set of Credential Standards to advance in rank. Example: a "grandfathered" instructor who has selected the 1977-78 Credential Standards will continue to use the 1977-78 Credential Standards for the remainder of his/her career. A new Professional Growth Plan must be submitted to the President prior to advancing to the next rank.

F. The institution must maintain the instructors' Professional Growth Plans in individual faculty files. Professional Growth Plans will be utilized to verify instructor changes in rank. An approved Professional Growth Plan by the specific institution will be the only means by which an instructor can advance in rank. System institutions will be subject to audits of their faculty files. (May 2005)

G. Instructor rank may change only once a year. The instructor must provide documentation to support accomplishment of planned activities to qualify for advancement in rank prior to September 1 each year. The President may establish a date prior to September 1 to provide time for evaluating documents needed to support the instructor's request for advancement in rank.

H. An instructor who has a nine-month contract and has on file an approved Professional Growth Plan complete with the Course of Study signed by the college/university advisor, and who fulfills the Doctoral requirements therein agreed upon prior to commencement of the summer term, and who then contracts to teach a full load during the summer term, shall be advanced in rank and receive commensurate salary for that employment period.

I. An instructor who has been "grandfathered" into a rank or level placement is not required to meet the credentialing standards under this policy, so long as the instructor remains employed at the institution where he/she was "grandfathered" and remains in the same teaching field at the "grandfathered" institution. An instructor who changes institutions or who changes teaching fields is not covered by the "grandfathering" provision of this policy and will be required to meet credentialing standards in effect at the time of employment at the new institution or at the time of the change in teaching fields.

## II. In-Service and Academic Points

A. Effective October 1, 1981: Certification Guidelines for In-service Points defined in-service activities as follows: "In-service activities which are eligible for in-service points include those workshops, seminars, institutes, and other professional or technical activities which enhance an instructor's mastery of in-field subject matter and/or directly improve an instructor's specific teaching skill. Furthermore, these activities must be considered beyond the expected professional job responsibilities of an instructor. Summer conferences, new teacher institutes, in-service activities occurring on campus during the instructional day, student organization meetings, tours, and conventions such as AEA, AJCCA, ACA, AVA, and SACS are considered normal instructional responsibilities and should not be reported nor requested as in-service activities for certification."

B. In 1987, the Chancellor wrote an interpretation of in-service points during professional development days. The memorandum states: "...because participation in college-sponsored experiences is a part of the faculty's expected professional job responsibilities, in-service points will not be approved for participation in college or system-sponsored services on these dates." (May 2005)

C. In-service points for instructors hired before December 14, 1989 (or grandfathered), and who hold a Bachelor's degree and complete coursework for points should be enrolled in graduate-level courses. Coursework below the graduate level may be approved by the instructor's Dean at the 300 or above level. No 100 or 200 level coursework may be approved for in-service points by instructors who hold a Bachelor's degree.

D. Instructors may not use coursework below the 300 level to receive academic points toward rank advancement.

E. Instructors may use coursework at the 100 and 200 level toward a Bachelor's degree but not for academic or in-service points.

F. The 1977-78 Credential Standards state the following: "In-service workshops, seminars, institutes, and appropriate documented experiences must be approved by the President/Director and certifying officer of the Postsecondary Education Services in advance in order to be counted for meeting certification requirements. Points will be assigned on the basis of one point for each fifteen (15) clock hours of approved seminars, workshops, institutes, and appropriate documented experiences."

G. Academic and in-service points are awarded for coursework by semester hours. A quarter hour conversion to semester hour is provided as part of the instructor's "Request for Approval In-Service Activities and Continuing Education Courses." This conversion should be given to the instructors to inform them of this semester hour point requirement. All institutions must use the attached conversion table for converting quarter hours to semester hours.

H. The 1977-78 Credential Standards state the following: "Minimum specified requirements in each category (Appropriate Formal Postsecondary Education and In-service Activities) and total points must be met in order to receive certification for a rank." Example: For trade and industrial areas and data processing instructors to receive a Rank II Credential, the instructor must have at least three (3) years in-field occupational experience (minimum thirty (30) points); Appropriate Formal Postsecondary Education, VED, and General Education Cluster, and one (1) additional year (minimum seventy-five (75) points); In-service Activities (minimum three (3) points); and Certificate of Competency required (minimum thirty (30) points); for Total Required Points of 180.

I. The 1977-78 Credential Standards state the following: Vocational Education cluster courses not applied to the Bachelor's or Master's degrees will be accepted for in-service points on the basis of one point for each semester hour of credit. (The Vocational Education courses taken in twenty (20) quarter hours are equal to thirteen (13) semester hours or thirteen (13) in-service or academic points. If the Vocational Education cluster is used toward a degree, the Approved Vocational Education cluster is worth fifteen (15) points.)

J. The 1977-78 Credential Standards state the following: "Persons teaching accounting and holding the Certified Public Accounting certificate and persons teaching secretarial courses and holding the Certified Professional Secretary certificate will be (May 2005) awarded thirty (30) points toward formal education requirements beyond the Bachelor's degree." For Trade and Industrial Areas and Data Processing instructors "Thirty (30) points will be assigned for a State Department of Education approved certificate of competency." The approved examination for competency is the NOCTI examinations.

K. Continuing Education Units (CEUs) are converted to in-service points at a rate of one and one-half (1.5) CEUs equal to one (1) in-service point. Example: Three (3) CEUs are equal to two (2) in-service points.

**Note: The above Faculty Credential and Rank Advancement Policy 605.02 is currently under review by the Alabama Community College System. The above policy and procedures will be updated to align with the revised policy after the final draft has been approved by the ACCS Board of Trustees.**

## 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. 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.
5. 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.
6. The Employee shall meet all classes and office hours according to schedule and will create, maintain and submit all required class records, reports, and materials by due dates. Those reports and materials include the following:
  - a. List of no shows.
  - b. Return of accurate class rosters.
  - c. Compliance with College Syllabus Policy.
  - d. Student learning outcome reports
  - e. Weekly updates for graded assignments (Grades and assessment feedback must be posted to student’s grade sheet in the online LMS no later than 7 calendar days of the assignment due date)
  - f. Submission of final grades.
  - g. Create and update comprehensive course shells for online classes and web-enhanced course shells for traditional courses. Faculty must complete development and update



to web-based content by the due dates established in accordance with the course review schedule established by the ELearning Director for ELearning courses and date established by the Department Chair for Web-Enhanced traditional courses. All posted course content must meet the requirements established by the Department Chair/Director and ELearning Director.

- h. Submit textbook adoption request by the due date established by Department Chair/Director in conjunction with Book Store Manager
        - i. Other reports or documentation as requested by Department Chair/Director, Associate/Assistant Dean, & Dean of Instruction
7. 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.
8. 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.
9. 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.
10. 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, the Board of Trustees, and the College's accrediting agencies (SACSCOC, ACEN, and ACBSP) 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.
11. 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.
12. 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.
13. 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 WCCS is determined by Board of Trustees of the Alabama Community College System Policy 603.02. A full-time Schedule D employee who is employed by virtue of an academic year letter-of-appointment (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; (4) the employee meets the criteria of the institution's local summer employment policy; and (5) instructors may be given priority for summer teaching only in courses taught by the employee in the most recent fall and/or spring semesters.

#### **College Policy Statement:**

Listed below are the considerations on which summer teaching contracts will be based.

1. All WCCS faculty (both academic and technical) are employed on a base 9-month contract. No faculty member has a 12-month contract, or is automatically given a summer contract.
2. The single most important criterion for all summer teaching contracts will be student need or enrollment (class size).

#### **SUMMER CONTRACTS WILL BE BASED ON THE FOLLOWING CRITERIA:**

##### **I. ACADEMIC FACULTY**

- A. Each academic course must have a minimum enrollment of eighteen (18) bona fide students (i.e., students actually enrolled on the first day of class). Courses with less than 18 bona fide students will be canceled.
- 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 contracts 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 enrollment of sixteen (16) bona fide students (i.e., students actually enrolled on the first day of class) per full-time faculty member for the summer term. Courses with less than 16 bona fide students will be canceled.
- 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 teaching 15 contact hours per week.

Although minimum class size for the summer term are determined by the overall summer enrollment, exceptions to the minimum class size must be approved on a case-by-case basis by the President. The President may opt not to offer courses in the programs in which the average class size are not consistent with minimum enrollment standards.

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 or a rotation principle. In such departments, the department chair will conduct an election to decide which of the above two methods will be used to determine summer employment priority in that department. The department chair will construct a written summer employment plan, have it signed by each department faculty member, and submit it to the Dean of Instruction for review. The Dean of Instruction will then submit each proposed summer employment plan to the President for final approval. Instructor course assignments are made based on these guidelines, with regard first to the curricular needs of the course, and second to the departmental policy elected by faculty and approved by the President.

All final requests for summer course assignments and overloads must be approved by the President. Pursuit to Alabama Community College Board of Trustees Procedures for Policy 608.02 all faculty, librarians, and counselors employed fulltime for the summer semester must work a minimum of 378 hours. Fulltime faculty are required to work 5 days a week and schedule a minimum of 2 office hours on each of the 5 days.

#### **SUMMER WORK HOURS FOR LESS THAN FULL-TIME INSTRUCTORS**

**In accordance with the pro-rata system for fractional academic instructor teaching appointments, the following are the required work hours and work days for summer employment. The minimum hours for instruction/office hours for the semester is based on the number of contact hours required for each class.**

##### **PRO-RATA SYSTEM**

**25% to 34% of full time instructor – Instructor must work on campus, a minimum of two (2) days per week, Monday through Thursday.**

**25% - Work Hours 94.5 Hours** (Includes instruction and hours spent in the role of advising, planning or other institutional duties)

**34% - Work Hours 128.5 Hours** (Includes instruction and hours spent in the role of advising, planning or other institutional duties)

---

**50% to 67% of full time instructor – Instructor must work on campus, a minimum of three (3) days per week, Monday through Thursday.**

**50% - Work Hours 189 Hours** (Includes instruction and hours spent in the role of advising, planning or other institutional duties)

**67% - Work Hours 253 Hours** (Includes instruction and hours spent in the role of advising, planning or other institutional duties)

---

**75% of full time instructor – Instructor must work on campus, a minimum of four (4) days per week, Monday through Thursday.**

**75% - Work Hours 283.5 Hours** (Includes instruction and hours spent in the role of advising, planning or other institutional duties)

## GENERAL EDUCATION STUDENT LEARNING OUTCOME ASSESSMENT

### Overview of the General Educational Student Outcome Assessment Process

WCCS engages in an ongoing practice of planning and assessment that supports the institution's educational programs. The institutional effectiveness process focuses on the design and improvement of educational programs to enhance student learning. This assessment process has been a longstanding institutional priority, which yields periodic revisions to provide continued and improved support for the college's mission. WCCS assesses general education student outcomes in all academic and technical programs. The college's educational programs annually assess general education student outcomes.

The General Education Student Outcome assessment policy is designed to help maintain consistency in its measurement across disciplines. To the greatest extent possible, each academic discipline and career program will utilize the revised value rubric to assess the following program identified infused **General Education Student Outcomes** each semester.

### Student General Education Learning Outcome I – Critical Thinking:

Students will demonstrate the ability to think critically and effectively by identifying the risk associated with making and implementing decisions.

### Student General Education Learning Outcome II – Communicate Effectively:

Students will demonstrate oral and written communication that is characterized by clarity, critical analysis, logic, coherence, persuasion, and rhetorical awareness.

### Student General Education Learning Outcome III – Ethical Reasoning:

Students will be able to recognize ethical issues and behaviors and contribute ethically to the personal, professional, and social context in which they live.

### Student General Education Learning Outcome IV – Computer/ Information Literacy:

Students will demonstrate the basic computer skills necessary to function effectively in a technological society.

### Student General Education Learning Outcome V – Diversity:

Students will be able to express ideas, identify behaviors, and actualize practices that promote social justice and equity. Students will be able to articulate ideas and exhibit behaviors that cultivate teamwork, critical thought, and communication to function in a diverse workforce and global community.

## 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/her teaching irrelevant, controversial matter. Within this limitation, the institution protects the right of both the student and the instructor to a "free search and its free 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.

### **Academic Freedom Complaints/Grievance Procedures**

Should a faculty member allege that a decision was based on academic freedom violation; the faculty member who brings the complaint bears the burden of proof for proving the grounds on which allegations are based. If the faculty member makes a case with sufficient evidence to prevail, then those who made the decision must come forward with evidence in support of their decision. Such complaints shall be addressed as follows:

#### **Step 1: Informal Complaint Procedure**

Before instituting a formal complaint procedure, if the faculty member feels comfortable in doing so, the faculty should appeal to the immediate supervisor, to determine if the complaint or problem may be resolved without resorting to formal action. This would normally be the Department Chair or Program Director. If the faculty is not comfortable addressing it with his or her immediate supervisor, he or she may address the issue with the next highest administrator or supervisor.

#### **Step 2: Formal Complaint Procedure**

Formal complaint procedures may be initiated when a faculty member has been unsuccessful in resolving the matter informally. The faculty member may then file a formal complaint with the Office of the Dean of Instruction (or the Office of the President, if the Dean of Instruction is a respondent to the complaint). The Dean of Instruction will conduct a prompt and thorough investigation of the faculty member him or herself and issue a finding. A thorough investigation may consist of interviewing personnel directly involved in the complaint and witnesses to the complaint and reviewing all documentary evidence pertaining to the complaint.

#### **Step 3: Appeal**

If a faculty member wishes to appeal the disposition of the complaint, he or she may appeal to the President. The President's decision shall be final.

### **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)**

Pursuit to ACCS Board of Trustee Policy 608.03 a full-time instructor may be employed to teach a(n) overload(s) per term for pay. The overload course(s) must be taught outside the normal work week of the

instructor, and the pay must be at the prevailing part-time salary rate at the employing institution. 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 of 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 of 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. Full-time faculty teaching on-line classes may schedule non-traditional office hours for 30 minutes per class, 2 nights a week, for up to 4 classes, but not to exceed 4 hours in a given week.
6. Instructors scheduled to teach an early morning traditional and a night/evening class on the same day with additional course offerings throughout the day, may request approval to be released from a five (5) day work week. These requests must be initiated by the instructor, submitted in writing to the appropriate Department Chair/Director, and are reviewed/approved on a case by case basis. In addition, all approved request only applies to release from the requirement to schedule office hours on Friday; Instructors are expected to be on campus Monday through Thursday when students are attending classes. All office schedules must meet the needs of the College and its students.
7. No more than five (5) consecutive hours of student contact should be scheduled. For the purpose of this guideline, classroom teaching hours and laboratory teaching hours;
8. No more than thirty (30) hours of instructional student contact may be scheduled per week;
9. 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;
10. 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 or other critical demand periods as determined by Department Chair/Director, Associate Dean, Dean, or President.

Faculty members must submit an-official Faculty Office Schedule form each semester to to his or her Department Chairperson. Office schedules must be approved by the Department Chairperson/Director and

sent to the Associate/Assistant Dean, and the Dean of 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 accessible and visible to students.

### **CLASS CANCELLATION**

Faculty are expected to make all scheduled class meetings. Please note that a scheduled class meeting should only be canceled if there are extenuating circumstances that prevent the instructor from attending the class. If a class must be cancelled, the instructor canceling the class is responsible for making alternate arrangements.

- The instructor is responsible for contacting the Department Chair to notify and discuss the circumstances related to the need to cancel the class meeting as well as discuss possible alternatives for covering the class at the scheduled time.
- Classes should only be canceled if the instructor and the Department Chair have no other alternatives for covering the class at the scheduled time.
- If it is determined that the class meeting must be canceled, the instructor should send a written notification to the Department Chair and the respective Associate/Assistant Dean or Dean for that area and notify the students via email, Canvas notification, and posting a written notification at the scheduled meeting place.
- The instructor must also submit a detailed plan to the Department Chair of how the missed class work will be made up due to the cancellation.
- The Department Chair is responsible for overseeing and documenting all aspects of the cancellation and call-in process.

If a class must be canceled, the instructor canceling the class is responsible for making compensatory arrangements and submitting the appropriate documentation to the Department Head for review and approval upon return to work.

### **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 of Instruction or his/her designee.

### **SUBSTANTIVE CHANGE POLICY**

Wallace Community College Selma established and implemented the following procedures to ensure that the College remains in compliance with the Commission on College's Substantive Change Policy. The procedures outline the approval process for substantive changes for the College. The College will meet in April of each year to review substantive change requests and policy.

1. The WCCS Substantive Change Review Committee consists of the following administrative staff: Accreditation Liaison (Chairperson), College President, Dean of Business and Finance, Dean of Students, Vice President for Instruction, Director of Technology and Information Services, Instructional Division Administrator, Arts & Sciences Department Chairperson, Technical Department Chair, Director of Distance Education & Dual Enrollment, Director of ADN Program, Director of LPN Program, Director of Business Education, Director of Institutional Effectiveness, Library Director, and Financial Aid Director.
2. Substantive changes are submitted to the Curriculum Committee and Chairperson of the Substantive Change Review Committee one month prior to the April meeting. The Substantive Change Review Committee convenes in April of each year, or as needed, to review the Commission's

Substantive Change policy; to discuss any possible changes planned for the College that might be substantive in nature based on a review of the College's mission statement; and to examine the College's current offerings and operations to make certain that the College is in compliance with the Commission's policy on Substantive Change.

3. Proposed changes are reviewed by the Committee to determine if the changes are substantive by reviewing each type of change described by the Commission. The Committee will determine the specific Commission procedure to follow (1, 2, or 3) for reporting the change to the Commission.
4. The President of the College is responsible for notifying the Commission of any substantive changes.
5. The Commission may require the College to write a prospectus or prepare additional documentation with the notification letter. The department of the College initiating change must work with the SACS Liaison and the Substantive Change Committee to draft the notification letter with the required documentation. Additional committees may be organized to assist with the Substantive Change preparation, the final Substantive Change documents will be submitted to the President at least one month before the final deadline date for approval.
6. Wallace Community College Selma's Substantive Change policy is published on the College's website, and College Catalog and Student Handbook. Minutes of the Substantive Change Review Committee meetings will be sent to the College's Library for review and placed on the College's intranet under documents.

### **CURRICULUM COMMITTEE PROCESS**

The Curriculum Committee consists of faculty, financial aid staff, student services staff and College administration. All requests for approval for new programs and curriculum changes for existing programs must be reviewed and approved by the Curriculum Committee. WCCS follows ACCS policy 702.01. In addition to following the ACCS policy, below are the procedures for a review of curriculum changes or additions at the local level.

- 1) The faculty member submits Curriculum Change Form and supporting documentation to the Department Chair.
- 2) The Department Chair will review Curriculum Change Form and supporting documentation.
- 3) Once reviewed and approved by Department Chair, the Department Chair then submits request to the Dean of Instruction for review and approval.
- 4) Upon review and approval, the Dean of Instruction forwards to the Curriculum Committee Chairperson.
- 5) The Curriculum Committee Chairperson will then convene the Curriculum Committee.
- 6) Representatives of the proposed change should attend the meeting.
- 7) The Curriculum Committee will vote on the proposed change.
- 8) Once the change is approved, the Curriculum Committee Chairperson will forward the form, supporting documentation and memo to the Dean of Instruction.
- 9) The Dean of Instruction will route the request to the President for final approval.

### **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 of Instruction at this address: 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 of Instruction, and the President. IF approved, the President will transmit the approval to the Dean of Students who will create the Independent Study section.

### **TECHNOLOGY SERVICES COMPUTING RESOURCES USAGE POLICY**

The Wallace Community College Selma Computing Resources Usage Policy governs electronic communication conducted through the Wallace Community College Selma's wired and wireless network, hosted and non-hosted server systems, personal computers, laptops, printers, software, communication devices, and network resources.

The Computing Resources Usage Policy governs all users including guests, community library patrons, as well as students and employees who are legitimately affiliated with Wallace Community College Selma. Computing resources are intended to facilitate the exchange of information consistent with business activities, and academic purposes of the institution.

**Policy Oversight:** This policy shall be governed by the policies of Wallace Community College Selma, the laws of the state of Alabama, and United States federal law. The Computing Resources Usage Policy is created and amended under the authority of the Technology Committee. Failure to enforce any provision of this agreement shall not constitute or be construed as a waiver of such provision or of the right to enforce such provision.

**Condition of Use:** Access to Wallace Community College Selma computing resources shall be provided on an as-is basis with no guarantee of quality or availability. Network access is dependent on the availability of network bandwidth and related equipment. Processes necessary for conducting normal college business, ensuring campus safety, delivery of VoIP services, and instructional delivery are given usage priority. As a condition of access to network/Internet resources, employees are required to sign the Employee Acknowledgment Form found in the WCCS Faculty/Staff Handbook. Employees who violate the Computing Resources Usage Policy are subject to disciplinary actions, in accordance with institutional, state policies and federal laws. Students who violate the Computing Resources Usage Policy are subject to disciplinary action as stated in the Student Handbook section of the college catalog. Community members who violate this policy while utilizing open campus computing resources are subject to being banned from using the college's equipment and Internet access.

**Administrative Privilege:** All network access using Wallace Community College Selma's equipment and/or resources will be administered by and coordinated through the Technology and Information Services Department. Wallace Community College Selma reserves the right to monitor, collect and store all electronic activity conducted on the Wallace Community College Selma network without consent or notification. Use of the Wallace Community College Selma network or computer resources constitutes acceptance of such monitoring. The Technology and Information Services Department reserves the right to access any user's account, electronic files, or transmissions for administrative purposes including archiving, system maintenance and repair, or as directed by the college president, designee, or employee's supervisor. The Technology and Information Services Department also reserves the right to suspend use of an account in the event the employee's password has been compromised, the employee is in violation of this network access policy, or as directed by the college president, designee, or employee's supervisor.

### **Statement of Policy**

#### **1. Ethical and Responsible Use of the Network/Internet**

- a. Usage of the Wallace Community College Selma computing resources is on an at-will basis. Wallace Community College Selma and the Technology and Information Services Department will not be responsible for any damage to person or property from the use of any Wallace Community College Selma computing resource.
- b. All hardware and software – including email service, internet service, and college-provided equipment – is the property of the State of Alabama and is not intended for personal use. It is not acceptable to use College resources for purposes which violate any federal or state law or College Policy; are harmful or harassing to others; disrupt normal network use and service; execute for-profit commercial activities or business transactions, or constitute political campaigning.
- c. All users are accountable for use of resources in an effective, ethical, and lawful manner. Users are prohibited from accessing the Internet for any unethical or immoral purpose, including any activity associated with pornography, obscenity, violence, gambling, racism, harassment, personal gain, or any illegal activity. Users are discouraged from using profanity or vulgarity when posting electronic mail via the Internet or posting to public forums (i.e., newsgroups). Any electronic mail sent through postings to public newsgroups must fall within these ethical standards.
- d. All users must abide by all federal and state laws with regard to information sent through the Internet. Unauthorized release or disclosure of information through the Internet or through any other means is strictly prohibited. Proprietary or confidential information pertaining to the college shall not be transmitted over the Internet.
- e. Users are forbidden from engaging in any activity which is in violation of the Code of Alabama (1975) §§ 36-25-1 through 36-25-30, as amended (the "State Ethics Law"), or which, in the opinion of the Wallace Community College Selma administration, may be contrary to such law.

#### **2. User Access/Password Assignment and Confidentiality**

- a. Under the terms of this policy, employees of the College are given access to college-owned computing resources. If network resource access (such as network attached storage or email) is required, a user ID and password will be assigned to the employee by the Technology and Information Services Department.
- b. The username and password, including those used to access email or an instructional platform such as CANVAS, are the responsibility of the individual to whom they are assigned. Employees are responsible for username and password confidentiality. Use of an employee account by another employee or student is prohibited. Any individual other than the person to whom they are assigned shall not use the

username and password or any other assigned authorization.

c. Users should not leave a computer logged on when vacating a workstation. The user is responsible for his or her account and any content left on the computer. Leaving an unattended logged-on computer puts the user and the institution at risk.

d. In the event Wallace Community College Selma no longer employs an individual, it is the responsibility of the Technology and Information Services Department to close the former employee's account upon notification of the employee's status.

### **3. Software**

a. To prevent computer viruses from being transmitted through the system, no unauthorized downloading or installation of any software is permitted. Software downloads and installation shall be done only after approval and/or assistance from the appropriate Technology Services Personnel.

b. Streaming media and music and video downloads are prohibited unless authorized by the appropriate Technology and Information Services Personnel.

c. Point to point (P2P) file sharing is prohibited unless authorized by the appropriate Technology and Information Services Personnel.

### **4. Copyright Issues**

a. All college network/Internet users must adhere to the copyright laws regarding software, data, and authored files. Users may not transmit copyrighted materials belonging to entities other than this college. Users should exercise caution when downloading material from an Internet source as such action may constitute a violation of copyright laws.

b. It is permitted for Web pages to be printed and material downloaded from the Internet for informational purposes as long as the purpose for such copying falls into the category of "fair use." "Fair use" is defined as the doctrine that copyright material may be quoted verbatim, provided that attribution is clearly given and that the material quoted is reasonably brief in extent.

c. The college is not responsible for copyright infringement by a user. Such responsibility shall lie solely with the user.

d. Users found guilty of copyright infringement shall be subject to disciplinary action, including possible suspension, expulsion, or termination.

e. Congress enacted the No Electronic Theft (NET) Act in 1997. The NET Act makes it a federal crime to reproduce, distribute, or share copies of electronic copyrighted works such as songs, movies, or software programs, even if the person copying or distributing the material acts has no intention of receiving profit. Electronic copyright infringement carries a maximum penalty of up to three years in prison and a \$250,000 fine. For more information on the NET Act, please visit the URL:

[http://www.riaa.com/physicalpiracy.php?content\\_selector=piracy\\_online\\_the\\_law](http://www.riaa.com/physicalpiracy.php?content_selector=piracy_online_the_law).

### **5. Personally Owned Computer Hardware/Software**

a. Personally owned software cannot be loaded onto a college-owned computer unless it is directly related to the job position and is approved by the appropriate Technology Services Personnel. If any approved personally owned computer software is loaded onto a college-owned computer, the license and documents must remain with the college computer on campus in the event of an audit.

b. Computer hard drives may not be installed or removed without the express written consent of authorized Technology and Information Services Personnel.

### **6. Privacy of Information**

a. Information passing through or stored on any Wallace Community College Selma electronic network or computer system may be seen by others for a variety of reasons. Routine administration, management, or audit functions may require information stored or transmitted via Wallace Community College Selma

computers and networks to be intercepted or monitored. Electronic transactions may be subject to seizure and inspection by Wallace Community College Selma without notice. All users should fully understand that except where protected by state or federal law, or by college policy no expectation of privacy may be assumed concerning information communicated over or stored on Wallace Community College Selma electronic systems.

b. Users should respect the privacy of others, including, but not limited to, abstaining from unauthorized access to email, files, data, and transmissions.

c. All users should be aware of and comply with the Family Educational Rights and Privacy Act (FERPA) as well as its restrictions on the use and dissemination of personal and academic information.

### **7. Computer Crimes**

The Alabama Computer Crime Act, codified at Code of Alabama (1975) § 3A-8-100 through 13A-8-103, makes it a crime for a person to damage, or without authorization to modify computer equipment, computer networks, and computer programs and supplies or without authorization to access, examine, or use computer data and programs, and provides for punishment up to a Class B Felony. Federal law also makes it a crime to access computers or computer networks devoted in part to Federal purposes without proper authorization. Any violation of such State or Federal laws respecting computers shall also constitute a violation of the Wallace Community College Selma Policy for Acceptable Use of Technology Resources. Furthermore, this policy prohibits various actions (described below) which may or may not constitute a crime.

### **Unacceptable Use**

The following activities are prohibited on all Wallace Community College Selma technology resources. The activities listed are for reference and are not intended to be all-inclusive.

1. Altering system software or hardware configurations without the authorization of the Wallace Community College Selma Technology Services Department.
2. Accessing, via the internet or any other means of broadcasting, pornographic, obscene, or violent images or content or any other material in violation of local, state, and federal statutes. Use of resources for gambling, racism, harassment or political campaigning is also prohibited.
3. Using technology resources for illegal activities.
4. Accessing or attempting to access another user's files, email or other resources without his or her permission except as otherwise provided herein.
5. Allowing unauthorized persons to utilize an authorized user's account, username, or password.
6. Using technology resources for commercial or profit-making purposes without written authorization from Wallace Community College Selma.
7. Installing, copying, distributing or using software that has not been authorized by the Wallace Community College Selma Technology and Information Services Department.
8. Originating or proliferating electronic mail, broadcasts, or other messages that may be deemed as obscene, abusive, racist, or harassing.
9. Creating and/or distribution of viruses or other destructive programs.
10. Unauthorized release or disclosure of any confidential college, personnel, or student information.
11. Using any computer technology in a manner that violates patent protection or license agreements. Engaging in any activity that violates copyright laws.
12. Such activity may include utilizing Wallace Community College Selma technology to copy and/or distribute copyrighted materials without authorization.

13. Using Wallace Community College Selma computer technology to support or oppose any candidate or candidates for public office or for any other political purposes. (Use of state property for political purposes constitutes a violation of Alabama law).

### **Disciplinary Action**

Unacceptable use is prohibited and is grounds for loss of computing privileges, as well as discipline or legal sanctions under the appropriate college policy and/or law. Students and employees who violate this policy are subject to disciplinary actions in accordance with guidelines provided in institutional policies.

### **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. Instructor's 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 Banner 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 contact their instructor, student coach, and/or academic advisor to discuss their options in the course before the last date to drop the course and receive 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 that may be impacted by the withdrawal.

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 established by 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 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, Patient Care Technician 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 Banner module and according to an established schedule. This schedule will be emailed to each instructor. It



is imperative that instructors comply with this schedule. Strict adherence to the official due date for grade submission is required.

**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:

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

### **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: At any time use the entire Social Security Number of a student in a public posting of grades. NEVER:

1. Link the name of a student with that student’s social security number in any public manner.
2. Leave graded tests in a stack for students to pick up by sorting through the papers of all students.
3. Circulate a printed class list with student name and social security number or grades as an attendance roster.
4. Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student.
5. Provide anyone with lists of students enrolled in your classes for any commercial purpose.
6. 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 of 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 of 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 of 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 of 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 of 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.

### **CALL IN/CLASS CANCELATION PROCEDURES**

Faculty are required to report to work at the times noted on the office schedule submitted to and approved by their immediate supervisor (Department Chairperson/Director/Associate Dean/Dean). If an extenuating circumstance prevents the instructor from reporting to work or attending their class as noted on the approved office schedule, he/she shall notify their supervisor immediately. Should the circumstance rise to the level that may impede the instructor from attending the class meeting the following actions are required:

- The instructor is responsible for contacting the Department Chair/Director to notify and to discuss the circumstances related to the need to cancel the class meeting as well as possible alternatives for covering the class at the scheduled time.
- Classes should only be cancelled if the instructor and the Department Chair/Director have no other alternatives for covering the class at the scheduled time.
- If classes are cancelled, the instructor must send written notifications to the Department Chair/Director and the respective Associate Dean or Dean of that area.
- Instructors must also submit a detailed plan to the Department Chair/Director of how the missed class work will be made up due to the cancellation.

Whenever possible, this notification and documentation process should be completed prior to the instructor’s absence. If the absence is due to illness or an emergency, the proper leave request form and/or class cancellation documentation 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 and the department chair

approves the option to cancel the class meeting, the instructor is responsible for posting physical notifications to on-campus class locations and electronic notifications of the planned absence to his/her students in the online course shell for both online and traditional classes. Full time instructors are required to maintain their scheduled office hours. In addition to adhering to the notification procedures, faculty are required to submit appropriate leave associated with the absence. The Department Chair/Director is responsible for overseeing and ensuring all aspects of the call-in process are followed and properly documented.

### **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 of 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 of 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 of Instruction not later than May 1 of each year.

## **Section IV: WCCS Administrative Policies & Procedures**

### **BUDGETING**

The college budget planning process is in conjunction and alignment with the college's assessment and planning processes. The annual budgeting process follows guidelines outlined in the Alabama Community College System Fiscal Procedure Manual. The College's annual budgeting process is an all-inclusive process. The Dean of Business and Finance provides a budget request packet to each department chair/ director or dean in the spring of each year in alignment with annual unit planning. Faculty and staff submit their budget request to supervisors to be included in the departmental budget request. Supervisors submit budget request to the Dean of Business and Finance. The college's budget is linked with its planning and assessment processes by examining the strategic planning council recommendations, unit assessment plans, and program reviews to determine funding priorities needed to accomplish the college's mission. The Dean of Business and Finance is responsible for assembling all departmental budget requests into the institution's annual budget for approval by the President. Once the President has approved the budget, it is then sent to the Alabama Community College System for the Board of Trustees final approval.

### **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 input in accounting system. After a vendor has been inputted, 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, has all the required electronic approvals, then the originating department should print a copy and emailed 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. A copy of the purchase order 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 \$12.75 for a trip of from six to twelve hours' duration, and the traveler shall be paid \$34.00 (\$12.75 meal allowance + \$21.25, 1/4 of the per diem allowance) 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 \$85 per day for travel requiring one overnight stay. For travel requiring stays of two or more nights, the traveler will be paid \$100 per day. The employee must enter the hour of departure from base and hour of return to base on the reimbursement form. Receipts will not be required for meals and lodgings. Tips will not be reimbursed unless unusual in nature and explained.
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. Under no circumstance will per diem be allowed for an employee at his official station or base.
6. In-State, **Actual Expenses:** Effective 5/26/17, per House Bill 550, which amends Code Section 36-7-21, Code of Alabama 1975, to include reimbursement of actual and necessary expenses where the state or individual is a dues paying member. The institution must ensure 1) the traveler, in the service of the institution, is attending or assisting in hosting a convention, conference, seminar or other meeting that is a state or national organization, 2) the traveler, or the represented institution, is a dues-paying member of the state or national organization and that documentation of the dues payment is on file with the institution, and 3) the traveler's expenses are actual and necessary to the travel and have been verified by supporting documentation that is retained on file. Note: While overnight per diem may be substituted at the request of the traveler (standard travel approval procedures must be followed), the institution must offer the traveler the option of the actual in-state expenses and retain

documentation for reference.

7. Meals and Incidental Expenses Individuals traveling under this section will receive a daily per diem for meals and incidental expenses (M&IE) based upon the location (city) of duty in an amount that corresponds with the U.S. General Services Administration M&IE per diem rates for the continental United States ("CONUS"). Current per diem rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Per diem is a flat-rate allowance intended to cover costs for meals and incidental expenses. A traveler will not be required to submit receipts for these items, nor will they be allowed to claim any extra expense related to them. A traveler will receive per diem, as outlined above, regardless of actual expenses.
  - a) Note: If the conference or meeting provides meals for the traveler the per diem rate amount will be reduced by the meal rates per the GSA site. As an example, if the travel destination qualified for the \$51 M&IE rate and a lunch was provided as part of the conference, the agency head will reduce the per diem allowance to be claimed by the \$12 lunch.
  - b) Incidental expenses include tips and service charges related to lodging, baggage, and transportation.
  - c) On travel days, the traveler will be entitled to per diem for M&IE at a rate of seventy-five percent (75%) the daily rate. For all other days for which the individual is traveling, full per diem for M&IE will be paid. M&IE will not be paid for personal days. d. Travel-related expenses other than meals and incidental expenses require a receipt for reimbursement of actual expenses.

#### **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 in-room movies, alcoholic beverages, conference specialty items, etc. are not reimbursed. Valet parking will be reimbursement with prior written approval by the division Dean, Dean of Finance and the President.
3. Meals and Incidental Expenses Individuals traveling under this section will receive a daily per diem for meals and incidental expenses (M&IE) based upon the location (city) of duty in an amount that corresponds with the U.S. General Services Administration M&IE per diem rates for the continental United States ("CONUS"). Current per diem rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Per diem is a flat-rate allowance intended to cover costs for meals and incidental expenses. A traveler will not be required to

submit receipts for these items, nor will they be allowed to claim any extra expense related to them. A traveler will receive per diem, as outlined above, regardless of actual expenses.

- a) Note: If the conference or meeting provides meals for the traveler the per diem rate amount will be reduced by the meal rates per the GSA site. As an example, if the travel destination qualified for the \$51 M&IE rate and a lunch was provided as part of the conference, the agency head will reduce the per diem allowance to be claimed by the \$12 lunch.
  - b) Incidental expenses include tips and service charges related to lodging, baggage, and transportation.
  - c) On travel days, the traveler will be entitled to per diem for M&IE at a rate of seventy-five percent (75%) the daily rate. For all other days for which the individual is traveling, full per diem for M&IE will be paid. M&IE will not be paid for personal days. d. Travel-related expenses other than meals and incidental expenses require a receipt for reimbursement of actual expenses.
4. No reimbursement will be made for miscellaneous items such as (bottle water, soda, coffee, gum, candy, etc.). 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. Hotel original receipt
2. Commercial transportation original receipt
3. Mileage map documentation (private vehicle)
4. 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 written 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, lodging, 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.

## **COLLEGE FOUNDATION**

The Board of Trustees authorizes the use of the College name in the establishment and operation of a college foundation and directs the administration to support its operation. The mission of George Corley Wallace State Community College Foundation is to enhance educational quality and accessibility at the college by building community awareness and by soliciting financial and in-kind support for the institution.

### **College Foundation Fundraising Policy**

It is the policy of the College and the College Foundation to solicit public or private funds when appropriate, with a vision to develop or enhance College programs, activities, and services or to further the College's mission. All fundraising activities are conducted with the approval of President and includes all intercollegiate athletics fundraising activities.

The College and Foundation shall be legally obligated to respect any terms and conditions of gifts made to College, provided that said gifts are useful and desirable and are in conformity with institutional policies and IRS regulations. In accordance with this policy, it is the responsibility of College representatives to decline gifts per the following reasons:

- They are not in the best interests of the College as determined by the President.
- They would obligate the College or the Foundation to undertake responsibilities, financial or otherwise, which they may not be capable of meeting for the period required by the terms of the gift.
- They cannot be administered within the organizational unit's normal budget.
- They do not comply with IRS regulations or with College or Foundation policies.

Gifts may only be accepted on behalf of the College by the President as appropriate. Gifts to the Foundation may be accepted by the College President, Executive Director of the College Foundation, or a Foundation designee.

## **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**

### **PURPOSE**

Wallace Community College Selma is committed to supporting the welfare of its students, faculty, staff, and visitors. Preparing a campus crisis/emergency response plan and allocating resources to respond to possible emergencies is one way in which the College offers this support. The plan is fashioned in accordance with appropriate laws, regulations and policies that govern crisis/emergency preparedness and reflects the best and most current thinking in this area. The Emergency Response Plan is designed to maximize human survival and preservation of property, minimize danger, restore normal operations of the College, and assure responsive communications with the community, surrounding neighborhoods, the Alabama Criminal Justice Training Center, and the City of Selma. The plan is set into operation whenever a natural or induced emergency affecting the College reaches proportions that cannot be handled by established measures. A crisis may be sudden and

unforeseen, or there may be varying periods of warning. This plan is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration. The Campus Police will be called in the event of any crisis and the Emergency Response Plan will be activated. Upon resolution of the incident, the Campus Police will prepare an After Action Report.

The plan provides for aiding the local community when appropriate, though the prime responsibility of the plan is to the College community for which it is designed. The intent is for the plan to be viewed as a tool to accomplish the above-stated purpose with minimum confusion and wasted effort.

#### **AUTHORITY**

The authority to declare a campus state of emergency is the responsibility of the President or his/her designee(s) in consultation with relevant members of the Crisis Management Team, if available. The Crisis Management Team is responsible for establishing the basic policies and procedures that govern the College's emergency response plan, and is the highest level of authority during an emergency.

#### **PROCEDURES**

##### **Notification of the Emergency Response Plan**

In the event of an emergency situation, the Crisis Management Team in collaboration with the Emergency Response Planning Committee will convene to assess the situation, and determine whether to activate the Emergency Response Plan. Emergency Response Planning Committee and the Crisis Management Team members should bring available lap top computers with them to the Conference Room in the Classroom Building. The alternate location will be the Conference Room on the second floor of the Hank Sanders Technology Center if the Classroom Building is not available.

##### **Activation of the Emergency Response Plan**

Whether the Emergency Response Plan is activated depends upon the type of emergency situation, its potential for escalation, its geographical extent, and other factors. The Emergency Response Plan will be activated whenever a crisis, man-made or natural, disrupts operations, threatens life, creates major damage, and occurs within the college community. While it is likely that outside assistance would be available in most large-scale crisis/emergency situations affecting the College, the College must be prepared to carry out crisis response and short-term recovery operations on an independent basis.

#### **DEFINITION OF AN EMERGENCY**

An emergency is any unplanned event that can cause death or significant injuries to faculty, staff, students, or the public, or that can shut down business, disrupt operations, cause physical or environmental damage, or threaten the institution's financial standing or public image.

#### **LEVELS OF EMERGENCY**

Emergencies can generally be classified into two levels:

##### **LEVEL I (Disaster)**

A level I emergency is an emergency that seriously impairs or halts the operation of the College.

**Examples of a level I disaster includes, but is not limited to:**

- Mass casualties
- Natural disasters such as hurricane or tornado
- Large-scale hazardous material spill
- Health epidemics

- Major weather emergency

**LEVEL II (Campus Emergency—Depending on Circumstances)**

A level II emergency is an emergency that completely disrupts one or more operations of the College. An emergency on this level may affect mission-critical functions or personal safety.

**Examples of a level II campus emergency include, but are not limited to:**

- Hostage situation
- Major fire
- Civil disturbance
- Widespread power outage
- Bomb Threat
- Laboratory explosion
- Suicide
- Death of a student, faculty, or staff member (depending on circumstances)
- Violent crimes or assaults (depending on circumstances)
- Shooting or stabbing
- National terrorist incident

**EMERGENCY RESPONSE PLANNING COMMITTEE**

The Emergency Response Planning Committee is responsible for coordinating the College’s Emergency Response Plan. The Emergency Response Planning Committee duties and responsibilities relate closely to their normal authority and functions. In the event of a crisis, however, coordination and organization of all operations at the College shall be directed by the Crisis Management Team. The Emergency Response Planning Committee implements the strategy and planning of the response, communicates with field personnel, issues instructions to particular units, and monitors progress in carrying out the instructions.

**The Responsibilities of the Emergency Response Planning Committee include, but are not limited to:**

1. Developing an institutional Emergency Response Plan.
2. Ensuring that staff and students are familiar with the overall emergency response plan.
3. Train staff to evaluate and respond to emergencies and disasters.
4. Maintaining a call list of departmental employees designated as “essential personnel.” This call list will be updated as needed. (This information will be kept in the College Safety Manual).
5. Ensuring the preservation of essential records, or other materials deemed essential.
6. Coordinate off-campus resources.
7. Test plan in mock crisis.
8. Review/rehearse plan periodically.
9. Maintain ability to make responses in an immediate and effective manner.

The Emergency Response Planning Committee will meet monthly until the criteria have been established, then at least annually to review and test the plan.

**Emergency Response Planning Committee Members**

- Emergency Response Coordinator (Campus Chief of Police)
- Executive Assistant to the President/Dean of Students
- Director of Fiscal Affairs
- Director of Marketing and College Relations
- Director of Information and Technology

Staff Representative  
Faculty Representative

### **CRISIS MANAGEMENT TEAM**

The Crisis Management Team collectively makes the decisions in regards to appropriate actions and/or allocating resources of the College during an emergency, in coordination with the Emergency Response Planning Committee.

#### **The responsibilities of the Crisis Management Team include, but are not limited to:**

1. Identify the emergency and determine its impact.
2. Decide the necessary level of response required to manage the emergency.
3. Exercise control over emergency operations and provide guidance on matters of policy and decision-making authority.
4. Authorize the evacuation and/or closing of the College facilities, as required.
5. Coordinate the release of all official information and instructions to the public.
6. Maintain adequate emergency resources and equipment particular to the Emergency Response Plan requirements.
7. Ensuring the College is prepared and in the best possible position to respond to an emergency when it occurs.

#### **Crisis Management Team**

- President
- Physical Plant Director
- Alabama Criminal Justice Training Center Commander
- Selma Police Department
- Selma Fire Department
- Dallas County Emergency Management Agency

Additional team members and members of the Emergency Response Planning Committee may be asked to join the Crisis Management Team depending upon the type of emergency.

#### **Critical Points for All Emergencies**

- Report ALL emergencies to Campus Police by dialing 375-6036, 876-9227 or dial 911
- Instructional activities in the affected area may be suspended for the duration of the emergency and the response
- Follow ALL directives given by college official and emergency responders
- Evacuate/shelter as directed and remain AWAY from the area until directed to return by college official or first responder
- Identify any injured students and assist co-workers and those with special needs
- Be prepared to receive messages and alert notifications via the "PATRIOT ALERT" which is the College's emergency notification system
- Building coordinators will direct the evacuation from their floors and secure doors
- Do not leave campus unless instructed to do so by a college official
- Instructors will take class roll once assembled outside
- Floor coordinators and Instructors will be prepared for periodic drills

#### **Tornado Warning/Severe Weather**

- Immediately seek shelter in hallways on the lower level of building away from doors and windows

- Remain in designated shelter until warning expires and given further directions
- Never attempt to outrun a tornado or other severe weather
- Maintain personal belongings such as cell phones, purses, backpacks when possible

#### **Fire/Smoke**

- Evacuate the building immediately when the alarm is activated or there is evidence of a fire. Exit signs are located in all buildings
- Close doors as exiting and activate the nearest fire alarm pull station
- Call 911 to report the location of fire or smoke
- Maintain personal belongings such as cell phones, purses, backpacks when possible
- Report to Building Coordinator or Instructor at the assembly point

#### **Building/Campus/Area Evacuation**

- Remain calm and encourage others to do likewise
- Gather personal belongings if safe to do so
- **DO NOT** delay evacuation; immediately evacuate the building using nearest safe exit/stairwell
- **DO NOT** use elevators
- Meet outside of the building at area specified by the instructor or Building Coordinator and await further instructions
- Assist persons with special needs when and where possible
- Report to Building Coordinator or Instructor at the assembly point

#### **Threatening Person**

- **DO NOT** confront the person
- **DO NOT** block the person's access to an exit
- When calling 911, provide as much information as possible about the person and their direction of travel, vehicle description, etc.

#### **Active Shooter**

- If you hear gunfire or see a person with a gun, take immediate steps to protect yourself
- If possible, call 911 and provide as much information as possible about the shooter, to include sex, race, clothing, type weapon used, accomplices, and direction of travel and if there are any wounded students or staff nearby.
- If barricaded, turn all cell phones to vibrate or silent so as not to alert the shooter of your location.
- **DO NOT** disconnect from 911 call taker
- If you encounter the shooter, do not attempt to block his/her access to an exit
- Try to escape the area if at all possible. If unable to escape, immediately close and lock or barricade the door with furniture, chairs, and desks.
- Turn off all lights, hide behind heavy furnishing, and stay away from windows and out of view
- If you are in an open area and cannot escape, find the best protected location to hide safely
- If the shooter approaches you, your actions will depend solely on your judgment and capabilities and there may be no "best strategy" for confronting the shooter
- Any offensive measures taken against the shooter should be taken in unison with others in your immediate area if possible
- If the shooter is attacked, use any available items to overtake him/her, such as books, backpacks, or chairs
- If the shooter is overtaken and subdued, leave the area immediately with your hands where oncoming law enforcement officers and other first responders can determine who you are while fleeing the area.



NEVER assume that first responders know who you are just because the actual shooter is not in your area

- Follow ALL directives given by law enforcement officers, first responders, and other college personnel
- Report to Building Coordinator or Instructor at the assembly point
- Campus Police will secure gates until relieved by Department of Public Safety personnel

#### **Bomb Threat**

- Keep the caller on the line as long as possible and obtain any information conveyed including the location of the bomb, when is it set to explode, what type of explosive, and any personal information about the caller (name, sex, age, race), background noises/call quality
- Immediately call Campus Police (375-6036/9227) or dial 911 to report the incident
- Follow directives from college officials and first responders regarding evacuation
- If directed to evacuate, assist those with special needs if and when possible
- Report to Building Coordinator or Instructor at the assembly point

#### **Shelter in Place**

- Remain calm and encourage others to do likewise
- Stay away from exits, outside doors, windows, and dangerous heavy equipment
- Maintain personal belongings such as cell phones, purses, backpacks when possible
- Do not attempt to leave the sheltered area until directed to do so by a college official, first responder or law enforcement officers

#### **WHAT TO DO IN CASE OF AN EVACUATION**

1. There are emergency exit diagrams posted on the walls of each room. Instructors should make students aware of these plans at the beginning of each semester, pointing out the exit door that applies to that location and the proper method from which to exit the room. Supervisors in offices are responsible for informing their employees of the exit plan for that location.
2. When a staff member or student becomes aware of an emergency situation, it is that person's responsibility to notify the Campus Police. The Campus Police will notify appropriate personnel.
3. When the emergency system is activated, **everyone must immediately** stop all activity and prepare to leave the building.
4. Lights and equipment are **not** to be turned off.
5. Doors are **not** to be closed (unless there is a fire).
6. All persons should walk at a steady pace, in a single file, on each side of the hallway. Don't panic, but proceed immediately to the exit door designated for your location.
7. Classes should stay together and the faculty member in charge of the class should conduct a check of students to determine who has evacuated the building. Supervisors are responsible for their areas.
8. All persons are to move at least 200 feet away from the building.
9. **NO ONE** is to re-enter the building. If someone is missing, do not go back into the building, go to the designated area for each building as outlined, and inform a Campus Police staff member. All buildings will be locked by the Campus Police or Maintenance personnel to prevent re-entry until official "all clear" signal to return.
10. A college official will determine when the all-clear signal to re-enter the building will be given. **ONLY** when a verbal clearance is given will re-entry to the building be allowed. If your designated area is inaccessible, proceed to the nearest accessible location.
11. Staff of the Alabama Criminal Justice Training Center will secure the front gates and perimeter of the campus.

### ASSISTING THE DISABLED IN AN EMERGENCY EVACUATION

1. Each instructor or supervisor should survey their class or area(s) at the beginning of each semester to identify persons with a disability that limits their ability to readily evacuate a building in case of an emergency. These students will need assistance in case of a building evacuation.
2. All campus buildings are handicap accessible with visible emergency exits.
3. In the event that there is a fire blocking one of the designated exits, the instructor should obtain assistance from other faculty/staff to carry the disabled person to safety. Only if other faculty/staff are unavailable, should students be asked to assist with this task.
4. Evac chairs are available in all two-story buildings on campus to assist in the event of an emergency evacuations. The evac chairs are located in the Health Sciences building, Hank Sanders Technology Center, and the Student Center. For evac chair training, please contact Campus Police.

### CRISIS ASSEMBLY POINTS

| <u>Location</u>                                      | <u>Designated Area</u>   |
|--|--|
| Hank Sanders Technology Center<br>Technical Division | Grassy area down the hill east of the building<br>Baseball Diamond |
| C. Byrd Arts & Science Building                      | Grassy area in front of the Classroom Building                     |
| Health/Science Building                              | Grassy area down the hill east of the building                     |
| Earl Goodwin Theatre                                 | Grassy area in front of the Classroom Building                     |
| Classroom Building                                   | Grassy area in front (west) of building                            |
| Student Center                                       | Baseball Diamond   |
| Simulation/Student Success Center                    | Grassy area in front of Classroom Building                         |
| Library/Gym Complex                                  | Grassy area in front of Classroom Building                         |
| Administration Building                              | Grassy area in front of Classroom Building                         |

|                                | <u>AREAS OF RESCUE</u>       |                  |
|--------------------------------|------------------------------|------------------|
| Hank Sanders Technology Center | Second Floor                 | Second Floor     |
|                                | East stairwell (primary)     | East stairwell   |
|                                | Center stairwell (alternate) | Center stairwell |
|                                | Third floor                  | Third floor      |
|                                | East stairwell (primary)     | East stairwell   |
|                                | Center stairwell (alternate) | Center stairwell |
| Health Sciences Building       | Second floor                 | Second floor     |
|                                | South stairwell (primary)    | South stairwell  |
|                                | West Stairwell (alternate)   | West Stairwell   |
| Charles Byrd Building          | Second floor                 | Second floor     |
|                                | West Stairwell (primary)     | West Stairwell   |
|                                | East stairwell (alternate)   | East stairwell   |
| Student Center                 | Second Floor                 | Second Floor     |
|                                | Center Stairwell (primary)   | Center Stairwell |

### BUILDING COORDINATOR ASSIGNMENTS

Deans and Directors will designate Building Coordinator(s) as indicated below:

- Dean of Students, will designate the Building Coordinator(s) for the Administration Building and the Student Center  
Dean of Business and Finance, will designate the Building Coordinator(s) for the Hank Sanders Technology Center
- Dean of Instruction, will designate the Building Coordinator(s) for the Classroom Building, Byrd Building, Library/Gym and the Health Sciences Building
- Assistant Dean of Instruction, will designate the Building Coordinator(s) for the Technical Buildings
- Work Force Development Director, will designate the Building Coordinator(s) for the Earl Goodwin Theatre
- Physical Plant Supervisor, will designate the Building Coordinator(s) for the Print Shop, Transportation, and Maintenance Department

### **Notification and Activation of the Emergency Response Planning Committee**

In the event of an emergency situation, The CMT in collaboration with the ERPC will convene to assess the situation, and determine whether to activate the Emergency Response Plan. ERPC and CMT members should bring available lap top computer with them to the large conference room in the Administration building.

### **Emergency Response Policy**

The ERPC will maintain a current and minimally disseminated emergency response policy, train personnel to evaluate and respond to emergencies and disasters and maintain ability to make such responses in an immediate and effective manner.

### **EMERGENCY PHONE LIST**

All Emergencies, Police, Fire, Medical Calls, etc. 911

All Non-emergencies, Police, Fire, Medical Calls, etc. 334-375-6036 or 334-876-9227.

### **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.

### **TRAFFIC RULES, REGULATIONS, AND PARKING**

On-campus Parking and Traffic is enforced by the WCCS Campus Police Department. We urge you to help us control our parking and traffic problems for the safety of everyone. The following rules and regulations pertain to all students, staff and the public.

1.The Speed Limit on campus is 15 miles per hour.

2.Parking decal must be placed on the inside of the windshield, driver side lower corner so it may be checked by officers. If you do not have a decal, you may obtain one from the Office of the Campus Police. The first decal will be issued at no cost, and subsequent decals will cost \$5.00 each.

3.In case a student needs assistance, contact Campus Police in the Student Center by telephone (334) 375-6036,

or contact the evening coordinator at (334) 876-9227.

4.All vehicle operators must comply with campus regulations and the laws of the State of Alabama.

5.No parking will be allowed next to the yellow curbs, loading zones, or ramps.

6.No students, faculty, or staff will be allowed to park in spaces marked visitors or handicapped.

7.Vehicles parked in handicapped spaces must have a handicapped decal displayed.

8.Students requiring handicap parking may obtain a handicap parking placard by reporting to the Campus Police Department.

9.To be legally parked, a vehicle must be within the lines designating the parking spaces.

10.Do not invite theft by leaving articles of value in your automobile. Anything left in vehicle should be locked in the trunk. LOCK YOUR CAR! Thefts, tampering with vehicles, or other offenses should be reported to the Campus Police.

11.The College assumes no responsibility for losses from fire, theft, or from any other cause when vehicles are parked on campus.

12.The registered owner of vehicle is responsible for his vehicle regardless of who is driving. He/she is responsible for all citations issued to the vehicle.

13.Parking or loitering on campus after normal day or evening classes and/or special activities is prohibited. Offenders will be asked to leave by the Campus Police or Security Monitor.

14.Officers will issue citations for violation of the above rules. The fine for each violation is indicated on the citation. If you receive a citation, it must be paid within ten (10) working days. Students with outstanding traffic citations will not be issued transcripts or allowed to register for further course work.

15.The College reserves the right, after a reasonable attempt is made to contact the owner(s), or notice has been posted, to remove and impound illegally parked or abandoned vehicle; or any vehicle found on campus without a decal, with an unauthorized or altered decal, or with no license plate; or any vehicle parked in such a way as to constitute a serious hazard to other vehicles or pedestrian traffic or to the movement and operation of emergency equipment. The College also reserves the right to immobilize any vehicle by use of a wheel lock, and the removal of such wheel lock will require payment of existing fines. The owner(s) shall thereafter be responsible for any cost involved in removing, impounding, and storing of such vehicle. The College shall not be liable for any damage to any vehicle which occurs during the removal or impoundment.

### **Escort Services**

The Campus Police Department will provide escort services to those who wish to be escorted from any location on the campus to their vehicles. If you wish to be provided an escort, contact the Police Department at (334) 876-9248 and give your location. A police officer or security monitor will come to your location and escort you to your vehicle or other location on campus.

### **Security of Campus Facilities**

All classrooms and administrative buildings are opened and secured by the Police Department. All classrooms and administrative buildings are normally opened by 6:30 A.M. and secured by 10:30 P.M., Monday through Friday. During weekends, the classroom buildings are opened and secured as dictated by weekend class schedules.

Buildings/offices will not be unlocked to permit access unless the person seeking entrance has been issued a key for the respective areas and for some reason does not have a key in his or her possession.

## **Alcohol and Substance Abuse**

WCCS is committed to providing a safe, productive, educational, work environment; therefore, WCCS has adopted policies and programs to promote a campus free of alcohol and other drugs.

The unlawful manufacture, distribution, dispersion, possession or use of illegal drugs by students or employees is prohibited at any time on any WCCS property or school activity. No employee who is impaired by any illegal drug or alcohol will be allowed to work or be in the workplace. No student who is impaired by any illegal drug or alcohol will attend classes or any college activity.

It is the responsibility of the Campus Police Department to enforce state and local laws and school policies in regard to alcohol and drug-related activities. WCCS will impose sanctions consistent with local, state, and federal laws for employees and students who violate these standards of conduct. Sanctions include but are not limited to:

- a. Referral for prosecution;
- b. Probation, suspension, or expulsion of students; and
- c. Suspension or termination of employees.

## **Local Law Enforcement Support**

The WCCS Campus Police Department will work closely with and receive support from the Selma City Police Department, Dallas County Sheriff's Department, and Alabama State Troopers. These agencies will be contacted in the event such support is required. It is our intention to foster a healthy working relationship with these state, county, and local law enforcement agencies.

## **Enforcement Authority**

All sworn police officers assigned to the WCCS Campus Police Department receive their powers and authority from the Code of Alabama, Title 16, Chapter 22, Sections 1 and 2, which state: "The president or chief executive officer of any state college or university shall have the authority to appoint or employ one or more suitable persons to act as police officers to keep off intruders and prevent trespass upon and damage to the property of the college or university or of the said university. Such persons shall be charged with all the duties and invested with all the powers of police officers.

Any officer appointed pursuant to the provisions of 16-22-1, is a peace officer whose authority extends to any place in the state; provided that the primary duty of any such police or peace officer shall be the enforcement of the law on property owned or leased by the institution of higher education employing such officers; provided further, that he shall not otherwise act as a peace officer in enforcing the law except:

1. When in pursuit of any offender or suspected offender who is charged with the commission of a crime while on the premises of said institution; or
2. To make arrests otherwise lawfully for crimes committed or for which there is probable cause to believe have been committed, within his presence or within the boundaries of said property owned or leased."

## **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 Director of Facilities and Safety. 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.

## Section V: WCCS Personnel Policies and Procedures

|                  |   |
|------------------|---|
| POLICY NAME:     | <b>602.02: Posting and Hiring</b>                                   |
| EFFECTIVE:       | January 10, 2018  |
| SUPERSEDES:      | Policy 602.02 issued 4-13-16 & ACCS Uniform Guidelines revised 4-16 |
| SOURCE:          | <i>Code of Alabama</i> 16-60-111.4; 16-60-111.7 and 16-22-15.       |
| CROSS REFERENCE: |   |

**Posting:** The President of each institution shall post notices for all personnel vacancies, full-time and part-time, temporary and non-temporary, for all salary schedules, except Schedule A.

All vacancy notices shall be posted on the institution’s website and in an area in plain view at each institution’s main campus and all instructional sites at least fourteen (14) calendar days before the position is to be filled, unless an emergency posting applies as stated in Section III.

**Notice of Vacancy:** The vacancy notice shall include, but is not limited to, the following:

1. Job description;
2. Title;
3. Required qualifications;
4. Salary schedule;
5. Amount of Pay;
6. Information on where to submit an application;
7. Information on any deadlines for applying;
8. A contact telephone number for questions;
9. Any other relevant information.

**Emergency Posting:** When a personnel vacancy occurs during an academic term and is not a supervisory, managerial, or newly created position, the vacancy notice shall be posted not less than seven (7) calendar days before the position is to be filled. In cases of dire emergency, any delay in the posting of notices shall be only temporary in order to reasonably meet the emergency conditions that may arise.

**Internal Posting:** Internal postings are permitted to fill a current institutional position with a current institutional employee. These notices must be posted in accordance with Section I before the position is to be filled. No other posting is required before the President may fill the position at his/her discretion.

**Continuous Posting:** For adjunct instructors, clinical instructors, tutors, and part-time, on-call, or hourly employees only, a continuous vacancy notice may be posted on the institution’s website and posted in an area in plain view at each institution’s main campus and all instructional sites and may state “open until filled.” However, if a continuous vacancy notice has not been posted as stated in this section for at least 14 days prior to hiring, these positions must be posted in accordance with Section I.

**Temporary/Interim Positions:** Temporary/interim positions may be selected at the discretion of the President but must be for a duration for one year or less. No extension beyond one year may be granted without the written approval of the Chancellor. Notices for temporary/interim positions must be posted in accordance with Section I.

Hiring: The President is responsible for all searches and documentation thereof and retains all hiring authority for positions at the college, except the Presidency.

Transfers or Reorganizations: Transfers or Reorganizations of existing personnel are not intended to be covered under this Policy.

|                  |  |
|------------------|--|
| POLICY NAME:     | <b>603.01: Offers of Employment</b>                |
| EFFECTIVE:       | 04-13-2016   |
| SUPERSEDES:      |  |
| SOURCE:          | <i>Code of Alabama 16-60-111.4 and 16-60-111.7</i> |
| CROSS REFERENCE: |  |

The President may offer employment for one semester, two semesters, a summer term, or a full calendar year as appropriate to librarians, counselors, instructors, and other employees provided there is sufficient enrollment and funds are available.

### **FACULTY APPOINTMENT PROCEDURES**

The President is authorized by the Chancellor and ACCS Board of trustees 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. No employee will be allowed to start working without completing the onboarding process and receiving an official start date from the Human Resources office. For additional information, contact the Human Resources Department.

#### **Full Time Faculty**

To be considered for employment at Wallace Community College Selma, applicants must submit a complete application packet. A complete application packet consists of a Wallace Community College application, resume, work verification and official transcripts from each college attended. Official transcripts must be mailed directly to the Office of Human Resources from the institution granting the credit regardless of the number of courses taken and whether or not that institution conferred the degree.

#### **Part-Time faculty**

To be considered for employment at Wallace Community College Selma, applicants must submit a complete application packet. A complete application packet consists of a Wallace Community College Selma application, resume, work verification and official transcripts from each college attended. Official transcripts must be mailed directly to the Office of Human Resources from the institution granting the credit regardless of the number of courses taken and whether or not that institution conferred the degree

Upon receipt of a complete application packet, materials are forwarded to the appropriate academic department chair/director for review and evaluation of credentials and experience. If selected by the department chair/director, a request to hire is sent to the Dean of Instruction and President. Upon approval by the President a letter of appointment is generated by the office of Human Resources.



## STAFF APPOINTMENT PROCEDURES

The President is authorized by the Chancellor and ACCS Board of trustees 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. No employee will be allowed to start working without completing the onboarding process and receiving an official start date from the Human Resources office. For additional information, contact the Human Resources Department.

To be considered for employment at Wallace Community College Selma, applicants must submit a complete application packet. A complete application packet consists of a Wallace Community College application, resume, work verification and official transcripts from each college attended. Official transcripts must be mailed directly to the Office of Human Resources from the institution granting the credit regardless of the number of courses taken and whether or not that institution conferred the degree.

## 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 ACCS 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 ACCS Board of Trustees.

### Process:

Letters of appointment are generated by the office of Human Resources based on:

- Current ACCS salary scale, years of service/experience
- Salary justification and letter of appointment submitted to the President for approval
- Once approved by the President the job offer is made by the Office of Human Resources

## LETTER OF APPOINTMENT POLICY

Effective immediately Wallace Community College Selma has implemented the following policy:

The College requires all employees to acknowledge receipt of any Letter of Appointment presented to the employee by the College by personally signing and returning the Letter of Appointment within five (5) business days of receipt. To the extent an employee does not agree with the salary schedule, rank, step, salary, or other placement issue referenced in the Letter of Appointment, the employee may note the specific disagreement at the bottom of the Letter of Appointment or by attached letter. Employees are prohibited from striking through, deleting, or erasing words in the Letter of Appointment. Failure to abide by this policy is deemed both a violation of college policy and a failure to satisfactorily perform required duties, for which an employee is subject to discipline, up to and including dismissal.

## INTERNAL EMPLOYEE TRANSFERS

|              |                                     |
|--------------|-------------------------------------|
| POLICY NAME: | 602.04: Internal Employee Transfers |
|--------------|-------------------------------------|

|                  |  |
|------------------|--|
| EFFECTIVE:       | January 10, 2018                             |
| SUPERSEDES:      | Uniform Guidelines: Procedures for Transfers |
| SOURCE:          | <i>Code of Alabama §16-24C-7</i>             |
| CROSS REFERENCE: |  |

The President is responsible for all internal College transfers and is responsible for complying with Alabama’s Students First Act found at Alabama Code §16-24C-7. The President has the authority to transfer or reassign any employee, at any time, as the needs of the college require, to any position or work location within the college, which the employee is qualified.

Transfers are appropriate as permitted under the Students First Act or when moving an existing college employee to a previously-existing college position. Internal posting rules are appropriate and may be used for transfers. Notice must be provided to affected employees as stated in the Students First Act.

**EXTERNAL EMPLOYEE TRANSFERS**

A full-time consenting employee may be transferred from one college to another or from the Alabama Community College System Office 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 Community 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.

**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 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 ACCS Board of Trustees. 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

|                  |   |
|------------------|---|
| POLICY NAME:     | <b>616.01: Personnel Record Information</b>     |
| EFFECTIVE:       | 04-13-2016                                      |
| SUPERSEDES:      |   |
| SOURCE:          | <i>Code of Alabama 36-12-40 and 16-60-111.4</i> |
| CROSS REFERENCE: |   |

Federal and state laws govern public access to records maintained by governmental entities. Those laws shall be followed. To the extent permissible by law, each College may maintain sensitive or otherwise confidential information in employee or applicant files. The President (or designee) may designate a custodian of records for the College.

The President (or designee) shall establish and maintain a personnel file on each employee. It shall be the responsibility of the President of each institution to supervise the maintenance of personnel files and to maintain updated, complete, and accurate records. Information may be added to the personnel file to clarify or supplement materials previously placed in the personnel file. Employees may answer or object in writing to any material in the personnel file, and the answer or objection shall be attached to the appropriate material that is the subject of the answer or objection.

Each college may establish a reasonable charge for researching open records requests or as otherwise necessary.

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.

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 employee’s 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.

**ABANDONMENT OF POSITION**

|                  |  |
|------------------|--|
| POLICY NAME:     | <b>618.01: Abandonment of Position</b> |
| EFFECTIVE:       | 04-13-2016                             |
| SUPERSEDES:      |  |
| SOURCE:          | Code of Alabama 16-60-111.4            |
| CROSS REFERENCE: |  |

Any employee who is absent from work for three (3) consecutive workdays without approval through the procedures established by each institution shall be co considered to have abandoned the position and to have resigned from the employing institution.

**REDUCTION IN FORCE**

|                  |  |
|------------------|--|
| POLICY NAME:     | <b>624.01 Reduction in Force</b>                               |
| EFFECTIVE:       | January 10, 2018   |
| SUPERSEDES :     |  |
| SOURCE:          | <i>Code of Alabama</i> 16-60-111.4; 16-60-111.7;16-24C-6(h)(3) |
| CROSS REFERENCE: |  |

Each institution may implement a reduction-in-force (RIF) action under the following conditions should such an action become necessary and appropriate under Alabama’s Students First Act of 2011 found in Alabama Code §16-24C-6(h)(3) with the written consent of the Chancellor.

A reduction in force (RIF) is defined as:

Layoffs or other personnel actions that are unavoidable reductions in the workforce beyond normal attrition due to extraordinary circumstances such as but not limited to decreased student enrollment, shortage of revenues, programs or courses are impractical or economically unreasonable, or changes in academic mission, administrative or ministerial function that necessitates significant organizational changes.

The College may adopt additional policies or guidelines for RIF actions that are consistent with this Policy.

### **EVALUATION OF PERSONNEL**

The office of Human resources will administer and monitor the personnel evaluation process:

#### **(A). FACULTY EVALUATIONS:**

**Due Date: September 1 of each year**

Location to Report: Secretary to the Dean of Instruction

Responsible Party: Department Chair

#### **Process:**

1. The Department Chair/Director is responsible for submitting evaluations for all part-time & full-time faculty by the deadline date.
2. Complete evaluation packets for each faculty should be submitted to the Secretary of the Dean of Instruction by September 1 of each year.
3. Complete evaluation packets should include:
  - Completed faculty evaluation (part-time or full-time)
  - Reviewed student evaluation of Instruction for one (1) class for part-time faculty and two (2) classes for full time faculty.
  - Professional development verification form for the evaluation period.
  - Reviewed and signed job description for part-time and full –time faculty
4. The Dean of Instruction will submit all evaluation packets to the Human Resource Department after review and signature.
5. Human Resources will forward a copy of all professional development verification forms to the office of Institutional Effectiveness

**NOTE: Supporting documentation for the professional development must be viewed and verified by the Department Chair/Director annually**

#### **(B). STAFF EVALUATIONS**

**Due Date: October 1 of each year**

Location to Report: Administrative Assistant to the President

Responsible Party: Unit Supervisor

#### **Process:**

6. The supervisor is responsible for submitting evaluations for all part-time & full-time staff by the deadline date.
7. Complete evaluation packets for each staff should be submitted to the Administrative Assistant to the President.
8. Complete evaluation packets should include:
  - Completed staff evaluation form (full-time & part-time)
  - Professional development verification form for the evaluation period.
  - Reviewed and signed job description for part-time and full –time staff

- The Administrative Assistant to the President will submit all evaluations to Human Resources after the Presidents review and signature
- 9. Human Resources will forward a copy of all professional development verification forms to the office of institutional effectiveness.

**NOTE: The Unit Supervisor is responsible for reviewing and verifying all supporting documentation for professional development**

**GRIEVANCE PROCEDURE**

Wallace Community College Selma follows the ACCS Board of trustees Employee Grievance policy as outlined in policy 620.01. 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:

|                  |                                    |
|------------------|------------------------------------|
| POLICY NAME:     | <b>620.01 Employee Grievance</b>   |
| EFFECTIVE:       | 04-13-2016                         |
| SUPERSEDES:      |                                    |
| SOURCE:          | <i>Code of Alabama 16-60-111.4</i> |
| CROSS REFERENCE: |                                    |

Any employee who claims a grievance (or who is reporting an observed grievance) must file a written statement within a reasonable time from the date of the alleged incident. Any employee must file the written statement with his/her direct supervisor, unless the direct supervisor is the alleged offender. In such cases, the employee must file the statement with the next supervisor in line. The supervisor (or other person receiving a written grievance) will notify the Title IX Coordinator, HR personnel, and/or President as appropriate.

The supervisor, or other person appointed to address the grievance, must review the written statement and conduct an investigation of the claims within 30 days or as otherwise agreed. The supervisor must then make a written report of findings/decision and provide to the employee within 45 days of receipt grievance. The employee must, within 10 calendar days of the written report, provide specific written objections to the report of findings/decision to the supervisor, which will be considered a request for appeal. Failure to timely provide the specific written objections is a waiver of the employee's right to appeal the supervisor's findings/decision.

All appeals will be sent to the President or his/her designee, and the President or his/her designee will convene a three-person grievance committee to hear the appeal within 30 calendar days. The President or his/her designee will appoint one person to sit on the grievance committee, and the President will allow both the aggrieved and accused to select an employee of the College to sit on the grievance committee (excluding the President and his/her designee). Should the aggrieved or accused fail to select a member of the grievance committee in the time period required by the President or his/her designee or the selected employee does not agree to participate as a member of the grievance committee in the time required by the President or his/her designee, then the President or his/her designee will select the grievance committee member.

The grievance committee will hold a hearing and allow the aggrieved employee to present the grievance and the accused will have an opportunity to respond within 45 days of the appeal. The grievance committee will also have access to the original grievance, report of the supervisor, and appeal notice by the employee. The grievance committee will provide its findings and decision following the hearing in a timely manner. Either party will have 10 calendar days from receipt to file a written appeal to the grievance committee decision. If timely appealed, the President will issue a final decision based on the original grievance, report of the supervisor, appeal notice by the employee, and grievance committee decision.

**NOTE:** If the last day for filing notice of appeal falls on either Saturday, Sunday, or a legal holiday, aggrieved will have until 5:00 p.m. the first working day following the 10th calendar day to file.

## **II. STATEMENT ON HARASSMENT**

Wallace Community College Selma complies with the policies of the Alabama Board of Trustees which 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. Such harassment is a violation of the Board of Trustees policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated on any campus, 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 College community are respected, that harassment of students and employees is unacceptable conduct and will not be tolerated at any of the institutions that comprise The Alabama College System.

### **NON-DISCRIMINATORY ENVIRONMENT**

A nondiscriminatory environment is essential to the mission of The Alabama College System. A sexually abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee. 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 will 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 will be disciplined as appropriate to the severity of the offense.

Employees and students of The Alabama College System will strive to promote a college 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 will 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, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.

Harassment of employees or students by non-employees is a violation of this policy. Any employee or student who becomes aware of any such harassment should report the incident(s) to the appropriate college official. 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 the 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 an unwelcome sexual advance, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the 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, or offensive work or educational environment.

Any incident of sexual harassment will 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 college personnel of different ranks which involve partiality, preferential treatment, or the improper use of position will be avoided. Consensual amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between an instructor or any student for whom he or she has a responsibility, between any supervisor and an employee, or between a college employee and a student where preferential treatment results. 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 will be aware that any amorous relationships (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 grieved 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 will be held accountable for unprofessional behavior.

This policy encourages faculty, students, and employees who believe that they have been the victims of sexual harassment to contact the grievance officer or other appropriate official at the institution where the alleged incident occurred. Any reprisals will be reported immediately to the grievance officer or other appropriate official.

This policy will be distributed, communicated, and implemented in a manner which provides all interested



parties the opportunity to be informed of this policy. A system-wide educational program will be utilized to assist all members of the college community to understand, prevent, and combat harassment. The Chancellor will issue guidelines to ensure the adherence to, implementation of, and enforcement of this policy.

#### **A. Definition of Sexual Harassment**

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

1. Physical assault;
2. Direct or implied threats that submission to or rejection of requests for sexual favors will affect a term, condition, or privilege of employment or a student's academic status;
3. Direct propositions of a sexual nature;
4. Subtle pressure for sexual activity;
5. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following: (i) comments of a sexual nature; or (ii) sexually explicit statements, questions, jokes, or anecdotes;
6. Repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following: (i) touching, patting, pinching, hugging, or brushing against another's body; (ii) commentary of a sexual nature about an individual's body or clothing; or (iii) remarks about sexual activity or speculations about previous sexual experience(s);
7. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not;
8. Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or education environment, and serve no educational purpose related to the subject matter being addressed.

#### **B. Reporting Acts of Sexual Harassment**

Harassment against another student, faculty member, staff member, or administrator should be reported to the Dean of Students. If the student experiences sexual harassment from a person who is not a WCCS student or employee, the student should contact the College Security Office and the Dean of Students. Wallace Community College Selma is committed to providing a positive, discrimination-free educational environment.

#### **SMOKE AND TOBACCO, 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 involved 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**

|                  |   |
|------------------|---|
| POLICY NAME:     | <b>614.01: <i>Fair Labor Standards Act Compliance</i></b> |
| EFFECTIVE:       | 04-13-2016  |
| SUPERSEDES:      |   |
| SOURCE:          | Fair Labor Standards Act of 1938                          |
| CROSS REFERENCE: |   |

The Board of Trustees and the institutions under its direction and control shall comply with the applicable provisions of the *Fair Labor Standards Act*.

The Fair Labor Standards Act (FLSA) located at [www.dol.gov](http://www.dol.gov) 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 the law, as 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.

|                  |  |
|------------------|--|
| POLICY NAME:     | <b>608.02: Work Schedules, Duty Days, and Holidays</b> |
| EFFECTIVE:       | 04-13-2016   |
| SUPERSEDES:      |  |
| SOURCE:          | <i>Code of Alabama</i> 16-60-111.4 and 16-60-111.7     |
| CROSS REFERENCE: |  |

Each institution operates at least forty-hours (40) per week. The President of each institution has the authority to determine work schedules and workdays for all employees of the institution

**“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

|                         |  |
|-------------------------|--|
| <b>POLICY NAME:</b>     | 610.01: Leaves With Pay                        |
| <b>EFFECTIVE:</b>       | April 10, 2019                                 |
| <b>SUPERSEDES:</b>      |  |
| <b>SOURCE:</b>          | Code of Alabama 16-1-18.1; 16-8-26, Act 97-444 |
| <b>CROSS REFERENCE:</b> |  |

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.

All employees engaged in outside employment or other activities during their normal work hours must use accrued compensatory time or request personal, annual, or unpaid leave.

Any accrued leave, excluding compensatory time, must be used concurrently with FMLA leave. All accrued leave, excluding compensatory time, must be exhausted before an employee is entitled to unpaid FMLA leave.

A leave year for earning, accrual, and use of leave by employees is September 1 through August 31. Leave accrual rate changes will only take effect with the beginning of the new leave year, September 1.

## TYPES OF LEAVE

Wallace Community College Selma awards employees with a generous package of earned leave as well as various other types of leave options.

### Staff Employees

|                    |                                   |
|--------------------|-----------------------------------|
| • Annual Leave     | • Maternity Leave                 |
| • Sick Leave       | • Leave of Absence                |
| • Personal Leave   | • Professional Leave              |
| • Emergency Leave  | • Professional Development Leave  |
| • Military Leave   | • Family Medical Leave Act (FMLA) |
| • Court Attendance |                                   |

### Faculty Employees

|                                  |                                   |
|----------------------------------|-----------------------------------|
| • Sick Leave                     | • Leave of Absence                |
| • Personal Leave                 | • Maternity Leave                 |
| • Military Leave                 | • Professional Leave              |
| • Court Attendance               | • Family Medical Leave Act (FMLA) |
| • Professional Development Leave |                                   |

## Holidays

Employees are granted the following official holidays:

- New Year's Day
- Martin Luther King/Robert E. Lee Birthday
- National Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving (2 days)
- Christmas Eve
- Christmas Day

In addition, the College is closed for designated dates and local holidays listed on the college calendar as Christmas break. **(Please refer to the official college calendar for dates).**

Faculty duty days non instructional are observed for faculty ONLY during spring break. **(Please refer to the official college calendar for dates).** For further information, please contact the Payroll Office at 876-9378.

## 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.

Earned annual leave may be taken at appropriate times as approved in advance by the appropriate supervisory chain of command. Annual leave shall be requested and approved prior to its occurrence. Annual leave may be denied if it is not timely requested or hampers the routine operations of the college.

In order to move to the next year of service for annual leave accrual purposes, an employee must have worked at least nine months of the leave accrual year. As an example, if a new employee is hired on January 2, then that employee will not have worked 9 months by September 1 of the same year (when the annual leave rate changes occur) and will be required to wait until the following year to move to the next year of service).

### 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 (480 hours) 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, which is the equivalent of 8 hours per month of employment. 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. When medical certification is required, requests for sick leave may be denied if the medical certification is not provided.

Each full-time employee employed on Salary Schedule D shall earn one day of sick leave which is equivalent to

7 hours per month of employment to a maximum of nine days or 63 hours during the academic year (fall and spring semesters) and up to a maximum of three days or 21 hours during the summer term. Employees on D will be required to request 35 hours of sick leave for absences totaling an entire work week.

Any unused balance of sick leave accumulated at the end of the leave year will be carried forward to the next succeeding year.

### **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 information.

### **FMLA DISCLAIMER RETIREMENT PLAN**

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.WEBPAGE AT: [HTTP://WWW.DOL.GOV/DOL/ESA/FMLA.HTM](http://www.dol.gov/dol/esa/fmla.htm).

## **TEACHERS' RETIREMENT SYSTEM**

The Teachers' Retirement System (TRS) was established in 1939 to provide benefits to qualified persons employed by state-supported educational institutions. The TRS is a defined benefit plan qualified under Section 401(a) of the Internal Revenue Code. For more information, visit The Retirement Systems of Alabama. All full-time employees who work at least 20 hours per week are required to participate in The Teachers' Retirement System of Alabama. 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.

## **RSA-1 DEFERRED COMPENSATION**

RSA-1 is a powerful tool to help you reach your retirement dreams. As a supplement to other retirement benefits or savings that you may have, this voluntary plan allows you to save and invest extra money for retirement, tax deferred. Not only will you defer taxes immediately, your contributions and any earnings will grow on a tax-deferred basis as well. The RSA-1 Plan is an Internal Revenue Code Section 457 deferred compensation plan for public employees. For more information visit RSA-1 Deferred Compensation.

## **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 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 College's webpage under the Financial Aid link and the Human Resources link. Please allow Human Resource at least two (2) business day to process waiver forms. 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.

#### **PROFESSIONAL DEVELOPMENT REQUIREMENT**

The College provides professional development opportunities for its employees to ensure the implementation of best practices and to assist personnel in remaining current and efficient in practices critical to their role. All full-time faculty and staff are required to obtain a minimum of 20 documented contact hours of professional development annually. Supervisors will review professional development obtained by faculty and staff annually during evaluations.

#### **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 prior to the absence, and instructors should make arrangements regarding classes. An instructor who unexpectedly finds it necessary to be absent should notify the Department Chairperson or the Dean of 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 of \$2.00 per month 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.