NIAGARA COUNTY COMMUNITY COLLEGE

FACULTY HANDBOOK

Effective 2022

NIAGARA COUNTY COMMUNITY COLLEGE

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BOARD RESOLUTION

NCCC FACULTY HANDBOOK

Background: The purpose of a faculty handbook is to familiarize members of the faculty and staff with the policies and operating procedures of the College. Upon review, this Handbook has been revised in 1969, 1971, 1974, 1976, 1981, 1986, 1990, 1994, 1996, 1998, 2000, 2003, 2005, 2008, 2011, 2016, and 2022.

At the meeting of the Board of Trustees of Niagara County Community College on May 17, 2022 the following resolution was proposed and approved by the board:

WHEREAS, the policies in this Handbook shall constitute rules of the Board of Trustees of the Niagara County Community College for the Governance of the College. Nothing in these policies contained herein shall be construed to restrict the power of the Board of Trustees from time to time to alter, amend, revise, or repeal the provisions hereof in whole or in part.

WHEREAS, notwithstanding any statement contained herein, these policies shall not violate any laws or statues and are not to be construed as being contrary to any rules or regulations governing the Niagara County Community College.

WHEREAS, all personnel are responsible for the proper implementation and enforcement of the policies set forth in this Handbook. They are also expected to keep the Handbook current.

WHEREAS, as an employee and representative of Niagara County Community College, each professional staff member is obligated to maintain the high ideals of the academic community, the College, and the State University of New York.

THEREFORE, be it resolved that the Board of Trustees of Niagara County Community College approve and adopt the Faculty Handbook effective May 17, 2022.

Signed the 17 day of MAY, 2022

Jason Cafarella
Chairperson, Board of Trustees
BOT-22-04

FACULTY HANDBOOK

EFFECTIVE SEPTEMBER 1, 2022 THROUGH AUGUST 31, 2024

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INTRODUCTORY STATEMENT

This handbook is designed for informational purposes to acquaint faculty employees with Niagara County Community College and provide information about working conditions, employee benefits, and some of the policies affecting employment. Faculty should read, understand, and comply with all provisions of the handbook. It describes many of the responsibilities as an employee and outlines the programs developed by the College to benefit employees.

Continuous communication between employees and management is essential to the successful operation of the College. Employees are encouraged to speak with their supervisor regarding matters affecting their job. Ideas and suggestions are welcome and any problems or concerns should be brought to the attention of administration.

No employee handbook can anticipate every circumstance or question about policy and this handbook is not intended to be a complete or comprehensive list of all College policies and procedures. The College reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Policies set forth in this handbook are not intended to create a contract, nor are they to be interpreted to constitute contractual obligations of any kind or a contract of employment between the College and any of its employees.

Employment with the College is voluntarily entered into. Unless otherwise provided by an applicable collective bargaining agreement or written employment agreement, employees are free to resign at will at any time with or without notice or with or without cause, and the College similarly may terminate the employment relationship at will at any time, with or without notice or cause.

These provisions supersede all existing policies and practices with the exception of applicable collective bargaining agreements (CBAs) and may not be amended or added to without the express written approval of the President of the College.

NCCC MISSION STATEMENT

Niagara County Community College provides flexible teaching and learning environments dedicated to educational excellence and committed to our core values of student centeredness, accessibility, comprehensiveness, collegiality, community partnership, and lifelong learning. Through the liberal arts and sciences as a key component of all academic programs, our College nurtures and empowers students to recognize and to value our common humanity as well as the richness of our diversity. NCCC offers quality academic programs while providing supportive student and academic services. To produce engaged citizens, NCCC provides cultural, social, recreational, athletic, and global experiences. NCCC is a major contributor to economic development through transfer, career and technical education, workforce development, and continuing education. To demonstrate integrity and accountability, NCCC operates through a collegial model of shared governance, which provides for a comprehensive assessment of all aspects of institutional effectiveness.

SECTION 1

ACADEMIC POLICIES AND PROCEDURES: INSTRUCTION

1.1 Equal Opportunity Statement of Policy

NCCC does not discriminate and prohibits harassment or discrimination related to any protected category including creed, ethnicity, citizenship, sexual orientation, national origin, sex, gender, pregnancy, disability, marital status, political or social affiliation, age, race, color, veteran status, military status, religion, domestic violence status, genetic information, gender identity, gender expression or perceived gender. Women, minorities, veterans and individuals with disabilities.

1.2 Academic Freedom

Niagara County Community College is committed to the principle of academic freedom for faculty and students. Academic freedom ensure faculty have the freedom to teach or communicate ideas or facts in the classroom. The American Association of University Professors (AAUP) states, however, that teachers should be careful to avoid controversial matter that is unrelated to the subject. "They should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution" when speaking publicly.

1.3 Teaching Loads

1.3.1 The Division Chairs/Assistant Vice Presidents of Academic Affairs shall recommend to the Vice President of Academic Affairs teaching loads, course assignments, and section sizes. Class size is determined by the College in relation to content, method of presentation, and number of work stations in laboratories and studios. The number of online, blended, hybrid, and hyflex courses that can be taught per semester is determined by the Division Chair or AVP and the Vice President of Academic Affairs. Answers to questions referring specifically to Online Learning can be found at this Online Learning link:

NCCC Online Teaching Academy Faculty Guide & FAQ's

1.3.2 A faculty member using a lecture hall for instruction may be requested by the Vice President of Academic Affairs to teach two sections of the same course meeting at the same time (double section). Such lecture hall scheduling and faculty assignment shall only occur with the mutual approval of the Division Chair/AVP, Vice President of Academic Affairs, and faculty member involved.

1.3.3 Faculty who team teach are required to participate fully in each class session.

1.3.4 Successful completion of training approved by Online Learning and approval of the Vice President of Academic Affairs is required to teach online, blended, hybrid, and hyflex courses. Any change of modality for a course may require additional training.

1.3.5 All faculty teaching in an online modality should periodically volunteer for a quality review. Online classes are subject to an equivalent course observation process to the one used for ground/face-to-face courses.

1.4 Texts and Other Educational Supplies

1.4.1 Required and recommended course materials (CM) are purchased through the Bookstore. Federal law requires textbook requests to be submitted prior to the student course registration period for each term. (See the Textbook Access and Affordability Guidelines). Publisher driven digital course materials with access available through the campus LMS must be communicated and approved by the Bookstore.

1.4.2 Supply order forms are available to request special supplies, computer software, materials, and aids for student use or in courses.

1.4.3 Faculty are encouraged to recommend titles for browsing material and background information to the Bookstore. Textbook order forms are not necessary for these requests.

1.4.4 Faculty must e-mail, telephone, or write directly to the publishers to obtain desk copies of textbooks. To expedite requests, current publisher information, including e-mail and website addresses as well as telephone numbers are available in the Bookstore.

1.4.5 At the start of each term, Bookstore hours will be expanded once Student Financial Aid becomes available (Monday of the week before the first week of classes). Expanded hours will include night hours for evening classes. The schedule will be adjusted to account for various starting dates of each term and will be posted online, via social media and be listed on both the Fall/Spring Hours Handout and the front doors of the Bookstore.

1.4.6 Summer session: The NCCC Bookstore is open extended hours for the first two days of each summer term. For the remainder of the summer session, the Bookstore operates from 9:00 a.m. to 4:00 p.m. Monday – Thursday; Friday 9:00 a.m. – 1:00 p.m. when the College resumes Friday operating hours.

1.4.7 The bookstore staff will share monthly sale flyers, important information and special reminder notices via College email, system message and social media.

1.4.8 Faculty who teach on campus or online courses should inform their students that information regarding the purchase of required and optional textbooks and supplies for on campus or online courses can be obtained by visiting the Bookstore Websites at
NCCC Main Campus Website: https://niagaracc.bncollege.com/
NFCI Website:www.niagaraculinaryinstitute.bncollege.com/

1.5 **Copyright Policy**

1.5.1 According to the College Copyright Policy, all members of the College shall retain all property rights to copyright and published creative endeavors. All property rights in books, teaching aids, audio and video productions, computer software, and similar creative output belongs to the employee. These property rights include the right to publish for private profit and the right to copyright any book, manual, software program or other printed materials, and the right to negotiate privately with any person, firm, or corporation for the manufacture of any equipment or teaching aid, and the right to acquire any patent rights which may be obtainable. (See NCCC Policy Manual, Section 2).

1.5.2 When the materials are produced in connection with a release time project on a compensated basis, the College retains joint property rights. These property rights entitle the College to use these books, teaching aids, online courses, computer software, or equipment, regardless of copyrights or patents at no cost to the College. The College shall have nontransferable rights, in perpetuity, to unrestricted use within the College, of all inventions, discoveries, writings, online courses, or other creative endeavors, made or authored by employees while under contract to the College at no cost.

1.5.3 In the case of materials produced as the result of grant funding, the funding agency will retain a non-exclusive, irrevocable right to reproduce, publish, or otherwise use the materials for agency purposes, exclusive of the royalties.

1.5.4 The College does not condone a policy of copying copyrighted materials instead of purchasing copyrighted works where such copying would constitute an infringement under the copyright law. However, for purposes of criticism, comment, scholarship, research and teaching, the "fair use" doctrine authorizes the making of multiple copies for classroom use. See the College Copyright Policy in the College Policy Manual for further clarification on copyright restrictions.

1.6 **Examinations, Grades, and Permanent Rosters**

1.6.1 All faculty must provide an instructional activity (e.g. examination, conferences, regular classes) during the Final Instructional Week of each semester. The College maintains a 15-week instructional semester. At the end of the semester, faculty will retain completed exam test papers and answer sheets for six months.

1.6.2 Mid-term examinations may be given by instructors on an optional basis.

1.6.3 The instructor must have a sufficient number of recorded grades for the final evaluation of each student. Grades may include but are not restricted to quizzes, term papers, oral reports, laboratory reports, and discussion. A mid-term and final examination alone are not sufficient for fair evaluation.

1.6.4 Academic Deficiency Report. Students in danger of failing may be reported by the instructor. The Records Office will notify faculty as to the deadline for this information, which is typically one week prior to the start of current student registration. These students will be encouraged to confer with their faculty advisors.

1.6.5 Final grades must be entered online through Banner Web at end of term. It is mandatory that final course grades be submitted in Banner Web within 48 hours after the final instructional activity occurs.

1.6.6 In accordance with Federal Family Educational Rights and Privacy Act (FERPA), any record that contains information that can personally identify a student must be protected. The public posting of grades by the student's name, institutional student identification number or social security number without the student's written permission is a violation of FERPA. Even with names obscured, numeric student identifier numbers are considered personally identifiable information. Therefore, the practice of posting grades by social security number or student identification number violates FERPA.

Students should be referred to Banner Web or the College learning management system for viewing of grades. The posting of grades, even by code word or randomly assigned number, is prohibited.

The act also allows the College to release a student's education records to a court, without the consent of the student or parents, if the student or parents have sued the College.

FERPA on-line training is a requirement for all Niagara County Community College employees. Faculty members who have questions regarding FERPA compliance should contact the College's FERPA compliance officer for clarification and determination.

1.6.7 Rosters

1.6.7.1 Faculty members shall maintain attendance records as well as recorded grades for the entire semester. A key should be provided to explain the various grades listed and the relative value attached to each grade in determining the final mark. All documentation should be maintained using an electronic

method. Any additional documentation must be submitted at the end of each semester to the appropriate division office.

1.6.7.2 To comply with New York State regulations, faculty members must maintain the semester's attendance records of students and verify the attendance of students as required on the census deadline dates and beyond.

1.6.8 It is the responsibility of faculty to ensure that students not officially registered for their classes are not allowed to be present at classes. If an attending student's name does not appear on the roster, he or she should be sent immediately to the Records Office. (AT NFCI, he or she should report to a Student Services Advisor). This regulation, however, is not meant to prevent the faculty member from admitting a student to class as a guest.

1.7 **Grading Systems**

1.7.1 See the College Catalog for the meaning of each grade.

A student who requests an I grade (Incomplete) is required to arrange for completion of course work with his or her instructor. The maximum time for the change of an I grade to a performance grade is determined by the instructor, but shall not exceed one academic year. The Records Office will inform the instructor and student of the approach of the one-year deadline. Students will be sent an email and letter at the address last known to the Records Office. If no change of grade is made by the instructor prior to the deadline, the I grade will automatically be converted to an F grade. Note that an I grade should be given ONLY in the event that a student is unable to complete a very small percentage of the coursework and needs an extension of time. It is also expected that the instructor will be available to fulfill the grade completion requirements. Upon completion, the instructor then changes the grade by submitting an electronic "Change of Grade Request" form.

1.7.2 During the first week of the semester, each faculty member must distribute in writing a syllabus for each course with his/her grading system, including an explanation of what constitutes an A, B, C, etc., such options as S/U, course requirements, absence policy, and accommodations for disabled students.

1.7.3 An officially reported grade cannot normally be changed except in the case of a reporting or transcribing error. Grade changes require approval of the faculty member and Division Chair/AVP and must be submitted using the electronic "Change of Grade Request" form.

1.7.4 Niagara County Community College policies related to credit by examination, College Proficiency Exams, and College Level Examination Program are explained in the College Catalog. Determination of the acceptability of individual CLEP and DANTES tests will be the prerogative of each division, as outlined in the College Catalog. Challenge exams are available where divisions/departments have granted approval.

1.7.5 The College has accepted the awarding of credit for documented experiential learning that parallels work in College courses (known as "credit for prior learning"). Information about the availability of such credit and about assisting students to document their college-level learning by portfolio may be obtained from the Office of Academic Affairs.

1.8 **Student Field and Athletic Trips**

1.8.1 Instructors and coaches may organize field trip/athletic trip experiences within the limits of budget allowances and College policy. Field trips must related directly to an associated course of study or a student club.

1.8.2 Request for Field Trip forms are obtained from the Division Chair/AVP or on the FYI page (except for Athletic trips) and must be completed, approved by the Chair/AVP, and forwarded to the Office of Academic Affairs at least seven days in advance of the trip. Information to be included: instructor, department, course, section, date of trip, time of departure and return, means of transportation, a brief description of plans, and student names and identification numbers. This procedure is necessary in order for insurance coverage to apply and to allow emergency contact with the group during the trip. (See the Attendance Policy in the College catalog regarding field trips and athletic events.)

1.8.3 For Intercollegiate Athletic events absences refer to the Attendance Policy in the College catalog regarding field trips and intercollegiate athletic events.

1.8.4 It will be the responsibility of all students to notify instructors in advance of classes which they will miss due to the field trip and/or athletic event.

1.8.5 Students should not be kept from going on an instructional field trip nor should they be penalized for going. Students who have notified their instructors in advance of their participation in a field trip should be given the opportunity to make up missed class work. The students, however, are responsible for completing missed assignments.

1.8.6 Remembering that students and faculty will be representing the College on such excursions, the instructor should, prior to departure, describe to the students the type of conduct expected and any safety factors to be considered.

1.8.7 The instructor is responsible for conducting the group and acting as spokesperson for the group. No field trip should be conducted without the instructor's direct supervision.

1.9 **Academic Foundations/Developmental Coursework**

1.9.1 The College has established competency criteria in reading, writing, and mathematics. Students desiring to matriculate must complete the placement assessments in each of these before being allowed to register for coursework. Students falling below the minimum standard for all three assessments must enroll in a Developmental option of the Liberal Arts and Sciences curriculum. Those falling below the minimum standards in two assessments are limited to credit hours they are permitted to take. All students needing instruction in academic foundations/developmental coursework must pass at least one after the first attempt or face academic dismissal. Students enrolled in one or two foundation courses must pass the foundation course(s) after a maximum of two attempts or face academic dismissal.

1.9.2 Faculty advisors must review the academic foundation status of each advisee and remind advisees not only of the College requirements but also of the need to have skills for success in any academic program.

1.10 **Accessibility Services**

1.10.1 Accessibility Services provides environmental and academic adjustments to qualified students with disabilities in accordance with Section 504 of the 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act and amendments. The purpose and function of these services are to remove the barriers created by disability and provide appropriate support to these students while protecting academic standards at the course and program level. Students with disabilities must meet the same academic standards and student code of conduct as all other students.

1.10.2 Under the law, faculty share responsibility for providing access to learning and course materials. As such, faculty should contact Accessibility Services if a student discloses they have a disability so the office can contact the student confidentially to offer

support. Faculty cannot grant or alter academic adjustments; this can only be done through Accessibility Services. If a faculty member has a concern about an academic adjustment a student has been granted, they cannot deny the accommodation without consultation with Accessibility Services. Whenever helpful or necessary, Accessibility Services will engage faculty in the deliberative process for determining appropriate accommodation. The office is here to support students and faculty throughout the processes. Faculty are encouraged to contact Accessibility Services with any questions about making course content accessible to students.

1.11 **Independent Study**

1.11.1 Independent Study provides opportunities for student learning beyond the existing curricula or to complete required coursework when not offered in the semester's schedule of classes. Projects cannot duplicate the regular offerings of the College within the same semester.

1.11.2 A student wanting Independent Study credit should work with an instructor to develop a proposal with a clear statement of objectives and of evaluation measures.

1.11.3 Independent Study forms are available at the Office of Academic Affairs, division offices, and online on the FYI page.

1.11.4 Independent Study projects must not begin until proposals have been reviewed for approval by Academic Affairs and a signed copy is returned to the faculty member. However, in all cases, they must be completed and have grades submitted by the end of the semester.

1.12 **Waiver or Substitution of a Course**

1.12.1 Some requirements may be waived or modified based upon high school work and standardized tests. (See SUNY General Education Requirement Waiver Criteria chart.)

1.12.2 Under limited circumstances, a student may be granted a course substitution for a required course. When a student does receive such a substitution, he/she must take a different but closely related course to fulfill the minimum number of credit hours required for his/her curriculum. The substitution does not reduce the credit hours required for graduation but changes the specific distribution of the hours in the curriculum affected by the request. If it is determined that a student can benefit from a substitution/waiver, the student's advisor must complete an electronic "Request for Course Substitution/Waiver" and submit this form online. The Division Chair/AVP for the course must approve the substitution/waiver.

1.12.3 In some instances, waivers or substitutions can be provided through Credit for Prior Learning (refer to Sections 1.7.5 and/or 3.4.6)

1.13 **Dealing with a Disruptive Student**

1.13.1 A student's disruptive nature could be directed at the instructor, another student, or another College employee. In some cases, the College is aware of a student with mental or emotional difficulties, and a counselor may already be working with this student. This information is confidential because laws protect the student's right to privacy.

1.13.2 If the instructor encounters a disruptive student or perceives a student has a mental or emotional problem which results in a disruptive environment, he/she should discuss the concerns with the student and/or a student services employee. If it is necessary, the student should be referred to the services offered by the Wellness Center.

1.13.3 Once aware of a disruptive student, an instructor should take action to maintain control. The action could take many different approaches such as a firm verbal response, a stern stare, just walking up to student, or standing behind the desk the student is sitting in. The instructor should NEVER touch the student, should maintain a professional image, and not lose control. Actions and statements that could increase the chance for a physical confrontation must be avoided.

1.13.4 Students should be informed on the first day of class what is acceptable behavior and what is not, that unacceptable behavior will not be tolerated, and what services are offered on-campus if they have problems.

1.13.5 When dealing with a disruptive student, a faculty member should not meet with him/her off-campus. An appointment should be scheduled to see the student after class (i.e., "I want you to see me in C-238, the division conference room, at 12:30 p.m. today"). If there is potential for a problem to occur, it is advisable to meet in the division conference room or office where someone else can call for assistance. If needed, request a Public Safety Officer be in the area during any potentially difficult situation.

1.13.6 Any student, faculty member, College official, or College employee may file a charge(s) of misconduct against a student. The charge(s) of misconduct shall be submitted, in writing, by means of an Incident Report through the Public Safety Department, within ten (10) working days of the point at which the alleged misconduct occurred or within ten (10) working days of the point at which the alleged misconduct could reasonably have known to occur.

1.13.7 Reports submitted to a College Public Safety officer follow the appropriate protocols outlined by the Public Safety Department. Such reports may be disposed by either accepting reports for the record, forwarding to the office of Vice President for Student Services for further review, or may be made available for proper investigation and follow up by appropriate law enforcement agencies.

1.13.8 In accordance with the Federal Family Educational Rights and Privacy Act (FERPA), the College can notify parents if a student younger than 21 is caught drinking or using illegal drugs on campus. The College must keep a record of disclosures and provide it to students wishing to know if their parents have been notified, upon request. In addition, FERPA allows the College to disclose the results of their disciplinary proceedings against students who have committed violent crimes.

1.13.9 The Vice President of Student Services or designee has the authority to suspend or expel any student if the student's behavior violates the Student Code of Conduct. See the Student Handbook for detailed definition of unacceptable student conduct.

1.14 **Children on Campus**

1.14.1 Infants and children are generally not permitted on campus unless attending a child-specific event. Alternative care arrangements must be made, as the presence of infants and children in classrooms, laboratories, eating areas, and/or hallways poses a potential danger to them and a distraction for other students. Any professional employee of NCCC has the right to request the removal of an infant or child through the Public Safety Department. In single and one-time cases wherein a child must be present in class, common courtesy requires that permission must be obtained ahead of time from the instructor. Students in recurring violation of this policy are subject to disciplinary action. Faculty should state their parameters for the presence of children at the beginning of each course.

SECTION 2

ACADEMIC POLICIES AND PROCEDURES: EVALUATION/PROMOTION

2.1 **Faculty Evaluation: Philosophy**

2.1.1 The College is committed to providing a supportive learning environment for each student, an essential component of which is effective faculty performance. Faculty need and deserve feedback about their work. Faculty evaluation can contribute to a positive academic climate and to improving and rewarding faculty performance by encouraging clear statements of faculty objectives and institutional expectations, by using appropriate measures for evaluating the effectiveness of faculty fulfillment of their objectives and institutional expectations, and by assisting faculty improvement and innovation.

An evaluation system is a means of formalizing what already occurs informally on campus. Evaluation is a shared responsibility of both faculty and administration, and requires a commitment of time and institutional resources which reflect the importance of both professional development and personnel decision making.

2.1.2 The GOALS of faculty evaluation are quality faculty performance and the enhancement of the educational process.

The PURPOSE of faculty evaluation at NCCC is, therefore, twofold:

a. to assess areas of faculty strength and areas needing improvement as the basis for individual professional development and instructional excellence,

AND

b. to make necessary decisions for recognizing and rewarding effectiveness as well as for correcting ineffective performance based on standards of excellence and competence accepted by both faculty and administration.

2.2 **Full-Time Faculty Evaluation**

2.2.1 Evaluation will be based upon the areas of each faculty member's position. Multiple measures will be used to complete the assessment, such as survey of students served, observation of performance, College records, and self-assessment.

2.2.2 Evaluation procedures, including a calendar for the administratively supervised evaluation system, will be distributed each fall. All faculty will have their students respond to a standard survey (Smart Evals) about instruction. Faculty on term appointment and full-time temporary will have a classroom observation by administration. Faculty on term appointment will be evaluated each semester while those on continuing appointment will be evaluated on a rotating basis or as program accreditation dictates. Faculty on term appointment will complete a self-assessment and review their performance with the Vice President of Academic Affairs.

2.2.3 Any member of the faculty may be evaluated as a result of concerns directed to the Division or to the Office of Academic Affairs. In cases where a need for improvement is perceived in the performance of a faculty member, the faculty member and the Vice President of Academic Affairs will work out an individual improvement program. The appropriate Division Chair/AVP may participate in the process. The Vice President monitors the faculty member's progress.

2.3 **Part-Time Faculty Evaluation: Procedures**

2.3.1 Part-time faculty will be evaluated, at minimum, in their initial semester of teaching and in every third or fourth semester subsequently by the Division Chair/AVP or designee. They will have their students respond to a standard survey about instruction and will review their performance with the Division Chair/AVP, program coordinator, or designee. The Chair/AVP, coordinator, or designee may observe the performance of the part-time faculty members. The Chair/AVP may request from the part-time faculty member an evaluation response to the student evaluations or a more encompassing self-assessment. At the end of each evaluation semester, the Chair/AVP or designee will prepare a summary evaluation statement which the faculty member will sign.

2.3.2 Part-time faculty are to meet with full-time faculty in the division to become acquainted with the College, course content, student learning outcomes, assessment strategies, facilities, and to ensure equivalency of instruction.

2.4 **Promotion**

2.4.1 Promotion of full-time faculty has two component systems: the elected faculty Promotion/Early Tenure (P/ET) committee and administration.

2.4.2 The P/ET committee is elected. Annually, members of the committee follow the approved guidelines for collecting and synthesizing the information that provides the basis for committee recommendations to the President. The committee may request specific information about individuals from the Vice President of Academic Affairs. The committee will submit recommendations alphabetically, with a rationale for each.

2.4.3 For promotions and tenure decisions, both the P/ET committees and the vice presidents provide recommendations and supportive evidence to the President. (Faculty may ask the P/ET committee and/or the Vice President of Academic Affairs if they were recommended by the respective components of the evaluation system.)

SECTION 3

ACADEMIC POLICIES AND PROCEDURES: CURRICULUM

3.1 **Curriculum Procedures**

All submissions to Curriculum Committee must include a cover letter that designates the date of Division and/or Department approval. Date of implementation must also be included. The submitting faculty member (or appointed designee) must be present at the Curriculum Committee meeting to answer questions.

3.1.1 Full Governance Approval – The following require approval by the Academic Division, Curriculum Committee, Faculty Senate, Administration, and the Board of Trustees, in addition to SUNY and the State Education Department:

a. Program proposal for a new degree or certificate or addition of degree tracks.
b. Any major change in graduation requirements (degree or certificate program) that affect the title, focus, design (such as distribution and/or number of credit hours; day versus evening), requirements for completion (such as added internship/experiential learning), mode of delivery (such as traditional methods versus contemporary methods like distance learning), financial aid eligibility (such as part-time versus full-time) or total credits.*
c. Discontinuing/deactivating a degree or certificate program
d. Program Admission and Program-specific Student Continuation Policies (for example: minimum course grade requirements for continuation)

*Minor changes to curricula do not necessarily require a revision in the program. However, small incremental changes may result in a substantial change from the original program. Cumulative changes of one-third or more of the minimum credits are required. Examples of minor changes: Exchange of an existing course for another, addition of electives in a restricted elective category, elimination of one elective from several choices.

3.1.2 Curriculum Committee Approval– The following require approval by the Curriculum Committee and the Office of Academic Affairs and are reported to the Faculty Senate:

a. Adding a new course (See Handbook Section 3.5.3)
b. Deleting a course
c. Deactivation of a course
d. Reactivation of a course
e. Major revisions in Master Syllabi: I. Basic Course Information and II. Course Description (Master Syllabi sections I and II)
f. Academic Microcredential

A transmittal form is completed by Curriculum Committee Chair or designee and is forwarded to the Vice President of Academic Affairs for signature.

3.1.3 Curriculum Committee Review – no formal approval – The following require review by the Curriculum Committee as a point of notification:

a. New Program Announcement (See Handbook Section 3.3.)
b. Offering a course under special topic designation. Consult with the Office of Academic Affairs to choose an appropriate course number. Changing these data has an impact on record keeping and student transcripts. A course may be offered with divisional approval only twice under the special topic designation. The course syllabus must be approved by the Curriculum Committee before the course is

offered the third time.

c. Course Description updates that only change a "Usually offered Fall/Spring" notation.

A transmittal form is completed by the Curriculum Committee Chair or designee and is forwarded to the Vice President of Academic Affairs for signature.

3.1.4 Division or Department: The following will have approval of the Division and academic department within or the non-Academic Department and then submitted directly to Academic Affairs.

a. Minor change or updating of a course syllabus (Master Syllabi sections III-VI)
b. Credit-free workforce development courses

3.1.5 To Academic Council – For point of notification only:

a. PEER action plan
b. Discontinuing/deactivating a degree or certificate program
c. New program Announcement

3.1.6 Flow of governance

a. Division*
b. Curriculum Committee*
c. Vice President of Academic Affairs
d. Academic Council (point of notification)*
e. Faculty Senate*
f. President
g. Student Education Committee of the Board of Trustees (BOT committees may change titles or be eliminated)*
h. Board of Trustees*
i. SUNY
j. SED

Recommendations regarding curricular proposals will be considered by administration when forwarding curricular issues to the Board of Trustees. (*Concurrent review may be necessary in some instances due to time constraint. Refer to the most current Program Development Curricular Process Calendar for deadlines.)

Before items are presented to Faculty Senate they ordinarily must first be approved by Division, Curriculum Committee, and Academic Council. Curriculum Committee actions are sent to the Vice President of Academic Affairs through the transmittal process from the Curriculum Committee Chair or designee for approval. The governance structure provides an avenue for faculty input on curricular matters.

3.2 **Syllabi**

3.2.1 Master Syllabi

An electronic and hard copy of the current master syllabus for all courses offered by the College must be on file in the Office of Academic Affairs. A copy of each course syllabus must also be on file in the Division Office. All instructors assigned to the course must have a copy of the master syllabus from which the course syllabus is developed.

A master syllabus must include date of approval and revision, division, course prefix and number, credit hours, weekly contact hours, pre-requisites, textbook, elective category(ies) if applicable, SUNY GER and related learning outcomes if applicable, course description, course organization / methods of evaluation, student learning outcomes,

an outline of topics covered, research and/or laboratory requirements, and a current bibliography in an established format.

The individual instructor is responsible for following the master syllabus in the course assigned.

Faculty are responsible for reviewing the master syllabus and for making revisions as necessary on an annual basis. A syllabus must be formally updated and reviewed by the division at least every three years.

3.2.2 Course Syllabi

Faculty use a master syllabus as a guide for the course syllabus that is distributed to students the first day of class. Every course offered by the College requires a syllabus with the course name, course title, credits, etc., to be distributed to students, whether electronically or in printed hard copy.

3.3 **Development of a New Course**

3.3.1 A faculty member (or members) interested in offering a new course should write a syllabus using the format specified by the Curriculum Committee for divisional review and approval.

3.3.2 Academic Affairs will designate an appropriate course number to avoid duplication. For minimum contact hours required for each credit hour, see Handbook Section 3.4.

3.3.3 If desired, a division may develop and run a "Special Topics" course twice. The master syllabus needs to be approved only by the division and reported to the Curriculum Committee. The master syllabus must be accepted by the Curriculum Committee before the course is offered the third time.

3.3.4 A new master syllabus should be presented to the division and the Curriculum Committee for approval as outlined in Handbook Section 3.1.2. A course must be submitted to the Curriculum Committee with division approval.

College-wide distribution of a new master syllabus is accomplished by submitting the master syllabus into the learning management system Curriculum Committee repository by 3:00 pm on the distribution date of the meeting, usually seven working days before a Curriculum Committee meeting (refer to the academic process calendar found in the learning management system Faculty Senate page). The electronic copy will be sent to each division representative who will forward the syllabus to division members.

A copy of the master syllabus may be requested from the Office of Academic Affairs.

3.3.5 The Curriculum Committee will date and send an electronic copy of all approved syllabi to the Office of Academic Affairs. When the Curriculum Committee approves the deletion of a course, the Curriculum Committee will send a recommendation to the Office of Academic Affairs for final approval.

3.3.6 The actual offering of a new course is a master scheduling decision made by the Division Chair/AVP and the Vice President of Academic Affairs.

3.4 **Credit/Contact Hour Relationship**

3.4.1 The Middle States Commission for Higher Education as well as SUNY provide guidelines for the earning of credit hours based on the "Carnegie Unit." A semester credit hour is normally granted for satisfactory completion of one 50-minute session of classroom instruction per week for a semester of not less than fifteen weeks. This basic measure

may be adjusted proportionately to reflect modified academic calendars and formats of study. Semester credit hours are granted for various types of instruction as follows:

3.4.2 Lecture, seminar, quiz, discussion, recitation. A semester credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction with normal expectation of two hours of outside study for each class session.

3.4.3 Laboratory classes. A semester credit hour is earned at a rate of fifteen-100 or 150-minute sessions per credit depending upon whether a lecture precedes the laboratory session and whether significant work outside of the class is required. Generally, a laboratory session that is attached to a lecture, the rate is 100 minutes per credit hour and for a laboratory or applied skill session that is not preceded by a lecture (but the lecture is integrated into the session) requires 150 minutes per session.

3.4.4 Activity supervised as a group (laboratory, field trip, practicum, workshop, group studio). A semester credit hour is awarded for the equivalent of fifteen periods of such activity, where each activity period is 150 minutes or more in duration with little or no outside preparation expected. Where such activity involves substantial outside preparation by the student, the equivalent of fifteen periods of 100 minutes duration each will earn one semester credit hour.

3.4.5 Supervised individual activity (independent study, individual studio, tutorial). One credit for independent study (defined as study given initial guidance, criticism, review and final evaluation of student performance by a faculty member) will be awarded for the equivalent of forty-five, 50-minute sessions of student academic activity. The faculty member initiates an independent study form proposing the individual activity for the student and then signs the form attesting to the earning of credit at the completion of the study period.

3.4.6 Credit for Prior Learning. See Academic Affairs Section of the current College Catalog for policy on credit for prior learning. Essentially, life, military, or work experiences that directly relate to the program of study may be awarded credit after a review and at the discretion of the College.

3.4.7 Short Sessions. Credit hours may be earned in short sessions (summer and winter sessions, etc.) proportionately to those earned for the same activity during a regular term of the institution, provided the amount of instructional time is proportionate to the credit hours awarded. For example, SUNY recommends one credit for one week of full time instruction.

3.4.8 Online Learning (online, blended, hybrid, or hyflex courses) requires that instruction be at an equivalent rate to ground/face-to-face courses for a student to earn equivalent credit. The instructor structures online instruction so that a student is engaged in instructional activities at an equivalent rate to ground instruction, that is 150 minutes per week for fifteen weeks (or a total of 2,250 minutes over a defined term of instruction) for a three-credit hour course. Additional homework or assignments are also required in online courses the same as with a face-to-face course.

Netiquette. Netiquette is the term used for online etiquette or Internet etiquette. It refers to the guidelines for communication in digital environments. Faculty should adhere to netiquette guidelines when communicating with students in digital environments. In addition, faculty should provide these guidelines to students. The Core Rules of Netiquette- http://www.albion.com/netiquette/corerules.html

3.4.9 Lecture/Lab Credit Requirements

Lecture experiences are calculated on a 1:1 ratio. One credit hour requires 15 hours (of 50 minutes each) of instruction.

Lecture Contact Hours	Number of Minutes per contact	Total Number of Minutes per semester or term	Total Credit Hours
15	50	750	1
30	50	1500	2
45	50	2250	3
60	50	3000	4

3:1 Ratio

X One credit hour requires 2,250 minutes of instruction. The 3:1 ratio is the loading used for all laboratory or studio experiences where the lecture is integrated into the lab session or unless students must routinely do significant outside preparation prior to every laboratory.

2:1 Ratio

X One credit hour requires 1,500 minutes of instruction. The 2:1 ratio is the loading used for laboratory or studio experiences when students must routinely do significant outside preparation prior to every laboratory or if a lecture precedes the lab session.

Lab Contact Hours	Number of Minutes per contact	Total Number of Minutes per Semester or term	Total Credit Hours
3:1 Ratio 45	50	2250	1
2:1 Ratio 30	50	1500	1

3.5 **Development of a New Curriculum**

3.5.1 A faculty member (or members) interested in offering a new program should discuss the concept with the Vice President of Academic Affairs or his/her designee.

3.5.2 After receiving approval of the concept, the program developer and the Division Chair/AVP meet with the Office of Academic Affairs to discuss SUNY and State Education Department (SED) requirements. Minimum Liberal Arts requirements for an associate's degree are expressed as fractions of the state regulatory minimum total of 60 credit hours; that is: AA – 75% or 45 credit hours, AS – 50% or 30 credit hours, AAS - 33.3% or 20 credit hours, AOS - none.

3.5.3 The program developer, with support from the Office of Academic Affairs, prepares a program announcement which is reviewed by the respective Division and Curriculum Committee. See Handbook Section 3.1.6 for flow of governance.

3.5.4 The program developer, with support from the Office of Academic Affairs, conducts a feasibility study by convening industry representatives and appropriate faculty. A degree program proposal or certificate program proposal is drafted. The program proposal is presented to the division and the Curriculum Committee as outlined in Handbook Section 3.1.

3.5.5 The Office of Academic Affairs sends the program proposal to SUNY. Review by SUNY and registration by SED generally takes four months or more. Only after SUNY approval and SED registration may students be accepted into the program. Some programs may also require a Master Plan amendment which must be approved by the Governor before the College can offer the program.

3.6 **Curriculum Revision**

3.6.1 A curriculum revision is defined as "any change in the curriculum as it is registered by NYSED." This includes any change in an existing curriculum in which major changes are made that affect its title, focus (e.g., biological sciences to health professions), design, requirements for completion or mode of delivery.

3.6.2 Any change in curriculum is presented to the division and the Curriculum Committee as outlined in Handbook Section 3.1. Allow sufficient time for all the steps of the process.

3.6.3 Proposals for the curriculum changes submitted by a division to the Curriculum Committee should be in the format designated by the Curriculum Committee. Questions may be directed to divisional Curriculum Committee representatives, the Curriculum Committee Chair, or the Office of Academic Affairs.

3.6.4 The flow of governance is described in Handbook Section 3.1.6.

3.6.5 Only after SED registration is the curriculum change official. The Office of Academic Affairs will notify the College community when SED approves curricular changes.

3.6.6 Minor changes to curricula do not necessarily require a revision in the program. However, after a while small incremental changes may result in a substantial change from the original program.

3.6.7 SED guidelines for revision of existing academic programs:

The State Education Department requires re-registration of a program in which significant changes are made.

A major change for an undergraduate program may involve 15 or more required (non-elective) credits, or a change in focus (e.g., biological sciences to health professions), a change in location, or a change in format (e.g., day to evening). Any change to a program leading to New York State teacher certification or licensure is considered major.

For each existing program for which a major change is requested, the following minimal information should be provided under the signature of the campus president or chief academic officer:

1) The name of the program (by registered title), the award, and the SED program code number from the SED Inventory of Registered Programs. If the program leads to teacher certification, indicate the current certificate area and level. If the program leads to New York State licensure, please state.

2) The rationale or need for the change. The most compelling rationale is grounded academically, often arising from the results of ongoing assessment, changes in quality standards, or comparative market information. If the program leads to

certification in classroom teaching, describe how the proposed change is consistent with the standards for certification in §52.21(b) of the Commissioner's Regulations. State how the proposed change is consistent with the SUNY's New Vision in Teacher Education, available at http://www.suny.edu and with the standards for the accreditation of the program by a chosen national accrediting body.

3) Curriculum outline of the current program and of the proposed revised curriculum, with changes in program (e.g., courses added, deleted) clearly noted.

4) Course outlines for new courses. Indicate prerequisites, the frequency with which the course is offered, and the name, faculty rank, and status of the instructor(s). If none, please state.

5) Effective date of the change in the program. If the current program needs to remain registered until students have graduated (or have been otherwise accommodated), please indicate the anticipated effective date of discontinuance by which time all matriculants will have cleared the program.

This outline can be used for title changes as well as curricular content changes. It will satisfy the requirements of the State Education Department for programs registered as general purpose as well as those leading to teacher certification or professional licensure. This outline is also available at: 3A_Revision-Basic-2016-10-13.docx.

3.7 **Communication of Curriculum Committee Business to the Office of Academic Affairs**

All curriculum committee business will be sent to the Office of Academic Affairs via a transmittal form (minor change transmittal or program change transmittal). The Vice President of Academic Affairs will accept, reject, or modify the recommendation.

3.8 **Curriculum Evaluation**

3.8.1 Evaluation Policy. All curricula are subject to continuous informal evaluation and development by the faculty teaching in the program as well as to periodic formal evaluation.

3.8.2 Informal Evaluation. Instruction is modified as needs are identified and activities or materials are developed. Syllabi are reviewed by faculty annually and updated when appropriate, but at least every three years. Proposals to modify the structure of any curriculum are carried through the governance systems. (See Handbook Sections 3.1.1 and 3.6.) Copies of current syllabi and curriculum requirements are maintained in the Division Offices and in the Office of Academic Affairs. (See Handbook Section 3.2.) Program costing information is reviewed annually to determine trends.

3.8.3 Formal Evaluation. Each credit degree and certificate curriculum is evaluated at least once every five years, using procedures prescribed by the Board of Trustees. Curricula accredited by agencies such as the NLNAC, JRCERT, CAAHEP, APTA, or ACF are evaluated using procedures and time frames prescribed by each respective agency. In addition, any curriculum may be reviewed whenever a problem is indicated.

Although complete formal review is expected to occur once every five years, data will be collected in an on-going process to provide a continuous means for monitoring and evaluating the effectiveness of the curricula. Any curriculum may be reviewed whenever a problem is indicated.

3.8.4 Procedures for Formal Evaluation. Procedures are detailed in the Program Excellence Evaluation Review (PEER) package available from the Office of Academic Affairs.

In general, the process is as follows:

- Identification of program goals (objectives, outcomes)
- Curriculum matrix matching program to course outcomes
- Collection of information/data
- Analysis and interpretation of data
- Self-study Report
- Curriculum Management Data
- Course assessment information
- Program Costing Summary
- External Team Visit and Report
- Action Plan and Administrative Response

The ultimate decision concerning the addition, retention, deletion, or temporary withdrawal of a curriculum rests with the College Board of Trustees, acting on the recommendation of the President of the College, and consistent with the regulations of the State University of New York.

3.9 **General Education**

3.9.1 In April of 2003, Niagara County Community College adopted the SUNY General Education Requirements as the General Education Plan. The following NCCC General Education Goals incorporated the ten SUNY General Education knowledge and skills areas: American History, The Arts, Basic Communication, Foreign Language, Humanities, Mathematics, Natural Science, Other World Civilization, Social Science, and Western Civilization; and the two SUNY General Education competency areas: Critical Thinking and Information Management.

In Fall 2023, the College will adopt new SUNY General Education Framework for AA and AS degrees; in Fall 2024, AAS degrees. The knowledge and skill areas have been changed to US History and Civic Engagement, Communication (Written and Oral), World Languages, Mathematics (and Quantitative Reasoning), Natural Science (and Scientific Reasoning, World History and Global Awareness, Diversity: Equity, Inclusion, and Social Justice. No changes are being made to The Arts, Humanities, and Social Sciences. Technological Competency is a Middle States requirement.

NCCC General Education Goals

1. The College will facilitate the completion of the two SUNY General Education competency requirements of Critical Thinking and Information Management (Information *Literacy* as of Fall 2023) by all students.
2. The College will facilitate the completion of SUNY General Education knowledge and skill requirements as outlined by SUNY guidelines.

   Information on the SUNY General Education Requirements and the Niagara County Community College General Education Goals are located in the College Catalog and on the College website.

To determine if a course meets SUNY General Education Requirements, a division should contact the Assessment of General Education Committee for approval guidelines.

SECTION 4

ACADEMIC POLICIES AND PROCEDURES: INSTITUTIONAL

4.1 Courses and Programs: Equal Educational Opportunities

4.1.1 NCCC offers equal educational opportunities to all NCCC students by providing, to the maximum extent possible, the same educational programs and student services to both evening, day and online students. Procedures which have been instituted to support this objective are listed below:

4.1.1.1 Courses taught by part-time faculty are to be equal in every respect to those taught by full-time faculty. Instructors shall be furnished with duplicates of master syllabi and shall develop course syllabi from them. Textbooks shall be those approved by the academic departments.

4.1.1.2 Full time and adjunct faculty are appointed on the condition that an evening course may be assigned as part of their normal load.

4.1.1.3 Library services are available to evening students.

4.1.1.4 Where practical, divisions should offer parallel courses in day and evening as well as weekend schedules.

4.1.1.5 Students are permitted to register for day courses, evening courses, off-campus courses, online courses or a combination. Evening, off-campus and online courses are included in the master schedule. Registration procedures are the same for all students.

4.1.1.6 Part-time students pay a modified student activity fee and are welcome at all student activities. The College calendar is developed to coordinate day and evening events. The Student Senate Committee includes representatives from the part-time student body.

4.2 Advisement Responsibilities

College faculty are responsible for advising assigned students. Every matriculated student (formally admitted to a degree or certificate program) is assigned an academic advisor who is available for consultation on a regular basis. Academic advisors assist students with appropriate course selection from their chosen field of study and serve as a resource person to guide students to other services available in the College. Additionally, they help students in gathering information regarding the transfer process to upper division schools and career opportunities. Advisement of assigned students is provided throughout the semester during faculty office hours or by appointment.

4.3 Henrietta G. Lewis Library

4.3.1 The Lewis Library extends its services to all departments and divisions of the College community. Faculty are encouraged to use and promote Library services, such as reference, research consultation, computing, printing, scanning, study rooms, course reserves, and technologies to students. Faculty members may place library owned materials, personal copies of articles and books, particularly textbooks or media, on course reserve to ensure equitable availability to all students. Consult the Public Services Librarian for specific procedures.

4.3.2 The Lewis Library's collections include books, journals, videos, and audiobooks in print and digital formats. Titles are located through the library catalog and discovery service. Library resources support the curricula of the College, as well as lifelong learning. Faculty, administrators, and students are encouraged to contact the Technical Services Librarian to recommend titles. The College community may access and borrow these

resources. Individuals are expected to comply with the circulation policies of the Lewis Library.

4.3.3 Students with long overdue materials will have an institutional hold placed on their account by the library. These students are encouraged to return their loans or ask about renewing them by the end of each semester in order to avoid institutional holds. Students with holds or overdue loans should contact the Public Services Librarian for further guidance. Faculty members are asked to return or renew their borrowed materials at the end of each semester.

4.3.4 Library instruction is designed to address the core competency of information literacy. Faculty are encouraged to schedule instruction sessions to orient students to library resources and develop their research skills. Faculty may schedule a library instruction class through the link on the library's homepage or by contacting the Instruction and Assessment Librarian. Instruction can be provided in a variety of formats, online and in-person. Faculty are expected to consult with the Librarian prior to instruction and are normally present during instruction.

4.4 **Duplication of Copyrighted and Faculty Written Materials**

4.4.1 The College recognizes the need for duplicated materials for instructional purposes and provides facilities to satisfy that need, subject to the Board of Trustees Copyright Policy and budgetary restrictions. Faculty and staff are free to duplicate materials for instructional purposes to the extent that duplication is allowed by existing federal copyright laws. (See Handbook Section 1.5.)

4.4.2 Faculty and staff who plan to use copyrighted materials for the classroom, or as inclusion in any publications that they may plan for sale to students on- or off-campus, are cautioned to familiarize themselves with the copyright restrictions as they are printed on the work from which they plan to excerpt and to abide strictly by the restrictions described in each work, recognizing that they may vary. Unpublished works are protected by common-law and should be treated as though they had been copyrighted.

4.4.3 Non-profit materials written by faculty for instructional use (e.g., lab manuals) may be printed in-house through the Print Shop and sold through the Bookstore.

4.4.4 To print materials, follow the "Print Shop Job Ticket Instructions" located on the FYI page to accurately fill out and submit a "Print Shop Job Ticket PDF Form." Tickets must be received at least 14 days in advance of the due date.

4.4.5 The College Bookstore shall determine prices for in-house publications based on cost of materials, labor, and handling.

4.5 **Computer Usage Policy**

The College provides computing resources to support NCCC users in academic research and the learning/teaching process. Guidelines are located in the NCCC Policy Manual, section NCCCnet.

4.6 **Grants**

4.6.1 The purpose of the Grants Office is to provide leadership in planning for and securing external grant funding in order to advance the College's mission and strategic priorities; to conduct research and advise the College community of funding opportunities; to support proposal development, submission and management oversight of grant projects that result in successful proposals; and, to equip and empower faculty, staff and administrators with the knowledge and skills needed to participate in the grant making process at Niagara County Community College.

4.6.1.1 All grant initiatives, projects, collaborations and other grant-related activities must be conducted through the Grants Office. Faculty members are encouraged to contact the Grants Office with funding needs and relevant grant opportunities. The Grants Office will work with faculty in the development of projects that are presented within a reasonable time frame for submission.

4.6.1.2 Individual faculty members cannot apply for or accept a grant on their own, without the Grants Office involved, if the grant benefits the College, makes use of the College, or obligates the College.

4.6.1.3 No member of the NCCC community should use the name of the College or present him/herself as representing the College in securing financial or in-kind support without first seeking the approval of the Foundation or Grants Office. Additionally, no NCCC employee should support or offer a commitment of support to any external grant applications without first seeking the guidance of the Grants Office. This policy will ensure that the College avoids conflicting communications with funders.

4.6.2 When faculty members wish to develop a proposal for obtaining funding through a grant, they shall discuss their idea with their Division Chair/AVP. The Division Chair/AVP shall consult with the Vice President of Academic Affairs about the necessity for the grant and the importance of the grant within the priorities of the College. If the Vice President accepts the idea for a grant proposal, the faculty member will prepare the proposal with support from the Grants Office.

4.6.3 A grant proposal should address any costs to the College: in-kind contributions, service contracts, continuation of a program after the initial funding. A copy of any grant proposal must be submitted to the Director of Grants and one to the appropriate Vice President two weeks prior to the deadline. Upon preliminary review and completion of necessary edits to the proposal, the Director of Grants shall provide documentation for signature to the proposing faculty member committing them to the administration of the grant in the event of an award. The Director of Grants will then progress the proposal to the Office of the President, as well as other offices that will be tasked with activities related to the grant. The Grants Office will obtain the President's and other necessary signatures prior to submission to the funding agency. The Board of Trustees must approve the acceptance of grants.

4.6.4 When a grant is approved and accepted by the Board of Trustees, the approved budget is forwarded to the Business Office and budget accounts are generated with the Grants Office. The Business Office is responsible for financial reports related to grants.

4.6.5 The Affirmative Action policy applies to hiring of full-time personnel under grants. The standard letter of appointment (for personnel who work for the College and who are paid according to the College's normal payroll procedures) shall be used for persons hired to perform services funded by a grant. The services of grant-funded personnel may be discontinued at any time.

4.6.5.1 Regardless of the grantor approved personnel budget, all grant hired personnel salaries and benefits will be determined by the College office of Human Resources in consultation with the Grants Office.

4.6.6 Purchase Requisitions - In order to commit grant funds, purchase requisitions must be submitted and processed as described in Section 9.11.

4.6.7 The Business Office will provide the Grant Project Director with a monthly accounting of expenditures under the grant.

4.6.8 The Director of Grants will meet with the faculty member acting as Grant Project Director who will receive a copy of the Grants Office Policy and Procedures manual, which outlines responsibilities post-award.

4.7 **Retention of Official Records**

The State Education Department policies on record retention and disposition provide legal minimum retention periods for College records. None of these records may be destroyed without the written approval of the Records Management Officer. Following is a list of records faculty have contact with, the place each record is stored, and the minimum retention period.

Record	Place Stored	Disposable After Having Been Retained
Student Folder including items such as graduation certification, final degree evaluation	Records Office	Six (6) years
Students' College Transcript	Records Office	Permanent
Grade Sheets (final roster/attendance grade sheet) showing final grades	Division Offices	Six (6) years
Grade Distribution Summaries (from Computer)	Office of Academic Affairs	Three (3) years
Academic Course Outlines and Summaries	Office of Academic Affairs	Six (6) years after outline was superseded
Final Examination Questions for each course	Division Office	Six (6) months after course completion

4.8 **Confidentiality of Student Records**

The Family Education Rights and Privacy Act of 1974 strictly prohibits the disclosure of academic or personal information without the student's written permission, except in cases of litigation or court order. (See Handbook Section 1.6.6 and 1.12.8.)

In the event there is a call from a parent, guardian, or other external agency, employees are prohibited from releasing any information by this law except in cases listed in Handbook Section 1.6.6 and 1.12.8. Conversely employees may be prosecuted by the student for releasing information violating this law. (Including the posting of Social Security Numbers - See Handbook Section 1.6.6)

4.9 **Academic Calendar**

The Academic calendar is developed by the Vice President of Academic Affairs in consultation with the Academic Council, and proposed to the Board of Trustees annually.

4.10 **Requirements for Receiving More Than One Degree**

Students have the option to enroll in a maximum of two curricula at the same time. Exclusions apply in the following programs that require pre-requisites: Animal Management, Nursing, Massage Therapy, Physical Therapist Assistant, Radiologic Technology, and Surgical Technology.

In order to receive more than one associate degree from NCCC, a student must do the following:

- Successfully complete the degree requirements for each degree.
- Complete a minimum of fifteen (15) credit hours beyond the requirements of the previously earned degree(s).

- Successfully complete any applicable SUNY general educational requirements required for each degree.

In order to receive an associate degree and a certificate from NCCC, a student must do the following:

- Successfully complete the degree requirements for the associate degree program.
- Successfully complete the certificate requirements for the certificate program.
- Successfully complete any applicable SUNY general education requirements for the degree.

SECTION 5

ACADEMIC POLICIES AND PROCEDURES: PERSONAL/PROFESSIONAL

5.1 **Professional Development**

The College fosters faculty professional development in a variety of ways.

5.1.1 On-campus presentations and workshops. Four days are set aside each year for faculty to take part in College-wide, departmental, or special-interest group activities. The Professional Development Committee (a standing committee of the Faculty Senate) coordinates activities. Any faculty member may propose an activity through the committee or the division/department. The Academic Affairs office may also set professional development activities or meetings during other contractual days when needed or appropriate.

5.1.2 Memberships. The College provides funds for reimbursing full-time faculty for professional memberships when appropriate.

5.1.3 Tuition. Support for further learning is provided through the SUNY Tuition Waiver and the opportunity to take NCCC courses without charge.

5.1.4 Travel. The College may provide funds for travel to conferences, professional meetings, and other events directly related to faculty responsibilities. (See Handbook Section 5.4)

5.2 **V. James Renda Faculty Resource Center for Academic Excellence**

The Faculty Resource Center for Academic Excellence (FRCAE) provides faculty with the instructional resources and support to explore and to implement innovative teaching practices. The Center provides consultation, programs, and training to support faculty in preparing our diverse student population to reach their academic goals.

The Center is a faculty-focused, collaborative endeavor that supports new methods of teaching and learning. These methods include creative approaches to faculty-student engagement, course design, and implementation, and the seamless integration of technology into the academic environment.

5.2.1 Center activities include workshops offered throughout the academic year relating to the teaching and learning process, instruction on the use of new technologies, assistance in locating resources on teaching and learning, and conference information. Consultants are also brought in as appropriate.

5.2.2 Resources are available including computers, books, journals, and articles.

5.2.3 The Center sponsors activities to encourage professional exchange such as Special Interest Groups, Teaching Circles, the Academic Roundtable and book/film discussion groups as well as sponsoring events that celebrate faculty excellence and achievement.

5.2.4 Faculty interested in developing ideas for a project should contact the faculty coordinator or support staff of the Faculty Resource Center.

5.3 **Grants for College Projects**

Within financial limitations, the College provides funding for selected faculty to work on Instructional Development Grant projects during the summer. The Instructional Resources Committee of the Faculty Senate develops criteria for grant proposals, reviews applications, and recommends projects to the Coordinator of FRCAE. Annually the committee distributes guidelines

including deadlines for submission. The grant competition is open to both full-time and part-time faculty.

5.4 **Travel for Professional Reasons**

(Full –Time Faculty)

5.4.1 Limited amounts of money are available for travel in connection with College business, for conferences, workshops, placement, recruitment, public relations, etc.

Faculty must receive prior approval from the Division Chair/AVP and Vice President for any such business travel.

In order to be reimbursed, the faculty member must secure approval 30 days in advance of travel from the appropriate Vice President.

Faculty must first complete the Travel Proposal Electronic Form to be completed according to Faculty Travel Request Guidelines.

Upon approval of the Travel Proposal Form with the authorized funding, the Travel/Personal Vehicle Authorization Form must be submitted to the appropriate Vice President prior to the travel date

5.4.2 Expense reimbursements shall be determined prior to travel and shall depend on the scope of activities. Itemization for reimbursement of approved expenses are submitted on Travel Expense Voucher provided by the Business Office. This form should be completed and filed along with an approved NCCC voucher and all original receipts with the Business Office within ten (10) days upon the completion of travel.

5.4.3 Travel/Personal Vehicle Authorization forms should be submitted at least two weeks in advance of the date of travel requested.

5.4.4 The mode of transportation authorized will be determined by the College. When travel is by personal car, reimbursement is to be made at the current Internal Revenue Service (IRS) rate per mile. The preferred option is utilizing a rental vehicle through a College contract with a local rental agency. When using a rental vehicle, gas credit/debit cards are available through the Business Office.

5.4.5 Railroad and airplane tickets must be secured by the individual traveler only with prior approval for College-related travel.

5.4.6 As a public institution, the College is exempt from New York State and Local taxes. The Business Office will provide tax exempt forms as needed. Travelers must submit this form when paying bills; if travelers pay the tax, the College cannot reimburse them. Meals will be reimbursed using federal per diem rates that have been established for each major city and can be found on the FYI page.

5.5 **Faculty Absence and Tardiness**

5.5.1 Faculty are expected to be present and on-time for all assigned classes, faculty meetings, mandatory meetings called by the President and/or a Vice President, and scheduled academic activities. Regular attendance is a condition of continued employment. Any decision not to hold a class must be approved by the Division Chair/AVP, or administrative designee, prior to the cancellation.

5.5.2 The quality and continuity of the instructional program must be maintained in the event of faculty absence or tardiness. Provision for meeting the classes of absent instructors is a responsibility shared by the Division Chair/AVP and the faculty of each division. Faculty members are encouraged, whenever their absence can be foreseen, to arrange

with their colleagues so that classes are met and appropriate instruction is given. When instructors are unable to make arrangements for covering a class that they will miss, the Division Chair/AVP will either make such arrangements or assume the responsibility for canceling the class. Faculty with early morning and/or evening classes should make every effort to contact students prior to the class being canceled.

5.5.3 When a Division Chair/AVP cancels a class or knows of the faculty member's late arrival, he/she shall ensure that students are notified.

5.5.4 Each faculty absence is to be reported by the instructor to the Division Chair/AVP as soon as possible. The absence, as well as the disposition of classes, must also be reported through the Faculty Absence Form which is to be submitted to the Division Chair/AVP. The Division Chair/AVP will forward the information to the Office of Academic Affairs. Forms are available from the Division Chair/AVP.

5.5.5 Except in cases of illness or emergency, the Faculty Absence Form is to be submitted to the Division Chair/AVP no later than three days prior to the absence. In cases of illness or emergency, the Faculty Absence Form is to be submitted on the first day following the absence.

5.5.6 Part-time faculty must make arrangements which are acceptable to the Division Chair/AVP for any missed classes. Arrangements must ensure that course objectives will be met or the instructor cannot be paid for the missed session.

5.6 **Sabbatical Leave**

(Full-Time Faculty)

5.6.1 Requests for sabbatical leave must be submitted to the President of the College through their Vice President no later than March 1 prior to the year in which the leave is requested.

5.7 **Faculty Commitments/Employment Outside the College**

5.7.1 The President, the appropriate Vice President, and the appropriate Division Chair/AVP should be informed of any outside commitments such as teaching, consulting, employment, or other business ventures. The primary responsibility of each full-time faculty member is, of course, to the College. Other outside activities or employment may not be allowed to interfere with College responsibilities such as instructional responsibilities, division, department or College meetings, curricular responsibilities, and meetings called by the President or a Vice President.

5.8 **Code of Ethics**

5.8.1 The Code of Ethics iterated in the Policy and Procedure Manual of the College Board of Trustees established high standards of ethical conduct for College employees. In accordance with the policy, no College officer or employee shall, directly or indirectly, solicit any gifts, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, which could reasonably be inferred as an attempt to influence him/her. (Consult the Board of Trustees' Policy and Procedure Manual, Section 4, for complete details related to the Code of Ethics.)

SECTION 6

COLLEGE GOVERNANCE

6.1 **Organization and Description of Duties**

6.1.1 Division Chairs/AVPs' Duties and Responsibilities

The Division Chair/AVP is directly responsible to the Vice President of Academic Affairs for the educational leadership and overall management of his/her division. He/She is responsible for the development, direction and maintenance of effective and efficient instructional and support services within and programs and disciplines of the division.

Curriculum and Instruction:

- Implements Academic Affairs' policies and procedures for all Academic Policies and Standards and regulations; reviews and where necessary proposes changes in current standards
- Maintains a general awareness of new developments in the curricula, disciplines, and programs within the division
- Recommends appointments of divisional/program coordinators to the VPAA
- Implements, monitors, and participates in the curriculum review processes established by the College, professional accrediting organizations and/or state agencies
- Participates actively in new program development processes
- Reviews course syllabi and curriculum elements, encourages faculty participation in syllabi, student learning outcomes and assessment development, and recommends changes as needed. Maintains a current file of all course syllabi and provides such to the Vice President of Academic Affairs; implements, monitors, and participates in course and curriculum modifications and additions and processes them through the governance structure
- Responds to faculty/student concerns and problems regarding curriculum or course requirements
- Updates and submits curricular materials for the Catalog and other promotional materials.

Operational functions:

- Develops mutual objectives with the Vice President of Academic Affairs
- Develops divisional strategic plan, in conjunction with institutional strategic plan and curriculum management outcomes
- Coordinates and develops master schedule and teaching assignments for fall/winter/spring/summer program/disciplines consistent with student needs, faculty contract and faculty availability, ensuring that section number and distribution of course offerings are within budget parameters, student needs, enrollment projections, and previous enrollment patterns, processes necessary modifications as approved by the Vice President of Academic Affairs
- As needed, provides workload information as needed in the preparation of faculty workload and faculty/student ratio analysis
- As needed, participates in enrollment projection processes pertinent to programs and disciplines
- Communicates divisional needs to administration and relays information between faculty and administration
- Conducts monthly division/program meetings.

Faculty:

- Once a position is approved, coordinates search process for the initial employment of faculty, within College regulations
- Provides a general orientation to new or replacement faculty which includes a description of their instructional responsibilities, general College policies, and divisional responsibilities
- Seeks to foster good teaching, effective student learning, and maintain faculty morale
- Seeks to reduce, resolve, or prevent conflicts
- Monitors faculty absences and submits appropriate documentation to the Academic Affairs office
- Recruits replacement for faculty who are absent for an extended period of time
- Coordinates orientation and evaluation of part-time faculty and part-time technical assistants
- Ensures the participation of faculty in advisement of new and continuing students.

Staff:

- Provides a general orientation to new or replacement staff which includes a description of general College policies and divisional responsibilities
- Facilitates and encourages formative professional development for staff
- Works to reduce, resolve, or prevent conflicts between staff members and between faculty and staff
- Monitors staff absences and submits appropriate documentation
- Orients, supervises, and evaluates the division staff

Student:

- Responds to student concerns
- Meets with advisees and discusses academic performance and goals
- Monitors the advisement/registration and academic progress toward degree completion of new and continuing students
- Assists in student recruitment efforts

Finance and Facilities:

- Develops operating and/or capital budget proposal (annual and/or supplemental) consistent with identified budget parameters and submit same to the Vice President of Academic Affairs; prepares modifications and special budgetary analysis as needed
- Monitors and ensures divisional and programmatic expenditures are within authorized appropriations levels
- When needed, works with finance office to conduct inventories of equipment and supplies
- In certain divisions, supervises master schedule use of facilities and/or modifications to such use and approves as required all internal and external requests for non-master scheduled facility use of designated areas, e.g., Fine Arts Auditorium, Planetarium
- Recommends building repairs or modifications to a Vice President, when necessary.

External Affairs:

- Initiates and maintains articulation and cooperative relationships with external agencies/organizations in coordination with appropriate faculty and staff

- Develop relationships as needed with community groups, businesses, and government/regulatory agencies
- Participates in institutional efforts toward securing external funding
- Seeks to improve and maintain the College's image and reputation
- Represents the College to the public

Other:

- Participates in College governance on the Academic Council
- Each Division Chair/AVP receives release time each semester to oversee the operations of the division and carries no more than 6 credit hours of overload per semester.

6.1.2 Rank Descriptions for Faculty

Instructors shall have demonstrated a high level of competence by acquisition of either the Master's degree or its equivalent. Their primary responsibilities are teaching or librarianship and to assess student learning and/or information literacy. They shall develop the knowledge and skill necessary for academic advisement and actively participate in student advisement. They shall also demonstrate a capacity for increased competence in their field and teaching profession through various opportunities for professional development. They shall take part in College/divisional activities as evidence of their commitment to the College and job responsibilities.

Assistant Professors shall have achieved a level of competence and sophistication measurable beyond that of Instructor. The Assistant Professor qualifications shall be apparent in continued job responsibilities including academic advisement and the development of student learning outcomes and assessment strategies. Assistant Professors are expected to further demonstrate their commitment to the College through participation on College and divisional committees and activities as well as through active membership in professional organizations and community service.

Associate Professors shall have achieved a superior level of competence in teaching and course development or librarianship in assessing student learning and/or information literacy. They shall demonstrate a superior level of competence in academic advisement and a capacity for, and commitment to, a superior level of involvement and productivity in College in College-Wide committees and activities, division committees and activities, scholarship, professional development, professional affiliations, and community service. Associate Professors shall assist in the implementation of the College mission through active participation as faculty leaders. Their potential for leadership may also be reflected in appointments to such positions as coordinator and student learning outcomes and assessment facilitator for colleagues.

Professors shall have achieved the highest levels of competence, involvement, and productivity in the accomplishment of their professional duties and responsibilities. They shall exhibit leadership and their highest degree of quality in their accomplishments. Professors shall demonstrate excellence in job responsibilities, including student success strategies, assessment strategies, and academic advisement. Their leadership and quality of their accomplishments shall be reflected in College committees and activities, division committees and activities, scholarship, professional development, professional affiliations, and community service. They shall assume leadership roles if appointed as program/discipline or specialized service coordinator, student learning outcomes and assessment mentor, providing professional development training sessions, and supporting junior and adjunct faculty.

6.1.3 Faculty and Academic Responsibilities

The major responsibilities of teaching faculty are to develop and teach courses in their area of academic competence, to assess student learning of course and program outcomes, and to advise students. As members of a division, they have the following academic responsibilities:

- to assess courses, programs, student learning, and student information literacy; to evaluate textbooks, teaching methods, and divisional objectives, making certain they reflect the philosophy and goals of the College
- to update master and course syllabi at least every three years
- to maintain communication and rapport within the division's faculty and staff with regular meetings
- to communicate with administration and to make recommendations, through the Division Chair/AVP, concerning classroom needs and facilities
- to provide service to the College through membership on work groups, task forces, standing committees, ad hoc committees
- to attend College and faculty meetings when convened
- to attend advisory committee meetings for their program
- to participate in the PEER (program review) process as appropriate
- to ensure that student grades are submitted on time
- to ensure that student census rosters are submitted on time
- to maintain office hours appropriate to the needs of the College and advisees with a minimum of five (5) hours per week
- to complete training approved by Online Learning to teach online, blended, hybrid, and hyflex courses. Any change of modality for a course may require additional training. In addition, faculty teaching in an online modality should periodically volunteer for a quality review. Online classes are subject to an equivalent course observation process to the one used for ground/face-to-face courses.

6.1.4 Program Coordinator*

*Course Coordinator is the term used in Nursing which parallels responsibilities of a program coordinator. For a current description of course coordinator qualifications and responsibilities, contact the AVP of Nursing.

GENERAL DESCRIPTION: The Academic Program Coordinator is a designated faculty leader of an approved academic program or service and is recommended for assignment by the applicable Division Chair/AVP in conjunction with the Vice President of Academic Affairs, subject to final approval by the President of the College. The coordinator serves as the initial source of information and support for the academic program(s) and provides administrative assistance to the Division Chair/AVP. Assignments are on an academic year basis with reappointment based on satisfactory completion of responsibilities.

A. Maintain the quality of academic programs and assure the effective delivery of instructional services.

1. Assess and propose course and/or program modifications or actions, maintain and monitor syllabi currency, file updated master syllabi with division office and Office of Academic Affairs. Attend Curriculum Committee meetings to respond to questions when program related courses or program actions are being proposed.

2. Coordinate activities related to program(s) academic advisement, including curriculum/program orientation sessions.
3. Assure that instructional equipment assigned to the program(s) is maintained and appropriately inventoried.
4. Initiate, plan, and conduct a minimum of one Advisory Committee meeting each year, and recommend to Division Chair/AVP Advisory Committee appointments and changes by May of each year. Provide written minutes of Advisory Committee meetings to the Division Office and the Office of Academic Affairs.
5. Establish and coordinate externship work sites where applicable, either individually, or with faculty who have related instructional responsibility for externships.
6. Review College catalog and curriculum/program brochures; initiate changes as required.
7. Supervise the scheduling of facility use related to program(s) and/or related community activities.
8. Assure that book orders are submitted to the College Bookstore each semester or term as per the College Textbook Access and Affordability guidelines (effective 7/1/10) that reflect SUNY standards and federal Higher Education Act regulations.
9. Provide information for prospective students during open houses, open advisement sessions, and recruitment activities or arrange for a representative from the program or division to be available for sessions and activities; respond to student problems and questions.
10. Coordinate or supervise recordkeeping for program related challenge/proficiency testing; implement policies and procedures with regard to testing.
11. Initiate/coordinate all internal and/or external program evaluation reviews of the program(s), respond to and implement approved program recommendations through the PEER process. Provide to Division Chair/AVP an annual report of progress in accomplishing recommendations from last program evaluation.

B. Identify and supervise part-time faculty and part-time technical assistants.

1. Recruit and recommend appointment of all part-time faculty/technical assistant.
2. Orient part-time faculty/part-time technical assistants and assist them in obtaining teaching materials and routine academic information.
3. Evaluate, as assigned by the Division Chair/AVP, part-time faculty/part-time technical assistants, on and off campus, and recommend their reappointments.

C. Participate in administrative activities related to program(s).

1. With the Division Chair/AVP, develop master schedule and teaching assignments for fall/winter/spring/summer programs consistent with student needs, faculty contract, and faculty availability, assuring that section number and distribution of course offerings are within budget parameters, student needs, enrollment projections, and previous enrollment pattern related to the program(s).

2. Prepare necessary documents in support of budget requests related to the program(s).
3. Initiate or recommend program(s) expenditures for Division Chair/AVP authorization; distribute supplies and equipment, and monitor expenditures in relation to budgetary allocations.
4. Recruit/recommend appointments of and supervise student assistants/work study students; monitor expenditures in relation to budgetary allocations.
5. Attend College meetings and program coordinator meetings when called by the President or Vice President of Academic Affairs. (Voluntary and mandatory meetings are indicated as such.)
6. Serve as acting chair when designated by the Division Chair/AVP.

MINIMUM QUALIFICATIONS: Under normal circumstances, the minimum qualifications for the Academic Program/Service Coordinator/Course Coordinator include the following:

- Rank of Assistant Professor or above.
- Three (3) years full-time equivalent college teaching experience.
- Demonstrated record of participation and/or accomplishment within the activities of the program(s), division, and College.
- Demonstrated record of involvement in professional associations and/or professional development activities directly related to the program(s).
- Demonstrated record of a strong awareness of the College and division mission as it relates to the program(s) and the academic needs of the students.

ESSENTIAL FUNCTIONS: Must be able to relate to a diverse student population; must be able to relate to faculty and administration; must be able to physically perform the duties of the position; must be able to prepare written reports; must be able to operate computers; must be able to speak to internal and external groups; must have knowledge of student success and assessment strategies.

6.1.5 Para-Professional Staff

Technical Assistants are para-professionals who shall possess the competencies necessary for the effective performance of assigned duties and responsibilities. The primary role of Technical Assistants is supportive in facilitating the instructional objectives of specific disciplines, curricula or support services. They may be involved directly with students in an instructional-related capacity, but not as instructors as part of the full-time assignment. The responsibilities of a Technical Assistant may include, but are not limited to supervision of laboratories, maintenance and operation of specialized equipment, maintenance of student records, demonstration of procedures and equipment for faculty and students, coordination of tutorial programs, advisement, supervision of work-study students, and assistance in administrative functions.

6.1.6 College Acceleration Program

The College Acceleration Program is dedicated to offering College courses to qualified high school students based on the curriculum needs of the districts. By doing so, students are given the opportunity to enhance their secondary experience as well as prepare for their college experience.

6.1.6.1 Teacher Eligibility and Approval Process

All full time and adjunct faculties must meet NCCC departmental qualifications in order to be approved to teach. A Master's Degree in the subject area to be taught is the desirable requirement. However, an applicant must have substantial coursework in the appropriate content area. The principal of the high school identifies a potential instructor based on these requirements. A resume and transcripts for the candidate are submitted to NCCC's Assistant to the Vice President of Academic Affairs. The credentials are then forwarded to the appropriate Division Chair/AVP and/or Program Coordinator for final approval. The high school teacher and principal are notified of the decision.

6.1.6.2 General Responsibilities of a High School CAP Teacher

It is the responsibility of the CAP instructor to maintain educational integrity and to strive for academic excellence in the course he/she teaches. It is the CAP instructor's responsibility to promote and encourage adequate standards of oral and written expression. It is the CAP instructor's responsibility to ensure that only qualified students have registered for the courses (i.e. prerequisites and basic skills tests where required.) High school transcripts may be requested on those students who need certain prerequisites, particularly in mathematics.

Preferably, CAP instructors ensure that efforts are made to have CAP courses as separate sections (i.e. only those students who have registered with NCCC and have paid tuition be scheduled in a particular section.)

At the beginning of each semester the CAP instructor must provide students with the course outline indicating material to be covered, related assignments, and method of evaluation. The CAP instructor must also provide students with a course syllabus explaining the grading system to be used and should apply it fairly and consistently throughout the course. The outline/syllabus must equal those of the NCCC course on campus. (See master syllabus.)

The textbook that is assigned for the class should be utilized as an integral part of the instruction. It is important that the CAP instructor have the department's permission to use alternative textbooks. It is not encouraged, but understood, that some CAP classes will use previously purchased and approved textbooks. When it is time for the district to purchase a new book for the course, the textbook used at the College should be adopted.

The instructor will ensure that the correct students are listed on the official course rosters. Any additions or deletions must be made with NCCC staff.

Attendance records must be kept.

College regulations pertaining to the submission of grades and attendance records must be followed. Grading periods will run according to the high school calendar.

Expectations for student learning and their outcomes in CAP courses must be consistent with the equivalent on campus courses. The high school teacher submits SLO documentation to the College while the assigned faculty liaison works closely with the high school teacher to ensure these outcomes are assessed.

All high school instructors will be officially evaluated at least once during the course by the assigned liaison.

6.1.6.3 NCCC Faculty Liaison Assignment and Duties

Once approval to teach a CAP course at the high school is granted, the College assigns a member of the NCCC faculty as *liaison* to the high school faculty member. In most cases, the liaison is a member of the division that traditionally offers the course. The liaison is generally someone who is currently teaching the course or has taught it in the past. A liaison's duties include:

- Assisting in the assessment of high school teachers' qualifications to teach NCCC course(s).
- Providing and explaining course syllabi.
- Ensuring that appropriate textbook and course materials are acquired and utilized.
- Meeting with high school teachers, as necessary, to discuss the methods and issues related to teaching the course(s) as in compliance with SUNY and State Education Department requirements.
- Helping to secure available lab and library resources so that students may have the opportunity to participate in activities on campus.
- Observing classroom instruction at least once per semester.
- Assisting in the resolution of any instructional issues.
- Ensuring that all student evaluations of instruction are administered in accordance with College policy.
- Ensuring that only qualified students have registered for the course(s).
- Ensuring that rosters and grades are turned in to the College Records Office in a timely manner.
- Ensuring that Student Learning Outcomes are assessed.
- Making recommendations to the Division Chair/AVP concerning the continuation of a partnership utilizing the same teacher and resources.

6.2 **College Governance**

6.2.1 Faculty members are encouraged to take part in College governance. Participation in the process of influencing the direction of the College is not confined to debate at the Faculty Senate. An interested faculty member may influence policy through his/her division, through a Senate committee, through an advisory committee, or through recommendations to the Academic Council.

6.2.2 Administrative and faculty committees, whether formed through the Faculty Senate or appointed by an administrative officer, have the responsibility and power only to recommend policy.

6.3 **Faculty Senate**

Function: To deliberate and act on matters of general College interest and to make recommendations concerning such matters to the President of the College. This includes the formulation of the policy relating to student health, scholarship, standards of admission, attendance and discharge of students, curriculum and other study programs, the granting of degrees, student activities, extra-curricular activities, and student discipline.

Membership: Membership, structure and voting privileges are designated in the Faculty Senate Bylaws.

The Awards Committee, a non-standing committee of the Faculty Senate, is charged with securing candidates for the Chancellor's Awards for Excellence, the Distinguished Faculty Ranks, and the Chancellor's Award for Excellence in Adjunct Teaching.

6.4 **Academic Affairs Governance**

6.4.1 Academic Council

Function:

- Advise the Vice President of Academic Affairs on College matters under his/her jurisdiction.
- Foster inter-divisional and interdisciplinary cooperation.
- Review and evaluate all academic proposals, procedures, and policies.

Membership:

- Vice President of Academic Affairs
- Assistant Vice Presidents of Academic Affairs
- Assistant to the Vice President of Academic Affairs
- Administrative Assistant to the Vice President
- Assistant Vice President of Economic Development and Planning
- Coordinator of Academic Center for Excellence
- Director of Distance Learning
- Division Chairs

6.5 **Curriculum/Program Advisory Committees**

6.5.1 Niagara County Community College is committed to serve the Niagara region and all its citizens. In order to fulfill this commitment, the College in turn needs the support and understanding of the community. The Curriculum Advisory Committees are important means to strengthening relationships between the College, communities, and citizens. Although an Advisory Committee has no legislative or administrative authority, its functions are, nevertheless, crucial to the excellence of the program offered by NCCC.

6.5.2 Membership Qualifications

An Advisory Committee member should:

1. have successful experience in the field he/she represents
2. have adequate time to maintain contact with the faculty and other committee members and attend a minimum of one meeting per year
3. represent special interest groups, organizations, or businesses, higher education institutions, and speak for those groups

6.5.3 Appointment of an Advisory Committee member

Recommended to the NCCC Board of Trustees by the President upon the advice of the Vice President of Academic Affairs and the Program Coordinator or Division Chair/AVP.

6.5.4 Term of Membership

1. each member is appointed for a renewable three-year term, renewable
2. appointment to an Advisory Committee commences on September 1 of the academic year
3. replacement of a member prior to the end of an appointed term will be for the remainder of an unexpired portion of the term
4. faculty members may participate as ex-officio members

6.5.5 Responsibilities

1. counsel and advise the faculty about the design and directions of the program.

2. foster cooperation between the faculty and businesses, industries, professions, communities, and citizens.
3. support the development of a program to meet the needs of businesses, industries, professions, communities, and citizens.
4. help keep the program current, realistic, and practical by participating in periodic evaluations.
5. facilitate an understanding about the program and NCCC between businesses, industries, professions, communities, and citizens.

6.5.6 Functions

1. Discuss needs as they relate to the program
2. Evaluate the course of study
3. Assist students in job placement
4. Help recruit students
5. Promote interest in continuing education
6. Interpret programs to the community
7. Review facilities, equipment, and teaching materials

6.5.7. Structure

1. Each Advisory Committee should have eight to fifteen members. The membership must be evenly distributed over a three-year time frame with one third of the members' terms expiring annually.
2. The Advisory Committee selects a chair from the membership
3. The Advisory Committee secretary is a faculty member from the program
4. A minimum of one Advisory Committee meeting shall be held each year. Faculty set the agenda, attend meetings, and distribute minutes to members, and the Office of Academic Affairs.

6.6 **Changes in Academic Policies and Standards**

6.6.1 Faculty members who wish to suggest proposals or agenda items (e.g., change in grading system) related to the Academic Policies and Standards of the College should consult their division representative or the Chair of the Academic Policies and Standards Committee.

6.6.2 Any individual or body requesting that the Academic Policies and Standards Committee examine an issue or issues of possible relevance to the committee's charge must submit, in writing, a request to the committee articulating the exact nature of the topic/policy to be examined, along with a suggestion or suggestions as to possible committee actions to be taken to address the issue or issues. The submitting individual or body must also send a representative to an Academic Policies and Standards Committee meeting to articulate the issue and answer possible questions that might arise from committee members.

6.6.3 Major changes in academic policies or standards approved by the Committee will be brought to the Faculty Senate for a vote.

6.6.4 Senate-approved items are presented to the Vice President of Academic Affairs and President of the College who shall refer to the Board of Trustees.

6.6.5 The Academic Policies and Standards Committee may suggest minor procedural changes to the administration without Senate approval.

6.7 **Changes in Policies Affecting Students**

6.7.1 Policy changes which appear in the College Catalog and/or on the College website may be suggested by the Faculty Senate or the Academic Council. See the By-Laws of the Faculty Senate and Handbook Sections 6.3 and 6.4.1 for more information about these groups.

6.7.2 When a change is approved, an effective date shall be announced. Generally, a new policy affecting students will not be put into effect until it is published in College materials that are distributed to students and/or the College website.

6.7.3 Students who are readmitted to the College shall follow the curriculum requirements and policies that are current at the time of readmission.

SECTION 7

PERSONNEL POLICIES

7.1 **Faculty Association Agreement**

7.1.1 Personnel policies are subject to the provisions of the Agreement between the Faculty Association of Niagara County Community College, the Adjunct Faculty Association of Niagara County Community College, and Niagara County Community College.

7.1.2 A copy of the Faculty Association Agreement is available to each member of the academic staff through the Faculty Association or the College intranet under the Human Resources tab.

7.1.3 Part-time faculty are not included in the Agreement between the Faculty Association of Niagara County Community College and Niagara County Community College but may be included in the Adjunct Faculty Association. However, except as otherwise noted, all academic policies established in this handbook shall apply to part-time as well as full-time faculty.

7.2 **Recruitment of Full-Time Faculty**

7.2.1 The arrangements for advertising, recruiting, interviewing, and hiring of new faculty shall follow the search guidelines for the College which is committed to ensuring equal employment opportunities for all persons. The College is an Equal Opportunity employer.

7.2.2 The Division Chair/AVP or a designee will prepare a written job description of the position to be filled. Each job announcement will be reviewed by the Office of Academic Affairs and the Assistant Director of Human Resources. All positions to be created or filled shall go through the Position Control Committee. Publication of advertisement is through the Office of Human Resources as authorized by the Assistant Director of Human Resources. The announcement must list what the required qualifications are for the position that someone would need to meet in order to be considered qualified to fill the position.

7.2.3 Searches for full-time teaching and technical assistant positions may begin with the Vice President's approval as soon as such position is budgeted or the President approves a search "pending budget approval." Full-time positions to be filled during the year must go through the Position Control Committee. Part-time positions must be routed and approved with a posting request worksheet. Search guidelines for full- and part-time faculty can be located on the intranet under human resources/search procedures.

7.2.4 The search process will have the following stages:

Stage I - Review of applications to eliminate those applicants who do not meet required qualifications. In searches for full-time teaching faculty positions, the Stage I review will be conducted by the search committee. Searches for full time non-teaching faculty positions the Stage I review will be conducted by the Assistant Director of Human Resources.

Stage II - Review conducted by the members of the search committee of qualified applicants compared to the advertised desirable qualifications of the position. Based on the committee's score of the qualified applicants, they will select those to be interviewed.

Stage III - Interviews conducted by a Search Committee to select final candidates (finalists) for recommendation to the Vice President of Academic Affairs and President.

When desired, the Vice President of Academic Affairs and/or the President will interview the finalists selected by the committee to determine which candidate will be offered employment.

During each of the stages listed above, the search committee chair will be responsible for managing the status of applicants in the College's Applicant Tracking System and the applicants will be notified as they are eliminated from consideration.

7.2.5 For each full-time position, the Division Chair/AVP/Director of Unit shall submit to the Vice President a minimum of one and a maximum of three recommendations for the position with supporting information specified in the Search Committee Guidelines located on the College's intranet.

7.2.6 All appointment recommendations are subject to approval by the President and subject to successful results of a criminal background check.

7.2.7 Applications will be retained for a year by the Office of Human Resources.

7.3 **Recruitment of Part-Time Faculty**

7.3.1 When deemed necessary and appropriate, the College shall recruit and hire part-time faculty to teach credit and credit-free courses. The College should make every attempt to improve its recruitment pool of minorities for part-time positions. All part-time positions that wish to be recruited and filled will need to be approved via a Posting Request Worksheet filled out by the Division/Department prior to a position announcement being created.

7.3.2 For the credit and credit free programs, applications for part-time teaching positions shall be submitted via the college's applicant tracking system. Applications/resumes that are received by Division Chairs/AVPs that are not submitted through the applicant tracking system will not be accepted and those individuals will not be able to be in consideration for the position. The hiring manager who is responsible for the recruitment of the position will be responsible for managing the applicants' status in the applicant tracking system so that the applicants will be notified in a timely manner when they are eliminated from consideration. Division Chairs/AVPs shall assign on-load courses to full-time faculty, then fill requests for overload for full-time faculty, before hiring part-time faculty. Full-time faculty hired after August 1972 may be assigned on-load courses in the evening.

7.3.3 Upon the recommendation of the Division Chair/AVP, the appointment will be finalized through Banner FLAC process. Appointments shall be made following successful results of a criminal background check.

7.3.4 Part-time faculty appointments are established on a semester-by-semester basis. Continuing appointments are not granted. Appointment is contingent upon individual course enrollments and acceptable evaluations. Consecutive teaching assignments are not implied or guaranteed, nor is permanent status to be assumed despite ongoing semesters of responsibilities nor that any benefits such as sick leave, personal days, and tenure are being accrued.

7.4 **Professional Staff Credentials**

7.4.1 Letters of appointment to the professional staff and faculty are conditional upon receipt of all official transcripts.

7.4.2 The College recognizes graduate studies and advanced degrees only from institutions accredited by a regional accrediting association such as Middle States Commission on Higher Education, Middle States Association of Colleges and Secondary Schools, North Central Association, New England Association, Southern Association, Northwest Association, and the Western Association of Colleges and Secondary Schools or colleges and universities in other countries with appropriate accreditation.

7.4.3 Faculty should update their resumes whenever there is a significant change in their status or experience. Updated resumes should be forwarded to the Office of Human Resources.

7.4.4 Part-time faculty are required to have official transcripts and a resume on file in the Office of Human Resources. Division Chair/AVP is responsible for forwarding these documents at the point of hire.

7.5 **Grievances**

7.5.1 Discrimination. If a faculty member feels he/she has been discriminated against, he/she should consult with the Assistant Vice President of Human Resources, Title IX Officer.

7.5.2 Other Grievances. Refer to the Collective Bargaining Agreement for any other type of grievances.

SECTION 8

EMPLOYEE BENEFITS

8.1 **Retirement and Medical Benefits**

Refer to the Collective Bargaining Agreement for full-time or adjunct faculty to determine what benefits are available.

8.2 **Professional Memberships**

(Full-Time Faculty Only)

8.2.1 Applications for reimbursement of the stipulated amount for professional memberships may be obtained from the Office of Academic Affairs.

8.3 **Tuition Waiver**

(Full-Time Faculty Only)

8.3.1 The State University Board of Trustees has established a policy of tuition assistance for eligible employees of State University, community colleges, and the State University Research Foundation. This policy provides that up to 100 percent of the cost of tuition and certain fees for job-required courses of instruction and up to 50 percent of the cost of tuition for job-related courses of instruction taken off the job by eligible employees may be waived by the instructing unit of State University which shall make the final determination.

8.3.2 The percentage of tuition waiver for other full-time faculty depends upon the number of credit hours requested throughout the College as well as the SUNY budget for waivers.

8.3.3 Applications are available from the V. James Renda Faculty Resource Center for Academic Excellence (FRCAE) or from division offices.

8.3.4 Completed applications should be submitted to the appropriate Vice President for signature and then forwarded to the coordinator of FRCAE.

8.4 **Appointment and Payroll Procedures**

8.4.1 Appointees to faculty positions must report to the Human Resources Office (A261) as soon as possible after receipt of official notification of appointment and no later than the effective date of appointment, at which time all required paperwork regarding payroll, healthcare and retirement must be filed.

8.4.2 Payroll deductions may be completed through the Payroll Department. For income tax purposes, faculty can elect a variety of deductions by completing a W-4 form. Authorized payroll deductions include the following:

- Federal and State Withholding Taxes
- FICA (Social Security) Tax
- Retirement Contributions and Loans from Retirement System - where applicable
- Health Insurance Premiums
- Faculty Association Dues
- Federal Credit Union
- United Way Contributions
- Tax Sheltered Annuity Plan (TSA's)
- Contributions to the NCCC Foundation
- Flexible Spending Account (Section 125) contributions

8.4.3 New faculty must obtain an I.D. card from the Public Safety Department in order to charge books at the College Library and to have identification for other situations which require it. Other faculty should renew I.D. cards when their old ones expire or have been lost. Identification cards should be updated annually.

8.4.4 Direct deposit is required to account holders at all banks and the Credit Union. The necessary forms can be found on the College's intranet website under Human Resources/Document Center as well as part of the electronic onboarding documents. The Office of Human Resources (A261) and the Payroll Office (A214) can also assist new hires in applying for direct deposit.

8.5 **Faculty and Staff Parking**

A segment of each parking lot is reserved for full-time and part-time faculty and staff who work in the nearest buildings. Full-time faculty and staff who wish to use the reserved parking area must request a hang tag (temporary tag) from the Public Safety Department, and which must be renewed at the beginning of a new academic year. Cars without an appropriate hang tag that are parked in reserved areas will be ticketed and are subject to the Town of Cambria jurisdiction.

For NFCI, the College has contracted with the City of Niagara Falls for parking in the municipal parking garage attached to the Niagara Falls Culinary Institute. Faculty and staff will not be charged for parking; however, will be required to utilize the City's prescribed method for parking access. This may include, among other options, an access card, QR codes or College-issued ID. The parking garage is patrolled by security contracted through the City of Niagara Falls and not the responsibility of the NCCC Public Safety Department.

SECTION 9

SUPPORT SERVICES and RELATED INFORMATION

9.1 **Wellness Center – Sanborn Campus**

9.1.1 The Wellness Center (C122) provides routine and emergency services for the College community.

9.1.2 In a medical emergency, call either the Wellness Center (Ext. 6275) or the Public Safety Department (Ext. 6400). The Nurse who responds is able to provide first aid. If necessary, ambulance service to a hospital will be arranged.

9.1.3 In the event of an unconscious person, call the Wellness Center (Ext. 6275) and/or the Public Safety Department (Ext. 6400) immediately and inform them of the situation. A trained responder will respond with the Automated External Defibrillator (AED).

9.1.4 In a mental health emergency, call either the Wellness Center (Ext. 6275) and/or the Public Safety Department (Ext. 6400). A Counselor and/or a Public Safety Officer will respond and if necessary, ambulance service to a hospital will be arranged. Please also refer to the Student in Crisis Protocol which can be found on the Wellness Center web page under the Resources/Information tab.

9.1.5 The Wellness Center is open for routine services from 8:00 a.m. to 4:00 p.m. Monday through Friday. Health Services include: monitoring vital signs, emergency care for injuries and minor illnesses, counseling in regard to physical health/wellness with appropriate referrals, over-the-counter medications, cot room to rest or recuperate, current literature on health topics and social issues, evaluation of immunization records, health/medical reports and physicals, and health assessment and emergency care for on-site child development center.

9.1.6 The Wellness Center provides counseling services for students from 8:00 a.m. to 4:00 p.m. Monday through Friday. Personal Counseling services include: short-term individual therapy, crisis intervention/emergency sessions, consultation services, educational workshops, and referral services.

9.1.7 The Wellness Center provides Pastoral Counseling for students. Currently, this service is provided on Wednesdays from 12pm – 3pm. Call the Wellness Center at Ext. 6275 for further information.

9.1.8 Hepatitis B vaccinations are available in the Wellness Center at no charge for any eligible employee wishing to receive it.

9.1.9 Measles, Mumps, and Rubella vaccinations are available in the Wellness Center at no charge for eligible students.

9.2 **Medical Emergencies, Counseling – Niagara Falls Culinary Institute (NFCI) Campus**

In a medical emergency, call the Public Safety Department (Ext. 2555). A Public Safety Officer will respond. If necessary, ambulance service to a hospital will be arranged.

In the event of an unconscious person, call the Public Safety Department (Ext. 2555) immediately and inform them of the situation. A trained responder will respond with the Automated External Defibrillator (AED).

Counseling hours are also available for students at NFCI. Contact the Wellness Center (Ext. 6275) for details.

In a mental health emergency, call the Public Safety Department (Ext. 2555). A Public Safety Officer will respond and if necessary, ambulance service to a hospital will be arranged.

9.3 **Print Shop**

9.3.1 The Print Shop (G159B) provides copying, printing, binding, collating, folding, and distribution services for the College community and can be contacted at Ext. 5919.

9.3.2 All printing requests must be accompanied by a printing request form and a billing code number. The form is available on the FYI page. (See 9.2.5 below)

9.3.3 Texts newly produced by faculty must be approved for duplication by the Vice President of Academic Affairs before submission to the Print Shop. The deadline for submitting text originals to the Print Shop for the fall semester is June 1, for the spring semester is November 1, and for summer is April 1. New texts must be submitted to the Vice President of Academic Affairs one month prior to these dates. (See Handbook Section 4.4.3 and 4.4.4.)

9.3.4 Allow sufficient time for completion of a job. The Print Shop (Ext. 5919) can provide exact turnaround time for a specific job. A minimum of fourteen days is required unless other arrangements have been made.

9.3.5 Printing Request Form: Follow the steps outlined below:

Click on the following link: http://niagaracc.suny.edu/wp-content/uploads/2020/01/Print-Shop-Job-Ticket-PDF.pdf

Employees off campus will need to access a different site: https://helpdesk.niagaracc.suny.edu/login.asp

This will open the browser to the "NCCC FYI page." Under Main Menu on the left side, choose "Forms." Then choose "Electronic Printing Request Form" from the menu on the right. Fill in the required fields in the same manner as any online form. For paper size, paper color, paper type, sides, and binding instructions, there are Pull Down Menus. Please make the selection from the pull-down menus. The only fields that are not required are the Special Instructions field. Items such as tests and other materials generated by faculty, staff, and administrators are to be picked up by divisional or departmental staff. Link the file to be printed to this form. To accomplish this, click on the Browse button. This will open a Choose File window. Select a file in the normal manner. On the form in the window next to Browse, the name of the file is listed. This means the file has been attached. Press the Submit button. When the operation is complete, a verification number will be printed on the screen. Copy that number as a record of the submission for that printing request.

9.3.6 Only originals should be submitted. They should be typed in black on white paper. Pages must be numbered.

9.3.7 Copyrighted material will only be accepted with written authorization.

9.3.8 Thirty copies or less must be done on a photocopier. Copiers are available for faculty use in the Division Offices or on the first floor of the Learning Commons near FRCAE.

9.4 **Mail**

9.4.1 Each division has a designated area in which mail is delivered and picked up. Personal mail, not associated with College business, must be sealed and stamped. Please note there is a stamp vending machine located outside of the mailroom. All College mail (not personal mail) must be unsealed with the flap down. Mass mailings and mailings over 25 must be sorted in zip code order. If a bulk mailing (200 and over) is going to the same zip code, each zip code must be banded together. Postage-paid envelopes and postage-paid return post cards are restricted due to cost. Special permission must be

given to use this procedure by the Mailroom Supervisor. All mail must be received in the mailroom prior to 12 noon on a given day to assure delivery. Seven days' notice is required to the mailroom for all large mailings (200 or more) and all bulk mailings.

9.4.2 The mailroom (G 146) is open from 8:00 a.m. to 4:00 p.m. Monday through Friday for faculty to pick up mail or drop off any outgoing mail. The Mail Clerk is available 10:00 a.m. – 2:00 p.m. Monday through Friday. Summer hours may vary. Call Ext. 5915 for information.

9.5 **Telecommunication Systems: Switchboard**

9.5.1 Switchboard/Information Desk is located in the Notar Administration Building Lobby. Switchboard operators handle College calls from 8:00 a.m. to 5:00 p.m., Monday, Tuesday, Wednesday, and Friday and from 8:00 a.m. to 6:00 p.m. on Thursdays. The Public Safety Department answers calls when the Switchboard/Information Desk is closed. The NFCI campus also has a separate, general, direct-dial number that rings at the reception desk in the atrium, but the reception desk does not operate as a switchboard.

9.5.2 A personal extension/telephone number will be assigned to new employees by arrangements made through division offices. Any moves, additions, or changes must be approved through the Division Chair/AVP. A voice messaging system is available for use which includes receiving, sending, and reviewing messages.

9.5.3 For those that have not opted into ADP's paperless system and have offices on the Sanborn campus, paychecks are available at the Switchboard/Information Desk by 10:00 a.m. weekdays. When picking up a paycheck, a picture ID is needed to verify identity. No one can pick up a paystub on another's behalf. For additional information regarding paychecks, contact the Payroll Office, A214. For those with offices at the NFCI campus, paystubs are deposited in mailboxes. For additional information regarding paystubs (or paychecks when direct deposit routing is initially being validated) contact the Payroll Office, Sanborn Campus, A214.

9.5.4 The Switchboard/Information Desk is the greeting and information center for visitors. All visitors must use Visitor Lot #2 for parking in Sanborn, level 3 in the parking garage for NFCI. No sign-in is necessary. If a personal delivery or visitor is expected, contact the operator and provide the necessary details in advance.

9.6 **Telecommunication Systems: Telephones**

Telephones at NCCC are to be used for business purposes only. Personal telephone calls are permitted only in cases of emergency. Long distance calls are permitted for College business only.

9.7 **Telecommunication Systems: Faxing**

A Fax machine is located in Notar Administration Building Lobby (Switchboard area). The College Fax number is 614-6700.

Division offices also have fax machines. Consult the division support staff for location and usage.

9.8 **Central Stores**

9.8.1 Central Stores (G-159) is open from 8:00 a.m. to 4:30 p.m. and provides general office supplies for use in campus offices. If immediate assistance is needed, call Ext. 5916. Supplies can be ordered using the Central Stores Requisition form (available from division offices). Requisitions must have a billing code and authorized signature in order to be processed. Orders are processed on a first-come, first-served basis. Bring the requisition to G-159 or use Inter-departmental mail. Once filled, orders will be delivered as per the requisition. These items are delivered to the individual who initiated the order.

9.8.2 All incoming and outgoing packages that are College related, as well as United Parcel Service (UPS), Fed Ex, etc., are handled through Central Stores.

9.9 **Creative Services**

Faculty who have requests for desktop publishing services, graphics, or website related projects are asked to fill out a PR request ticket. Access the ticket at Https://helpdesk.niagaracc.suny.edu/login.asp. After form completion, a staff person from PR will be assigned.

For photography and video needs, consult with the Director of Public Relations who will determine the priority of the job relative to other assignments in Public Relations.

9.10 **Computer Services**

9.10.1 Administrative Systems. Administrative functions of the College, e.g., registration, student records, human resources, and finance are managed with the use of a student information system (SIS) Ellucian BANNER. The Office of Information Technology (OIT) provides technical, application, and operational support for this system. Documentation, training guides, and other information is available on FYI within OIT's section. Online documentation is available as part of the BANNER application. For additional information about this system, contact OIT.

9.10.2 Usage Policy. Usage of NCCC's information technology systems is governed by the Niagara County Community College NCCCnet Use Policy. For a copy of this policy, please see the document at NCCCnet Use Policy or the NCCCnet section in the NCCC Policy Manual. Annual user training and review of the policy is expected of all campus account holders. Failing to complete training including the policy review can lead to account suspension.

9.10.3 Help Desk. The OIT Help Desk is available to provide information technology support to the members of the NCCC community. To submit a request to the help desk, access the help desk system at https://helpdesk.niagaracc.suny.edu, call Ext. 6730 or from off campus 716-614-6730, or email helpcalls@niagaracc.suny.edu.

9.10.4 Email, Internet, Cloud Applications, File and Print Sharing. NCCC provides College staff and faculty with e-mail accounts, internet access, Microsoft Office 365 cloud application access, and file and print sharing. A College provided email account is required to be used when communicating on behalf of the College. Security of the campus account and any assigned campus equipment is a shared responsibility. OIT will provide security software including virtual private network (VPN) clients, anti-virus and malware protection. Users must protect their credentials and report any suspicious account activity or misplaced equipment immediately so OIT can address the issue. OIT can disable accounts that have been compromised or wipe equipment that has been lost. For these services, please contact the OIT Help Desk at Ext. 6730 or 716-614-6730, visit OIT's page on FYI, or email helpcalls@niagaracc.suny.edu.

9.10.5 Open Labs. OIT manages the open access student labs located at the NCCC main campus and the extension sites. The computers located in these labs are loaded with standard desktop software, Microsoft Windows, Microsoft Office, and current web browsers and are available to the NCCC community. For locations and hours, check with the NCCC Help Desk at Ext. 6730 or from off campus 716-614-6730 or email helpcalls@niagaracc.suny.edu.

9.10.6 Other resources. OIT has additional resources to offer for remote access, collaboration tools, and teleconferencing resources for home, office or campus use. Current collaboration offerings include Zoom and Microsoft Teams. To find out more details on these and additional offerings please contact the OIT Help Desk at Ext. 6730 or from off campus 716-614-6730 or email helpcalls@niagaracc.suny.edu.

9.11 **Public Relations Department**

9.11.1 The College maintains a Public Relations department for the development and dissemination of news and feature materials to newspapers, magazines, radio, television stations and the web. This office alone is authorized to release information to the news media. Faculty are encouraged to keep the office aware of all events and needs for publicity.

9.11.2 The Public Relations Department is responsible for the development and placement of all display and promotional advertisement as well as the placement of all bid and classified advertising for the College.

9.11.3 The Public Relations Department is responsible for the development and production of the College viewbook, program half sheets and other promotional material. The Department posts "NCCC Today" on the System Message daily for the College community and updates the TV monitors at the Sanborn Campus, and the Niagara Falls Culinary Institute.

The Public Relations Department is responsible for the College event calendar to post events for students, employees and community members. Email information to: pr@niagaracc.suny.edu.

The Public Relations Office is also responsible for content on the outside digital signs at the entrances on the Sanborn campus and the digital sign on the side of the building at the Niagara Falls Culinary Institute. To submit information for these signs, complete an Issue Trak request form that can be found on both the FYI page and the College website. Select “Digital Signage” as the issue type.

9.11.4 The Public Relations Department is responsible for coordinating College-wide events such as commencement, the annual recognition reception, press conferences, all-College meetings, and assisting with the NCCC foundation scholarship gala.

9.11.5 Fund Raising Policy: In order to maintain and enhance the quality of Niagara County Community College, NCCC will actively seek products, services, and funds through sources outside the College's annual operating budget including the NCCC College Association, the NCCC Foundation Inc., government and private grants, and selected campus organizations.

In order to keep these efforts consistent with the College's goals to avoid duplicate outreach, to ensure proper recognition, and to maintain correct records for state and federal reports, all external solicitation activity must be proposed in writing and approved by the Foundation Office prior to implementation.

9.12 **Purchasing**

9.12.1 Ordering equipment, supplies, and services: Equipment, supplies, or services (installation, repairs or maintenance) must be requisitioned and the purchase approved by a Division Chair/AVP/Department Manager. Depending on nature and dollar amount, a purchase may require competitive procurement procedures which could include notification of and/or approval by the College's Board of Trustees. Purchasing thresholds are based on College-wide annual spend. As a result, a purchase by a faculty member that appears to be discretionary because it is less than $10,000 may be asked to obtain quotes from three (3) vendors because other departments have purchased from or have commitments with the same vendor. For information and guidelines, regarding competitive procurement procedures, refer to the Purchasing Policy and Procedure Manual available on the Business Office page of the FYI page on NCCC's website or contact the Director of Business Services or the Purchasing Clerk. No purchases are to be made by faculty or staff until the requisitions for such purchases have been approved and the Business Office has issued the associated Purchase Order. Otherwise, faculty or staff will bear the expense of such unapproved purchases.

Purchase requisitions are formal requests for the College to acquire materials, equipment, services, and supplies. Any College employee may submit a purchase requisition to his/her supervisor. However, the cost of most requisitions is charged against the College's unrestricted operating budget and these requisitions are processed through the Banner data processing system. Accordingly, these requisitions must be posted in the Banner system by an appropriately trained member of the pertinent division. Requisitions that are to be charged against a grant are processed manually via a paper purchase requisition form. The purchase requisition requires a clear, concise, and complete description of the material requested, its cost, catalog number if available, the quantity, vendor, and date required.

Requests for audiovisual materials (film and video rentals, film and video purchases, etc.) should be submitted to the Lewis Library for processing.

9.12.2 Processing purchase requisitions: Division Chairs/AVPs/ Department Managers authorize and submit all completed requisitions to the Office of Business Services. Requisitions processed through Banner are automatically submitted to the Purchasing Clerk once they have been approved. No purchasing obligations may be made with a vendor until the purchase order process has been completed and approved. Questions about the purchasing process, supplies, vendors, etc., can be answered by contacting the Purchasing Clerk at Ext. 6438.

The Purchasing Clerk prepares a purchase order from the approved requisition and the Purchasing Agent signs it. The original is sent to the vendor. Copies are distributed to various departments for control, inventory, and accounting purposes. The receiving copy of the purchase order is returned to the requesting division/department for verification of receipt of material. For requisitions processed digitally through Banner, the purchase order copies are distributed via e-mail to the person who originally created the requisition in the system.

9.12.3 Receipt of material: When the material is received from the vendor, the requestor/ requisitioner is to inspect the material to assure that it is in good condition and in accordance with the purchase order specifications. Such conditions are to be noted on any shipping documents and/or bills of material received with the materials and forwarded to the Accounts Payable Clerk in the Business Office. For requisitions that have been processed digitally through Banner, the requisitioner should then

acknowledge receipt of the purchase order items in Banner. For requisitions being charged to grants, the requisitioner should annotate the receiving copy of the purchase order by indicating the amount and date of the shipment signing it and forwarding it (along with any shipping documents) to the Accounts Payable clerk.

9.12.4 Receipt of services: The procedures outlined in 9.12.3 regarding materials are generally also to be applied to the receipt of services. The primary difference is that there are usually no shipping documents or bills of material. However, there often are other documents or correspondence confirming the delivery of the services. These should be forwarded to the Accounts Payable Clerk.

9.12.5 The Division Chair/AVP notifies the Inventory Control Clerk of equipment acquisition so each piece can be inventoried and secured. See Handbook Section 10.6.

9.12.6 Service calls on equipment: The purchasing office handles all service calls on office equipment. When a service call is required on a piece of equipment, the model and serial number, College inventory number, room number and identified problem must be reported to the purchasing clerk (Ext. 6438) who will then in turn contact the appropriate vendor for service. The OIT Department (Ext. 6736) handles all telephone equipment service calls.

9.13 **Maintenance of College Facilities**

9.13.1 Employees are not authorized to move furniture, paint rooms, install bulletin boards, use personal vacuums, or any other task related to the maintenance of facilities other than incidental cleaning. If a faculty member recognizes a need for building or furniture repair, moving furniture or equipment, or other maintenance of the facility, he or she should fill out a work order online.

9.13.2 Repair of equipment on service contract is handled through the vendor of the contract.

9.13.3 If equipment such as computers or audio visual/television equipment in the classrooms malfunction, call OIT (Ext. 6730). If there is a problem with a PC in a faculty office, OIT should be contacted for service as well.

9.14 **The Public Safety Department**

The Public Safety Department is responsible for the safety/security of individuals and property on campus. The department is staffed by both security officers and armed peace officers. The Public Safety Department, located in G-106, at the north side of the Student Center, can be reached by calling (Ext. 6400). Personal or automotive accidents, thefts or incidents should be reported to the Public Safety Department.

SECTION 10

REGULATIONS: PROCEDURES

10.1 Emergency Evacuation Procedures

10.1.1 In the event of fire or explosion, faculty members should pull the nearest fire alarm and telephone the location of the emergency to the Public Safety Department at Ext. 6400 or 716-614-6400.

10.1.2 At the sound of the fire alarm, faculty should avoid panic, and when feasible, turn off motors, gas valves in laboratories, or audio-visual equipment; evacuate students from room and building in an orderly way, according to the posted evacuation routes in each classroom; close all interior doors but do not lock; and move to the closest "Evacuation Assembly Point" which is located and posted in parking lots- 1, 3, 4, 5, or 7. NCCC Evacuation Assembly Points are red and white and are posted in elevated positions within the parking lots making them easy to locate in an emergency. The building may be re-entered when the fire official at the scene permits it.

10.1.3 Fire and Lockdown drills will be held periodically during the year. Actual fire emergency rules shall be observed during each drill. Faculty should call their students' attention to general evacuation, alarm locations and lockdown procedures and alarm locations on the first day of classes each semester. Room evacuation routes are posted in classrooms.

10.1.4 The fire alarm will sound with series of "whoop, whoop, whoops." The message will continue with a female voice announcing "May I have your attention please. There has been a fire alarm reported in the building. Please proceed to the stairway and exit the building. Do not use the elevators but proceed to the stairwell and exit the building." An audible lockdown alarm will sound advising to shelter in place or proceed to a secure area, and wait for further instruction.

Do not call the Public Safety Department for verification during the emergency or the drill.

10.1.5 For additional information, please refer to the College Right-to-Know and Safety Training Manual. Copies of this are available in the Operations Office (G-153).

10.1.6 Bomb threats (See NCCC Policy Manual or the Public Safety Department website.)

10.2 Use of College Facilities

10.2.1 The primary use of the physical facilities is regularly scheduled or specifically planned activities of the College. The facilities may also be made available to members of the College community for events not normally considered a part of the routine College schedule and to eligible non-profit external organizations if such use does not conflict with the primary one. Procedures have been developed to ensure adherence to security and liability requirements.

10.2.2 Potential users of College facilities should direct inquiries to the Public Relations Office to initiate an Internal Facilities Usage Request form.

10.2.3 Potential users from organizations not directly related to the College should consult the Public Relations Office to learn of eligibility requirements and other conditions of facility use. To request use, the applicant submits an External Facilities Use Form which is checked by relevant personnel of the College before being sent to the Office of the Administrative Operations for approval or non-approval. Sufficient time should be allowed for the approval process.

10.2.4 Potential users of NFCI facilities should direct inquiries to the Banquet Manager at 210-2550.

10.3 **Traffic Rules and Parking**

Speed limits and parking restrictions (See Handbook Section 8.5 and/or the Public Safety Department webpage) are strictly enforced. Areas designated as faculty/staff are in Lots 1,3,4,5, and 7 and will be appropriately signed. Lot -2 is restricted to one-hour visitor parking, 15-minute preschool drop off, Handicapped and President's complex spaces. The employee parking areas are enforced between the hours of 8:00am – 5:00pm. Employee parking areas require a permit (hang tag) issued by the Public Safety Department. There are areas reserved for Handicapped parking in Lot-1, 2, and 7.

Authorization for use of Handicapped parking is obtained through the city or town of residence. Motorcycle parking areas are in Lot-1 and 6 and are in effect April 1 – November 1. Any unauthorized vehicles parked in restricted areas may be ticketed and/or towed, subject to the Town of Cambria.

10.4 **Regulations**

10.4.1 The College is a tobacco-free environment. (See Policy Manual)

10.4.2 Niagara County Community College prohibits the unlawful use, possession, manufacture, dispensation or distribution of controlled substances or alcohol in all college campus and work locations, or in the course of performing duties of employment with the College. Alcoholic beverages is prohibited except when specifically approved by the President of the College For additional information, refer to the Alcohol and Drug Use policy which may be obtained through Human Resources.

10.4.3 Thefts, the loss of College property, or accidents involving College vehicles must be reported in detail to the Public Safety Department. The Public Safety Department, in turn, prepares a report and submits a copy to the Business Office.

10.4.4 Consumption of beverages and eating are strongly discouraged in classrooms, laboratories, the Lewis Library, and in some designated lounges.

10.5 **Budget**

10.5.1 The College proposes a budget to the Niagara County Legislature and the State University of New York annually. Prior to the presentation, the College must forecast enrollment (and resulting revenue) and determine the personnel, equipment, material, and services most needed to maintain the academic program and support functions.

10.5.2 The faculty must indicate anticipated needs a year in advance. All Division Chairs/AVPs and Department Heads compile and prioritize faculty requests and submit the units' proposal to the appropriate Vice President on forms and by deadline dates provided by the Business Office.

The budget has personnel and non-personnel categories. The latter includes, among others:

- Instructional supplies
- Audio-visual materials, purchase and rental
- Office supplies
- Contractual services
- Equipment (non-consumable, value more than $500)

10.5.4 The Business Office through the Director of Accounting and Financial Reporting consolidates the Vice Presidents' individual budget proposals. The President and the Vice Presidents then review and discuss these proposals.

10.5.5 The Business Office will prepare, from approved recommendations, the annual College budget of the President. The President's recommended budget is then submitted to the Board of Trustees for review. The Trustee-approved budget must be submitted to and approved by the Niagara County Legislature and the State University of New York.

10.5.6 After trustee approval, Divisional and Departmental budget allocations are finalized by appropriate Vice Presidents in conjunction with the Business Office, which incorporates these allocations into normal monthly budget control reports for Division/Department Heads.

10.6 **Property and Equipment**

10.6.1 Divisions/Departments are held accountable for all equipment and supplies. Each Division/Department Chairperson/ Department Manager is responsible for accurate inventories of equipment and reasonable security for the equipment. When an order has been placed for new equipment with a value of $500 or greater, the Division or Department should notify the Property and Equipment Coordinator in the Business Office. The Property and Equipment Coordinator will contact the Division/Department to schedule a time to attach an NCCC inventory tag to the equipment for control purposes and will work with the Division/Department and the Operations group to arrange for disposal of any equipment being replaced.

10.6.2 Lost or stolen equipment must be reported immediately to the Public Safety Department; an explanation must detail the loss or theft. The Public Safety Department must report-the loss to the Inventory Coordinator in the Business Office.

10.6.3 Worn-out or obsolete equipment which is deemed to be “excess” must be reported to the Property and Equipment Coordinator in the Business Office using the Capital Asset Transfer/Disposition Form found on the College’s intra-net site under the Business Office section.

10.6.4 Annually, the Property and Equipment Coordinator will distribute inventory listings to the Vice Presidents and the associated Divisions/Departments must perform physical inventories of the equipment to ensure that the College’s inventory records are accurate. The inventory listings must be returned to the Property and Equipment Coordinator by the established deadlines.

10.7 **College Closings**

Annually the President distributes a memo to the College community stating the procedures for announcing the closing of the College because of weather or other emergency conditions. The memo explains faculty responsibilities when the College is closed. Radio stations which report the closing status include WBEN, WMJQ, WLVL, WHLD, WGR, WKSE, WNED, WWKB, WJYE, WYRK, WHTT, WEDG, WLCE, WECK and WBUF. The television stations reporting the closings include WKBW - Ch 7, WGRZ - Ch 2, and WIVB - Ch 4.

Employees will also be alerted to closing and emergency with the NCCC EMERGENCY ALERT (RAVE) via College email and text messages.

To sign up for alerts: NCCC ALERT (RAVE) All College employees have automatically been enrolled into the emergency management system. Any information provided to the College will be used as a means of communicating. At any time College employees can opt out from this service. To opt in or opt out of services, access Banner Web through the College's main website. Under Banner Web go to: Personal Information NCCC Emergency Alert Registration *If opting out of this service, alerts will be sent through College provided email address. If unable to access Banner web, visit the Records Office with ID or call 716 -614 -6254 to request credentials to be mailed to the address on file. The information provided to the College will be

displayed on the alert registration page. By default, the information shown is set to opt in. To add additional email addresses (up to two personal email addresses can receive alerts), please do the following:

- Personal Information
- Update Email Addresses
- Select type of email to insert from dropdown
- Click submit
- Enter email address information – Click submit

To add additional phone numbers (up to three phone numbers can receive alerts), please do the following:

- Personal Information
- Address Update Request
- Fill out address and phone information - Click submit

*please note that this may take up to 24 - 48 hours to take effect.

10.8 **Contracts**

10.8.1 Any written document, in paper or digital form, committing College funds, facilities, property, or personnel is to be executed by the President of the College, as the Chief Executive Officer, or such other person(s) as the President may legally and expressly designate in writing to serve as his/her agent for that purpose.

10.8.2 Anyone wishing to commit the College as described in 10.8.1 (after pre-consulting, as necessary) is to route the document that is to be signed by the President up the organizational structure to the V.P. of Finance in the Business Office via use of the "Written Agreement Approval Form" in the Business Office section of the College's intra-net site. For teaching faculty, that would normally be through the Division Chair/AVP and then the Vice President of Academic Affairs.

10.8.3 The designated Contract Review Officer shall:

- Receive all contracts and accompanying documents forwarded to the President's Office
- Review all such contracts for legal protection and for compliance with any other provisions governing the contract
- Coordinate and route the contract to such other College offices to insure consistency with College planning, policies, and funding
- Submit the contract to the Business office for forwarding to the President for signature, with the recommendations of other appropriate reviewers
- Advise the submitter regarding the resolution of the contract

NIAGARA COUNTY COMMUNITY COLLEGE
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