

William Rainey Harper College

Faculty Handbook

November 2008

Harper College Faculty Handbook

Table of Contents

I. Welcome.....	1
Foreword.....	1
Philosophy, Mission and Vision Statement	2
Campus Phone Extensions.....	2
II. Academic Information and Procedures.....	3
Academic Freedom.....	3
Academic Honesty Policy	3
Academic Honesty Breach Procedures	4
Advisory Committees for Career Programs	4
Calendar	5
College Catalog and Student Handbook.....	5
Computers – See Section V – Information Technology.....	5
Course Schedules	5
Course Outlines	5
Course Syllabus.....	5
Faculty Development.....	6
Grading System	6
Grade Points	6
Incomplete Grades.....	6
Auditing A Course	7
Withdrawals	7
Pass-Fail	7
Independent Study.....	8
Enrollment and Attendance.....	9
Pre-requisite Report.....	9
Student Records Policy	9
Maintaining and Reporting Grades.....	9
Final Grade Reporting.....	10
Grade Books / Records.....	10
Grants	10
Guest Lecturers	11
Institutional Affiliations and Accreditation.....	12
Media Services	12
Oral English Language Proficiency Program	12
Proficiency Credit.....	12
Resources for Learning.....	12
Library Services	12
Center for Innovative Instruction – Online Learning.....	15
Shared Governance.....	15
Success Services	15
Tutoring Center.....	16
Writing Center.....	16

III. Faculty Policies and Procedures	17
College Hours	17
Collective Bargaining	17
Communications	17
Credentials.....	18
Evaluation	18
Faculty Evaluation Procedure – Non-Tenured Faculty.....	18
Faculty Evaluation Procedure – Tenured Faculty.....	24
Fund Raising.....	29
Intellectual Property Rights	29
Job Descriptions for Faculty.....	29
Career Program Coordinator.....	29
Department Chairperson	30
Library Services Faculty.....	31
Student Development Faculty.....	32
Teaching Faculty.....	33
Director of Forensics	34
Director of Theater	35
Leaves	36
Absence Procedures.....	36
Bereavement Leave	37
Parental Leave	37
Personal Business Leave	37
Sabbatical Leave.....	37
Sick Leave	37
Other Leaves.....	37
Mentors (Contractual and Non-Contractual)	38
Implementation Procedure	38
Non-Contractual Mentors	39
New Faculty Course.....	39
Office Hours.....	40
Personnel Records	40
Professional Development Activities.....	40
Professional Development Credit.....	40
Professor Emeritus.....	41
Professional Expense Reimbursement.....	42
Promotion	42
Reimbursement for College-Related Expenses	43
Release or Waiver Forms	43
Retirement: Post-Retirement Employment Program.....	43
Role in Student Activities	43
Seniority.....	44
Substitute Teachers.....	44
State University Retirement System (SURS)	45
Telephone Communications	45
Tenure Review Process.....	45
Textbook and Instructional Materials	45
Workload.....	46

IV. Employee Benefits.....	47
Employee Assistance Program (EAP)	47
Fringe Benefits.....	47
ID Cards.....	47
Tuition Waivers for Harper Courses.....	47
Wellness Program	48
V. Institutional Operational Policies and Procedures	49
Budget Preparation	49
Employment of Personnel/Federal Immigration Laws.....	49
Emergency Closing of Campus	49
Emergency and Safety Procedures	50
Gifts and Donations	50
Health and Psychological Services.....	51
Information Technology (Computing)	52
Keys and College Property	52
Marketing Services	52
Office of Research	53
Parking Permits and Regulations.....	53
Payroll Procedures	53
Press Relations and Publicity	54
Program Review Process	54
Purchases and Payments for Materials and Supplies.....	54
Student Registration	55
Security and Use of Classrooms.....	56
Smoking Policy	56
Student Services and Procedures.....	57
Academic Advising	57
Assessment and Testing Services.....	57
Counseling Services	57
Ombudsperson and Mediation Services	58
Psychological Crisis Intervention	58
Student Activities Funding	58
Student Complaint Procedures	59
Non-Academic Complaints.....	59
Academic Complaints	59
Student Code of Conduct.....	60
Students with Disabilities	61

VI. Board of Trustees Policies.....	62
Americans with Disabilities Act & Section 504 of the Rehabilitation Act ..	62
Chronic Communicable Diseases	62
Employees	62
Students.....	63
Code of Ethics – Non-Solicitation Policy	63
Copyrights and Patents.....	64
Discrimination	64
Distinguished Faculty Award Selection Process	64
Employment Outside the College	64
Fair Use Policy.....	64
Sexual Harassment Policy	64
Student Records and Educational Rights and Privacy Act.....	64
Workplace Violence	65
Harper College Educational Foundation Gifts In Kind Process.....	65

I. Welcome

Foreword

This Faculty Handbook contains pertinent information to assist full-time faculty members by explaining or directing them to the policies, procedures and processes that are involved in their role and responsibilities as Harper College faculty members. These relate to the operation of the College as a whole and the specific procedures involved in faculty evaluation, student complaints and others.

Specific operating procedures of the College can be accessed either by that area's portal page or by contacting the office, area, or division of the College that is responsible for a given function. The advent of the new Enterprise Resource Processes (ERP) has resulted in some business process changes across the institution. Within this handbook, references to Board Policies, the Negotiated Faculty Agreement, or other manuals can be accessed either on-line or from the office responsible.

To view Board Policies go to MyHarper Portal>Board of Trustees

When the Negotiated Agreement is the source for specific information, this handbook will refer the reader to the Agreement. This Handbook will not repeat or quote the Agreement.

PHILOSOPHY, MISSION AND VISION STATEMENT

Philosophy Statement

William Rainey Harper College is an institution of higher learning, which believes that student success is achieved through academic excellence. In order to help prepare students for the challenges of life and work, the College promotes a diverse curriculum taught by dedicated faculty and supported by qualified staff committed to teaching and learning. The College also recognizes the importance of the community it serves and enriches the cultural and intellectual life as well as the economic development of the Harper district. Finally, the College believes that the education of students must occur in an ethical climate, which affirms and promotes respect for all people.

Mission Statement

William Rainey Harper College is a comprehensive community college dedicated to providing excellent education at an affordable cost, promoting personal growth, enriching the local community and meeting the challenges of a global society. The specific purposes of the College are:

1. To provide the first two years of baccalaureate education in the liberal and fine arts, the natural and social sciences and pre-professional curricula designed to prepare students to transfer to four-year colleges and universities;
2. To provide educational opportunities that enable students to acquire the knowledge and skills necessary to enter a specific career;
3. To provide continuing educational opportunities for professional job training, retraining and upgrading of skills and for personal enrichment and wellness;
4. To provide developmental instruction for under-prepared students and educational opportunities for those who wish to improve their academic abilities and skills.
5. To provide co-curricular opportunities that enhance the learning environment and develop the whole person.

Essential to achieving these purposes are all of the College's resources, support programs and services.

Harper College Vision Statement

Student Success Through Academic Excellence

Harper College Core Values

Integrity

Respect

Excellence

Collaboration

Campus Phone Extensions - Visit MyHarper portal page and search a name using Person Search

II. Harper College Faculty Handbook (Academic Information and Procedures)

Academic Freedom

Academic Freedom is a cornerstone of teaching and learning for faculty, students, and higher education institutions. Article III, A of the Agreement addresses faculty rights and academic freedom.

Academic Honesty Policy

Harper College is strongly committed to the promotion of high ethical standards. Such standards can best be accomplished in an environment where honesty and integrity are practiced. For this reason, the College strongly condemns academic dishonesty. Academic dishonesty includes cheating, plagiarism or other improper appropriation of another's works as one's own and falsifying records to advance one's academic standing.

1. Cheating includes but is not limited to copying answers, stealing and/or disseminating tests or answer keys, using someone else's data in preparation of reports or assignments and assisting others in such practices.
2. Plagiarism involves the presentation of another person's words, ideas, or work as one's own. It includes but is not limited to copying any material, written or non-written, without proper acknowledgement of its source, and paraphrasing another's work or ideas without proper acknowledgement.
3. Falsifying records includes but is not limited to falsifying or improperly altering college records and documents, or knowingly supplying false or misleading information to others (e.g. the College, other educational institutions, or prospective employers).

Any form of academic dishonesty is a serious offense requiring disciplinary measures. Discipline for academic dishonesty involving a specific course shall be first determined by the instructor of the course and may include failure of the specific assignment, project or test, or failure of the course. The student may appeal the instructor's decision in accordance with the College's Student Academic Complaint Procedures, **which are outlined in the student handbook section of the College catalog.** Once the discipline is taken, such as failure of an assignment, a form should be filled out and submitted to the Vice President of Student Affairs. This action enables the College to determine if this particular student is exhibiting a pattern of academic dishonesty. The College can take action if such a pattern is evident.

In cases of academic dishonesty the faculty assigned grade supersedes a student-initiated withdrawal. In cases where disciplinary measures beyond course failure may be deemed appropriate by the instructor, or dishonesty that is not related to a specific course, the student may be disciplined in accordance with the Student Conduct Policy with the appropriate vice president involved in the decision.

Academic Honesty Breach Procedures

When a student violates College policy on academic honesty in a College course, the instructor of the course is encouraged:

1. To take action **as defined in the course syllabus,**
2. **To** forward to the Vice President of Student Affairs on the form following a report on the student about the incident(s) of academic dishonesty, with copies for the teacher and student and/or
3. Pursue a formal complaint under the Student Conduct Policy. Information is available from the Vice President of Student Affairs.

The complete Breach Procedures are available on the Student Affairs portal.

Advisory Committees for Career Programs

All Career Programs will have an Advisory committee. These committees are established to provide communication between the College and its various constituents from the Harper Community. Through this communication, the faculty of Harper College will maintain a constant awareness of the changing career and professional needs of business, industry and government and thus respond to those needs by providing a relevant educational program. These committees will act as support for the programs in identifying needs and their solutions and in all facets of program planning and implementation.

Each Advisory Committee will consist of no fewer than 5 members and no more than 15 members. The members of the committee shall represent members of the community that the college serves and are impacted by the program. Members of the committee can include:

**Business, Industry or Government Community members
Program Coordinator
Current program students or alumni
Harper administrator
Program Adjunct Faculty**

Seventy (70%) of the members must be from outside Harper.

1. **The term of office of committee members shall be for two years; however, members may be reappointed.**
2. **The Program Coordinator recommends individuals for membership to the dean.**
3. **Once the membership is approved, the procedures for annual committee updates apply.**

Calendar

The College Calendar has **two** academic semesters: fall, spring, and a summer **session**. The **semesters** are 17 weeks in length, while the summer **sessions** are **either five- or eight weeks** in length. **The first five- and eight-week summer sessions begin the Monday after graduation in May. Typically, summer session ends the last Thursday in July.** The Calendar Committee reviews and makes recommendations for possible changes **following calendar parameters** to the College President and the President of the Faculty Senate. The Board of Trustees adopts the calendar for each academic year.

College Catalog and Student Handbook

Course descriptions, faculty names and credentials, and numerous procedures relating to student honesty, grading, complaints, etc. are in the College Catalog. It is recommended that faculty familiarize themselves with that publication which is also available on the Harper College Web Site.

Computers – See Section V – Information Technology

Course Schedules

A master Course Schedule is developed for each of the three enrollment sessions of the year, fall and spring semesters and summer term. This schedule of classes is developed by each division and is controlled through the offices of the deans. A rather extensive calendar is necessary in order to have the schedule developed in time for various publications and for the registration web site. The schedule for each term is developed several months prior to each term because of early registration.

Course Outlines

Illinois Community College Board Rules and Regulations require that course outlines be established for every credit course and that they be reviewed on an annual basis by the department. These outlines reflect the actual nature of the course **content and outcomes**.

Course Syllabus

The course outline relates to the generic factors related to a particular course, the course syllabus relates to the interpretation of that course outline for a particular section of a course and contains the instructor's policies and assignments. A syllabus checklist is available on **the Academic Affairs "MyHarper" portal web site**. Faculty members are responsible for establishing class attendance requirements and informing students in writing of their policy and how it affects the grading process. This should be done the first week of class. Academic information including course prerequisites, auditing a course, withdrawals, etc., is found in the College Catalog

Faculty Development (<http://www.harpercollege.edu/facdev>)

Seminars, workshops and occasional graduate courses are offered to full-time and part-time faculty on subjects which assist the faculty members' efforts to create a successful classroom learning environment. For information, please call ext. 6119 between 8:00 am and 4:30 pm, or view the Faculty Development Web site.

Grading System

The grading policy for the College is described in the current College Catalog. It is the responsibility of the individual faculty member not only to decide what criteria will determine the course grade, but also to communicate those requirements in writing to the students. These requirements must be stated clearly in the syllabus that is given to the students at the beginning of the course. A clearly written description of grading criteria is essential as legal protection for the faculty member should an academic complaint be brought by a student. **The syllabus checklist available on the Academic Affairs portal page is an excellent resource.** Grade options and related issues include:

A. Grade Points

Grade points are numerical values, which indicate the scholarship level of the letter grades. Grade points are assigned according to the following scale:

Grade	Significance	Grade Point
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
F	Failure	.0
H	Audit	.0
P	Pass	.0
W	Withdrawal	.0
X	Incomplete	.0
NR	Not Reported	

B. Incomplete Grades

A student may be assigned a grade of "X" for unfinished work in a course provided the work was incomplete because of circumstances deemed to be unavoidable or uncontrollable (to be determined by the instructor). The work to be completed will be assigned by the instructor. The unfinished work must be satisfactorily completed by the midterm of the following Fall or Spring semester. Failure to **meet this deadline will cause the grade to default to "F."** **A final grade (A, B, C, D, F, W) may be submitted prior to the midterm deadline as determined by the instructor. (March 2010)**

C. Auditing A Course

A student who wishes to audit a course will be required to pay full tuition and fees and must obtain approval from the instructor, department chair or dean prior to enrollment in the course. At that time, a mutual set of expectations will be determined.

D. Withdrawals

If students wish to withdraw from a class after regular registration, they must withdraw officially by submitting the appropriate forms to the Office of the Registrar. A student who does not withdraw officially from a class is subject to an "F" grade.

Procedures for a medical withdrawal are available in the Health and Psychological Services Office.

The following guidelines determine grades for an official withdrawal from a 17-week course. The timetable for withdrawing from other courses (14-, 12-, 10-, 8-, 4-week, etc.) will be determined on a pro-rated basis according to the **following** guidelines:

1. Classes dropped prior to the start of the second week will not become a part of the student's permanent record.
2. A "W" grade will be assigned to a class dropped after the beginning of the second week and prior to the 13th academic week.
3. A grade of "F" will be assigned to a class dropped after the 12th week of a full semester course.
4. The deadline to withdraw from classes is **available under other important dates on the MyHarper portal, academic calendar site.**

Occasionally, extenuating circumstances may warrant assignment of the "W" grade rather than the "F" after the 12th week deadline. In such cases the faculty member should assign a grade of "incomplete" ("X") to the student at the end of the semester in question and follow this action by issuing a grade change to "W" for the student before midterm of the following semester. Grade change forms are available in the division offices.

E. Pass-Fail

Occasionally, academic courses at the College are graded on a pass-fail basis. The decision to grade a course in this manner is not an individual faculty decision. The request to grade a course in this manner would be made by the head of the academic area or dean and approved by the Academic Standards Committee.

F. Independent Study

Independent study is designed for students to pursue a course of study not available in the College **Schedule**. IDS 290 is a variable credit course, ranging from 1-4 credit hours. Independent study courses begin and end in accordance with the dates of semesters or terms. All IDS sections are kept on temporary closed status throughout registration periods.

1. Students arrange with a faculty member to pursue a course of study to earn 1 to 4 credits of IDS 290.
2. A four-part variable credit teaming contract is developed under the following conditions:
 - a) Each unit of credit will have a statement of specific purpose, teaming activities to be undertaken and methods and criteria for evaluation.
 - b) The contract will be typewritten and of suitable quality to be forwarded to other institutions for transfer purposes.
 - c) The student, instructor and the division dean will sign the contract and forward the original to the Registrar's Office. The signers will each retain a copy.
3. A grade sheet for the IDS course is issued at the end of the semester or term, and grades are assigned according to College grading criteria.
4. Occasionally the need arises to offer independent study (IDS) instruction through a regular credit course numbering scheme. The need usually is associated with a baccalaureate institution not granting equivalent credit in transfer for courses transcribed as Independent Study. An example could be: PSY 230, Psychology of Human Adjustment and Abnormal Behavior, transfers as an IAI major course but IDS 290 Independent Study, with a subtitle of Psychology of Human Adjustment and Abnormal Behavior, would not be directly transferable.

Under what circumstance would we need to use the regular course number while delivering instruction independently or individually? If enrollment is too low to justify running a section due to space and cost considerations. In cases like this, the dean can approve the offering of a low enrollment section compensated at the Independent Study rate. The section is placed on the schedule with 0 as the max capacity, requiring written override consent to register. Instruction is delivered individually by the professor and the student meets the same course objectives, achieves the same course outcomes and is graded like any other class.

G. Enrollment and Attendance

Faculty members are responsible for establishing class attendance requirements and informing students in writing of their policy **in the class syllabus**. This should be done the first week of class.

Midterm attendance verifications are required **by the State of Illinois**. **When notice is given via email and/or the Student Information System that midterm verification is now due, faculty should complete the electronic midterm verification form.** These must be completed promptly to allow the College timely submission of the State Apportionment claim. **If a student's name does not appear on an official class list they should be asked to see the Registrar. Students who are not properly registered should be asked to leave the class. Midterm verification and final grades are reported using the SIS Portal page. Department Chairs and Division staff can show faculty how to use this system.**

Academic information including course prerequisites, auditing a course, withdrawals, etc. is found in the *College Catalog and Student Handbook* or **our** website www.harpercollege.edu.

H. Prerequisite Report

Instructors are asked to determine whether or not students have met the prerequisite(s) for enrolled courses as of the first day of class. A report noting all students who do not have the documented required prerequisite for the course is provided on the first day of class each term. Instructors are asked to indicate on the report whether or not the students have met the prerequisite and should remain in the class. The completed report should be returned to the Registrar's Office within the first week of class for processing. Any questions should be directed to the Registrar's Office at ext. 6711 or ext. 6501. **When the new student information system is fully implemented, there will be changes to prerequisite checking.**

I. Student Records Policy

The Student Records Policy at Harper College is governed by the Family Education Rights and Privacy Act of 1974. This law and the guidelines for its use at Harper College are available in the Registrar's Office.

(To view policy go to MyHarper portal>Board of Trustees>Student Records)

J. Maintaining and Reporting Grades

Class lists **MUST** be kept in confidence. This information is for Harper College use only and should not be shared with any third party. Generally speaking, the College does not release any information about the student's progress in class to a third party **(including parents)** without written permission from the student. Questions may be directed to the Coordinator of Student Records in the Registrar's Office ext. 6601.

Grades, whether maintained electronically or in paper grade books, should be maintained with security and confidentiality. Care should be taken that unauthorized persons cannot view the grades.

Faculty who post grades or test scores for student viewing should not use any part of the student's social security number. It is recommended using code words or randomly assigned numbers that only the instructor and individual student know. The order of posting should not be alphabetical. The following are suggested example:

ID#	Grade
2155	A
5452	B
1432	A

K. Final Grade Reporting

Every student enrolled in a Harper College course at the end of the term **must** receive a final grade. **Faculty must enter final grades electronically in the Student Information System. Final grades must be entered by the end of the semester** so that grades may be processed promptly.

L. Grade books / Records

All faculty members are required to maintain complete records of all criteria that go into determining final grades. This would include test grades, attendance, homework, etc. On occasion it is necessary to request an explanation of a final grade; therefore, accurate records are a must and the records must be retained for one full semester after the course is concluded (excluding summer semester) e.g., fall course materials retained until end of Spring semester, Spring and Summer semester materials retained until end of Fall semester.

Adjunct faculty members are required to maintain complete records of all criteria that go into determining final grades. This would include test grades, attendance, homework, etc. On occasion it is necessary to request an explanation of a final grade; therefore accurate records are a must and the records must be retained after the course is concluded. Grade records should be turned in to the division office at the end of the term.

Grants

The College encourages the submission of proposals under grant programs that are expected to enhance College-wide goals and objectives. All such proposals must undergo an institutional review process before formal proposal development may begin. The **V.P. of Strategic Planning and Partnerships** will assist in identifying grant sources, proposal writing, and grant program implementation.

Grant sources can include the Resources for Excellence **grant** program administered by the Harper College Educational Foundation **or** public and private external funding agencies. Contact the **V.P. of Strategic Planning and Partnerships for external grants and the V.P. for Development/Executive Director of Foundation for Resources for Excellence** for information or appropriate forms.

Other grant sources are the Teaching and Learning **Mini-Grants** and the Technology Grants programs administered by the Mini-Grants Subcommittee of the Teaching and Learning Committee. Contact the Chair of this Committee for information.

Guest Lecturers

Guest lecturers can often enhance the learning experience. The procedures for obtaining and reimbursing a guest speaker are as follows:

1. The faculty member will:
 - a) Complete a consultant agreement form detailing the name of the potential guest lecture the projected date(s) of involvement, the title of the course for which the guest lecturer needed and the topic(s) to be addressed.
 - b) Assist the dean as required in determining an appropriate, if any, honorarium.
 - c) Make all arrangements for the guest lecturers' participation.
 - d) Ensure that the consultation agreement form is signed by the guest lecturer and filed with the appropriate divisional secretary.
2. The dean will:
 - a) Determine the amount, if any, of an honorarium to be paid to the guest lecturer.
 - b) Process appropriate paperwork for payment.

Institutional Affiliations and Accreditation

The College Catalog describes the national, regional and state associations, which accredit the College and many of its specific programs, as well as numerous affiliations.

Illinois Articulation Initiative—Harper College is a participant in the Illinois Articulation initiative (IAI), a statewide articulation effort to help Illinois college students transfer easily. This effort involves public community colleges, public universities, and private colleges and universities, and includes the articulation of lower-division general education and major field courses. This agreement is in effect for students entering college as a first-time freshman in summer of 1998 (and thereafter). The College also belongs to several educational cooperatives that provide resource services or staff training assistance. Individual programs may also have affiliations with local

health care, industry and business agencies. Check with the appropriate administrator involved for specific details.

Media Services

1. Media Equipment Distribution and **Smart Classroom needs**--Dial HELP or ext. 6318 for problems with equipment.
2. Telecourse Management College credit courses are offered via cable TV, open air broadcasts and by viewing videotapes in the Library, at local public libraries or from the College Bookstore.

Special Note: 24 hours advance notice is required for all distribution and preparations and is based on availability.

Oral English Language Proficiency Program

In compliance with the Illinois Public, Community College Act, amended by Section 3-29.2 (S131 516 of 1986), the College has developed a Program to Assess Oral English Language Proficiency of all faculty **members**. **Contact Human Resources.**

Proficiency Credit

The Assessment and Testing Center coordinates a number of services that allow students to acquire college credit on the basis of expertise and proficiency already acquired. The Center works closely with the Harper Assessment and Testing Committee.

The College Level Examination Program (CLEP) tests are administered and scored monthly at Harper, and Advanced Placement (AP) scores and Defense Activity for Non-Traditional Education Support (DANTES) credentials are also evaluated by this center. In addition, departmental proficiency tests created by Harper faculty are administered to students who have submitted a permission form to a department chair and who have paid a modest fee.

A booklet describing placement and proficiency examinations is available from the Assessment and Testing Center.

Resources for Learning

Library Services (<http://www.harpercollege.edu/library>)

A variety of services and an extensive collection are available in the Library, located **on the first two floors of "F" Building**. The collection contains more than 325,000 volumes including books, periodicals, audiovisual media, and resources in electronic format. Access to online electronic resources and databases is provided through the Library's Web site.

During the academic year the Library is open seven days per week:

Monday – Thursday	7:30 am – 10:00 pm
Fridays	7:30 am – 4:30 pm
Saturday	9:00 am – 3:30 pm
Sunday	1:00 pm – 5:00 pm

During the summer the Library is open Monday – Thursday 7:30 am – 10:00 pm.

1. The Collection

Books: The book collection is located on the second floor. Books may be checked out for three weeks and are renewable by phone or in person at the Circulation Desk, ext. 6584. A selection of electronic books (e-books) is available online.

- a) **Reserve Collection:** Materials in heavy demand may be placed on reserve by faculty; they are available at the Circulation Desk on the first floor for limited time use.
- b) **Reference Books:** Materials in the Reference Collection are to be used in the library only. They are housed on the second floor.
- c) **Periodicals:** Journals and magazines are listed on the Library's Web site. Print periodicals are limited to library use only. Full-text articles from more than 6,000 electronic journals are accessible from anywhere online.
- d) **Newspapers:** Current or back issues of newspapers on microfilm may be obtained at the Circulation Desk on the first floor. Chicago Tribune and Daily Herald archives are available online.
- e) **Media:** Audiovisual materials in various formats (film, videotape, DVD, Compact Disc, etc) may be requested at the Circulation Desk, ext. 6584. Appropriate playback equipment and staff assistance are available by calling Media Services, ext. 6318.

2. Special Collections

- a) Legal Reference Collection
- b) Harper Archives
- c) Best Seller Books
- d) Books on Tape (Audio Books)

3. **Library Technology** Access to the Harper College Library collections is available through its online catalog. Access to many electronic resources such as periodical indexes and full-text articles is available online from the Harper College Library Web site.

4. Interlibrary Loan Service, ext. 6768 Books and reprints of articles from periodicals not in the Harper collection can be requested from other libraries at the Reference Desk. Call the Interlibrary Loan service for more information. The Library is a resource-sharing member of the Illinois Library Computer Systems Organization (ILCSO).
5. Library Instructional Services, ext. 6770/6581 Librarians give both individual and group instruction in locating and using a wide variety of print and electronic library resources for class assignments and research. Instruction tailored to individual assignments, in-class instruction and instruction on specialized electronic or print sources is also available.
6. Collection Development, ext. 6498 Librarians partner and consult with classroom faculty to acquire needed materials in all areas of the collection, including books, periodicals, audiovisual materials, and electronic resources. Faculty members are encouraged to recommend materials. An online Material Request Form is available on the Library's Web site.
7. Technical Services
 - a. Acquisitions – orders and acquires all library materials (ext. 6472).
 - b. Cataloging – processes and organizes all new materials (ext. 6455).
 - c. Serials – magazine, journal and newspaper services (ext. 6542).
 - d. Rental and preview of films and videotapes is available for faculty (ext. 6542). Those items are restricted to on-campus use. Audiovisual materials selected for classroom use should be picked up at the Circulation Desk and returned immediately after use.
8. Reserving Materials
 - a) Print: Faculty can place materials on reserve for their classes by bringing the materials to the Circulation Desk on the first floor and completing a reserve form. Reserve periods are for one week, three days, overnight and two-hour library use only.
 - b) Audiovisual and Electronic Formats: Faculty members can place these formats on reserve by request or by bringing the materials to the Circulation Desk and completing a form. Faculty **members** determine the circulation conditions for these materials. Many online materials may also be placed on reserve. Call 6882 for details.
 - c) Copyright questions – ext. 6882.

Center for Innovative Instruction (<http://www.harpercollege.edu/cii>)

The **Center for Innovative Instruction (CII)** provides resources, services and professional development for faculty to enhance teaching and learning through the use of technology in instruction.

Regular hours of operation are 8:00 am-4:30 pm, Monday-Friday. Other hours may be scheduled by appointment with a specific **CII** team member as well. Please call ext. 6586 for personalized assistance.

1. Instructional Resource Design and Production, ext. 6805. Offers design and production of onsite and online instructional resources using technology. Staff is available to assist faculty and instructional staff, from novice through expert. Assistance is available from concept to authoring.
2. Faculty Instructional Technology Lab (F124), ext. 6457 or 6719 (ext. 6586 if no answer). Provides faculty and instructional staff with the necessary resources for video digitization and production, digital audio production, image scanning, slide digitization, CD/DVD-ROM pressing, development of Internet and Web-based materials, interactive tutorial and test authoring, and presentation development.
3. Telecourse and Online Classes, ext. 6586. Provides coordination of telecourses, video conferencing courses, online courses, blended courses, and the use of technology in onsite courses. Please see the Distance Learning Information Center Web site for more information
<http://www.harpercollege.edu/distancelearning/>

Shared Governance

The shared governance structure at Harper College is a complex one, with Academic, Programmatic, and College Assembly Committees. The first two deal primarily with curriculum and teaching, while the last, the College Assembly deals with issues which are college-wide and involve the concerns of many constituencies. For more information, please see the Guidelines, available on the **MyHarper portal**.

Success Services

Success Services, **a part of the Resources for Learning Division**, offers several one-to-one sessions to the student who is having difficulty academically or who would like to improve. A study skills session reviews strategies for those students who are under prepared for college level work. The Test Performance Analysis looks at the types of errors made on tests, and strategies are recommended for improvement. Strengths and weaknesses in the learning skills area are identified by the Study Behavior Inventory. One-hour sessions are available in the following areas: Memory, Time Management, Test Anxiety, Motivation, Concentration, and Test-taking Tips. Faculty may call ext. 6210 to refer students. Students may also call 847.925.6715 to schedule an appointment.

Tutoring Center

The Tutoring Center, **a part of the Resources for Learning Division**, is located in F315 (ext. 6539) and is open Monday through Thursday from 9:00 am to 8:00 pm and Friday and Saturday from 9:00 am to 2:00 pm. (Limited subject availability on Saturday.)

The Center is staffed by a supervisor, part-time faculty, professional and student tutors and student aides. According to the Agreement, up to five (5) **of the required 10** hours of office time may be used by faculty members to assist students in such learning settings as the Tutoring Center.

The Center provides academic assistance at no charge to students in most subject areas. Students must be registered for the course for which they are seeking help. Tutoring is available on an appointment and a limited walk-in basis.

In addition to serving Harper students, the Community Tutoring Center also serves junior high and high school students and students from other colleges. **An hourly fee is charged to these non-Harper students.** Qualified tutors offer help to students in the areas of mathematics, accounting, computers, biology, English, chemistry and writing. Tutoring sessions are scheduled by appointment only, and further information can be obtained from the Tutoring Center, F315, and ext. 6888.

Writing Center

Faculty and students may receive assistance in the Writing center, F303, from professional staff **using** modern technology, who support computer-assisted and traditional instruction at many levels and all disciplines. Guidance and technical assistance are provided to writers as they organize, compose, revise, and edit a variety of written documents. There is also assistance from HOWL (Harper's Online Writing Lab at <http://www.harpercollege.edu>) Services are provided at no charge and more information may be obtained by calling ext. 2719.

III. Faculty Policies and Procedures

College Hours

The College is open Monday through Friday from 7:00 a.m. to 11:00 p.m., on Saturday from 7:00 a.m. to 6:00 p.m. and on Sunday from 1:00 p.m. to 6:00 p.m.

The College is closed Friday through Sunday during summer terms. Special permission is required from the Dean and the VPAA in order to have a building open for use during times when the College is closed.

Hours of operation may vary according to area.

All College employees and visitors must sign in and out at the **Harper College Police Department** (located in Building B) prior to entering the buildings during closed campus hours.

Collective Bargaining

The Board of Trustees of Community College District No. 512 and the Faculty Senate, a chapter of the Cook County College Teachers Union, (CCTU), Local 1600 AFT, AFL-CIO have been formally involved in collective bargaining since 1978. The Agreement between the Board and the Faculty is published for the term of a contract that has been agreed to in the bargaining process. As stated in the "Foreword" to the Board of Trustees Policy Manual, the Agreement does, in fact, supplement policy in matters related to its contents. The major sections of the Agreement relate to recognition, Union-Board relations, working conditions, leaves, grievance procedure, dues check off, salary and rates of pay, fair share, COPE, insurance and fringe benefits, early retirement and precedence of agreement. **Please review the actual Agreement for information about Dues/Fair Share, etc.**

Communications

In order for faculty and staff to efficiently share information, the College provides the following means of communication.

1. Office Computers—Each faculty member shall have a **desk top computer in his or her office for personal use**. Please contact the **Service Desk @ ext 6199 or 4357(HELP)** if you have questions. The **Service Desk** personnel are eager to help you with questions or problems. **Off campus call 847/925-6199 for assistance.**
2. E-mail—The College provides e-mail to faculty members. For a password to use the network or questions regarding e-mail, please call the **Service Desk** (ext. HELP).
3. FAX—Fax machines are available throughout the College. Each division office has a fax machine. Students can fax assignments to faculty if necessary.
4. Mail-- Individual faculty mailboxes are found in division offices where incoming mail is received. Outgoing mail with appropriate mail codes or postage may be placed in the divisional bin.

5. Telephone/Voice Mail—A telephone and a voice mail box are provided to each faculty member. Please **dial** HELP for assistance in activating or using phone or voice mail.

Credentials

Members of the administration and the faculty have **jointly** prepared credentials statements, which are found in the Statement of Faculty Credentials **on the Academic Affairs MyHarper portal page**. The Statement is updated annually.

Evaluation: FACULTY EVALUATION PROCEDURE – NON-TENURED FACULTY

Philosophy

This philosophical statement is to create a context for the faculty evaluation process. Faculty evaluation at William Rainey Harper College shall be done in an atmosphere of mutual trust and open communication and shall emphasize the positive elements of professional growth within a humanistic climate. An environment shall exist which fosters excellence and collegiality. The process of evaluation assumes quality in the “faculty” and competence as a condition of original employment. The purposes of faculty evaluation are to improve faculty performance, to provide a basis for the granting of tenure, and to encourage, maintain and support professional quality. Evaluation of the tenured faculty shall be the basis for professional development. They must have the key role in choosing the criteria for their performance and professional growth. No simple formulas exist for exceptional professional performance. With this in mind, the process shall emphasize individual, personal and professional growth. Evaluation at William Rainey Harper College shall therefore emphasize the individuality and uniqueness of each faculty member.

Procedure

Harper College is committed to the development of a superior faculty and shall continuously seek evidence of and encourage excellence through the use of a faculty evaluation process (see Board Policy **11.02.09**). The term ‘faculty’ includes Teaching faculty, Library Services faculty and Student Development faculty. The Faculty Evaluation Procedure involves gathering data from each faculty member for the purpose of improving instruction and aiding in developing decisions concerning tenure, promotions, sabbatical leaves, retention and non-retention or purposes of personnel decision-making; the data are subject to value judgment by peers and deans or supervisors. The data collected with these value judgments are then forwarded to the appropriate dean, and vice president, and to appropriate faculty committees involved in the personnel decision-making process.

For the purpose of this evaluation procedure the term “non-tenured” will include all full-time, permanent and temporary faculty who do not have tenure. Tenured faculty will complete the formal evaluation process every third year; non-tenured faculty will complete the formal evaluation process each year. The evaluation year covers a period of time commencing with the first day of work. The following procedures apply

to all non-tenured faculty. Each department may determine its own additional procedures for non-tenured members.

A. Personal Assessment Report

The individual faculty member will complete Form 1: Personal Assessment. This form contains information on the three areas to be evaluated: instruction, institutional/community service, and professional development. With Form 1, non-tenured teaching faculty will submit one or more Student Opinionnaire of Instruction (SOI) summary reports for both fall and spring terms, together with the corresponding syllabi and, if not included in the syllabi, a statement explaining assessment policies. Returning faculty will submit Form 1 by September 1; new faculty, by December 15; and mid-year hires by March 15. This form will be available to the Peer Committee, the dean or supervisor and the vice-president. The information from Form 1 will be used in the development of decisions for retention and tenure.

B. Peer Evaluation

An evaluation committee of three peers (three faculty members in the same division, or two faculty members in the same division and a faculty member in another division of the institution **excluding the faculty mentor**) will be selected jointly by the immediate supervisor and the **faculty member being evaluated**. The supervisor will suggest three possible committee members, and the **faculty member being evaluated** will have the opportunity to reject as many as two of these, suggesting others in their place. At least one of the evaluators on the committee must be changed for each consecutive evaluation. If possible, there should be at least one carry-over member from the **faculty member's** last Peer Committee. Large Peer Committees may be established for any division by a majority vote of that division. Selection of the Peer Committee will be made by May 1 of the previous academic year for returning faculty, by October 1 for new faculty hired in the fall, and by February 1 for those hired midyear. The Peer Committee will meet and evaluate the faculty member in four areas using such information as Form 1, SOI summaries and classroom performance. An interview with the **faculty member being evaluated** will be part of the Peer Committee process. Using Form 2, the Committee will submit its written evaluation and ratings to the dean or supervisor by October 15 for returning faculty; by January 25 for new faculty; and by April 1 for mid-year hires (April 30 the first semester). This form will be read, reviewed, and signed by the **faculty member being evaluated** and the Peer Committee. (See Chart in Part E of this Section).

Peer Committees for non-tenured faculty will assess teaching effectiveness or job performance. The Institutional Tenure Committee and the Vice President of Academic Affairs recommend that at least one member of the Peer Committee be from the department. In case of single person departments, a person from a related discipline is acceptable. This will be accomplished by:

1. classroom visitation by members of the Peer Committee OR
2. other procedures (videotaped class sessions, mock lectures, etc.) jointly agreed upon by the **faculty member being evaluated** and the Committee.

The Peer Committee will also review Form 1, which will include SOI summaries with corresponding syllabi and a statement explaining assessment policies, if not included in the syllabi.

For non-teaching **faculty members being evaluated**, Peer Committees will assess job performance by mutually agreed upon procedures.

Form 2X will be completed by each Peer Committee Member to evaluate teaching effectiveness or job performance. A summary of the Peer Committee Members' Forms will be completed by the Peer Committee using Form 2X and submitted with Form 2. Forms 2X completed by each Peer Committee Member are retained by the members after the Summary Form 2X is completed.

In addition, the current Peer Committee should review prior Peer Committee evaluations.

Outline of Peer Committee Procedures for Non-Tenured Faculty

(Each department may determine its own additional procedures for the evaluation of non-tenured members.)

1. Interview the **faculty member being evaluated**.
2. Assess classroom or job performance and complete Form 2X (to be completed by each Peer Committee member).
3. Review:
 - a) Form 1 - Personal Assessment
 - b) Student Opinionnaire of Instruction summaries
 - c) Form 2X from each Peer Committee member
 - d) Prior Peer Committee evaluations
4. Meet and evaluate the faculty member in three areas:
 - a) Instructional service
 - b) Institutional/community service
 - c) Professional development
5. Complete:
 - a) Peer Committee Evaluation Form 2
 - b) Summary of 2X Forms from Peer Committee members
6. Review the evaluation with the **faculty member being evaluated**
7. Submit signed evaluation form and summary of 2X Forms to the Dean
 - a) October 15 - for returning faculty
 - b) January 25 - for new faculty hired in the Fall
 - c) April 1 - for mid-year hires (April 30 during first semester)

C. Division Dean or Supervisor Evaluation

The dean or supervisor will evaluate the faculty member in three areas using such information as Form 1, student evaluation information, classroom performance, Form 2 from the Peer Committee, and personal contact with the **faculty member being evaluated**. The results will be recorded on Form 3. This form will be read, reviewed and signed by the dean or supervisor and the **faculty member being evaluated** in order to discuss performance strengths and weaknesses and to outline ways of improving strengths and eliminating weaknesses.

Additionally, individuals who receive reassigned time for coordination will use an objectives approach for their coordination activities. The **faculty member being evaluated** and dean will have agreed upon these objectives by May 1 of the preceding year. The rating based on these objectives will be recorded on the Coordinator Evaluation Form 4 by the dean or supervisor and will also be recorded in the Instruction/Coordination area of the Summary Grid, Form 6. Form 4 will be read, reviewed and signed by the dean or supervisor and coordinator and forwarded to Human Resources for inclusion in the **faculty member's** personnel file, with a copy submitted to the Vice President of Academic Affairs.

Faculty who function as department chairpersons will be evaluated in those areas of responsibility; the rating will be recorded in the instructional area of Form 3.

D. Student Evaluation

1. Teaching faculty will be evaluated by their students using the Student Opinionnaire of Instruction (SOI) Form 5A. SOI's for non-tenured faculty will be distributed in two or more class sections during both fall and spring terms.

The procedure will be as follows:

- a. The dean and the faculty member will determine jointly the class sections in which student evaluations will be distributed. At least thirty (30) students should be involved. These sections will be determined by October 1 (by March 1 in the spring).
- b. The SOI forms will be distributed after midterm, but prior to December 1 (prior to May 1 in the spring).
- c. A packet of materials will be prepared by the appropriate dean for each section in which the SOI forms will be distributed. The SOI forms will be distributed in the classroom by the department chair, or a designee who will return the forms to the appropriate division office. The faculty member will leave the room during the administration of the SOI.
- d. The forms will be processed by the dean and a summary of the results prepared for the faculty member after the semester is over. The forms with their comments will be returned to the faculty member.

2. Student Development faculty will be evaluated by students as follows:
 - a. Each semester the Dean of Student Development will select four (4) weeks which are representative of student development activities. The selection will be made by October 1 in the fall and by February 15 in the spring.
 - b. During the selected weeks of each semester, faculty will distribute to all student and non-student contacts an evaluation form (Form 5B), a cover letter, and instructions for returning the confidential form.
 - c. A summary of all student responses will be compiled for each **faculty member being evaluated**; the results will be given to the **faculty member being evaluated** and the dean. One summary report will be prepared for each semester.
 - d. An overall cumulative average of the specific items will be one factor considered in making personnel decisions. This average will be available to all parties involved in the personnel decision process.

E. Summary Evaluation

1. Upon completion of Forms 1, 2, 3 (and 4, where applicable), a Summary Form 6 will be completed by the dean or supervisor. This form shall contain ratings from the Peer Committee and dean or supervisor and will be signed by the **faculty member being evaluated**, Peer Committee Chair, and dean or supervisor.
2. All completed forms will be forwarded to Human Resources for inclusion in the **faculty member's** personnel file, with a copy to the appropriate Vice President. A full copy will also be on file in the Division Office.
3. Although no specific weights are assigned to the three areas of evaluation (Instruction/Coordination, Institutional Service/Community Service and Professional Development), it is intended that each area, moving from left to right on Form 6, has lesser weight in the evaluation.

The dates below are sequential and cover two academic years. Peer Committees review prior year SOI summaries.

Non-Tenured Faculty

Action to be taken	New Faculty (Fall hire)	Returning Faculty Fall Hires (2 nd & 3 rd Year)	New Faculty (Mid-year hire) First Year	New Faculty (Mid-year hire) Second & Third Years
Completion of Form 5A &/or Form 5B (SOI Forms) for first semester; all non-tenured faculty	December 1	December 1	May 15	December 1
Completion of Form 5A &/or Form 5B (SOI Forms) for second semester; non-tenured faculty	May 1	May 1	December 1 (following academic year)	April 1
Selection of Peer committee	October 1	May 1 (previous academic year)	February 1	February 1
Completion of Form 1 Personal Assessment	December 15	September 1	April 15	March 15
Completion of Form 2 Peer committee Form	January 25	October 15	April 30	April 1
Completion of Form 3 * Dean/Supervisor Form	February 1	November 15	May 15	April 15
Completion of Form 4 * Coordination Form	February 1	November 15	May 15	April 15
Non-Completion of Form 6 * Summary Evaluation Grid	February 1	November 15	May 15	April 15
Forms sent to Human Resources and copies on file in Division Office	February 1	November 15	May 15	April 15
Tenure Committee begins Review of files	February 1	November 15	May 15	April 15
Tenure Committee Recommendations to President	February 15	December 1	September 1	May 1

***Non-Tenured – All forms sent to HR Tenure file and one (1) copy of full documents to appropriate VP.**

F. Tenured Faculty Evaluation Forms

1. Form 1 Personal Assessment
2. Form 2A Peer Committee Evaluation (Teaching Faculty)
3. Form 2B Peer Committee Evaluation (Student Development Faculty)
4. Form 2C Peer Committee Evaluation (Library Services Faculty)
5. Form 2X Evaluation of Teaching Effectiveness or Job Performance for Non-Tenured Faculty
6. Form 3A Dean or Supervisor Evaluation (Teaching Faculty)
7. Form 3B Dean Evaluation (Student Development Faculty)
8. Form 3C Dean Evaluation (Library Services Faculty)
9. Form 4 Coordinator Evaluation
10. Form 5A Student Opinionnaire of Instruction
11. Form 5B Student Opinionnaire of Student Development Faculty Member
12. Form 6 Summary Evaluation Grid

Copies of these forms are accessible on the Academic Affairs portal page

FACULTY EVALUATION PROCEDURE – TENURED FACULTY

Philosophy

This philosophical statement is to create a context for the faculty evaluation process. Faculty evaluation at William Rainey Harper College shall be done in an atmosphere of mutual trust and open communication and shall emphasize the positive elements of professional growth within a humanistic climate. An environment shall exist which fosters excellence and collegiality. The process of evaluation assumes quality in the faculty and competence as a condition of original employment. The purposes of faculty evaluation are:

- 1) to improve faculty performance,
- 2) to provide a basis for the granting of tenure, and
- 3) to encourage, maintain and support professional quality.

Evaluation of the tenured faculty shall be the basis for professional development. They must have the key role in choosing the criteria for their performance and professional growth. No simple formulas exist for exceptional professional performance. With this in mind, the process shall emphasize individual, personal, and professional growth. Evaluation at William Rainey Harper College shall therefore emphasize the individuality and uniqueness of each faculty member, **and the expectation of continuous professional development.**

Harper College is committed to the development of a superior faculty and shall continuously seek evidence of and encourage excellence through the use of a faculty evaluation process (see Board Policy 5.2-5). The term “faculty” includes Teaching faculty, Library Services faculty and Student Development faculty. The Faculty Evaluation Procedure involves gathering data from each faculty member for the purpose of improving instruction and aiding in **the development of** decisions concerning tenure and promotions.

A. Personal Assessment Report

The individual faculty member will complete Form 1: Personal Assessment. This form contains information on the three areas to be evaluated: instruction, institutional/community service, and professional development. Tenured faculty submit Form 1 by September 1. This form will be available to the Peer Committee, the dean or supervisor and the vice-president. This information will be used in the development of decisions for retention, promotion and sabbatical leaves.

B. Peer Evaluation

An evaluation committee of three peers (three faculty members in the same division, or two faculty members in the same division and a faculty member in-another division of the institution) will be selected jointly by the immediate supervisor (**Dean or designee**) and the **faculty member being evaluated**. The supervisor will suggest

three possible committee members, and the **faculty member being evaluated** will have the opportunity to reject as many as two of these, suggesting others in their place. At least one of the evaluators on the committee must be changed for each consecutive evaluation. If possible, there should be at least one carry-over member from the **faculty member's** last Peer Committee. Large Peer Committees may be established for any division by a majority vote of that division.

Selection of the Peer Committee will be made by May 1 of the previous academic year for tenured faculty. The Peer Committee will meet and evaluate the faculty member in four areas using such information as Form 1, SOI summaries and classroom performance. An interview with the **faculty member being evaluated** will be part of the Peer Committee process. Using Form 2, the Committee will submit its written evaluation and ratings to the dean or supervisor by October 15 for tenured faculty. This form will be read, reviewed, and signed by the **faculty member being evaluated** and the Peer Committee.

Outline of Peer Committee Procedures for Tenured Faculty

1. Interview the **faculty member being evaluated**.
 2. Review:
 - a. Form 1 - Personal Assessment
 - b. Student Opinionnaire of Instruction summaries (teaching faculty)
 3. Meet and evaluate the faculty member in three areas:
 - a. Instructional service
 - b. Institutional/community service
 - c. Professional development
 4. Complete Form 2: Peer Committee Evaluation form
 5. Review the evaluation with the **faculty member being evaluated**
 6. Submit signed evaluation form to the Dean by October 15 for tenured faculty
- C. Division Dean or Supervisor Evaluation

The dean or supervisor will evaluate the faculty member in three areas using such information as Form 1, student evaluation information, classroom performance, Form 2 from the Peer Committee, and personal contact with the **faculty member being evaluated**. The results will be recorded on Form 3. This form will be read, reviewed and signed by the dean or supervisor and the **faculty member being evaluated** in order to discuss performance strengths and weaknesses and to outline ways of improving strengths and eliminating weaknesses.

Additionally, individuals who receive reassigned time for coordination will use an objectives approach for their coordination activities. The **faculty member being evaluated** and the dean will agree upon these objectives by May 1. The rating based on these objectives will be recorded on the Coordinator Evaluation Form 4 by the dean or supervisor and will also be recorded in the Instruction/Coordination area of the Summary Grid, Form 6. Form 4 will be read, reviewed, and signed by the dean or supervisor and coordinator and forwarded to the Vice President of Academic Affairs for inclusion in the **faculty member's** personnel file.

Faculty who function as department chairpersons will be evaluated in those areas of responsibility- the rating will be recorded in the instructional area of Form 3.

D. Student Evaluation

1. Teaching faculty will be evaluated by their students using the Student Opinionnaire of Instruction (SOI) Form 5A. Tenured faculty will distribute SOI's in one class section during the fall term.

The procedure will be as follows:

- a) The dean and the faculty member will determine jointly the class sections in which student evaluations will be distributed. Whenever possible, at least thirty (30) students should be involved in each section. These sections will be determined by October 1.
 - b) The SOI forms will be distributed after midterm, but prior to December 1.
 - c) A packet of materials will be prepared by the appropriate dean for each section in which the SOI forms will be distributed. The faculty member will designate a student to distribute and return the forms to the appropriate division office.
 - d) The forms will be processed by the dean and a summary of the results prepared. After the semester is concluded, the forms and the summaries will be sent to the faculty member.
2. Student Development faculty will be evaluated by students as follows:
 - a) Each semester the Dean of Student Development will select four (4) weeks which are representative of student development activities. The selection will be made by October 1 in the fall and by February 15 in the spring.
 - b) During the selected weeks of each semester, faculty will distribute to all student and non-student contacts an evaluation form (Form 5B), a cover letter, and instructions for returning the confidential form.
 - c) A summary of all student responses will be compiled for each **faculty member being evaluated**; the results will be given to the **faculty member being evaluated** and the dean. One summary report will be prepared for each semester.

- d) An overall cumulative average of the specific items will be one factor considered in making personnel decisions. This average will be available to all parties involved in the personnel decision process.

E. Summary Evaluation

1. Upon completion of Forms 1, 2, 3 (and 4, where applicable), a Summary Form 6 will be completed by the dean or supervisor. This form shall contain ratings from the Peer Committee and dean or supervisor and will be signed by the **faculty member being evaluated**, Peer Committee Chair, and dean or supervisor.
2. Completed forms of Tenured Faculty will be forwarded to the Human Resources Office for inclusion in the **faculty member's** personnel file, with a full copy on file in the Division Office.
3. **(Deleted 8/2008)**

The dates below are sequential and cover two academic years. Peer Committees review prior year SOI summaries.

Tenured Faculty

Action to be taken	Returning Faculty (Tenured)
Completion of Form 5A &/or Form 5B (SOI Forms) for first semester; all non-tenured faculty	December 1 (previous academic year)
Completion of Form 5A &/or Form 5B (SOI Forms) for second semester, non-tenured faculty	May 1 (previous academic year)
Selection of Peer Committee	May 1 (previous academic year)
Completion of Form 1 Personal Assessment	September 1
Completion of Form 2 Peer Committee Form	October 15
Completion of Form 3 Dean/Supervisor Form	November 15
Completion of Form 4 coordination Form	November 15
Completion of Form 6 Summary Evaluation Grid	November 15
Forms sent to Human Resources and copies on file in Division Office;	November 30

- F. Summary of Faculty Evaluation Forms
1. Form 1 Personal Assessment
 2. Form 2A Peer Committee Evaluation (Teaching Faculty)
 3. Form 2B Peer Committee Evaluation (Student Development Faculty)
 4. Form 2C Peer Committee Evaluation (Library Services Faculty)
 5. Form 3A Dean or Supervisor Evaluation (Teaching Faculty)
 6. Form 3B Dean Evaluation (Student Development Faculty)
 7. Form 3C Dean Evaluation (Library Services Faculty)
 8. Form 4 Coordinator Evaluation
 9. Form 5A Student Opinionnaire of Instruction
 10. Form 5B Student Opinionnaire of Student Development Faculty Member
 11. Form 6 Summary Evaluation Grid

Copies of these forms are accessible **on the Academic Affairs portal page.**

Fund Raising

Faculty and/or students who wish to raise funds **or seek donations** should contact the Vice President, Development and Educational Foundation for guidelines and assistance.

Intellectual Property Rights

(Board Policy is under development and will be housed in Administrative Services in MyHarper portal)

Job Descriptions for Faculty

A. Career Program Coordinator

A career program coordinator is a faculty member recommended to the Dean by the program faculty to assume the primary responsibility for the development and operation of a particular career program. (See Article III, J of 2002-2006 Agreement). This responsibility shall include the activities related to both day and evening operations at the College. The coordinator is directly responsible to the dean. **(See also Department Chairperson Job Description for additional information which applies to the program coordinator)**

Each career program coordinator:

1. Assists in the development, re-evaluation and modification of the career program curriculum.
2. Prepares a tentative schedule of classes for career program.
3. Works with citizens' advisory committees in fulfilling and improving the nature and content of the career program and in facilitating its realization.
4. Prepares, submits, and administers the program budget required to develop, maintain, modify or expand the career program during the forthcoming fiscal year.
5. Assumes leadership in program for student recruitment, and works in concert with student development faculty to assist students in selecting a career program.
6. Recommends career program faculty to the dean:
 - a. Assists in recruiting and screening of career program faculty.
 - b. Recommends all career program faculty assignments to the dean.
7. Assists in the observation and evaluation of all **new adjunct faculty members during their first year** in the career program and prepares a report of observation for submission to **the faculty member being evaluated** and the dean.
8. Integrates the efforts of all instructional personnel supporting the career program.

9. Prepares and submits catalog-ready curriculum revisions to the dean and the Curriculum Committee.
10. Accomplishes other tasks as assigned by the dean.

B. Department Chairperson

A department chairperson is a faculty member recommended to the Dean by the department faculty to assume specific coordinating and leadership responsibilities identified by the dean. (See Article III, J of 2002-2006 Agreement). These responsibilities shall include both the day and evening operations at the College. The Chairperson is directly responsible to the Dean.

The department chairperson:

1. Assists the dean and/or career program coordinator (where applicable) in planning course schedules and recommends to the dean the courses to be offered for the teacher's area of responsibility.
2. Assists the dean in staffing activities in consultation with appropriate faculty in the area.
 - a. Reviews with other staff members within the discipline applications for full-time positions and makes recommendations to the dean for staff in the department.
 - b. Screens applications for part-time positions.
 - c. Interviews part-time teaching position applicants as necessary.
 - d. Recommends teaching assignments for all full-time and part-time faculty within area of responsibility.
3. Assists the dean with orientation and in-service activity for instructors in the area in consultation with appropriate staff.
 - a. Participates in initial orientation for **adjunct** faculty at the beginning of each term.
 - b. Provides resources to part-time teachers at the beginning of a new term and throughout the term.
 - c. Attempts to provide a continuing orientation program for part-time staff in the area of responsibility.
 - d. Becomes identifiable to part-time staff as a "contact" or resource person.
4. Observes and evaluates **adjunct faculty** as designated by the dean and prepares a report of observation for submission to **the faculty member being evaluated** and the dean.
5. Acts as a communication and coordination link to other instructional programs within the College which relate to the specific area of subject matter responsibility.
6. Coordinates review of curriculum in the area of responsibility.
 - a. Organizes systematic review of curricula with colleagues.

- b. Formulates recommendations concerning curriculum for consideration by the department staff.
 - c. Reviews catalog copy at catalog revision time.
7. Coordinates budget input for the area.
 8. Participates in articulation efforts for the area with four-year colleges and with community college and high school districts.
 9. Serves as liaison to Library Services for varied instructional materials.
 10. Specific job descriptions for Chairs with full release time may be found in the appropriate division.
 11. Accomplishes other tasks as assigned by the dean.

C. Library Services Faculty

The Library Services faculty members are responsible to the dean for carrying out **library** service functions assigned, and working in cooperation and coordination with other Resources for Learning **departments and staff** and Harper College services and functions.

The duties are:

1. Provide learning resources service to students, faculty, administrators and community through appropriate learning resources responsibility
2. Assist patrons in the utilization of learning resources services.
3. Assist patrons in the selection of new materials for use or to be added to the collection by the utilization of previews, review, bibliographies, catalogs, literature searches, etc.
4. Make appropriate faculty aware of availability of newly received materials.
5. Assist in maintaining the learning resources collection.
6. Provide in-service patron training on library services and on the use of existing materials.
7. Provide assistance in the design or development of new materials.
8. Keep abreast of new trends or developments in all aspects of library service functions and share same as appropriate with other library services personnel.
9. Assist in identifying learning resources related problem areas and make recommendations for alternative solutions.
10. Maintain contact and articulation with community and other agencies for existing cooperative agreements as related to the job function.
11. Represent library services in appropriate College or library services such as meetings, committee work or ceremonies.
12. Provide reports and special studies as requested or required.
13. Participate in the functions and activities of applicable professional organizations.

14. Assume other duties as assigned by the Dean of Resources for Learning.

D. Student Development Faculty

Student Development faculty members are responsible to the Dean of Student Development. Each student development faculty member:

1. Provides educational planning to current and prospective students.
2. Provides personal and career counseling to Harper students.
3. Serves as resource person to faculty and administrators in the areas of student development and acts as a liaison to academic programs.
4. Provides information to the academic divisions regarding curriculum planning.
5. Interprets career, interest, skill, academic, and personality assessments to students and utilizes results as appropriate in counseling settings.
6. Active in program planning/delivery for Student Development area and active participation in Student Development and institutional committees.
7. Maintains expertise in professional field of counseling and student development through professional growth activities.
8. Serves as resource on 4 year transfer information.
9. Provides appropriate referral within Harper College and/or to community agencies when appropriate.
10. Maintains appropriate records and develops regular reports.
11. Coordinates functions with other educational resource agents on campus (i.e. Athletic Coordinator, Student Advisor-English as a Second Language, Student Advisor-Adult Education Development, etc.).
12. Functions within guidelines of Student Development philosophy and toward the fulfillment of annual and long-term goals.
13. Provides crisis counseling as needed.
14. Active in the development and refinement of programs designed to assist the student's personal growth. Functions as resource on matters of personal development (i.e. alcohol/drug abuse, eating disorders, stress, adult development, etc.)
15. Develop workshops and programs relevant to timely issues confronting students and/or the Harper Community (i.e., dealing with diversity, date rape, aids awareness, men's/women's issues, etc.)
16. Teach Student Development courses as needed (PSY 107, 108, ORN 101, CDV 110 and DIV 101).
17. Develop programs to assist students in decision making, particularly as related to major choice, transfer institution and academic/career goals.
18. Performs other duties as assigned by Center Director/Associate Dean and/or Dean of Student Development.

E. Teaching Faculty

Teaching faculty are responsible to the Vice President of Academic Affairs, and specifically the Physical Ed Department teaching faculty in the WHP Division are responsible to the Vice President of Student Affairs; through their Dean, for their teaching and other assignments.

Each faculty member:

1. Maintains the highest possible standards of classroom instruction by:
 - a. Planning each course and adhering to course objectives **and outcomes**.
 - b. Preparing and filing current course outlines with the dean.
 - c. Utilizing the full classroom time assigned, meeting all classes as scheduled.
 - d. Utilizing library resources, texts, audiovisual aids, tests and community resources.
 - e. Keeping abreast of new information in one's teaching field, integrating it where appropriate into class presentations.
 - f. Being aware of new developments in learning theory and applying them to the instructional process.
 - g. Comparing course content to that of similar courses in other schools.
2. Teaches courses in accordance with their description as published in the catalog. Course objectives must be approved by the dean **and the processes of the Curriculum Committee**.
3. Maintains regular office hours for student consultation, posting these hours so students may easily see them.
4. Demonstrates concern for the student in all aspects of education, e.g., motivating the student to the best possible adjustment; interpreting the student's responsibilities to instructors, to the College, to society, and to oneself; discussing student problems with student development faculty and administrators with a view toward the improvement of learning
5. Assists the administration in advising and programming students or assuming special assigned duties during registration.
6. Maintains accurate attendance and academic records for students enrolled in class and submits required reports to the Registrar's office.
7. Cooperates with the office of the Vice President of Student Affairs in identifying all students who are academically deficient and in need of student development or who need special consideration for other than academic deficiencies.
8. Attends all faculty meetings as called by the President and Vice President of Academic Affairs/Vice President of Student Affairs and all meetings of the division.

9. Cooperates with all staff and administration and works closely with divisional members in carrying out all operative functions of the College.
10. Recommends textbook changes and improvements in curriculum in consultation with the appropriate dean and vice president.
11. Serves as faculty adviser to a student organization or chaperone of a student function when called upon and/or serves on various committees as requested by the Vice President of Academic Affairs/Vice President of Student Affairs and appropriate dean.
12. Reports all irregularities, questions, or problems concerning instruction to the dean.
13. Coordinates activities with those of classified personnel in order to maximize the effectiveness of each classroom as a place of learning.
14. Is familiar with the objectives of the community college as a part of higher education in Illinois and the nation and practices and interprets these objectives to students, colleagues, and the community.
15. Assumes other duties as assigned by the dean.

F. Director of Forensics

Logistics and Administrative Duties: (Stipend)

1. Manages coaching staff, hires part-time coaches, recruits alumni coaches and creates and coordinates coaching schedules and arranges travel.
2. Oversees all aspects of Tournament Participation (10-13 per year) such as creating the tournament travel schedule, calling in entries, and arranging transportation and sleeping accommodations. Assumes chaperone duties when students are representing Harper at contests.
3. Contacts and visits high schools regarding student future participation at Harper and invites high school students/teachers to on-campus spotlights
4. Hosts and arranges on-campus speech tournaments such as the Harper Hawk College Tournament (Feb) and MSL High School Tournament (Jan).
5. Responsible for yearly budget requests, fundraising activities and maintaining the *Foundation* account. Keeps the student activities account budget and secures funds for nationals travel, including filling out travel advances--before/after.
6. Maintains alumni relations through alumni contact information database, keeps alumni up to date on team activities and encourages alumni participation in coaching/travel/social events.
7. Handles public relations by writing necessary external press releases and internal information releases and maintains the speech website.

Coaching and Student Supervision: (Reassigned Time)

1. Responsible for recruiting Speech and Debate team members through advertising (create and distribute flyers, posters, pamphlets), attends freshman

2. Arranges on-campus events such as, 4 *Spotlights* and *The Night Before Nationals* performances. Provides speakers for the *Writing Contest* (May) and as needed for examples in speech classes. Attends the fall *Student Activities Lunch* and spring *Student Activities Awards Dinner* and also arranges speaker for the spring event.
3. Provides tournament information sheets, necessary written “excuses” for students missing classes, and escorts students to contests (average 28 day per year including weekends).
4. Orientates new members by explaining how tournaments “work, explains procedures and team “rules”, creates and maintains example-speech tapes, sets goals with each student and helps with event choice.
5. Assists members in locating material/topics, posts coaching hours (at least 10 per week) and arranges the spring national prep workshop (2 days in April).

G. Director of Theater

Logistics and Administrative Duties: (Stipend)

1. Preparation and overseeing of budgets for all Harper Ensemble Theatre Company (HETC) productions. Budgets include monies and funds currently taken from three separate accounts (Liberal Arts General, Student Activities and Liberal Arts Theatre Revenue)
2. Overseeing of all HETC productions including contract negotiations with designers, directors and all outside contractors
3. Assist all directors and designers with regard to matters which affect production
4. Works in collaboration with theatre faculty to plan and coordinate HETC yearly season
5. Cooperates with Speech & Theatre Chair in recommending the hiring of all full and part-time theatre faculty positions
6. Advises Speech & Theatre Chair and faculty in matters pertaining to theatre curriculum (standards, curriculum development, etc.)
7. Cooperates with campus scheduler on scheduling of Theatre Lab spaces including room L135, L109d (Rehearsal Hall) and L109 (Drama Lab)
8. Works in consultation with Manager of Theatres to schedule theatre productions
9. Works in consultation with PAC Technical Director in relation to HETC performance needs
10. Consults with technical faculty and oversees organization of all backstage spaces including dressing rooms, green room, prop storage, costume storage, costume classroom, Drama Lab storage, Rehearsal Hall etc.

11. Works in consultation with Dean of Liberal Arts in regard to use of student aides and related theatre needs
12. Oversees and works in conjunction with Marketing services to coordinate all publicity, promotion, marketing and printed materials developed for the HETC
13. Liaison to the community with regard to theatre activities
14. Oversee selection of student winners of scholarships, tuition rebates and student aid positions
15. Recommends to the Dean of Liberal Arts contracts with publishing houses in regard to play rights and script purchase for all productions in collaboration with show director
16. Handle all outside phone calls pertaining to theatre related matters from students and community members
17. Assist technical theatre faculty with building related issues, problems and other areas of concern
18. Works in collaboration with the Harper Educational Foundation to plan and coordinate special theatre event fund raising opportunities

Leaves (See Negotiated Agreement for Additional Details)

Absence Procedures

All leaves are entered by the faculty member **via computerized time reporting system (Oracle e-business self-service)**. Faculty **members** are required to report all absences (personal, sick, bereavement leaves etc).

A. Faculty **members** will notify their immediate supervisor or dean prior to being absent from class or other duties. Initial arrangements for coverage of classes will be the responsibility of the faculty member with the concurrence by the dean for such arrangements. If a substitute teacher needs to be paid, a Substitute Pay Form shall be filled out in the Division Office and signed as appropriate.

B. Reporting of approved absences

At the end of each pay period, full-time faculty are to report approved absences **by reporting their time using self-service in Oracle e-business on the MyHarper portal**.

C. Reporting of unauthorized absences

1. The appropriate supervisor should attempt to contact the absent employee by telephone to clarify the situation.
2. If the supervisor is unable to contact the missing employee, **Human Resources** should be notified.
3. Appropriate documentation should be kept by the supervisor of events related to the unauthorized absence, and the absence **should be reported to HR**.

Bereavement Leave

The faculty member is entitled to up to three consecutive instructional days leave of absence without loss of salary or deduction of accumulated sick leave in the event of the death of a member of a faculty member's immediate family. **For further details, consult the Agreement.**

Parental Leave

A faculty member shall be eligible for parental leave without pay or other benefits, **except those identified in the Agreement.**

Personal Business Leave (Please see Article IV, Section G of the Agreement.)

The dean will receive and act on requests for personal business leave. The absence will be **entered by the faculty member into the computerized system** at the end of each pay period.

Sabbatical Leave

Sabbatical leave is granted by the Board to any eligible full-time tenured faculty member who shall have appropriately applied, provided that the Sabbatical Leave Review committee recommends **to the President who will include his or her recommendation and will forward both recommendations to the Board of Trustees for final approval.** A tenured faculty member is eligible to seek a sabbatical leave after six (6) years of full-time service as a faculty member of the College. Consult the chair of the Sabbatical Leave Review Committee and **Article IV, Section J of the Agreement** for further details. **Sabbatical Applications are generally due to the Dean before October 25. The dean's recommendation is usually sent to the appropriate VP by November 1. The VP forwards the applications to the Sabbatical Committee chair usually before November 10.**

Sick Leave

Sick leave is granted at the rate of twenty (20) days the first year of employment and ten (10) days per year after the first year. **All sick leaves must be reported using the e-business system.**

Other Leaves

Other leaves are also possible including Educational Improvement and Work Experience Leaves, Jury Duty/Court Related Leave, Military Leave, Religious Leave, Family Medical Leave Act. Please consult the Agreement and the Human Resources Department for more details. **All such leaves must be reported using the computerized system.**

Mentors

Contractual Mentors

Article III, Section L of the Agreement outlines the terms and conditions whereby compensation is awarded to mentoring:

The mentor program will include the following:

1. Orientation to the department/division and the curriculum
2. Review and discussion of the Faculty Handbook
3. Discussion of professional development opportunities
4. Review of the faculty evaluation procedure
5. Discussion of classroom pedagogy, which may include:
 - a. Course syllabus preparation
 - b. Assessment procedures
 - c. Grading policies of the department and the institution
 - d. Peer coaching techniques which may include mutual classroom observations
 - e. Active learning techniques

Mentors will guide and assist the full-time faculty and adjunct faculty members as prescribed by the appropriate administrators, but will not serve on the new member's peer evaluation committee.

The Mentors will provide written documentation of the number of interactions with new faculty and submit the information to the dean for compensation at the conclusion of the appropriate semester, as specified in the faculty agreement. This written documentation should not include any evaluation, as that is not the function of a mentor. However, the mentor should write a brief report to provide documentation for the contractual stipend.

Implementation Procedure

1. The Dean, in consultation with the department chair/coordinator, will select a faculty member from within the Division. The mentor should not **also** serve on the new faculty member's peer committee.
2. The mentor list should be submitted to the appropriate vice president by the fourth week of the new faculty member's first semester.
3. Mentors will provide written documentation of interactions with new faculty and submit this information to the dean for compensation at the conclusion of the appropriate semester, as specified in the faculty agreement.

Non-Contractual Mentors

The Mentoring Subcommittee of the Teaching and Learning Committee coordinates a second mentoring program. This program is NOT to replace mentoring programs established within departments. The aim of the New Faculty Mentoring Program is not to be used in the tenure or peer evaluation process and mentors should not serve on peer committees. The mentor assists new faculty with College processes and procedures.

The program has the following components:

1. A faculty member is assigned to a mentor who is within the Division but not from the Department. The intent is to help new faculty understand the “workings” of the individual division without the scrutiny of an evaluation by a department member.
2. The new faculty members are linked to their mentor for three years to assist new faculty through the tenure process.
3. In order to make a social connection, new faculty members are invited to a luncheon during Fall Orientation Week. At the luncheon, the new faculty meet their mentors, administrators, Faculty Senate members and members of the committee. At that time, the mentors are given a checklist of items to discuss with the **new faculty members**.
4. The new faculty and mentors are given tickets for three free meals on campus to discuss the checklist or any issue that can assist the new faculty during the year.

New Faculty Course

The New Faculty Course Subcommittee of the Teaching and Learning Committee coordinates the New Faculty Course with support from the VPAA and VPSA. This course is designed to:

1. Inform new faculty of policies and procedures;
2. Provide information about support services;
3. Explain the functions of the various college departments;
4. Inform new faculty of key college activities;
5. Offer insight into the mission of the community college;
6. Give new faculty members the opportunity to form relationships and contacts with individuals from other divisions and departments.

New faculty members are expected to attend the New Faculty Course during their first full semester of teaching and complete all related assignments. Each new faculty member’s teaching load is reduced by two (2) contact hours to accommodate completing the New Faculty Course. If necessary, reassigned time will be credited toward contractual overload to compensate new faculty members for attending and completing the course.

For questions or more information, contact the Faculty Development Coordinator at 6119.

Office Hours

Article III, Section I, Paragraph 11 of the Agreement sets the conditions and obligations for faculty office hours.

Personnel Records

Article III, Section B of the Agreement defines Faculty Personnel Records.

Faculty members are responsible for updating their personnel file to assure that the official personnel record contains current information regarding course credits and other pertinent data.

Faculty members are expected to notify their Division Office of any change in name, address, phone number, etc. The Division Office will forward these changes to the Human Resources Office.

Professional Development Activities

Article VII, Section C of the Agreement delineates the contractual conditions for Faculty Professional Development. Professional development is at the heart of the professional lives of educators. The College provides support for professional development in order to support and sustain that belief.

Professional Development Credit

In order for a faculty member to move laterally (promotion) on the salary schedule, certain minimal training requirements have been agreed upon. These procedures explain the process for having approved credit become a part of the personnel record.

For graduate, undergraduate, CEUs and non-credit courses:

- 1. Submit Course Approval Request & Documented Earned Credit form to dean for pre-approval.**
- 2. Form will be forwarded to confirm approval.**
- 3. Attach grade report and/or transcript to pre-approval and submit to the dean upon completion of course.**
- 4. Final form will be sent to the faculty member to certify and filed with HR.**

Other Professional Development Activities

- 1. All activities not meeting the above categories must be submitted to the Faculty Professional Development Assessment committee. Use the Professional Development Credit Proposal (PDCP) Approval Form.**

2. **After assessment of the proposal by the Committee, the applicant will be notified of proposed credit value.**
3. **Completion report is then submitted to Professional Development committee.**

Professor Emeritus

This honorary designation is an award which may be given by the College to retiring full-time faculty members in recognition of their service to Harper College and its students, the College, and its community.

Application for emeritus status must be **submitted on or before February 28 (4pm) of the current year**. Faculty may apply one year prior or two years after retirement. The required forms are accessible via the Academic Affairs **Portal** Page, Sections I and II from the full application are excerpted as follows:

- I. To receive the title of Professor Emeritus, the retiring faculty member must:
 1. hold the rank of Associate Professor or Professor or be an administrator with either academic rank;
 2. have completed a minimum of 10 years of full-time Harper service;
 3. demonstrate significant accomplishments in curriculum development and teaching or as it relates to his/her professional field at Harper College; and,
 4. demonstrate participation which is substantive, consistent and active in at least four of the following five areas during the last ten years of his/her tenure at Harper:
 - Committee Work: Institutional, Divisional, Departmental, Senate (annual)
 - Department Chair, Coordinator or other significant leadership role in the division, department or College (minimum 3 years)
 - Faculty Advisor or Coordinator: student organization, special student programs, College events
 - Professional Development: courses, research, conferences, workshops, membership in professional organizations (annual)
 - Professional Service/Community Service: officer of professional organization, conference or workshop presenter or session chair, author/editor/designer of publications, consultant (annual)
 5. demonstrate consistent outstanding performance across the ten or more years of service, as supported by the College's evaluation practices.
- II. Applications for the award will be annually submitted (following published guidelines) to and verified by the Vice President for Academic Affairs or the Vice President for Student Affairs and the President of the Faculty Senate on or before **February 28, 4pm**. The appropriate Vice President's and Faculty Senate President's recommendations will be submitted to the College President who, in turn, will make a recommendation to the Board of Trustees for final determination on or before May 1.

Professional Expense Reimbursement

1. The language outlining allowable professional expense items, the aggregation of professional expenses **and deadlines for applying for reimbursement** may be found in Article VIII, **Section A** of the current Agreement. Specific questions may be directed to the Associate V.P. of Academic Affairs by calling ext. 6303.
2. All requests for reimbursement must be accompanied by original receipts or original canceled checks.
3. Please submit original receipts as you accumulate them. There is no need to wait to submit all your receipts at once. Processing reimbursement as you incur expenses will facilitate the bookkeeping in the Business Office and will get your cash back more quickly. Requests for reimbursement based on receipts from previous fiscal years will be returned unprocessed.
4. When using aggregated funds from other faculty, please attach to your request separate Professional Expense Benefits Reimbursement Forms (green) signed by each faculty member and their respective dean who has agreed to aggregate their funds to you.

Promotion

Full-time faculty receive promotion to the rank of assistant professor and associate professor based upon fulfillment of specific education, experience, and length of service criteria outlined in **Article VII, Section D** of the Agreement. **The Applications for Promotion Procedure and Time Line are located on the Academic Affairs portal page and are** updated yearly by the Contract Promotions Committee.

Applications are reviewed by the Deans, the Divisional Promotions Committee and the **Recommending Body comprised of** Institutional Promotions Committee, **the appropriate Dean and the Appropriate VP.**

Elections for Divisional Promotions Committee are coordinated by the Dean. Members of the Institutional Promotions Committee are elected during the Faculty Senate Elections. Each division has one representative on the institutional committee.

Following the interviews and presentations by the applicants, the Recommending Body forwards its recommendations to the President in accordance with the Time Line on the Academic Affairs portal page.

The President **forwards the recommendations** to the Board of Trustees for April action. The President notifies applicants of Board Action with respect to the effective date of their promotions.

Faculty members interested in applying for promotion in rank are encouraged to contact their divisional promotions committee representatives and to read the **information on the Promotions page of the Academic Affairs portal page.**

Reimbursement for College-Related Expenses

The College has a number of procedures which govern and facilitate the reimbursement of expenses by faculty members. This includes reimbursement for attendance at professional meetings, the performance of College business, professional development activities, tuition reimbursement, the advance of funds for travel and the reimbursement of certain professional expenses such as memberships or instructional aids.

Guidelines governing which activities or items are reimbursable are provided in the Agreement and in the Administrative Services Procedure Manual **available on the Administrative Services portal page**. In many cases, prior approval by a supervisor is required in order for reimbursement. In all cases, the completion of appropriate forms **and accompanying documentation is required**. Further information may be obtained from the division office.

Release or Waiver Forms

Faculty members planning field trips with students should check with division office staff before finalizing arrangements.

Materials received for display or use in instruction from persons who are not members of the College community should be acknowledged with a form, which serves as a receipt and acknowledgement of liability. A number of activities involving students, materials belonging to others that are to be left at the College, and materials produced at the College, require the use of release or waiver forms. Most of these forms are designed to clarify the insurance or other liability involved with the activity.

RETIREMENT:

Post-Retirement Employment Program

(other questions related to faculty retirement should be directed to Human Resources)

A tenured faculty member who elects to retire from Harper College under the State Universities Retirement System, and who desires to continue a professional affiliation with the College, may apply for participation in the post-retirement employment program as outlined in the **Side Letter to the Agreement 2006/2010 on page 65**.

Role in Student Activities

One major objective of the student activities program is to complement academic learning, and faculty participation in this area will greatly enhance the success of achieving this objective.

Student Organizations

Faculty also serve as models for student development. Therefore, every Harper student club and organization is required to have at least one faculty member as an advisor.

Admission to Student Activities Events

Students are pleased by the attendance of faculty members at their activities, welcome their advice in organizational planning, and appreciate the help they give concerning student events and activities. The Student Senate has extended to full-time and adjunct faculty the privilege of attending events at the student rate.

Student Senate

The Senate is similar in operation to the Faculty Senate. Its membership is comprised primarily of student representatives from academic divisions and each divisional representative is allocated specific funds for projects or services of interest to the students in the specific division.

Student Activities/Cultural Arts Committee

Faculty are invited to make recommendations to the Cultural Arts Committee regarding guest lectures and other programming events for the College. In addition, several faculty members serve on the Cultural Arts Committee each year and are responsible for helping to select concerts, films, lecturers, art exhibits and drama productions.

Seniority

Seniority is defined as the length of continuous employment from the date of hire by the Board of Trustees as a full-time faculty member of the college. **Article III, Section E of the Agreement applies.**

Substitute Teachers

Absences for approved reasons, as described in Article IV of the Agreement, may require a substitute teacher. Except in an emergency, the faculty member should notify the immediate supervisor in writing 48 hours in advance of the absence and should describe arrangements made for a substitute.

1. The faculty member will:
 - a. Find a substitute teacher and provide that person with the needed information to conduct the class.
 - b. Notify the immediate supervisor of the date(s) of absence and the arrangements made for coverage.
 - c. Immediately following the substitution dates, submit a Substitute Teaching Memo to the dean.
 - d. Report the absence(s) on a monthly Detailed Time Report.

2. The dean will:
 - a. Confirm and approve the amount to be paid to the substitute teacher according to the hourly rate of pay as found in Article VII of the Agreement.
 - b. Submit the original copy of the Substitute Teaching Memo to payroll. A copy is kept in the division office.

State University Retirement System (SURS)

The State University Retirement System is funded through deductions from faculty paychecks. This amount is to be applied to the retirement account of each faculty member. For further information, please consult the Human Resources Department and Article VIII.F of the Agreement.

Telephone Communications

The College shall not release the home phone number of faculty members **to students**. In an urgent situation, division office staff may attempt to contact a faculty member and ask **him or her** to call the student regarding the matter of concern. Faculty **members** are expected to inform the division office of changes in their home phone numbers.

Long distance personal calls are discouraged. In cases where it is absolutely necessary, the College switchboard operator should be notified in advance or immediately after making the call. A record of the call will be kept for billing purposes after the telephone bill is received.

Tenure Review Process

The Committee on Faculty Tenure has established procedures for systematic review, found in Article III of the Agreement. This Committee annually reviews the personnel files of untenured faculty as prescribed by the state tenure law. Full-time faculty shall be considered for tenure during the sixth consecutive semester with three evaluations, excluding summer sessions and any full semester leave. The Offices of the Vice President of Academic Affairs and Student Affairs, in conjunction with the Human Resources Office, will initiate the evaluation process each year by September 15 of each year (or by May 1 for faculty hired midyear). The compilation of necessary evaluation data is available by the respective dates of November 15 and February 1. The President will notify the faculty member and the Faculty Senate of the intended recommendation to renew or non-renew a probationary appointment. **(See the section on evaluation of non-tenured faculty members in this handbook for additional dates and details.)**

Textbook and Instructional Materials–Requisitions from Bookstore

In order for the bookstore to establish an inventory of textbooks and instructional supplies for classes, requests for these materials must be submitted by the College faculty and

approved by the appropriate administrator. The bookstore will order texts and supplies for a class upon receipt of a completed book request form.

1. The faculty member will:
 - a. Complete a standardized instructor request form which contains provisions for pertinent information such as:
 - i. Term for which books and supplies will be needed.
 - ii. Course and section number.
 - iii. Estimated number of students.
 - iv. An indication whether text is required or optional.
 - v. Author, title, edition, year and publisher of each book, or, in the case of supplies, the company that can provide the supply needed.
 - vi. An indication whether or not the text will be used the following term. New texts should be chosen with the anticipation of a two-year adoption.
 - vii. Instructor's signature and approval signature of dean if textbook is to be changed in less than two years.
 - viii. Any supplies, such as special notebooks, art materials, engineering, and fashion design equipment.
 - b. Submit the completed form to the dean.
2. The Dean will:
 - a. Distribute the standardized instructor request forms to faculty each year.
 - b. Collect, review and approve textbook and supply requests and submit completed forms to the bookstore no later than April 1 for the fall term, October 15 for spring term and March 15 for the summer term.
3. The bookstore will:
 - a. Order the necessary textbooks and instructional supplies.
 - b. Notify the instructor if materials are not available and discuss alternate arrangements if possible.

Workload

In general, a contact hour for academic scheduling purposes is 50 minutes to allow 10 minutes passing time between classes for students. Article III, Section I of the Agreement defines workload.

IV. Employee Benefits

Employee Assistance Program (EAP)

The EAP is a confidential program staffed and administered by Work Place Solutions in Schaumburg. All referrals, interviews, and records concerning College employees who participate in the EAP are strictly confidential. Participation in the EAP does not affect an employee's job status, job security or promotional opportunities. Some areas for which EAP assistance is available are alcoholism, marital discord, drug abuse, emotional problems, financial planning and family conflict. Call 1-800-EAP-5071 for the EAP coordinator. There is an EAP brochure available from Health & Psychological Services, or contact the Director of Health and Psychological Services. A more detailed manual on the EAP program is available in each division office.

Fringe Benefits

Full-time Faculty at Harper College enjoy a number of fringe benefits such as insurance, professional expense reimbursement, tuition waivers, etc. These benefits have been bargained for and are described in the current Agreement in Article VIII, **Sections A.B.C.G.**,

The Group Insurance benefits are described in the Agreement, Article VIII.C. The College provides term life coverage for employees as well as medical and dental insurance for the employees.

Medical and dental claim forms are available in the Human Resources Office. Questions regarding claims or procedures should be directed to the Human Resources Office, ext. 6217. The Human Resources Office provides new employees with booklets, which fully explain the insurance programs and benefits.

ID Cards

Each faculty member should have a Harper identification card verifying his or her faculty status. In addition to identification, this card is required to check books out of the library, obtain the student rate for activities and events held by the College, and **to** use copying equipment. The photo ID card is processed at **the J Building box office**. **See portal for complete ID card information.**

Tuition Waivers for Harper Courses

Tuition waivers for Harper courses are available for all faculty including retired faculty, their spouses and dependent children 24 years of age and under as delineated by **Article VIII, Section G** of the Agreement. Waiver authorization forms are available in the Human Resources Department.

Wellness Program

The Employee Wellness Program (EWP) is open to all Harper College employees and is free of charge. The benefits of the EWP are special wellness programs, incentives, Fitness Center discount, group support meetings and fitness assessment and consultation. There are also many opportunities to participate in wellness related activities and events throughout the year such as Wellness Week, Employee Fitness Day and health screenings. Employees may use their tuition reimbursement benefit and enroll in a wellness credit or continuing education class. In addition, Health & **Psychological** Services provides medical care including physician's services, over the counter medications and lab work at a nominal cost. Preventative services such as blood pressure screening, immunizations, and health counseling are also available.

V. Institutional Operational Policies and Procedures

Budget Preparation

The fiscal year for the College is July 1 through June 30, and budget preparation for each fiscal year is a process that involves staff and faculty in the developmental stages to final approval by the Board of Trustees.

Employment of Personnel/Federal Immigration Laws

All new hires including full-time, part-time, temporary employees, and student aide employees must complete the Employment Eligibility Verification Form.

Emergency Closing of Campus

During daytime College Hours - (Monday through Friday, 8:00 am to 4:30 pm)

In the event an emergency condition or situation occurs or seems likely during the day, a report will be given to the Vice President of Administrative Services by the **Harper College Police Department** or Director of Physical Plant. The Vice President of Administrative Services will make a recommendation to the President regarding the continuation of College operations. The President and the other Vice Presidents will decide if the situation/condition warrants closing the college. If the decision is made to close, College personnel as well as the radio and television stations will be notified.

During Evening/Night College Hours - (Monday through Friday, 4:30 pm to 8:00 am)

In the event an emergency condition or situation occurs between 4:30 pm and 8:00 am, Monday through Friday, the **Harper Police** officer in charge will notify the **Harper Police Chief**. The **Police Chief** will take appropriate action within his authority and/or notify the Director of Physical Plant. The Vice President of Administrative Services will consult with the other Vice Presidents and will make a recommendation to the President regarding the continuation of College operations. If a decision is made to close, College personnel as well as radio and television stations will be notified.

During Closed-Campus Hours - (weekends when applicable, and holidays)

In the event an emergency condition or situation occurs during closed-campus hours on Saturdays, Sundays or holidays, the **Harper Police** officer in charge will contact the **Harper Police Chief** and will implement his directives.

Notification of the above will be from the Vice President of Academic Affairs/Vice President of Student Affairs to the deans and then through any "phone calling trees" that may be set up at the divisional or cost center level. Also, appropriate radio stations will be notified to put a "closed" message on the air **and the Harper Web Site will carry the pertinent information.**

Emergency and Safety Procedures

All Injuries and illnesses that occur to faculty, staff and students should be immediately reported to Health & **Psychological** Services at ext. 6268 or to **Harper Police** at ext. 6211. Details on various situations may be found on the MyHarper Portal page under “Administrative Services” and in Harper College Safety and Emergency Procedures manual binder in the division office.

Call ext. 6211 for 24-hour assistance for fire, police, medical, or personal safety crisis.

For life threatening medical emergency —call 911; for medical concerns call ext. 6599

Report: Location – building, room number

- Nature of emergency – what has happened
- Assistance needed – nurse, fire department, counselor, **Harper College Police** officer, etc.

For medical emergencies:

- If victim is not breathing call 911, Position victim on floor and begin CPR as instructed by the Paramedics/Fire Department.
- If victim is unconscious, call 911 and stay with victim until help arrives.
- If victim is conscious, 6211 or 6599 for help, and reassure victim that assistance is coming.

Gifts and Donations

Gifts: The Office of Development conducts a program of donations and gifts that includes the United Way campaign each fall and the Tradition of Excellence employee campaign which benefits student scholarships and other needs each spring. Contact the Assistant Director of Development at ext. 6610 for further information.

Gifts in Kind Process: Per policy by the Harper College Board of Trustees, all gifts, including gift-in kind offers, must be handled through the Harper College Educational Foundation office. If inquiries regarding gifts in-kind are received, all questions regarding this process can be directed to the Director of the Annual Fund at ext. 6610.

The most current information about donations and in-kind gifts is available on MyHarper portal on the Foundation web page.

Health and Psychological Services

Health and Psychological Services is located in A364 and is open from 8:00 am to 6:00 pm, Monday through Thursday; and 8:00 am to 4:30 pm Friday during the fall and spring semesters. Hours remain the same during the summer semester, with the exception of Friday, when the College is closed. Hours may differ when school is not in session. The staff consists of a Director, family nurse practitioner, consultant physician, registered nurses, health educator, licensed clinical health psychologist, and doctoral level psychologists in training. The emphasis is on the promotion of health and wellness in the college student population as well as employee health and well-being.

All health services are offered at minimal or no charge to students.

Services include:

1. Physical examinations
2. STD testing
3. Pap testing
4. Birth control
5. Medical care
6. First aid
7. Psychological services including brief therapy, evaluation, and referral
8. Over-the-counter medication for colds and flu or headache
9. Confidential health counseling
10. Information about a health topic or illness
11. Immunizations
12. Allergy injections
13. Wellness and lifestyle counseling
14. Health screenings such as: pregnancy, hemoglobin, tuberculosis, cholesterol, "strep," blood pressure, urinalysis, vision, diabetes and "mono"
- 15. Smoking Cessation**
16. Withdrawal from classes due to an extended illness
17. Information about the Student Accident and Sickness Insurance Plan
18. Temporary medical parking permit
- 19. Help with a physical disability**
20. Substance abuse information and referral

Many of the above services are available to faculty and staff at minimal or no charge.

Information Technology

The Information Technology Organization (IT) supports Harper's strategic direction by providing technological tools and support that permit the academic and administrative areas to deliver integrated services and for students and faculty to participate and collaborate in the learning experience. A primary responsibility of IT is the protection of Harper's information assets, accomplished through the development and assurance of adherence to Harper security policies and applicable state and federal laws. Additionally, IT centrally manages the acquisition and support of technology, by managing all acquisitions, related contract negotiations, implementing acquired technologies and providing ongoing support.

Information dedicated to obtaining an account and appropriate usage procedures for the Harper College Communications Network (HCCN) can be found by **accessing the IT page under the Divisions tab on MyHarper portal**. If you require further assistance, don't hesitate to contact the **Service Desk (HELP)** at ext. 4357 (dial HELP). **The most current information about services and support provided by IT can be found by accessing the IT page under the Divisions tab on MyHarper portal.**

Calling the Service Desk (ext. 4357) is the most efficient way to obtain services related to classroom technology, desktop technology, telephone and network communication systems and the web. Personnel at the Service Desk will either assist you or refer you to the best source for assistance.

Keys and College Property

Keys to classrooms and other areas of the College are issued to faculty with a termination date. Keys including office keys must be returned at the termination of **or retirement from** employment.

Faculty members and staff are expected to return College materials when they are finished using them for instructional or other College purposes. College materials are not to be used for personal purposes.

Marketing Services

Marketing Services provides marketing strategy, graphic design, printing, mailing and other communication services to help raise awareness, enhance image and increase enrollment for the College. Marketing Services approves and facilitates all marketing activities of the College. The department also develops and oversees editorial and graphic standards guidelines for the College, including the use of the Harper College logo.

Office of Research

The Office of Research is available to help faculty with classroom research. Discuss requests with the Dean and the Research staff. **The Office of Research web site is an excellent source for information. The web site is located within the division of Strategic Alliances on the MyHarper portal.**

Parking Permits and Regulations

A. Parking Registration and Vehicle Tags

In order to provide adequate parking for the College community, it is necessary that all employee motor vehicles be properly registered through the Harper Police Department. **Parking tags will be assigned when vehicles are registered at the Harper College Police Dept.**

B. Designated Parking

Designated parking areas exist on the Harper campus for the following groups of individuals: Students (**white lines**), Faculty/Staff (**red lines**), Administrators (**blue lines**). Disabled Persons (designated medical/handicapped lots)

C. Special Medical Parking Permits

Members of the College community who have mobility impairments or severe medical problems may obtain a Special Medical Parking Permit in the Health and Psychological Services, A362. A physician's verification may be requested. Medical parking is available for faculty members who have handicapped license plates or State of Illinois or township issued handicapped parking cards. For further information, contact ext. 6268.

D. Visitor Parking

Visitors may obtain parking permits in the **Harper College Police Department**, and may park in any visitor or student lot. There are no restrictions regarding visitors during open campus hours. During closed hours, all visitors must sign in at the **Harper College Police Department** (Building B) prior to entering the buildings.

Payroll Procedures

A full-time faculty member will be enrolled on the payroll after appointment by the Board of Trustees and receipt of a Board approved contract signed by the Board Chairperson and the faculty member. Salary and rates of pay will be determined according to Article VII of the Agreement.

Payday occurs every other Friday. If payday occurs on a holiday observed by the College, payday shall be the preceding faculty employment day. Direct deposit of paychecks is **encouraged**.

Payment for overload or other special assignments will be combined with the regular payroll and issued on the same paycheck.

Questions regarding payroll procedures should be addressed through the Payroll Office (payroll@harpercollege.edu). **Faculty members may also access the HR web page for information on the MyHarper portal.**

Press Relations and Publicity

The Office of Communications maintains contact with media representatives of all local and metropolitan newspapers, radio stations and television outlets. The Director of Communications (ext. 6183) acts as a liaison between the media and any media representatives should be referred to this office. Faculty are urged to share news of special accomplishments, new courses, special events or student success stories with the office to assure communications through press releases and cable announcements.

Program Review Process

In response to ICCB regulations, Harper has established a systematic, College-wide process for assessing and reviewing all instructional programs, student services and support services in the College. The Associate V.P. of Academic Affairs maintains a schedule so that each program will be reviewed every five years **with the necessary annual progress reports**. The procedure is available from the office of the Associate Vice President of Academic Affairs.

Purchases and Payments for Materials and Supplies

All purchases and payments made by the College require prior approval and documentation. The purchasing process requires the cooperation of all involved to assure timely receipts of materials and prompt payment of vendors. The mechanism for ordering supplies or equipment for instructional programs includes the preparation of a College purchase requisition, approval by the appropriate department chairperson or coordinator and approval of the Division Dean. Depending on the amount to be expended and the items to be purchased, the approval of other administrators may be required and a bid process may be required. The approved purchase requisition is forwarded to the Purchasing Department **using the College e-business workflow**.

Some items, such as subscriptions, memberships and fees, may be ordered with a requisition for a check for direct payment.

Bids for items costing more than \$10,000 require Board approval at regular Board meetings. All contact with outside vendors in the ordering process is performed by staff in the Purchasing Department, who work closely with department and division staff. Payments also are approved at Board meetings. There are ways to expedite the purchasing process in case of emergency need. Division office staff have extensive experience in these matters and may be consulted for help.

Student Registration

The enrollment of students in classes is a large operation at Harper College and is one that involves faculty and staff. A healthy enrollment not only assures the fiscal well-being of the College, but also allows the student needs to be served.

There are two seventeen (17) week semesters and **two 5-week, and two 8-week** summer sessions, during which most courses are offered. Courses are also scheduled **14-, 12-, and 8-week terms within** the semester and many other courses are offered during a shorter length in credit and continuing education.

Harper College has registration each term for students in credit and continuing education courses. Current and previously enrolled students in credit courses have the option of registering early for the next term. Students have the opportunity of planning and being advised by student development faculty prior to registration. All new full-time students are required to take a battery of **assessments** in the Assessment and Testing Center in the areas of reading, writing and mathematics. All new full-time students are also required to attend an orientation and to see a counselor prior to registration.

With the advent of the new Student Information System, most registration for continuing students will be web-based. For information please contact the Registrar or the Center for New Students. Student Affairs faculty advisors are the best source of information for students. Please refer students with questions to their faculty advisor.

Late Registration/Schedule Changes – Late registration/schedule changes are open to all students during the first week of the term. Written instructor approval may be required for registration during this period. Registration after the first week of class requires instructor approval.

The deans in consultation with department chairs or coordinators determine class size. **Minimum class size for most class sections is 17.** After a class is full or when a question of course prerequisites arises, students will be sent to the instructor of the course for permission to enroll. A standard “override form” is used to indicate the faculty member’s approval to enroll in a full class or to override a prerequisite. If the approval is granted, the student submits the override form with the registration form at registration for enrollment. The approval form must be submitted in person. The faculty member should sign and date the form.

Audit Registration – A student who wishes to enroll in a credit class, but does not want to earn a grade for the course may enroll for audit. Students taking courses for credit are given priority during the registration cycle. See the College Catalog for most current requirements.

Security and Use of Classrooms

All general classrooms are normally left unlocked. Labs and high security risk areas should be kept locked when not in use. Lights should be turned off and doors closed when classrooms are not in use. Students may not use classrooms, labs, etc., unless the instructor is present.

Smoking Policy

Effective August 1, 1991, all campus facilities and vehicles are smoke-free. There is to be no smoking in doorways of buildings. There are designated smoking areas outside.

VI. Student Services and Procedures

Academic Advising

Students receive assistance with course selection, academic information and transfer resources from Student Development counselors. The Student Development Division offers academic assistance to continuing students in three educational planning centers on campus: I117, D142, and A347. New students receive academic assistance from counselors during orientation sessions held between semesters and ongoing through the Center for New Students and Orientation, C104. For more specific information contact any of the centers mentioned or the Dean's Office at ext. 6346. For more information about other student services, see Counseling.

Assessment and Testing Services

All full-time students are required to take assessments in English, reading and math for appropriate course placement. All students, prior to taking their first college level English or math course must be assessed. Course placement is mandatory. The full College Assessment Policy is listed in the Harper Catalog. Students with questions about the assessment program should contact the Assessment and Testing Center (A148) at ext. 6541. This center also coordinates all CLEP, GED and proficiency testing. See Proficiency Credit for more information.

Counseling Services

The goal of the Student Development Division is to help students have a successful college experience. In specialized centers across campus, counselors and advisors offer orientation, career assessment and vocational testing, academic and transfer advising, personal and crisis counseling, job placement and specific programs and counseling for women, athletes, multicultural students, adults and students who are at-risk at entry or in academic difficulty after enrolling at Harper.

The Student Development Centers are:

- Assessment Center, A148, ext. 6541
- Center for New Students and Orientation, C104, ext. 6208
- Center for Multicultural Learning, D142, ext. 6522
- Center for Academic Advising and Counseling, I117, ext. 6393
- Career Center and Community Career Services, A347, ext. 6220
- Psychological Services (part of Health and Psychological Services), A364, ext. 6268
- Women's Program, A347, ext. 6558

Ombudsperson and Mediation Services

An Ombudsperson is available to offer assistance with faculty/student conflict. An Ombudsperson is a neutral, impartial person who can –

- interpret policies and procedures
- help to resolve conflict
- provide conflict mediation between two or more people
- refer to appropriate resources on and off campus.

This service is available to all Harper faculty and students free of charge. To schedule an appointment, call ext. 6441. The Office of the Vice President of Student Affairs office is located in the Wojcik Conference Center, Room W307.

Psychological Crisis Intervention

A psychological crisis is a personal emergency for a student who has personal concerns that she or he is unable to cope with at the present moment. Crises by definition require immediate attention and can be addressed by the procedures described below.

The procedure to follow in case of a psychological crisis is:

- Contact Health and Psychological Services at ext. 6599 or **Harper College Police** at ext. 6211 and state your location.
- Protect the distressed person if possible, by establishing calm, friendly contact, and protect yourself if necessary.
- Clear the area of potentially dangerous objects and try to establish as much privacy as possible for the person and staff members involved in the crisis.

Health and Psychological Services and Harper College Police staff will contact the campus psychologist and established mental health emergency procedures will be followed.

If you are with an individual who is having some emotional difficulty, but it is not deemed a crisis (according to the above definition), please direct and/or walk the individual to the closest Student Development Center (D142, D119, C104, A347, and I117).

Any questions regarding psychological crises and psychological services can be directed to the psychologist in A364, ext. 6268

Student Activities Funding

All funding requests are to be made in writing through the office of the Director of Student Activities and may include requests from the following allocations:

- The appropriate Student Senate academic division allocation.

- The Student Senate special projects budget.
- The Student Senate class gift allocation.
- The Clubs and Organizations Council special projects budget.

Student Complaint Procedures – accessible in detail in the **College catalog** on www.harpercollege.edu

Non-Academic Complaints

The Vice President of Student Affairs or designee shall be responsible for responding to complaints from students on non-academic issues. These issues include, but are not limited to, refunds, admissions, withdrawals, transcripts, and use of facilities. Students shall express their concerns initially with the appropriate faculty or staff member in an informal manner by contacting the faculty or staff member and requesting a conference. The student must contact the faculty or staff member with such concerns within ten (10) school days of the occurrence giving rise to the complaint. It is also recommended, but not required that the student contact the Ombudsperson to facilitate an informal resolution of the complaint. If the concerns are not resolved to the student's satisfaction, the student may submit a complaint in writing to the department chair, coordinator or director of the faculty or staff member involved within ten (10) school days of the information discussion, or ten (10) school days after the initial contact, whichever is later.

In filing the written complaint, the student may request a meeting with the department chair, coordinator or director. The written complaint must specify the specific complaint(s) together with the desired resolution(s). The individual receiving the complaint must review the complaint and respond in writing to the student within ten (10) school days after receiving the complaint or after holding the meeting, whichever is later. If the results of the review are unsatisfactory to the student, the student may appeal in writing to the dean of the appropriate division, in the case where there is one, within ten (10) school days after receipt of the written response. If the results of the dean's review are unsatisfactory to the student, or in cases where there is no dean, the student may appeal in writing to the Vice President of Student Affairs or designee. The Vice President or designee shall issue a written response to the student within ten (10) school days after receipt of the appeal. The decision of the Vice President shall be final. *"School days" are defined as those weekdays (Monday through Friday) when classes are in session.

Academic Complaints

As members of the academic community, students have the right to express their opinions as to the fair treatment of their academic achievements, such as the grading process. Students shall express these concerns initially with the appropriate faculty member in an informal manner by contacting the faculty member and requesting a conference. The student must contact the faculty member with such concerns within ten (10) school days of the occurrence giving rise to the concerns.

If the concerns are not resolved to the student's satisfaction after the informal discussion, the student may submit a complaint in writing to the department chair, coordinator or director of the faculty/staff member involved within ten (10) school days after the informal discussion or ten (10) school days after the initial contact, whichever is later. In filing the written complaint, the student may request a meeting with the department chair, coordinator or director. The written complaint must specify the specific complaint(s) together with the desired resolution(s). The individual receiving the complaint must review the complaint and respond in writing to the student within ten (10) school days after receiving the complaint or after holding the optional meeting, whichever is later.

If the results of the review are unsatisfactory to the student, the student may then appeal in writing to the dean of the appropriate division within ten (10) school days after receipt of the written response. If the results of the review are unsatisfactory to the student, the student may appeal in writing to the Vice President of Academic Affairs or designee within ten (10) school days after receipt of the written response. The student may request a meeting with the Vice President or designee. The Vice President or designee shall issue a written response to the student within ten (10) school days after receipt of the appeal or after holding the requested meeting, whichever is later. The decision of the Vice President shall be final. *"School days" are defined as those weekdays (Monday through Friday) when classes are in session.

Student Code of Conduct

Whenever a student commits or attempts to commit a violation of the Student Code of Conduct on the College campus, or at an activity, function or event sponsored or supervised by the College, discipline and sanctions may be imposed on the student. Violations of the Student Code of Conduct include but are not limited to:

1. Possession, use or distribution of an illegal or controlled substance, or look-alike drug.
2. Unauthorized and/or illegal possession, use or distribution of any alcoholic beverage.
3. Theft of property or services.
4. Intentional or willful and wanton destruction of property.
5. Assault and/or battery.
6. Conduct which constitutes harassment or abuse that threatens the physical or mental well-being, health or safety of any individual.
7. Sexual assault or sexual harassment of another person.
8. Possession or use of weapons or explosive devices.
9. Trespassing on College property or other unauthorized use of College property or services including trespassing or unauthorized use of College Computer Network.
10. Academic dishonesty, including cheating, plagiarizing, or furnishing false information on such forms as transcripts or applications for admission.

11. Disrupting the peace, the education process or related activity.
12. Failure to comply with the direction of an authorized College employee or representative who is performing his/her duties.
13. Any conduct that constitutes a violation of the terms of any discipline imposed in accordance with this procedure.
14. Any conduct that constitutes a violation of a Federal or State law, local ordinance or College rule or regulation.

Discipline may also be imposed whenever a student commits a violation of the Student Code of Conduct off campus if there is a direct relationship between such act and the College. See the College Catalog and Student Handbook for the process to initiate a complaint and Appendix H or the Student Affairs HIP page for the Referral Form.

Students with Disabilities

The College does not discriminate on the basis of disability in the recruitment and employment of faculty and staff and in the operation of any of its programs or activities. Harper College is committed to compliance with the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and to other relevant state and federal legislation. The Access and Disability Services Department exists to provide services, which will result in the integration, understanding, and success of all people with disabilities. The ADS Department is located in **building D**, room D119, 847.925.6266, or TTY, 847.925-6011.

Access, reasonable accommodations, and auxiliary aids are available to any student/person with a documented disability. These can include interpreters, readers, scribes/note takers, materials in Braille or large print, books on tape, relocation of inaccessible classes, etc. Students should contact the office to arrange an intake interview and to discuss their needs. Some services require considerable lead-time to arrange. Faculty may contact the ADS office for information about disability conditions, for consultation and for information about policy/procedures. They may refer students, who may need accommodations. ADS will also arrange presentations on disability related topics and reasonable accommodations for academic departments.

VII. Board of Trustees Policies

Americans with Disabilities Act and Section 504 of the Rehabilitation Act (Board Policy 13.47.00)

The College does not discriminate on the basis of handicap in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. Persons having question regarding these activities should contact the Director, Disability Services and ADA Compliance, who functions as the College Compliance Officer.

Affirmative Action

Harper College has established in the Board of Trustees Policy Manual its policy statement on affirmative action and equal employment opportunity. The policy reads: "It is the policy of the College, that job discrimination against any individual on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, physical or mental disability, or unfavorable discharge from military service is specifically prohibited."

Chronic Communicable Diseases (Board Policy 13.17.00)

The College has adopted a policy that addresses the rights of students and employees regarding chronic communicable diseases. These policy statements are found in the Board Policy Manual **accessible from the Harper web page**.

Employees (Board Policy 13.17.03)

A. Continued Employment

An employee with a chronic communicable disease or who is a carrier of a chronic communicable disease shall be permitted to retain his/her position whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others. An employee who cannot retain his/her position shall remain subject to the Board's employment policies, including but not limited to sick leave, physical examinations, temporary and permanent disability and termination.

B. Temporary Exclusion

In the event there is a dispute as to the right of an employee to remain in his/her position, such employee may be temporarily excluded from work or transferred to another position by the President or his/her designee pending determination of the employee's continued employment status. During any period of temporary exclusion, the employee shall be entitled to utilize sick leave and other related benefits. In the event it is determined the employee could have been at work during the temporary exclusion, no deduction from sick leave shall be made for such excluded time.

C. Medical Examinations

An employee who has chronic communicable disease or who is a carrier, or is suspected of having a chronic communicable disease or of being a carrier, may be required to undergo an examination at the College's expense by a physician licensed in Illinois to practice medicine and surgery in all its branches.

The employee shall be allowed to select the physician from a list supplied by the President. In the event the employee unreasonable delays in selecting the physician or making an appointment for an examination, the President or designee will select the physician and/or make the appointment on behalf of the employee.

D. Evaluation

An employee with a chronic communicable disease shall be evaluated by a team that may consist of appropriate College personnel, the appropriate Vice President, a physician, the employee's physician, public health personnel, and other consultants selected by the President or his/her designee. The team's report and recommendations including any dissenting opinions shall be forwarded to the President or his/her designee. Every effort shall be made to complete the evaluation in a timely and prompt manner. The President shall take appropriate action.

E. Subsequent Evaluations

The employee shall be periodically reevaluated by the evaluation team to determine whether the employee's placement continues to be appropriate. The frequency of the reevaluations shall be determined by the team.

F. Confidentiality

The employee's medical condition shall be disclosed only to the extent necessary to minimize health risks to the employee and others.

Students (Board Policy 13.17.01)

Student Communicable Diseases Procedures are outlined in the College Catalog in the student handbook section.

Code of Ethics–Non-Solicitation Policy (Board Policy 13.01.00)

Employees of the College are required at all times to perform their duties in such a manner that they present a proper and official image to the community and avoid the activities that may result in personal or private gain. Toward that end, class lists and any other data about students are to be utilized solely for College instructional, administrative, advising/counseling and business purposes. Use of this information for personal or business solicitation is strictly prohibited.

Copyrights and Patents – see Fair Use Policy (Board Policy 13.14.00)

Discrimination (Board Policy 13.45.00)

William Rainey Harper College prohibits discrimination against any individual on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, physical or mental disability, or unfavorable discharge from military service.

Distinguished Faculty Award Selection Process

The selection process is designed to identify nominees and select the award recipient whose name is then submitted to the Board of Trustees. The Committee is comprised of representatives from the Faculty (previous award recipients), Administration, Board of Trustees and Student Senate and is formed yearly. The procedure is managed by the Associate Vice President for Academic Affairs.

Employment Outside the College (Board Policy 11.02.13)

Fair Use Policy (Board Policy 13.14.00)

Sexual Harassment Policy (Board Policy 13.07.00)

(Procedures can be found in MyHarper Portal/Administrative Services/Administrative Services Procedure Manual and the Student Handbook.)

Contact Vice President of Human Resources/Organizational Development if you feel you have been the victim of or have observed sexual harassment.

Student Records and Educational Rights and Privacy Act (Board Policy 5.17.00)

(To view complete Family Educational Rights and Privacy Act (FERPA) policy, go to Harpercollege.edu/catalog)

For appropriate reasons, faculty may access student records. They may be obtained through the Dean. Discussions of student progress with third parties (i.e., parents and others) may not take place without student written consent.

Class lists and any other data about students are to be utilized solely for College instructional, administrative, advising/counseling and College business purposes. Use of this information for personal or business solicitation is strictly prohibited.

Workplace Violence (Board Policy 13.25.00)

Contact Vice President of Human Resources/Organizational Development if you feel you have been the victim of or have observed workplace violence.

Harper College Educational Foundation Gifts in Kind Process

(to view the complete policy, go to My Harper Portal/Foundation/Gift in Kind)

October, 2008