

HENDERSON COMMUNITY COLLEGE FACULTY HANDBOOK

TABLE OF CONTENTS

About the College	3
General Information	4
Business Cards	4
Communications	4
Computers	4
Email	4
Faculty ID	4
Mailboxes	4
Offices	4
Public Relations/Marketing, Press Releases and Photography	4
Room Scheduling	4
Supplies and Equipment	5
Training	5
Travel	5
Faculty Support Services	5
Administrative Support Services	6
Bookstore and Textbook Adoption	6
Evening Support	6
Grants	6
Hartfield Library	6
Maintenance Requests	7
Off-Campus Support	7
Start Center	7
Technology Solutions	7
Institutional Research	7
Public Relations	8
Faculty Areas of Responsibilities	8
Teaching	8
Advising	8
Internal Service	11
External Service	11
Professional Development	11
Leadership	12
Course Management	12
Creating a Syllabus	12
Using Blackboard	13
Teaching through Distance Learning	13
Working with Campus Labs in Compliance Assist	13
Recording Class Attendance and Financial Aid Reporting	13
Grading and Entering Grades in PeopleSoft	14
Understanding the Faculty Absence Policy	14
Snow Days—Inclement Weather	15
Safeguarding the Rights of Students	15
KCTCS Academic Honesty Policy	16
Academic Holidays	18
Safety and Security	18
Description of Performance Planning and Evaluation (PPE)	24

ABOUT THE COLLEGE

Henderson Community College, a two-year comprehensive community college, is one of 16 community colleges and technical colleges that comprise the Kentucky Community and Technical College System. HCC is fully accredited by the Southern Association of Colleges and Schools (SACS) and has been serving students in Henderson, Webster, and Union counties since 1960.

HCC provides quality instruction, a student-oriented counseling staff, affordable tuition prices, and educational opportunities for both career-oriented students and transfer students. The college also offers enrichment programs as well as practical education programs. A flexible course schedule enables students to enroll in online, day, evening, and weekend classes at several locations in the three counties it serves.

HCC enrolls students in academic, technical and transfer programs and provides training for citizens through its continuing education program. Henderson Community College became a member of the [Kentucky Community and Technical College System](#) in 1998.

In practicing an “open door” admissions policy, HCC can be characterized as a provider of:

- Post-secondary educational opportunities at a reasonable cost.
- Basic educational skills for students who need improvement.
- Non-credit continuing education offerings.
- Educational services to the community.
- Support services for all students.
- College transfer courses and programs that lead to baccalaureate degrees.
- Career-oriented programs of study that lead to Associate of Applied Science degrees.
- Certificates in many programs.

Henderson Community College is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status and will not discriminate on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

More information about the college can be found on the HCC website.

[President's Cabinet](#)

[Our President](#)

[HCC Board of Directors](#)

[Rules of the Faculty](#)

[Programs of Study](#)

[HCC Mission Statement](#)

[Directions to and Map of the College](#)

GENERAL INFORMATION FOR FACULTY

BUSINESS CARDS: See the Faculty and Staff [Media Services](#) webpage for contact information.

COMMUNICATIONS:

Henderson Community College employs many different avenues for communicating with the faculty and staff. The *Green Street Journal* is produced and distributed weekly through email by the President's office during the regular academic year. Contact the President's administrative assistant to submit information or to make inquiries. Other college newsletters include the *Weekly Buzz*, *HCC Update*, *HCC Workforce Solutions News*, and the *Preston Arts Center News*. Access these at the [College Communications](#) webpage.

KCTCS employee communications include *Share Point*, Safety Notification Alert Process (SNAP), *E-Invites*, and *KCTCS News*. Employees may sign-up to receive regular notifications from [SNAP](#). (This links to the KCTCS website.)

COMPUTERS: Technology Solutions (TS) is responsible for installing computers in faculty offices as well as in student labs. At periodic intervals when computers are being replaced, faculty may opt for a laptop rather than a desktop computer. All personnel are required to complete the IT Responsible Use Policy Test. Only TS can authorize downloading any program (or program updates) other than those common to all computers. For questions or problems about office or lab computers, faculty should first consult the Technology Solutions Help Desk 270-831-9616.

EMAIL: Faculty will be assigned a KCTCS e-mail account. To get an e-mail address, password, and directions on how to access e-mail, faculty may contact the HCC help desk at 270-831-9616 or (TS email). All students are also assigned a KCTCS e-mail account.

FACULTY ID: Human Services provides faculty with an initial identification card; replacement cards are available at the Welcome Desk in the Cyber Café in the First Floor STC Lobby.

MAILBOXES: Instructors teaching on campus are assigned mailboxes in the buildings in which their offices are located. Instructors housed in the HCC Library or Student Center will have a mailbox in the Administration Building. Instructors should check their mailboxes at least once a week during the semester. Mail collection boxes are located in each mailroom, and mail is delivered between buildings daily.

OFFICES: Faculty offices are assigned by the Dean of Academic Affairs and the Division Chair. Additional furniture, such as bookcases or filing cabinets, may be available from the Supervisor of Maintenance & Operations. Check with your Division Chair first.

PUBLIC RELATIONS/MARKETING, PRESS RELEASES AND PHOTOGRAPHY: Advertising and press releases about college events must first be approved and go through the Public Relations Office at 270-831-9773 or 270-831-9805. This office assists with publicizing college activities via [Facebook](#), Twitter, electronic marquee, and electronic bulletin boards. Assistance is also available to develop flyers and brochures as well as to create videos and graphics. For additional information see the [College Communications](#) webpage.

ROOM SCHEDULING: Faculty may schedule rooms for student or faculty groups via Astra, an online scheduling program used to reserve rooms, college vehicles for college approved trips, and more. Faculty must use their KCTCS login and password to use Astra; the link to Astra is available on the [HCC Faculty and Staff](#) webpage. Faculty make requests using Astra; reservations are not

firm until the faculty member receives an email indicating that the request has been approved. When faculty schedule any room(s) via Astra, faculty must also indicate the room set-up, audio-visual equipment, catering or other specific requirements are needed. M & O receives these work orders to fill.

SUPPLIES AND EQUIPMENT: The usual office supplies—pens, pencils, paper, grade books, etc.—are available from the Division Assistants. Requests for other supplies should be submitted to the Division Chair and are subject to budget constraints. If you need classroom technology assistance contact Technology Solutions.

TRAINING: All KCTCS employees are required to receive the following types of training:

- Harassment Free Workplace: training is required annually. All new employees are required to take and pass a test to complete the training.
- Information & IT Responsible Use: training is required annually to review the requirements for responsible use of information and information technology, take and pass a test concerning those requirements, and record the results of the test with Human Resources.
- Campus Labs in Compliance Assist training is required for all new full- and part-time faculty.

Other training (e.g., Blackboard, SmartBoard, PeopleSoft, Astra Scheduling) may be requested from Technology Solutions.

TRAVEL:

[Travel:](#) This link connects to the KCTCS Business Procedures Manual, which provides official forms and guidelines for official functions, acceptable documentation, subsistence rates (meals), mileage, etc.

[Pro-Card:](#) This link connects to the KCTCS Business Procedures Manual, which provides information for the following:

- General Purchasing Authority & Conditions
- Purchasing Restrictions
- Sales Tax Exemption

Reserving HCC Vehicles: Faculty must reserve an official HCC vehicle using [Astra](#). Generally, travel expenses are not reimbursed for faculty who use their own vehicles when an HCC vehicle is available.

FACULTY SUPPORT SERVICES

ADMINISTRATIVE SUPPORT SERVICES: Secretarial services are available in the following locations:

- ADM 211 – LAPS Division – 270-831-9684
- A&S 218 – STEM Division – 270-831-9714
- AT 205/AT 314/ AT112 – Allied Health Division – 270-831-9730/270-831-9740/270/831-9708

Copy machines are available to faculty in ADM 216, A&S 205, and STC 231.

BOOKSTORE & TEXTBOOK ADOPTION: The Division Chairs are responsible for securing texts for new faculty. Full-time faculty and program coordinators are responsible for selecting and requesting textbooks for their courses and for the part-time faculty in their discipline(s) and/or programs.

To access the HCC Barnes & Noble bookstore website, click [HCC Bookstore](#).

EVENING SUPPORT: The Welcome Center in the STC first floor lobby is open until 6:00 p.m. Monday through Thursday (and until 4:30 p.m. on Friday) to assist faculty and students. In addition, the evening librarian, located at the front desk in the HCC Library, can be reached at 270-831-9760 or at extension 19760 on a campus phone until 7:00 p.m. Monday through Thursday.

GRANTS: For grants contact the Dean of Success Grants at 270-831-9649. The grant writer:

- watches for grant announcements and sends appropriate information that might interest individuals or departments at HCC,
- works with individuals pursuing a particular grant to shape the proposal and
- helps to identify possible grant avenues if someone is interested in funds for a project

[Grants](#): KCTCS Policy regarding definition of Grants and Grant Writing

THE JOSEPH M. HARTFIELD LIBRARY: provides many services for students, faculty and staff, and cardholding patrons of HCC's service area. These services include:

Information Literacy Training	AV Viewing/Listening Room
Circulation Services	Collection Development Services
Reference Services	Reserve Bookshelf
Interlibrary Loan Services	

The library has nearly 21,000 volumes available for circulation with an additional 2,500 volumes available in the reference, special, and genealogy collections. The library subscribes to nearly 21 academic journal and magazine titles and has automated access to several databases through the Internet. The library offers over 150,000 full-text eBooks and 11,000 full-text journals through its online databases. To use the library, operating hours are as follows:

Monday-Thursday	7:45 a.m.	to	7:00 p.m.
Friday	7:45 a.m.	to	4:30 p.m.

*Summer hours may vary.

MAINTENANCE REQUESTS: To submit a work order for housekeeping assistance, such as additional floor maintenance, assistance to set up before or clean up after special events, installation of products dispensers, etc. in their area, faculty should complete an [online work order](#). When scheduling any room(s) using Astra, faculty must indicate the room set-up, audio-visual equipment, catering or other specific requirements that are needed. M & O receives these work orders.

EMERGENCY 911: Fire/Ambulance/Police

- Dial 911. Give Dispatch the nature and location of the emergency and send out a person to help responders find the incident if possible.

Campus Emergency NOT Requiring Fire/Ambulance/Police (maintenance/alarms/etc.):

- DAYTIME: Monday – Thursday, 7:30 a.m. – 4:30 p.m., Friday, 7:30 a.m. – 4:30 p.m.: dial the Help Desk at x 19616 (or 270-831-9616).
- EVENING/SATURDAY: Monday – Thursday, 6 p.m. – 10 p.m.; Friday, 4:30 p.m. – 9:30 p.m.; Saturday 7:30 a.m. – 3 p.m. – Dial M&O Staff at (270) 823-3350.

OFF-CAMPUS SUPPORT: An off-campus coordinator is available on campus to assist faculty and students at 270-831-9783. The academic program coordinator at the Herron Technology Center in Morganfield can be reached at 270-831-9711.

START CENTER: The Start Center handles orientation, assessment, advising and tutoring. The Start Center is a one-stop shop for all student services including financial aid, adult basic education, career services, veteran services and disability services. The Start Center is located on the second floor of the Sullivan Technology Building. Call 270-831-9610 for information.

TECHNOLOGY SOLUTIONS: TS is located in the Library Room 203. Contact the [Technology Solutions Help Desk](#) via email, telephone or voice mail. To submit a work order go to <http://support.hencc.kctcs.edu/>.

On campus extension: 19616 or Off campus telephone: 270-831-9616

Hours of Operation: Monday - Friday 7:30 a.m.— 4:30 p.m.

INSTITUTIONAL RESEARCH: Institutional Research is located in the Arts and Science building Room 204. On campus extension: 19674. Off campus telephone: 270-831-9674. To submit a work order go to [Institutional Research Work Order](#).

PUBLIC RELATIONS: Public Relations is located in the Administration building Room 117. On campus extension: 19805. Off campus telephone: 270-831-9805. To submit a work order go to [Public Relations Work Order](#).

FACULTY AREAS OF RESPONSIBILITIES

In addition to the duties outlined in the following section, faculty members are expected to attend the following events:

- New faculty orientation (once only)
- Division meetings (required twice each semester)
- Faculty meetings (usually monthly or as called)
- Honors Night (the Friday following the end of spring classes)
- Graduation (end of the fall and spring semesters)

TEACHING: Each instructor's schedule is developed by the program coordinator and/or division chair. Assignments may include online, evening or off-campus classes if the need arises. Full-time faculty may also be reassigned to teach classes planned for part-time instructors, if enrollment requires last minute changes in the full-time faculty member's schedule. The normal load for an HCC instructor is 15 credit hours, although that load may vary. Faculty may also opt to teach overload sections for adjunct pay. See the section on Course Management.

Office Hours: Faculty members are required to post and keep at least 8 office hours each week.

Overloads: Internal overloads, teaching classes at HCC beyond those required for a normal load, are optional and paid at the same rate as adjunct faculty. External overloads, teaching classes at other institutions in addition to HCC course load, are regulated by contract.

Continuing Education Classes: Faculty members are generally not required to teach Continuing Education (CE) classes, which are offered through Workforce Solutions. However, these CE classes may count on the PPE as teaching assignment (e.g. extended training at local industry) or as internal service (e.g. the film series).

Release time: Faculty members may receive release time (also called course reassignment) for taking on administrative duties, such as program coordinator, or other special projects. Course reassignment requests must go through the division chair and chief academic affairs officer.

ADVISING: Each faculty member serves as an academic advisor to students, generally to those in the faculty member's area of study but possibly to undecided students or to academic success students, defined as students whose placement scores require them to take developmental reading classes or to take the lowest level of developmental math and writing classes. Advisees are assigned by the Admissions Office after the advisor has received training.

All new advisors are expected to complete New Advisor Training modules available on Blackboard. All advisors will complete Master-level Advisor Training modules. Expert-level Advisor Training modules are optional; advisors who want to volunteer in the Start Center or Transfer Center may choose to complete these modules.

Maintaining records: Faculty members should maintain records, both for the advisee and for the advisor's PPE. To assign a percentage of effort in this area, faculty members should know how many advisees they have been assigned, how many advisees they have seen throughout the semester, and how they have been evaluated by advisees. In addition, advisors must keep copies of advisee evaluations for inclusion in promotion notebooks.

Responsibilities of advisors: Academic advisors must be available to advisees during open registration before the beginning of each semester, during advanced registration, and on an individual basis throughout the semester. In addition to helping students create a schedule of classes each semester, the advisor should mentor them in regards to career choice, transfer choice, meeting the responsibilities of their classes, and negotiating the bureaucracy to find information about financial aid, classes, and other common problems. Advisors also work with advisees to submit an application for graduation before the deadline. The [Academic Advising](#) webpage addresses responsibilities of both advisors and advisees.

Advising Syllabus: There are two versions of the advising syllabus. Students receive an advising syllabus when they meet with a Start Center advisor for the first time. The initial advising syllabus outlines the responsibilities for students and advisors and identifies student learning outcomes for advising. Students are encouraged to identify academic and career goals on the form. After the first semester students are assigned to an academic advisor. The advisor may choose to use a second advising syllabus with their advisees. Faculty are encouraged to review the syllabus with their advisees during regular advising meetings. Click here to access the [Advising Syllabus](#).

Assessments/Tests Reference: Each semester, students may take a challenge exam for MAT 55, 65, and 110 by paying a \$20 non-refundable fee at the Business Office prior to the exam time specified in the Schedule of Classes. Students must present the receipt at the exam time and show identification. To schedule a time to take the KCTCS Computer Literacy (IC³) Exam, contact the assessment coordinator at 270-831-9772. [IC³ Exam](#) gives details and competencies.

Below is a list of tests given on campus or in the area, a short explanation, and the contact information:

Name	Description	Contact
ABLE	Test for aides wanting to work in Union County Public Schools; costs \$10	Adult Learning Center 831-9648 2 nd floor of the STC
ACT	College entrance exam	Financial Aid Director 831-9627 Start Center, STC 2 nd Floor
CLEP	College Level Examination Program; gives credit for certain entry level courses if student scores high enough on exam	Not administered at HCC. Contact Ivy Tech Community College 812-429-9852, or Madisonville Community College 270-824-1701
COMPASS	Assessment Testing for college course placement	Testing Coordinator 831-9783 Start Center, STC 2 nd Floor
GED	High school diploma equivalency test	Adult Learning Center 831-9648 STC 2 nd Floor
IC ³ 4 or 5	Test for exemption from CIT 105	Testing Coordinator 831-9783 Start Center, STC 2 nd Floor

Kentucky Paraeducator Assessment (KPA)	Kentucky teacher's aide test used in Henderson County Public Schools	Adult Learning Center 831-9648 STC 2 nd Floor
KY Department of Insurance	Licensure Exams	Testing Coordinator 831-9783 STC 2 nd Floor, Office 225
Math Challenge Exam	Test for credit in MT 055, MT 065 or MAT 110	Math Coordinator 831-9682 Arts and Science Bldg. Office 213
Proctoring	Supervised testing for campus and online classes	Testing Coordinator 831-9783 STC 2 nd Floor, Office 225
TABE	Test of Adult Basic Education	Adult Learning Center 831-9648 STC 2 nd Floor
WorkKeys	Job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce.	If paying: Testing Coordinator 831-9783, Start Center, STC 2 nd Floor If not paying: Adult Learning Center 831-9648, STC 2 nd Floor

Resources for Student Referral: Advisors may want to refer students to the HCC webpage for information on the following resources for financial, personal, and academic help:

- [Selective Admissions](#) for information on technical programs that require a special admission process.
- [Counseling Services](#)
- [Start Center](#) is a one-stop center offering the following services:
 - [Admissions and Records](#)
 - [Advising Services](#)
 - [Adult Education](#)
 - [Assessment and Placement](#)
 - [Career Services](#)
 - [Disability Services](#)
 - [Employment](#)
 - [Financial Aid](#)
 - [Success Coaching](#)
 - [Tutoring](#)
 - [Veterans Services](#)
- [Other Services:](#)
 - Green River Area Development District (GRADD) is responsible for certifying participants in federal and state funded training programs and administering scholarships to assist in paying for this training. Located AD 1st floor.
 - Office of Vocational Rehabilitation assists Kentuckians with disabilities to achieve suitable employment and independence through a variety of programs. Located AD 1st floor.
- Transfer Center, located in AD 101, is the place for college/university representatives to meet with students interested in transferring. The Transfer Coordinator's office is located in AD 119.

INTERNAL SERVICE:

Committees/Workgroups: Generally, faculty members find ample opportunity to serve on standing or ad hoc committees, such as Nursing Admissions, Student Appeals, Faculty Promotion and Tenure Review.

Learning Communities: Learning communities are not standing committees, but form to address special needs, such as developing new approaches to registration or student involvement or solving short-term problems. Membership in these communities is generally voluntary.

Standing Committees: Each of the academic divisions shall elect members from their full-time faculty to serve two year terms on each of the three standing committees. In addition to the elected senate representative, who will chair the committee, one member of each division shall be elected to the Curriculum Review Committee, and one member of each division shall be elected to the Rules Committee. Two members of each division shall be elected to the Faculty Affairs Committee. In the event of a vacancy, a replacement shall be elected by the division for the remainder of the term. The President of Henderson Community College shall be an ex-officio member of all committees. The senators elected to the Kentucky Community and Technical Colleges Senate Rules and Curriculum Review Committees will serve as chairs for the local Rules and Curriculum Review Committees, respectively. The Faculty Affairs Committee chair shall be elected by members of the committee.

Faculty Sponsors of Student Groups: Officially recognized student groups must have at least one faculty sponsor. This sponsor may recruit members, help plan activities, request funds (from Student Government or from Student Affairs), complete annual budget statements, and take members on field trips. A listing of current student organizations is located on the [Student Life](#) website.

EXTERNAL SERVICE: Faculty members have responsibility for service across the broad spectrum of the community to meet those needs not met by formal degree programs. External or community service includes activities such as serving on community boards and committees; teaching continuing education courses; presenting community lectures or seminars; arranging fine arts events, cultural events and recreational events; providing professional assistance, such as the VITA program; and working with K-12 schools.

PROFESSIONAL DEVELOPMENT: HCC provides ongoing professional development for faculty as teachers, scholars, and practitioners. As part of the performance planning and evaluation process (**Faculty PPE**), faculty are required to demonstrate a commitment to professional development, pursuant to **Section 2.5.1** of the KCTCS Administrative Policies and Procedures.

The College supports professional development activities for faculty, such as conferences, workshops, seminars, professional certification, and formal coursework. HCC provides on-campus professional development activities and encourages faculty to participate in external professional development activities that enhance their teaching. Completion of all professional development activities are documented and become part of the annual faculty evaluation.

Funding for professional development and travel is provided through the academic divisions and non-academic unit budgets. Faculty members should consult with division chairs to earmark money for travel to professional conferences.

LEADERSHIP

Curriculum Committees: One representative from each KCTCS institution serves on each discipline-specific curriculum committee that makes system proposals for courses. Serving as a representative to a KCTCS Curriculum Committee may entail working on proposals for new courses, changing course curriculum, reviewing general education standards, etc.

Senate Positions: Each KCTCS institution elects one representative to the Curriculum Revision Committee (CRC), one to the Rules Committee, and one to the Senate Council.

Educational or Discipline Organizations: Serving as an officer of a regional, state, or national organization is recognized as leadership.

Administrative Leadership: The most obvious examples of administrative leadership include program coordinator and division chair.

Other Leadership: Faculty may also demonstrate leadership by chairing active HCC committees or by sponsoring active student organizations.

For information on Performance, Planning, and Evaluation (PPE) and promotion processes, see p. 23.

COURSE MANAGEMENT

CREATING A SYLLABUS: It is the college policy that students receive an up-to-date syllabus for each section no later than the second class meeting. A digital syllabus may be given to students meeting in a computer lab with easy access to Blackboard.

All syllabi must follow the format established by the faculty in the Course Syllabus Checklist, available from the division administrative assistants. Required items include course prefix and number, course title, course description from the KCTCS catalog, instructor's name, instructor's office (if applicable), required textbook(s), required supplies (if applicable), campus phone or campus contact, instructor's email address, grading policy, attendance/log-in policy, ADA statement, academic honesty policy, and general education competencies. Optional items include: office hours, home telephone, objectives/learning outcomes, course outline, general education competency rubric, late work policy, written work policy, make-up work policy, withdrawal policy, financial aid repayment statement, computer ethics statement, software/hardware requirements, and option to repeat policy. Faculty may also want to consult the academic calendar for important semester dates and final exam dates. [ACADEMIC CALENDARS](#)

A copy of the syllabus and Course Syllabus Checklist (digital copy if possible) of each section must be submitted to the Division Chair at the beginning of each semester to be reviewed by the program coordinator and/or division chair. A copy of the syllabus for the class being taught can be obtained from the Division Chair or Chief Academic Affairs Officer. The checklist is periodically updated and the latest version should be requested from a division assistant.

From their office computers, faculty members have access to HCC's collection of syllabi stored on the S drive:

- From the Start Menu, click on **Computer** (or click on the computer icon on the desktop)
- click on **Storage S**
- click on **Syllabi**

Syllabi are filed according to division, discipline, and class.

USING BLACKBOARD: HCC uses the KCTCS Blackboard portal. Blackboard serves as the medium for delivering online course content ranging from posting syllabi and other information to entire courses. Blackboard training is routinely available online and in local professional development workshops. For access to the KCTCS Blackboard portal, go to [Blackboard](#).

TEACHING THROUGH DISTANCE LEARNING: Courses can be offered in many formats, including: online, hybrid, or web-enhanced. Online courses may be offered as online local (open only to the students at that specific college) or online via Kentucky Virtual Campus ([KYVC](#)). Additional information is available on the [Distance Learning Page](#) on the HCC Website. For more information about offering or developing distance learning courses, contact the Distance Learning Coordinator.

Faculty Training: Training for development and delivery of online classes is available to full-time and adjunct faculty. This includes

- [Faculty Resources](#) provides information about the Help Desk, Microsoft Office and tutorials.
- Local in-person trainings offered by Distance Learning Coordinator and the college's Learning Specialist.

WORKING WITH CAMPUS LABS IN COMPLIANCE ASSIST: HCC has implemented a method to measure General Education Student Learning Outcomes (SLO) by using assessment rubrics. All full time, part time and distance learning instructional faculty are required to undergo training to be able to input data into a software program called Campus Labs in Compliance Assist. Each semester teaching faculty are expected to measure student learning outcomes on work for each course. Faculty members choose which SLOs and assignments to measure. All SLOs and rubrics for each General Education Competency are available at [General Education Student Learning Outcomes](#).

To input data, go to [Campus Labs](#); this link, will also be available on the Faculty/Staff page of the HCC website, and uses the same User Id and Password as you use to log onto your computer, blackboard and email.

RECORDING CLASS ATTENDANCE AND FINANCIAL AID REPORTING: Whether or not faculty members choose to make attendance part of their students' grades, instructors will be asked to report attendance for certain financial aid reports in order to reduce the amount of money HCC must repay. The Financial Aid office will ask faculty to complete these reports through PeopleSoft:

- No Show Reports: after the first week of class, instructors report students who have not attended class.
- 60% Reports: After 60% of the semester has been completed, faculty are asked to report the names of students who are failing and have stopped attending. The Financial Aid office then contacts these students to explain their liability for financial aid repayment and to urge students to talk with instructors about completing the class or withdrawing from it. Faculty members are not required to allow students to withdraw, but should document contact with these students. Doing so may release HCC from liability for the students' financial aid.
- Failing final grades: When reporting final grades, instructors are asked to include the last day of attendance for any student who fails the course.

The Financial Aid office sends reminders and instructions about these reports throughout the semester.

GRADING & ENTERING GRADES: The KCTCS course grading system is explained in detail in the KCTCS catalog. This information is available under [Grading System](#).

Each semester the Registrar will send instructions for entering grades for the semester. All grades should be entered within 48 hours after the final exam and no later than 3:00 p.m. the Monday after finals week. Directions for entering grades in PeopleSoft are provided each semester.

UNDERSTANDING THE FACULTY ABSENCE POLICY: According to KCTCS it is imperative that each instructor meet his/her class on time and that classes be held for the assigned instructional period. It is recognized, however, that an instructor will not always be able to meet classes. Full and part-time faculty are encouraged not to cancel a class meeting because our students are commuters and many must travel a great distance to attend class. In the event of an extreme emergency, faculty should talk to the Division Chair and/or the Chief Academic Affairs Officer at least four hours before the class is to begin or as quickly as possible. A voice or email message to the Division Chair or the Chief Academic Affairs Officer is not sufficient.

In all cases, the instructor should notify the Division Chair (or if he/she is unavailable, the Chief Academic Affairs Officer or the evening or off-campus coordinator). In case of an emergency absence, the instructor should arrange to have students notified through Blackboard and email.

If a faculty member finds it necessary to miss class and wants to schedule make-up time, he/she may not penalize students who are unable to attend the make-up classes. If it is necessary for a substitute instructor to meet the class, the instructor is responsible for arrangements. The Division Chair should be informed of these plans.

Faculty should include on the course syllabus how students will be notified about class cancellation. If faculty choose to contact students via email, below are the instructions for accessing all the students in a class via email:

- Go to the Henderson Community College website
- Sign into Blackboard
- Go to your current courses and select the course to be cancelled,
- View the Control Panel on the left of the screen and go to Course Tools
- Select "send email"

- Select to send to “all student users”
- Write a message and press send.
- You can also request a receipt for when each student opens the message.

SNOW DAYS – INCLEMENT WEATHER: Only the President or Chief Academic Affairs Officer of Henderson Community College has the authority to cancel classes. Students and part-time faculty should listen to WMSK, WSTO, WSON, AND WKDQ radio stations for this information.

Faculty and students may also receive weather- and emergency-related text, phone and/or KCTCS email messages from SNAP (Safety Notification Alert Process). SNAP provides information on emergencies throughout the state. Sign up for SNAP at <https://asp.schoolmessenger.com/kctcs/subscriber/>

If the college is completely closed and classes are cancelled for that day, an additional class day will be added at the end of the semester. However, if any portion of a class day is cancelled due to bad weather, the instructor has the option to add a class session toward the end of the semester or to extend the remaining class sessions in the semester by five minutes.

SAFEGUARDING THE RIGHTS OF STUDENTS

Faculty members, who are guaranteed academic freedom, must also safeguard the rights of students to the same freedom. Read about academic freedom at [KCTCS Academic Freedom Policy](#).

Privacy and FERPA: HCC faculty and staff are expected to abide by the 1974 Federal Education Rights Privacy Act (FERPA) not to disclose or discuss the student’s academic progress, grades, class schedule, student id number, etc. with a parent or anyone other than a teacher or administrator at Henderson Community College without a “legitimate educational interest.” For additional information about the law, go to [FERPA](#). For more information about the FERPA as it relates to KCTCS, go to [FERPA Policy](#).

Academic Rights of Students: For further information, go to [Student Code of Conduct](#).

1. Information about Course Content

A student has the right to be informed in reasonable detail in writing by the first or second class session, or in the introductory materials for a distance learning course, about the nature of the course and to expect the course to correspond generally to its official description.

2. Information about Course Grading Criteria

A student has the right to be informed in writing by the first or second class session, or in introductory materials for a distance learning course, about the criteria to be used in evaluating the student’s performance, a course grading system that includes specific expectations with relative weights, and to expect that the grades described in the *KCTCS Catalog* will be used.

3. Contrary Opinion

A student has the right to take reasoned exception to the data or views offered in the classroom and laboratory without being penalized.

4. Academic Evaluation

A student has the right to receive a grade based only upon a fair and just evaluation of performance in the course as measured by the standards presented at the first or second class session or in the introductory materials for a distance learning course. Grades determined by anything other than the instructor's good-faith judgment based on such standards are improper. Among irrelevant considerations are race, color, religion, gender, disability, national origin, political affiliation, sexual orientation, or activities outside the classroom that are unrelated to the coursework.

5. Academic Records

A student has the right to have academic records kept confidential unless the student consents in writing to have them released. The chief executive officer or designee may disclose the academic record or a student without the student's consent to authorized college personnel if the information is required for official use, such as advising students, writing recommendations, or selecting candidates for honorary organizations.

6. Evaluation of Student Character and Ability

A student has the right to have character and ability evaluated only by individuals with a personal knowledge of the student. Records containing information about a student's character and ability shall indicate when the information was provided, by whom, and the position of the individual providing the information.

KCTCS ACADEMIC HONESTY POLICY

The KCTCS faculty and students are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The college expects students and faculty to honor, and faculty to enforce, these academic principles. The college affirms that it will not tolerate academic dishonesty including, but not limited to, violation of academic rights of students and student offenses. (*Rules of the Community College Senate*, Section VII and *Code of Student Conduct*, Article II)

Information about the academic rights of students and academic offenses and students' right to appeal can be found in the Kentucky Community and Technical College System *Code of Student Conduct*, Article II - Academic Policies and Procedures. The *Code of Student Conduct* is available at the following web site: http://www.kctcs.edu/en/Students/Admissions/Academic_Policies/~media/System_Office/Academics/StudentCode2010.ashx.

Plagiarism: Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were one's own. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by some form of documentation acceptable to the instructor for the course.

Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as the student's own. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual material is completed, it must be done by the student and the student alone. The use of the term "material" refers to work in any form including written, oral, and electronic.

All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is expected to be the result of the student's own thought, research, or self-expression. In any

case in which a student feels unsure about a question of plagiarism involving the student's work, the student must consult the instructor before submitting the work.

Cheating: Cheating includes buying, stealing, or otherwise obtaining unauthorized copies of examinations or assignments for the purpose of improving one's academic standing. During examinations or in-class work, cheating includes having unauthorized information, and/or referring to unauthorized notes or other written or electronic information. In addition, copying from others, either during examinations or in the preparation of homework assignments, is a form of cheating.

Student Co-Responsibility: Anyone who knowingly assists in any form of academic dishonesty shall be considered as guilty as the student who accepts such assistance. Students should not allow their work to be copied or otherwise used by fellow students, nor should they sell or give unauthorized copies of examinations to other students.

Misuse or Student Falsification of Academic Records: The misuse or actual or attempted falsification, theft, misrepresentation, or other alteration of any official academic record of the college is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete academic record.

Academic Sanctions/Penalties: For instances of academic dishonesty related to earning grades, the instructor may implement any of three sanctions:

- A. a failing grade for the specific assignment; and/or
- B. a reduced grade for the course; and/or
- C. a failing grade for the course.

The specific sanction depends upon the weight of the assignment in satisfying the requirements for the course. If an instructor chooses the sanction which assigns a failing grade for the course, the instructor shall notify the division chair, the chief executive officer or designee, and the registrar.

The instructor may also recommend that the student be suspended for any academic offenses. Any student found guilty of a second academic violation shall be expelled from the college and shall not be allowed to enroll at any of the other KCTCS colleges for one academic year.

The minimum sanction for misuse or falsification of an academic record, including the omission of information or attempted falsification or other misuse of academic records is suspension for one semester.

Student Absences: The Rules of the Senate of the Community College System, Section V, 2.31 delegate to the individual faculty the prerogative of determining whether class attendance will be required or will be a consideration in the awarding of grades or credit in a course. A written statement of the attendance policy will be included within each course syllabus. Attendance may or may not be required. If attendance is required or serves as a criterion for a grade in a course, the policy shall be clearly defined in the syllabus.

Regardless, however, of a faculty member's policy concerning class attendance, each faculty member must maintain for administrative use a record of class attendance. This is necessary, in part, to enable the college to supply information to certain external agencies such as the Veterans Administration and to provide a means where by Section V, 2.33, of the Rules of the Community College System can be enforced.

ACADEMIC CALENDARS The college observes a spring break during March each year and a fall break during October, and the following holidays:

Labor Day
 Thanksgiving Day
 Day after Thanksgiving
 Day before Christmas Eve
 Christmas Eve
 Christmas Day
 New Year's Day
 Martin Luther King, Jr. Day
 President's Day
 Presidential Election Day
 ½ Day Good Friday
 Memorial Day
 Independence Day

SAFETY AND SECURITY

Medical Emergency Procedures: In case of a medical emergency, employees should implement the following emergency procedures.

- A. If the injury appears to be minor in nature, first aid kits are located at a number of locations around the campus. See the location list following this section. Obtain assistance from nearby personnel when possible. At least one person should stay with the affected individual while someone goes to report the problem and summon additional aid. For all injuries occurring during HCC activities, an injury report should be filed with the Safety Officer.
- B. Of course, the injured party is free to have an ambulance summoned at any time; however, the College has no financial responsibility unless the injured party is an employee and the injury was work related.
- C. If, in your judgment, the injury is serious enough to require medical treatment more extensive than first aid, an ambulance should be summoned.

EMERGENCY 911: Fire/Ambulance/Police

- Dial 911. Give Dispatch the nature and location of the emergency and send out a person to help responders find the incident if possible.

Campus Emergency NOT Requiring Fire/Ambulance/Police (maintenance/alarms/etc.):

- DAYTIME: Monday – Thursday, 7:30 a.m. – 4:30 p.m., Friday, 7:30 a.m. – 4:30 p.m.: dial the Help Desk at x 19616 (or 270-831-9616).

- EVENING/SATURDAY: Monday – Thursday, 4:30 p.m. – 10 p.m.; Friday, 4:30 p.m. – 9:30 p.m.; Saturday 7:30 a.m. – 3 p.m. – Dial M&O Staff at (270) 823-3350.
- If possible, a lookout should be posted outside the building to await the arrival of the ambulance. Until the arrival of help, an employee should stay with the injured person and keep him or her as warm and comfortable as possible. *FOR SERIOUS INJURIES-DO NOT MOVE THE SUBJECT UNLESS IT IS NECESSARY TO PREVENT FURTHER INJURY.*
- As soon as emergency help is on the way, an employee must contact one of the following, if contact has not already been made: the Safety Officer (19632, or see the pager list), the Chief Student Affairs Officer (19613), or the President’s Office (19626). Ensure that college administration is aware of the incident and, if necessary, request assistance in filling out an accident report. When possible, obtain name, address, and phone number of the injured/ill individual and of any witnesses.
- **AUTOMATIC EXTERNAL DEFIBRILLATORS (AEDs) ARE LOCATED IN EACH BUILDING AND AT THE HERRON BUILDING.**

▪ Administration Bldg.	Across from room 103
▪ Academic Technical Bldg.	Beside room 205
▪ Arts and Sciences Bldg.	Beside room 218
▪ Library	Outside 100A
▪ Student Center	Lobby 103
▪ Sullivan Technical Center	210 By Success Center Reception
▪ Fine Arts Center	Foyer by Stagg Room
▪ Industrial and Engineering Technology Bldg.	Lobby 103
▪ Herron Building	Herron Office
- **First Aid Kits:** If first aid is needed, kits may be found in the following locations.
 - Administration Building (3):**
 - Maintenance Shop, AD 17
 - Copy and work room, AD 15
 - Faculty/Staff lounge, AD 215
 - Academic/Technical Building (8):**
 - Nursing office suite, AT 314
 - Biology lab, AT 301
 - Nursing lab, break room, AT 303C
 - Chemistry lab, AT 202
 - Physical Sciences office suite, work room, AT 205
 - Physical Sciences office suite, break room, AT 205
 - Biology lab, AT 211
 - Clinical Laboratory Technician lab, AT 209

Arts and Sciences Building (1)

- Faculty/Staff lounge, AS 215

Student Center (2)

- Grill Kitchen
- Student Activities Coordinator's office, SC 103

Library (2):

- Circulation desk, secretary's office, LB 100
- Audio-visual equipment room, LB 201

Fine Arts Center (3):

- Caterer's kitchen
- Grand Foyer concession area
- Office suite copy room

Medical Emergencies at Off-Campus Locations: Faculty teaching at off-campus locations should make themselves aware of the locations of telephones and first aid materials in the buildings where they are teaching. They should follow the general procedures outlined in the section above in case of an accident or medical emergency. Remember that an accident report should be filled out for all injuries, and that school authorities must be notified as soon as possible when an ambulance has been summoned. Note: All emergency services in Henderson, Union, and Webster counties may be summoned by calling 9-911.

Severe & Winter Weather:

- If a winter storm is forecast or has hit the area, the college president or his/her designee will determine if the school is to remain open.
- Employees and students should monitor local media outlets for information affecting school operations. When possible these announcements will be made by 6:00 a.m.
- If a storm develops during the school day, the administration will determine actions to be taken and advise the campus community.
- During periods of closure, recovery operations will proceed, using M&O personnel, volunteers and contractors when necessary. It is important that other staff and students not come to campus until the recovery is complete to avoid interference with the work.

Tornado: DURING THREATENING WEATHER, WEATHER RADIOS ON CAMPUS WILL BE MONITORED.

- When a tornado watch is issued for the campus area, individuals in each building will pick up a walkie-talkie and establish communication with the welcome center or (after hours) the library.
- When a tornado warning is issued, all building occupants will be instructed to take cover in designated shelter areas. Communication will be made via radio, telephone and SNAP.
- All individuals will remain under cover until the all clear is given.
- If damage has occurred, notify the administration. Secure the area and keep people out of the area. Evacuate personnel from damaged buildings.

- Employees should be available to assist emergency responders as requested and where possible.

Bomb Threat: Bomb threats may be received via telephone, e-mail, text message, or note. Whatever the case, employees should take pains to protect the actual message for evaluation and as evidence.

If you receive a bomb threat, stay calm. Try to get as much information as possible when speaking to the individual making the threat. Report the threat immediately to the administration by calling 19777.

After evaluating the situation, the administration will report the threat to local authorities, request assistance as needed and direct evacuation of affected areas.

- Unless the threat is deemed immediate, the evacuation order should be delivered by telephone and by messengers going door-to-door rather than by using the fire alarm system. It is vital that building occupants take all personal belongings with them and the evacuation proceeds in an orderly, calm manner.
- Evacuated occupants should gather a safe distance away from the affected buildings and wait to leave campus until directed by responders. Onlookers should avoid hindering responders, but be ready to assist when requested.
- No one should re-enter any evacuated area until cleared to do so by the incident commander.

Disruptive Behavior - Threat of Violence – Violence: Henderson Community College takes very seriously its responsibility to provide a safe and collegial workplace. Most incidents which have occurred on campuses have been preceded by warning signs which, had they been heeded, might have helped forestall the sometimes tragic events.

Warning signs may include the following behavior:

1. Implies or makes a direct threat to harm themselves or others
2. Makes references to or is preoccupied with incidents of violence or weapons
3. Becomes verbally or physically confrontational
4. Exhibits a dramatic change in personality or classroom behavior
5. Becomes excessively emotional (uncontrollable crying)
6. Sends threatening emails, letters, or other correspondence to faculty, staff, or students
7. Blames others for anything that goes wrong while disavowing any responsibility
8. Is intolerant of different opinions/cultures/beliefs
9. Becomes easily agitated
10. Displays extremely restless behavior
11. Violates another's personal space
12. Raises voice and seems irrational

All members of the college community are encouraged to bring to the attention of the College Behavior Assessment Team (BAT) anything which might indicate a possible episode of violence. Use the following procedure:

- Upon becoming aware of a potentially violent situation, an employee should immediately notify a member of the BAT team below.

Keith Sayles	Chief Student Affairs Officer keith.sayles@kctcs.edu , (270) 831-9789
Eric Kerchner	Fine Arts Center rachael.baar@kctcs.edu , (270) 831-9803
Paul Kasenow	Chief Academic Affairs Officer (Interim) paul.kasenow@kctcs.edu , (270) 831-9686
Christina Stinson	Chief Business Affairs Officer jerry.gentry@kctcs.edu , (270) 831-9620
Lance Conyers	Campus Safety Officer lance.conyers@kctcs.edu , (270) 831-9632
Angie Watson	Career Services Coordinator angie.watson@kctcs.edu , (270) 831-9671
Rebecca Snyder	Student Affairs Associate/ Admissions & Records (Herron Technology Center Site) rebecca.snyder@kctcs.edu , (270) 831-9739
Janet McMullin	Student Services Division Assistant janet.mcmullin@kctcs.edu , (270) 831-9614
Chad Phillips	Registrar Chad.phillips@kctcs.edu , (270) 831-9614

- If violence is actually occurring, first call 911 if the situation warrants, and then notify the administration using 19777.
- Personal safety is of primary importance in these situations. If violence is occurring, move to a place of safety. This may involve taking cover or evacuating the area, depending on the situation.
- When help arrives, be available to assist as requested or to give information.

Chemical Emergency & Spill: The most likely source of a chemical emergency affecting the HCC campus will be from vehicles transporting materials on nearby roads and railways, or from neighboring industrial facilities. In these cases, we would expect notification to come from outside authorities.

IT IS VITAL THAT ALL PERSONNEL STRICTLY COMPLY WITH INSTRUCTIONS FROM THESE AUTHORITIES REGARDING POSSIBLE EVACUATIONS AND DESIGNATED ROUTES OF TRAVEL.

- If a possible hazardous chemical spill is detected on campus immediately notify the administration by dialing 19777 (on campus).
- If the spill is on campus the administration will evaluate the situation and direct a clean-up or report the situation as required.
- If the campus receives notification of an off-site hazardous material spill, all building occupants should remain indoors with windows closed until instructed otherwise.
- M&O personnel will immediately shut down all air intake units to minimize the amount of chemical entering the building.
- If campus evacuation is ordered, carpool to the greatest extent possible to speed up the process and minimize traffic congestion. Follow posted instructions as to routes to follow.

Active Shooter: If gunfire is heard on campus or a SNAP alert is issued, secure your location.

- If your location is a classroom, close and lock the door if possible. Barricade the door with desks and tables if necessary. Stay away from all windows. Dial 911 to notify authorities. Stay in the secure location until given an all clear notice by either the police or college administration.
- If your location is an office, proceed to a secure location either in the office or a room that can be secured. Dial 911 to notify authorities. Stay in the secure location until given an all clear notice by either the police or college administration.
- Depending on the door and building on campus, some doors can be locked from the inside, others can be locked by pushing the button on the side of the door; others may require a key. Use caution not to put yourself in danger trying to lock a door from the outside.
- HCC has no armed security on campus. The role of police in a situation like this is to neutralize the shooter first. If approached by a police officer, remain still and only give directions regarding the location of the shooter. Any quick movements may be interpreted as a threat by a police officer. Do not leave a secure location until instructed to do so.

Fire: IN THE EVENT OF A FIRE, SAFETY OF PERSONNEL IS THE PRIMARY CONSIDERATION.

- In the event of a fire in a building, immediately activate the alarm to begin the evacuation.
- Upon hearing a fire alarm everyone in the building should evacuate using the closest safe exit. Close, but do not lock, all office and classroom doors. Instructors should ensure that all students have complied with the evacuation.
- Make sure all individuals have been notified and are evacuating.
- USE STAIRWAYS FOR EVACUATION IN CASE OF FIRE. Elevators may only be used by emergency responders who have determined that it is safe to do so.
- Individuals with disabilities which preclude their using the stairs should go to the nearest stairwell landing and wait for assistance.
- Once evacuation has begun call 911 to report the situation. Only after the evacuation notice should any individual attempt to use a fire extinguisher.
- Upon leaving the building, everyone should gather at a safe distance; do not hinder the response but be available to provide information if requested.
- Render first aid if necessary, or ensure that assistance is summoned for anyone needing first aid.
- Do not re-enter the building until permission has been given by the incident commander.

Emergency Media Requests: All requests for information regarding an emergency and/or crisis situation from any outside media source, i.e. newspaper, radio, television, should be channeled through the President's Office or the president's designee.

IN EMERGENCY AND/OR CRISIS SITUATIONS, DO NOT MAKE ANY STATEMENTS TO THE MEDIA.

DESCRIPTION OF PERFORMANCE PLANNING AND EVALUATION (PPE)

For PPE related forms and current year procedures and calendar, click on [HCC Human Resources Information](#).

KCTCS Performance Review

KCTCS Performance Planning and Evaluation
Criteria for Evaluation of Faculty for Appointment and Promotion
Position Responsibilities
Internal Service – Institutional Service
External Service – Community Service
Professional Development Activities
Educational Leadership/Leadership
Standardized Performance Planning and Evaluation Form
Descriptive Performance Rating Categories
Performance Planning and Evaluation Process
Faculty Biennial Ratings
Evaluation Appeals
Evaluation Appeals Schedule
Evaluation Input/Outcome
English Language Assessment
Librarian Evaluation
Evaluation of Significant Accomplishments

- Program/Discipline Coordinators
- Promotion Process [tenure or contract]

KCTCS Employment

Employment Status Categories
Faculty Tenured Employment Status
Faculty Tenure-Track Employment Status
Term Contract Employment Status
Continued Employment Status
Continuing Employment Status
“Status” Employment Status
“At Will” Employment Status
Employee Rights

Promotion in Rank

Definition of Faculty Eligible for Promotion in Rank
Promotion in Rank Process (All Eligible Faculty)
Promotion from Associate Professor to Professor
Promotion from Assistant Professor to Associate Professor or Professor
Promotion from Instructor to Assistant Professor
Failure to Support Administrative Action for Promotion
Promotion Committees
Promotion Timelines

KCTCS Rank and Promotion Guidelines for Term Contract Faculty

Definition
Process
Timeline

FACULTY EMPLOYMENT POLICIES

All of the links below are from the KCTCS Human Resource Policy Handbook located on *share point*.

Academic Appointments

[KCTCS Employment Categories and Status](#)

[KCTCS Personnel Records](#)

[KCTCS Employee Separation](#)

[Attendance/Working Hours](#)

[Workload](#)

Benefits

[Benefits Summary](#)

This is a summary of the benefits currently available.

For additional information go to the [Human Resources](#) section of *KCTCS Intranet*

[Faculty and Staff Tuition Waivers](#)

[Employee Benefits Policy \(Technical College Employees](#)

[Hired on/or after July 1, 1998; Community College and](#)

[System Employees Hired on/or after January 14, 1998\)](#)

[Kentucky Community and Technical College System](#)

[Retirement Plan Policies](#)

Faculty Compensation

[KCTCS Wage and Salary Administration](#)

Leave Policies

[Leaves of Absence](#)

[Faculty and Staff Vacation Leave](#)

[Terminal Vacation Leave](#)

[Faculty and Staff Sick/Temporary Disability Leave](#)

[Family/Medical Leaves of Absence](#)

[Unpaid Medical Leaves of Absence](#)

[Unauthorized Absences or Leaves](#)

[Voting Leave](#)

[Political Leave](#)

[KCTCS Sabbatical Leave](#)

[Educational and/or Scholarly Fellowship Leave](#)

[Holiday Leave](#)

[Military Leave of Absence](#)

[Special/Other Leave](#)

[Emergency Leave](#)

[Institutional Closings](#)

[Bereavement Leave](#)

[Jury Duty](#)

[Court Appearances](#)

Hiring Procedures

[KCTCS Faculty Search/Appointment/Orientation
Nepotism](#)

Harassment

[Harassment Free Workplace](#)

Academic Rights

[Academic Freedom Policy
Intellectual Property](#)

Dispute Resolutions

[KCTCS Personnel Dispute Resolution
Faculty Appeals through the KCTCS Senate Advisory Committee on Appeals
KCTCS Complaint Resolution Procedure
Independent Third Party Appeal Process
Independent Third Party Appeal Process for Academic Governance Issues](#)

Other Policies:

[E-Mail Policies
Information & Information Technology Responsible Use Policy
Political Activity
Sales and Solicitation](#)

Federal Mandates

Constitution Day: According to the 2005 Consolidated Appropriations Act all educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year.

Voter Registration: The Higher Education Act of 1988 requires all public educational institutions eligible for Federal financial aid funds to provide voter registration forms on campus, online, and/or in person.