Part-time Faculty Handbook

August 2012

**Handbook provided on the DACC Website**
Welcome to the staff of Danville Area Community College. We are pleased that you have accepted an assignment as a part-time faculty member.

You play an important role in the academic offerings at DACC. You bring to your classes knowledge, insight, and skills that have been gained through varied experiences, and you lend a vitality to your classes that benefits the entire College. Through your employment as a part-time faculty member, the College gains a flexibility that allows courses and services to be offered at times and locations convenient for students.

This Handbook is intended to provide information regarding your responsibilities, College procedures, and support services which are available to you.

Part-time faculty members teaching on-campus in degree credit courses are usually recommended for employment by the Division Dean and they report to that Dean.

Please ask your supervisor if course materials or presentation support are needed. Be prompt in reporting attendance data, grades, registration discrepancies, facility deficiencies, and student problems.

I wish you the best of luck in your instructional endeavors. Thank you for taking part in our academic program and helping the College better serve the students of District 507.

David L. Kietzmann
Vice President for Instruction and Student Services
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ASSESSMENT CENTER
The Assessment Center adheres to the professional guidelines and standards set by the National College Testing Association (NCTA) and are listed as a national testing site with that organization. The Assessment Center is located in Cannon Hall, Room 103. The staff administers a variety of assessments, including assessment/placement test for new students, the College-Level Examination Program (CLEP), Microsoft Office Specialist (MOS), alternative delivery course tests, and foreign language placement. In cooperation with the College’s Corporate and Community Education division, the Assessment Center serves as a testing site for local business. It also serves as an official testing site for students of other educational facilities who need a proctor for an exam.

**Appointments are required** to take a test and a picture ID must be presented each time you come to test. Appointment should be made at least two (2) days in advance of desired test date.

**Hours:**
- Monday, Tuesday and Wednesday 8:00 a.m. – 7:00 p.m.
- Thursday, Friday 8:00 a.m. – 5:00 p.m.

**Summer Hours:**
- Monday and Thursday 7:30 a.m. – 4:30 p.m.
- Tuesday and Wednesday 7:30 a.m. – 6:00 p.m.
- Friday 7:30 a.m. – 4:00 p.m.

For more information about the Assessment Center, to learn about all the various tests administered or to schedule an appointment, please call 217-443-8708.

**ATTENDANCE**
Students are expected to attend classes regularly. See the section entitled Class Records. Attendance records should be maintained in grade books. Students must be informed of the instructor’s expectations concerning attendance and those expectations must be consistent throughout the duration of the course. If the instructor indicates that he/she will drop the student after a given amount of absences, then the instructor must do this. Students have 30 days after the end of the semester to question a grade.

**BOOKSTORE**
The Bookstore, located in the lower level of Lincoln Hall, sells required and recommended texts. Check with the Bookstore or your Division Dean to see which book(s) was used the last time your course(s) was offered. If you do not contact the Bookstore by the textbook ordering deadline for each semester, the text last used to teach your course will be ordered. If you know that you will not be using a text, please let the Bookstore know by the appropriate ordering deadline so that we do not order and sell books to your students. If there are supplies that you will require your students to buy, please let the Bookstore know so they are kept in stock. General and course related supplies are also available.
If you wish to recommend a textbook for your class, inform your Supervisor. The Division Secretary has a form to order a desk copy for your use.

Bookstore Phone Number: 443-8759  
Fax number: 443-8879  
E-mail: cparrett@dacc.edu

Bookstore Hours:

**During the fall and spring semesters:**

Monday through Thursday, 8:00 AM to 4:00 PM  
Friday 8:00 AM to 1:00 PM

In August and January, during the week before classes begin, the Bookstore has extended hours on Monday through Thursday, 8:00 AM to 7:00 PM and Friday 8:00 AM to 5:00 PM.

**During the summer semester:**

Monday through Thursday, 7:30 AM to 4:00 PM.

**CALENDAR**
The current academic calendar appears in the Appendices.

**CAMPUS COMMUNICATIONS**
Part-time faculty members are expected to maintain contact with the College through the appropriate Division Dean. The following numbers are to be used if phoning from off-campus. If dialing from an on-campus phone, please use the last three digits of the number. If the Division Dean is not available, the instructor should contact the office of the Vice President for Instruction and Student Services.

**Vice President for Instruction and Student Services**
David L. Kietzmann ............................................................ 443-8771

Division Deans  
**Business & Technology**
Bruce Rape ................................................................. 443-8786

**Liberal Arts**
Dr. Penny McConnell ....................................................... 443-8747

**Math/Science**
Kathy Sturgeon .............................................................. 443-8806

**Developmental Education**
Phillip Langley .............................................................. 554-1665
Adult Education  
Laura Williams ................................................................. 443-8878

Student Services  
Stacy Ehmen ................................................................. 443-8746

Registration Office ......................................................... 443-8800
Counseling & Advising ..................................................... 443-8750
Records Office ................................................................. 443-8797
Corporate & Community Education ................................. 443-8777
Graphics/Copy Center ...................................................... 443-8830
Institutional Effectiveness .................................................. 443-8856
Institutional Media Services .............................................. 443-8577
Job Training Partnership ................................................... 442-3044
Learning Resources .......................................................... 443-8739
Library .............................................................................. 443-8739
Marketing & College Relations ......................................... 443-8768
Physical Plant/Maintenance ............................................... 443-8832
Security ............................................................................ 443-8888

CAMPUS MAP  
A campus map is included in the Appendices.

CHANGE OF ADDRESS  
Any change in an instructor's name or address should be reported to the appropriate Division Dean.

CLASS CANCELLATION  
The College strives for a minimum class size. If there is insufficient enrollment, the class may be cancelled. Instructors receive no compensation if a class is cancelled prior to the first meeting, and all student fees are refunded.

CLASS MEETINGS  
Classes may be scheduled to meet for as few as two weeks or as many as sixteen weeks. The schedules are designed to provide the number of contact hours established for each course by the Illinois Community College Board.

Instructors are expected to meet their classes in accordance with the schedule. They should begin at the prescribed time and conduct class for the full period. Classes that meet longer than two hours at a time generally observe a ten-minute break.
Instructors may not change meeting times or locations without obtaining permission from their Division Dean. Such changes affect students, other classes, and facility usage.

CLASS RECORDS
In order for DACC to meet State and federal guidelines in a timely manner, the Records office will be communicating with DACC faculty through their DACC e-mail accounts. Please make sure that you check your DACC e-mail account at least once a week or funnel your DACC account to an account used more frequently. (Instructions on how to funnel your account to another account can be found on the Jaguar Spot web pages.)

Several tasks must be accomplished during a semester to ensure that all necessary enrollment and attendance data are recorded. An e-mail notice or memorandum will accompany each task giving instructions and due dates. Please be prompt and accurate with the information you provide as it will affect our State funding and our ability to provide financial aid to our students in the future.

During FY 2011, DACC will be moving toward electronic enrollment/grade records with our conversion to Datatel’s Web Advisor for Faculty and Students. The changes will be made after the midterm and grading processes are functioning according to ICCB requirements. Training will be held for faculty and complete instructions will be available on the Jaguar Spot for Faculty and Staff. Once Web Advisor is fully functioning and approved, faculty will be required to utilize the Web Advisor for most of their enrollment and grade reports.

Listed below are the current, paper and/or electronic enrollment and grade instructions:

1. **First Day Class Enrollment List, 10th Day Class List, and Special Student Support programs** - Instructors should retrieve their class rosters through the WebAdvisor portal. (Log in through the Jaguar Spot web pages. If you’ve forgotten your login and password for WebAdvisor, please contact the MIS department at 443-8881.) This roster can be viewed at any time.

   If a student is attending your class, but his or her name is not on the class roster, they should be referred to the Admissions Office immediately after class.

2. **Mid-term Class List** - The Midterm Class Roster, whether paper or electronic format, is the official record of class enrollment. Instructors must verify (with their written/electronic signature) that the students listed are attending and actively pursuing the completion of the course. (See ICCB definition below.) The signed verified list is the record the College uses to claim State funding. Students not attending at mid-term should be
withdrawn from the class roster. Please note: This roster is time-sensitive. Detailed instructions will accompany the paper rosters and an e-mail will precede the electronic mid-term timeframe.

3. **Grade Roster** - One week before the end of the term, instructors will receive a Grade Roster form on which they are to fill in the final course grades or an email directing them to the WebAdvisor Grade Rosters. It is essential that the form be signed and dated or electronically verified (pending ICCB approval).

**CLERICAL SUPPORT**

Typing and duplicating of class materials are available through the Division Secretary. A lead-time of one week should be allowed to ensure completion.

Classroom materials may be reproduced by the copy service located in the lower level of Lincoln Hall. Material will be duplicated in the order in which it is received. Instructors must allow ample time for the machine operators to complete their work.

The graphics department offer services for instructors to make personal copies. The size, color, and type of paper will determine the cost of the copies.

Copy machine operators are prohibited from making copies that would be in violation of the copyright law.

**CLOSED CLASS**

When classes reach their capacity enrollment, they are closed to new registrants. A student who wishes to enroll in a closed class may do so only under exceptional circumstances and with the instructor's written permission. Instructors must make sure that there is space available before granting this request. If there is a question, the instructor should consult the Division Dean.

**COUNSELING AND ACADEMIC ADVISEMENT**

Professionally qualified counselors and academic advisors are available for consultation. Advising for career students may also be done by Faculty Advisors. Each student will have access to Counselors, Advisors, or Faculty Advisors who are made available for conferences and program planning. Counselors and Academic Advisors are available in Lincoln Hall from 8:00 a.m. to 5:00 p.m. during the school year and from 7:30 a.m. to 4:30 p.m. in the summer. Evening advisement hours are available a week before school begins. For more information, call 443-8750.

Instructors are encouraged to contact the Director of the Student Success Center (extension 702) if they feel a student is in need of special accommodations. Students with attendance problems, low academic ability, etc., should be referred to the Counseling Department.
COURSE REGISTRATION
Students are encouraged to register early for classes. Registration for less than twelve credit hours may be conducted over the phone (443-8800) or by walking in the Admissions Office located in Vermilion Hall, when placement testing is not required. Students who register for twelve hours or more must have their schedule approved by an Advisor. Advisement is available on a walk-in basis or by appointment if requested (443-8750). Students are responsible for making up missed coursework if they enroll late.

If students attempt to register for a course which is full, they may be given a Course Overload Form. At that point, it is solely the instructor's decision whether or not to allow the student in the course.

COURSE SYLLABUS/COURSE OUTLINE
The course syllabus is a detailed description of the content of the course. The full-time instructors in each discipline generally prepare the degree credit course syllabi. Part-time instructors should confer with their respective Division Dean to review that syllabus and should then prepare a course outline for the current semester, which will be provided to every student. The course outline will explain course goals, the content to be studied, attendance policies, the academic integrity policy, method of evaluation (tests, papers, participation, etc.), important dates and exams, papers due, etc.

DISHONESTY IN THE CLASSROOM
Instructors should confer with their respective Division Dean or the Office of Instruction and receive a copy of the Student Conduct Code/Academic Integrity Policy.

DROP/ADD
This is a procedure whereby a student officially drops or adds a course or courses. Normally, the procedure is handled in the Registration or Counseling Office upon the request of the student. In off-campus classes, the instructor may often be the one advised of the student's desire to drop. This information should be sent to the Registration Office immediately (see Refunds and Withdrawal of Students).

DUPLICATING SERVICE
See Clerical Support.

EMERGENCY MESSAGES
It is suggested that instructors in evening classes develop a "telephone tree" to be used in the event a class meeting is cancelled. The Division Secretary can assist in notifying students and should be contacted by telephone between the hours of 8:00 a.m. and 5:00 p.m. if an instructor knows that he/she will not be able to meet the class at the scheduled time. The Information Office should be notified if a class is cancelled. The Information Office (443-8896) or the Security Office (443-8888) should be called for other emergencies.
EMERGENCY PROCEDURES

911 - Tracking System
The college has in place a system that automatically identifies the extension from which a 911 call is placed. For this reason, it is imperative to notify the switchboard if a new extension is added or an old extension is moved to a new location.

EMERGENCY PROCEDURES IN CASE OF FIRE

Evacuating People with Disabilities
Below are guidelines for use in evacuating those with disabilities, but bear in mind, they are only guidelines. The specific needs of people with disabilities are the most important issue when considering their evacuation from dangerous areas.

Visually Impaired Persons
Visually impaired people may or may not be familiar with their immediate area. In the event of an emergency, the visually impaired person may need assistance. Anyone may offer to serve as a sighted guide. The preferred method of assistance is offering the elbow and escorting the visually impaired person. As you walk, tell the person where you are and advise them of obstacles. When you have reached safety, orient the person to where he/she is and ask if any further assistance is needed.

Hearing Impaired Persons
Persons with impaired hearing may not perceive emergency alarms and an alternative technique maybe required. Two methods of warning are:

1. Writing a note describing the emergency and the nearest evacuation route.
2. Indicate through gestures what is happening and what to do.

Non-Ambulatory Persons
Most non-ambulatory persons will be able to exit safely without assistance if on the first floor. Some people have minimal ability to move, and lifting them may be dangerous to their well being. If a non-ambulatory person needs assistance in exiting the building, consult the person as to his/her preferences with regard to:

- Ways of being removed from the wheelchair.
- Number of people necessary for assistance.
- Whether to bend or extend extremities when lifting because of pain, catheter, spasticity, etc.
- Being carried backward or forward down stairs.
- After-care, if removed from wheelchair.
If additional assistance is needed, take the individual to the stairwell farthest from the source of danger.

**Information to remember about wheelchairs and the people using them:**

1. May have moveable/weak parts not built to withstand the stress of lifting.

2. Put person into straight-backed chair before attempting to move or transport him/her.

3. If a seat belt is available, secure the person in the chair.

4. If the chair is left behind, be sure it does not block or obstruct doorways or passages.

**Fire Safety & Building Evacuation Information**

**Purpose:**
The purpose of these procedures is to provide guidelines for orderly building evacuation in case of a fire or other emergencies requiring evacuation of campus buildings, and to provide safety measures to prevent injury to building occupants.

**Fire Alarm Safety:**
The campus fire alarm system is monitored by the Danville Public Safety Building on a seven (7) day – twenty-four (24) hours a day basis.

An activated fire alarm horn/light in a building is a signal for everyone to leave the building immediately, following exit signs. **Do not use elevators to evacuate buildings.**

**Fire Alarm Reporting:**
1. In case of fire, activate the building fire alarm system immediately by pulling the nearest fire alarm box.

2. Know the location of fire extinguishers, fire routes, and fire alarm pull boxes in your work area. Training and information is available through the Director, Administrative Services (443-8831).

3. If a minor fire appears controllable, immediately call Campus Security (443-8888). If a fire extinguisher is necessary in your opinion, you must call 9-911.

**Additional Building Evacuation Information:**
When the fire alarm is sounded, walk quickly (Do Not Run!) to the nearest marked exit and alert others in the area to do the same.
Physical Plant (Utilities/Maintenance) personnel will be responsible for turning off gas, main, and electrical services to the effected building/area.

After evacuating a building, move to a clear area at least five hundred (500) feet away from the effected building. Keep roads, fire lanes, hydrants and walkways clear for emergency vehicles and crews. All students should group with their own class, keeping clear of the building.

Following the evacuation of the building, supervisory personnel and faculty should endeavor to ensure that staff and students have left the building.

If you become trapped in a building during a fire, stay near the floor where the air will be less toxic, shout for help at regular intervals to alert emergency rescue crews of your location. Remain calm. Do not panic.

**DO NOT ATTEMPT TO EXTINGUISH FIRE**

**GET OUT OF THE BUILDING**

**FIRE DOORS ARE TO BE KEPT CLOSED AT ALL TIMES**

**EMPLOYMENT**

A. **Assignments**
   - Assignments should be considered tentative until adequate enrollment levels are reached.
   - Part-time instructor assignments may be terminated to ensure full-time instructors of their regular contractual class load.
   - Assignments are made for one term at a time.
   - The Board of Trustees must approve an offer of employment.

B. **Compensation**
   - Part-time Instructors of transfer and vocational-technical degree credit courses are presently being paid at the rate of $515 per credit hour lecture time, and $530 per credit hour lecture time for part-time academy. Laboratory time is presently being paid at the rate of .83 percent of the per credit hour lecture rate. Tutorial and/or Independent Study rate of pay is $89 per credit hour per student.

   - Salary payments for part-time faculty are equally divided over the term of the assignment and are made on a biweekly basis. Checks may be picked up at the Cashier’s Office or can be mailed. In order for the Cashier’s Office to mail a paycheck, the instructor must complete an authorization form. See sample form in Appendices.
• Deductions will be made for federal and state income taxes, Medicare, and State University Retirement System (SURS).

• Income tax statements for payroll will be mailed in January of each year (W-2 Forms).

• Part-time instructors may be reimbursed when traveling over 20 miles, with a maximum of 100 miles per round trip. Reimbursement will be paid at the rate of 50 cents per mile. The Division Dean will submit an itemized list on a Request for Payment form; however, the instructor is responsible for submitting the list to the Division Dean.

C. Human Resources/Personnel File
Your respective Dean will have provided Human Resource materials and forms that will need to be completed for you to be an active employee which must include official transcripts from the institution(s) from where you graduated.

EQUIPMENT MOVING
Instructors are encouraged not to move furniture on their own, as it may affect other classes. If College equipment or furniture must be moved, it is necessary for the instructor to confer with the respective Division Dean to determine the procedure for such moves.

EVALUATION OF PART-TIME FACULTY
All new part-time faculty will be evaluated each semester for two semesters in the performance of their assigned duties. The procedure will include completion of a written evaluation form by the respective Division Dean or lead instructor, which will be reviewed with the part-time faculty member.

Continuing part-time faculty members will be evaluated at least once a year on the performance of their assigned duties. The procedure will include completion of a written evaluation form by the respective Division Dean, which will be reviewed with the continuing part-time faculty member.

FIELD TRIPS
Instructors who wish to conduct a field trip as part of a course should discuss the matter with the Division Dean as early as possible. Appropriate paperwork will need to be completed.

FINAL EXAMINATIONS
It is our practice at Danville Area Community College to require that all courses administer a final exam and/or final project. We feel this consistency is very important, whether courses are taught by full-time or part-time faculty, or whether offered on campus or at off-campus sites.
Please give your exams in accordance with the Final Exam Schedule. If everyone follows the schedule, student conflicts are kept to a minimum. If for some reason you must deviate from the schedule, please get prior approval from your respective Division Dean. Copies of final exams must be filed with the Division Dean, prior to the exam.

FINANCIAL AID
The Financial Aid Office can provide information on available Federal, State, Veteran's, Institutional and local student aid programs. More information may be obtained from the Office of Financial Aid, Vermilion Hall-Room 110, or call 443-8891.

DACC students receive a variety of student aid packages that can include; gift aid based on need such as the Federal Pell and State MAP programs, Federal student loans, work on campus under the Federal Work-study program, have non-need gift aid and/or merit based aid, Veteran's educational benefits and/or other agencies such as Workforce Investment. All of these programs have particular rules and regulations that DACC must ensure are being followed. The College must remain in compliance to continue to be approved for Federal and State Student Aid programs.

One of the most important regulations that we must monitor (after assuring all eligibility criteria is met) is the student's attendance. A student is permitted to be awarded aid that is earned based on attending classes. If the student stops attending and does not meet the instructor's requirement for attendance (or engagement if an online course offering) then they must be withdrawn from the course based on the last date of attendance (engagement). This date will be used to determine how much aid was earned verses what must be returned to the student aid program.

It is very important that faculty complete the 10th Day Enrollment Roster, Mid-term Report and contact our Records office to withdraw students not meeting their attendance requirements. This reporting must be completed in a timely manner it is very important to meet all deadlines posted by the Records office.

FOOD FACILITY
Campus food service is located in Lincoln Hall’s Student Union and offers a standard menu for breakfast and lunch. Vending machines are also available for snacks and beverages. They are located in various buildings around campus.

Food facility (Student Union) hours:

- **Fall & Spring**: 8:00 a.m. - 2:00 p.m. Monday – Friday
- **Regular Summer**: 9:00 a.m. -1:00 p.m. (Mon. - Thurs.)
- Closed Friday

**Closed weekends, holidays, and spring break**
GRADE BOOKS
Grade record books are available from the Division Dean's office or you may call the Office of Instruction by dialing 770.

GRADING
Instructors of degree credit courses should provide a reasonable number of tasks to be evaluated to allow the students adequate means to demonstrate their knowledge. Such tasks might include tests, quizzes, worksheets, reports, projects, papers, or other assignments.

The College does not impose an overall system of assigning grades. The instructor has the responsibility of maintaining division standards (consult the respective Division Dean) and also the responsibility of clearly communicating them to the students at the beginning of the class. The grading procedures and standards should also be included on the course outline to be distributed to every student at the beginning of the semester.

The grades to be assigned for transfer and vocational/technical classes are:

- A - excellent
- B - good
- C - average
- D - below average
- F - failure
- W - withdrawal
- I - incomplete (temporary grade)

A "W" grade is given if a student voluntarily withdraws after the refund period but before the last week of class or is withdrawn by the instructor for excessive absences. An "I" may be given if the student has not completed the requirements for the course due to exceptional circumstances. The privilege to make up work must be requested by the student and may be granted by the instructor. An "I" indicates that the student has completed a majority of the course requirements but still needs to turn in a paper, take a test, or finish another assignment. The work must be completed within 30 calendar days; if the work is not completed in this amount of time, the "I" grade becomes an "F".

Please note: The student has 30 days to request a grade change.

GUEST LECTURERS
The use of guest lecturers can add to the relevance of the subject matter in the classroom. There are, however, special procedures for scheduling political candidates as guest speakers in classes. Please consult with the Division Dean when inviting any guest lecturer/speaker to any class.

HOLIDAYS
Dates on which classes do not meet are listed on the Academic Calendar. See Appendices.
Off-campus classes may be subject to a slightly different holiday calendar determined by the local facility. Instructors of off-campus classes should verify a schedule of holidays with their Division Dean and the Extension Center Coordinator and make sure that the students are made aware of the schedule.

**INFORMATION OFFICE**
The Information Office hours are as follows:

- **Fall & Spring** 7:30 a.m.–7:00 p.m. - Monday-Friday
- **Summer** 7:30 a.m. – 4:30 p.m. (Monday - Thursday)
  7:30 a.m. – 4:00 p.m. (Friday)

**INSURANCE**
Part-time faculty is covered by Worker's Compensation if injured in the performance of their job responsibilities. The College also carries a general liability insurance to cover liability claims resulting from instructional duties.

**INSTRUCTIONAL MATERIALS**
Regular division instructors have selected degree course materials. To provide uniformity in programs, part-time faculty should use the basic materials for the course they are teaching. Those materials may include a course outline, textbooks, handouts, and films. Modifications are permissible if discussed with the Division Dean. Adequate consumable laboratory supplies should be requisitioned through the supervisor.

Part-time faculty members should try to meet with regular instructors to orient themselves to the course to be taught. The regular instructors can share ideas on teaching strategies and materials available.

**INSTRUCTIONAL MEDIA**
The Instructional Media Department provides media and technology services to Danville Area Community College. Traditional media services such as audio and video production, DVD and tape duplication, transparency production, lamination and the distribution and maintenance of presentation of classroom equipment throughout campus are provided. It is the goal of the department to make every classroom on campus Technology Enhanced with a focus on versatility and user-friendliness. A broadcast television production studio is housed in Instructional Media and can be scheduled for classroom and promotional projects. Interactive Video Classrooms are also available on campus with support and maintenance from the Instructional Media Department. Personnel are available for consultation and hands-on training in all aspects of instructional design, multimedia production, and classroom modernization as well as hands-on training for technologies such as Smart Boards, iClickers and all of the more routine technology devices. The Instructional Media Department’s primary goal is to facilitate effective use of instructional technology to enhance learning at Danville Area Community College.
Hours of operation are:

Monday - Thursday: 8:00 a.m. – 6:30 p.m.
     Friday     8:00 a.m. – 4:00 p.m.

The Instructional Media Department is located in the lower level of the Clock Tower Building.

Phone: (217) 443-8577  Jon Spors, Director
(217) 443-8557  Jeff Rush, Telecommunications/AV Technician
(217) 443-8738  Technical Assistance

INSTRUCTOR ABSENCE
When it is necessary to miss a class, the Division Dean should be notified as early as possible. If the Division Dean cannot be contacted, the instructor should then contact the Office of the Vice President for Instruction and Student Services (443-8770). Students should also be notified. The Division Dean may recommend that makeup sessions be arranged.

KEYS
Part-time faculty may be issued keys with the Division Dean’s approval if needed for their respective classrooms. Keys are distributed through the Security Office in the lower level of Lincoln Hall. A $10 fee per key is assessed if keys are not returned when the employee resigns their position.

LIBRARY SERVICES

<table>
<thead>
<tr>
<th>Location: Clock Tower Center</th>
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</thead>
<tbody>
<tr>
<td><strong>Hours:</strong></td>
</tr>
<tr>
<td>Fall/Spring:</td>
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<tr>
<td>Monday–Thursday: 7:30 a.m. – 8:00 p.m.</td>
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<tr>
<td>Friday:</td>
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<tr>
<td>7:30 a.m. – 5:00 p.m.</td>
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<tr>
<td>Intersession:</td>
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<tr>
<td>Monday–Friday: 8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td>Summer:</td>
</tr>
<tr>
<td>Monday–Thursday: 8:00 a.m. – 5:00 p.m.</td>
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</tbody>
</table>

Closed for Holidays and during breaks. Reduced hours in Summer.

Let us know who you are: Part-time faculty are often not well known on campus and may not be recognized by the students who staff our Circulation Desk. Faculty are sometimes allowed library privileges not granted to students and community borrowers. Please tell us who you are and what you are teaching. Library staff will want to make you aware of new books, videos, and electronic resources that may be helpful in your teaching. We periodically send “alerts” to faculty, when we know areas of interest. Let us know if you would like to receive these.

Library home page: www.dacc.edu/library
The library subscribes to many electronic resources (full text articles, encyclopedias, etc.) which are linked from the Library page and can be used from all on-campus,
Internet-linked computers, including the Writers’ Room and faculty offices. Off campus access is described on the web page available by means of a DACC e-mail user ID and password.

**Library catalog:** The DACC library catalog is I-Share, the catalog of 71 academic libraries in Illinois (includes UI, EIU, SIU, WIU, NIU and many others). The catalog can be searched from any Internet-linked PC. See the library web page for more information.

**Student Library I.D.’s:** Please encourage your students to come to the library with their student ID’s to register for library use. Faculty should also receive a DACC ID and should come to the library to register. (Temporary borrowing arrangements pending receipt of ID can be arranged for faculty only.) Advise your students that they MUST present a valid library ID to check out materials. DACC Library cards may be used at any of the I-Share libraries (with proper identification), and the DACC barcode # is used to place requests for I-Share library materials from the online catalog.

**Faculty Reserves:** Books, videos, and other materials may be placed on an instructor’s Reserve Shelf. Items are kept at the Circulation Desk. Reserves are checked out for limited periods, determined by the instructor (1, 3, 7 days, or in-library-use-only). Items on reserve are not made available to other libraries through Interlibrary Loan.

**Listening and Viewing areas:** TV - VCR’s and DVD players are available for student use in the library. Students must check out headphones from the Circulation Desk. A Listening Room on the Lower Level has a sound system CD/cassette player and turntable, as well as video equipment.

**Media booking:** Videos and other media for instructors to use with a class may be requested ahead of time. The request should be made in advance to insure that the materials are available when needed. Non-reserve items may be on loan to other libraries unless booked in advance.

**Overdues:** Videos, reserves, and interlibrary loan items will incur overdue charges when not returned on time. Charges related to items used for classes may be waived for faculty. Longer circulation periods may be arranged. Items not returned are described as “lost” and charges for replacement are assessed.

**Photocopier:** Library copies are 10 cents / page. Copying by instructors for classes should be done at the copy machine in Graphics or in the instructor’s department.

**Library Instruction for classes:** A librarian can meet with your class, in the library or in your classroom, to demonstrate information resources appropriate to your learning objectives. Guided, hands-on learning opportunities centered on your class assignments help students use library and information resources effectively and promote student success. Please call early in the semester to schedule sessions. Ruth Lindemann coordinates the Library Instruction – 443-8739.
Requests to purchase materials for the library: All faculty and staff are encouraged to recommend items for the library to purchase in support of classes. Requests should be made through the Library Director. Orders are made as funds are available. Items will be available for class use when library processing is complete, although special arrangements can be made for checking out just-purchased items. (Check with Technical Services, the unit for cataloging and processing).

If help is needed to identify or locate books or videos to purchase, please call 443-8739.

Electronic Information Resources: The library subscribes to many types of databases, not to be confused with general Internet web pages. These databases contain in full text literally thousands of articles and transcripts from print and broadcast news sources, journals, and magazines. Other resources cover art, music, science, theater, history, English language, current events, and biography. The library’s web page serves as a gateway to these online resources.

MAIL
Mailboxes are established in Division offices for part-time instructors of on-campus degree credit classes. Off-campus instructors may be served through their home address if they inform the Division Secretary. Outgoing mail for College business must be on DACC letterhead stationery, available from the Division Secretary.

MID-TERM ENROLLMENT REPORTS
See Class Records.

MILEAGE REIMBURSEMENT
See Employment - B

ORDERING SUPPLIES AND EQUIPMENT
Needs for supplies and equipment should be discussed with the Division Dean who will apprise the instructor of the proper procedures for acquisition of materials.

PARKING
Faculty parking space is available during the day in the lots near Vermilion Hall, Clock Tower, Technology Center, Mary Miller Center, and on the circle drive. After 5:00 p.m., only the circle drive is reserved for faculty parking. Free parking stickers for faculty can be obtained at the Physical Plant Office or from respective Division Deans. Off-campus parking should comply with local regulations.

PARTNERS IN EDUCATION
All new part-time faculty should discuss with their respective Division Dean the possibility of participating in the Partners in Education program and being assigned a mentor for their initial semester on campus. The mentor will aid the new part-time faculty member in understanding the community college
philosophy and student body, to provide instructional support, to explain administrative requirements, to improve coordination of instruction between full- and part-time faculty, and to strengthen the professional relationships among faculty.

PART-TIME FACULTY ACADEMY
Part-time faculty has always been and will continue to be an invaluable component of Danville Area Community College. In an effort to maintain the quality and ensure the viability of this instructional resource, a Part-time Faculty Academy will serve as a training and development tool for these important members of the DACC teaching team. For further information regarding the Academy and the potential of enhancing your compensation, contact your respective Division Dean.

PAYCHECKS
See Employment - B.

POSTING OF GRADES
The Records Office will post the student grades electronically, as soon as possible, after each term. Students can view their grades on the DACC Jaguar Spot. All instructors are required to post final course grades on classroom doors or office doors. This is a campus practice for degree credit courses. Please inform your classes where grades will be posted. Accompanying your final grade roster will be a duplicate roster for you to use in posting student grades, if you wish. If you are planning to publicly display student grades, legal counsel has indicated that student names may not be posted publicly and student social security numbers may not be posted publicly in entirety. However, a portion of the student social security number may be used (e.g., the last four digits). Please do not post grades in alphabetical order.

PROCEDURES FOR COACHES CONTACTING INSTRUCTORS
1. A game schedule will be provided listing the times when the vans are going to be leaving and returning home.
2. If the student/athletes have to miss more than one day the coaches must provide instructors the dates and times they will be gone a week in advance.
3. An updated roster of athletes will be provided to each department head before the season starts and at mid-term.
4. Coaches will provide phone numbers and e-mail addresses to allow instructors or department heads to contact them.
5. Coaches will send out a 3-week grade check sheet to all instructors who have athletes in classes.
6. Both part-time and full-time staff will provide e-mail addresses, phone numbers, and office hours.
7. Two instructors will participate in fall orientation for athletes, parents and coaches.

8. The athletic director will meet with all department heads before the start of each school year.

9. The Office of Instruction will provide time for instructors, counselors, and department heads to meet during open session to go over procedures, policies and new NJCAA rules as needed

PROFICIENCY EXAMS
Danville Area Community College offers credit by proficiency under conditions listed in the Catalog. Further details can be obtained from Division Deans or Counselors/Advisors.

PUBLICITY
Publicity about a College event or program must be co-ordinated through the Office of Marketing and College Relations (Vermilion Hall-216). Newsworthy items should be brought to the attention of that office.

REFUNDS
Tuition and fees paid by students may be refunded only if the student withdraws from classes: (1) during the first two weeks of classes that run twelve weeks or more, and (2) during the first week of classes that run less than twelve weeks. Instructors have no responsibility in dealing with refunds.

RULES OF CONDUCT
Conduct in classes and care of facilities both on-campus and off is a matter of importance. Reasonable rules must be followed. No smoking is permitted in any building. There are smoking receptacles placed outside of the buildings that have designated smoking areas (see Smoking for designated areas).

When a class completes the room usage schedule for the day, proper close-down steps should be taken (turn off lights, lock doors, etc.).

SECURITY
Security service is available 24 hours a day 7 days a week. During the academic year, one additional security officer is on duty from 10 a.m. to 2 p.m. Monday through Friday.

If you need assistance, you may contact security by calling by dialing 443-8888, or at ext. 888 from a campus phone. If you experience problems reaching security or have questions or concerns, please contact Mike Cunningham at ext. 831.
SEXUAL HARRASSMENT
Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature by employees or non-employees when:

a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or a student's status in a course, program or activity.

b. Submission to or rejection of such conduct is used as a basis for any employment decision affecting such individual; or as a basis for academic or other decisions affecting such student.

c. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or of creating an intimidating, hostile or offensive working environment; or such conduct has the purpose or effect of substantially interfering with a student's educational experience or creating an intimidating, hostile or offensive academic environment.

Examples of Sexual Harassment
The law prohibits all forms of sexual harassment whether verbal, non-verbal, or physical. Examples of sexual harassment include the following; sexual innuendo, direct or indirect threats based on sexual favors, humor and jokes about sex or gender-specific traits, sexual propositions, suggestive or insulting sounds, leering, whistling in a suggestive or insulting manner, obscene gestures, touching, pinching, brushing the body, coerced sexual intercourse, and sexual assault.

If you are a victim:

1. Try to stop the behavior by telling the offender clearly and directly that it is unwelcome, offensive, and you want it to stop at once.

2. Write down what happened including time and place and names of possible witnesses.

3. Get help immediately from others if you find it difficult to confront the offender directly. Employees or students who feel that they may have been subjected to sexual harassment or intimidation should immediately contact the Affirmative Action Officer. Students who may feel more comfortable contacting the Dean of Student Services are encouraged to do so. The Affirmative Action Officer at Danville Area Community College is Rebecca S. Schlecht. Ms. Schlecht's office is located in Vermilion Hall,
Room 211 and she can be reached at ext. 756. Any complaint with respect to sexual harassment or intimidation will be thoroughly investigated.

4. Should the employee or student be dissatisfied with the response, the employee or student should immediately contact the President of the College.

You will not be forced to take any action you do not want to take, and you will be protected against retaliation for reporting.

Legal Implications
Proof vs. Persuasion: Enforcement agencies interpret as proof of allegations a simple demonstration that there is a greater likelihood than not that the allegation is valid. This reading of proof is considerably less rigorous than "proof beyond a reasonable doubt."

Effect vs. Intent: Enforcement agencies do not emphasize the argument of intent but rather focus on effect. Thus, even those who did not intend to harass an individual by, for example, telling a sexist joke, could be viewed as sexual harassers if the effect of the action could be shown to have damaged the individual by unreasonably interfering with work performance or educational experience or by creating an intimidating, hostile, or offensive environment. It is recognized that certain complaints may be subjective; individuals react differently to others' behaviors. The best test is whether, under all the circumstances; a reasonable person would be offended by someone else's actions or behaviors.

SMOKING
Smoking is prohibited in campus buildings, college vehicles, and within 15 feet of exteriors of campus buildings.

STUDENT EVALUATION OF INSTRUCTION
The students in each course taught will evaluate part-time faculty members each semester. Forms are available to allow the students to evaluate the performance of the instructor through the Division Dean's Office. The instructor will distribute the student evaluation forms. A student should be designated to collect the forms, seal them in an envelope, and deliver them to the respective Division Dean's office. The results will be tabulated by the Office of Accountability, Assessment and Planning and distributed to faculty after the semester ends.

STUDENT SUCCESS CENTER
Student Success Center (SSC) provides resources and services to empower students to be successful in college and life. SSC is funded through two federal grants, Perkins III and TRIO, and a small grant from the State of Illinois. The department serves students who are academically or economically disadvantaged, disabled, first generation, English as a second language, or non-traditional. SSC provides free tutoring for DACC students in almost every
subject, as well as one-on-one and group counseling on a variety of topics, such as test anxiety, time management, and study skills. The department also arranges accommodations for students with documented disabilities. Accommodations include but are not limited to alternative testing arrangements, assistive technology, course materials in alternate format, sign language interpreters, and notetakers. Students interested in learning more about these services should visit Student Success Center in Room 113 of Cannon Hall or call 443-8862 (TTY 443-8701).

TUITION WAIVERS
Part-time faculty who are teaching at least three (3) credit hours are eligible to enroll and have tuition and course fees waived up to six (6) credit hours per semester during the semester in which the part-time faculty member is teaching.

WEATHER EMERGENCIES
If inclement weather or road conditions cause the cancellation of college classes, the area radio and TV stations will be notified as early as possible and the announcement will be broadcast. Check with the Division Dean or the College Information Office if in doubt.

Instructors of off campus classes should listen for announcements pertaining to their sites. If a school building is closed on a given day, the DACC classes scheduled in that building will not meet.

If you have registered for DACC Text Messaging, you should receive notification of cancellations and/or school closings.

WITHDRAWAL OF STUDENTS
When instructors receive the Mid-Term Class List, it is their responsibility to indicate those students who have "never attended" or have been "excessively absent." Those students will be dropped from class.

Withdrawal Policy - Fall 2008 – Danville Area Community College
GENERAL RULE: For classes that meet 5 weeks or longer, students may withdraw from a course up until the end of the week that 75% of the course has been completed (according to course start and end dates). For classes that meet 4 weeks or less, students may withdraw up until the Friday prior to the end of the course. Since start/end dates vary, withdrawal dates will be posted every semester. It is the student's responsibility to know the dates.

Dates for Each Semester will be posted at the Admissions Office, all around campus, and on our website at www.dacc.edu/ar/withdraw.html.

Please remember that it is the student’s responsibility to withdraw himself/herself from a class. However, it is the faculty’s responsibility to withdraw the student at 10th day or midterm if the student is not actively pursuing course completion at those points in time.
WRITERS' ROOMS
The Writers' Rooms are located in Room 205 and 205A in the Clock Tower. Students from across campus who need assistance with effective writing may be referred by any instructor or may drop in to work with a member of the Communications Faculty. Typically, the Writers' Rooms are open only during fall and spring semesters of the academic year and are open during prime daytime hours Monday through Friday.

Students and community members alike are welcome to call the Grammar Hotline at 443-8877 for questions and problems that can be answered by telephone.

All students may drop in for individualized help, but are encouraged to make appointments, especially during peak periods when many class papers are due.