



Fletcher

TECHNICAL COMMUNITY

C O L L E G E

Faculty Handbook

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PREFACE

The *Faculty Handbook* has been created to provide all faculty and staff—new and experienced, full-time and adjunct—with a ready-reference manual to faculty policies and procedures. You are encouraged to use this handbook in conjunction with the *Fletcher Employee Handbook*.

The *Faculty Handbook* is meant to inform faculty of their rights and responsibilities. Information in this publication is subject to change and is superseded by policies adopted by Fletcher, the LCTCS, the Board of Regents, or any applicable state or federal law. Any omission does not release employees of their responsibilities nor shall any error in the manual give the employees any rights, which were inadvertently implied.

Please submit suggestions for corrections, modifications, or additions to this handbook at any time to the Vice Chancellor of Instruction. Updates will be revised and published as needed.

ACADEMIC AFFAIRS

Academic Freedom

Fletcher, as an institution of higher education, serves the common good, which depends upon the search for truth and open expression. Fletcher's policy on academic freedom is guided by LCTCS Policy #1.038. The points listed below constitute the college's position on academic freedom as they relate to the classroom.

- Faculty members are appointed to share with their students and their communities the truth as they see it in their respective disciplines.
- The mastery of a subject makes a faculty member a qualified authority in that discipline and competent to choose how to present information and conclusions to students. Subject to legal constraints, and within contractual guidelines, the following are among the freedoms that should reside primarily with the faculty:
 - ✓ planning and revising curricula,
 - ✓ selecting supplemental readings, and
 - ✓ selecting classroom audio/visual and other teaching materials.
- Prior restraint or sanctions should not be imposed upon faculty members in the exercise of their rights as citizens or duties as instructors. Faculty members should not fear reprisals for exercising their civic rights and academic freedoms.
- Faculty members have a right to expect the LCTCS Board of Supervisors and administrators to uphold vigorously the principles of academic freedom and to protect them from harassment, censorship, or interference from outside groups and individuals.
- Academic freedom should not be used to infringe on student rights or abilities.
- With contractual guidelines, individual faculty members are generally responsible for choosing instructional methodologies, assigning classroom grades, and maintaining classroom discipline.

Academic Responsibility

Fletcher's policy on academic responsibility is guided by LCTCS Policy #1.038. The academic freedom of faculty members is accompanied by equally compelling obligations and responsibilities to the profession, students, institutions, and communities. Faculty members must defend the rights of academic freedom while willingly accepting the responsibilities that follow.

Faculty members:

- should be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy.
- are entitled to all rights and privileges of academic freedom in the classroom while discussing the subjects they teach. No faculty member, however, should attempt to force a personal viewpoint on students.
- must recognize their responsibility to maintain competency in their disciplines through continued professional development and to demonstrate that competency through consistent preparation and performance.
- must recognize that the public will judge the college and the profession by its public conduct. Therefore, faculty members should always make clear that the views they express are their own and should avoid creating the impression that they speak or act on behalf of the college.

Archiving

Archiving provides orderly retention of division records. It serves as a means to collect, preserve, and make documentation readily available for approved personnel. Archived items include documents that reflect division activities, personnel documents, confidential faculty and student information, reports and data, and other materials for the systematic administration of the division.

Each Division Dean will assume responsibility for archiving important faculty, student and administrative information, and for maintaining its records and archives in a secure location.

Materials to be maintained and/or archived by each Division:

Description	Responsibility	Archive Medium	Length of Time (Prior to Archiving)	Length of Time (Kept in Archives)
Record of Grades & Attendance (Grade books or other documents used to record grades and attendance)	Division Office	Hard Copy and/or Electronic Media	1 Year	3 Academic Years
Student Final Exams (Copies of grades student exams)	Instructor	Hard Copy of Individual Student Exam	1 Year	None
Course Syllabi	Division Office	Hard Copy & Electronic Media	1 Year	3 Academic Years

Assignment of Course Instructor

Fletcher reserves the right to change instructors listed in the course schedule due to course cancellation, class splits, or other conditions that might necessitate the reassignments of instructors. Students should be cautioned that the listing of an instructor's name in the course schedule is no guarantee that the specific instructor will teach the course.

Schedule Modifications: Room Changes

Faculty requests for room changes must be submitted to the Department Head. Department Heads will coordinate with the Office of Student Affairs for room changes.

Class Attendance

Faculty Absence from Class

Every scheduled class will meet and be taught whenever possible. Classes will be canceled only as a last resort and upon approval of the immediate supervisor, Dean, or VCI. Whenever an instructor is to be absent from class, late for a class, or to leave the college before meeting all classes assigned, the instructor must notify the immediate supervisor or VCI as soon as possible.

Methods of Class Coverage for Teaching Faculty

Depending on circumstances such as the amount of previous notice, the familiarity of the subject matter to the substitute, and the nature of the subject matter under assignment, there are various levels of "coverage" in order of preference:

1. The class meets and is taught, or the examination given, so that the syllabus is carried forward despite the absence. This is possible in multi-section courses where different instructors and sections can be assumed to be fairly well together in a generally common syllabus.
2. The class meets and is continued throughout the period by discussion, review, in-class assignment, or similar instructional technique.
3. The class meets, roll is taken, and the class dismissed to do further research or written work previously assigned.
4. The class meets, roll is taken, and dismissed.
5. The class is canceled.

Responsibility for Providing a Substitute Instructor

The professional responsibility of an instructor requires that he/she consider substitute responsibilities as important as his/her own personal responsibilities to meet with and instruct the class.

Whenever a full-time or part-time instructor expects to be absent from class or late for a class, it is the instructor's responsibility to notify the appropriate Department Head, Dean, or VCI. While an instructor may recommend a substitute to the appropriate Department Head, Dean, or VCI, it is the responsibility of the latter to provide a substitute for a part-time instructor, either from among the full-time faculty, or, circumstances demanding, a paid substitute instructor.

As a rule, it should not be expected that instructors should maintain a colleague's classes for more than a day or two; a week should be the limit before a paid substitute is employed. The appropriate Department Head, Dean, or VCI is responsible for ensuring that such class coverage is provided.

Hiring and Payment of Substitute Instructors

The instructor may recommend a paid substitute instructor when such a substitute is required. The VCI shall approve hiring and payment of a substitute instructor. Full-time faculty members shall not be hired as paid substitute instructors.

Class Scheduling

Department Heads are responsible for oversight of the class schedule. Each semester, a master schedule will be developed that includes a basic schedule of classes for the upcoming semester. The Office of Student Affairs will publish and distribute a "Schedule of Classes".

Department Heads are responsible for oversight of the schedule. This includes:

- Establishing a schedule of class offerings
- Adding course sections as needed to maintain an availability of day, evening and weekend offerings
- Arranging for quality staffing of scheduled courses
- Cancellation of classes
- Course overrides
- Monitoring the first week of classes for instructor attendance
- Management of student issues related to the schedule
- Sending adjunct/overload budget to the VCI by the end of the first week of 16-week semesters, and the second day of the summer session
- On census date, identify students who have never attended

Committees, Quality Teams, and Task Forces

Fletcher values the views, thoughts, and suggestions of our faculty, staff, and community members. A number of methods have been established to provide opportunities to gather information from within and outside of the college community. Committees may be college-wide, subcommittees of Faculty Senate, advisory to designated programs, and may be standing or ad hoc groups. Adjunct faculty, staff, and full-time faculty may request to be considered for assignment to a specific college-wide committee through application to the Executive Assistant to the Chancellor.

College Advisory Committee

The College Advisory Committee serves to promote rapport between the college and the community. The committee is composed of business representatives from each training area, former trainees, and community and civic leaders. The committee is selected by the college. The College Advisory Committee members assist in promotion of vocational-technical education and in maintaining good industrial and community relations. They also serve as consultants in an advisory capacity in the development of new programs, advising with specialized or technical knowledge, and promoting the general welfare of the college.

Program Advisory Committees

Program committees for each individual program area have been established to provide more direct contact among instructors, the college, and the business community. Each program has a designated individual who is responsible for insuring that the committee meets at least twice a year, meeting minutes are kept, and the program is evaluated annually. Since institutional and programmatic accreditations are contingent upon having functional advisory committees, program coordinators/instructors will not receive a satisfactory evaluation or merit increase if the required advisory meetings or not met, minutes of the meetings are not kept, or annual program evaluation is not conducted. In addition to mandatory scheduled meetings, individual informal meetings between the instructors and the committee members are held as often as needed to improve or promote the program.

College-Wide Committees

College-wide committees are those groups that meet regularly to facilitate accomplishment of the committee purposes and goals. College-wide committees for Fletcher include the following:

- Academic Affairs Committee
- Executive Committee
- Finance & Administration Committee
- Institutional Planning & Advancement Committee (IPAC)
- Student Affairs Committee

Task Forces

Task forces or ad hoc committees may be established for short-term projects or policy development. These groups are designed to facilitate the accomplishment of a specific charge and the committee is deactivated when the committee charge has been accomplished.

Course Syllabi

The faculty members are responsible for determining the content of all courses at Fletcher. Each faculty member is responsible for developing a course syllabus for each of their assigned courses in conjunction with other departmental faculty. Syllabi must be submitted to and approved by the Department Head prior to the start of each semester.

Curriculum

The faculty members are responsible for the content, quality, and effectiveness of the curriculum. The VCI is responsible for curriculum review and oversight. All new courses, modifications to existing courses, and deletions must be initiated by the faculty and must be approved by the VCI. Any new programs or changes to any existing programs are reviewed, discussed, and approved by the appropriate advisory committee, the program faculty, and the Academic Affairs Committee. Additionally any new program must be approved by the Executive Committee and a workgroup assigned by the Faculty Senate.

Determination of degree requirements involves a review of state laws and rules, accreditation requirements, needs of the graduates, intended application of the degree after graduation, college requirements, and business and industry needs. It is the responsibility of the academic administration to ensure the proper college procedures are followed for all curriculum matters and to provide supervision of the instructional process at the college. The faculty and administration work closely together to develop curriculum that meets the needs of Fletcher students.

Development of New Programs

Development of new programs is the joint responsibility of faculty, academic administrators, the Academic Affairs Committee, the Chancellor, the College Advisory Committee, the LCTCS Board of Supervisors and the Louisiana Board of Regents. Programs consist of a specific sequence of college-level credit courses to be completed by students. New academic programs are developed based upon long-range strategic planning and/or emerging community needs. Requests for new programs are directed to either the Office of the Chancellor or the Office of the Vice Chancellor of Instruction for further discussion.

In order to avoid unwarranted proliferation of programs, an initial assessment will be conducted. Assessment of the need for new programs will include completion of an environmental scan, projection of available and required resources, identification of partners if appropriate, and collection of information required for feasibility of the suggested program(s).

When feasibility assessment findings indicate the need for new programs, the Executive Committee will determine the college's response to the request. Further development of new

programs will occur through the colleges usual curricular processes and procedure established by the LCTCS and the Louisiana Board of Regents.

End of Semester Checkout

At the end of each semester, all faculty members (full-time and adjunct) shall make sure they have met all of their obligations to Fletcher. For specific requirements, faculty members should consult with the appropriate Department Head, Division Dean, or VCI. The college reserves the right not to release final paycheck(s) for non-compliance with checkout procedures.

Faculty Role in Governance

LCTCS Policy #1.038 states that members of the “academic staff who comprise the faculty of the System are charged to determine the educational policy of the System through deliberative action in their respective units and divisions.” All faculty are expected to participate in the development of educational polices by joining and actively participating in: Standing Committees, Task Forces, Program Advisory Committees and the Faculty Senate.

Faculty Senate

The Faculty Senate is recognized as the official representative of the college faculty, and the faculty senate president shall be recognized as the official spokesperson for the Faculty Senate. The Faculty Senate President, as the official representative of the faculty, shall be a member of the chancellor’s Executive Committee.

Intellectual Property

Fletcher Technical Community College recognizes that intellectual properties and discoveries may arise from the activities of faculty, staff, and students in the course of the duties or through the use, by any person, of institutional resources such as facilities, equipment, or funds. The Louisiana Technical Community College System has an Intellectual Property Policy (Academic Policy 1.042) that provides students and faculty of Fletcher the necessary protections and incentives to encourage both the discovery and development of new knowledge and its transfer for the public benefit. This policy is available on LCTCS website (www.lctcs.edu).

Programs

Fletcher is authorized to offer the choice of several degrees and certificates. These include:

- Associate of Applied Science
- Associate in General Studies
- Associate of Science
- Technical Diploma

- Certificate of Technical Studies
- Certificate of General Studies

Schedule Modifications

Individual faculty members seeking modifications in scheduled classes should consult with the Department Head for accommodations. Classes will be added, modified and deleted by the Department Head responsible for providing the designated class. The Department Head will submit a written request to the Vice Chancellor of Instruction (VCI) that specifies the changes required.

Student Catalog & Handbook

The *L. E. Fletcher Community College Student Catalog & Handbook* is the primary academic publication of the college and is published annually. New faculty should receive a copy of the catalog during orientation; if you do not receive one, you may obtain a copy from the Office of Student Affairs or online at www.ftcc.edu. Faculty should become familiar with student policies and academic information provided in the catalog.

Textbook Adoption

Review and adoption of textbooks is an important part of assuring that information provided to students is current and of high quality. Since textbook companies typically produce a new edition every two years, it is vital that faculty remain apprised of new publications and publisher changes in content and edition. The adopted textbook is used for all sections of a course. Adopted texts may be required or recommended.

Discipline faculty members are responsible for the review and selection of textbooks and supplemental support materials used in classroom instruction. If there is crossover of course content in more than one discipline, all affected disciplines should participate in the selection of textbooks. Individual faculty may not select different texts from those adopted by the discipline without approval from the Department Head, Dean, and VCI. Textbook adoptions should remain in effect for a minimum of two years, unless a new edition is made available.

Textbooks adopted by a discipline should:

- Support achievement of course learning outcomes
- Be adaptable to a variety of learning styles
- Be consistent with reading levels appropriate for student use
- Promote high order thinking
- Provide objectivity, free of bias and prejudicial content

- Represent a good value for the student

The Department Head coordinates the adoption of all textbooks and course materials. Problems concerning texts and materials should be directed to the Department Head and not to the bookstore. The Department Head will approve adoption of new textbooks/materials, any subsequent changes and/or additions to the original orders.

Use of Copyrighted Materials

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research”. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use”, that user may be liable for copyright infringement.

This institution reserves the right to reject a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Fair Use

The Fair Use of a copyrighted work, including such use by reproduction in copies or by any means specified by that section, for purposes such as criticism comment, new reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright.

Public Domain

A work in the public domain is one that can be freely used by anyone for any purpose. Works may be considered public domain if the copyright has expired, it is a U.S. Government document, it is a forfeited or abandoned copyright, and if works that are not eligible to be copyrighted.

CLASSROOM INSTRUCTION

Academic Integrity

Fletcher expects the highest standards of academic integrity from its students and faculty. Ours is an academic community founded on the search for knowledge in an atmosphere of cooperation and trust. The intellectual health of the community depends on this trust and draws nourishment from the integrity and mutual respect of each of its members.

Academic integrity is essential for equitable learning and learning assessment; thus, faculty and students share responsibility for academic honesty. It is recommended that reference be made to the policy and procedure in the course syllabus. Students must assume full responsibility for adhering to academic rules and regulations of the classroom and the college. Academic dishonesty threatens the learning environment of the college by destroying the trust between the faculty member and the student assisting in or contributing to the dishonesty or misconduct. Therefore, all aspects of cheating, fabrication, plagiarism, interference, misrepresentation, violation of class rules, and contribution to academic dishonesty constitute academic misconduct and warrant disciplinary action by the instructor or the college. Academic dishonesty includes, but is not limited to the following categories, which also bear descriptions of the violations.

Categories and Definitions of Academic Misconduct

Cheating is the intentional use of inappropriate and unauthorized assistance, information, materials or study aids in any academic exercise. Cheating includes, but is not limited to, the use of unauthorized assistance, information, or materials on tests, homework, quizzes, papers, projects and all other academic assignments. Additionally, the act of conspiracy for the purpose of defrauding also constitutes cheating.

Fabrication is the misrepresentation of a signature or a document as original (authentic) and includes the fabrication of any part of an academic individual or group assignment, or of official documents of the college or outside agencies, including drop/add slips, excused absence slips, and medical documentation. Fabrication also includes making up or changing data or results, or relying on someone else's results in experiments or laboratory assignments. The citing of sources that have not actually been used or consulted is also an offense.

Plagiarism constitutes the use of another person's ideas, words, data, arguments or sentence structure in any academic assignments as the student's own without proper documentation or citation.

Misuse of academic resources constitutes prohibiting students, faculty or staff from using print or electronic resources by rendering them unavailable, useless, or altered from their original form and purpose. This includes the unauthorized use of computer accounts, alteration of passwords, violation of library procedures or other intentional misuse or destruction of educational materials.

Misrepresentation is intentionally presenting oneself as someone else, or intentionally representing the condition or the situation as more or less than what it actually is to gain credit or

special concessions on academic individual and group work including make-up tests, projects, and class assignments.

Violation of class rules is the intentional failure to follow the rules of each individual class concerning academic assignments and class behavior as referenced in the course syllabus.

Complicity is the willing involvement with others in any academic misconduct.

Software fraud is the unlawful downloading and copying of computer software used in the creation of academic work.

Unsanctioned collaboration occurs when a student works on an out-of-class project, homework or other assignment with another unassigned individual.

Academic Offenses and Sanctions

Any student found guilty of academic dishonesty or misconduct will receive a penalty based on the level into which the violation falls. Penalties are based upon the a) nature of the violation, b) number of times a student may have committed an offense, and c) discretion of the instructor.

Violations are classified into three levels. For each level of violation, a corresponding set of sanctions is recommended. Adherence to a code of conduct is a necessary function of socialization into the college, whose norms are reflected in such a code. The levels of violations follows:

Level One Violations: Level One violations may occur because of the inexperience or lack of knowledge of the principles of academic integrity on the part of persons committing the violation. These violations are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. Examples of this type violation would include unsanctioned collaboration on academic work or failure to give proper acknowledgment in an extremely limited section of an assignment.

Recommended sanctions include:

- Loss of a percentage of credit for the assignment
- “F” for the academic assignment

Level Two Violations: Level Two violations are characterized by dishonesty of a more serious nature or which affects a more significant aspect or portion of the course work. Examples of this encompass violations such as plagiarism over a large segment of the work or submission of someone else’s work as your own.

Recommended sanctions include:

- Reduced grade for the course
- An “F” in the course

Level Three Violations: Level Three violations represent the most serious breaches of intellectual honesty and affect a major or essential portion of academic work done to meet course requirements. Examples include violations such as collaborating before an exam to exchange information or using purchased term papers or other materials.

Recommended sanctions include:

- An “F” in the course
- Academic probation
- Expulsion

Further Consequences of Violating the Academic Integrity Policy

Students committing acts of academic misconduct or dishonesty not only face college censure, but also run a serious risk of harming future educational and employment opportunities.

Prospective employers and other educational institutions frequently use recommendation forms that ask for judgment and comment on an individual’s moral or ethical behavior. Since the forms are sent with the permission of the student, college faculty and administrators knowledgeable of academic integrity infractions are ethically bound to report such incidences.

Procedure for Administering Academic Integrity Policy

The Dean of Student Affairs and VCI are responsible for monitoring the Academic Integrity Policy.

- Evidence of academic misconduct or dishonesty should initiate with the classroom instructor, who will counsel the student and prepare a written statement detailing the incident along with documentation, where applicable. The instructor forwards the original record of the violation to the Dean of Student Affairs, who maintains the original record, regardless of the level. In the event of a Level Three violation, the instructor also provides a copy of the violation document to VCI. The instructor is also responsible for keeping a copy of the record.
- If the student disagrees with the instructor’s decision, she/he must petition the VCI in writing within three (3) business days, requesting a review of the matter and a decision.
- If the student disagrees with the VCI’s decision, she/he must appeal to the Chancellor within three (3) business days who will form an ad hoc appeals committee. Along with the appeal, the student must include a copy of the VCI’s response and any documentation to substantiate her/his claim.

- The appeals committee reviews the appeal fairly and without bias. A decision is rendered based on the facts and documentation presented. It reinforces the rules, regulations and mission of the college. The decision of the committee is final and may not be appealed.

Class Cancellation/Overrides

Within the first five class days, classes may be closed due to low enrollment. The Office of Student Affairs and VCI, Dean, or Department Head are responsible for managing class cancellations. Classes with less than 10 students are considered low enrollment. Department Heads may request that a low enrollment class remain open for exceptional reasons. Permission to maintain low enrollment classes requires approval by the appropriate Dean.

The Office of Student Affairs will post notifications of class cancellations.

Class size is predetermined. Factors considered when deciding the maximum class limits include the following: curricular requirements, room size, space, available instructional resources (overhead projector, computer-related resources, etc.), ADA accommodations, and fire/safety concerns.

Changes in class size are referred to Department Heads. When a class has reached its maximum capacity and other sections are not available, the Department Head, Dean, VCI may open additional sections. Overrides may be granted for extenuating circumstances only. Faculty, advisors, or staff members should exercise caution in encouraging students to seek overrides.

Class Make-Up Policy

In order to assure student success in the learning process, it is important to have adequate class time designated for instruction. The Council on Occupational Education (COE) and the Louisiana Board of Regents designates that 750 minutes of instruction should be provided during the semester to each student for each one credit hour of lecture, and 1500 minutes for credit hour of lab. Fletcher faculty will make all efforts to comply with this regulation and be accountable to the state and students for the provision of quality instructional time.

When a scheduled class is not held due to faculty absence, weather, or other unpredicted circumstances, it is expected that the hours/minutes of class missed be made up during the remainder of the semester. Adding time to each remaining class period available during the semester will allow for make-up of hours/minutes missed. If it is not possible to add time to the existing classes due to unavailability of rooms or schedule conflicts, a make-up period must be arranged for students.

Faculty who have missed classes and have not provided alternate arrangements for the class to be covered must document the arrangements for instructional make-up and submit it to the respective Department Head.

Class Rosters

All instructors shall keep an official attendance record for each class. Class attendance records should be accurate and precise. These records are subject to inspection by appropriate officials.

On the first day of class faculty should call roll to assure that students are in the correct class. *Students who are not on the roster or cannot provide a valid schedule should not be allowed to sit in class.* A student whose name does not appear on the roster or cannot provide a valid schedule should be sent to the Office of Student Affairs immediately.

Classroom and Campus Safety Information

Refer to Fletcher's Emergency Response Plan Policy.

Final Examinations

Final examinations should be given in accordance with the college's final exam schedule. Whether or not a final exam is given, the class is required to meet according to the final exam schedule. Your Division Dean and VCI must approve any exceptions.

Final grades must be submitted to the Office of Student Affairs by 4:00 p.m. on deadline date.

Grade Appeals

If a student feels that he/she has been incorrectly awarded a grade or that a grade has been recorded in error, it is the student's responsibility to notify the Office of Student Affairs within 45 days to make corrections or to request a change of grade(s). The student must initiate a grade appeal within 45 days of the end of the semester in which the grade was received.

Grading Policy

Grading scales are determined by department. Grades that can be earned for credit courses are as follows:

- A: Earns credit hours; carries a value of 4 grade points for each credit hour.
- B: Earns credit hours; carries a value of 3 grade points for each credit hour.
- C: Earns credit hours; carries a value of 2 grade points for each credit hour.
- D: Earns credit hours; carries a value of 1 grade point for each credit hour.
- F: Earns no credit; carries a value of 0 grade points for each credit hour.
- P: Pass: Given only for courses graded Pass/Fail. Indicates course was successfully completed.

- S: Satisfactory: Given only for courses graded Satisfactory/Unsatisfactory. Indicates course was successfully completed.
- U: Unsatisfactory: Given only for courses graded Satisfactory/Unsatisfactory. Indicates course was not successfully completed.
- I: Incomplete: Indicates some work is incomplete.
- W: Withdraw: Indicates the student has officially withdrawn from a course.
- W5: Withdraw within the first five days: Indicates the student has officially withdrawn from a course on or before the fifth day of the semester/session.
- RS: Resign: Indicates the student officially resigned from school on or before the fifth day of the semester/session.

When a student repeats a course for credit, the last grade earned is the official grade. Both grades, however, will appear on the transcript.

All grades for each course appear on a student's transcript and all hours attempted and total quality points earned are used in calculating the official cumulative external grade point average (GPA). This is the official GPA posted on the transcript and used to determine academic honors, class standing, and academic probation and suspension. In all cases of repeated courses, the hours earned can only be credited once.

An adjusted internal average, which is used for determining graduation eligibility and some program admissions, is computed by subtracting the quality hours and quality points earned in all previous attempts in a repeated course from the overall number of hours and quality points.

Incomplete Grades

A student may receive a grade of "I" in a course if the student is passing the course at the time documented extenuating circumstances cause the student to be unable to complete the required work. The student is responsible for making up all unfinished work within the next semester/session by the designated date. The student will not be reenrolled in the course. The "I" will be changed to an "F" if all work is not completed satisfactorily by the required date.

It is the responsibility of the instructor to specify the exact work to be completed to meet course requirements. In the interest of protecting the students' rights, it is strongly recommended that part-time faculty communicate all relevant information concerning the "Incomplete" and arrangements for completion to the immediate academic supervisor at the time the "Incomplete" is assigned.

Industry Visits, Field Trips, and Off-Campus Training Activities

1. Periodic visits to businesses/industries, which employ program trainees, are encouraged.
2. Industry visits should be used to provide follow-up information on trainees and to provide criterion for evaluating and updating the instructional program.
3. Industry visits, field trips, and off-campus training activities shall be well planned and directly related to the educational process under consideration, and shall follow approved guidelines.
4. Guidelines for off campus training activities:
 - The Division Dean and the instructor shall determine the need for the trip.
 - Approval shall be obtained from the VCI.
 - Furthermore, a training plan shall be prepared and signed by all parties involved. It shall indicate each party's responsibilities.
 - Necessary arrangements shall be made for transportation. If private vehicles are used, the owner(s) must provide evidence of having sufficient liability insurance.
 - The instructor shall have the responsibility for the supervision of the students while traveling to and from their destination and while at the activity site.
 - The VCI shall be given a summary report by the instructor upon activity completion.
 - The VCI or designee shall have available upon request, all information/documentation mentioned above.
 - Guidelines for Business/Industry visits:
 - a. The Division Dean and the instructor shall determine the need for the trip.
 - b. Instructor shall notify immediate supervisor for approval.
 - c. Necessary arrangements shall be made for transportation.

Live Work

L. E. Fletcher Technical Community College is training institute, not a repair, fabrication, or refurbishing facility. Therefore, live work, or any project performed in the classroom or shop, will be limited to those types of jobs that are:

1. Specifically beneficial to the program of study being pursued by the student.
2. Consistent with the training the student is receiving at that particular time.
3. Required for further development of student proficiency.

The policy governing performance of live work follows:

1. State property and equipment will be used only for official school business.
2. Before any outside work may begin, **a complete work order must be prepared** by the instructor and approved by the Division Dean.
3. Materials and supplies must be purchased by the individual or organization for which the work is being performed.
4. Students shall not be paid for work completed during training.
5. The college shall not charge for student labor for any project used in training.

Student Attendance

College enrollment assumes maturity, seriousness of purpose, and self-discipline for meeting the responsibilities associated with the courses for which a student registers. The primary mission of Fletcher is to prepare individuals for immediate employment, career advancement, and future learning. Success in employment and education is dependent upon preparation and regular attendance. Recommendations to employers for job placement will depend on technical and academic preparation as well as regular attendance.

Employers in our service area continually request that Fletcher stress the importance of regular attendance and punctuality. Regular attendance and punctuality are major components of successful employment; therefore, the following attendance policy will be strictly enforced:

Students are expected to attend all classes. If an absence occurs, it is the responsibility of the student to make up all work missed. Students who do not officially withdraw or resign by the designated final withdrawal date or who discontinue attendance will receive an "F" in the scheduled course(s).

Under no circumstance will an absence, for any reason, excuse the student from completing all work assigned in a given course. After an absence, it is the student's responsibility to check with the instructor about the completion of missed assignments.

Students must comply with the attendance requirements of the college and each department. Individual faculty members determine specific policies regarding makeup of missed exams, submission of excused absences, and the use of attendance in grading. These policies will be printed in the course syllabus.

It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Excused absences will be granted at the discretion of the individual instructor. Examples of absences that may be considered excused would include, but are not limited to, student illness, religious holidays, college-sponsored activities, jury duty, or military obligations. Unavoidable circumstances beyond a student's control should be discussed with the instructor. A student with frequent absences should meet with the instructor to discuss his or her progress in the class, or should voluntarily withdraw from the course.

If a student is absent on a scheduled test day, it is the student's responsibility to meet with the instructor to schedule a make-up test. Make-up tests will be scheduled according to the instructor's schedule. Failure to make up an exam as required in the course syllabus will result in a grade of 0-F. Graded assignments may be given by an instructor for which no makeup is allowed.

Attendance Requirements

Any student who accumulates excessive absences (15 percent of the total classes in a course within a semester) may be dropped from that class for the remainder of the semester/session. If a student exceeds the allowed number of absences before officially withdrawing from a course, he/she will receive a grade of "F" in the course. If a student officially withdraws during the designated period without exceeding the allowed number of absences, he/she will receive a grade of "W" in the course.

Health Occupations Programs, Marine Operations, and Nautical Science have a different attendance policy. Students enrolled in these programs will receive specific attendance policy information from the program instructor.

Student Behavior in the Classroom

Instructors should follow these general guidelines on appropriate student classroom behavior:

- Include a statement in your syllabus about your expectations for students' behavior in your classroom and discuss that statement on the first day of class.
- You have the "duty to warn" any student not complying with stated guidelines. Inform disruptive students that their behavior is not acceptable (be specific in identifying the unacceptable behavior), specify what behaviors are required, and inform students of the consequences of not complying with those guidelines.

- You must give students an opportunity to comply with your requirements.
- If students continue with inappropriate behavior, you may ask them to leave the classroom. You may seek assistance from the Division Dean, Dean of Student Affairs, or VCI.

Withdrawal of Classes

Each student is required to notify his/her instructor and the Office of Student Affairs if he/she intends to withdraw from the college for employment or any other reason. Equipment and/or books belonging to the college must be returned. Lockers should be cleaned out. The college is not responsible for any items left after withdrawal from the college. Failure to properly withdraw may jeopardize a student's ability to re-enter Fletcher or to receive financial aid. The student will benefit by having school records complete. Student must determine that he/she has no indebtedness to the college and/or to a financial aid program. Employment information should be given to the instructor or the Office of Student Affairs prior to leaving college. If the student secures employment later (after withdrawal), he/she should forward that information to the Office of Student Affairs so that student records can be updated.

If a student withdraws from school after the designated withdraw/resignation date, the student will receive a grade of F in the courses scheduled for that semester

FACULTY PERSONNEL

Categories of Faculty

The college employs faculty in different categories as determined by the college's Human Resources Department. There are four types of employment categories for faculty:

Full-time Faculty: Faculty members appointed to a 9-month or 12-month teaching position. Librarians are considered faculty, and are appointed to a 12-month position. Full-time faculty may also teach overload or summer courses as adjuncts.

Temporary Instructor: Adjunct faculty appointed on a one-semester-only basis to teach up to eighteen credit hours with added responsibilities and benefits. Temporary Instructors may not be reappointed to future temporary instructorships, but may return to adjunct status and/or apply for an open position.

Part-time or Adjunct Faculty: Faculty appointed on a course-by-course contractual basis.

Non-Credit Faculty: Faculty members with specialized skills; such as welding or computer skills, who teach short courses. Non-credit courses are not applicable to any diploma or degree. Pay for these services is determined on a course-by-course basis.

Credentials

- Faculty teaching general education courses in the humanities/fine arts, social/behavioral sciences, and natural sciences must hold the minimum of a **master's** degree from an accredited institution with a major in the teaching discipline, or have completed at least 18 graduate semester hours in the teaching discipline.
- Faculty teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs that result in transferable coursework to a senior institution, must possess minimum of a **master's** degree from an accredited institution with a major in the teaching discipline, or have completed at least 18 graduate semester hours in the teaching discipline and have appropriate work experience.
- Faculty teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs not usually resulting in college transfer, or in the continuation of students in a senior institution, must possess appropriate academic preparation or academic preparation coupled with work experience. The typical combination is a bachelor or associate's degree with appropriate work experience. The minimum academic degree for faculty teaching in professional, occupational and technical areas must be at the same level at which the faculty member is teaching.
- Non-degree diploma or certificate occupational courses are typically taught by faculty members with some college or specialized training, but with an emphasis on competence

gained through work experience. Some courses may require faculty with an associate's degree or beyond with little or no work experience. Others may require little formal education beyond high school. While the competency requirements may vary, it is the responsibility of the VCI to fully define competency requirements prior to the initiation of the recruitment and selection process.

- Faculty members who teach remedial programs must hold a bachelor's degree from an accredited institution in a discipline (or with a concentration in the discipline) related to their teaching assignment and either classroom experience in a discipline related to their special proficiency or training in remedial education.

Note: In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be accepted in lieu of formal academic preparation. Any such exception will be justified and documented fully on an individual basis by the VCI.

DISCIPLINE	REQUIRED CREDENTIALS
General Education Courses (non-remedial) Math, English, Biology, etc.	Master's degree with 18 hours in the discipline
Remedial General Education Courses	Bachelor's degree with a concentration in the discipline
Vocational/Technical Courses A/C Automotive Diesel Electrician EMT Machine Tool Technology Medical Coding Nursing Assistant Phlebotomy Petroleum Services Welding	Associate degree in the discipline OR associate degree with professional experience and required licensure/certifications (bachelors preferred)
NAIT eligible programs Drafting Electronics	Bachelor's degree in the discipline OR bachelors degree with professional experience and required licensure/certifications
NLNAC eligible programs Practical Nursing* ASN	Master's degree with 18 hours in the discipline *bachelor's degree acceptable for Practical Nursing Program; however, a master's degree is preferred
Technical Courses that will transfer Accounting Office Systems	Master's degree with 18 hours in the discipline (Fall 2006)
Marine Operations Clock Hour Courses	United States Coast Guard Certification
Marine Operations Credit Hour Courses	Associate degree and United States Coast Guard Certification

It is the responsibility of the search committees/Division Deans to recommend the prospective finalists for faculty positions to the VCI. The VCI will forward the list of finalists and their credentials to the Chancellor for final approval. The credentials of the finalists shall be

maintained in the Office of the Vice Chancellor of Instruction with a copy forwarded to the Office of Human Resources.

Documentation of Official Transcripts

It is the responsibility of each faculty member to submit official transcripts from each institution of higher education attended. The official transcript should be sent directly to the VCI. This procedure is in place to document compliance with the Southern Association for Colleges and Schools (SACS) requirements and for placement on the faculty salary schedule. This requirement applies to all faculty, whether full-time or part-time. A copy of the transcript may be used for initial credential review, but the official transcripts must be on file before the end of the first semester for continued employment.

Faculty Advising of Students

Full-time faculty members are expected to meet the requirements identified in the job description, and will be evaluated on their performance, which includes assisting students with advising and includes the following activities:

- Meet with assigned advisees each semester.
- Assist other faculty members' advisees if needed.
- Assist in the Office of Student Affairs during peak registration periods.

Faculty and Course Evaluation By Students (Full-Time & Adjunct)

The student evaluation component is administered during the fall and spring semesters. Packets containing evaluation instruments, including instructions, are disseminated to faculty. During the final 20 minutes of the class, the instructor relates the instructions to the students. A student proctor is appointed to collect evaluation materials and the instructor leaves the room, thus allowing the students freedom to objectively complete the surveys. The proctor then collects the instruments in sealed envelopes and returns them to the Office of Institutional Research and Effectiveness. The Division Deans share the resulting data with faculty after the semester ends.

Faculty Qualifications

Fletcher recruits and appoints the best-qualified faculty available. All full-time and part-time faculty members must have appropriate credentials and competencies that demonstrate they are qualified to teach. Oral and written competencies will be demonstrated during the recruitment and selection process. The search process is intended to recruit and select faculty whose highest degree is earned from a broad representation of accredited institutions.

The college will only hire faculty that meet or exceed the minimum credentialing qualifications as stated in the 2008 edition of the Southern Association of Colleges and Schools Principles of Accreditation.

Overloads and Summer Teaching

- Overload refers to teaching sections more than 15 credit hours a semester or more than 30 clock hours a week. Overloads constitute extra work for extra pay. Faculty members are expected to perform all regular duties and responsibilities with no degradation of services resulting from the overload.
- Courses taught simultaneously do not count towards overload pay.
- Full-time faculty may accept overloads each semester for additional compensation. Extra contact hours may not exceed 12 hours per week.
- Overloads will be paid at the adjunct rate of pay.
- 9 month full-time faculty who choose to teach in semesters other than fall and spring will be paid at the adjunct rate of pay, unless full-time summer contracts are authorized by the Chancellor at a rate of 2/9 of the nine-month salary for an eight-week summer session.

Part-Time Employment Agreements

- Faculty who are employed during a given term (part-time or full-time) and complete extra projects are paid through a part time employment agreement.
- Faculty not currently employed (part-time, summer full-time) are issued part time employment agreements for project work.
- Consultants and outside vendors are paid through professional services contracts.

Professional Development

Conferences and Workshops

1. Each instructor is encouraged to attend all pertinent conferences and workshops sponsored by the LCTCS.
2. Attendance and active participation in workshops conducted by private industry are encouraged.
3. Travel reimbursement may be available for expenses incurred.

Professional Organizations

1. Membership in one or more of the vocational education professional organizations is encouraged.
2. Active participation is also encouraged in scientific and technical societies relating to an individual instructor's specific field of work.

In-Service Training

1. Statewide training programs (workshops) are offered in specialized areas of training periodically.
2. Faculty/Staff meetings are generally held as needed. All staff members are encouraged to submit items for discussion prior to the meeting; however, any item of concern may be introduced during the meeting.

Release Time

- Release time provides a course load substitution for work completed on special projects.
- Release times must be approved by the Division Dean and VCI.

Salary For Overloads

In order to clarify and standardize the method of payment for adjunct and overload pay, the following guidelines have been developed:

1. Overload pay is available to instructors teaching more than 15 credit hours or 30 clock hours a week, and to department heads teaching more than 12 credit hours.
2. All courses used to calculate full-time status and overload pay shall have a minimum enrollment of 10 students. The Division Dean has discretion to determine whether the course should continue with less than 10 students.
3. Internships and credit by evaluation shall not be used in calculating overload pay.
4. Overload faculty pay for credit hour courses is based upon the credit hour of the assigned course.
5. There is no differential for rank, evening/weekend teaching, or distance-learning delivery.
6. There is no differential for multiple preparations. Scheduling of more than three course preparations is discouraged. Should there be a need for more than three course preparations, faculty members should be consulted and agree to the load prior to assignment. The following semester, preference should be provided to those who were assigned more than three course preparations.
7. Clock hour courses shall be paid an hourly rate.

The current rate for credit hour course is \$600 a credit hour. Clock hour pay varies by courses taught.

Tenure

Employee Status

There effectively exists three (3) categories of LCTCS employees, for tenure purposes. The employee categories are as follows:

1. Employees who achieved tenure status, at an institution, under the policies of that institution's previous management board.
2. Employees who were on the "tenure track," at an institution, under the policies of that institution's previous management board, on July 1, 1999, i.e., hired by the institution, prior to July 1, 1999, in a position of employment wherein tenure could be achieved if the employee complied with all requirements of the previous management board's tenure policy.
3. Employees who were hired at an institution after the effective date of the transfer of such institution to the Board's management and control who are subject to any tenure policies adopted by the Board, after July 1, 1999.

Thus, with respect to categories (1) and (2), previously established policies for the award of tenure and for administration of due process to tenured employees remain viable. It is only with respect to employees hired after July 1, 1999 that no tenure policy currently exists.

Eligibility for Employees Hired Before July 1, 1999

1. As used in these policies the term "teacher/instructor" means any full-time school employee who holds certification as prescribed in the Louisiana Bulletin 746 and whose legal employment requires such teacher's certificate.
2. Each teacher/instructor shall serve a probationary period of three years to be counted from the date of his/her appointment at a school of the College system. During the probationary period, the Board may dismiss or discharge any probationary teacher/instructor upon written recommendation of the delegated appointing authority, accompanied by valid reasons therefore. The probationary employee must be notified by certified mail of the written charges made against him/her and given an opportunity to respond to the stated charges.
3. Any teacher/instructor found unsatisfactory at the expiration of the said probationary term, shall be notified in writing by the delegated authority that he/she has been discharged or dismissed following Board approval. In the absence of such notification, such probationary teacher/instructor shall automatically become a regular and permanent teacher/instructor in the employ of the applicable school.
4. A teacher/instructor with tenure may be transferred from one school in the Louisiana Technical College System to another in the system without losing tenure.
5. Employees earn time toward tenure only through continuous employment in non-temporarily funded positions.

Ineligibility for Employees Hired Before July 1, 1999

1. Tenure cannot be transferred from a parish/city school system to a school under the jurisdiction of the Board.
2. Substitute teachers/instructors and those on a temporary certificate cannot acquire tenure. However, a teacher/instructor who is teaching on a temporary certificate in a regular position may apply two consecutive years of teaching on a temporary certificate toward the three-year probationary term, teach the third “consecutive” year as a regularly certificated teacher, and acquire tenure if re-employed as provided by the Board.
3. For teachers who have taught more than three consecutive years on a temporary certificate, prior consecutive years of teaching count toward the probationary period and such employees are eligible for tenure on the date of full certification, subject to Board approval and a current satisfactory rating for tenure.
4. Administrators in the college system do not earn tenure, as of July 25, 1985.
5. Separation from employment, except as described in number four of the above section, ends tenure.

Workload

Adjunct Faculty

The maximum teaching load for adjunct faculty is as follows:

- Regular semester (fall and spring) – 9 credit hours
- Summer term – 9 credit hours

Multiple contracts that occur within a fall, spring or summer term should not exceed 9 hours of employment. Any teaching assignment that exceeds the maximum credit hours allowed during any semester or term will require approval from the VCI and the Chancellor.

Full-Time Faculty

Full-time faculty members are expected to work the equivalent of 40 hours per week. Some duties such as course preparation, grading and community service may be performed offsite. Full-time faculty members are expected to meet performance expectations identified in their job descriptions. These include, but are not limited to, teaching, maintaining office hours, advising/mentoring, professional development, and college and community service.

The workload of full-time faculty includes:

- Teaching a minimum of 15 credit hours in each regular fall and spring semester or teach 30 clock hours a week (Marine, Nursing, or self paced)
- Maintaining a minimum of ten office hours per week

- Advising and mentor assigned students
- Attending and participating in scheduled activities, which include graduation, advising during registration, seminars, and required meetings
- Serving on college committees
- Participating in professional development activities
- Completing administrative tasks