

Sauk Valley Community College

FACULTY HANDBOOK

(Adjunct and Full-time)





Welcome to Sauk Valley Community College!

We are pleased to have you join the staff of Sauk Valley Community College.

Recognizing that education is the single best means of improving the quality of people's lives, we the people of the SVCC Learning Community commit to living these shared ethical values:

| | |
|----------------|--|
| Respect | We respect the worth and dignity of all people. |
| Responsibility | We value and advocate that all take responsibility for themselves their learning, and the environment. |
| Fairness | We advocate fairness and just treatment of all people. |
| Integrity | We expect and constantly stand for integrity, honesty, and ethical treatment of all people. |
| Caring | We value the creation of opportunities in a caring environment. |

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SECTION 1 INTRODUCTION

1.1 Purpose of Manual

It is the responsibility of employees to become familiar with the handbook, as well as the various rules and regulations, Board of Trustees policies and administrative procedures. The official policies and procedures of the College will govern the subjects discussed in the handbook, and many will have direct links to the Board Policy Manual. This handbook is not intended to serve as a contractual agreement, nor supersede any collective bargaining agreement in effect at the College. This handbook is available on FAST and will be updated regularly to ensure compliance with state and federal laws regarding employment, as well as reflect revisions in College policies, procedures, and benefits.

Please direct questions regarding the handbook to your supervisor or to the human resources director. Sauk Valley Community College reserves the right to make changes to this handbook without notice. Please hold down the control key as you click on the web address to access the links embedded in the handbook.

1.2 Mission and Vision Statement

Mission Statement

Sauk Valley Community College is dedicated to teaching and scholarship while engaging the community in lifelong learning, public service, and economic development.

Vision Statement

Sauk Valley Community College will be recognized as a benchmark institution of higher education that provides exceptional learning opportunities in response to the diverse needs of its students and community.

1.3 History of Sauk Valley Community College

Sauk Valley Community College was created by a district-wide referendum in 1965. SVCC District 506 includes Lee and Whiteside Counties and portions of Ogle, Bureau, and Carroll Counties. Classes began in temporary buildings on September 26, 1966 with 651 students and 12 programs (construction began on the current building in December 1967). The College's first degree candidates totaled 14 students. Today, we offer associates degrees in art, science, or applied in more than 35 areas and over 50 certificates.

Six presidents have served the College: Dr. Edward Sabol (1965-72), Dr. George Cole (1972-80), Dr. Hal Garner (1980-86), Dr. Herbert "Swede" Phillips, interim (1986), Dr. Richard L. Behrendt (1986-2005), Dr. George Mihel (2005-2015), and the College's current president, Dr. David Hellmich.

The College's rich history could literally fill volumes. Sauk grew to offer more resources and services as people and the area changed with the times. Our mission and commitment continue to grow. Sauk makes it possible; you make it happen.

1.4 Accreditation

The College is regionally accredited by the Higher Learning Commission. SVCC first received institutional accreditation in March, 1972 and has maintained continued accreditation. The College was most recently accredited in 2012 for ten years and utilizes the Open Pathway system to maintain that accreditation. The radiologic technology program has accreditation through the Joint Review Committee on Education in Radiologic Technology and the nursing program has approval through the Illinois State Board of Nursing. Find additional facts about regional accreditation at <http://www.ncahlc.org/About-HLC/about-hlc.html>.

1.5 Assessment

SVCC has adopted an academic assessment system that helps us get “snapshots” of our students’ performance as they progress through their educational careers. We use these snapshots to help us set policies like prerequisites and guide curriculum changes, and to plan and budget for our areas. Each year, we complete a full assessment cycle in which we collect data, discuss our observations and findings, and make recommendations for changes. Our assessment system is tied to our operational planning system and helps us set goals and priorities for our areas that relate to the strategic directions of the College. The assessment process is faculty-driven and for the benefit of improving teaching and learning.

A more detailed explanation of the assessment requirements and reporting may be found in the assessment plan, which is housed in the assessment pages as described below:

<http://fast.svcc.edu/documents/assessment/plan/04-overview.html>.

1.6 Board of Trustees

SVCC is governed by a seven member elected Board. In addition, there is a student elected advisory member. The Board of Trustees meets once a month in a public meeting. Primary functions of the Board are to establish Board Policy, provide oversight to the College, and to hire a president. Board of Trustees meeting dates, agendas, and minutes may be found at

<http://www.svcc.edu/about/boardoftrustees/boardmeetings.html>.

1.7 College Committees

The function of the College committee system is to advise the president on policies, systems, and procedures concerning governance of the institution. The list of committees may be found on the SVCC website at <http://fast.svcc.edu/committee/index.html>. If you are interested in joining a committee, please see your supervisor.

1.8 FAST (Faculty and Staff Tools)

The College provides an intranet for employees called *FAST* (Faculty and Staff Tools). To log-in to FAST, go to the SVCC Website (svcc.edu) and click on employee. Your user name will be your firstname.middleinitial.lastname. Your password will be sv and the last four digits of your Sauk ID number (sv1234).

FAST contains general College information, communication, committee minutes, training, job descriptions, and documents/forms. If you have difficulty accessing FAST, please contact the information services/faculty center for innovative teaching department at extension 229 or e-mail facit@svcc.edu.

1.9 Illinois Community College Board (ICCB)

The *Illinois Community College Board (ICCB)* has been the statewide voice for the Illinois Community College System since its inception in 1965. The ICCB, as the state coordinating board for community colleges, administers the [Public Community College Act](#) in a manner that maximizes the ability of the community colleges to serve their communities. As an integral part of the state's system of higher education, community colleges are committed to providing high-quality, accessible, cost-effective educational opportunities for the individuals and communities they serve.

1.10 Organizational Structure

The organizational chart may be accessed on the SVCC website at <http://www.svcc.edu/about/policies/index.html>.

1.11 Strategic Planning

The College is focused on strategic activities that move the College toward its vision and tactical activities that will enable the College to achieve its goals. The College's strategic plan includes strategic directions, operational plans, rolling plan procedures, and an annual report. The College uses the following key performance indicators (KPI), which are vital to organizational success and used to measure the progress toward achieving our goals:

- Transfer rate
- Employment rate
- Credit hours generated
- Number of certificate and degree program completions
- Proportion of departments that operate within approved budget

SECTION 2 EMPLOYMENT POLICIES AND PROCEDURES

2.1 Acceptable Use Policy

SVCC provides technology resources to meet the College's purpose, to support our educational and community values, and to support our programs and initiatives. SVCC's Information Services organizational goal is to provide high quality services to the campus community. To ensure that our high standards are met, we have certain expectations regarding the use of technology resources at the College. The complete acceptable use policy may be accessed at www.svcc.edu/UserMenu/current/aup.html.

2.2 Affirmative Action Policy

SVCC will implement affirmative action when required by law. The director of human resources is responsible for development of plan and compliance measures. The affirmative action policy may be accessed at <https://www.svcc.edu/about/policies/affirm.html>.

2.3 Americans with Disabilities Act

The College acknowledges and affirms its commitment to provide a work place and facilities with equal access for all employees. Federal and state laws require that the College provide reasonable accommodations for all employees and students meeting the requirements of the law. The College has a disability support office to assess, evaluate and determine each student's needs. The human resources department evaluates the need for accommodation for employees. It is every employee's responsibility to inform their supervisor or the director of human resources, if an accommodation may be required to complete tasks associated with his or her job.

2.4 Board Policy

The Board official policies and procedures of the College will govern the subjects discussed in the handbook, and many of the policies contained in the handbook will have direct links to the Board Policy Manual. The Board of Trustees reviews a few policies each month in its monthly meeting. The Board Policy Manual may be accessed at www.svcc.edu/about/policies/boardpolicy.html.

2.5 Drug Free Workplace Act

In accordance with P.L. 100-690, the Drug-Free Workplace Act of 1988, it is the policy of SVCC that its workplace be drug-free. This policy is a condition of employment. Please find a link to the complete policy at www.svcc.edu/about/policies/boardpolicy.html.

2.6 FERPA (Family Educational Rights and Privacy Act)

The College policy on student records complies with the "Family Educational Rights and Privacy Act." This act was designed to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for correction of incorrect or misleading data through formal and informal hearings. Here are some of the responsibilities you have as an employee:

- No one outside the institution will have access to nor will the institution disclose any information about student educational records without the written consent of the student. Exceptions are personnel within the institutions in which students seek to enroll, persons or organizations providing students financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and/or persons in an emergency in order to protect the health or safety of students or other persons and to parents of an eligible student as a dependent for tax purposes.
- The following information is designated by the College as public or "directory" information: name, address, telephone listing, major field of study, dates of attendance, photographs, full-time/part-time status, degrees and awards received, the most recent educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. At its discretion, the institution may provide directory information in accordance with the provisions of the Act.
- Currently enrolled students may withhold directory information by notifying the admissions and records office in writing within two weeks after the first day of classes for the fall term.

The complete policy may be found at <http://www.svcc.edu/about/policies/fameduact.html>.

2.7 FMLA (Family Medical Leave Act)

The College will grant Family and Medical Leave (FML) for eligible employees for up to twelve weeks per year (defined as a 52 consecutive week period). Employees are entitled to take leave for the purposes stated below:

- Birth of an employee's child or placement of a child with the employee for adoption or foster care and to care for such child within the twelve months after birth or placement.
- To care for the employee's seriously ill spouse, child or parent. "Child" is defined as a son or daughter either under 18 years of age or 18 years of age or older, but incapable of self-care.
- A serious health condition that makes the employee unable to perform the functions of the employee's position.

Military Family Leave (MFL)

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their twelve-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees are entitled up to twenty-six weeks of leave within twelve months to care for the employee's spouse, son, daughter, parent, or next of kin who is a covered military service member who has a serious injury or illness incurred in the line of duty on active duty that may

render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Eligibility

An employee must have been employed by the College for at least twelve months (not required to be consecutive) and must have worked at least 1,250 hours during the twelve-month period preceding the commencement of the leave of absence.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Employee Responsibilities

Any employee who desires a leave of absence pursuant to this policy must complete and sign FML or MFL papers in the human resources office and submit a request for time off form to his or her supervisor. When the need for leave of absence is foreseeable or anticipated, the employee should complete paperwork at least 30 days before the beginning the leave. If the need for leave was not foreseeable, the employee must submit paperwork as far in advance as is possible.

Intermittent Leave

A leave may be taken by the employee on an intermittent basis or on a reduced schedule if medically necessary. When leave is taken because of birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only if approved by the immediate supervisor. The College may require the employee on an intermittent leave to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule. The smallest increment of leave allowed to be taken in this category is one hour.

Medical Certification

If the proposed leave of absence is an employee's own serious health condition, the written medical certification must include a statement that the employee is unable to perform the functions of his or her position. If the proposed leave of absence is a serious health condition of the spouse, child, or parent, the written medical certification must include a statement that the employee is needed to care for the individual, as well as an estimate of the amount of time. Employees will be required to periodically report on their status and intention to return to work.

In its discretion, and at its own expense, the College may require a second medical opinion. If the second medical opinion differs from the original medical certification, the College may require the employee to submit to examination by a third physician, the identity of whom will be agreed upon by the College and the employee. The College may require periodic recertification by an employee's medical care provider.

Compensation and Benefits

Employees must use accrued time (vacation, sick, or personal) if available (including time off for job related injuries) toward all or part of the maximum twelve-week or twenty-six-week period. Employees on FML will maintain benefits at the same rate and coverage. Employees must arrange with the College's Business Office to pay any contributions due. Employees on unpaid leave will not accrue sick/personal/vacation time, and are not be eligible for benefits (e.g., holiday pay, tuition reimbursement, and tuition waiver).

If the employee does not return to work after completion of the leave of absence, the employee is required to reimburse the College for the full cost of payments made to maintain the employee's benefits during the leave of absence.

Return to Work

When on a leave due to an employee's own serious health condition, the employee must provide written medical certification from his or her medical care provider stating that he or she is able to perform the essential functions of his or her job with or without reasonable accommodation.

The employee will then return to his or her former position. If the position is not available, the employee may be placed in an equivalent position with equal pay and benefits. Reinstatement may be denied if the employee would have otherwise not been employed.

If an employee does not return to work on the agreed upon date, the employee will be considered to have voluntarily terminated employment. Under no circumstances will a FML be approved for longer than a period of twelve weeks.

Key Employees

With respect to "highly paid" or "key" employees, there may be circumstances where no positions are available upon the expiration of the leave. In such circumstances, the employee will be terminated from the College. A "key" employee is an exempt employee who is among the highest paid 10% percent of employees working for the College.

2.8 Identity Theft Prevention

The College will maintain an identity theft prevention program as an administrative procedure to reduce the risk of data loss and identity theft to the College, to students, and to employees. The program developed, implemented, and maintained will follow the relevant requirements provided in the Federal Fair and Accurate Credit Transaction Act (FACTA) of 2003 and the Fair Credit Reporting Act (FCRA), along with the applicable implementing regulations for both FACTA and FCRA. The Board will name a compliance officer for the program, who has the duty to oversee the

program. The president will review the program with the Board upon its initial implementation and thereafter, will review the program with the Board not less frequently than annually. Violation of the program may be grounds for discipline.

2.9 Job Posting

All SVCC employees are encouraged and given the opportunity to advance through our policy of posting College vacancies. It is recommended that all employees be in their current position six months before applying for another position. Internal candidates may be considered for another position or promotion without a search if the candidate is a permanent full-time or part-time employee. All promotions/transfers must be reviewed by HR and approved by the hiring supervisor and the president.

When an employee's position is being eliminated, the College reserves the right to move the employee to an open position for which he or she possesses the necessary skills and qualifications without a search (with the review of HR, approval by the hiring supervisor and the president). For administrative and faculty positions, this also requires Board approval. Permanent full-time or part-time vacancies not filled within the College will be posted for a minimum of five working days on the SVCC website and may be advertised locally as well as nationally. Seasonal or temporary positions need not be posted. The College reserves the right to interview only internal candidates.

2.10 Non-Discrimination in Employment and Student Relations

SVCC is an equal opportunity employer and is committed to an effective policy of non-discrimination and equal opportunity in all employee and student relations. Except to the extent and subject to the exemptions permitted by law, no qualified employee or student will be excluded from employment or educational opportunity, be denied benefits, or be subjected to discrimination on the basis of race, color, religion, national origin, ancestry, age, gender, sexual orientation (as that term is defined in the Illinois Human Rights Act), marital status, handicap, military status, or unfavorable discharge from military service classified as Re-3 or the equivalent thereof. The EOE officer is the director of human resources.

2.11 Pre-employment Investigations and Pre-employment Employee Testing

To help protect the security and safety of the College's students and staff, and to comply with any relevant state or federal requirements, appropriate background checks and testing will be conducted for potential employees of the College, employees of the College who undertake certain specific responsibility, and persons who regularly serve as compensated or uncompensated volunteers of the College. The background checks and testing may include:

- (a) Criminal background checks
- (b) Fingerprinting and submission of fingerprints to appropriate law enforcement agencies
- (c) Drug testing

The complete pre-employment investigations and pre-employment and employee testing policies and procedures may be accessed at <http://www.svcc.edu/about/policies/board-policy/428.02.pdf>.

2.12 Sex Discrimination and Sexual Misconduct Student Policy – Title IX

SVCC does not tolerate sex or gender discrimination, including sexual misconduct such as sexual harassment and sexual assault, stalking, and intimate partner violence. These behaviors are harmful to the well-being of our community members, the learning/working environment, and collegial relationships among our students, faculty, and staff. All forms of prohibited conduct under this policy are regarded as serious College offenses, and violations will result in discipline, including the possibility of separation from the College. State and federal laws also address conduct that may meet the College's definitions of prohibited conduct, and criminal prosecution may take place independently of any disciplinary action instituted by the College. Title IX policies and procedures may be accessed at

<https://www.svcc.edu/about/policies/svcc-title-ix-sex-discrimination-and-sexual-misconduct-policy.html>.

Title IX officers are:

Coordinator – Assistant Professor of Criminal Justice Faculty – 815-835-6256 – Room 3E4

Assistant Coordinator – Director of Enrollment Mgt./Registrar – 815-835-6378 – Room 1E21

Assistant Coordinator – Director of Human Resources – 815-835-6291 – Room 3L20

Confidential resources include the dean of student services, academic advisors, student support services (TRIO), and the coordinator of disability support services.

2.13 Sexual Harassment Policy

The College will provide its employees and students an educational and employment environment free from unwelcome sexual advances by employees of the College, free from requests for sexual favors by employees of the College, and free from other verbal or physical conduct by employees constituting sexual harassment as herein defined and as is otherwise prohibited by state or federal law. The sexual harassment policies and procedures may be accessed at

<https://www.svcc.edu/about/policies/harass.html>.

Sexual harassment officers for employees are:

Director of Human Resources – 815-835-6291 – Room 3L20

Vice President of Research, Planning, and Information Affairs – 815-835-6263 – Room 3L12

2.15 Smoking/Tobacco Policy

In accordance with the Illinois Smoke-Free Campus Act, effective July 1, 2015, smoking is prohibited everywhere on campus, including both outdoors and indoors.

“Smoking” is defined as (1) lighting or burning any type of matter or substance that contains tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, water pipes, or other smoking devices (2) lighting or burning of non-tobacco plants or marijuana; and (3) using electronic cigarettes. This includes smokeless tobacco.

This policy applies to any individual on campus property, including but not limited to students, faculty, staff, other employees, contractors, subcontractors, volunteers, visitors, and members of the public. The smoking prohibition also applies to all College owned vehicles at all times.

2.15 Children in the Workplace

SVCC recognizes the fact that due to child care issues you may need to bring your child to work in order to finish necessary tasks. This should not become a common practice. If your child does need to accompany you to work for a short time, please make sure that your child stays with you at all times. Please be considerate of your co-workers by limiting the length of time your child is on campus.

2.16 Conduct

Students are our first priority. How each employee interacts with students and how we interact with each other are vitally important to the success of the College. All employees are expected to maintain a professional image and conduct at all times. Employees are responsible for knowing Board policy and administrative procedures as they impact their respective position.

2.17 Emergency Procedures

Emergency procedure manuals are located in major offices in the College. For reporting fires, please dial 0 or 911; then evacuate the building. Whenever possible, use a College phone to call 911. Security, the switchboard operator, and key individuals will automatically be notified. Please assist persons with disabilities and do not use the elevator. The Evacu-Trac is a device used during emergency conditions by qualified personnel to safely move persons in wheelchairs to the 1st floor. They are located on the 3rd floor – west mall and center stairwell.

For personal safety, phones are located in offices, classrooms, and hallways. Call boxes are located in the parking lots. Security staff is in the building at all times and will escort you to your vehicle upon request. In case of severe weather, you will be notified by security, and you may be asked to evacuate to the basement of the College. Please use the stairwells that have the signs indicating severe weather shelter area as these lead to the basement. For crime reporting please report all incidents to security staff, immediate supervisor, or night administrator.

2.18 Employment Records

It is necessary for the College to collect some basic information for payroll data, benefits, medical records, immigration records, and performance evaluations. We request that you keep your personnel records correct and up-to-date by immediately submitting to human resources any changes that relate to:

- Change in status, such as marital status, addition(s) to the family
- Change of address
- Change in phone number
- Change in emergency contact and/or telephone number

Changes in your family status may affect your taxes, insurance, and beneficiaries. Personnel records are the property of the College and remain the property of the College upon termination. You may review any material in your personnel file by contacting the human resources director.

2.19 Inclement Weather

In the event that it becomes necessary to close the campus or to cancel classes and other activities due to inclement weather, notices will be made on radio, television, SVCC website, and other media as appropriate. Employees may also sign-up for text alerts via SOAR.

2.20 Job Descriptions and Salary Grades

Job descriptions and salary grades may be found on the SVCC web by accessing <http://fast.svcc.edu/documents/human-resources/index.html>.

2.21 Keys

When a new employee is hired by the College, keys are issued by security as needed upon receipt of the key request form. Key requests are also submitted any time an employee needs a key to access a classroom or office for school use. Requests for special keys (grand master, master, and sub-master) require approval of the supervisor and the president prior to issuance.

2.22 Official College Hours

Office hours for the College offices to be open for fall and spring semesters are Monday through Friday 8 a.m. to 4:30 p.m. College offices are open for the summer Monday through Thursday 7 a.m. to 5 p.m. Some offices are open evening hours.

2.23 Parking Policy

SVCC has several parking lots with open parking. There are lots in back of the College that have areas allocated for College personnel wishing to park in these reserved areas. All College personnel parking areas are marked with signage designating the reserved area. Individuals wishing to park in these areas must acquire a parking sticker for their vehicles in the business office. The sticker must be displayed in the rear window of the vehicle when parked in one of the reserved areas; failure to display the sticker may result in receiving a parking ticket. Campus security patrols and is responsible for these reserved parking areas.

2.24 Personal Appearance Policy

It is the policy of SVCC that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. The impressions conveyed in your dress and grooming are a direct reflection of your professionalism. Please contact your supervisor with any questions. The impression you make is important to the success of the College.

2.25 Sauk Identification Name Tag

Employees are required to wear a Sauk issued picture identification name tag.

SECTION 3 BENEFITS AND SERVICES

3.1 403(b) and 457 Annuity Plans

The College believes it is in the best interest of its employees that they be able to make use of retirement benefit programs. The 403(b) and 457 retirement plans are retirement savings vehicles, in addition to and completely separate from the SURS retirement plan. Contributions are tax deferred, have yearly limits, and are funded through payroll deductions. The accumulated contributions and income will be taxed when withdrawn from the plan. This money cannot be withdrawn before retirement or age 59 ½, without paying a penalty to the IRS. Withdrawing must start by age 70 1/2. The employee deals directly with the investment provider to control the investment mix. Please access more information at <https://fast.svcc.edu/hr/benefits.html> or for the 457 plan, please see the business office.

3.2 Employee Recognition Programs

SVCC has several recognition programs for employees which include the following:

- **Sauk Celebrates** – Certificates are completed for a fellow team member who did an exceptional job, went the extra mile, or assisted in a project. The recipient of the certificate may redeem a coupon in the cafeteria and be eligible to win an advantageous parking spot. The drawing is in conjunction with the monthly “Sauk Celebrates” event.
- **Years of Service** – Employees receive service awards for 5, 10, 15, 20, 25, 30 and 35 years of service.
- **Retirement** – In the spring, a retirement ceremony is held for those retiring in the academic year, and retirees receive special recognition and an engraved plaque with a picture of the College.
- **Outstanding Staff, Outstanding Faculty, and Outstanding Adjunct Faculty** – In the spring awards are given to outstanding employees. Employees receive a monetary award for professional development.

3.3 Health, Life, and Disability Insurance and Section 125 (Cafeteria Plan)

Details of hospitalization/major medical and life insurance for all full-time faculty members may be found in the Faculty Contract.

The College will make available group health plan coverage and life insurance coverage for all full-time employees and their eligible dependents. Such coverage may be through third party carriers, offered on a self-insured basis by the College, or other health care options, at the discretion of the Board. The types and extent of coverage will be determined by the Board from time to time. The Board will determine that portion of premium or other cost which will be paid by the College. To the extent the cost is not paid by the College, the employee will pay the balance of the cost attributable to coverage for that employee and to any dependent coverage taken by the employee. Such costs will be deducted, pro-rata, from the employee’s pay unless otherwise

authorized by the employee. In the event of termination of employment of the employee prior to the time that the employee has paid the necessary portion of the coverage cost, any balance will be deducted from the final paycheck of the employee.

The College offers a voluntary long-term disability program for employees. For detailed information regarding the insurance programs, please contact the human resources department.

Details of Section 125 for all full-time faculty members may be found in the Faculty Contract. The Board will establish a Section 125 plan in accordance with the requirements of Section 125 of the Internal Revenue Code through salary reduction that will allow full-time staff to elect to designate a portion of their salary pre-tax for the payment of any allowable expenses. Please contact human resources for details of the plan.

3.4 Holidays

A holiday schedule is available on the SVCC Website at <https://fast.svcc.edu/hr/benefits.html>.

3.5 Injury on Job – Workers’ Compensation

The employees of the College are covered by Workers’ Compensation Insurance. Any work-related injury should be reported immediately to the business office. Leave associated with a workers’ compensation injury is applicable to the Family and Medical Leave Act (FMLA).

3.6 Jury Duty

The Board will pay regular salary to a full-time employee called to serve as a juror, and the employee will retain any reimbursement.

3.7 Other Benefits

All Sauk employees are eligible to receive discounts at the bookstore, on theatre tickets, and for admission to athletic events. If you have questions, please contact the human resources department.

3.8 Other Leaves

The president, with the approval of the Board of Trustees, may grant other leaves of absence with full pay, reduced salary, or without salary for the purpose of professional development, acceptance of professional assignments of limited duration with other colleges, governmental agencies, or with foreign nations. Such leaves will be for appropriate purposes consistent with the needs and interests of the College. Application for such leaves will be made in writing, to the president, and will state the purpose for which the leave is requested, the anticipated duration, and its value to the College. The terms and conditions of the leave will be determined at the time the request for leave is acted upon.

3.9 Personal, Sick, and Vacation Leave

Details of personal, sick leave, and vacation leave for all full-time faculty members may be found in the Faculty Contract.

It is intended that no sick time will be used before being earned. However, in extraordinary circumstances, sick leave in advance of being earned or for a greater extent than earned may be allowed on the prior written request of the employee's supervisor, and the prior written approval of the President. Additional sick leave may be granted in the sole discretion of the president. In exercising his or her discretion, the president will consider the likelihood of the employee's return to full-time employment, the probable date for return, and the best interests of the College. If employment should terminate after an employee has used unearned sick leave in advance, the unearned portion of the sick leave used will be considered as a debt to be repaid to the College by deduction from the final salary payment at the pay rate in effect at the time of separation. An employee will not be paid for unused sick leave when termination or resignation from the College occurs.

An employee who must be absent from duty because of illness will notify his or her supervisor at the earliest possible time. Every day of absence for sickness should be indicated on the employee's time sheet. Any absence for reasons which qualify under the Family/Medical Leave Act must be counted towards leave allowed under that policy.

Eligible employees are entitled to take sick leave as a result of personal illness or injury, serious health condition or death in the immediate family or household, or exposure to a contagious disease. Conditions related to pregnancy will be treated as any other serious health condition.

As a condition of such sick leave, the staff member may be required to furnish a written statement from the member's physician describing the condition of ill-being and physical reasons for the staff member's inability to work. In the event of sick leave taken because of a sickness of a member of the employee's immediate family, as a condition of sick leave, the staff member may be required to furnish a statement from the treating physician describing the condition of ill-being and physical reasons for the necessity for the staff member to be with the family member. In its discretion, and at its own expense, the College may require a second physical examination, and in the event the staff member is found physically able to return to work and fails or refuses to do so, employment will be terminated.

Twelve month counselors will receive annual vacation at a rate of two (2) days per month.

3.10 Sabbatical Leave

Details for sabbatical leave for full-time faculty members may be found in the Faculty Contract.

3.11 SURS – State Universities Retirement System

SURS provides retirement, disability, death, and survivors benefits to all eligible participants. Generally, SURS covers all employees, including part-time employees who work for the College for at least one continuous academic term. Details concerning retirement allowances, disability benefits, reciprocity, and refunds allowances are contained in the SURS handbook, which is issued to every member at the beginning of their employment. Please access the SURS website at <http://www.surs.org/>.

3.12 Tuition Reimbursement

Details of tuition reimbursement for all full-time faculty members may be found in the Faculty Contract. The Board will pay tuition and mandatory fees at the rate of \$175 per credit hour up to a maximum of \$2,100 per fiscal year for courses taken by full-time administrators and full-time support and professional/technical staff, providing these courses are related to their work at the College. Any exceptions are to be made by the supervisor with the approval of a developmental plan. Reimbursement may be used for graduate or undergraduate credit, workshops, seminars, or symposiums as equated by the supervisor.

Prior to beginning the class, the employee needs to complete and submit the educational or professional development form. Once the class has been completed, the staff member should complete the tuition reimbursement form with receipt of payment and grades for reimbursement. The educational or professional development form and the tuition reimbursement form may be found at <https://fast.svcc.edu/hr/benefits.html>.

3.13 Tuition Waiver

All full-time employees, their spouses, and dependent children (up to age 23) are eligible to receive free tuition for credit courses offered at SVCC. All permanent part-time professional-technical and support employees, their spouses, and dependent children (up to age 23) will be eligible for tuition waivers on a pro-rated basis (75% for staff working 20 hours or more per week, 50% for staff working 10 to 19 hours per week).

The College agrees to grant free tuition enrollment at the College for adjunct faculty, their spouses, or their children (up to age 23) to the extent of the number of credit hours taught by the faculty member during each semester. Such waivers may be used in the current semester, or either of the next two semesters, including the summer semester. If the tuition waivers are not used during those periods, they will expire. If an employee dies working for the College, the tuition waiver will remain in effect for his/her surviving dependents under 23 years of age. Activity fee, lab fees, and cost of books are paid by the student.

Please see the business office once enrolled to obtain your tuition waiver.

SECTION 4 COMPENSATION

4.1 Calculation of Payment of Load Credit for Seminars and Internships

In order to provide for uniformity and consistency in calculating load or payment for courses such as seminars or internships, the following procedure is used.

Occupational Seminars – Seminars (lecture) carry a 1.0 load factor as specified in the Faculty Contract. In instances where there are a low number of students, the load or salary will be calculated on a tutorial basis, in the same manner as all regular classes.

Occupational Internships-

- **Full-time Faculty – Academic Year-** Internships will be calculated on the basis of 0.2 per student. (Thus, five students would equal a 1.0 load factor.)
- **Full-time Faculty – Summer School-** The pay rate for full-time faculty applies as provided in the Faculty Contract. Internships will be calculated on the basis of 0.2 per student and the load factor will be multiplied by the summer pay rate.
- **Part-time faculty** – In instances where part-time faculty handle internships, the 0.2 per student would be multiplied by the part-time rate.

4.2 Deductions from your Pay

As required by law, SVCC makes the following deductions from your pay:

State Universities Retirement System (SURS) – 8.5% is deducted from your pay; 8% is tax deferred. Currently, 8% is the employee's contribution to his or her retirement and .5% is for retiree health benefits.

Social Security – The College does not deduct social security from paychecks as the College is a member of the State Universities Retirement System, a section 401(a) retirement plan.

Medicare – The College matches your Medicare contributions to the government, dollar for dollar.

Federal Income Tax – Your deductions are according to your salary level and the number of exemptions you claim. If you need to change this status, or need to have more than the required amount of income tax deducted, please see the business office to complete a new W-4 form.

State Income Tax – Your deductions are according to the guidelines described above (see federal income tax).

In addition, if you have elected to take insurance benefits, or participate in the College's 403(b) Plan, 457 Plan, and/or Flexible Benefits Plan, your employee contribution will also be deducted from your pay. However, your signature is required to authorize any or all of these deductions. The College honors all valid withholding orders, which may include wage garnishments, spousal support, and child support orders.

4.3 Direct Deposit

Employees have the option to deposit a portion or all of their check to several institutions. It takes one pay run (pre-note) to ensure that all the account numbers are correct. Your first check will be a live check, and you may pick it up in the business office. You will access your paystubs on SOAR (Sauk on-line access to records). If you do not elect to have your check direct deposited, you may pick it up in the business office or have it mailed to your home.

4.4 Pay Dates and Records

Faculty are paid semi-monthly on the 15th and the last day of each month. If the college is closed on the pay dates indicated, then the last workday prior to the pay date becomes the payday for that time period.

Full-time employees are paid to date and should receive their first paycheck at the end of their first pay period. Full-time faculty with a ten-month contract have the option of distributing their pay over 19 or 24 equal payments. Adjunct faculty are paid according to the dates listed on the contract. Full-time faculty should notify the executive assistant if they are absent, so it can be noted on the attendance sheet.

4.5 Payment for Independent Study and Tutorial Courses

Tutorial and independent study courses are paid at the current tutorial rate per credit hour. The current rate may be obtained by contacting the executive assistant to the vice president of academics and student services.

4.6 Payment for Other Services

Pay for other services may include internet development, a distance learning course, a night class premium, teaching honors classes, and some advisory responsibilities. Please see the Faculty Contract for details.

4.7 Placement on Faculty Salary Schedule

The guidelines outlined below are intended to be used as a general guide in placing new faculty members. Special circumstances may require placement that differs from these guidelines in some respects.

Horizontal Placement – Evaluate the degrees earned, the hours earned beyond the last degree, and the minimal professional experience required as per the faculty contract.

Vertical Placement – Award one step for each year of full-time teaching experience at the college level. Award one step for each two years of related experience and teaching experience below the college level. Award one step for each two years of part-time professional or teaching experience.

SECTION 5 GETTING STARTED AT SAUK

5.1 College Forms

Forms are used for a variety of purposes to expedite day-to-day college functions. For purposes of convenience they are grouped into academic, personnel, and faculty evaluation categories. It is the responsibility of the faculty member to become familiar with these forms and to use them for the appropriate purposes. All forms may be accessed through the College's website at <https://fast.svcc.edu/documents/index.html>.

Forms for Academic Related Matters

The following forms are used to facilitate the routine college functions that relate to academic matters and may also be found on FAST. These forms are necessary to ensure adequate record keeping and to expedite day-to-day transactions that relate to the academic approval process.

- Grade Change
- Incomplete Grade Contract
- Pass/Withdrawal Grade Option
- Audit Course Form
- Application for Credit by Evaluation
- Proficiency Request
- Substitution Request
- Petition for Certification, License, or Registry Credit
- Application for Tutorial/Independent Study
- Curriculum and Policy Action Form
- Request for Support from Faculty Development Funds

Forms for Personnel Related Matters

The following forms are used to implement personnel related matters.

- Educational or Professional Development Form
- Tuition Reimbursement

5.2 Disability Support Office

The College is required under the Americans with Disabilities Act to provide reasonable accommodations for all students meeting the requirements of the law. The College has a disability support office to assess, evaluate and determine each student's needs and to work with the faculty to ensure that each student is given the accommodations he or she needs to have the opportunity to be successful. The instructor is responsible for working with the coordinator of the disability support to provide those accommodations to which the student is entitled.

5.3 Evaluations and Classroom Observations

Evaluations procedures for full-time faculty are found in the Faculty Contract. Performance evaluations are conducted on all full-time and part-time support and professional/technical staff during the May-June time frame. Annual evaluations for administrators occur during the January – March time frame. If salary increases are approved by the Board of Trustees, the effective date is July 1st for staff and the beginning of the academic year for faculty. Employees hired during the fiscal year will receive a pro-rated increase.

For adjunct faculty at least once every three semesters, your dean will visit your classroom for an observation. Adjunct faculty will be notified in advance as to the date of the observation. The dean will write up a report and send two copies to you. The adjunct faculty will need to sign one copy and return it to the dean's office for the personnel file. The other copy is for your records.

5.4 Faculty On-line Orientation

There is a new faculty on-line orientation to assist you in preparing to teach as a faculty member at SVCC. Please refer to it for help at <https://fast.svcc.edu/training/new-faculty-orientation.html>.

5.5 Important Contacts

A current list of College contacts is maintained on the College's website. Please see the campus map on-line to locate rooms and offices. Sauk Valley Community College's main phone line is 815-288-5511. For evening hours and weekends please call 815-441-2040 for assistance.

5.6 Mail

You will find a mailbox with your name on it in the information center on the first floor, room 1C04. Be sure to check your campus mailbox each time you come in. A College e-mail address will be assigned to you once you are in our system. Important information will be communicated through your Sauk e-mail so it is important to check it often. Please see your supervisor to find out your e-mail address and to access *FAST* (Faculty and Staff Tools) on Sauk's website at www.svcc.edu.

5.7 Office Hours

Full-time faculty members will maintain at least six office hours per week, where the length of an "office hour" is defined as 50 minutes within a 60-minute period as documented in the Faculty Contract. Office hours will be scheduled between the hours of 8:00 am and 9:30 pm. However, faculty with classes beginning before 8:30 am or ending after 9:00 pm may schedule office hours to begin one hour before the morning class and/or end one hour after the evening class. A schedule should be given to the vice president of academics and student services by the start of the second week of classes each semester.

5.8 Photocopies & Print Shop

Copy machines are available for your use in the hallway on the third floor outside the LRC. Faculty may also use the copy machine located on the first floor. Please check with the information center to see where it is located. Faculty will need to obtain an access code from the executive assistant

to the vice president of academics and student services before using the copy machine. The print shop is available for large volume orders, brochures, and spiral bound books. It is located on the 3rd floor in the marketing department. Transparencies may be made from the machine located in the learning resource center (LRC). Check with the circulation desk for assistance.

5.9 Policy for Mandatory Health Standards for Health Career Education Faculty

The documentation of immunization and CPR certification ensures that all health careers education faculty are in compliance with the requirements of all the health care facilities where clinical instruction is provided.

All full-time and part-time health careers education faculty who provide clinical instruction will provide documentation for the requirements listed below to the dean of health professions prior to beginning clinical rotations each academic year or at the beginning of a clinical assignment. Full-time faculty will receive reimbursement for the costs of meeting these requirements. Part-time faculty will not be reimbursed for the costs of meeting this requirement.

Required Immunizations/Certifications

Measles, Mumps and Rubella (MMR)

(Documentation of previous immunization according to guidelines, receive the MMR vaccination or proof of immunization through a blood titer.)

TB Skin Testing Annually

Documentation of a two-step Mantoux skin test is required for all new employees according to the guidelines. Following this documentation an annual Mantoux skin test is required.

CPR Certification

Current CPR certification must meet the policy of the clinical sites.

Reimbursement Process:

A check request will be issued after the faculty member provides documentation information.

SECTION 6 CLASS PLANNING

6.1 Academic Freedom

It is the policy of SVCC to maintain and encourage an atmosphere of freedom in teaching commensurate with the responsibility which each faculty member must assume. The College believes that creative scholarship may thrive only in an atmosphere where there is freedom for examination of ideas. Such freedom includes the right to investigate problems and to evaluate and question accepted theories. Academic freedom carries with it the responsibility to offer alternative solutions in an unbiased manner and to develop in students the habit of independent investigation. The protection of the prerogative of academic freedom requires a conscientious, responsible staff. Specifically, each member of the College community should uphold the dignity of the College in all activities; set for his/her students an example of integrity, tolerance, and decency; and maintain high standards of scholarship and personal conduct.

6.2 Choosing a Text

Faculty will receive a textbook adoption form that must be completed and returned with the correct information to the appropriate personnel. Please pay attention to the specific details of the textbook and the return dates requested, so that the correct edition of your textbook will be available to your students at the beginning of the semester. It is a requirement of the Higher Education Opportunity Act that text book information be available on-line for students at the time of registration.

6.3 Classroom Management

The faculty member is responsible for maintaining order in the classroom and fostering an atmosphere supportive of academic discourse and student learning. The faculty member may impose reasonable rules upon the students for classroom behavior to meet this responsibility. Doors may be closed and locked during class, but locking students out of the classroom is never an acceptable means of controlling order in a class and should never occur.

6.4 Course Outlines

It is the responsibility of the vice president of academics and student Services, working with faculty, to assure that course outlines are developed. These outlines describe courses, identify course objectives/outcomes, identify how outcomes will be assessed, and are used as guides to help ensure that the students enrolled in multi-section and sequential courses will have an equal opportunity to achieve designated outcomes. Course outlines are reviewed during the five-year program review process and additionally when textbooks are changed. A sample format of the course outline is provided on-line through FAST, the College's intranet site at <https://fast.svcc.edu/documents/academic/index.html>.

6.5 Course Syllabi

Faculty are required to prepare a course syllabus for each course taught. The syllabus must be aligned with the course outline and identify outcome statements and assessment methods. The

syllabus must be submitted in an electronic format to the vice president of academics and student services by the start of the second week of classes. Copies of the course syllabus are to be distributed and discussed with students at the first class meeting.

Please ensure that your syllabus includes the institutional policies as seen in the ***syllabus template***. A copy of these policies and a ***syllabus template*** may be found on the College website through FAST under academic forms at <http://fast.svcc.edu/documents/academic/index.html>.

The syllabus must address all items contained in the current syllabus template; however, these are only minimal expectations. Additional information for students is encouraged.

6.6 Hours of Classroom and/or On-line Instruction

Hours of classroom and/or on-line instruction of a course (800 minutes' equals one contact hour per semester). Contact hours are determined according to the Illinois Community College Board's administrative rules and is/was determined when the course was approved.

6.7 Procedure for Notification of Class Cancellation

Faculty members have the responsibility to notify the executive assistant or the appropriate administrative assistant prior to canceling classes. This should always be done at the earliest possible time. Calls prior to 7:30 am should be made to security at (815)-441-2040. Nursing instructors with 7:00 am clinical assignments will notify the dean of health professions at home as soon as the need to be absent is known. Class cancellation forms are typed and posted on the classroom door as well as posted on the College website.

6.8 Sauk On-line Access to Records (SOAR)

Current class lists, student information, and personnel information may be accessed through the SOAR system, available from the on-line services menu on the College website. Instructors are required to use SOAR to verify class lists and to submit never attended, fifth week, midterm, and final class list information as requested by the admissions and records office. SOAR is used to submit all required grades. Please use the SOAR system to update your address, direct deposit information, and access your pay information.

As the College moves towards using less paper, it is important to maintain records accurately with the SOAR system.

SECTION 7 FACULTY ACTIVITIES AND RESPONSIBILITIES

7.1 Assessment

Faculty are required to participate in the College's ongoing program of assessment of student learning outcomes by attending mandatory meetings, completing in class assessment activities, and working with other faculty in his or her discipline on program level assessment.

Full-time faculty members are responsible for collecting and submitting data for an area assessment, and two general education assessments per year. Many areas have group assessments with a common test or rubric that everyone in the area uses to report student skills. These rubrics are based on general objectives for the course, and will usually work with projects and assessments you already use. General education assessments are completed individually, and are based on six competencies the faculty identified as being consistent across all programs of study: communication, research, ethics, mathematical reasoning, problem-solving, and technology. Each general education competency has a rubric housed in the general education database which is used for reporting that data. A more detailed explanation of the assessment requirements and reporting may be found in the assessment plan, which is housed in the assessment pages as described at <http://fast.svcc.edu/documents/assessment/plan/04-overview.html>.

All faculty members are assigned to an assessment area, based on the courses they teach most frequently. Cross-discipline instructors are assigned to a single area. Each area has an area leader who is in charge of collecting data, keeping records of discussion, and overseeing the operational planning process. If you are uncertain of your area, please contact an assessment core team member or the vice president of academics and student services for more information.

7.2 Attendance (Student)

Regular and prompt attendance is expected of students in all classes. College policy requires each instructor to keep an accurate grade and daily attendance record for each student and to provide this information upon request to appropriate College officials. A student who is absent from class is responsible for any missed course work.

A student may be dropped from class if, in the instructor's judgment, the student cannot benefit from further class instruction. The instructor may assign the student a grade of "W" for withdrawal or a grade of "F". Grades are assigned by using the SOAR system. When withdrawing a student, or assigning a grade of F, be sure to **indicate the last date of attendance**, with four-digit year, in the appropriate place using the SOAR system.

7.3 Class Roster(s)

Your class roster(s) may be found on the College website by accessing the SOAR system from the on-line services menu. Please check this list frequently for changes in enrollment.

7.4 Classrooms

Instructors are to use only their assigned classroom. Room changes will not be made without permission of your supervisor. Check with your supervisor for a key to your classroom. The library conference room may be reserved on individual dates. This room has a seating capacity of 14 to 18 people. Contact the information center at extension 275 in advance to check availability and schedule dates.

7.5 College Committee Service

Faculty are strongly encouraged to belong to standing committees. The involvement in committees is used in the faculty evaluation process as documented in the Faculty Contract. If you wish to serve on a committee, please contact your supervisor. A list of current committees may be found at <https://fast.svcc.edu/committee/index.html>.

7.6 Faculty Responsibilities

Faculty are expected to be in their classrooms or teaching stations prior to the start of class and conduct class for the full, scheduled class time. In the event of an illness which will result in a class cancellation, contact your supervisor at the earliest possible time between 8:00 a.m. and 4:30 p.m. Contact the switchboard operator at 815-288-5511, if you are cancelling a class that starts at 8:00 a.m. or if you need to cancel an evening class after 4:30 p.m.

7.7 Final Exams

All instructors are to give their final exams during the assigned examination period. Any exceptions must be approved in advance by the appropriate dean. Classes beginning at or after 4:00 p.m. are considered evening classes. Examinations for those classes should be given during the regular class period. Students scheduled for more than two exams on any one day should contact their instructors to facilitate an alternate exam schedule. The final exams schedule may be found on the College website under Schedules.

7.8 Grading Policy, Procedures and Record Keeping

The following procedures are very important to allow Sauk to comply with federal and state mandatory reporting requirements as well as support students during the semester.

Instructor State and Federal Reporting regulations

All instructors must indicate to the admissions and records office through SOAR, students who have never attended class at the 10th day of classes. You will receive an e-mail from the registrar at the beginning of the semester regarding "NA" (Never Attended) grades. If a student misses the first two class sessions, they should be assigned a grade of "NA" (never attended) in SOAR. If a student then attends class after being assigned the "NA" grade and the instructor wishes to put the student back in the class, they must contact the admissions and records office.

All instructors must indicate to the admissions and records office through SOAR, students who are not actively pursuing the completion of a class or who are not attending the course at mid-term. Sauk prefers the instructor give a student an actual mid-term grade. This requires entering a letter grade, or a “AP” grade for actively pursuing, or a “W” grade if the student is not actively pursuing. Official final grades are entered by the instructor through SOAR and posted directly to the student’s permanent record. Students will not be able to see their grades until after the registrar “rolls” the grades into history status. When this is complete, grade changes must be made through the on-line grade change form.

A system of letters indicating the quality of academic work may be found on the College website and in the College catalog. Faculty will receive an email from the registrar prior to due dates for midterm and final reporting. The registrar will supply you with information regarding the grades appropriate to your class.

These grades are used in calculating a student’s GPA:

| Grade | Grade Points |
|-------------------|--------------|
| A - Excellent | 4 |
| B - Good | 3 |
| C - Average | 2 |
| D - Below Average | 1 |
| F - Failure | 0 |

These grades are not used in calculating a student’s GPA

- I - Incomplete
- P - Passing
- W - Withdrawal
- X - Audit
- Z - Proficiency
- Q – Progressing

Note: Developmental grades and grades in non-credit classes are not calculated in the GPA.

GRADE DEFINITIONS

Incomplete Grade

If a student is unable to complete a course and the student initiated withdrawal date has passed, the instructor may assign a grade of “I” under the condition that it is practical for the student to complete the requirements of the course in the following major term. Re-registering in the course is not required in order to change an incomplete to a grade. A grade of “I” must be changed to a letter grade by the student completing the requirements of the course no later than the end of the following major term, or the “I” grade will be changed to an “F” on the student’s permanent record. It is the student’s responsibility to contact the instructor to complete the course. When the “I” grade is awarded, the student and the instructor will submit an appropriate written plan noting projects and a time line for completion of the course to the appropriate dean. When

course requirements are completed, the instructor will submit the “incomplete contract” including a grade change to the registrar’s office.

Pass Grade

A “P” (passing grade) is a grade that demonstrates that the student has met the class requirements and/or allows the student to proceed to the next level of the course sequence. These credits will not be used in the calculation of GPA (grade point average).

Withdrawal Grade

A “W” (withdrawal grade) is a grade that signifies that a student is not pursuing completion of the course work during the enrolled semester. These credits will not be computed in the GPA. The “W” grade must be accompanied by an official last date of attendance.

Audit Grade

A “X” (audit grade) is a grade assigned when a student registers for a course to gain knowledge but does not wish to earn credit for the course. These credits will not be computed in the GPA.

Proficiency Grade

A “Z” (proficiency grade) is awarded when a student passes a proficiency exam. These credits will not be computed in the GPA.

Progressing Grade

A “Q” (progressing grade) is awarded when the course does not conform to the standard semester timeline. A letter grade will be awarded at the conclusion of the course.

Grading Options

Letter grades - (“A” “B” “C” “D” “F”) should be awarded based on student performance as defined in the instructor’s syllabus.

Pass/Fail - (P/F) – The pass/fail option may only be used for courses other than those within the major field. This option must be designated by mid-term.

Pass/Withdrawal – (P/W) – The pass/withdrawal option may be used only for fitness center courses (PED 150-153). This option must be designated by mid-term.

WITHDRAWAL FROM CLASSES (types)

Student Initiated

During the first two weeks of the fall and spring semesters, a student may drop a course by filing a program change form in the admissions and records office. From the third through the tenth week of the class, a student may withdraw from a course by filing an instructor signed program change

in the admissions and records office. The signature indicates that the instructor is aware of the withdrawal, and has had an opportunity to discuss reasons for the withdrawal and possible alternatives. The instructor must indicate the official last date of attendance on the program change form. A grade of “W” will be recorded on the student’s transcript. The faculty may also enter the grade “W” or “F” grade using SOAR at <https://soar.svcc.edu>.

Please be sure to enter the last official date of attendance. Deadlines for withdrawal will be pro-rated for classes that meet less than sixteen weeks, including summer sessions. Dual-enrollment students should contact their high school counselor prior to withdrawing. The student’s failure to withdraw properly may result in a failing grade of “F” in the course. When entering a grade of “F” in SOAR, an official date of last attendance is also required. In the case that a student completes the course and receives an “F” grade the last attendance date entered in SOAR would be the date of the final exam.

Instructor Initiated

Prior to the final examination, an instructor may withdraw a student if the instructor has proof that a student cannot successfully complete the course. The admissions and records office will notify the student of this withdrawal. The student will receive a final grade of “W” as outlined above. Students should consult individual instructors about his/her policy on withdrawing the student from the course. Any time a “W” grade is assigned, the official last date of attendance must be recorded in SOAR. Students may appeal this withdrawal by using established College appeal procedures. Students enrolled in health career courses may be withdrawn immediately from these courses, if their clinical performance contributes to either the physical or emotional jeopardy of clients.

ACADEMIC APPEALS

The procedure for academic appeal is found in the College catalog.

Grade entry

Student grades are to be completed using the SOAR on-line system. If you need assistance using the faculty access, refer to the SOAR On-line Help at <https://fast.svcc.edu/training/index.html>.

If you have a student who is completing an **honors project**, the student will be listed separately from the rest of the class on the final class list. Please look for the separate menu in order to submit the final grade for the student.

7.9 Sponsoring Clubs and Special Events

Faculty members are encouraged to sponsor College clubs. Information on how to sponsor campus clubs and organizations is available from the dean of student services. Faculty may also sponsor events at the College. Information on facilities and reservations is available in the information office, and publicity for the event may be arranged through the marketing and public relations office. Please contact your supervisor for details and approval. Current clubs are located at <https://www.svcc.edu/students/student-organizations/index.html>.

SECTION 8 SUPPORT SERVICES

8.1 Adult Education

The adult education department strives to assist adults 17 years of age or older in acquiring knowledge and skills necessary to earn a GED, to improve English language skills, and to transition to higher educational or vocational training. This process encourages the adult learner to become more employable, to become a successful partner in his or her children's education, and to be a more productive member of the community. Adult Education offers adult basic educational services, citizenship services, community learning lab services, college prep services, English as a second language (ESL) services, GED (R) services, knowledge and skills development services, project VITAL (adult literacy services), and workforce services.

8.2 Career and Employer Services (CES)

Career and employer services can play an essential role in helping students at SVCC prepare for a career in tomorrow's fastest growing job fields. CES has a wide variety of resources to assist with identifying career opportunities, finding up-to-date information on the latest job market trends, acquiring work experience, and developing job search skills for a successful transition from school to work. The CES Center is ready to help by providing the following services at no cost to students by

- Resume writing & review
- Cover letter & follow-up letter writing
- Assisting in interviewing techniques
- Soft skills enhancement
- Job applications & essentials
- Job posts & announcements
- Job search: resources for job possibilities
- Marketing skills to potential employers

While we cannot guarantee job placement following graduation; we will assist with the necessary resources to assist in obtaining career success.

CES makes a College and employer connection. We seek out job opportunities with area employers and focus on being an informational resource, ensuring that the training provided here at SVCC is keeping up with the technology and demands of the local employers, thus delivering a trained, skilled workforce for local businesses.

CES also provides customized training for business and industry that is designed to improve a company's performance, help meet established goals and positively impact the bottom line. We will coordinate college credit or non-credit training programs according to the business's schedule, either at the Sauk campus or company site.

8.3 Community Education

The community education department offers a variety of programs and services to the general public. Students enroll in community classes for many reasons including improving work skills, enriching personal lives, or just for the enjoyment of learning. A large variety of classes, speakers, and trips are offered each semester. Professional development courses are designed to help students quickly develop skills necessary to succeed in their current job or make a career change. Topics include computer software, soft skills training, safety courses, career programs, and so much more.

8.4 Counseling

Counseling services are available to all students (full-time, part-time, and community services students). Please advise your students that counseling services are available to them on an appointment basis and on a walk-in basis when counselors' schedules permit. Faculty may refer specific individuals for counseling through the early alert form located in FAST at <https://fast.svcc.edu/documents/index.html> or informally by telephone or by stopping by to see a counselor.

8.5 Early Alert System

Instructors refer eligible students to the early alert system through the use of the simple on-line form on FAST at <https://fast.svcc.edu/documents/index.html>. Students may be referred for both academic and non-academic issues that the faculty may become aware of during the class experience. Please include as much detail as possible on the situation that is/has occurred. All information will be handled confidentially and shared only with those individuals receiving a referral. Upon submitting the form, the referring faculty or staff member will see an immediate, automatic web response to confirm their submission. The submitted information is sent electronically to the counseling office. Students referred to the early alert program are contacted initially by phone and/or e-mail by the appropriate service resource. Efforts are made to work with the student and develop an academic success plan. Ultimately, it is the student's responsibility to follow up and take advantage of the resources and referrals made available to them.

8.6 Faculty Center for Innovative Teaching (FaCIT)

The faculty center for innovative teaching (FaCIT) is devoted to supporting all teaching and learning environments at SVCC. Please contact the FaCIT staff or visit the website listed below to learn more about FaCIT services.

Email: facit@svcc.edu

Web site: www.svcc.edu/facit

Help Desk: 815-835-6229 (ext. 229) or support@svcc.edu

Tech Request Form: <https://www.svcc.edu/students/technology/>

8.7 Fitness Center

Employees are eligible to sign up for classes or may use the fitness center when they choose to do so. Employees may sign up for a class in admissions or contact the fitness center staff to schedule a time to complete paperwork for non-class usage.

8.8 Information Center/Switchboard

The information center provides the following services:

- Hold materials for student pick up
- House the lost and found
- House mailboxes for all staff and distribute mail
- House the switchboard
- Receive packages for instructors
- Schedule event messages for the east mall electronic sign board and the marquee at the College entrance
- Issue administrator night duty calendar
- Schedule room reservations for non-class events
- Day and evening contact for emergencies

8.9 Learning Commons and Test Scoring Services - OCR

The learning commons consists of the learning assistance center (LAC), the learning resource center (LRC), and the testing center. The LRC and LAC are located in 3L01. The LAC offers tutoring on a walk-in basis in math, writing, biology, chemistry, accounting, psychology, sociology, and physics. A schedule of hours and subjects available throughout the week is available from the LAC staff. The LAC also provides videos, software and handouts in math, writing and sciences as well as in study and testing skills. IBM computers are available for student use. Mathematics makeup and retake tests are taken in the learning assistance center.

All staff are encouraged to use the materials, equipment and services of the LRC. Employees may receive a library card at the circulation desk.

The testing center is located on the first floor. There is a proctor and a work-study available to help with the testing in the center. The testing center proctors and administers exams of many types including Sauk class exams, several types of placement exams, GED, as well as exams from external colleges, universities, and professional sources. Tests for on-line mathematics classes are proctored in the testing center. For a current listing of placement, professional, and career readiness exams, please see the testing center web site at www.svcc.edu/departments/testing-center/index.html.

Test scoring can accommodate tests with a maximum of 200 questions and a maximum of five choices per question (A-E). Instructions and answer sheets may be secured in the testing center.

8.10 Marketing and Public Relations

The marketing department furnishes the College with desktop publishing services and in-house printing. The marketing department is located on the 3rd floor at 3L24 and 3L26. Please check with

marketing before you design any informational material for the College. The marketing department is responsible for releasing any information to public sources. If you have any questions regarding this policy, please contact the marketing coordinator at 815-835-6219.

8.11 Student Support Services (SSS)

SSS is a federally funded TRIO program designed to assist first-generation, low-income, and/or college students with documented disabilities achieve academic success. The program provides extra support and encouragement for eligible students. Participants in the SSS program receive extra individual attention. Benefits of SSS include academic counseling, career counseling, personal counseling, transfer advising, free tutoring, campus visits, cultural activities, resource materials, assistance with financial aid applications, and success skills workshops.

SECTION 9 OTHER HELPFUL RESOURCES

9.1 Books at the LRC

The following books may be found in the SVCC library (LRC):

Fink, L. Dee ***Creating Significant Learning Experiences: An Integrated Approach to Designing College Courses.***

Jossey-Bass: San Francisco, CA 2003.

Lyons, Richard E. ***The Adjunct Professor's Guide to Success***

Allyn & Bacon: Needham Heights, MA 1999.

Mc Glynn, Angela Provitera ***Successful Beginnings for College Teaching***

Atwood Publishing: Madison, WI 2001.

McKeachie, W. & Marilla Svinicki ***Teaching Tips***

Houghton Mifflin Company: Boston, MA 2006.

9.2 Web Links

Adjunctnation.com is an on-line resource for adjunct instructors at

<http://www.adjunctnation.com/>.

The American Association of Community Colleges website is at

<http://www.aacc.nche.edu/Pages/default.aspx>.

CONCLUSION

We hope that this employee handbook will be a helpful reference for you. If you have questions about any policies or practices, whether addressed herein or not, we encourage you to speak with your supervisor or the human resources department.

FACULTY HANDBOOK ACKNOWLEDGEMENT

Please read the following statements and sign below to indicate your awareness and review of the contents of the SVCC Faculty Handbook.

- I understand that I am responsible for becoming familiar with the information in the SVCC Handbook and that this handbook applies to me.
- I understand that this handbook supersedes (for the period following its effective date) any and all other employee handbooks with regard to the subjects covered. The official policies and procedures of the College (Board Policy) govern the subjects discussed in the handbook.

I understand that my signature below indicates that I have read, understand, and agree to the above statements.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____