



BOSSIER PARISH COMMUNITY COLLEGE 2005-2007 FACULTY HANDBOOK

This handbook is a living and provisional document as we continue our institution-wide self evaluation. Check frequently for changes. In addition, please be aware that while members of the handbook committee strive to maintain current information, policy often changes so quickly that real-time updates are impossible. The committee will check for policy changes regularly; however, all policies and procedures in this handbook defer to current LCTCS and Human Resources policies as they exist on the date of access.

Links:

- *BPCC Human Resources Manual:*
<http://www.bpcc.edu/hremphand.html>
- *BPCC Student Handbook:*
<http://www.bpcc.edu/stuhab.htm>
- BPCCC Office of Institutional Research and Effectiveness:
<http://www.bpcc.edu/research/index.html>
- BPCCC Office of Internal Audit:
<http://www.bpcc.edu/InternalAudit/intauditIndex.htm>
- LCTCS Policies: <http://www.lctcs.net/policies.html>
- The *Academic Affairs Policies and Procedures Manual* is available via Blackboard in the "Documents" section of the Faculty site.
- Louisiana Board of Regents (BOR):
<http://www.regents.state.la.us/>
- Southern Association of Colleges and Schools:
<http://www.sacs.org>

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INTRODUCTION

Scope and Significance

The scope of this handbook has changed since its inception. Originally, the handbook was the only convenient and up-to-date link most faculty members had to policies and procedures. However, in the current electronic age, system and institutional policies are readily available. Therefore, this document serves as a concise map to locations of policies and procedures that affect faculty members. This handbook includes a series of annotated links, but this new identity does not limit the scope of the document; instead, redefinition of the handbook empowers BPCC faculty members by putting precise information at their fingertips.

The purpose of this handbook is to provide information and guidance to College faculty. Unless an exception is noted herein, the policies, forms, and procedures provided in this handbook are effective 1 July 1997, and supersede all existing forms, policies, and procedures. The adoption and promulgation of this handbook is not intended to create or confer upon College employees any additional contractual rights or any additional rights of substantive or procedural due process not mandated or granted by law. This web-based document is subject to ongoing revision. Furthermore, this document strives to guide faculty to the sources of our policies and procedures and, to that end, avoids repetition of policies and procedures explained in other documents.

Each College faculty member is required to be familiar with the policies and procedures associated with Bossier Parish Community College (BPCC), with the Louisiana Community and Technical College System (LCTCS), and with the Louisiana Board of Regents (BOR). The LCTCS Board of Supervisors and/or Board of Regents policies take precedence over College policies that may be contrary to or competing with LCTCS and/or BOR policies. In addition, this handbook should be used in conjunction with the Human Resources Policy Manual. In addition, the LCTCS website outlines System policies. See the LCTCS human-resources policies at http://www.lctcs.net/human_rsrc.html for more information.

Revision Procedures

Policy changes at Bossier Parish Community College can come from the following three sources:

1. Policy changes initiated by statute or rule from the State of Louisiana, the Board of Regents, or the Louisiana Community and Technical College System Board of Supervisors;
2. Policy changes that are the result of activities by the policy-making bodies of the College;
3. Informational changes such as office procedural practices that do not need to be cleared with the policy-making bodies.

Policy changes of the first kind, those brought about by mandates outside the College, shall initiate an immediate change in the Handbook. Faculty and staff may be apprised of these changes through memos or other official documents before there is a Handbook revision. Changes of the second group, those resulting in changes made by policy-making bodies of the College, shall go into

effect with the first new contract period following a Handbook revision. Individuals who are interested in having changes made to the Handbook should consult the proper policy-making body or should contact the Vice Chancellor for Academic Affairs for information about initiating changes.

It is the responsibility of the various policy-making bodies to inform the Vice Chancellor for Academic Affairs of any changes in policy that could result in Handbook revisions. It will be the responsibility of the Vice Chancellor for Academic Affairs, as far as is possible, to keep abreast of changes or potential changes from all sources and to advise the Faculty Handbook Committee each year of the need for Handbook revisions.

The official, complete, and up-to-date version of the Faculty Handbook will be available exclusively via web access beginning with the 2005-2007 Handbook. The College maintains the right to change official policy and procedures in this document as needed and maintains as well the right to implement changes in local campus practices. Any changes to current College or Louisiana Community and Technical College (LCTCS) Board of Supervisors policy or practices supersede the information in this handbook.

THE COLLEGE AND ADMINISTRATION

The College

History

1966-67: A joint resolution of the Louisiana legislature created Bossier Parish Community College as a pilot program. The purpose of the program was to determine a need for, and feasibility of, establishing two-year commuter colleges throughout the state. The College held classes for the first time during the fall of 1967 with 101 students and a faculty of five full-time and three part-time instructors.

1973: The name of the school was established as Bossier Parish Community College. In the fall of 1973, academic course offerings, which were expanded in the day and evening divisions, began providing special courses designed for persons representing the business, industrial, and military communities.

1977: The new Community Education Division began offering non-academic courses. The Northwest Louisiana Police Training Academy, established in 1977 to provide officer training and retraining in ten northwest Louisiana parishes, was renamed the Criminal Justice Institute in 1984.

1978: The Respiratory Therapy Technology program was established.

1979-84: BPCC was authorized to grant associate degrees in Occupational Studies. At that time, two-year degrees were established in criminal justice, business administration, and office administration. In the fall of 1981, an Associate Degree in Occupational Studies in Medical Assistant was introduced, and in the spring of 1984, an Associate Degree in Occupational Studies in Data Processing was approved.

1980: Eight students received degrees during the first commencement exercise.

1983: Bossier Parish Community College received accreditation from the Commission on Colleges of the Southern Association of Colleges and Schools.

1995: Bossier Parish Community College entered into articulation agreements with Louisiana Tech University, Northwestern State University, Grambling State University, Southern Arkansas University, Kilgore Junior College, and Louisiana State University-Shreveport.

1996: The College added new associate degree programs to the curriculum in Physical Therapist Assistant, EMT: Paramedic, and Computer Drafting and Design.

1997: On July 1, 1997, Bossier Parish Community College became a member of the University of Louisiana System.

1999: In May, several programs were added: Associate degrees in Industrial Technology and Theatre; academic certificates in Computer Aided Drafting,

Pharmacy Technician, and Telecommunications. On July 1, 1999, Bossier Parish Community College became a member of the Louisiana Community and Technical College System.

2000: Board of Regents approved the consolidation of associate degrees in Law Enforcement Technology and Corrections Science into a single Associate of Science in Criminal Justice. In addition, the Board approved the conversion of the Culinary Arts non-credit program to an academic certificate program. The Board also approved the new Medical Office Specialist Certificate.

2002: Academic divisions developed 16 technical competency area programs to provide short-term training for entry-level positions in a variety of fields.

2003: Two new associate degrees were added: General Science and Web Development and Design.

2004: During the fall of 2004, Northwestern State University (NSU) and Bossier Parish Community College signed an agreement to allow students to take BPCC classes on NSU's Natchitoches campus. The agreement takes effect in the fall 2005 semester.

2005: The spring semester of 2005 begins on the new BPCC campus at 6220 East Texas Street in Bossier City. This new site is Louisiana's first ground-up construction of a college campus.

Bossier Parish Community College Mission Statement

The mission of Bossier Parish Community College is to provide instruction and service to its community. The mission is accomplished through courses and programs that provide sound academic education, broad career and workforce training, continuing education, and varied community services through flexible instructional delivery systems. The College provides a wholesome, ethical, and intellectually stimulating environment in which diverse students develop their academic and workforce skills to compete in a technological society.

To achieve its mission of instruction and service, Bossier Parish Community College is committed to:

- Offering associate degree programs, one- and two-year occupational certificate programs, and specialized career training.
- Delivering education and training/retraining through technical programs, workforce development, community education, and non-credit courses to serve citizen, business, and industry needs.
- Providing opportunity to earn academic college credits for articulation to other institutions of higher learning.
- Providing developmental studies and remedial programs that enable students to acquire basic skills.
- Utilizing a comprehensive program of student services.

Accreditation

Bossier Parish Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), (*1866 Southern*

Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Associate Degree.

General Governance

Under the 1974 Constitution of the State of Louisiana, the Board of Regents was created to plan, coordinate, and budget responsibly for all public higher education. The Louisiana Community and Technical College System Board of Supervisors for State Colleges and Universities is the managing board with direct jurisdiction over Bossier Parish Community College. The Chancellor of the College is appointed by the Louisiana Community and Technical College System Board of Supervisors and is directly responsible to it for administering the College.

Copies of documents (such as the [Rules for Louisiana Community and Technical College System Board of Supervisors for State Colleges and Universities](#)) that pertain to the general governance described above are available at the Bossier Parish Community College Library.

A listing of the members of the Board of Regents (BOR) and the University of Louisiana Community and Technical College System (LCTCS) Board of Supervisors may be found on the BOR and LCTCS websites.

College Administration

Please contact BPC Human Resources for information concerning the BPC organizational chart.

The Office of the Chancellor

The Chancellor, the chief executive officer of the College, is empowered to perform all actions to make effective the policies of the Louisiana Community and Technical College System Board of Supervisors for State Colleges and Universities. The Chancellor is charged with the overall responsibility for the organization and administration of the College in accordance with the authority vested in the Chancellor by the Louisiana Community and Technical College System Board of Supervisors.

The Vice Chancellor for Academic Affairs

The Vice Chancellor for Academic Affairs, the ranking academic officer of the College reporting to the Chancellor, acts as the chief administrative officer in the Chancellor's absence. The Vice Chancellor for Academic Affairs directs and administers all operations and activities of the academic divisions and the academic support areas.

The Vice Chancellor for Finance and Administration

The Vice Chancellor for Business Affairs and Administrative Services provides direction for the physical growth of the College and oversees the fiscal requirements of funding, budget, and resource allocation.

The Vice Chancellor for Student Affairs

The Vice Chancellor for Student Affairs is the chief student affairs officer directing and supervising all student-related programs, functions, and services outside the classroom, such as the Campus Watch.

The Vice Chancellor for Economic Development

The Vice Chancellor for Economic Development oversees the Division of Workforce and Economic Development ACT Center, business and corporate training, community education, health and human services, incumbent worker training programs, online training, and literacy services.

Executive Dean of Instruction

The Executive Dean of Instruction oversees the advising process including assigning advisees to advisors and coordinating procedures for pre-advising and registration; oversees placement for math, English, and reading courses, including administering the tests, interpreting the results, and assigning students to the appropriate courses; interprets the results of the Academic Profile for graduating students; informs students of results, and counsels students about their scores; assists with graduation, including auditing student transcripts, determining honor graduates, compiling graduation packets, administering the program review surveys, and distributing caps and gowns; oversees the student evaluation of faculty, including distribution and collection of the forms, review and distribution of the forms to division chairs, and the reporting of the faculty results to the promotion/rank/tenure committees.

Deans and Directors

BPCC features diverse programs with a range of deans and directors. Please see the College web site at <http://www/bpcc.edu> for complete and current listings.

The Division Chair

Division chairpersons are generally responsible for instructional leadership and faculty supervision within their respective divisions. Division chairpersons should be positive role models and promote high morale among faculty, while remaining loyal to Bossier Parish Community College and its goals. Specific responsibilities and duties for the position are as follows:

1. Prepares and coordinates class schedules during fall, spring, and summer semesters. This includes offering a variety of classes to meet student needs and placing faculty in positions consistent with their expertise and academic preparation.
2. Schedules classroom assignments for use by all instructors within the division, with special consideration for "lab" uses and times when applicable.
3. Orders textbooks and necessary instructional materials, including the coordination of instructor requests from off-campus and satellite sections, for all classes in the division.
4. Participates in the selection of library materials, visual aids, and information software to support the division's academic goals. Advocates faculty and student use of the library holdings. Forwards all

- requests for library books and audiovisual media for the division to the Dean of Learning Resources.
5. Ensures that a current syllabus is on file for each course listed in the catalog within the division by reviewing annually and distributing to appropriate faculty.
 6. Maintains a file of all Student Information Sheets from both full-time and adjunct faculty after reviewing and approving them to be an appropriate reflection of the contents of the course syllabus.
 7. Supervises the preparation and revision of course descriptions and other catalog information for division course offerings and serves as program director where appropriate and conducts an annual review of the catalog.
 8. Holds regular departmental meetings to discuss information pertinent to the faculty and to allow for their input on relevant decisions.
 9. Keeps communication open and maintains a flow of information with all full-time and adjunct faculty, primarily through preparation of relevant memos and being available to answer questions.
 10. Acts as a resource person for faculty members assigned to the division.
 11. Attends Planning Council meetings monthly and the retreat held annually in order to give input for the planning and evaluation of our college long-range goals and objectives.
 12. Attends Division Chair meetings for short-range planning and evaluation of on-going activities.
 13. Represents the division at various activities, such as, but not limited to, Senior Night at BPCC and various other recruitment events and activities.
 14. Prepares the required progress reports for the division.
 15. Reviews all student evaluations of the faculty evaluation response sheets each semester.
 16. Reviews Student-Exit forms to determine what reasons students give for dropping classes.
 17. Receives student complaints about faculty members and takes any necessary action.
 18. Evaluates the classroom performance of adjunct instructors by observing once each academic year.
 19. Recruits, recommends for hiring, and orients all adjunct instructors and disseminates relevant course materials for course preparation.
 20. Participates actively in the interviewing, selection, and hiring process for faculty appointments within the division.
 21. Cooperates with area universities and community colleges concerning programs, curricula changes, and negotiations for transferability of courses.
 22. Encourages and reviews requests from faculty to attend conferences, seminars, and workshops and forwards the request to the Vice Chancellor of Administration for approval.
 23. Provides information about conferences, seminars, and workshops to faculty.
 24. Supervises faculty advisors during the registration process for fall, spring, and summer semesters. Monitors class size limits throughout registration.
 25. Approves applications for graduation within the division each semester and forwards to the Executive Dean of Instruction.

26. Reviews annually curriculum sheets that are used by division advisors so that the forms used during registration are accurate with catalog requirements.
27. Cooperates with The Learning Center to provide student opportunities for enrichment and remediation in subjects taught in the division.
28. Accepts telephone calls and responds to correspondence about the courses or degree plans within the division.
29. Reviews transferability of credit earned at other Louisiana colleges or out-of-state institutions toward the completion of associate degree or certificate requirements at BPCCC.
30. Solicits faculty input for an annual budget proposal.
31. Prepares an annual budget to be submitted to the Vice Chancellor of Administrative Affairs.
32. Manages the ordering of items approved in the budget and tracks expenditures in the division.
33. Monitors institutional effectiveness of disciplines and/or programs within the division.
34. Observes and evaluates all division faculty. Conducts performance reviews and coaches Faculty as required.
35. Attends and participates in all adjunct faculty meetings.
36. Manages and reports time keeping for all faculty and clerical employees within the division
37. Conducts annual Civil Service performance evaluations on clerical personnel in the division.
38. Serves as the approving agent for faculty who apply for Student Technology Fee.
39. Performs other duties as assigned.

Planning Council: The Planning Council oversees and coordinates BPCCC's planning process. It links the institutional activities of planning, budgeting, and assessment.

Evaluation of Administration

The evaluation processes for the following administrators are available via the web links below:

- LCTCS President

<http://www.lctcs.edu/PDFs/Policies/HumanResources/6%20Human%20Resources%20PDF/6.005%20Evaluation%20for%20LCTCS%20President.pdf>

- Chancellor

<http://www.lctcs.edu/PDFs/Policies/HumanResources/6%20Human%20Resources%20PDF/6.013%20Chancellors%20Evaluation%20Process.pdf>.

Policies for evaluation of vice chancellors, academic division chairs, and other personnel are available upon request. Contact the appropriate division chair or Human Resources if questions arise concerning any evaluation process involving BPCCC personnel.

College Standing Committees

College Standing Committee Purpose

Governance is the shared responsibility of all members of the college community. To fulfill this responsibility, faculty, staff, and administration agree to establish collaborative bodies known as College Standing Committees, which are charged to perform specific governance duties requiring faculty, staff, administrative, and student involvement as well as conducting other college activities. The faculty has established its own governance body known as the Faculty Senate. The mission and role of each standing committee is individually defined and published.

Committee Selections

The Committee on Committees should select the membership of each college standing committee based on the credentials, talents, and interests of faculty and staff. Nominations by the Committee on Committees shall be completed before May 1 each year. Faculty, staff, and administrative representatives to a committee, unless otherwise specified, shall be elected/selected for two-year (24 month) terms. The terms of faculty representatives to each committee shall be staggered so one half of the membership is selected each year. A chair, vice chair and secretary shall be elected from those members on that committee by members serving on that committee.

Appointment of Student Representatives

Student members shall be nominated by the Student Government Association (SGA) and approved by the Vice Chancellor for Student Affairs to serve one-year terms.

Minutes

Each committee shall keep minutes of each meeting and shall disseminate those minutes expeditiously (normally within five working days, but not to exceed one week prior to the next meeting). Minutes shall be provided to all members of the committee, and the Office of the Vice Chancellor for Academic Affairs, and the Faculty Senate President.

Quorum

Presence of a majority of the voting members of a committee shall constitute a quorum.

Subcommittees

Each committee shall have the authority to form subcommittees and/or ad hoc committees for the purposes contained in the charge to that committee and to invite other members of the College community to meet with the committee.

Modifications

The Chancellor of the College and the President of the Faculty Senate shall mutually agree upon any modification to the procedures.

Standing and Ad-Hoc Faculty/Staff Committees of the College

The standing committees of the faculty and staff of Bossier Parish Community College and their summarized responsibilities are included below. Please see the official document for committee listings to determine the vice chancellor to whom each committee reports. This committee listing is the primary basis for the list that follows:

Academic Admissions and Appeals Committee: The Bossier Parish Community College Academic Admissions and Appeals Committee serves in a hearing capacity with the purpose of rendering a group judgment on changes in academic standings, including revisions of probationary status, readmission of suspensions, and appeals of grades. The committee also evaluates the College admissions policies and procedures for accuracy and compliance with state regulations. This committee serves as recourse for the student to explain circumstances that led to his/her current academic standings. Recommendations and/or findings of this committee are in turn forwarded to the Vice President for Student Affairs of the College.

Academic Affairs and Administrative Policies Committee: The Academic Affairs and Administrative Policies serves with the purpose of rendering a group judgment on changes in academic policies. The committee serves as the primary mechanism by which proposed changes are reviewed, revised (if necessary), and approved. Recommendations and/or findings of this committee in turn are forwarded to the Vice Chancellor for Student Affairs and to the Vice Chancellor for Academic Affairs.

Academic Misconduct Appeals Committee: The Academic Misconduct Committee will suggest standard policies and procedures for cases of alleged instances of academic dishonesty while protecting student's rights and due process. Furthermore, in the event of proven academic dishonesty, this committee will provide meaningful and consistent sanctions to the Disciplinary Hearing Committee. In addition, this committee reports findings and recommendations to the Vice Chancellor for Academic Affairs.

Athletic Council Committee: The Athletic Council, in keeping with the mission and purpose of the College, annually reviews the written statement of policies and procedures to ensure the athletic program's adherence to the educational purpose of the institution. In addition, this council provides an annual evaluation to be used for planning and implementing the development of new athletic programs. Recommendations and/or findings of this committee are in turn forwarded to the Vice Chancellor for Student Affairs of the College.

Business and Industry Committee: This committee is associated with BPCC's Division of Economic Development and is devoted to partnership with systems that create workforce solutions relevant to the local economy.

Christmas Show Committee: This committee organizes and produces the annual BPCC Christmas Show.

Committee on Committees: The purpose of this committee is to select faculty and staff to serve on all of the standing faculty/staff committees. The Committee on Committees shall consist of members selected

by the Faculty Senate who are representative of the major academic and organizational divisions of the college. The chair shall be the current Vice President of the Faculty Senate. Recommendations and/or findings of this committee are in turn forwarded to the Vice Chancellor for Academic Affairs of the College.

Curriculum Committee: The Curriculum Committee reviews changes and deletions in current programs and courses offered at the College and considers new programs and courses. These issues are brought to the attention of the Curriculum Committee by various members of the faculty through the Division Chairs. Recommendations are recorded and forwarded to the appropriate Vice Chancellor for further action. This committee also examines initial degree requirements as well as current degree requirements. In addition, this committee is responsible for establishing the format used by the College faculty for student information sheets and syllabi. Recommendations and/or findings of this committee are in turn forwarded to the Vice Chancellor for Academic Affairs of the College.

Disciplinary Hearing Committee: The Bossier Parish Community College Disciplinary Hearing Committee serves in a hearing capacity with the purpose of rendering a group judgment on disciplinary cases referred by the Vice Chancellor of Student Affairs as well as appeals by students. The committee also evaluates procedures for such hearings and recommends changes as deemed appropriate. This committee serves to develop a spirit of honor and fairness and to promote honorable conduct on the part of all students. Recommendations and/or findings of this committee are forwarded to the Vice Chancellor for Student Affairs.

Electronic Learning Committee: The Distance Learning Committee advises the College administration concerning the implementation and operation of distance learning technologies, policies, and procedures that affect Bossier Parish Community College. The committee serves as one of the mechanisms by which policies are approved or when requested may act as a review entity to clarify policy concerns. Recommendations and/or findings of this committee are in turn forwarded to the Vice Chancellor for Academic Affairs.

Faculty Credentialing Committee (ad hoc committee with one-year appointment): The Faculty Credentialing Committee considers requests for exceptions to academic criteria for teaching faculty. Bossier Parish Community College (BPCC) is committed to maintaining standards for its teaching faculty that reflect the college's commitment to teaching excellence and that are consistent with criteria set forth by the Commission on Colleges of the Southern Association of Colleges and Schools (COC/SACS). In rare cases, exceptions to these criteria may be considered when an individual does not fully meet the COC/SACS criteria but has demonstrated exceptional scholarly, creative, or professional presence in the teaching discipline. Approved alternative credentialing is for specific courses within a discipline and is valid indefinitely, unless otherwise indicated. Requests for alternative credentialing are to be submitted well in advance of the associated teaching semester.

Faculty Evaluation Committee: The purpose of the Faculty

Evaluations Committee is to write policy for the faculty evaluation process, to review, revise, and establish the validity of the evaluation instruments and procedures utilized by evaluators, and to communicate procedures and modifications to appropriate individuals and committees. In order to create uniform and fair implementation of the evaluation process, the committee will also develop and oversee ongoing evaluator/faculty in-service training programs. Recommendations and/or findings of this committee are in turn forwarded to the Vice Chancellor for Academic Affairs.

Faculty Handbook Committee: The purpose of the Faculty Handbook Committee is to compile and maintain up-to-date information available related to College and LCTCS policies and procedures useful to College Faculty. Recommendations and/or findings of this committee are forwarded to the Vice Chancellor for Academic Affairs.

Faculty/Staff Orientation Committee: This committee orients new faculty and staff to BPCC.

Financial Aid Appeals Committee: The Financial Aid Appeals Committee reviews requests for appeals made by students applying for Federal Student Loans or Federal Pell Grants or any other financial aid awards through the College Financial Aid Office. This committee meets monthly. The Committee uses the guidelines set up by Bossier Parish Community College in the Student Aid Handbook, Federal Regulations, the Financial Aid Policies and Procedures, and/or other printed materials located in the Financial Aid Office. All appeals are submitted to the Financial Aid Office. Recommendations and/or findings of this committee are in turn forwarded to the Vice Chancellor for Student Affairs.

Graduation Committee: This committee coordinates the activities associated with three graduation ceremonies each academic year.

Hospitality Committee: The purpose of the Hospitality Committee is to plan, to implement, and to host gatherings of faculty and staff such as those held at Christmas, at the end of the academic year, and at other times as requested by the Chancellor of the College. This committee will consist of faculty and staff and will forward recommendations and/or findings to the Chancellor of the College.

Institution Review Board for Research Committee: This committee helps to regulate academic studies involving data collected from human participants.

Library Committee: The Library Committee consists of at least one member from each academic division, approves policies, and makes recommendations for the operations of the Library. Committee members act as liaisons to their respective divisions and foster communication between the faculty and Library. Recommendations and/or findings of this committee are in turn forwarded to the Vice Chancellor for Academic Affairs.

Marketing Committee: This committee is associated with marketing our institution through innovative techniques.

Promotion Committee: The purpose of the Promotion, Tenure, and

Merit Committee is to develop and submit to the Louisiana Community and Technical College System Board of Supervisors policies for the granting of tenure, promotions in rank, and the awarding of merit pay at BPCC. The continuing purpose of the committee shall be the annual review and possible amendment of these policies and the dissemination of information regarding these policies to the faculty. Recommendations and/or findings of this committee are in turn forwarded to the Vice Chancellor for Academic Affairs.

Protocol Committee: The Protocol Committee is comprised of faculty and staff members. The committee's purpose is to plan and execute all special functions on the college campus that are requested by the administration, the Board of Directors, and other organizations on campus. All aspects of the events are coordinated by the committee members from the issuance of invitations to the supervision of clean up. The Protocol Committee, which is a division of the Ceremonials Committee, will serve for two years (beginning in the fall of 1997). Recommendations and/or findings of this committee are in turn forwarded to the Vice Chancellor for Institutional Advancement and Effectiveness.

Retention Committee: The Retention Committee is involved in planning, measuring, and assessing success in student retention.

Safety Committee: The Safety Committee has its charge to review and promote programs that provide for the safety of the student body, faculty, staff, and administration. This committee should oversee the annual reviews of the BPCC Safety Manual and evacuation plans and conduct a facilities safety survey. Recommendations and/or findings of this committee are in turn forwarded to the Vice Chancellor for Student Affairs.

Scholarship Committee: The purpose of the Scholarship Committee is to evaluate and award scholarships according to the criteria established by various scholarships and in accordance with the policies and procedures of the committee. Recommendations and/or findings of this committee are in turn forwarded to the Vice Chancellor for Student Affairs.

Sexual Harassment Committee: The purposes of this committee include the following: (1) to investigate, propose, write, or submit sexual harassment policies to the Administrative Policy Committee for approval; (2) to provide and disseminate information concerning sexual harassment policies on campus to faculty, staff, and students; and (3) to render group decisions when sexual harassment complaints arise as deemed necessary by the Administration. Recommendations and/or findings of this committee are in turn forwarded to the Vice Chancellor for Business Affairs and Administrative Services of the College.

Staff Handbook Committee: This committee maintains current information in the BPCC *Staff Handbook*.

Student Life Committee: The dual role of the Student Life Committee is as follows: (1) to develop and oversee policy which governs the student activities, student services/talent scholarship, and student organizations at Bossier Parish Community College; and (2) to coordinate events sponsored by the Student Affairs Department. Recommendations and/or findings of this committee are in turn forwarded to the Vice Chancellor for Student Affairs of

the College.

Student Technology Fee Committee: The Technology Committee has been formed to oversee the expenditure of the funds generated from the Mandated Student Technology fee. The committee submits recommendations to the Student Government Association and confers with that body if necessary to determine spending priorities. The Technology Committee also makes recommendations concerning upgrading the technological capabilities of the College campus as a whole as well as makes suggestions for provision of technological training for students, faculty, and staff.

Violence Committee: This committee serves in recognition of the possibility of violence in the workplace. In addition, the committee addresses the needs of faculty and staff should such violence arise.

Note: Standing committees should send electronic versions of meeting minutes to the Director of Institutional Research and Assessment.

Ad-Hoc Committees

Ad-hoc committees play a large role in BPCC's self-evaluation, policies, and procedures. A complete list of standing and current ad-hoc committees and their members is available on Blackboard. The existence and composition of ad-hoc committees, and the composition of standing committees, change annually.

Advisory Committees

BPCC utilizes advisory committees to assure that the college is meeting the needs of the community. The Chancellor's Advisory board advises the Chancellor in developing long-range plans for the College and acts as a liaison between the College and the community. Each academic certificate and associate degree program has an advisory committee. Advisory committees consist of representatives from BPCC faculty, administrators, students, graduates, as well as professional and community representatives. Annual or biannual meetings allow for discussions relative to programmatic curriculum modifications or revisions based on student academic and clinical performance, graduate credentialing examination results, employer feedback on graduate entry-level performance, and identified needs of the job market.

Recommendations made by the advisory committees are implemented by the program directors in conjunction with the respective Division Chair. Recommendations requiring administrative action to be implemented are presented to the Vice Chancellor for Academic Affairs and/or other College standing committees for review and approval. The program director, Division Chair, and Vice Chancellor keep minutes of advisory committee meetings for Academic Affairs. The minutes are distributed to committee members.

BPCC Advisory Committees

Chancellor's Advisory Board

Business Advisory Committee

Community Education Advisory Committee

Computer Drafting and Design Advisory Committee

Criminal Justice/Corrections Advisory Committee

Culinary Arts Advisory Committee

Industrial Control Systems Advisory Committee

Northwest Law Enforcement Planning Agency/Criminal Justice Institute Medical
Assistant Advisory Committee

Phlebotomy Advisory Committee

Patient Care Technician Advisory Committee

Physical Therapist Assistant Advisory Committee

Respiratory Therapy Advisory Committee

Surgical Technology Advisory Committee

Telecommunications Advisory Committee

Bossier Parish Community College
Faculty Senate Constitution

ARTICLE I. Name and Purpose

Section 1. Name:

A body of college faculty shall be known as the Bossier Parish Community College Faculty Senate.

Section 2. Purpose:

The purpose of the Bossier Parish Community College Faculty Senate (herein after referred to as the Senate) shall be to promote the general welfare of the College; to discuss and express views on matter of general concern to the faculty; to effect communication between the faculty and other entities within the College; to initiate policy proposals; to make recommendations on policy proposals submitted to the Senate by administrative officials of the College; to represent faculty in discussions of controversial issues; and to request from the administrative officials of the College information which might influence policies and recommendations.

ARTICLE II. Membership

Section 1. Eligibility:

Only full-time faculty, including librarians, shall be eligible for membership in the Senate.

Section 2. Membership:

Members of the Senate are eligible faculty who have paid dues for the current year.

ARTICLE III. Officers of the Senate

Section 1. Officers and Election:

- A. Only members may hold office.
- B. The officers of the Senate shall be President, Vice President, Chairman of Committee on Committees, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Newsletter Editor, Parliamentarian, and two Delegates to the Planning Council.
- C. All Senate officers constitute the Faculty Senate Executive Committee.
- D. Elections shall be held prior to the last Senate meeting of each spring. Each officer will serve a two-year term. In odd-numbered years, elections will be held for the following officers: President, Vice-President, Recording Secretary, Assistant Treasurer, Newsletter Editor, and first Delegate to the Planning Council. In even-numbered years, elections will be held for the following officers: Chairman of Committee on Committees, Corresponding Secretary, Treasurer, Parliamentarian, second Delegate to the Planning Council.
 1. The election process shall be overseen by the election committee. Members of the election committee shall be appointed by the President. The duties of the election committee are:
 1. To set the election calendar
 2. To prepare, distribute, and collect all election ballots and forms.
 3. To tabulate results.
 2. The election process will begin with nominations no later than one month prior to the end of the spring semester.

1. Printed nomination forms are to be sent to all eligible faculty.
 2. Nominations are open for a period not to exceed one week.
 3. No nominations can be accepted after the close of nominations.
 4. All faculty receiving at least two nominations for an office are eligible to run for that office.
3. All nominees are sent a nomination response form.
 1. All nominees have one week to accept or decline their nomination.
 2. Nominees may accept only one nomination.
 3. Should the nominee fail to the nomination response form, the election committee will assume that the nomination is declined.
 4. Election ballots shall be provided to all members.
 1. The ballot will include all qualified nominees.
 2. Winners will be determined by a simple majority of those voting.
 3. A run-off ballot shall be distributed in the case of ties.
- E. If a vacancy occurs by resignation, or otherwise, during a term of office, the Executive Committee may temporarily appoint a replacement for the membership until the next regularly scheduled meeting of the Senate, at which time there may be an election.

Section 2. Duties:

The duties of the officers noted in Article III, Section 1 will be those that normally pertain to the office held:

- A. It is the duty of the President:
 1. To open the meeting at the appointed time by taking the chair and calling the meeting to order.
 2. To announce in proper sequence the business that comes before the Senate or becomes in order in accordance with the prescribed order of business, agenda, or program, and with existing orders of the day.
 3. To recognize members who are entitled to the floor.
 4. To state and put to vote all questions that legitimately come before the Senate as motions or that otherwise arise in the course of proceedings, and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order.
 5. To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
 6. To expedite business in every way compatible with the rights of the members.
 7. To authenticate by his or her signature, when necessary, all acts, orders, and proceedings of the Senate.
 8. To declare the meeting adjourned when the Senate so votes or—where applicable at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
 9. To serve as Ex-Officio member of standing faculty committees.
 10. To serve as a delegate to the Planning Council.

- B. It is the duty of the Vice President:
1. To serve in the stead of the President in the case of his or her absence.
 2. To perform other duties assigned by the President.
- C. It is the duty of the Chairman of Committee on Committees to:
1. To serve as chair of the Committee on Committees.
 2. To record officers of each standing committee and make such information available to all members of the Senate and to the Vice Chancellor of Academic Affairs.
- D. It is the duty of the Recording Secretary:
1. To write and distribute minutes of the Senate and Executive Committee meetings.
 2. To document attendance at each meeting and inform the President of the presence of a quorum.
 3. To perform other duties assigned by the President.
- E. It is the duty of the Corresponding Secretary:
1. To initiate and write correspondence as directed by the President.
 2. To perform other duties assigned by the President.
- F. It is the duty of the Treasurer:
1. To authorize and oversee the spending of monies.
 2. To be responsible for keeping records of dues paid and a current list of members.
 3. To perform other duties assigned by the President.
- G. It is the duty of the Assistant Treasurer:
1. To assist with the collection and dispersion of monies and to assist with record keeping.
 2. To perform other duties assigned by the President.
- H. It is the duty of the Newsletter Editor:
1. To keep abreast of events of interest to Senate members.
 2. To publish and distribute a Senate Newsletter at least twice a year.
 3. To perform other duties assigned by the President.
- I. It is the duty of the Delegates to the Planning Council:
1. To attend the scheduled Planning Council meetings and subcommittee meetings
 2. To report at Executive Committee meetings.
 3. To perform other duties assigned by the President.
- J. It is the duty of the Parliamentarian:
1. To enforce the rules relating to debate and those relating to order and decorum within the meeting.
 2. To decide all questions of order, subject to appeal.
 3. To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the meeting.

4. To advise the Senate and the President on points of order in accordance with the latest edition of Robert's Rules of Order except where these rules have been superseded by the Constitution.
5. To perform other duties assigned by the President.

ARTICLE IV. Meetings

Section 1. Attendance:

Meetings are open to all eligible faculty members.

Section 2. Voting:

Only members may have voting privileges.

Section 3. Frequency:

The Senate shall conduct at least three regular meetings, during the academic year. The time and place of such meetings shall be determined by the President. The Executive Committee shall meet at least one week prior to each regular senate meeting.

Section 4. Quorum:

Twenty percent of the voting membership of the Senate shall constitute a quorum. A quorum shall be necessary to hold meetings and to conduct business of the Senate.

Section 5. Minutes:

Minutes of the proceedings of the Senate will be distributed to each faculty member and a copy placed and maintained in the Bossier Parish Community College library.

Section 6. Meeting Procedures:

Meetings of the Senate shall be conducted according to parliamentary law as set forth in Robert's Rules of Order (latest edition will prevail) unless a contrary rule is provided by this Constitution. The Senate may agree upon certain rules to act as guidelines for conducting business.

ARTICLE V. Amending the Constitution

An amendment to this constitution may be proposed by any member of the Senate who presents the amendment in writing to the Executive Committee at least two weeks prior to the next scheduled Executive Committee Meeting. The Executive Committee will present the proposed amendment and the Executive Committee's recommendation concerning the amendment to the Senate at a meeting. The proposed amendment must be approved by a two-thirds vote of the faculty voting. Voting on the amendment must occur at a subsequent meeting and can be performed by a physical count; alternatively, the subsequent meeting and/or voting can be conducted by an electronic format.

Faculty Handbook Note: Please direct questions concerning this constitution to Faculty Senate.

FACULTY

Faculty Personnel Policies

- A. Current policies regarding the Equal Opportunity (EO) policies, the

Americans with Disabilities Act (ADA), sexual harassment, grievance procedures, and other detailed human-resources issues are fully explained in the Bossier Parish Community College Human Resources Manual. Please refer to this document as the primary source of official policies and procedures concerning employment, employee benefits, payroll and workers' compensation, grievance procedures, discipline, annual security reports, and hostage situations.

Policy Statement Regarding Alcohol

Alcoholic beverages may be served or consumed under controlled conditions to faculty and staff of the institution and to invited members of the community on special occasions as authorized by the Chancellor.

Policy Statement Regarding Illegal Substances

Use of any illegal substance is prohibited on College property. The LCTCS has established a policy for the drug-free workplace:

<http://www.lctcs.edu/PDFs/Policies/HumanResources/6%20Human%20Resources%20PDF/6.030%20Drug%20Free%20Workplace.pdf>

Policy on Smoking in College Buildings

Smoking and using smokeless tobacco products are prohibited in all college buildings.

Consensual Relationships

Romantic relationships are inappropriate when they occur between a faculty member and a student where grades are assigned or work is approved. Please see the LCTCS policy regarding consensual relationships:

<http://www.lctcs.edu/PDFs/Policies/HumanResources/6%20Human%20Resources%20PDF/6.008%20Consensual%20Relationships.pdf>

Engagement in Political Activity

The BPCC Human Resources Manual provides specific details concerning policies currently in place. In addition, please see the LCTCS policy concerning engagement in political activities:

<http://www.lctcs.edu/PDFs/Policies/HumanResources/6%20Human%20Resources%20PDF/6.019%20Engagement%20in%20Political%20Activity.pdf>

Nepotism

The LCTCS has established a comprehensive policy concerning employment of members of the same family:

<http://www.lctcs.edu/PDFs/Policies/HumanResources/6%20Human%20Resources%20PDF/6.009%20Nepotism.pdf>

Outside Employment

The Human Resources Manual fully describes the parameters of outside employment. In addition, the LCTCS has established a policy in this matter:

http://www.lctcs.edu/PDFs/6.018OutsideEmployment_000.pdf

For additional information concerning this and other areas in the sphere of BPC's Office of Internal Audit, please see the following web page:

<http://www.bpcc.edu/InternalAudit/intauditIndex.htm>

Change of Policy (adopted 24 September 1997 by Policies and Procedures Committee)

1. To establish new policy, revise existing policy, or abolish outdated policy, the Bossier Parish Community College employee will submit written recommendation to the appropriate Faculty/Staff Standing Committee for consideration.
2. The chair of the committee would forward the recommendation to the appropriate vice Chancellor, as listed in the *Faculty Handbook*, for review prior to the committee's meeting.
3. The appropriate Faculty/Staff Standing Committee will review the written recommendation within 30 days.
4. If disapproved, the employee who submitted the recommendation will be notified. If approved, the committee chair will forward the recommendation to the Vice Chancellor for final review.
5. The final recommendation will be submitted to the Chancellor for signature by committee chair.

Faculty Rights, Duties, and Responsibilities

The Office of Academic Affairs maintains a manual for policies and procedures. Please refer to this manual available via Blackboard.

Academic Freedom

Bossier Parish Community College is committed to the principle of academic freedom. This principle allows faculty members to teach, study, and research without undue institutional restrictions. The principle also includes the right of a member of the faculty to exercise in speaking, writing, and action outside the College the ordinary rights of the American citizen, but it does not decrease the responsibility and accountability which the member of the academic staff bears to the College, the state, and the nation.

Among the many implicit responsibilities that must be assumed by those enjoying the privileges of academic freedom shall be refraining from insisting upon any particular point of view in controversial issues. In particular, faculty members should recognize that academic freedom also applies to students and that, with controversial issues, student opinions may differ from faculty opinions.

Responsibilities of Academic Faculty

It is a basic principle that every member of the faculty, of whatever rank, shall at all times be held responsible for competent and effective performance of his/her duties. The concept of freedom should be accompanied by an equally demanding concept of responsibility. College faculty members are citizens, members of a learned profession, and officers of an educational institution.

When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and educational officers, they should remember that the public might judge the profession and the institution by their utterances. Hence, they should at all times show respect for the opinions of others, and they should make every effort to indicate that they are not spokespersons for the institution.

Duties of the Academic Faculty

Each member of the faculty is expected to be devoted to the accomplishment of the purposes for which the College exists. Members of the academic faculty are charged to determine the educational policy of the College through deliberative action in their respective units and divisions.

Faculty Personnel Records

A faculty member may review his or her own college personnel file by appointment. Faculty members are encouraged to review their files to ascertain that they contain updated information. Personnel files are maintained in the Human Resources office. Records that concern benefits and payroll information are maintained in Comptroller Office.

Grievances

Grievance procedures are explained in detail in the [Human Resources Manual](#). In addition, the LCTCS has outlined grievance procedures: <http://www.lctcs.edu/PDFs/Policies/HumanResources/6%20Human%20Resources%20PDF/6.015%20Grievance.pdf>

LCTCS Policy for Intellectual Property and Shared Royalties

BPCC abides by the LCTCS policy for intellectual property and shared royalties.

From Policy # I.1.042

The Louisiana Community and Technical College System recognizes the need for and desirability of encouraging the broad utilization of the results of academic research by bringing innovative findings to practical application. The primary purpose of this Intellectual Property Policy is to provide the necessary protections and incentives to encourage both the discovery and development of new knowledge and its transfer for the public benefit; a secondary purpose is to enhance the generation of revenue for the home institutions and the creators. The Louisiana Community and Technical College System recognizes that research and scholarship should be encouraged without regard to potential gain from licensing fees, royalties, or other income; however, the System also recognizes that intellectual properties and discoveries may arise from the activities of faculty, staff, and students in the course of the duties or through the use, by any person, of institutional resources such as facilities, equipment, or funds. The policies governing the administration of such intellectual properties should provide adequate recognition and incentive to creators and, at the same time, ensure that the System institutions will share in the rights pertaining to intellectual properties in which they have an equity. The Louisiana Community and Technical College System institutions are

committed to assist their faculty and other researchers in properly disclosing their scholarly work, in complying with applicable laws and formal agreements, and in gaining the protection available under the United States laws governing patents, copyrights, trademarks, and other appropriate provisions.

The full policy with objectives, definitions, background, rights to ownership, disclosures, and other associated policies is available online via http://www.lctcs.net/documents/I_1_042_Intellectual_Property_Shared_Royalties.pdf.

Faculty Employment

Vacancies , Recruitment, and Hiring

An outstanding educational program in any college is dependent upon the employment and retention of the best-qualified personnel. This goal can be accomplished by giving consideration to qualifications and by providing attractive salary schedules, good working conditions, and adequate facilities.

The following policies shall apply in the recruitment, selection, employment, and assignment of teaching personnel:

1. BPCC, its Vice Chancellor for Academic Affairs, and its staff believe that the College should have the best instructors available.
2. Recruiting, interviewing, selecting, and assigning all faculty members shall be the responsibility of the Chancellor.
3. A search committee consisting of one full-time faculty member from each academic division, the Vice Chancellor for Academic Affairs, and the Chancellor shall be established to review applications for all vacant and new chair positions. This committee will review applications, interview prospects, and make a recommendation to the Chancellor.
4. A search committee shall be established to review applications for vacant and new faculty positions within a division. Three full-time faculty members selected from the appropriate academic division/discipline by faculty members of that Division along with the Division Chair and a representative from Human Resources will comprise the search committee. The search committee will rank order the applicants and submit a recommendation to the Division Chair. The Division Chair and at least one faculty representative from the appropriate division will interview the recommended applicants. A recommendation will then be made to the Vice Chancellor for Academic Affairs. The final decision rests with the Chancellor.
5. The following factors shall be considered in the selection of professional personnel:
 - a. Educational background;
 - b. Institution attended
 - (1) Accreditation;
 - (2) Type of educational program;
 - (3) Degree(s) earned;
 - (4) Credits earned (education, majors, minors, electives);
 and

- (5) Transcripts of grades and additional education as measured by criteria 1.
 - c. Previous experience working with students;
 - d. Personal interview;
 - e. Available evaluations and recommendations as provided by professional associates and employers;
 - f. The person's exhibited knowledge of subject matter, ability to communicate that subject matter to students, personality and general appearance, educational philosophy, and ability to work cooperatively with others as found through personal interviews by the Division Chair and members of the search committee;
 - g. Results of standardized nondiscriminatory tests may be considered but will not be of themselves determinative.
- 6. The process of staff selection or promotion shall be free from pressures considered detrimental to the best interest of the College. This process is based on two major principles:
 - a. Selection or promotion shall be based on the ability to efficiently fulfill the responsibilities of the position as judged by all pertinent standards;
 - b. The applicant shall not resort to use of political, social, or other pressures to gain employment or promotion.
- 7. Personnel shall be assigned on the basis of their qualifications, the needs of the system, and, when possible, the expressed desires of the applicants.
- 8. When vacancies occur in new or existing positions, such vacancies will be made known to the faculty and will be advertised through appropriate media.

LCTCS policies concerning minimum search-committee criteria are available on the web:

<http://www.lctcs.edu/PDFs/Policies/HumanResources/6%20Human%20Resources%20PDF/6.032%20Search%20Committees%20in%20Hiring.pdf>

Contracts of Employment

Please see the LCTCS policy for 9- and 12-month faculty:

<http://www.lctcs.net/PDFs/Policies/HumanResources/6%20Human%20Resources%20PDF/6.007%20LTC%209-12%20Month%20Faculty%20Contracts.pdf>.

General Responsibilities of Academic Faculty

BPC is committed to the fair and professional distribution of faculty assignments. A faculty member's responsibilities include teaching and service. The College assures all members of its faculty that assignments are appropriate to the collegiate level and requires faculty to put forth the highest in academic standards and service to the College community.

Faculty workloads may vary but are directed toward fulfilling the principal goals of the College and the Division. In assigning workloads, assignments are made that are appropriate to the faculty member's ability and capability. In considering individual faculty workloads, time must be allocated to meet assigned responsibilities in the functions of instruction and service. Curricular

requirements and faculty expertise, experience, and professional interest determine courses taught. The Division Chair with approval of the Vice Chancellor makes assignments for Academic Affairs. The faculty job description contains a more complete listing of faculty responsibilities.

A base of 15 "contact" (or the equivalent thereof) hours per semester is the reference load for full-time instructional faculty. Those scheduling fourteen will not have their pay reduced and those scheduling sixteen will not have their pay increased. Faculty who have been assigned or who are requesting a reduced instructional load must receive permission from the Division Chair and the Vice Chancellor for Academic Affairs.

Overload Sections

A faculty member may request 3 semester hours (or the equivalent) overload in addition to the normal teaching load of 15 semester hours per semester. Assignments are based on student demand, instructor expertise, and evaluations of faculty teaching during the regular academic year. In addition, a faculty member may request 3 additional semester hours teaching assignment in an academic year (fall and spring semesters). The Division Chair and the Vice Chancellor may grant approval of these requests for Academic Affairs, and approval is based on the best interest of the college. In no case will a faculty member be assigned more than two academic sections and one professional contract above the normal teaching load per semester. Faculty evaluation of teaching performance and overall evaluation shall not take into consideration extra service contract work. Overload contracts are offered at the conclusion of registration by the Division Chairs with the approval of the Vice Chancellor for Academic Affairs.

Summer Semester Employment

Summer Semester teaching contracts may be available to full-time faculty. Assignments are made based on student demand, instructor expertise, and evaluations of faculty teaching during the regular academic year. During the Regular 9-week Summer Session, the normal assignment is six semester hours, with an additional three semester hours available as an overload. Faculty members may request six semester hours in each of the two 4-week Sessions in lieu of teaching in the 9-week session. Division Chairs make Summer Semester assignments with approval of the Vice Chancellor for Academic Affairs. At the conclusion of summer registration, the Division Chairs offer summer-semester faculty contracts.

Conditions of Employment for Faculty

Policies and procedures given in this handbook are explicit. Nevertheless, the status of a faculty member also carries with it certain implicit standards and criteria for conduct that are commonly accepted in the academic community but may not be explicitly stated here or in the [Human Resources Manual](#). The professional practices for all academic personnel shall include but not be limited to the points enumerated under "Job Descriptions for Instructional Faculties, Librarians, and Academic Counselors." LCTCS provides a definition of the policy for the employment relationship:

<http://www.lctcs.edu/PDFs/Policies/HumanResources/6%20Human%20Resourc>

[es%20PDF/6.016%20Employment%20Relationship.pdf](#)

Financial Exigency

The overall LCTCS policy concerning reduction in force is available online:

<http://www.lctcs.edu/PDFs/Policies/HumanResources/6%20Human%20Resources%20PDF/6.020%20LTC-%20Reduction%20in%20Force.pdf>

Please note that the Force Majeure Exigency Policy has been created to contend with the impact of Hurricanes Rita and Katrina.

<http://www.lctcs.edu/PDFs/6.034ForceMajeureExigencyPolicy.pdf>.

Faculty Credentials

The following minimum professional and educational requirements are consistent with the requirements of the Southern Association of Colleges and Schools (SACS). All degree and graduate educational requirements must be attained from accredited colleges and universities. In some disciplines, higher requirements have been set to meet accreditation or other standards for a program. The degree requirements for promotion-in-rank may exceed these minimum educational requirements for employment as described in this document. Each full-time and part-time faculty member will furnish the following at the time of appointment: application, resume, and official transcripts. These documents must be on file in the Office of the Vice Chancellor for Academic Affairs. Official documentation of professional and work experience, technical and performance competency, records of publications, certifications, and other qualifications used in lieu of formal academic preparation must be maintained in the individual's personnel file.

1. Each full-time faculty member teaching credit courses leading toward the associate degree in each of the areas of humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics or teaching credit courses in professional, occupational, and technical areas (other than physical activities courses) that are components of associate degree programs designed for college transfer or where substantial numbers of students do transfer to senior institutions must have completed at least 18 graduate semester hours in the teaching discipline and hold the minimum of a master's degree or hold a master's degree in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the above areas. The institution must justify such exceptions on an individual basis.
2. Each full-time faculty member teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs not usually resulting in college transfer or in the continuation of students in senior institutions must possess appropriate academic preparation or academic preparation coupled with work experience. The typical combination is a bachelor's degree with appropriate work experience and current certification or licensure commensurate with the courses he/she is teaching or with the program in which he/she teaches, as appropriate. Also, faculty in clinical or similar settings or director positions may be required to meet additional requirements as

required by the individual licensure or certification boards.

Note: In 2005, the ad-hoc committee on Alternative Credentialing began work to codify policies and procedures for documenting credentials for faculty and candidates.

Job Description for Instructional Faculty

Faculty members must carry out their duties in a professional, ethical, and collegial manner that enhances the purposes of the College (per the 1995 Edition of the *Criteria for Accreditation Commission on Colleges, Southern Association of Colleges and Schools*):

1. Maintain performance standards and pursue goals, objectives, and activities that promote the Mission of the College. Each faculty member will be evaluated annually by students, supervisors, and possibly by peers.
2. Participate in professional development activities that enhance the faculty member's effectiveness.
3. Attend and provide meaningful instruction for all class sessions during the semester. Be punctual in class attendance and provide instruction for the complete class period. Make appropriate arrangements for necessary absences according to College procedures.
4. Make adequate preparation for the instructional process to ensure that course content is presented in a professional manner with adequate opportunity for students to engage in dialogue about the material and to ensure that the learning process is facilitated for students with varying learning styles.
5. Create a learning environment in which all students are treated equitably and with respect.
6. Collaborate with departmental (college-wide) colleagues in the selection of library resources, software, and textbooks and in the development of master course syllabi.
7. Develop and distribute within the first week of the semester course Student Information Sheets that are in accordance with approved master syllabi and which describe in detail the requirements of the course, attendance policy, assessment strategies, grading system, appropriate safety procedures, classroom management policies, and other information as appropriate.
8. Develop and administer final examinations to students during the scheduled exam periods and in accordance with College policies.
9. Use a variety of assessment strategies throughout the semester to maximize student success, including assessment of program outcomes.
10. Participate in assessment of non-traditional learning for credit.
11. Maintain accurate attendance, progress, and evaluation records in an acceptable grade book format and file these grade books (or a copy) with the Office of the Registrar at the end of each semester.
12. Monitor the enrollment of students in classes by directing students who are not officially enrolled to their division office or the Registrar's Office to correct enrollment problems and by

- restricting attendance to officially enrolled students.
13. Adhere to all timelines established by the College, particularly with respect to the submission of grade rosters, reporting non-attendance of students, withdrawing students from classes for excessive absences, and responding to records, inquiries, and other communications about students in a timely manner.
 14. Instruct students in the safe and proper use of equipment and supplies and in procedures for proper housekeeping and storage of materials.
 15. Maximize the use of advanced technology in the classroom as appropriate, including the use of computers and related strategies.
 16. Provide classroom instruction in accordance with the Americans with Disabilities Act of 1990, College and federal harassment policies, and other legal requirements.
 17. Obey and enforce College policies that prohibit smoking within College buildings, drugs on campus, and the destruction and misuse of College property.
 18. Serve as academic advisor and participate in recruitment and retention activities for students in programs within the division.
 19. Perform registration assignments as scheduled by supervisor.
 20. Participate in committee activities within the division and at the campus and College levels.
 21. Assist students with information about job opportunities in the discipline or program, with certification or licensure information, and with information about articulated programs and course work at secondary and postsecondary institutions.
 22. Serve as a resource to students in the pursuit of employment or advanced educational opportunities by completing recommendations or helping with contacts.
 23. Attend faculty meetings, division meetings, and graduation.
 24. Be receptive to requests from colleagues, students, and administrators to serve in a voluntary capacity in such situations as covering a colleague's class on an emergency basis, covering the divisional office on an as needed basis, participating in speaking engagements and recruitment activities, serving as advisor to a student organization, assisting in or supporting student activities, assisting at local conferences, or participating in fund-raising activities.
 25. Communicate effectively with students, colleagues, and supervisors and utilize appropriate channels of communication with all members of the College community.
 26. Be accountable for a forty-hour workweek. Faculty is required to be available on campus for a minimum of 25 hours per week over a four- to six-day week for instructional responsibilities and meeting with students. The teaching responsibility consists of 15 credit hours (or the equivalent thereof) per week possibly in a combination of day and evening classes. Conference hours, which are designated for the availability of faculty to students and are exclusive of other activities in other locations, should be consistent with the times of the teaching schedule and must be posted within the first week of class. A faculty member's teaching hours and conference hours must total at least 25 hours per week, with no fewer than 10 conference hours under

any circumstances. These 25 hours are exclusive of any additional hours for any contractual obligations such as overload or extra contract courses. Faculty on released time must contribute a proportional amount of a 40-hour week in return for a percentage release from instructional responsibilities.

27. Represent the College in manner, appearance, and behavior that promote a positive image of the College within the community.
28. Perform other duties as assigned.

Job Description for Librarians

1. Maintain performance standards and pursue goals, objectives, and activities that promote the Mission of the College. Each librarian will be evaluated on an annual basis by the supervisor.
2. Participate in professional development activities that enhance the library faculty member's effectiveness.
3. Participate in all or designated aspects of the following professional activities: the selection, acquisition, organization, expansion, preservation, and dissemination of information.
4. Create a library environment in which all students are treated equitably and with respect.
5. Utilize assessment of student outcomes to improve library services.
6. Provide a collection of materials that are appropriate to the College's programs and mission and ensure use of that collection through appropriate organization, instruction, arrangement and accessibility.
7. Collaborate with instructional faculty in the development of a collection of materials that supports the programs of the College.
8. Adhere to all timelines established by the College, particularly with respect to library services and programs.
9. Maximize the use of advanced technology in the library as appropriate, including the use of computers and related strategies.
10. Obey and enforce College policies that prohibit the consumption of food in the library's public areas, smoking within College buildings, drugs on campus, and the destruction and misuse of all College property.
11. Provide library services in accordance with the Americans with Disabilities Act of 1990, College and federal harassment policies, and other legal requirements.
12. Participate in training sessions that update the library faculty and familiarize users with information access skills.
13. Assist in registration during the regular registration period as needed.
14. Participate in committee activities within the division and at the campus and College levels.
15. Attend faculty meetings, departmental meetings, and graduation.
16. Attend meetings as required.
17. Be receptive to requests from colleagues, students and administrators to serve in voluntary capacity in such situations

as covering of a colleague's workload on an emergency basis, covering of the divisional office on an as needed basis, participating in speaking engagements and recruitment activities, assisting at local conferences, or participating in fund-raising activities.

18. Communicate effectively with students, colleagues, and supervisors and utilize appropriate channels of communication with all members of the College community.
19. Be accountable for 40 hours per week from the first day of the semester to the ending date of the semester (9-month librarians).
20. Represent the College in a manner, appearance, and behavior so as to promote a positive image of the College within the community.
21. Perform other duties as assigned.

FACULTY EVALUATION

The policy of Bossier Parish Community College is that faculty, administrators, and staff be evaluated regularly and that the results of the evaluation be made available to each person evaluated. The primary purpose of the evaluation is to assess performance, determine areas needing improvement, implement the improvement(s), and provide the basis for employment decisions including merit increases, promotion (where applicable), tenure (where applicable), and continuation. Each Division Chair is responsible for seeing that established procedures are followed. The Vice Chancellor for Academic Affairs and the Executive Dean of Instruction serve as facilitators to the process.

1. Self-evaluation. At the beginning of the fall semester, each faculty member shall state goals for that year under the appropriate performance categories. The self-evaluation process should emphasize establishment of goals and objectives that are compatible with the individual's expertise and the academic unit's needs. The Division Head must approve these objectives. For a faculty member, these goals should address in particular the areas of instruction and service. In the spring, each faculty member shall evaluate his/her progress in achieving the goals that had been established for that academic year and meet annually with the Division Head to discuss evaluation results.
2. Student Evaluation of Faculty Teaching Effectiveness. Faculty teaching effectiveness is to be evaluated in writing by students during the fall, spring, and summer semesters of each academic year in each class. The tabulated results of those evaluations must be made available to the faculty member and his/her Division Chair. The College-developed evaluation form is to be used across campus; evaluation procedures must ensure that the anonymity of the student is preserved.
3. Administrative Evaluation of Faculty. Prior to the end of the spring semester, each Division Head must discuss formally with each faculty member the status and performance of that faculty member relative to the "Criteria for Evaluation of Faculty." The criteria shall

include

1) Observation of classroom performance, and 2) End-of-the-year evaluation of ancillary functions. The annual evaluation of faculty must include substantive statements on the progress of that faculty member. This discussion may also address the faculty member's academic qualifications, progress toward advanced degrees, and relationship with colleagues and students. The observation of classroom performance, student evaluations, and self-evaluations should be included in this discussion; other evaluation techniques, such as classroom visits and enrollment/retention information, will also be used as additional bases for discussion. The total evaluation of the faculty member must be summarized in writing and signed by the Division Head and faculty member. A copy will be placed in the appropriate personnel file and one copy must be given to the faculty member.

CRITERIA FOR EVALUATION OF FACULTY

All full-time faculty personnel, including those with temporary appointments, must be evaluated each year. The main criteria established by the college are instruction and service. Each faculty member is expected to be engaged in those functions with instruction receiving the primary emphasis and service receiving appropriate consideration. The degree of emphasis between these areas may vary by academic discipline. Also, the percentage of effort to be allocated by the faculty member in each of these areas may vary because of such functions as administrative responsibilities and the complexity of coursework the faculty member is teaching. Part-time and temporary faculty will be evaluated in accordance with stated employment obligations and period of employment.

BPCC provides a complete explanation of the evaluation process for faculty through BPCC's Blackboard platform. The evaluation packet is in the "Forms" folder in "Documents" for the "Faculty" section of the BPCC Blackboard "Community" and "My BPCC" screens.

Please see the LCTCS policy for "Performance Evaluation and Salary Increases" at <http://www.lctcs.edu/PDFs/Policies/HumanResources/6%20Human%20Resources%20PDF/6.010%20Performance%20Evaluation%20and%20Salary%20Increases.pdf>.

Faculty Rank

The procedures and policies associated with promotion in rank are explained in detail under "Promotion" in the "Community" section of BPCC Blackboard. In addition to full explanation, forms necessary for completing the promotion packet are available from this source.

Professional Development

Please find information about professional development under "Professional Growth & Development" in the "Faculty" section of BPCC's Blackboard "Community."

Travel Policy

In order to comply with Louisiana travel regulations, Bossier Parish Community College (BPCC) will use the state's travel guide as a basis for all official travel. These travel regulations are available online at <http://doa.Louisiana.gov/osp/travel>.

Research and Grants

The primary mission of Bossier Parish Community College is instruction, and the principal responsibility of the College is teaching. The College, however, supports and encourages its faculty to engage in research and professional enhancement. Faculty members are urged to pursue a full array of professional endeavors, including attending meetings of learned societies and associations, participating in professional organizations related to one's academic field, and researching in the chosen discipline.

The College encourages the preparation of applications, proposals, and requests for outside support for research and special projects. No proposal will be considered official or in any way binding on the College until it is approved and signed by the Chancellor. Please contact the Grants Director for additional information.

COMPENSATION

Salary

Faculty will be offered a salary as approved by the Louisiana Community and Technical College System Board of Supervisors.

Pay Schedule

All faculty members will be paid on a twelve month basis though they may hold 9, 10, or 11 month positions. Faculty will be paid on their last work day of each month beginning with September of each school year. The LCTCS policy for 9-12 month contracts can be found at <http://www.lctcs.net/PDFs/Policies/HumanResources/6%20Human%20Resource%20PDF/6.007%20LTC%209-12%20Month%20Faculty%20Contracts.pdf>.

Pay-schedule tables are available via the Human Resources web page at <http://www.bpcc.edu/hrindex.html>.

Additional Compensation

Occasionally, faculty members are asked to assume responsibility for additional duties relatively unrelated to, or independent of, their normal work. When such assignments are clearly not a part of the faculty member's normal assignment, additional compensation may be permitted. Such additional compensation must be justified on a case-by-case basis and approved prior to the beginning of the assignment. An employee must be certified by the Division Chair as working a full load in addition to the activity for which extra compensation is being recommended. The work for extra compensation shall not in any way interfere

with the regular duties of the individual as certified by the Division Chair.

Bossier Parish Community College shall develop a pay plan for summer employment consistent with the mission and activities of the College and submit the plan to the Board for approval. The Chancellor of the College shall submit to the Louisiana Community and Technical College System Board of Supervisors by the April Board meeting each year a list of employees who will participate in the summer school session. Faculty normally is on nine-month contracts and is not guaranteed summer employment. Faculty members teaching over the summer will be paid in accordance with the current summer pay schedule.

For overload courses, faculty is paid a minimum of \$1350 for each three hours of student contact beyond the fifteen hours required for full-time employment during the regular fall and spring semesters. For summer courses, faculty is paid a minimum of \$1350 for each three hours of student contact. Program directors enter a "contract for extra services," which specifies the exact amount of extra compensation.

Faculty advisors to student organizations may be monetarily compensated for extra duties assigned. This compensation is determined by several factors: the size of the organization, the purpose of the group, the services provided for the College and the community, and the time required of the advisor. Faculty advisors to student organizations are not paid in the summer. The Director of Student Activities initiates recommendations for monetary compensation or salary increases. The Vice Chancellor for Student Affairs will take the recommendations into consideration and consult with the Chancellor for final approval.

The individual seeking extra compensation must enter into and sign a "contract for extra services" in advance of performance of the work. A copy of a "contract for extra services" is available through the individual's budget unit head. By signing the "contract for extra services," the Division Chair and Vice Chancellor for Academic Affairs are certifying or assuring that (a) normal operations are not being jeopardized; (b) quality of work is not affected by personnel substitution; (c) the individual is not abusing the privilege; and (d) record of leave for the College employee is maintained.

Federal funds may not be used to pay extra compensation unless specifically authorized by the sponsoring agency. The extra compensation must be authorized to be paid at the regular payroll period for the time period in which it is earned.

Extra compensation or extra services contracts will not be allowed if a conflict of interest is involved or if it is in any way in violation of law. See the Governmental Code of Ethics, the Louisiana Constitution, and other statutory law.

Fee Reduction for Faculty and Dependents (Rules, 1997)

Please see the LCTCS policy for tuition exemption for faculty via <http://www.lctcs.edu/PDFs/Policies/Finance/5%20Finance%20&%20Budget%20PDF/5.004%20Tuition%20Exemption%20for%20Full%20Time%20Employees.pdf>

The LCTCS also maintains a policy for tuition discounts and waivers:

<http://www.lctcs.net/documents/Tuition%20Discounts%20and%20Waivers.pdf>

Unemployment Compensation

Regularly scheduled faculty members are not eligible for unemployment compensation for summers or school holidays. Faculty members separated from employment are covered and may be eligible for unemployment compensation.

Gifts and Favors

No College employee shall receive anything of economic value other than compensation and benefits to which he is duly entitled from the College for the performance of the duties and responsibilities of his office or position. No College employee shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any person or from any officer, director, agency, or employee of such person, if the College employee knows or reasonably should know that such person

1. Has or is seeking to obtain contractual or other business or financial relationships with the College, or
2. Is seeking, for compensation, to influence the passage of legislation by the College.

No College employee shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any person or from any officer, director, agent, or employee of such person, if the College employee knows or reasonably should know that such person

1. Conducts operations or activities which are regulated by the College, or
2. Has a substantial economic interest that may be substantially affected by performance or nonperformance of the College employee's official duty.

Examples of potential violations include, but are not limited to, accepting gifts of gratuities such as complimentary or free travel, accommodations, meals, tickets to sports and/or entertainment events, and food items and/or other gifts during the holiday seasons.

Passes to College Sponsored Activities

Faculty of Bossier Parish Community College may receive free passes to all college-sponsored events including athletic events. Availability of free admission to events is decided by the sponsor of the event.

Holidays

Louisiana Revised Statute 1:55F reads

Each institution of higher education in the state, through a representative appointed it, shall designate a maximum of fourteen legal holidays per calendar year to be observed by all of its employees.

In accordance with this Statute, the College Chancellor, during the spring semester, will provide a college schedule that designates holidays for the

following school year. The Chancellor designates legal holidays that fall when classes are in session to holiday periods when classes are not in session. Nine-month faculty gets the same holidays as those on the student calendar.

When one or more legal holidays or half-day legal holidays fall on a full-time employee's regular day off, his holiday shall be the closest regularly scheduled workday preceding or following the legal holiday, as designated by the college. Employees whose regular work hours do not fall in the time period, or fall only partly within the time period of the legal holiday, shall receive a number of hours equivalent to the legal holiday through appropriate compensatory time or over-time for the employee's class of employment. Part-time employees having a regular work schedule will receive benefits in a similar manner as full-time employees except that their benefits will be prorated to the number of hours normally worked.

College Closures

For planned closure days, administrators and staff must use earned annual and/or compensatory leave. Employees who do not have enough earned annual and/or compensatory leave and non-teaching employees that do not earn leave, leave without pay must be taken. Employees providing essential services may be scheduled to work during legal holidays and closures.

When the College is closed due to inclement weather, unforeseen emergencies, or planned closures such as Election Day, the faculty will be compensated with no loss of income, benefits, or leave.

Flexible Work Schedule

The Louisiana Community and Technical College System Board of Supervisors for State Colleges and Universities prohibits the use of leave, specifically compensatory leave, to effect a flexible work schedule. For example, an employee who is away from his/her assigned area of duty for two hours in the morning cannot simply work two hours in the evening. The appropriate leave for the two hours while away from the assigned tour of duty and approved compensatory hours earned for the two hours worked in the evening must be recorded in accordance with applicable College Policies and Procedures.

An employee who is on a flexible work schedule shall have for the flexible period of work schedule approved by the appropriate supervisor, budget/division head and vice Chancellor or record leave taken and compensatory time earned in accordance with appropriate policies.

Leave Record Establishment and Regulations for All Unclassified, Non-Civil Service Employees

The LCTCS has established policies and procedures to cover a variety of leave circumstances, and these policies and procedures are available via the following link:

<http://www.lctcs.edu/PDFs/Policies/HumanResources/6%20Human%20Resources%20PDF/6.003%20Leave%20Record%20Establishment-reg..pdf>

Health and Life Insurance

Bossier Parish Community College personnel may enroll in the group health and life insurance plans offered by the state. The employee and the state share the cost. The employee may elect to pay his or her share with pre-tax dollars by enrolling in the Cafeteria Plan.

Dental Insurance

Optional dental insurance is available at additional cost to the employee.

Other Insurance

Other insurance may be offered to the faculty on an optional basis.

Cafeteria Plan (125 Plan)

Faculty members are eligible to pay some insurance costs and contribute to 403b plans with pretax dollars by enrolling in the 125 Plan offered on a yearly basis. For more information about the 125 Plan, contact Human Resources.

Retirement

TRSL

The Teacher's Retirement System of Louisiana (TRSL) is a self-funded state agency established to provide retirement benefits for its members.

For detailed information concerning TRSL, please see <http://www.trsl.org/> or BPC Human Resources.

Optional Retirement Plan (ORP)

The Optional Retirement Plan is an alternative retirement plan available to academic or unclassified employees of public institutions of higher education. The ORP allows portability of retirement contributions because a private carrier provides the retirement benefit plan.

Employees who choose to participate in an ORP do not contribute to TRSL and waive all rights to TRSL retirement, survivor, and/or disability benefits not otherwise provided by La. R. S. 11:726 and 11:926(B). Please contact BPC Human Resources for additional information about an ORP.

Disability Retirement

Please contact BPC Human Resources for information about disability retirement.

General Liability Claims

Bossier Parish Community College does not assume responsibility for expenses incurred as a result of accident or injury to any person on College property. The State of Louisiana provides comprehensive general liability coverage for bodily injury and property damage claims resulting from operations for which the College could be held legally liable.

Community Education Classes

Full-time faculty of BPCCC may take Community Education classes at no charge if the class makes and space is available. However, if the Community Education instructor is paid on a per-student basis, the faculty member must pay for the class. Faculty members are responsible for purchasing books and supplies.

Tax-Sheltered Annuities

Tax-sheltered annuities from various providers are available through Bossier Parish Community College. The amount designated by the employee will be payroll-deducted. The College will absorb the cost of processing.

POLICIES AND SERVICES **PERTAINING TO INSTRUCTION**

Class Attendance Regulations

Following is the attendance policy as written in the *BPCC Student Handbook*:

Class attendance is regarded as an obligation as well as a privilege, and students are expected to attend all classes regularly and punctually. Failure to do so may jeopardize a student's scholastic standing.

1. Attendance will be checked every class meeting. A written explanation of expectations regarding class attendance will be included in the instructor's Student Information Sheet.
2. When a student has accumulated a total of two weeks of *unexcused* absences in a course, the instructor may suspend the student. As a result of this action, the instructor will assign a grade of "F" for the course.
3. All absences due to school-sanctioned activities, mandatory military exercises, validated illness, and jury duty are excused. Other absences may or may not be excused at the discretion of the instructor. A written explanation of make-up work for excused absences will be included in the instructor's Student Information Sheet. Excused absences are granted to students to make up work missed. In the event of an absence, it is the student's responsibility to submit acceptable documentation to the instructor who will determine the validity of the excuse. Work responsibilities are not excused absences.
4. The College does not assume responsibility for students who are absent from laboratory, activity, and clinical classes. Neither the College nor the instructor is obligated to accommodate the student in these classes, and additional attendance policies may apply.
5. Tardiness is treated as an absence unless an excuse is accepted by the instructor.
6. Any student who ceases to attend class may receive failing grades in those courses. A student who wishes to withdraw from the College must do so officially by contacting the Registrar and completing the required forms.
7. If a student disagrees with a suspension, he or she should discuss this action first with the instructor, then with the Division Chair. The student may then appeal the action to the Academic Admissions and Appeals Committee. Students appealing to the Academic Appeals Committee must write a letter of appeal with a complete explanation of the reason for the appeal (including documentation) and must include the proper form with the appropriate signatures.

NOTE: Financial aid students who receive all Fs due to non-attendance or suspension will be considered "unofficial withdrawals." If the student does not take a final exam or complete more than 69% of at least one course, he/she will owe money to BPCC and the Title IV federal aid program(s).

Faculty Calendar Responsibilities

Faculty calendar responsibilities begin in the fall with the College Fall Faculty Meeting and Division meetings and end with commencement in the spring. Although faculty members are not required to keep scheduled conference hours after the day final examinations begin, they must continue to be available for consultation with students and for Divisional meetings until the day of commencement. Any faculty member who will not be available must secure prior approval from the Division Chair.

Electronic Learning

Faculty should consult Blackboard for policies created concerning electronic delivery of courses. These policies are located in the "Faculty" section of Blackboard's "My BPC" and "Community" screens.

BPC's Division of E-Learning maintains information for students and faculty at <http://blackboard.bpc.edu/login/edtechnology.htm>

LCTCS e-learning policies also are available via the Internet: <http://www.lctcs.net/elearning.html>

All BPC faculty members are required to participate in Blackboard training.

Class Attendance for Faculty

All classes are to be in session as scheduled. Faculty members are expected to meet their classes promptly at the scheduled time and location. The Division Chair must approve deviations. In case of illness, emergencies, or death in the family, prompt notification of the Division Chair is required. Arrangements are to be coordinated through the Division Chair to cover classes that will be missed.

Commencement

Commencement exercises are held at the end of each semester. All faculty members will participate in full regalia in the exercise conducted at the end of the Spring semester. Participation in the Spring Commencement is considered part of a faculty member's contractual responsibilities. Permission not to participate in Spring Commencement may be obtained by petitioning the Vice Chancellor for Academic Affairs by written request submitted through the Division Chair. All faculty members are invited to participate in fall and summer graduation exercises, and this privilege of participating may rotate among faculty members if deemed necessary by the Division Chairs. Academic Planning handles the ordering of regalia for faculty to purchase, and the faculty member makes payment through the College Bookstore.

Advising of Students and Conference Hours

Faculty members provide academic advising for students. Academic advising is regarded by the College as an extension of the teaching function and, therefore, is an important responsibility of the faculty. A faculty member

usually is assigned to advise students majoring in fields within the faculty member's academic division. The Executive Dean of Instruction determines faculty advisor assignments.

Faculty members who are involved in regular matriculation programs of the College are expected to be the principal advisors of students. Advising students on matters pertaining to curriculum and career choices is the responsibility of the student's academic division. The advisor should be knowledgeable of catalog requirements and articulation agreements and should follow procedures as determined by the Division Chair. The faculty member must stay abreast of policy changes contained in the catalog, correctly advise students on a continuing basis, and post and keep regular conference hours.

However, students now may schedule classes without advisor involvement. Students who choose to schedule classes in this manner take full responsibility for fulfillment of curricular requirements. In addition, BPCCC faculty cannot guarantee transferability of courses beyond the general information available in the current course "crosswalk."

Advising material is available via Blackboard.

Grading System

The grading system for the College is presented in detail in the College Catalog. Divisions determine their own grading scales, and scales may vary among divisions. Submitting final grades to BPCCC's Registrar now includes using "Web for faculty" available via <http://cavs.bpcc.edu/afhomepg.htm>. Faculty members receive training in the use of "Web for Faculty."

Academic Extra Credit Policy

BPCCC is committed to the principle of academic freedom; therefore, the decision to offer or not to offer extra credit points to students must reside solely with the instructor of each class. The instructor is best able to understand the correlation of the extra credit activity and the purposes of the class. However, each student in a course must be afforded the equal opportunity to earn extra credit if such credit is available. Any student complaints about extra-credit opportunities must be directed first to the instructor and then to the Division Chair. Appeals of the decision of the Division Chair must be directed through the established appeals and grievance processes.

Academic Misconduct

Following are the policies and procedures listed in Section II of the *BPCCC Student Handbook*:

Academic Misconduct:

A. General

Academic misconduct represents a most serious type of student misconduct; therefore, the College must make a determined

effort to prevent its occurrence. The College must also develop policies and procedures that assure students of due process protection when academic misconduct is alleged and that provide meaningful and consistent sanctions for students found guilty of academic misconduct.

Equal treatment guaranteed to students by the 14th Amendment to United States Constitution requires that the same College policies, procedures, and practices be used to consider all allegations of academic misconduct and also requires the imposing of "like sanctions for like violations" on all students found guilty of academic misconduct. This obligation of the College can be fulfilled only if each instructor reports all suspected academic misconduct to the Office of Student Affairs in accordance with the provisions of this Code.

Students may be asked to sign a Student Honor Code in each class at the beginning of each semester. The Student Honor Code is as follows:

I, (student name), agree to abide by the BPCC policies and procedures as stated in the Student Handbook regarding types of academic misconduct, the disciplinary sanctions for academic misconduct, and the due process procedures. I agree that all assignments that I do for this course, including tests, will be my own and that I will neither give nor receive any unauthorized assistance.

B. Types of Academic Misconduct

Although all academic misconduct is wrong, premeditated acts of academic misconduct represent a greater threat to the integrity of the College than do unpremeditated acts of academic misconduct. The following definitions of and distinctions between unpremeditated and premeditated academic misconduct are established.

Unpremeditated

Unpremeditated academic misconduct is an act of academic misconduct taken without advance contemplation, prior determination, or planning, or full understanding that the act is considered academic misconduct: e.g., on the spur-of-the-moment, seizing the opportunity to cheat; collaboration to a greater degree than is permitted in a particular situation; and careless or incomplete documentation of sources.

Premeditated

Premeditated academic misconduct is an act of academic misconduct which grows out of advance contemplation or meditation, prior deliberation, or planning which may, but not necessarily, include the preparation of a written plan or notes. Although prior thought and planning is requisite to premeditation, this prior thought and planning need not exist for any particular period of time before it is carried into effect.

For purposes of filing formal charges, each of the following

offenses will normally be considered an act of academic misconduct:

1. Copying from another student's test;
2. Allowing another student to copy from a test paper;
3. Using unauthorized materials or documents. Having such forbidden material open in sight of the student will be considered *prima facie* evidence of use;
4. Failing to thoroughly follow instructions related to the preparation and presentation of work submitted for credit in a manner that results in submitting as one's own the work of another, or misleading faculty members as to the condition under which the work was prepared, e.g., working with another on a project that was to be done individually;
5. Collaboration during a test with any person by giving or receiving information without authority;
6. Using specially prepared materials, e.g., notes, formula lists or notes written on the student's clothing or body, during a test. Bringing such forbidden material to a test will be considered *prima facie* evidence of use or attempted use;
7. Stealing, buying, or otherwise obtaining all or part of an unadministered test, including answers to an unadministered test;
8. Selling or giving away all or part of an unadministered test, including answers to an unadministered test;
9. Bribing any other person to obtain an unadministered test or information about an unadministered test;
10. Substituting for another student, or permitting any other person to substitute for oneself, to take a test;
11. Submitting as one's own, in fulfillment of academic requirements, any work such as, but not limited to, a theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work prepared totally or in part by another;
12. Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work;
13. Breaking in and/or entering a building or office for the purpose of changing a grade in a grade book, on a test paper, or on other work for which a grade is given;

14. Changing, altering, or being an accessory to changing and/or altering a grade in a grade book, on a test paper, on other work for which a grade is given, on a "drop slip," or on other official academic records including computer files of the College which relate to grades;
15. Proposing and/or entering into an arrangement with an instructor to receive a grade of "F" or any other reduced grade in a course, on a test, or any other assigned work instead of being charged with academic misconduct under the Code of Student Conduct;
16. Plagiarism is defined as using another's work as one's own including words, ideas, or data of others, and/or information from the Internet. The source of this information must be acknowledged through complete, accurate, and specific footnote or comparable references, and, if word-for-word statements are included, through quotation marks as well. Failure to identify any source, published or unpublished, copyrighted or uncopyrighted, from which information, terms, phrases, or concepts have been taken, is plagiarism. Only universally available facts such as the date of Abraham Lincoln's death are excluded from such documentation requirements. By placing his or her name on work submitted for credit, the student certifies the originality of all work not otherwise identified in references;
17. Attempting to commit, or being an accessory to the commission of, an offense listed above.

Disciplinary Sanction for Academic Misconduct

A. Sanctions for Academic Misconduct

The following sanctions for acts of academic misconduct may be imposed upon students participating in academic courses for credit or audit at BPC:

1. Probation and an Academic Misconduct Counseling Form (AMCF) filed. A "0" on the assignment/test will be given.
2. Removal from the course in which the academic misconduct has occurred. A letter grade of "F" in the course will be given.
3. Separation from the College for one semester. A letter grade of "F" in the course will be given.
4. Separation from the College for not less than two semesters or more than two calendar years. A letter grade of "F" in the course will be given.
5. Expulsion from the College. A letter grade of "F" in the course will be given.

B. Assignment of Grade

If a student is charged with academic misconduct and

the case cannot be handled administratively or considered by the Academic Misconduct Appeals Committee prior to the final date for filing a semester grade, the instructor bringing the charge shall report an "I" grade in the course in which the alleged academic misconduct occurred. If the student is found not guilty, a permanent grade will be assigned to remove the "I" grade on the basis of the quality of work done in the course. If the student is found guilty of academic misconduct, the sanction determined by the Academic Misconduct Appeals Committee will be applied.

C. **Separation or Expulsion from the College**

When separation from the College is the imposed sanction, students will receive an "F" in the course in which the academic misconduct has occurred. All other courses will be dropped and a "W" grade will be assigned.

Due Process for Academic Misconduct

Applicable Geographical Jurisdiction

College disciplinary action shall be taken only for academic misconduct which takes place in the following areas or situations:

College-owned or controlled property, South Complex, PTA Building, Paramedic Building, Plex, HSC, Community Workforce, and all other remote sites, and all electronic learning venues.

Divisions and programs may also establish conduct standards for the student-department relationship, as long as these standards are consistent with the provisions of the Code of Conduct.

Instructions for Documenting Alleged Acts of Academic Misconduct:

If an alleged act of academic misconduct occurs in a class, the following due process steps will be followed:

1. The instructor will verbally notify the student of the alleged charges and evidence against the student, will promptly complete an Academic Misconduct Counseling Form, and will document all evidence.
2. The instructor's division chair will schedule a meeting with the student and the instructor and will present a copy of the Academic Misconduct Counseling Form to the student. Failure of the student to attend this meeting will be interpreted as an admission of guilt. The student will be given the opportunity to refute the charges. The instructor and the division chair will then jointly determine if the charges are justified or are to be dismissed.
3. If the charges are to be dismissed, the division chair will so note on all copies of the Academic Misconduct Counseling Form. The division chair

- will keep a copy of the Academic Misconduct Counseling Form in the division office files.
4. If the charges are deemed to be justified, the student will be advised of the disciplinary sanctions that may be imposed for the academic misconduct. The division chair will then send a copy of the Academic Misconduct Counseling Form to the Vice Chancellor for Student Affairs for further action.
 5. The Vice Chancellor for Student Affairs may dispose of the alleged academic misconduct as being unfounded, may impose administrative sanctions without a hearing, or may refer the alleged violation to the Academic Misconduct Appeals Committee for a formal hearing.
 6. The Vice Chancellor for Student Affairs will notify the student by letter of the date, time, and place of the hearing. The letter of notice shall be either hand-carried to the student while on campus or sent by certified mail, return receipt requested, addressed to the student at the address appearing in official College records. The letter of notice will direct the student to appear before the Academic Misconduct Appeals Committee on the date, time, and place specified for the hearing. The letter of notice will specify a hearing date no fewer than three, but not more than ten, working days after the receipt of the letter.
 7. Prior to the hearing, the Vice Chancellor for Student Affairs will inform the student of the following rights of due process:
 - a. The student defendant has the right to a closed hearing.
 - b. The student defendant had the right to appear at the hearing alone or with an attorney, advisor, or friend. The attorney, advisor, or friend may advise the student defendant but may not address the Committee.
 - c. The student defendant has the right to argue on his/her behalf.
 8. At the hearing, the Academic Misconduct Appeals Committee will consider the evidence presented. If the student is found guilty of academic misconduct, the Committee will decide whether the academic misconduct is unpremeditated or premeditated and will impose the appropriate sanction for the academic misconduct.
 9. The Chair of the Academic Misconduct Appeals Committee will inform the student defendant and the Vice Chancellor for Student Affairs in writing of the outcome of the hearing.

10. The Vice Chancellor for Student Affairs will inform the division chair and the instructor of the outcome of the hearing.
11. The student defendant has the right to appeal the decision of guilt or any sanction resulting from it to the Chancellor of the College.

Grade Appeal Procedure

The grade appeal procedure appears in the BPCCC Student Handbook as follows:

Appeal of a Reported Grade

A student who believes that the grade which has been recorded in a course, including grades of "F" received for suspension, does not reflect the quality or quantity of effort put forth may appeal the grade at the end of the semester. (Note: 45-day limit)

1. The student consults the instructor of the course to see if an understanding can be reached.
2. If the student and instructor cannot reach an understanding, the student must then consult the instructor's Division Chair.
3. If further appeal is desired, the student may submit a written appeal to the Registrar. The Registrar will review the letter and will call a meeting of the Academic Admissions and Appeals Committee. The committee will hold a meeting at which the student's written appeal will be presented. The Registrar will notify the student of the committee's decision.

Grade Change Procedure

The teacher must initiate grade changes within 45 days of the end of the academic period in which the grade was earned. The teacher initiates the action by forwarding a change of grade slip, along with a written explanation for the change, through the academic Division Chair. Approved changes are forwarded to the Office of the Registrar for recording the change and notifying all concerned parties.

Suspension Procedure

If a student has accrued two weeks of unexcused absence, an instructor may suspend the student from a course. The student will receive an F for the course, and this grade may not be mitigated by the "Repeat/Delete" option. The instructor also has the authority to rescind a suspension. These actions occur through "Web for Faculty" available at <http://cavs.bpcc.edu/afhomepg.htm>. Instructors receive training in the use of this and other institutional tools.

Semester Examinations and Grade Reporting

Faculty members are required to conduct classes, evaluate students' coursework, and report grades to the Office of the Registrar within the

prescribed time period. The Division Chair must approve deviation from the published final-examination schedule. Final examinations, which are required in all courses, shall be held at the end of each semester in accordance with the schedule published by the Office of the Registrar. A student absent from a final examination because of illness or other valid reason may take a special examination upon the approval and at the convenience of the student's instructor. No student is exempt from final examinations. Teachers must complete class records, including student attendance and grade sheets, and submit them as specified by the Office of the Registrar. In addition to hard copies as requested, teachers must complete any electronic submission of grades required by the Registrar's Office.

Textbook Policies

Book orders and notifications of changes in textbooks are to be sent to the College Bookstore by the Division Chair using forms provided by the Bookstore. Requests for adoption, addition, or change of books should be accomplished in a timely manner to allow for ordering and shipping. If a text is reprinted in a new edition or if it goes out of print, the division may select either the new edition or a new text.

Requests for complimentary copies should be sent directly to the publisher. If a teacher requires a text before a complimentary one can be sent, he/she may get one at the Bookstore and a voucher will be filled out at that time. If the teacher does not pay for or return the book during the semester, the Division is charged for that book.

The Code of Governmental Ethics prohibits the sale of complimentary texts by the faculty. In addition, faculty may not receive royalties from a book that is required reading in the faculty member's class or profit from the assembly of books or lab material for sale directly to students.

BPCC employees may access the LCTCS policy concerning complimentary texts at

<http://www.lctcs.edu/PDFs/Policies/HumanResources/6%20Human%20Resources%20PDF/6.025%20Code%20of%20Conduct.pdf>

This policy is part of a larger LCTCS "Code of Conduct." Faculty members should be aware of this and other policies.

Curriculum Policy

Bossier Parish Community College is committed to responding to the needs of the community by providing education to enhance the community, to provide necessary workforce training, and to heighten the educational level of its constituents. The College recognizes that educational services are a cooperative effort including the combined vision of several entities. This policy on curriculum is a statement of the clearly defined process, which establishes the curriculum, reviews its efficacy, and evaluates its validity. It has been in effect for a number of years, and the policy recognizes the roles of the community, faculty, administration, students, and the governing board. Curricular change is made only after careful review by faculty, administration, the governing board, and other appropriate state agencies.

The following entities have responsibility for effecting curricular enhancement at BPCC:

FACULTY: Faculty have oversight of and responsibility for course syllabi content according to appropriate parameters. Course syllabi are reviewed by the appropriate Division Chairs, and changes may be recommended for existing courses and curricula. Faculty may develop new courses. In addition, presentation of material specified in the course syllabi is the sole responsibility of the faculty. Faculty has the sole authority over student information sheets. Faculty also works through the Curriculum Committee using it as the official voice of curricular design recommendations. The Curriculum Committee represents the faculty and is responsible to them as their official representatives.

COMMUNITY: Community input is sought from business and industry as well as professional and vocational areas. Suggestions for courses and programs are received from these areas. Faculty and administration consider them and appropriate decisions are made.

ADMINISTRATION: Division Chairs review associate degree and academic certificate programs on a periodic schedule. The administration of BPCC has ultimate responsibility for the curriculum and is answerable to the governing board for the design, implementation, monitoring, and evaluation of curriculum.

STUDENTS: Students suggest new course offerings or curriculum changes. These are evaluated in accordance with need and resources available.

GOVERNING BOARD: The governing board is the Louisiana Community and Technical College System Board of Supervisors and this board is responsible for the approval of the number and types of degrees and the number and nature of departments and divisions through which the curriculum is administered.

THE PROCEDURE:

1. The primary responsibility for establishing and effecting curricular content resides with the faculty.
2. The faculty establishes all course content by preparing course syllabi and exercising academic freedom in classroom didactic presentations. Faculty has authority to establish curricular content through classroom oversight and teaching methods.
3. Individual faculty members, Department Chairs, groups of faculty, students, and people from public entities offer ideas for courses and programs for consideration. Curricular proposals, formal and informal, are studied by the Curriculum Committee (as representatives of the faculty), Division Chairs, and administrators, and a determination is made as to whether they fit into the overall programs of BPCC. Curricular change can originate from any of these levels or sources.
4. The process of establishing curricula is institution wide and is coordinated between the various entities involved. Curricular offerings and changes at the course level at BPCC are designed with transferability as an important factor.
5. In making the determination for curricular enhancement, the following are considered:

- A. Whether the proposal fits the mission statement of the College;
 - B. Whether the College has the financial, physical, and personnel resources to implement the curricular suggestion;
 - C. Whether the proposal fits into the standing College curriculum without detriment to other programs, courses, students, or faculty.
6. Steps in the process of curricular alteration at the course and program level include the following:
- A. A Division Chair receives recommendations.
 - 1. The Division Chair discusses the proposal with the Vice Chancellor for Academic Affairs.
 - 2. Should the requested change be a course addition, an appropriate course syllabus should accompany the request.
 - 3. Should the proposal be a new program, the Division Chair should coordinate a needs assessment. Changes that are made should not unnecessarily duplicate educational programs (faculty, equipment, facilities, and other related costs) of other area institutions. The assessment should include proposed costs.
 - B. Curriculum Committee considers proposals;
 - 1. Receives proposal from the Division Chair and the Vice Chancellor for Academic Affairs (with appropriate forms and/or feasibility study).
 - 2. If further clarification is needed, the Division Chair should return the documentation to the point of origin of the proposal for improvements.
 - 3. Chair of the committee provides documentation to members and sets date for meeting. The appropriate Division Chair will attend the meeting. The Chair of the committee may invite to the meeting the person(s) submitting the proposal.
 - 4. Committee members sign appropriate forms approving/disapproving the proposal.
 - 5. If a proposal is not approved, reason should be provided. The chair of the committee may discuss the findings with the Vice Chancellor for Academic Affairs.
 - C. Curriculum Committee makes recommendation to the Vice Chancellor for Academic Affairs.
 - 1. Receives proposal from Curriculum Committee.
 - 2. Reviews recommendation made by Curriculum Committee.
 - 3. Makes a decision to accept or reject the recommendation.
 - 4. Communicates the decision to appropriate personnel.
 - 5. If the proposal is not approved, reasons should be provided.
7. To facilitate the above process, the Curriculum Committee Chair, the Division Chair, and the Vice Chancellor for Academic Affairs will work together to meet appropriate deadlines for relevant college publications.

Please see the LCTCS policy for participatory curriculum development at <http://www.lctcs.edu/PDFs/Policies/Academic/1%20Academics%20PDF/1.034%20Participatory%20Curriculum%20Development.pdf>.

CAMPUS SAFETY AND EMERGENCIES

The safety of the entirety of the campus community of the College and procedures for best handling emergencies should be a priority and a responsibility shared equally by all: administrators, faculty, staff, and students. Policies and procedures set forth herein are provided to assure the maximum safety of all and for the expeditious handling of any emergency.

Procedures for Releasing the Location of Students/Faculty During Class

In an effort to protect the academic setting and security of students, Admissions Office Staff shall follow the following procedures:

1. The classroom location of any student or faculty member should not be released unless it is to a member of the College staff performing an official duty.
2. The name of the person requesting the information and the reason for the request should be made known.
3. Verification with a supervisor should be made BEFORE notifying the student/teacher. Only a member of the front office staff should actually go to a class to secure the student/teacher. The person requesting should remain in office.

Campus Safety and Security

The following information is provided to the public for compliance with the federal Campus Security Act of 1990 and the Higher Education Amendments of 1992. Bossier Parish Community College shares the public's genuine concern about personal safety in a college setting. The College strives to offer services and preventative measures to improve the safety of the College community. Ultimately, each individual is responsible for his/her own personal safety by being aware of his/her surroundings and by using good judgment.

Procedures for Reporting Crime and Emergency Situations

In the event of a crime, accident, emergency, or injury occurring on campus, you should do the following:

1. **Call 911 if there is a fire or life threatening medical emergency.**
2. Report the incident to the proper school authority as soon as possible to any of the following:
 - Campus Police: 678-6195 or 678-6318 or 286-4922
 - Campus Operator: 678-6000
 - Bossier City Police Department: 741-8605
 - Notify any uniformed campus police officer.
 - Notify any campus watch personnel or faculty/staff member.

For Reporting Purposes:

The campus reporting staff or any faculty/staff member can complete an accident/incident report form by filling in all the information. Submit the form to the Director of Campus Security in Building F, Room 104.

Safety concerns and questions should be addressed to the following:

Environmental Health & Safety Officer:

David Jones

Office: J-109

6220 East Texas

Bossier City, LA 71111

(318) 678-6287

TO REPORT FIRE OR MEDICAL EMERGENCIES

Notify the Bossier City Fire Department by phone at 911 or by any means listed above.

The Campus Crime Log is located in the Campus Security Office, Building F, room 104. Warning notices are immediately posted around campus when a reported crime occurs which could pose a threat to others.

Campus Police Authority

BPCC is patrolled by off-duty, commissioned Bossier City Police Officers Monday through Friday and by normal patrol of the Bossier City Police Department 24 hours a day. Police cars are visible on campus during these hours. Since Campus Police and Bossier City Police are the same, BPCC benefits from their arrest authority.

Student members of BPCC's Campus Watch monitor the halls and parking lots around the buildings beginning 7:00 p.m., Monday through Thursday. Campus Watch is in contact with the radio dispatcher at all times, and the members are identifiable by their bright yellow uniforms.

All crimes occurring in or on the facilities of BPCC shall be reported immediately to any Campus Police Officer or a faculty/staff member who will notify the proper authority.

BPCC has a formal agreement with the Bossier City Police Department to receive reports of criminal activity at off-campus student organizations whose participants are BPCC students, including the student organizations with off-campus housing facilities. The Head of Security will track the case through its final disposition by the BCPD and file the report accordingly. The Head of Security shall be responsible for establishing and maintaining files used to report criminal activity for the Uniform Crime Report in accordance with the Crime Awareness and Campus Security Act of 1990.

Security & Access to College Property

The Physical Plant Department maintains the College buildings and grounds with a concern for safety and security. Reports of potential safety hazards noted on campus should be reported to 678-6420.

Sexual Assault Policy

The College is committed to preventing sexual assault through incorporation of educational programming and the adoption of clear guidelines informing students, faculty, and staff of the College's procedures in handling such cases. Sexual assault crimes are heinous, and these crimes occurring on the College campus will not be tolerated under any circumstances. All sexual assault crimes will be reported to the Bossier City Police Department for investigation. College community members found guilty of any sexual crime will be severely dealt with.

On-Campus Disciplinary Actions

The Student Code of Conduct and Disciplinary Procedures are explained in detail in the Student Handbook. During disciplinary proceedings regarding alleged sexual assault, both the victim and the accused are entitled to have an advisor present. Both the victim and the accused shall be informed of the outcome of the disciplinary proceedings.

Preventative Programs

Crime prevention presentations are presented each semester. Topics generally involve basic safety and security tips to prevent crime against person and property, sexual assault prevention, DUI and other alcohol violations, drug abuse prevention, and fire safety issues, among others. For information or scheduling of programs, see the Events of the Week posters or contact the Advising Center.

Counseling Services

Crisis intervention services are provided by a team of professional counselors from the Advising Center, Building F, Room 250. Phone 678-6005.

FREQUENTLY ASKED QUESTIONS (FAQ)

Please contact the chair of the handbook committee if you have items to add to this FAQ page. The FAQ page and the handbook are works in progress. Check frequently for changes.

- **Where can I access catalogs for other institutions?**

Many colleges have links to their catalogs on their web sites. However, BPCC's Blackboard Faculty Site includes several catalogs of local institutions.

- **Where can I find the list of BOR electives?**

This information is in the Faculty area of Blackboard under "Documents" and "Advising Documents."

- **What are possible mistakes in advising students?**

Following are the most frequently reported errors in advising:

1. Advisors may fail to complete graduation paperwork for candidates for graduation.
2. Students may not be apprised of requirements for graduation beyond course work: the candidate for graduation must take his or her last 18 hours at BPCCC, with the last 15 hours in most recent 5 years. In addition, the student must have a 2.0 GPA, appropriate reading placement score or "C" or better in READ 099, and enrollment in GRAD 99 99 to be graduated.
3. Students may receive incorrect perception of applicability of certain courses. For example, a course must be associated with 3 credit hours to qualify as an approved elective. In addition, the electives for specific areas such as Fine Arts and Natural Sciences must come from the BOR list of approved electives. One common error is advising that Art 231 (Art for Elementary School Teachers) qualifies as a fine-arts elective. Art 231, like ceramics, sculpture, and painting, is a skills course and does not qualify as a fine-arts elective. All electives should be double checked via the list of BOR electives.
4. Certain courses associated with specific programs such as Allied Health apply only to those program areas.
5. Although many 200-level courses do not have prerequisites, advisors should make students aware that these courses exist at the sophomore level. Students enrolled in READ 099 or ENGL 099 may be at a disadvantage in courses that require substantial college-level reading and writing.

- **Does BPCCC have a standard grading scale?**

Grading scales vary from division to division; no standard BPCCC grading scale exists.

- **Where can I find information about SACS requirements, especially as these requirements affect me as a classroom instructor, academic advisor, and participant in the reaffirmation process?**

SACS maintains its *Principles of Accreditation* via Portable Document Format at www.sacs.org.

- Does SACS maintain rules concerning online classes?

SACS maintains [Best Practices for Electronically Offered Degree and Certificate Programs](#). The SACS website is located at <http://www.sacs.org>.

- **Does the LCTCS grant tenure?**

No, the LCTCS does not grant tenure. All BPCCC faculty members who were eligible for tenure under the University of Louisiana system policy have received it.

- **What is the LCTCS policy for observing holidays?**

The LCTCS maintains a policy regarding observance of holidays, including holidays that are not recognized as national holidays. Please refer to this policy available via <http://www.lctcs.edu/PDFs/Policies/HumanResources/6%20Human%20Resources%20PDF/6.028%20Holidays%20for%20All%20Employees.pdf>.

- **Does an employee discipline policy exist for the LCTCS?**

Please see this policy via <http://www.lctcs.edu/PDFs/Policies/HumanResources/6%20Human%20Resources%20PDF/6.014%20Discipline.pdf>.

- **Where can I find BPCCC's *Annual Report*?**

This report is available online through BPCCC's Office of Institutional Research and Assessment: <http://www.bpcce.edu/research/index.html>. In addition, BPCCC's *Strategic Plan* and *Strategies for Success* are also available on the linked page to this office.

