

ADJUNCT FACULTY HANDBOOK

BOSSIER PARISH COMMUNITY COLLEGE

BOSSIER CITY, LOUISIANA

2008-2009

FORWARD

All statements referenced in this document have been summarized from current policy and are regarded as the official policies of the College. *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's or the Board of Supervisors for the Louisiana Community and Technical College System's policy or practices supersede the information in this handbook.*

Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

SECTION I.

Philosophy

A. Philosophy Statement

Bossier Parish Community College has a long tradition of innovation, flexibility, and sensitivity to student needs. Philosophically, the College maintains an educational environment which

1. Promotes integrity and inquiry in students without emphasis on past academic performance;
2. Encourages the achievement of full potential and the pursuit of lifelong learning; and
3. Promotes continuous improvement and accountability with an effective program for planning, managing, and assessing services and programs of the College.

B. Mission Statement

The mission of Bossier Parish Community College is to provide instruction and service to its community. This 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.

Bossier Parish Community College is a two-year coeducational public institution located in Bossier City, Louisiana. Created by the Louisiana legislature in 1966, the College serves both traditional and non-traditional students from Northwest Louisiana and the surrounding area. Bossier Parish Community College offers programs leading to academic certificates and associate degrees in addition to courses for transfer and non-credit. The College has an open-admissions policy and offers to individuals, without discrimination, the opportunity to pursue a variety of educational goals at a reasonable cost.

To achieve its mission of instruction and service, Bossier Parish Community College is committed to fulfilling the following institutional goals:

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

C. General Education Competencies

Bossier Parish Community College considers “general education” to be a common body of skills, knowledge, and values to which all graduates should be exposed and for which we may determine certain levels of competency. Specifically, these competencies are reading, writing, computing, interpersonal communication, critical thinking, computer literacy, and library skills. These skills, knowledge, and values are representative of a common body of educational experiences that we view as vital for enabling our graduates to be successful in today’s complex society. They are included in the Appendix of the institutional effectiveness model.

SECTION II.

Policies for Adjunct Instructors At Bossier Parish Community College

The employment of part-time faculty members can provide expertise to enhance the educational effectiveness of an institution but the number of adjunct faculty members must be properly controlled. Part-time faculty members teaching courses for credit must meet the same requirements for professional, experiential, and scholarly preparations as full-time counterparts teaching in the same disciplines.

The institution has established and published comprehensive policies concerning the employment of part-time faculty members. The institution also provides appropriate orientation, supervision, and evaluation for all part-time faculty members. Students taught by part-time faculty members must have access to them for purposes of academic assistance; therefore, it is essential that procedures to ensure access are clearly stated and made known.

Beyond these criteria, BPCC holds that there is no substitute for enthusiastic instructors who provide an atmosphere of caring and commitment. Part-time faculty are recruited, hired, and reviewed with these qualities in mind.

The Division Dean assumes the primary responsibility for coordination, oversight, and support of part-time instructional activity. The chair should be consulted by part-time faculty members on all instructional needs.

As with full-time faculty members, adjunct faculty are reviewed by Division Deans on a regular basis, at least once a year. These reviews are opportunities for constructive suggestions for the improvement of the College and professional contributions of the faculty member.

Adjunct instructors are entitled to the basic services and facilities that the College provides. These include use of the library, bookstore and specially marked parking areas.

Part-time instructors, adjunct instructors, and instructors for off-campus courses are employed on a semester to semester basis only. Normally, they will be notified by their Division Dean if their status changes. Classes scheduled to be taught by part-time or adjunct faculty may be given to full-time faculty at the discretion of the Division Dean. Adjunct faculty are not considered to be officially employed even though the contract is signed until they meet their classes for the first time.

A. Duties of Adjunct Instructors

1. Be prepared and organized for all assigned classes.
2. Should it become necessary for you to be absent, notify the head of your division as far in advance as possible. They can be reached by calling 678-6000 and requesting the following extensions:

Liberal Arts	Ms. Holly French	ext. 6132
Mathematics/Technical Education	Mr. Frank Viviano	ext. 6363
Behavioral Science	Ms. Michelle Mitchell	ext. 6208
Business	Ms. Peggy Fuller	ext. 6133
Science	Mrs. Carolyn Burroughs	ext. 6082
Telecommunications	Mr. Larry Powell	ext. 6304
Allied Health	Ms. Carolyn Burroughs	ext. 6082
Off Campus Program	Mr. Ron Mitchell	ext. 6209
Developmental Education	Mr. Luke Dowden	ext. 6148

3. Be available to students for at least thirty minutes prior to the beginning of class.
4. Support BPCC by creating and building good will within the community and the surrounding area.
5. Support other faculty and staff members by offering relevant suggestions.
6. Study available texts to assure that the best text is being adopted for classroom use.
7. Know what books and periodicals are available in the BPCC Library that apply to areas taught and encourage students to read those materials in addition to the text.
8. Recommend acquisition of materials to upgrade the library and keep holdings current.
9. Administer tests (examinations) as needed to gauge students' progress.
10. Start classes on-time and document absentees and tardiness.
11. All classes are scheduled to meet for three hours per week. It is incumbent on a member of the adjunct faculty to arrange classroom activities to ensure that students receive at least 150 minutes of instruction per week.
12. Final grade sheets must be prepared and returned to the Registrar on or prior to the date published in the final test schedule. A copy of the grade book must be turned

in to the Division Dean.

13. Arrangements for audiovisual equipment must be made with one of the librarians.
14. Each student must be acquainted with the requirements of the course at the beginning of the semester. This should include a student information sheet. It should be clear to the students at the beginning of the semester as to what is expected of them, including all course requirements and grading procedures.

B. Academic Freedom

As an institution of higher education, Bossier Parish Community College acknowledges its commitment to the concept of academic freedom. Faculty members and students must be free to pursue scholarly inquiry in their classrooms and in their research. This respect for intellectual freedom is essential, not only for the development of knowledge, but also for the maintenance of excellence in the educational program of the College.

Bossier Parish Community College recognizes that the commitment to academic freedom involves responsibilities as well as privileges. Faculty members have an obligation to maintain academic competence and professional integrity. As private citizens, faculty members may speak freely on controversial matters, but they should exercise the prudence expected of scholars and should indicate that they are not speaking on behalf of this institution.

C. Commencement

Part-time faculty are welcome (not mandatory) to participate in graduation. Faculty are to wear their school colors at graduation and march with the graduating students as designated by the Graduation Committee.

Academic attire may be ordered through the administrative offices and are maintained by each individual member of the faculty.

D. Classroom Rosters and Final Grade Sheets

The class roster is a two-part form that shows the instructor and registrar who is enrolled in each class. The top portion of the form is the instructor's original roll. The second part of the form is a copy called the verification sheet. On the verification sheet, the following information should be noted:

1. If the student's name does not appear on the roll but the student is attending the class
2. If a student on the roll is not attending class

3. If a student's name is incorrect

The names of students who drop the course will continue to appear on the class roster. Final grade sheets are issued at the beginning of the final exam week. The only names that should not appear on the final grade sheet will be those students who did not pay tuition and those who were refunded tuition.

The temporary classroom roster is usually made available for distribution on the first day of class. The final classroom roster will be distributed after the last day for refunding tuition, usually within 2 ½ weeks after the beginning of the semester.

E. Grading System

“A” The grade of “A” has a value of four quality points per semester hour and is given for superior work.

“B” The grade of “B” has a value of three quality points per semester hour and is given for above average work.

“C” The grade of “C” has a value of two quality points per semester hour and is given for average work.

“D” The grade of “D” has a value of one quality point per semester hour and is given for a quality of work that is considered minimum for receiving credit for the course.

“F” The grade of “F” has a value of zero quality points and is given for a quality of work that is considered unacceptable for receiving credit for the course.

“I” The grade of “I” means incomplete and is given for work which, because of circumstances beyond the student's control, is incomplete. A time limit may be set by the instructor for completion of the work, but in no case may it be after mid-term of the following semester. A grade of “I” will be converted to a permanent “F” unless it is removed prior to the deadline. An “I” is computed as a temporary “F” on a student's transcript until it is changed after the completion of all work for the course in question.

“W” The grade of “W” is given when a student drops or resigns from a course prior to mid-term. Any student who has a passing grade and drops or resigns at least one week prior to the beginning of final examinations is given the grade of “W.”

“WF” The grade of “WF” is given when a student who is failing a course drops or resigns after mid-term before the final date to drop for the semester.

“S” The grade of “S” is given for work which meets or exceeds the requirements for a course taught on a pass-fail option. The grade of “S” is also given when a student successfully completes a credit examination. Grades of “S” are not used to compute a grade point average.

“U” The grade of “U” is given for work which is below the requirements for a course taught on a pass-fail option.

F. Final Examinations

Final examinations are required in all courses and are to be given in accordance with the schedule published by the Registrar’s Office. 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 instructor. No student is exempt from a final examination.

G. Course Syllabi and Student Information Sheets

Each adjunct instructor is responsible for reviewing and following the syllabi requirements for each class taught. A syllabus is on file with the Division Dean, the Vice Chancellor for Academic Affairs, and the Library.

Each adjunct instructor shall prepare a student information sheet for each class taught using the adopted format. A copy of the student information sheet should be distributed to each student in that class during the first week of classes. A copy of the student information sheet should also be filed with the Division Dean by the end of the first week of class.

H. Makeup Work for Students Absent While Representing the College

It is the policy of the College that students should not be penalized for missing exams or other graded course work while on official school-sponsored trips or other official college functions. This is an agreement that the College has made with students. College policy supersedes student information sheets. This policy does not apply to club meetings, practices of athletic teams or spirit squads, or play rehearsal. Students will be provided guidelines regarding makeup work at a special orientation session. Instructors will receive official notification of all excused absences from the Vice Chancellor for Student Services.

I. Office Hours for Faculty

Adjunct faculty are expected to be available at least 30 minutes prior to class. This schedule must be published and distributed to the Chair, Vice Chancellor for Academic Affairs, and each student.

J. Student Conferences Resulting from Student Complaints

The right of each student to voice a concern or complaint regarding any facet of the College is reserved. Academic concerns of the students should be addressed, first, to the faculty member involved, if appropriate. Should the student not find resolution, he or she has the right to address the

concern to the appropriate division head. To seek resolution beyond these attempts, the student may address the concern to either the Executive Dean of Instruction or the Vice Chancellor for Academic Affairs.

K. Attendance Policy

All faculty are required to enforce the BPCC class attendance policies, as described in the College catalog and student handbook. Students exceeding the allowable number of unexcused absences must be suspended from the course, in accordance with school policies.

SECTION III.

The Faculty

A. Faculty Requirements and Credentials

1. Professional and Educational Requirements. 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.
 - a. Each full-time and part-time faculty member teaching credit courses leading toward the associate degree in each of the areas of business/computer science, humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics 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. Such exceptions must be justified by the institution on an individual basis.
 - b. Each full-time and part-time faculty member teaching courses in professional, occupational, and the 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 at least a master's degree or hold the minimum of the master's degree with a major in the teaching discipline.
 - c. Each full-time and part-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.

2. Faculty Credentials. 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 Human Resources. The Office of Human Resources also requires three letters of recommendation and picture identification.

B. Procedures for Faculty Evaluation

It is the policy of Bossier Parish Community College that faculty be systematically evaluated. Evaluation helps establish shared goals and responsibilities among instructors, students, and administrators. The responsibility for evaluation is shared by students, teaching professionals, Division Deans, the Vice Chancellor for Academic Affairs, and the Chancellor.

1. Administrative Evaluation. The purposes of professional evaluation of faculty by administrative personnel are the improvement of instruction and the encouragement of continued development of all professional staff.
2. Student Evaluation. Faculty evaluations have two major purposes at the College: (1) to give students a voluntary opportunity to provide input that will help faculty improve their classes; and (2) to give administrators student input about the effectiveness of the faculty member's teaching.

The Chancellor and Vice Chancellor for Academic Affairs work closely with the teaching professionals of the College. They encourage, compliment, advise, and suggest changes to staff members during the daily operation of the College, noting especially such areas as cooperative spirit, support of College goals and activities, continued professional development, adherence to policies and practices, attention to records, attendance at meetings, and most importantly, the education and development of the students of Bossier Parish Community College.

3. Faculty Evaluation. The evaluation process begins in the fall of each academic year. Faculty and professional staff establish goals for the calendar year. These goals and the procedures to achieve and evaluate them are agreed upon by the Division Deans and are filed with the Office of Human Resources.
 - a. Student Evaluation of Instruction. Student evaluation of instruction is conducted each semester. The results of the student Evaluation of Instruction are made available to the Division Deans, the instructor being evaluated, and the College administration. A copy of the tabulated results will be placed in the personnel file of each instructor. The College-developed evaluation form is to be used. In addition, individual faculty members may conduct other evaluations in their classes as they find

appropriate.

- b. Administrative Evaluation of Faculty. Each year all faculty and professional staff are evaluated in accordance with appropriate criteria, procedures, and forms. Student evaluations will be included as well as classroom visits. The total evaluation of the faculty or staff member is summarized in writing and placed in the personnel folder of the faculty or staff member.

Bossier Parish Community College Instructor Observation/Evaluation Form Adjunct Faculty

Instructor _____ Division _____

Observer/Evaluator _____ Position _____

CODE: 5=Outstanding 4=Excellent 3=Satisfactory 2=Needs improvement 1=Unsatisfactory N/A=Not applicable

Observation/Evaluation Data

Date of Observation _____ Time/Period _____ Class _____ Pre-Observation Held _____
(Optional)

I. MANAGEMENT

- A. The instructor plans effectively for instruction.
 - 1. Includes activity/activities that develop(s) objectives. _____
 - 2. Identifies and plans for individual differences. _____
- B. The instructor maintains an environment conducive to learning.
 - 1. Organizes available space, materials, and/or equipment to facilitate learning. _____
 - 2. Promotes a positive learning climate. _____
- C. The instructor maximizes the amount of time available for instruction.
 - 1. Manages routines and transitions in a timely manner. _____
 - 2. Manages and/or adjusts allotted time for activities planned. _____
- D. The instructor manages learner behavior to provide productive learning opportunities.
 - 1. Establishes expectations for learner behavior. _____
 - 2. Uses monitoring techniques to facilitate learning. _____
 - 3. Uses acceptable methods of discipline with consistency. _____

NOTES:

Initial: _____
Evaluator Instructor

II. PROFESSIONAL RESPONSIBILITIES

- A. The instructor performs professional responsibilities
 - 1. Communicates effectively with students and staff. _____
 - 2. Assists in enforcing school rules and policies. _____
 - 3. Ensures proper care of textbooks, teaching aids, and equip. _____
- B. The instructor presents self appropriately.
 - 1. Is prompt and dependable. _____
 - 2. Projects well-groomed appearance. _____
 - 3. Displays positive attitude. _____

NOTES:

III. TEACHER-STUDENT RELATIONS

- A. Interacts with student effectively. _____
- B. Exercises patience and self-control. _____
- C. Exhibits respect and concern for all students. _____
- D. Relates and interacts with student in a fair and positive manner. _____
- E. Promotes desire for independent student effort. _____
- F. Assists students to develop positive self-concepts and respect for others. _____

NOTES:

Initial: _____
Evaluator Instructor

IV. INSTRUCTION

- A. The instructor delivers instruction effectively.
 - 1. Uses technique(s) which develop(s) lesson objective(s). _____
 - 2. Sequences lesson to promote learning. _____
 - 3. Uses available teaching material(s) to achieve lesson objective(s). _____
 - 4. Adjusts lesson when appropriate. _____
 - 5. Uses varied teaching approaches and activities. _____
 - 6. Teaches with enthusiasm. _____
- B. The instructor presents appropriate content.
 - 1. Presents content at an educationally appropriate level. _____
 - 2. Presents accurate subject matter. _____
 - 3. Relates relevant examples, unexpected situations, or current events to the content. _____
 - 4. Answers questions correctly and/or directs students to additional sources (Library, labs, learning centers, etc.). _____
 - 5. Demonstrates adequate knowledge of the subject matter. _____
- C. The instructor provides opportunities for student involvement in the learning process.
 - 1. Accommodates individual differences. _____
 - 2. Demonstrates ability to communicate effectively with students. _____
 - 3. Stimulates and encourages higher order thinking at the appropriate educational levels. _____
 - 4. Encourages student participation. _____
 - 5. Uses motivational strategies as needed. _____
- D. The instructor assesses student progress. (Attach test sample and student information sheet.)
 - 1. Administers tests at appropriate intervals. _____
 - 2. Develops appropriate test questions to assess student knowledge. _____
 - 3. Stimulates and encourages higher order thinking at the appropriate educational levels. _____
 - 4. Demonstrates appropriate test construction. _____
 - 5. Uses appropriate and varied question format. _____

NOTES:

Initial: _____
Evaluator Instructor

INSTRUCTOR: _____

OVERALL RATING AT TIME OF OBSERVATION:

Outstanding _____ Excellent _____ Satisfactory _____ Needs Improvement _____ Unsatisfactory _____

Instructor's Signature: _____ Date of Conference: _____

Instructor's Response: _____

Evaluator's Signature: _____ Date of Conference: _____

Comments: _____

SECTION IV.

Bossier Parish Community College Library

The library provides a comprehensive collection of instructional materials that is readily accessible. Qualified professional personnel assist students and faculty members in using the resources of the library. These resources support all programs of the institution and give students opportunities to increase their knowledge. The library serves as a learning center which provides both atmosphere and facilities promoting intellectual, cultural, and aesthetic growth.

A. Library Hours:

Monday through Thursday	7:00a.m. until 9:00p.m.
Friday	7:00a.m. until 4:30p.m.
Saturday	Check posted hours on door
Closed on Sunday and state holidays	

B. Circulation Desk. The circulation desk is one of the focal points of the library. At this desk, materials are checked out, book requests made, reserve books requested, and audiovisual materials returned. Books are to be returned via the book depository outside the building's entrance door. You must have your BPCC ID to check out materials.

C. Card Catalog. The BPCC Library maintains an Online Public Access Catalog (OPAC) to access the collection. The OPAC may be accessed by computers located on the first floor of the Library, in the Technology Resource Center, or from any computer with Internet access at www.bpcc.edu/library/. Material may be accessed through an author, title, subject, keyword or call number search.

D. Call Number. Each book in the library has a call number made up of the Dewey Decimal Classification number and the author's last name. This number appears on the upper left corner of the catalog cards and on the spine of the book. A call number may be accompanied by a location symbol over it, e.g., "R," "La," "C.Lit." Books with these symbols are shelved with the reference collection, the Louisiana collection, and the children's literature collection.

E. Interlibrary Loans. Faculty, staff, and college students may request that materials needed for research which are not available in the library or cannot be purchased or borrowed from other libraries be accessed through interlibrary loan. BPCC is a member of the LOUIS, the Louisiana Library Network, which allows access to university and

public library resources throughout Louisiana. One of the librarians should be consulted for use of this service.

- F. Holds.** Holds may be placed through the online catalog on books which are charged out. The patron will be notified when the book is available.
- G. Course Reserve.** Faculty members may request that specific titles be placed on reserve for their students' use. A Course Reserve Request Form can be found on the library's website.
- H. Reference Collection.** Reference books generally are to be consulted for information rather than read completely. Such works are dictionaries, encyclopedias, handbooks, directories, indexes, and bibliographies. Reference books in the College library are marked with the letter "R" above the call number to distinguish them from the general collection of books.
- I. Louisiana Collection.** A collection of books about Louisiana is kept in the library separate from the other collections and marked with the letters "La" above the call number.
- J. Vertical Files.** Vertical file materials are maintained in an alphabetical arrangement by subjects.
- K. Periodicals.** The College library has subscriptions to over 200 periodicals including magazines, newspapers, and professional journals. Titles and dates available are located in the "Periodical Holdings List" found on each index table, at the circulation desk, and at the OPAC.
- L. Technology Resource Center.** A Technology Resource Center (TRC), located in the Library, provides access to Internet and classroom software. As a member of LOUIS, the Louisiana Library Network, computers in the TRC have access to periodical indices and many full-text articles from periodicals to which the Library does not subscribe.
- M. Electronic Resources.** Electronic books (Ebooks) are available in multiple disciplines. Titles are listed in the library's online catalog.
- N. Circulation Policy.** Circulating books may be borrowed for four weeks. Non-circulation books are to be used within the library. Faculty and staff members may keep a book longer than required if it is necessary for their course work. Faculty members may also send written requests for materials to be charged out on their cards. Such written requests should be given to the librarian.
- O. Audiovisual Materials.** Audiovisual materials may be borrowed by faculty and staff members for personal or classroom use. These materials should be returned as soon as

users are through with them.

- P. Audiovisual Equipment.** Audiovisual equipment is available for faculty and staff members. This equipment is borrowed for one day only and should be returned immediately after use. If needed, special arrangements should be made with the librarians. An Equipment Reserve Request Form may be found on the Library's website.
- Q. Copy Service.** Copy machines are located on the first and second floors. Copies are \$0.10 per copy. Purchased copy cards are required for copier use.
- R. Requests for Purchase of Materials.** Faculty and staff members are encouraged to request books or other materials to be bought for the library. Order request forms are located on the Library's website. Orders are made throughout the year.
- S. Library Instruction.** Library instructional sessions designed to develop student literacy and competency with informational resources and services normally found in college libraries are provided by reference faculty. A Library Class Schedule Request Form is located on the Library's website.

Visit the Library's web page at www.bpcc.edu/library/ for additional information.

SECTION V.

A. Contracts

Only the Chancellor shall have the authority to engage in a contract on behalf of Bossier Parish Community College for both professional and non-professional personnel. The Chancellor shall have the authority to employ and dismiss personnel.

Part-time instructors, adjunct instructors, and instructors for off-campus courses are employed on a semester to semester basis only. Normally, they will be notified by their Division Dean if their status changes. Classes scheduled to be taught by part-time or adjunct faculty may be given to full-time faculty at the discretion of the Division Dean. Adjunct faculty are not considered to be officially employed even though the contract is signed until they meet their classes for the first time.

B. Compensation and Payday Schedule

Adjunct faculty shall be compensated at a rate determined by the Division Dean with the approval of the Vice Chancellor for Academic Affairs and the Chancellor. Salary payments are made in 4 monthly installments beginning one month from the beginning of classes. Distribution dates are usually the last business day of the month.

During the summer semester, payments will be made beginning in accordance with procedures established by the Human Resources Department.

C. Antidiscrimination Policies

The College has developed policies and procedures related to the following areas with goals to maximize opportunities, to make the college experience successful and positive, and to minimize the interruption of experiences in the academic environment for the employee or student:

1. Handicapped Students and Employees. Elevators and ramps are available for handicapped individuals. The main College buildings are on ground level, and inclined walkways allow for mobility from building to building. Modular buildings will be made accessible to all. Registration help is available for handicapped students. Coordination of special services for the handicapped is provided by the Vice Chancellor for Student Services.

Students who require special assistance or academic modifications must request

assistance from Disability Services F250.

Disability Services and the Counseling Office are available to assist instructors when needed to meet modifications.

2. Discriminatory and Derogatory Acts. Acts of a discriminatory or derogatory nature in relation to race, sex, ethnic background, religious beliefs, age, and physical condition will not be tolerated. Individuals who believe that they have been subjected to discriminatory and/or derogatory acts may report the incidents to the Vice Chancellor for Finance and Administration or the Vice Chancellor for Student Services.
3. Sexual Harassment. The College takes the stand that it has an ethical obligation to provide an environment free from sexual harassment and from the fear that it may occur. Policy Procedures developed in the Office of the Vice Chancellor for Student Services and approved by the Administrative Policies Committee are in effect to protect students and employees from sexual harassment and to establish an environment in which such unacceptable behavior will not be tolerated. BPCC Policy Procedures on Sexual Harassment provides a definition for sexual harassment with examples and informal and formal complaint procedures for the resolution of complaints.

D. Code of Professional Ethics

It is the intention of the College to maintain and support the highest levels of professionalism in the execution of its mission. It is expected that each employee demonstrates a professional demeanor and engages in a code of ethics assuring that the College succeeds in its intention. The College is in support of the Code of Ethics of the Education Profession as adopted by the 1975 National Education Association Representative Assembly. A copy of this document is available in the office of the Vice Chancellor for Academic Affairs.

E. Substance Abuse Policy

In compliance with Public Law 101-226, BPCC is a drug-free zone. Possession or consumption of alcoholic beverages or possession of alcoholic beverage containers on campus or during any trip sponsored by the College is prohibited. All local, state, and federal laws are enforced. The use, possession, or distribution of narcotics, stimulants, depressants, mind-expanding or other dangerous drugs, except as expressly permitted by state and/or federal laws, is strictly prohibited under all circumstances.

Assuring compliance with Public Law 101-226, the College distributes a publication which describes the harmful effects of drugs, area treatment, rehabilitation services and facilities, and local, state, and federal laws governing the use of abuse of drugs. This publication is distributed to each employee of the College annually and to each student during class registration

each semester.

F. Personnel Records

The office of Director of Human Resources maintains a file on each instructor that includes materials supplied by the instructor as well as evaluative information. Employees are encouraged to contact that office with questions regarding inclusions or access.

G. Recruitment, Promotion, and Hiring

An outstanding educational program in any school system is dependent upon the employment and retention of the best qualified personnel. This 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 Chancellor, and its staff believe that the College should have the very best instructors available.
2. Recruiting, interviewing, selecting, and assigning all personnel shall be the responsibility of the Vice Chancellor for Academic Affairs.
3. The following factors shall be considered in the selection of professional personnel:
 - a. Educational background;
 - b. As to 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 Director of Human Resources Organization or the Chancellor;
 - g. Results of standardized nondiscriminatory tests may be considered but will not be of themselves determinative.
4. The process of staff selection or promotion shall be free from pressures considered detrimental to the best conduct of the college mission. 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.
5. Personnel shall be assigned on the basis of their qualifications, the needs of the system, and, when possible, the expressed desires of the applicants.
6. When vacancies occur in new or existing positions, such vacancies will be made known to the staff, and anyone who possesses qualifications for the position may apply.

H. Statement on Professional Rights and Responsibilities

Bossier Parish Community College seeks to provide the best possible environment for academic learning, for successful student matriculation, and for appropriate instructor contributions. The College has established and promotes those activities which undergird and provide a foundation for this academic milieu. In achieving these ends, faculty are expected to adhere to professional ethics and to invite attention to the dual responsibilities of professional rights and professional responsibilities. In delivering services to its constituent community, BPCC adheres to standards consistent with the policies of the Louisiana Community and Technical College System Board of Supervisors and Bossier Parish Community College.

The professional appearance of faculty enhances regular faculty duties while allowing each faculty member to provide unique talents to carry out the mission of the College. Faculty, staff, and administration are respected for individual commitment and contribution. It is expected that members of the faculty, staff, and administration present themselves in a manner which elevates the profession in general and BPCC in particular. A codification of professional standards, which is collegiately appropriate, nourishes the ability of BPCC to service the needs of its customers--the students--in a more effective manner. Faculty appearance should elevate

others' perception of the profession, should enhance the learning environment, and should be a visual statement of propriety.

No monotypic professional appearance is standard for an entire college family. Faculty appearance, however, should be consistent with academic freedom, institutional mores, and individual teaching assignments. Faculty presentation should embody both the formal and informal academic activities which may be the responsibilities of each faculty member and should be appropriate to the level of manual exertion, location of the class, and physical neatness of the subject matter. Faculty appearance may accommodate designated "spirit days," which are incorporated into the collegiate environment in a way that promotes faculty camaraderie, supports intra- and interscholastic rivalries, and builds institutional morale. In this manner BPCC serves as a graceful interface between higher education and the community it serves.

I. Activities/Facilities Reservation Requests

An Activities/Facilities Reservation Request form may be required for activities scheduled. The form must be completed in advance of the date or dates desired. If more than one date for the same room is needed, an attachment listing other dates may be used. After checking the room reservation calendar, approval or disapproval will be determined. Persons requesting to reserve a room/facility should inquire as to whether or not an Activities/Reservation Request form is required.

SECTION VI.

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 Campus Police at all times.

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 Counseling Center, Building F, Room 250. Phone 678-6005.