



# **Adjunct Faculty Handbook**

2009-2010

**Purpose:**

The purpose of this handbook is to provide adjunct faculty with information regarding the operational system-wide functions and employment policies of the College. Therefore, this handbook has been prepared and developed to maintain an accurate flow of information to the College's adjunct faculty.

This handbook is a work in progress and will need to be modified and changed from time to time. Therefore, please be advised that no statement in this handbook is intended to create an employment contract. Adjunct faculty are encouraged to refer to the College's on-line Part-Time Employee Handbook and the Adjunct Faculty Handbook located in the Employee Service Tab of Campus Connect (<http://cc.ivytech.edu>) for updates, changes and further information.

**President's Welcome:**

To the Ivy Tech Adjunct Faculty:

Adjunct faculty play an important and critical role in the academic and professional success of Ivy Tech Community College students. Our students' learning experiences are enriched by the unique skills, knowledge, and experience adjunct faculty bring to the College.

Over the past several years, Ivy Tech has grown to become the state's second largest institution of higher education. Through our partnership with adjunct faculty, the College has enjoyed a great deal of success around the state in preparing students to enter the workforce or transfer to a four-year institution.

On behalf of the College, thank you for your time, commitment and dedication to Ivy Tech and the students we serve.

Sincerely,

Thomas J. Snyder, President  
Ivy Tech Community College of Indiana

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## College Information

### College Mission:

Ivy Tech Community College prepares Indiana residents to learn, live, and work in a diverse and globally competitive environment by delivering professional, technical, transfer, and lifelong education. Through its affordable, open-access education and training programs, the College enhances the development of Indiana's citizens and communities and strengthens its economy.

### Vision:

Indiana's residents, communities, and economy will be transformed by Ivy Tech Community College's leadership in higher education.

### Purpose:

Ivy Tech Community College changes lives and changes Indiana through education and workforce development.

### **Our Role in Higher Education:**

Ivy Tech shall meet the needs of state and local officials, employers and labor organizations by designing and delivering educational courses and programs. The primary objective of this effort shall be to provide economic and workforce development support to the state's employers and communities, by meeting their needs for better educated and trained, more productive, and more competitive employers and citizens. In addition Ivy Tech shall provide educational opportunities and appropriate workforce development, assessment, and training to those who have graduated from high school and want to earn credits that will transfer to a four (4) year college.

*\*Excerpt from Senate Enrolled Act 296 - Enacted July 1, 2005*

### **Ivy Tech History:**

In 44 years, Ivy Tech Community College has become Indiana's second-largest post-secondary institution, now serving more than 110,000 students a year.

Founded in 1963 to provide vocational and technical education, the college has experienced a significant transformation in recent years. The most pivotal change occurred in 2005 when Ivy Tech officially became Indiana's community college system. Here are the milestones that led to this change:

- 1994 - The College received system-wide accreditation from the Higher Learning Commission of the North Central Association of Colleges and Schools.

- 1995 - The name changed from Indiana Vocational Technical College to Ivy Tech State College.
- 1999 - A community college partnership was established with Vincennes University to provide liberal arts courses and degrees at several Ivy Tech campuses.
- 2004 - Governor Joseph Kernan announces a plan to expand the community college to all Ivy Tech campuses and to end the partnership with Vincennes University. Trustees of both institutions supported the plan.
- 2005 - Senate Enrolled Act 296 gave Ivy Tech sole responsibility for Indiana's statewide community college system. In keeping with Ivy Tech's expanded role, the college's name changed to Ivy Tech Community College of Indiana.

**Expanded programs:** Ivy Tech continues to add new programs to serve the needs of local communities. New health-related programs are at the forefront as the college seeks to help offset the state's shortage of health care workers. Programs recently added to the College inventory include Biotechnology, Education, and Agriculture.

**Transfer opportunities:** Ivy Tech partners with many colleges and universities to build transfer opportunities for our graduates to continue their education. New options are added each year. More and more students start their studies at Ivy Tech, earn their associate's degree, and transfer for a bachelor's degree.

**Accreditation:**

Ivy Tech Community College of Indiana is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

In addition, Ivy Tech is a member of the following organizations:

- The American Association of Collegiate Registrars and Admissions Officers
- The American Association of Community Colleges
- The Association of Community College Trustees
- EDUCAUSE
- The National Association of College and University Business Officers
- The National Association of Student Financial Aid Administrators
- The National Council on Student Development
- The Society for College and University Planning
- The American Council on Education (ACE)
- The Association of Governing Boards of Universities and Colleges (AGB)
- The Council for Higher Education Accreditation
- Community Colleges for International Development (CCID)

**Degrees Offered:**

Ivy Tech Community College offers a wide variety of two-year associate degrees, technical certificates and short-term training programs using traditional delivery and technology driven

courses. A complete list of program degrees offered by campus may be obtained from <http://www.ivytech.edu/schools/program-grid.html>.

**College Structure:**

The College is comprised of 14 administrative regions that include 23 campuses and multiple sites throughout the state. The regions work in collaboration with a system-wide central administration located in Indianapolis.

Academically, the College consists of eight schools: Fine Arts and Design, Business, Liberal Arts and Sciences, Health Sciences, Public and Social Services, Technology, Education, and Applied Science and Engineering Technology. Below is an outline of specific programs contained within each school.

**School of Fine Arts and Design:**

Interior Design, Fine Arts, and Visual Communications

**School of Business:**

Accounting, Business Administration, Computer Information Systems, Computer Information Technology, Information Security, Office Administration, and Transportation, Distribution and Logistics

**School of Liberal Arts and Sciences:**

General Studies, Professional Communication, and Liberal Arts

**School of Health Sciences:**

Central Service Technician, Dental Assisting, Dental Hygiene, Health Information Technology, Medical Assisting, Medical Laboratory Technology, Nursing, Ophthalmic Technology, Paramedic Science, Physical Therapy Assisting, Practical Nursing, Radiation Therapy, Radiologic Technology, Respiratory Care, Surgical Technology, and Therapeutic Massage

**School of Public and Social Services:**

Community Emergency Preparedness and Management, Criminal Justice, Hospitality Administration, Human Services, Library Technical Assistant, Mortuary Science, Paralegal Studies and Public Safety

**School of Technology:**

Advanced Manufacturing, Automotive Technology, Aviation Technology, Building Construction Management, Building Trades Apprenticeship, Construction Technology, Design Technology, Electronics and Computer Technology, Industrial Apprenticeship, Manufacturing and Industrial Technology, Machine Tool and Recreational Vehicle Repair Technology

School of Education:

Early Childhood Education and Education

School of Applied Science and Engineering Technology:

Biotechnology, Chemical Technology, Kinesiology, Pre-Engineering, Electrical Engineering Technology, Mechanical Engineering Technology, and Agriculture

**Adjunct Faculty Responsibilities**

The primary responsibility of adjunct faculty at Ivy Tech is to provide quality instruction for the student by employing teaching/learning processes and strategies that promote student learning. This goal is accomplished by working with the student in classrooms and laboratories, individual conferences, and other related activities that help the student develop interests and abilities to his or her fullest capacity.

In general, minimum faculty responsibilities to the College include the following:

1. To demonstrate an understanding of the College's mission and purposes.
2. To stay current in the field of study, subject matter, and skills as appropriate.
3. To improve teaching skills by participating in on-going professional development activities.
4. To submit current course syllabi, objectives, teaching strategies, and assessments to the instructional supervisor.
5. To keep accurate records of student attendance and performance and submit same at the end of the semester.

The grade record or copies of the grade record (paper or electronic) must be given to the instructional supervisor at the end of each semester.

The following information should be included in the instructor's grade records for each traditional, FLEX, hybrid, accelerated, and distance education class section:

Course title  
Course and section number  
Student names  
Class session dates  
Attendance  
Assignment weightings  
Grading scale

6. To follow established policies and procedures of the College and program.
7. To return attendance verification lists and final grades as directed. Instructor's grade rosters are due after the last session of the course according to the regional schedule. Instructors must assign a grade or status to each student. Grades shall be reported by midnight on Tuesday following the end of the term.

8. To maintain appropriate and timely communication within and among administrative units and students.

Instructor responsibilities toward the student should include the following:

1. Demonstrate a positive, supportive, student-centered attitude.
2. Teach to the objectives of the course.
3. Although adjunct faculty are not expected to maintain office hours, they should let students know how and when they may be contacted outside of class.
4. Prepare for each class meeting. The conduct of the first class meeting can greatly influence an instructor's success in the class. Following are some general guidelines for the first class meeting.
  - a. Obtain a class roster from Campus Connect (<http://cc.ivytech.edu>) before going to class. Plan to arrive early for the first class meeting. Write your name and the course number, title, and section on the board.
  - b. When the class is assembled, announce the course title and section number and check the roster to make sure that all students present are officially enrolled in the course. If a student is present but not on the roster, ask if they have registered. If the answer is "yes," his or her name should appear on the second week roster. If the answer is "no," inform the student that he or she will need to contact the Registrar's Office before attending the next class session.
  - c. Inform the students what textbook, tools, materials, uniforms, etc. they will need for the course.
  - d. Develop and distribute a course syllabus consistent with the following Course Outline of Record format. Instructors may obtain the Course Outline of Record from which to develop a syllabus from the instructional supervisor or from the following website;  
[https://wwwapps.ivytech.edu/cgi-bin/cor3/gpcourse\\_list.cgi](https://wwwapps.ivytech.edu/cgi-bin/cor3/gpcourse_list.cgi)
  - e. Syllabi must contain the Academic Honesty Statement, Copyright Policy, ADA Statement, and Right of Revision Statement.
  - f. Prepare a complete lesson for the first class session, even though some students will not have purchased the books or supplies.

## General Employment Policies

Below are brief summaries of Ivy Tech's general employment policies. This manual should not be considered inclusive of all policies pertaining to adjunct faculty. A complete and detailed version of all College employment policies may be viewed on-line at <http://www.ivytech.edu/humanresources/handbook/pt/>.

### Accidents:

All visitor, student, or employee accidents must be reported to your supervisor no later than the end of the day during which the accident occurred. You will be expected to report the time, place, names of witnesses, and a description of the accident including injury. You should do this no matter how minor the accident.

### Adjunct Faculty Agreement:

Ivy Tech Community College utilizes a standard Adjunct Faculty Agreement system-wide. Prior to your employment, adjunct faculty should receive an Agreement from their department and should complete, sign and return the Adjunct Employment Agreement to the designated office.

### AIDS Education and Prevention:

Indiana Code 20-8.1-11 requires the College to provide its employees with education about AIDS. As required by the Code, this education will include explaining the definition, cause, transmission and incidence of AIDS; describing types of behaviors that put individuals at risk of exposure to AIDS and precautions that reduce that risk; detailing Universal Precautions and location of barrier precautions for safely dealing with accidental blood and body fluid spills at work; information outlining the College AIDS policy and local AIDS resources; and encouraging the acceptance of co-workers and students with AIDS. Also, under Indiana Code, all employees must receive this information and sign verification acknowledging receipt.

### Alcohol and Other Drugs:

The College is committed to maintaining a drug and alcohol free workplace. College employees must never report to work or represent the College under the influence of alcohol and/or other drugs, or be in possession of alcohol or other drugs. Employees who violate this policy will be subject to disciplinary action including, but not limited to, termination of employment.

### Americans with Disabilities Act (ADA):

The College is committed to full compliance with the Americans with Disabilities Act (ADA). In order for the College to meet this commitment, it is the responsibility of the employee to notify their immediate supervisor, or the Human Resource Administrator, in writing, of any

special accommodation which may be required. The College also requires individuals to participate in discussing the accommodation and possible alternatives.

**Awards:**

**President’s Award For Excellence in Instruction:** The President’s Award for Excellence in Instruction is presented annually to a faculty member from each of the fourteen regions of the College and is an effort to recognize faculty who typify excellence in instruction and in representing the mission of Ivy Tech. Selection of the recipients of the President’s Award takes place in March. To be eligible for consideration of the President’s Award for Excellence in Instruction, the nominee must be a full-time or adjunct-time faculty member whose principal tasks involve direct instructional activities with students. Past recipients of the President’s Award for Excellence in Instruction are eligible for re-nomination.

**Glenn W. Sample Award for Excellence in Instruction:** Through the generosity of Mr. and Mrs. William F. McNagny of Fort Wayne, the Ivy Tech Foundation established the Glenn W. Sample Award for Excellence in Instruction in the 1979-80 school year. This award is made annually to the faculty member of the College who, based on the recommendation of the Selection Committee, best typifies excellence in instruction and epitomizes the mission of Ivy Tech. This award is open to both full-time and adjunct faculty whose principle tasks involve direct instructional activities with students. Nominations are submitted from each region, no later than the third week in March. Past recipients of the Glenn W. Sample Award for Excellence in Instruction are not eligible for re-nomination.

**Benefits:**

The College recognizes the importance and value that adjunct faculty bring to the institution, therefore adjunct faculty are eligible for certain, limited employment benefits. Adjunct faculty members may choose to participate in one or both of the College’s tax-deferred voluntary retirement plans. Our tax-deferred plans, the 403(b) Supplemental Retirement Annuity (SRA) and the 457(b) Deferred Compensation Plan (457) allow you to contribute money toward your retirement on a pre-tax basis. You decide how much money per paycheck that you want to contribute. The College will deduct that amount before taxes are taken out. That amount is then invested, in the manner you choose, where it grows into a supplemental retirement benefit for you. You may direct your contributions to either AUL or TIAA-CREF. Please see your regional Human Resources Department for more information on these plans and/or the paperwork necessary to enroll.

**College Closings / Inclement Weather:**

The College may close due to weather, emergencies, or other events that are authorized by the President, Provost, Vice President, or Chancellor. Non-benefits-eligible employees, including adjunct faculty who are paid based upon contact hour, are paid only for hours actually worked and will not be paid during College or regional closure periods. Each region/campus of the College has developed a communication plan in the event of a College closure. Please check with your local campus for specific information.

**Confidentiality/FERPA (APPM 3.4):**

As an educational institution, Ivy Tech complies with the Family Educational Rights and Privacy Act, sometimes referred to as the Buckley Amendment. Disclosure of student personal information, including disclosure to student's parents is prohibited, unless the student has submitted approval in writing to the Office of Student Affairs for the semester in which the release of information is requested. Please consult with your supervisor or the Office of Student Affairs before releasing any information regarding a student.

**Conflicts of Interest:**

The College expects all employees to exercise good judgment and the highest ethical standards in their private activities outside their employment if those activities may in any way affect the College. In particular, every employee has an obligation to avoid any activity, agreement, business investment or interest, or other situation that could be construed either as in conflict with the College's interest or as an interference with the employee's duty to serve the College at all times to the best of the employee's ability.

**College Assets and Personal Business:**

The use of College assets or items that employ the College's name or other official materials such as the seal, logo, etc., in order to conduct personal business is prohibited. Personal visits, personal e-mail, or non-business related use of the Internet and telephone calls should be kept to a minimum. Under no circumstances should long distance personal calls be made at the College's expense.

**Communicable Diseases Policy:**

The College's Communicable Disease Policy promotes responsible behavior concerning health-related issues in the workplace. Prevention of disease transmission at work is the responsibility of both the College and the individual. The College will follow the recommendations of the Indiana State Board of Health when an employee contracts a documented communicable disease while working. Individuals who have or suspect they have a communicable disease are expected to behave responsibly to prevent transmission at work.

**Computer Usage Policy:**

College computing resources are to be used to advance the College's mission of education, research, and public service. These resources are provided to employees and other authorized users for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the College, and other College authorized activities. However, the College acknowledges that occasionally employees use computing resources assigned to them or to which they are granted access for non-commercial, personal use. Such occasional non-commercial uses are permitted to employees if they are not excessive, do not incur costs, do not interfere with the efficient operation of the College, its

employees, or its computing resources; are not prohibited by the supervisor of faculty; and are not otherwise prohibited by this policy or any other College policy or directive.

**Direct Deposit:**

All newly hired College employees are required to have payroll direct deposit as a condition of employment. Forms should be included in your new hire materials or may be obtained from your local Human Resources Office.

**Disciplinary Procedures:**

Non-benefits-eligible employees, including adjunct faculty, may be terminated without formal disciplinary action being taken. Termination actions of non-benefits-eligible employees must be approved, in advance, by the Human Resources Administrator and appropriate College official.

**Dress Code / Personal Appearance:**

The College strives to present a professional image and business-like atmosphere. How you dress depends on what your duties are and in what department you work. In any case, it is important that you maintain an acceptable standard of dress and grooming. Your supervisor will assist you in determining what is appropriate for your job.

**Employee Complaints:**

The College administration wants to provide employees with a working environment that contributes positively to good communication, cooperation, and teamwork among employees. Employees are encouraged to bring to the attention of their immediate supervisor legitimate concerns perceived by them. Supervisors have an obligation to meet with the employee, hear their concern, and attempt resolution. The intent is early discussion of the issue and resolution of the concern. The College encourages employees to resolve their complaints informally and in a timely manner.

**Equal Employment Opportunity/Affirmative Action (EEO/AA) Policy:**

The College employs qualified individuals and provides equal opportunities for the advancement of employees. The College employs, promotes, transfers, reclassifies, and trains in a manner which will not discriminate against any person because of race, color, creed, religion, gender, sexual orientation, national origin, physical or mental disability, or age, per the College's EEO/AA policies. The College is committed to providing a work environment free of discrimination. If you believe you have been discriminated against or harassed by a coworker, supervisor, or agent of the College, you should promptly report the facts to your supervisor, the Human Resources Administrator, or the regional Affirmative Action Officer.

**Faculty Credentials:**

All faculty members are required to provide official transcripts to the College documenting their academic credentials, and other appropriate documents that provide evidence of other credentials for their position. Required degrees are to be completed at regionally accredited institutions. The College may, at its discretion, also require any faculty member to provide evidence of all credentials listed on their resumes, asserted on their employment application, or claimed during the interview process. For specific details of the faculty credential policy, please refer to the College’s Academic Policies and Procedures Manual (APPM), Section 3.8.

**Faculty Loading:**

In accordance with the Adjunct Faculty Agreement, an Ivy Tech Community College adjunct faculty member may teach up to 20 contact hours per week during the Fall and Spring semesters, and 24 contact hours per week during the Summer semesters whether teaching at one location or multiple Ivy Tech locations.

**Fee Remission:**

Ivy Tech supports professional development through academic pursuit and provides opportunities for its employees, their spouses and dependent children to attend Ivy Tech classes at substantially reduced costs.

An adjunct faculty who has successfully completed two full semesters of employment with the College is eligible to enroll in Ivy Tech courses for up to six (6) credit hours per semester during the term they are actively employed. The adjunct’s spouse and/or dependent children may also enroll for up to six (6) credit hours per semester provided the eligibility criteria are met. The College will waive the general fee, technology fee and distance education fee when a fee remission waiver form is approved prior to registration for the course(s). Educational travel courses are not eligible for fee remission. A dependent acknowledgment form must be completed when requesting a fee remission for a dependent.

**Gross Misconduct:**

Gross misconduct is a serious and improper behavior which the College cannot condone, and one which does not require prior corrective warning. Gross misconduct threatens ongoing College operations, the health and safety of others or one’s own personal health and safety. Gross misconduct may lead to immediate termination without counseling.

**Identify Theft Protection Plan (Pre-Paid Legal Identity Theft Shield)**

The College offers an identity theft protection program for adjunct faculty and part-time employees through Pre-Paid Legal Identity Theft Shield. The plan provides coverage for the employee and their spouse under the same plan. Dependent children are not eligible for this plan. Adjunct faculty members may enroll within 31 days of becoming eligible or during an open enrollment period. Coverage becomes effective on the first day of the month following

completion and return of appropriate paperwork to your campus' Office of Human Resources. 100% of the premium expense for this plan is paid by the employee with no portion being paid by the College. Premiums are payable directly to the plan provider and may not be paid through payroll deduction. For more information or enrollment forms, please consult with your campus' Office of Human Resources.

**Limited Medical Insurance Program (Mini-Med Plan):**

The College offers a Limited Medical Insurance Program for adjunct faculty and part-time employees who are not eligible for the full-time Ivy Tech benefit plan. Adjunct faculty members who do not have a full-time appointment with Ivy Tech, or who are part-time (less than 60%) hourly or administrative employee, may purchase the Limited Medical Insurance Program plan to cover the employee, their spouse and eligible dependent children.

Adjunct faculty members may enroll within 31 days of becoming eligible or during an open enrollment period. Adjunct faculty need not wait for an open enrollment period in the event of a qualified life status change. Coverage becomes effective on the first day of the month following completion and return of appropriate paperwork to your campus' Office of Human Resources and verification of eligibility by the Office of Human Resources.

100% of the premium expense for this plan is paid by the employee, with no portion being paid by the College. Premiums are payable directly to the insurance carrier and may not be paid through payroll deduction.

For more information or enrollment forms, please consult with your campus' Office of Human Resources.

**Media Relations/Opinion Polls:**

Employees must not speak for the College unless that is part of their designated duties. The public may interpret a statement from an employee as an official statement from the College. Also, employees should not conduct or take part in non-College sponsored polls that would seem to show the attitude of the staff or students. You are not restricted from participating in polls conducted among the general public where you do not represent the College.

**Orientation:**

Each year, all adjunct faculty are required to complete an Orientation module that is either delivered face-to-face or on-line. Regional campuses will determine the content of the face-to-face module. A broad-based, state-wide, on-line Orientation will be developed with capabilities for regions to customize and add regionally determined content. Adjunct faculty will be compensated for the completion of either Orientation module

**Parking:**

All College visitors, students, and employees are expected to park in assigned parking areas where indicated. Check with the regional campus where you work for details.

**Payroll:**

As adjunct faculty you are required to report any time not worked. Adjunct faculty are paid on the 15<sup>th</sup> of the month and the last working day of the month. If the 15<sup>th</sup> falls on a week-end, you will be paid the preceding Friday. Please check with your instructional supervisor or Payroll Office for further information.

**Political Activities:**

The College is a public body of the State of Indiana. As a public employee, you are restricted by law from using your College position or the College name in any form of political persuasion or influence. While acting as a representative of the College, you cannot engage in political activities. Inappropriate actions will result in disciplinary action up to termination.

**Prohibition Against Harassment:**

Ivy Tech will not tolerate harassment based on race, color, creed, religion, gender, sexual orientation, national origin, physical or mental disability, or age, and/or opposition to prohibited discrimination or participation in this or any other complaint procedure. This prohibition covers harassment against any Ivy Tech employee by anyone (supervisors, co-workers, students, or non-employees) in or related to an Ivy Tech campus. As an employee of the College you are required to attend the College's Sexual Harassment Awareness program.

Sexual Harassment is simply one form of harassment covered by this policy. Sexual harassment encompasses unwelcome sexual advances, requests for sexual favors, and other oral, written, or physical conduct of a sexual nature.

Employees are encouraged to report inappropriate behavior before it becomes severe or pervasive. An employee who believes he/she has been a victim of harassment and who desires to file a complaint to that effect should complain first to his/her immediate supervisor unless that supervisor is the subject of the complaint. The employee may file a complaint with the Human Resources Administrator.

**Safety and Violence Prevention:**

Ivy Tech is concerned with the safety and security of its students, staff, and faculty, as well as guests and visitors to the College. It is imperative that if individuals see or hear a threat that it is reported immediately to appropriate College personnel. Appropriate College personnel will deal with threatening actions or statements (including notifying local law enforcement officials) that a reasonable person could interpret as leading to an act of possible violence.

**Smoking:**

Ivy Tech Community College is a smoke-free work environment. Smoking is not permitted inside any facility. Smoking may be permitted in designated outdoor smoking areas.

**Solicitation and Distribution:**

Employees must not solicit employees or students, nor distribute or post any unauthorized material, during working time or on college premises.

**Vision Care Insurance Plan (VSP):**

The College offers a vision care insurance plan for adjunct faculty and part-time employees through VSP. The plan provides coverage for the employee, their spouse and eligible dependent children. Adjunct faculty members may enroll within 31 days of becoming eligible or during an open enrollment period. Coverage becomes effective on the first day of the month following completion of the on-line application form found at: [vsp.com/go/ivytech](http://vsp.com/go/ivytech). 100% of the premium expense for this plan is paid by the employee with no portion being paid by the College. Premiums are payable directly to the plan provider and may not be paid through payroll deduction. For more information or enrollment forms, please consult with your campus' Office of Human Resources.

## **General Academic and Student Affairs Policies**

Below are summaries of Ivy Tech's general academic policies. This list should not be considered inclusive of all policies pertaining to adjunct faculty and students. A complete and detailed version of all academic policies are published in the College's Academic Policies and Procedures Manual (APPM) which is available through your campus' Vice Chancellor of Academic Affairs or via the Faculty Services tab on Campus Connect (<http://cc.ivytech.edu>).

**Academic Integrity (APPM 3.12):**

Ivy Tech Community College recognizes academic integrity as a fundamental principle of collegial life. The credibility of the College's educational programs rests upon the foundation of student learning and integrity. Students who misrepresent their academic work violate the rights of their fellow students and undermine the faculty's authority and their ability to assess learning. The College therefore views any act of academic dishonesty as a serious offense requiring disciplinary measures, including failure for the exam or specific coursework, course failure, suspension, and expulsion from the College. In instances where the College's academic integrity is suspect to violation, please consult with your supervisor.

**Academic Assessment and Evaluation:**

Assessment and evaluation of student learning and success is a continuous process. Ivy Tech Community College utilizes multiple instruments to assess students ranging from their level of

readiness to their proficiency in general education outcomes. Below are brief highlights of some of the key assessment points that students will experience while enrolled at the College.

Initial Course Placement Policy (APPM 13.1):

All degree-declared students will be evaluated at the time of initial enrollment at Ivy Tech. All students, degree-seeking and non-degree-seeking, must test prior to enrolling in Academic Skills Advancement (ASA) or program-level courses that have ASA prerequisites. In order to conduct this initial assessment, campuses must use either the ASSET or COMPASS standardized assessments. Assessment scores are not to be used to determine entry into programs with selective admission requirements. Students with disabilities who request testing accommodations should be referred to the campus' Disability Support Services Coordinator and provide supporting documentation for accommodation requests. For purposes of initial course placement, English as a Second or Other Language (ESOL) is not a disability and thus no special accommodations will be made.

Students may request a substitution to stand in place of the ASSET or COMPASS assessment if they; possess an associate's degree or higher from a regionally accredited institution of higher education, have completed comparable Academic Skills Advancement or General Education course(s) within a grade of "C-" or better within the last ten (10) years at a regionally accredited institution of higher education, have achieved in the last five (5) years appropriate level test scores in CLEP or DANTEs, have SAT/ACT scores earned within the last four (4) years that are deemed acceptable, or have comparable assessment scores earned within the last two (2) years.

Initial Course Placement Scores:

Interpreting assessment scores can be a complex and tedious task. Over the past several years, appropriate score levels have been refined. Please check with your campus' assessment center for updated information and assessment test score grid.

Embedded Course Evaluation (APPM 13.3):

The primary purpose of embedded course evaluation is to determine student academic achievement for the purpose of assigning course grades and advancement within the chosen degree program. Embedded course evaluation also provides information regarding needed curriculum and pedagogical adjustments. Assessment and evaluation of student achievement should be scheduled throughout the semester. The frequency of and type of evaluation are dependent on the specific course.

Advanced Placement /Testing Out/Prior Learning Assessment (APPM 6.2 & APPM 6.1):

Credit by examination is granted by the College for acceptable test results under the following programs: advanced placement (AP), CLEPR, and DANTEs/DSST tests, and tests given by Ivy Tech instructors as specific subject test-outs. Competency in general education subjects must be demonstrated through nationally recognized, third party exams such as AP, CLEP, or DANTEs/DSST. Credit may be granted, provided the credit does not duplicate previous college

credit, the minimum required score is achieved, and the course is applicable to the student's declared program area. CLEP and DSST/DANTE tests are available at several hundred centers in the United States, including the main campuses of Ivy Tech's regions. Students should contact their program advisor before taking the CLEP or DSST/DANTES exam.

Additionally, the College also provides the opportunity for students to earn credit for knowledge and skills developed through appropriate prior learning experiences. Prior learning experiences that may be considered for credit include, but are not limited to: workplace learning, military experiences and training, college-level credit from other institutions, nationally recognized testing, certifications, and community service. Students who seek to receive credit for their prior learning experiences must request a Prior Learning Assessment (PLA). Standardized forms have been developed as part of PLA and in some cases, students may be required to submit a portfolio as part of the process. Each region has a PLA coordinator who is responsible for working with students through the PLA process and portfolio submission process. For additional information regarding PLA refer to APPM 6.1 or visit the PLA Web site at: <http://www.ivytech.edu/prior-learning>.

**General Education Assessment:**

All students pursuing an associate's degree will participate in outcomes assessment to determine whether they meet the learning outcomes defined for general education and whether their performance in certain general education areas has improved during their time at the College. The College uses the Collegiate Assessment of Academic Proficiency (CAAP) exam to identify skills in math, writing, scientific inquiry, and critical thinking. Each associate degree graduate will take two of four modules. Tests will be given in the capstone course, which represents the culminating experiences in the student's program. The CAAP exam is a capstone course requirement; thus, students must take the exam in order to pass the course. Contact the regional assessment center for the dates the CAAP is administered.

**Technical Outcomes Assessment (APPM 13.4)**

All associate-degree seeking graduation candidates participate in technical outcomes assessment. Students enrolled in terminal technical certificate programs (e.g., practical nursing) also participate in technical outcomes assessment. Students are assessed while enrolled in the established capstone courses and/or with such assessments as licensure examinations, after graduation from the College. At program or regional discretion, additional outcomes assessments may be incorporated at other points in the curriculum. A listing of approved technical outcomes measures may be found in the APPM 13.4.

**Attendance Policy for Adjunct Faculty:**

Adjunct faculty members are responsible for meeting with all scheduled classes and advising appointments. It is the responsibility of the adjunct faculty member to notify his/her supervisor or Vice Chancellor of Academic Affairs, of any absence at least 24 hours in advance, unless an emergency situation precludes such notice.

**Attendance Policy for Students (APPM 4.4):**

Students are expected to attend class meetings, or other activities assigned as part of a course of instruction, on a regular basis. Instructors are expected to provide students with a written statement at the beginning of the semester which clearly states attendance expectations. Additionally, instructors are responsible for maintaining attendance records.

**Copyright (APPM 7.13):**

Ivy Tech Community College is committed to compliance with all applicable laws governing intellectual property and copyright protection. The College extends its commitment to include the utilization of rights granted under the “Fair Use” provision established in Section 107 of the United States Code, Title 17, to users of copyrighted works. All College employees and students have the individual responsibility to understand and abide by copyright laws in the development of materials, in teaching, and in all other College activities.

**Course Outline of Record (APPM 1.5):**

The Course Outline of Record identifies essential information and criteria for teaching a course. Important components include: course title, description, major learning objectives, content, faculty credentials, etc. A Course Outline of Record is required for each course offered as part of an Associate of Applied Science, Associate of Science, and Technical Certificate program. A complete listing of the College’s Course Outline of Records may be obtained at [https://wwwapps.ivytech.edu/cgi-bin/cor3/gpcourse\\_list.cgi](https://wwwapps.ivytech.edu/cgi-bin/cor3/gpcourse_list.cgi). Faculty may log-in to gain access to the outline in a modifiable word document.

**Curriculum of Record (APPM 1.5):**

The Curriculum of Record (COR) is a listing of course pre-fixes titles, numbers, and credit hours that comprise the General Education Core, Professional Core, Specialty Core, and Regionally Determined Core for a degree program of study. A Curriculum of Record exists for each Associate of Applied Science, Associate of Science, and Technical Certificate program offered by the College. A complete listing of the College’s Curriculum of Record is available via the College website at [https://wwwapps.ivytech.edu/cgi-bin/curr/gpprogram\\_list.cgi](https://wwwapps.ivytech.edu/cgi-bin/curr/gpprogram_list.cgi).

**Curriculum Standards (APPM 1.1):**

The College will offer professional, technical, and general education curriculum that is supportive of the rapidly changing needs of students, communities, and the Indiana economy. Certificate and degree program curricula will follow standards set forth by the College, the Higher Learning Commission of the North Central Association of Colleges and Schools, and other programmatic accreditation bodies.

**Class Cancellation and Rescheduling Policy (APPM 7.4):**

Courses must meet for the advertised number of sessions or schedule periods/days/weeks. Classes cannot be canceled or re-scheduled without approval of the Vice Chancellor of Academic Affairs.

**Class Period / Letting Out Early (APPM 7.4):**

The standard class/lab/shop period is 50 minutes. Courses blocked-scheduled for more than one hour must meet the same standard. The total instructional time must remain the same regardless of length of term. CAUTION: Any instructor or administrator who unknowingly or inadvertently provides less than the scheduled time could cause a liability for financial aid recipients for excess benefits received. Therefore, courses must meet for the advertised number of sessions or scheduled periods/days/weeks. Classes cannot be cancelled or re-scheduled without approval of the Vice Chancellor of Academic Affairs or their designee.

**Distance Learning Policies (APPM 5.1 and 5.2):**

Ivy Tech Community College provides course delivery using distance learning technology to meet the needs of our student population. There are a number of specific policies pertaining to courses taught via distance education technology. Please refer to the Academic Policies and Procedures Manual 5.1 and 5.2 for detailed information. Any faculty member wishing to teach a distance learning course must complete the College's certification in advance.

**Grade Appeals (APPM 4.7):**

When a student believes the final grade he or she received in a course is inaccurate, he or she should make an appointment with the instructor who issued the grade and explain the reasons for this belief. This process must be initiated with thirty (30) calendar days of receiving the grade. The instructor and the student should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings will be resolved at this level. In the unlikely event the issue remains unresolved; please consult with your supervisor.

**Grading Policy (APPM 4.2):**

College grading policies reflect the quality of performance and achievement of competency by students who complete one or more courses. The College grading system consists of letter grades A, B, C, D, F which are determined and assigned by faculty based upon appraisal and evaluation of student performance. Grades shall be reported by midnight on the Tuesday following the end of the term (APPM 3.1).

**Intellectual Property (APPM 7.11):**

Ivy Tech is committed to teaching and related scholarly activities of its faculty and staff. Further, the College recognizes that in pursuit of those activities, faculty and staff will create copyrightable or patentable works such as printed materials and publications, multi-media

materials, and online courses. These works may and often do involve rights of ownership, needs for protection, rewards from ownership, and responsibilities during the development that affect the creators and the College. The purpose of the Intellectual Property Policy is to clarify issues related to ownership, sale, licensing, and distribution of intellectual property and to provide framework that offers flexibility and protection to both creator(s) and the College. For detailed information regarding the College's policy, please refer to APPM 7.11.

**Prerequisite Policy (APPM 1.9):**

All students must meet the prerequisites for every course in which they enroll. Prerequisites apply to all students, regardless of enrollment or pay status. Prerequisites can be met in the following ways: appropriate ASSET/COMPASS test scores, appropriate ACT/SAT scores, successful completion of prerequisite course at Ivy Tech, successful completion (with a C- grade or higher of prerequisite at another regionally accredited institution.

Additionally, full-time program faculty may verify a student's level of appropriate knowledge of the prerequisites for technical program courses. This method can not be used for general education courses or mathematic, writing or reading developmental courses/Academic Skills Advancement.

**Research Involving Human Subjects (APPM 7.12):**

It is important for the College to ensure faculty, staff, and students follow relevant professional guidelines concerning the protection of human subjects, such as those defined in the uniform Federal Policy for the Protection of Human Subjects. Therefore, to ensure that the rights and welfare of human subjects involved in research are protected, researchers are required to obtain clearance from the Office of Institutional Research (OIR) before research begins. All research involving human subjects, which includes research by faculty, staff, and students is subject to review by the OIR. Research covered by this policy includes theses, dissertation, publication, or coursework outside of instructional or administrative College purposes.

**Safety and Security – Faculty Responsibilities (APPM 3.5):**

The health and well being of students and employees are major concerns for the College. It shall be the policy of the College to conform to the provisions of the Occupational Safety and Health Act as they apply to the operations of the College, specifically in maintaining a workplace that is free from hazards that would be likely to cause death, serious physical harm, or diseases in connection with work performed. Faculty are expected to strictly observe OSHA requirements and all other local, state and federal safety rules and regulations that pertain to the classroom/lab/clinic.

**Student Rights and Responsibilities (APPM 9.1):**

The purpose and overall objective of the Student Rights and Responsibilities policies at Ivy Tech are to provide a process for the fair and just administration of the College's student judicial system and provide students, faculty, and staff with the college rules and procedures for due

process. A copy of the Ivy Tech Student Rights and Responsibilities may be obtained from the Office of Student Affairs on your campus.

**Syllabus Requirements (APPM 1.5):**

All Ivy Tech course syllabi are expected to meet minimum standards. Syllabi should communicate clear and concise information to help the student understand the scope of the course and expectations for successful completion. All syllabi should contain the following required information which should be identical to information obtained from the Course Outline of Record (COR): course title, course pre-fix and number, prerequisites, co-requisites, program, division, credit hours, contact hours, catalog description, major course learning objectives, course content, Academic Honesty statement, Copyright Policy, and ADA statement.

Additionally, syllabi must also contain: Instructor's name, Instructor's phone number, Instructor's Ivy Tech e-mail address, Instructor's office location and hours (if applicable), course section number, additional course learning objectives required text or other instructional materials, required consumable materials and equipment supplied by the student, method(s) of instructional delivery, method(s) of evaluation, grading scale, make-up policy, attendance policy, activities scheduled, last date to drop course without a grade or "W", the name and location of the Disabled Student Support Coordinator or administrator, and right of revision statement (Faculty may log-in at [https://wwwapps.ivytech.edu/cgi-bin/cor3/gpcourse\\_list.cgi](https://wwwapps.ivytech.edu/cgi-bin/cor3/gpcourse_list.cgi) to obtain a COR to which such information may be added).

Additional optional information may be contained in course syllabi at the discretion of the instructor. For more detailed information, please refer to APPM 1.5 or consult with your supervisor.