

# **BOSSIER PARISH COMMUNITY COLLEGE FACULTY HANDBOOK**



**This handbook is a living and provisional document as we continue our institutional 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.**

Updated Summer 2017

## Links:

- *BPCC Human Resources Manual* (requires myBPCC login):  
[mybpcc.instructure.com/courses/25522/modules](http://mybpcc.instructure.com/courses/25522/modules)
- *BPCC Student Handbook*:  
[www.bpcc.edu/studenthandbook](http://www.bpcc.edu/studenthandbook)
- BPCC Office of Institutional Research and Assessment:  
[www.bpcc.edu/research](http://www.bpcc.edu/research)
- BPCC Office of Internal Audit:  
[www.bpcc.edu/internalaudit](http://www.bpcc.edu/internalaudit)
- LCTCS Policies:  
[www.lctcs.edu/policies](http://www.lctcs.edu/policies)
- The *Academic Affairs Policies and Procedures Manual*: Available via Canvas in the "Documents" section of the Faculty site.
- Louisiana Board of Regents (BOR):  
[www.regents.la.gov](http://www.regents.la.gov)
- Southern Association of Colleges and Schools Commission on Colleges:  
[www.sacs.org](http://www.sacs.org)

## **INTRODUCTION**

- Scope and Significance
- Revision Procedures

## **THE COLLEGE AND ADMINISTRATION**

- History of the College
- Bossier Parish Community College Mission Statement
- Accreditation
- General Governance
- Planning Council
- Evaluation of Administration
- College Standing Committees
  - College Standing Committee Purpose
  - Committee Selections
  - Appointment of Student Representatives
  - Minutes
  - Quorum
  - Subcommittees
  - Modifications
  - Standing Faculty/Staff Committees of the College
- Program Advisory Committees
- Faculty Senate

## **FACULTY**

- Faculty Personnel Policies
- Policy Statement Regarding Alcohol
- Policy Statement Regarding Illegal Substances
- Policy on Smoking in College Buildings
- Consensual Relationships
- Engagement in Political Activity
- Nepotism
- Outside Employment
- Faculty Rights, Duties, and Responsibilities
- Academic Freedom
- Responsibilities of Academic Faculty
- Duties of the Academic Faculty
- Faculty Personnel Records
- Grievances
- LCTCS Policy for Intellectual Property and Shared Royalties
- Faculty Employment
  - Vacancies, Recruitment, and Hiring
  - Contracts of Employment
  - General Responsibilities of Academic Faculty
  - Overload Sections
  - Summer Semester Employment
  - Conditions of Employment for Faculty
  - Financial Exigency
  - Faculty Credentials
  - Job Description for Instructional Faculty
  - Job Description for Librarians

## **FACULTY EVALUATION AND PROFESSIONAL DEVELOPMENT**

- Criteria for Evaluation of Faculty
- Faculty Rank
- Professional Development
- Travel Policy
- Research
- Grants

## **COMPENSATION**

- Salary
- Pay Schedule
- Additional Compensation
- Fee Reduction for Faculty and Dependents
- Unemployment Compensation
- Gifts and Favors
- Passes to College Sponsored Activities
- Holidays
- College Closures
- Leave Record Establishment and Regulations for All Unclassified, Non-Civil Service Employees
- Benefits

## **POLICIES AND SERVICES PERTAINING TO INSTRUCTION**

- Class Attendance Regulations
- Faculty Calendar Responsibilities
- Electronic Learning
- Class Attendance for Faculty
- Commencement
- Advising of Students
- Grading System
- Academic Extra Credit Policy
- Academic Misconduct
- Grade Appeal Procedure
- Grade Change Procedure
- Procedure for Withdrawing a Student in Accordance with the Attendance Policy
- Semester Examinations and Grade Reporting
- Textbook Policies
- Curriculum Policy

## **CAMPUS SAFETY AND EMERGENCIES**

- Campus Police Authority
- Campus Safety and Security
- Procedures for Reporting Crime and Emergency Situations
- Campus Crime Log
- Security and Access to College Property
- Firearm Free Zone
- Sexual Assault Policy
- On-Campus Disciplinary Actions
- Classroom Security
- Disruptive Students

Classroom Visitors  
Violent Outbreak on Campus  
Active Shooter Policy  
Student Major Disaster Plan: Lockdown or Evacuation  
General Liability Claims  
Preventative Programs  
Counseling Services

# INTRODUCTION

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## 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 2016, 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. 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 [www.lctcs.edu/policies#human-resources](http://www.lctcs.edu/policies#human-resources) 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 and 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. 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

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## History of the College

### 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 both the day and evening divisions, now provided 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.

### 1989

An associate degree in General Studies was approved.

### 1993

An associate degree in Telecommunications was approved.

### 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 newly-created 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 sixteen technical competency area programs to provide short term training for entry level positions in a variety of fields. Associate degrees in General Science and Web Development and Design were approved.

Medical Office Specialist was changed from a certificate program to a technical diploma. The Surgical Technology program was changed to a technical diploma.

**2004**

The entire college moved to its new \$55,000,000 campus on Hwy. 80. An associate degree in Music was added.

**2005**

February 1 was the official Grand Opening of the new campus. Academic certificates in Construction Technology and Legal Secretary were added. The Pharmacy Technician program was changed from a technical diploma to a certificate program.

**2006**

Both the Health and Physical Education Complex and the Performing Arts Theatre officially opened. A certificate of General Studies was added. A CRTT was approved for Respiratory Therapy Technology.

**2007**

An associate degree in Teacher Education was approved.

**2008**

Five associate degrees and one certificate in Cyber Information Technology were implemented. An associate degree in Care and Development of Young Children was approved. A certificate in Theatre was added.

**2010-11**

Athletic fields were opened on the main campus. New academic programs added: Associate degrees - Health Care Management; Construction Technology and Management; Occupational Therapy Assistant; Oil and Gas Production Technology; Nursing; Louisiana Transfer in Arts and Humanities; Louisiana Transfer in Science; Engineering. Certificates - Construction Technology and Management; Music; Oil and Gas Production Technology.

**2011-12**

New academic programs added: Certificates – Information Systems Security Professionals; Senior Systems Managers.

**2012-13**

New academic program added: Certificate – Energy Services

**2013-14**

New academic programs added: Certificates – Advanced Manufacturing and Mechatronics; Business Entrepreneurship; Retail Management. Technical Competency Areas – Cisco CCNA; Server Certification. New vocational training program for students with cognitive disabilities and/or Autism added: the Program for Successful Employment.

**2014-15**

The Center for Advanced Manufacturing and Engineering Technology building opened. New academic programs added: Certificates – Health Information Technology; Programming for Digital Gaming; TCA – Advanced Welding

**2015-16**

The new, renovated Learning Commons (formerly the Library) opened.

## **Bossier Parish Community College Mission Statement**

The mission of Bossier Parish Community College is to promote attainment of educational goals within the community and strengthen the regional economy. This mission is accomplished through the innovative delivery of quality courses and programs that provide sound academic education, broad vocational and career training, continuing education, and varied community services. The College provides a wholesome, ethical, and intellectually stimulating environment in which students develop their academic and vocational 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 Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Bossier Parish Community College.

## **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 Louisiana Community and Technical College System (LCTCS) Board of Supervisors may be found on the BOR and LCTCS websites.

## **Planning Council**

Planning Council membership is comprised of leaders across the campus and represents faculty, staff, and students. Through the Planning Council, members contribute to the College's strategic planning and institutional effectiveness in support of the mission of the

College. Each year, the Planning Council engages in reviewing proposed outcomes for individual units and providing feedback for assessing the achievement of those outcomes. Responsibilities of the Planning Council include periodically reviewing the College's scope and mission, coordinating the College's planning efforts, assessing the performance and effectiveness of the College to suggest strategies for improvement, and providing opportunity for input into the College's decision-making process by every facet of the College community.

### **Evaluation of Administration**

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

- LCTCS President  
[www.lctcs.edu/assets/policies/6.005.pdf](http://www.lctcs.edu/assets/policies/6.005.pdf)
- Chancellor  
[www.lctcs.edu/assets/docs/Agenda/June2016/H.13.Policy6.013ChanDirEval.pdf](http://www.lctcs.edu/assets/docs/Agenda/June2016/H.13.Policy6.013ChanDirEval.pdf)

Policies for evaluation of vice chancellors, academic deans, and other personnel are available upon request. Contact the appropriate Dean or Human Resources if questions arise concerning any evaluation process involving BPCC 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. 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. Some exceptions apply based upon the purpose of the committee.

### **Appointment of Student Representatives**

Student members shall be nominated by the Student Government Association (SGA) and approved by the Vice Chancellor for Student Services to serve one year terms on selected committees.

## **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, to the appropriate Vice Chancellor, and the Director of Institutional Research and Assessment.

## **Quorum**

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

## **Subcommittees/Ad Hoc Committees**

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 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 or appropriate personnel to whom each committee reports.

**Academic Affairs and Curriculum Committee:** The Academic Affairs and Curriculum Committee makes recommendations in academic policies and curricular changes. The committee serves as the primary mechanism by which proposed changes are reviewed, revised, and approved. The Committee reviews changes in College programs and courses via suggestions by members of the faculty through the academic deans. The Committee examines initial and current degree requirements and is responsible for student information sheet and syllabi formats. VCAA

**Academic Grade Appeals Committee:** The Bossier Parish Community College Academic Grade Appeals Committee serves in a hearing capacity with the purpose of rendering a group judgment on appeals of final grades. This committee serves as recourse for the student to explain circumstances that led to his/her current academic standings in accordance with the established grade appeal process. VCSS

**Academic Standing Appeals Committee:** The Bossier Parish Community College Academic Standing Appeals Committee serves in a hearing capacity with the purpose of rendering a group judgment, including revisions of probationary status and readmission of suspensions. This committee serves as recourse for the student to explain circumstances that led to his/her current academic standings. The committee also evaluates the College admissions policies and procedures for accuracy and compliance with state regulations. VCSS

**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. VCSS

**Christmas Show Committee:** This committee organizes and produces the annual BPC Christmas Show. VCAA

**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 and the Staff Senate who are representative of the major academic and organizational divisions of the College. VCAA

**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 and/or academic misconduct cases referred by the Vice Chancellor of Student Services 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. VCSS

**Electronic Learning Committee:** The Electronic 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. VCAA

**Faculty Alternative Credentialing Committee:** The Faculty Alternative Credentialing Committee considers requests for exceptions to academic criteria for teaching faculty. The College is committed to maintaining standards for its teaching faculty that reflect a commitment to teaching excellence and that are consistent with guidelines set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). In some cases, exceptions to these criteria may be considered when an individual does not fully meet the SACSCOC criteria but has demonstrated exceptional scholarly, creative, or professional expertise in the teaching discipline. Approved alternative credentialing is for specific courses within a discipline and is valid indefinitely, unless otherwise indicated. In accordance with the College's credentialing policy, applications for alternative credentialing are to be submitted in advance of the associated teaching semester and are reviewed by the Faculty Alternative Credentialing Committee for approval or denial. VCAA

**Faculty Evaluation Policy Committee:** The purpose of the Faculty Evaluation Policy 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. VCAA

**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. VCAA

**Faculty/Staff Development Committee:** The Faculty/Staff Development Committee supports the College's Professional Development Program, which offers a variety of presentations and workshops each semester to aid College faculty and staff in professional growth and in their efforts to promote student success and access. VCAA

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

**General Education Assessment Committee:** Makes recommendations regarding the academic curriculum at the College. Makes recommendations regarding definition and assessment of general education competencies at the College, and reviews internal and external, direct and indirect measurements, which are used to assess general education core competencies. VCAA

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

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

**Multicultural Affairs Committee:** The mission of the Multicultural Affairs Committee is to promote diversity by supporting and collaborating with other divisions or organizations to foster multiculturalism and provide events and resources to meet the needs of the College's diverse students, faculty, and staff. DHR

**Promotion Policy Committee:** The purpose of the Promotion Policy Committee is to develop and submit to the Louisiana Community and Technical College System Board of Supervisors policies for promotions in rank 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. VCAA

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

**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. DHR

**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. VCSS

**Sexual Harassment Committee:** The purpose of this committee is to review information concerning sexual harassment policies on campus. VCSS

**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 Services Division. VCSS

**Student Technology Fee Committee:** The Student Technology Fee 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 Student Technology Fee 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. VCSS

**Violence in the Workplace 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. DHR

### **Program Advisory Committees**

BPCC utilizes advisory committees to assure that the college is meeting the needs of the community. Advisory committees for academic programs 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 Dean. 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, Dean, and Vice Chancellor keep minutes of advisory committee meetings for Academic Affairs. The minutes are distributed to committee members.

### **Bossier Parish Community College Faculty Senate**

The purpose of the Bossier Parish Community College Faculty Senate (herein referred to as the Senate) shall be to promote the general welfare of the College; to discuss and express views on matters 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 the faculty in discussions of controversial issues; and, to request from the administrative officials of the College information which might influence policies and recommendations. The Faculty Senate Constitution can be found at <http://bpcc.edu/facultysenate/documents/constitution.pdf>.



# FACULTY

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## **Faculty Personnel Policies**

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:

[www.lctcs.edu/assets/Policy\\_6.030\\_SystemPolicyDrug\\_Free\\_Workplace\\_approved\\_041316.pdf](http://www.lctcs.edu/assets/Policy_6.030_SystemPolicyDrug_Free_Workplace_approved_041316.pdf)

## **Policy on Smoking in College Buildings**

Bossier Parish Community College seeks to provide a safe, healthy, pleasant environment for its faculty, staff, and students. To this end, the use of smoke-producing tobacco products and the advertising, sale, free distribution, and discarding of such tobacco products shall be prohibited in all indoor and outdoor facilities and in all state-owned vehicles.

## **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:

[www.lctcs.edu/assets/docs/FinanceAndAdministration/6.008.pdf](http://www.lctcs.edu/assets/docs/FinanceAndAdministration/6.008.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:

[www.lctcs.edu/assets/docs/FinanceAndAdministration/6.019.pdf](http://www.lctcs.edu/assets/docs/FinanceAndAdministration/6.019.pdf)

## **Nepotism**

The LCTCS has established a comprehensive policy concerning employment of members of the same family: [www.lctcs.edu/assets/docs/FinanceAndAdministration/6.009.pdf](http://www.lctcs.edu/assets/docs/FinanceAndAdministration/6.009.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:

[www.lctcs.edu/assets/docs/FinanceAndAdministration/SystemPolicyOutsideEmployment%20ApprvLCTCS%20BOR%20Ethics11082005Revised06.07ApprvLCTCSBOREthics050808.pdf](http://www.lctcs.edu/assets/docs/FinanceAndAdministration/SystemPolicyOutsideEmployment%20ApprvLCTCS%20BOR%20Ethics11082005Revised06.07ApprvLCTCSBOREthics050808.pdf)

For additional information concerning this and other areas in the sphere of BPCC's Office of Internal Audit, please see the following web page: [www.bpcc.edu/internalaudit](http://www.bpcc.edu/internalaudit)

## **Faculty Rights, Duties, and Responsibilities**

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

## **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 promote the mission of Bossier Parish Community College. 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.

## **Grievances**

Grievance procedures are explained in detail in the Human Resources Manual.

In addition, the LCTCS has outlined grievance procedures:

[www.lctcs.edu/assets/policies/6.015.pdf](http://www.lctcs.edu/assets/policies/6.015.pdf)

## **LCTCS Policy for Intellectual Property and Shared Royalties**

BPCC abides by the LCTCS policy for intellectual property and shared royalties. In policy #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 the 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 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 [www.lctcs.edu/assets/docs/FinanceAndAdministration/1.042.pdf](http://www.lctcs.edu/assets/docs/FinanceAndAdministration/1.042.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 shall be established to review applications for vacant and new faculty positions within an academic division. Three full-time faculty members selected from the appropriate academic division/discipline by faculty members of that Division along with the Dean 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 Dean. The Dean 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.

4. The following factors shall be considered in the selection of professional personnel:
  - a. Educational background;
  - b. Institution attended
    - i. Accreditation;
    - ii. Type of educational program;
    - iii. Degree(s) earned;
    - iv. Credits earned (education, majors, minors, electives); and
    - v. 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 Dean and members of the search committee;
  - g. Results of standardized nondiscriminatory tests may be considered but will not be of themselves determinative.
5. 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.
6. Personnel shall be assigned on the basis of their qualifications, the needs of the system, and, when possible, the expressed desires of the applicants.
7. 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:  
[www.lctcs.edu/assets/docs/FinanceAndAdministration/6.032.pdf](http://www.lctcs.edu/assets/docs/FinanceAndAdministration/6.032.pdf)

### **Contracts of Employment**

Please see the LCTCS policy for 9- and 12-month faculty:  
[www.lctcs.edu/assets/docs/FinanceAndAdministration/6.007.pdf](http://www.lctcs.edu/assets/docs/FinanceAndAdministration/6.007.pdf)

### **General Responsibilities of Academic Faculty**

BPCC 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 Dean 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 Dean and the Vice Chancellor for Academic Affairs.

### **Overload Sections**

A faculty member may request additional hours 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. The Dean and the Vice Chancellor may grant approval of these requests for Academic Affairs, and approval is based on the best interest of the college. Overload contracts are offered at the conclusion of registration by the Deans 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. Deans make Summer Semester assignments with approval of the Vice Chancellor for Academic Affairs.

### **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 is 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 Description for Instructional Faculty" and "Job Description for Librarians." LCTCS provides a definition of the policy for the employment relationship: [www.lctcs.edu/assets/docs/FinanceAndAdministration/6.016.pdf](http://www.lctcs.edu/assets/docs/FinanceAndAdministration/6.016.pdf)

### **Financial Exigency**

The overall LCTCS policy concerning reduction in force is available online: [www.lctcs.edu/assets/Policy\\_revision\\_6\\_026\\_Financial\\_Exigency\\_RIF\\_approved\\_03142016.pdf](http://www.lctcs.edu/assets/Policy_revision_6_026_Financial_Exigency_RIF_approved_03142016.pdf)

Please note that a Force Majeure Exigency Policy was created to contend with the impact of Hurricanes Rita and Katrina. [www.lctcs.edu/assets/policies/6.034.pdf](http://www.lctcs.edu/assets/policies/6.034.pdf)

### **Faculty Credentials**

Bossier Parish Community College seeks to retain the most credentialed and outstanding faculty, both full-time and part-time, to provide high quality instruction for students. To that end, the College has adopted policies and procedures to ensure compliance with Comprehensive Standard 3.7.1 of the SACSCOC *Principles of Accreditation*, which reads as follows:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

To assist colleges in interpreting the standard, SACSCOC also defines minimum standards for institutional compliance and guidance in hiring as they apply to courses offered at the associate degree level:

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

It is the policy of the College that faculty teaching general education courses and courses that are designed for transfer (such as courses identified on the statewide Articulation Matrix) possess a minimum of a Master's degree with at least 18 graduate hours in the discipline.

If the candidate does not possess, at a minimum, the academic background in the teaching discipline as identified in the SACSCOC explicit credentials, then that candidate may be alternatively credentialed by the Faculty Alternative Credentialing Committee. Sufficient objective documentation to support demonstrated outstanding experience is required to warrant consideration. Justification may be based on

- Related work experiences in the field
- Professional licensure and certifications
- Appropriate honors and awards
- Documented excellence in teaching
- Other demonstrated competencies and achievements that contribute to effective teaching

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 Human Resources Department. 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.

### **Job Description for Instructional Faculty**

Full-time instructional faculty report to the Division Dean and are expected to carry out the following duties in a professional, ethical, and collegial manner that enhances the purpose of the College:

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 policies.
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 such that the learning process is facilitated for students with varying learning styles.
5. Utilize appropriate classroom management to 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 on the first day of class, course syllabi 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 division office at the end of each semester.
12. Monitor the enrollment of students in classes by directing students who are not officially enrolled to the appropriate 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 submitting grade roster, reporting non-attendance of students, withdrawing students from classes for excessive absences, and by 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, including the use of computers and related strategies, in the classroom as appropriate.
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 the use of food in the classroom, smoking within College buildings, drugs on campus, and the destruction and misuse of all 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, departmental meetings, and spring graduation.
24. Be receptive to requests from colleagues, students, and administrators to serve in a voluntary capacity in such situations as coverage of a colleague's class on an emergency basis, coverage of the divisional office on an as needed basis, speaking engagements, recruitment activities, assisting in or supporting student activities, assisting at local conferences.
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 are required to be available for a minimum of 25 hours per week over a five-day week for instructional responsibilities and meeting with students. The teaching responsibility consists of 15 (fifteen) contact hours (or the equivalent thereof) per week possibly in a combination of day, weekend, online, and evening classes. Office hours, which are designated for the availability of faculty to students and other official college responsibilities, and are exclusive of other activities in other locations, should be consistent with the times of the teaching schedule and must be posted by the first day of class. A faculty member's teaching hours and office hours must total at least 25 hours per week, with no fewer than 10 (ten) office hours (typically 2 hours a day – however, if programmatic needs require an alternate schedule to accommodate the needs of the students and the program, then the Dean may approve an alternate schedule). These 25 hours are exclusive of any additional hours for any contractual obligations such as overload or extra contract courses.
27. Faculty on released time must contribute a proportional amount of a 40-hour week in return for a percentage release from instructional responsibilities.
28. Represent the College in manner, appearance, and behavior that promote a positive image of the College within the community.
29. 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. Serve as library liaisons to each academic division.
10. Maximize the use of advanced technology in the library as appropriate, including the use of computers and related strategies.
11. Obey and enforce College policies that prohibit the consumption of food and cell phone usage in the library's public areas, smoking within College buildings, drugs on campus, and the destruction and misuse of all College property.
12. Provide library services in accordance with the Americans with Disabilities Act of 1990, College and federal harassment policies, and other legal requirements.
13. Participate in training sessions that update the library faculty and familiarize users with information access skills.
14. Assist in registration during the regular registration period as needed.
15. Participate in committee activities within the division and at the campus and College levels.
16. Attend faculty meetings, departmental meetings, and graduation.
17. Attend meetings as required.
18. Be receptive to requests from colleagues, students and administrators to serve in voluntary capacity such as participating in speaking engagements and recruitment activities, assisting at local conferences, or participating in fund-raising activities.
19. Communicate effectively with students, colleagues, and supervisors and utilize appropriate channels of communication with all members of the College community.
20. Be accountable for 40 hours per week (12-month librarians).
21. Represent the College in a manner, appearance, and behavior so as to promote a positive image of the College within the community.
22. Perform other duties as assigned.

# FACULTY EVALUATION AND PROFESSIONAL DEVELOPMENT

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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), and continuation. Each academic dean is responsible for seeing that established procedures are followed.

## Criteria for Evaluation of Faculty

Full-time faculty evaluations are based upon the areas listed below.

1. Professional Growth. At the beginning of the fall semester, each faculty member shall submit professional growth goals for that year. 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 Dean 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 Dean to discuss evaluation results. Performance in achieving the goals will result in a score that represents 10% of the faculty member's evaluation score.
2. Student Evaluations. Faculty are to be evaluated by students during the fall and spring 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 Dean, and the student evaluation score represents 5% of the faculty member's annual evaluation score. The College-developed evaluation form for instructional faculty is to be used across campus and is administered online through Canvas, and for non-teaching faculty, such as librarians, an online survey is completed by students through the Student Life Group section. Evaluation procedures must ensure that the anonymity of the student is preserved. Student evaluation scores of instruction for classes taught on an extra-service contract will not be taken into consideration in calculating a full-time faculty member's annual evaluation score.
3. Community Service. The College is committed to serving its community through service outside of the classroom in addition to providing education and instruction. Therefore, each full-time faculty member will receive a score based upon a number of community service hours completed during the academic year; this score represents 10% of the annual evaluation score. Criteria for the community service score is outlined in the BPCF Faculty Evaluation Plan in Canvas.
4. Administrative Evaluation of Faculty. Prior to the end of the semester, each academic dean will evaluate the faculty member by (1) observing in-classroom performance, online-classroom performance, or librarian performance, and (2) by evaluating the faculty member's performance of ancillary functions, including institutional service. The observation of instructional or librarian performance represents 70% of the faculty member's annual evaluation score, and criteria for the observation is listed in the BPCF Faculty Evaluation Plan located in Canvas. Institutional service includes, but is not

limited to, activities such as maintaining office hours, submitting timely records, and advising and represents 10% of the faculty member's annual evaluation score.

At the end of the spring semester, each academic dean must discuss formally with each faculty member the status and performance of that faculty member as part of the annual evaluation process. 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 and progress toward advanced degrees, when appropriate for improving performance or expertise. The observation of classroom or librarian performance, student evaluations, professional growth goals, and institutional and community service 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 Dean and faculty member. A copy will be placed in the appropriate personnel file and one copy must be given to the faculty member.

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 course work 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 Canvas platform. The evaluation packet is in the "Forms" folder in "Documents" for the "Faculty" section of the BPCC Canvas "Community" and "My BPCC" screens.

Please see the LCTCS policy for "Performance Evaluation and Salary Increases" at: [www.lctcs.edu/assets/docs/FinanceAndAdministration/6.010.pdf](http://www.lctcs.edu/assets/docs/FinanceAndAdministration/6.010.pdf)

## **Faculty Rank**

Full-time faculty ranks include Instructor, Assistant Professor, Associate Professor, and Professor. The procedures and policies associated with promotion in rank are explained in detail under "Promotion" in the "Community" section of BPCC Canvas. In addition to full explanation, forms necessary for completing the promotion packet are available from this source.

## **Professional Development**

In order to enhance their instruction and performance, faculty may attend professional development events offered both on-campus and off-campus. Professional development that interferes with scheduled classroom instruction time must be approved by the Division Dean. Information about professional development is located under "Professional Growth & Development" in the "Faculty" section of BPCC's Canvas "Community."

## **Travel Policy**

Faculty may need to travel for College business periodically as part of their duties or for professional development. 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. Travel policies and information can be found through BPCC's website through the Finance Office. These travel regulations are available online at [www.doa.la.gov/Pages/osp/Travel/Index.aspx](http://www.doa.la.gov/Pages/osp/Travel/Index.aspx). Trip authorizations must be completed and approved for travel related to College business.

## **Research**

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. Further, the Office of Institutional Research and Assessment houses and collects College data upon request.

## **Grants**

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

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## **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 every two weeks. The LCTCS policy for 9-12 month contracts can be found at: [www.lctcs.edu/assets/docs/FinanceAndAdministration/6.007.pdf](http://www.lctcs.edu/assets/docs/FinanceAndAdministration/6.007.pdf)

Pay-schedule tables are available via the Human Resources web page at [www.bpcc.edu/humanresources/payschedules.html](http://www.bpcc.edu/humanresources/payschedules.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 Dean 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 Dean.

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 are on nine-month contracts and are 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 are paid a minimum of \$1950 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 are paid a minimum of \$1950 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 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 Dean 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:

[www.lctcs.edu/assets/6.037\\_rev\\_01152016\\_Tuition\\_Exemption\\_for\\_Full\\_Time\\_Employees.pdf](http://www.lctcs.edu/assets/6.037_rev_01152016_Tuition_Exemption_for_Full_Time_Employees.pdf)

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

[www.lctcs.edu/assets/docs/FinanceAndAdministration/5.025.pdf](http://www.lctcs.edu/assets/docs/FinanceAndAdministration/5.025.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 approves 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 hour's equivalent to the legal holiday through appropriate compensatory time or overtime 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 losses of income, benefits, or leave.

## **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: [www.lctcs.edu/assets/Policy\\_6\\_003\\_Leave\\_Policy\\_approved\\_041316.pdf](http://www.lctcs.edu/assets/Policy_6_003_Leave_Policy_approved_041316.pdf)

## **Benefits**

Benefits, including insurance and retirement, are handled through the Human Resources offices. Faculty should refer to the Human Resources Manual located in Canvas for specific policies and information.



# POLICIES AND SERVICES PERTAINING TO INSTRUCTION

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## **Class Attendance Regulations**

Following is the attendance policy as written in the *BPCCC 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.

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 Syllabus. Ultimately, each faculty member's individual Syllabus will serve as the governing attendance policy for a particular class and may differ from others based on academic discipline, teaching philosophy, or instructional necessities. Students should refer to each of their instructors' Syllabi for guidance and seek immediate clarification from their instructors if needed.
2. Any student who ceases to attend a class may be subject to a College-Initiated Withdrawal. A student who wishes to withdraw from a course or resign from the College must do so officially by withdrawing from classes online through LOLA.
3. When a student has missed 15% of a course, the instructor may remove the student by assigning a College-Initiated Withdrawal. As a result of this action, the student will receive a grade of "WN" for the course if action is initiated prior to the last day to drop. **NOTICE: More restrictive attendance requirements may apply in some specialized classes such as laboratory, activity, and clinical courses because of the nature of those courses. Neither the instructor nor the College assumes responsibility for students who are absent from these classes.**
4. Students who are absent due to participation in school-sanctioned activities, mandatory military exercises, mandated appearance in a court of law (jury duty or subpoena obligations), or physician documented physical or emotional condition must submit official documentation to the instructor to be eligible for assistance in meeting missed course requirements.
5. Students who are receiving any type of financial aid, scholarships or tuition assistance should consult the rules governing that aid before withdrawing from a course or resigning from the College.

Note: Financial Aid Students: Please refer to the [Financial Aid Policy](#) regarding attendance and withdrawal.

## **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 Dean.

### **Electronic Learning**

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

BPCCC's Division of E-Learning maintains information for students and faculty at: [www.bpcc.edu/educationaltechnology/policiesprocedures.html](http://www.bpcc.edu/educationaltechnology/policiesprocedures.html).

LCTCS e-learning policies also are available via the Internet: [www.lctcs.edu/policies/#eLearning](http://www.lctcs.edu/policies/#eLearning)

All BPCCC faculty members are required to participate in Canvas 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 Dean must approve deviations. In case of illness, emergencies, or death in the family, prompt notification of the Dean is required. Arrangements are to be coordinated through the Dean 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 Dean. 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 Deans.

### **Advising Students**

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.

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 Dean. 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, BPCC faculty cannot guarantee transferability of courses beyond the general information available in the current course "crosswalk."

Advising material is available via Canvas.

### **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. The College Grading System is as follows:

- "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 excellent 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 work that is considered minimum for receiving credit for the course.
  
- "F"      The grade of "F" has a value of zero quality points per semester hour and is given for a quality of work that is 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 that be after mid-term of the spring semester according to the Academic Calendar for courses taken in fall semester and not after mid-term of fall semester according to the Academic Calendar for courses taken in the spring or summer semesters. A grade of "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. If the coursework has not been completed by mid-term of the following semester according to the Academic Calendar, a grade of "F" will be reported.
  
- "W"      The grade of "W" is given when a student drops or resigns from a course prior to the drop date published in the Academic Calendar if regular attendance is maintained.

- "WN" Any student who ceases to attend a class may be subject to a College-Initiated Withdrawal. A student who wishes to withdraw from a course or resign from the College must do so officially by completing the required admissions forms. When a student has missed 15% of a course, the instructor may remove the student by assigning a College-Initiated Withdrawal. As a result of this action, the student will receive a grade of "WN" for the course if action is initiated prior to the last day to drop.
- "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. Cumulative Grade Point Averages, Earned GPAs, and Repeated Courses

Grading scales for courses are indicated on the master syllabus for each course.

Submitting final grades to BPCCC's Registrar now includes using LOLA available via [www.bpcc.edu/lola](http://www.bpcc.edu/lola)

### **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 Dean. Appeals of the decision of the Dean 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 the Vice Chancellor for Student Services 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.

#### A. **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:

- Copying from another student's test;
- Allowing another student to copy from a test paper;
- Using unauthorized materials or documents. Having such forbidden material open in sight of the student will be considered prima facie evidence of use;
- 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;
- Collaboration during a test with any person by giving or receiving information without authority;

- 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;
- Stealing, buying, or otherwise obtaining all or part of an unadministered test, including answers to an unadministered test;
- Selling or giving away all or part of an unadministered test, including answers to an unadministered test;
- Bribing any other person to obtain an unadministered test or information about an unadministered test;
- Substituting for another student, or permitting any other person to substitute for oneself, to take a test;
- 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;
- 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;
- 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;
- 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;
- 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;
- 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;
- 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 by the instructor of record for the student:

- Probation and an Academic Misconduct Counseling Form (AMCF) filed. A "0" on the assignment/test will be given.
- Removal from the course in which the academic misconduct has occurred. A letter grade of "F" in the course will be given.

The following sanctions for acts of academic misconduct may be imposed upon students in academic courses for credit or audit at BPCC only by decision of the Academic Misconduct Appeals Committee within the venue of an Academic Misconduct Appeals hearing:

- Separation from the College for one semester. A letter grade of "F" in the course will be given.
- 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.
- Expulsion from the College. A letter grade of "F" in the course will be given.

### ***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 Vice Chancellor for Student Services and/or the Academic Misconduct Appeals Committee will be applied.

### ***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. Repeat does not apply to grades imposed because of academic misconduct.

## **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, 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 Student 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 (or by email in the instance of an internet course) 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 supervisor 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. In cases concerning distance education students, the meeting

may be held via phone conference or via an online venue such as Skype. The student will be given the opportunity to refute the charges. The instructor and the instructor's supervisor will then jointly determine if the charges are justified or are to be dismissed.

3. If the charges are to be dismissed, the instructor's supervisor will so note on all copies of the Academic Misconduct Counseling Form. The instructor's supervisor 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 student may accept the sanction(s) or may request a meeting with the Vice Chancellor for Student Services. The instructor's supervisor will then send a copy of the Academic Misconduct Counseling Form to the Vice Chancellor for Student Services for further review.
5. The Vice Chancellor for Student Services may dispose of the alleged academic misconduct as being unfounded, may impose administrative sanctions 1 - 2 without a hearing, or may refer the alleged violation to the Academic Misconduct Appeals Committee (a sub-committee of the Disciplinary Hearing Committee) for a formal hearing.
6. The Vice Chancellor for Student Services 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 Services 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 advisor or friend. The 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 Vice Chancellor for Student Services in writing of the outcome of the hearing.
10. The Vice Chancellor for Student Services will inform the student, the academic dean 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 by submitting a written appeal within four (4) working days of the decision of the Committee.

### **Grade Appeal Procedure**

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



## **Appeal Policy**

A student has 45 calendar days from the final posting of a grade to appeal a final course grade received. After 45 days, a student forfeits the right to appeal. Note: This policy does not apply to students disputing grades received on exams, assignments, research papers, clinical rotations, etc. Those kinds of grade disputes must be resolved between the faculty member and the student within the same semester. This policy does not apply to grades students received due to suspension for non-attendance.

## **Appeal Procedure**

1. A student consults the faculty member regarding a disputed course grade within the timeframe listed above. If the faculty member agrees that a course grade change is warranted, the faculty member will complete a BPCC Grade Change Form and forward the form to the Admissions Office with a copy to the dean.
2. If no satisfactory agreement can be reached with the faculty member, or if the student is unable to contact the faculty member, the student contacts the academic dean. Students consulting the academic dean without first meeting with the faculty member will be referred back to the faculty member.
3. The student may consult the academic dean who determines that the student has first failed to reach satisfactory resolution with the faculty member. If no satisfactory conclusion can be reached between the faculty member and the student, the student completes the top portion of the academic appeals form and returns it to the academic dean.
4. The faculty member is contacted by the academic dean and is given a copy of the Student Academic Appeal Form. The faculty member is required to respond, and may add documentation to the Student Academic Appeal Form, and returns it to the academic dean. The academic dean sends the form and documentation to the Registrar.
5. The committee will hold a meeting at which time the student's written appeal and Student Academic Appeal Form will be considered. The committee will make a decision, and the Admissions Office or designee will notify the student. The committee may change a reported grade for a reason or may change a grade in the case of emergency circumstances (e.g., death of a faculty member, faculty member leaving the country, etc.). The Student Academic Appeal Form must be completed and signed by the committee chair.
6. If the committee directs a grade change, a Grade Change Form must be completed and signed by the committee chair. The committee minutes will reflect the official action of the committee. The Registrar or designee will notify the student and the faculty member of the committee's decision.
7. If a student is not satisfied with the Committee's decision, the student may submit a written appeal within four (4) working days to the Chancellor of the College. The Chancellor will respond to the student within ten (10) working days after receipt of the written appeal.

## **Grade Change Procedure**

The teacher must initiate grade changes within forty-five 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 Dean. Approved changes are forwarded to the Office of the Registrar for recording the change and notifying all concerned parties.

## **Procedure for Withdrawing a Student in Accordance with the Attendance Policy**

In accordance with the College Attendance Policy, if a student has missed 15% of a course, the instructor may remove the student by assigning a College-Initiated Withdrawal. As a result of this action, the student will receive a grade of "WN" for the course if action is initiated prior to the last day to drop. The instructor also has the authority to rescind a suspension through LoLa or by contacting the College Registrar.

## **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 Dean 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 on the College website. 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 Dean 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 [www.lctcs.edu/assets/docs/FinanceAndAdministration/6.025.pdf](http://www.lctcs.edu/assets/docs/FinanceAndAdministration/6.025.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. BPCC's curriculum policy is a statement of the clearly defined process, which establishes the curriculum, reviews its efficacy, and evaluates its validity and recognizes the roles of the community, faculty, administration, students, and the governing board. Curricular change is made only after careful review by faculty, administration,

academic deans, the Academic Affairs and Curriculum Committee, the governing board, and other appropriate state agencies. Also, programs are subject to regular program reviews and annual advisory board meetings for determining the appropriateness of the program curriculum and providing opportunities for improvement.

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

**FACULTY:** Faculty has oversight of and responsibility for course syllabi content according to appropriate parameters. Course syllabi are reviewed by the appropriate Deans 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 Academic Affairs and Curriculum Committee using it as the official voice of curricular design recommendations. The Academic Affairs and 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 through membership on program advisory boards. Suggestions for courses and programs are received from these areas. Faculty and administration consider them and appropriate decisions are made.

**ADMINISTRATION:** Deans 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, Division Deans, 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 Academic Affairs and Curriculum Committee (as representatives of the faculty), Division Deans, 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 Dean receives recommendations.
    - i. The Dean discusses the proposal with the Vice Chancellor for Academic Affairs.
    - ii. Should the requested change be a course addition, an appropriate course syllabus should accompany the request.
    - iii. Should the proposal be a new program, the Dean 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. Academic Affairs and Curriculum Committee considers proposals;
    - i. Receives proposal from the Dean and the Vice Chancellor for Academic Affairs (with appropriate forms and/or feasibility study).
    - ii. If further clarification is needed, the Dean should return the documentation to the point of origin of the proposal for improvements.
    - iii. Chair of the committee provides documentation to members and sets date for meeting. The appropriate Dean will attend the meeting. The Chair of the committee may invite to the meeting the person(s) submitting the proposal.
    - iv. Committee member's sign appropriate forms approving/disapproving the proposal.
    - v. 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. Academic Affairs and Curriculum Committee makes recommendation to the Vice Chancellor for Academic Affairs.
    - i. Receives proposal from Academic Affairs and Curriculum Committee.
    - ii. Reviews recommendation made by Academic Affairs and Curriculum Committee.
    - iii. Makes a decision to accept or reject the recommendation.
    - iv. Communicates the decision to appropriate personnel.
    - v. If the proposal is not approved, reasons should be provided.
7. To facilitate the above process, the Academic Affairs and Curriculum Committee Chair, the Dean, 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 [www.lctcs.edu/assets/docs/FinanceAndAdministration/1.034.pdf](http://www.lctcs.edu/assets/docs/FinanceAndAdministration/1.034.pdf)

# CAMPUS SAFETY AND EMERGENCIES

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## **Campus Police Authority**

BPCC is patrolled by both campus police, off-duty and on-duty commissioned Bossier City police officers during all school hours, and 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 at 5:00 p.m., Monday, through Thursday. Campus Watch is in contact with the radio dispatcher 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 Director 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.

## **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**

Campus Security is located in F-104.

In the event of a crime, accident, emergency, or injury occurring on campus, please 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 using any of the following:

- Campus Police: 678-6318 or 678-6195 or 286-4922
- Campus Operator: 678-6292
- Bossier City Police Department: 741-8605
- Bossier City Fire Department: 911
- Notify any uniformed campus police officer.
- Notify any campus watch personnel or faculty/staff member.

Any faculty/staff member can complete an injury/incident report form. Submit the form to the Director of Campus Security in F-104. Safety concerns and questions should be addressed to the following:

Director, Environmental Health and Safety  
David Jones  
Office: J-109  
6220 East Texas Street  
Bossier City, LA 71111  
318-678-6287

### **Campus Crime Log**

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.

### **Security and 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 318-678-6116.

### **Firearm Free Zone**

It is illegal for anyone to carry a firearm on a school campus and BPC is a fire arm free zone. (LA.R.S.14.95.2)

### **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, 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.

### **Classroom Security**

All classroom doors are to remain locked during and between classes.

### **Disruptive Students**

Disruptive students will be required to leave the classroom, and any inappropriate behavior will be reported to the appropriate dean and to the Vice Chancellor for Student Services after class. Security will be called for immediate removal of disruptive students.

### **Classroom Visitors**

The only individuals allowed into classrooms are students, faculty, staff, security officers, and approved visitors.

### **Violent Outbreak on Campus**

All employees and students at BPCC should be observant to possible outbreaks of violence in the classroom or on campus. Report immediately any unusual or potentially dangerous behaviors to Campus Security or proper school authority. If an outbreak does occur, please do the following:

- Always use good judgment according to the situation's circumstances.
- Determine immediate appropriate action, such as evacuation or cover. Act accordingly.
- Notify emergency 911 and proper school authority as soon as possible.
- Remain mentally sharp and cognizant of what is taking place.
- Determine continued appropriate action for yourself and others to minimize injury, etc.
- Provide ALL information possible to the authorities to assist in intelligence gathering.

### **Active Shooter Policy**

To establish guidelines and procedures that will help to ensure the safety and well-being of the Bossier Parish Community College campus community, the College has established an Active Shooter Policy. Details regarding the policy and procedures may be accessed at [www.bpcc.edu/studenthandbook/campussafety.html#activeshooterpolicy](http://www.bpcc.edu/studenthandbook/campussafety.html#activeshooterpolicy). These types of incidents are unpredictable; therefore, the guidelines and procedures may need to be altered, depending upon the situation.

### **Student Major Disaster Plan: Lockdown or Evacuation**

1. In the event of a disaster situation, such as a school shooting or any other life threatening acts, the following guidelines should be adhered to:
  - a. An announcement will be broadcast on the intercom system directing you to go into a lockdown mode or evacuation of the building/campus.
  - b. The lockdown mode consists of five simple steps:
    1. Lock your door from the outside. Most doors are pre-locked, keep door closed at all times.
    2. Turn out the lights.
    3. Move yourself and students away from the door and windows.
    4. Keep everyone quiet and sit down on the floor.
    5. Locate the manila folder containing the RED AND GREEN TAGS. If everything is okay in your room or area, slide the GREEN TAG under the door into the hallway. If there is a problem in your room or area, slide the RED TAG under the door into the hallway.
  - c. If the criminal act has been committed in your building and you are aware of it, immediately go into lockdown without notification. Call 911, BCPD – 318-741-8605,

or Campus Police – 318-678-6318. Stay on the phone with person contacted until emergency has subsided.

d. All staff and faculty that are not in a classroom should lock their office doors and remain out of sight from any windows. If you are located in a front desk type area, you should lock the glass doors, turn out the lights and go to an office with another employee.

e. All physical plant staff should go to a locked closet area or the nearest office.

2. Assessing the threat/situation:

a. The assigned police officers will determine if the threat warrants a continued lockdown, an evacuation, or a return to normal activities.

b. If an evacuation is required, you will be given the evacuation command either on the intercom system or by a police officer in your area. (Room to room)

c. If an officer comes to your room, they will advise you when and how to exit the building and where to go.

d. If the evacuation notice is given by the paging system, you should proceed to the nearest exit or where you are directed by campus personnel and await instructions.

3. BPC Emergency Notification System

**CAVSalert** is an emergency mass notification company that provides BPC with instant notification capabilities during an emergency on campus. Faculty are encouraged to register with CAVSalert to receive timely notifications of campus emergencies. Registration for CAVSalert is available at [www.bpc.edu/emergency](http://www.bpc.edu/emergency).

The information provided to CAVSalert is secure and will not be used for proprietary or nonemergency purposes. Information will only be used for contacting individuals in the event of an emergency and will not be shared.

4. The community will be notified of the emergency situation by the public relations officer. This notification will be conducted through emails and telephone.

5. Campus security is responsible for carrying out the above process. They may be reached at 318-678-6318, 318-678-6195, or 318-286-4922, Mike May, Director.

6. Emergency response and evacuation procedures are tested annually or semi-annually. This test may be announced or unannounced. For reporting purposes, contact David Jones, Environmental Health and Safety Officer, 318-678-6287.

### **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 should be held legally liable.



## **Preventative Programs**

Each semester the Director of Security and the Director of Environmental Health/Safety provide information to faculty, staff, and students. Topics generally include security tips to prevent crime against person and property, sexual assault prevention, and fire safety issues, among others. The College publishes policies that address sexual assault, sexual harassment, anti-bullying, and anti-hazing.

## **Counseling Services**

Crisis intervention services are provided by a team of professional counselors through the Offices of Student Support Services.