



# **MIDWAY COLLEGE**

## **ADJUNCT FACULTY HANDBOOK**

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## Message from Provost

Dear Adjunct Faculty Member:

I want to thank you for sharing your skills, energy, and expertise with our students, faculty, and staff. Your time, efforts, commitment, and dedication to the teaching-learning process make you a valuable member of our college community.

Our faculty is committed to ensuring quality instruction in a dynamic educational institution while, at the same time, recognizing each student as an individual with unique goals and abilities.

We hope this handbook will answer questions you might have concerning policies and procedures at Midway College. If you have any questions concerning any of this information or your role as a faculty member, please feel free to contact your division chair, any full-time faculty member, or me. We will be happy to assist you in any way we can.

We are glad you are here.

Sincerely,

A handwritten signature in cursive script that reads "Sarah Laws".

Sarah H. Laws  
Provost and Interim Dean Women's College

## Midway College

Founded in 1847, Midway College is an independent, residential, liberal arts college. Midway College has evolved from a high school for underprivileged girls, to a junior college, and since 1989, a fully accredited baccalaureate institution and a masters-granting institution beginning in 2008. As Kentucky's only college for women, we have been serving students for 162 years, and we continue to focus on an underserved population of women and adults who must work to support their families and who have not been able to pursue postsecondary education. Currently, less than 20 percent of Kentuckians have baccalaureate degrees.

Midway College has prepared women for a wide variety of professions while eliminating obstacles to success by offering learning experiences and relevant degree programs. Specifically, we are known for business, equine, nursing and teacher education programs. The college is committed to serving the needs of young women and adult learners in Kentucky and the nation. Midway College has grown from 300 students in 1989 to almost 1,800 in the fall of 2007. Of those enrolled, 89 percent are Kentuckians and women comprise 87 percent of the total enrollment at Midway College. The remainder of the student population represents 5 foreign countries and 40 other states.

Both traditional and non-traditional female students enroll in the day college programs. The student profile is completed by working women and men, who are enrolled in Midway's School for Career Development (SCD) evening program. Our uniquely personalized atmosphere is made possible by an exceptionally low student/faculty ratio of 14:1.

Historically, our students' profiles consist of financial need coupled with a lack of adequate mentors and role models who have participated in higher education. The financial aid program provides the gateway necessary for matriculation of these students.

Midway College has made significant progress in its efforts to serve as the leader for women's higher education in Kentucky as well as the state's leader in accelerated adult degree programs. Today, Midway College grants baccalaureate degrees in twenty-one disciplines and associate degrees in four disciplines as well as an offering a Masters in Business Administration program. The School for Career Development is an evening business and off campus program designed to provide working adults with the opportunity to earn an accredited college degree. The college calendar includes a fall and spring semester, a summer program, and an evening and off campus program. Midway College has a distinguished history of responsiveness to community and societal needs. At the heart of the college's mission is the commitment to the development of leadership potential through a carefully articulated curriculum that fosters intellectual, emotional, physical and spiritual growth. The college provides life-long learning opportunities for traditional and non-traditional students who are seeking individualized support.

Midway College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate, Baccalaureate, and Master's degrees. Our current accreditation was renewed for ten years in 2005. The National League for Nursing has fully accredited both our ADN and BSN nursing programs. Midway College holds memberships in the following organizations: American Association of Governing Boards, American Council on Education, Association of Independent Kentucky Colleges and Universities, Council of Colleges

and Universities of the Division of Higher Education of the Christian Church (Disciples of Christ), Council for the Advancement and Support of Education, National Association of Intercollegiate Athletics, National Association of Independent Colleges and Universities, Southern Association of Colleges for Women, Women's College Coalition, Council of Independent Colleges, and The College Board. Midway College is also a member of the John Templeton Honor Roll for Character-Building Colleges and Universities.

### **Mission Statement of Midway College**

As Kentucky's only college for women and as a forerunner in coeducational adult accelerated learning, Midway College empowers undergraduate and graduate students as leaders through a professionally oriented liberal arts education.

In support of its mission, Midway College aims to:

1. Create and maintain a student-centered intellectual environment that supports leadership development.
2. Integrate diversity into the general curriculum so that students will confront, intellectually and critically, some of the key issues concerning gender, sexual orientation, ethnicity, race, religion, socioeconomic and ADA.
3. Prepare graduates with knowledge required in their professional field.
4. Enhance the communication skills, analytical perspectives, and critical thinking abilities, of all students.
5. Provide advising for students so that they meet their academic goals and upon request assist with their personal needs.
6. Encourage development of faculty members as teachers and scholars.
7. Provide financial aid in the form of scholarships, grants, and loans to qualified students, while responsibly managing the resources of the institution.

## Adjunct Faculty

1. **Adjunct Faculty.** Adjunct faculty members are hired specifically to teach discrete courses on a semester-by-semester basis. Adjunct faculty members have no committee or advising obligations.
2. **Credentials and Professional Competence.** Adjunct faculty members are directly responsible to the chair of his or her division or program. Teaching faculty must meet the same requirements for professional, experiential, and scholarly preparation as their full-time counterparts teaching in the same disciplines and be certified to teach each course by the Program Chair and approved by the appropriate College Dean.

All members of the faculty are required to have official transcripts from all institutions from which degrees have been earned on file in the office of the Vice President for Academic Affairs. All members of the faculty must possess degrees (or a minimum of 18 graduate hours) appropriate to the subject matter they teach. Each faculty member has eight weeks from the first day of class to supply the Office of Academic Affairs with the proper documents and transcripts to be eligible for continued employment at the college.

3. **Search and Selection Process.** In order to a pool of qualified adjunct faculty, Midway College keeps a list of potential faculty members in the Office of Academic Affairs and/or with Program Chairs. The Program Chair with the assistance of administration and faculty, reviews the resumes of the most qualified applicants, contacts references, and conducts interviews. Upon selection, all candidates must provide official transcripts from all graduate and undergraduate institutions they have attended to the Office of Academic Affairs.
4. **Payroll Information for Adjunct Faculty.** In order to issue the first paycheck, the following forms must be completed and on file in the Human Resources Department and Payroll.
  - a) A letter of employment issued by the College Provost and signed by the adjunct faculty member.
  - b) An I-9 Form that documents authorization to work in the United States. To complete the form the employee is required to show proof of identify and employment eligibility.
  - c) Complete Adjunct Payroll packet with all required documentation.
  - d) Adjunct faculty members are to contact the Director of Human Resources to complete the payroll forms and to provide information needed for direct deposit of paychecks. If you have any questions, please contact HR at (859) 846-5408.
  - e) Adjunct faculty teaching classes on cohort or module schedules will be paid at the end of the course. Adjunct faculty teaching full semester courses will be paid bi-weekly. After final grades are submitted, the payroll office will be notified that payment has been approved. Payments via direct deposit will be processed in accordance with the regular payroll schedule.

- f) The College has a mandatory, direct deposit policy. Pay-stubs for adjunct faculty are mailed directly to the faculty member.
  - g) On January 31 of each year, the W-2 Form showing wages and total taxes withheld will be mailed to the address currently in the HR system. Please notify HR of any address changes so they will have your current address for W-2 mailing.
5. All claims, disputes, or controversies between an employee and the college pertaining to employment by Midway College shall be submitted to final and binding arbitration before the American Arbitration Association. Such arbitration shall be conducted according to the Model Employment Arbitration Procedures of the American Arbitration Association. The parties shall divide equally all costs associated with such arbitration. Any award shall be conclusive and enforceable in any court having jurisdiction.
  6. **Cancellation of Courses.** The appropriate College Dean has the responsibility to cancel courses with inadequate enrollments. Definition of “adequate” class size will be reached in consultation with the division chair.
  7. **Evening Programs.** Since students may register the first night of class, it is difficult to determine if enrollment will be adequate to offer the class. In some instances, it may become necessary to cancel a class after the first night of class. All faculty should be aware of this possibility.

## Responsibilities of Adjunct Faculty

1. The division chair is responsible for all classes taught by adjunct faculty.
  - Division Chair for Business Administration and Mathematics: Dr. Frank Fletcher
  - Division of Education and Arts and Humanities: Dr. Charles Roberts
  - Division of Equine and Psychology: Milton Toby, J.D.
  - Division of Nursing and Sciences: Dr. Barbara Kitchen
  - Division Chair for MBA Program: Dr. David Gaines
2. Any question or concerns regarding classes should be directed to the division chair. Notification of any unexpected absence should be directed to the Office of Affairs at 859-846-5753 or 846-5341 AND to the division chair.
3. Each faculty member should be prepared to meet each class at the time scheduled, and conduct class for the full time allocated. This ensures that the college meets the responsibility of giving each student a reasonable opportunity for exposure to the appropriate course content. Allowing a student to meet and direct a class or assigning out-of-class work are not considered appropriate substitution for the presence of the professor. **If a class in the evening programs is not conducted due to a professor's illness or an emergency, the Professor is responsible for making sure the course objectives are still met.**
4. Class work is to be prepared so the students are instructed the full class period, including the first class meeting.
5. The adjunct faculty member is responsible for constructing his/her own syllabus. **However**, certain things in the syllabus are non-negotiable as these have been set by the full-time faculty and approved by the Faculty Curriculum Committee. These non-negotiable items are the course description, the course goal and learning outcomes, the textbook, and the grading policy (for SCD classes). Another item that must remain unchanged and be included in the course syllabus is the policy statement about Midway Candidates with Disabilities (ADA procedures).
6. All syllabi for credit-bearing courses must be on file in the office of the Vice President for Academic Affairs. Individual faculty members should also take care to maintain their own course syllabi file for all courses for which they are personally responsible. **Course syllabi should follow the format found on page 17 of this document.**
7. The initial class roll consists of those students who have completed the registration process. Some students may be in class who have registered for the course but have not completed the full registration process by making payment arrangements. These students' names will not appear on the roster until they have completed the registration process through the Business Office. Please pass out the roster and have all student initial or sign by their name. Those whose names are not on the roster should sign their full name at the bottom of the roster. Please instruct such students that they need to complete their registration process with the

Business Office otherwise they will not be officially registered for the class and will not receive a grade for the course. **Important Note:** Each faculty member must turn in the first three signed rosters to the Administrative Assistant of the Division for which one is teaching. **This is very important** and the failure to do so could result in a students not being enrolled for the class, or in a student being charged for a course that they did not attend.

8. Textbooks are sold through e-Campus ([www.ecampus.com](http://www.ecampus.com)) for all courses taught at the college. Please instruct students to access the eCampus website through the Midway College website (this will provide them with Midway College specific information). Professors **must** use the textbook designated in the course overview. Course overviews are available on the college's intranet and can be provided to you by the division administrative assistant.
9. Faculty members for each course must maintain an accurate record of each student's class attendance. Please see "Class Attendance Policy" below. In the event of a grade dispute, a copy of the grade book or a printout of electronic grade records will be requested by the Division Chair or appropriate College Dean. The record of student grades must be complete and accurate. Records should be maintained for at least one year after the completion of the class. **IMPORTANT NOTE:** Grades must be turned into the Registrar with one week after a course ends.

### **Midway College Class Attendance Policy**

Each student at Midway College is responsible for attending class. They are advised that the faculty member in each course in which the student is enrolled have the chief responsibility for deciding the attendance policy for the course. This policy shall appear in the course syllabus. The faculty shall refer to and discuss this policy at the beginning of the course.

The faculty should warn any student whose excessive absences may pose a danger to satisfactory completion of the course. The faculty for each course is expected by the college to maintain an accurate record of each student's class attendance. This record shall be available to the student, the faculty advisor, and the officers of the college. In the School for Career Development, if a student misses two classes (regardless of the reason) that student may not receive a grade higher than a "B". If the student misses more than two classes (for whatever reason), that student may not receive a grade higher than a "C".

The faculty member should give consideration to students involved in college-sponsored activities. Each student is responsible for conferring with professors regarding participation in such activities. The student is advised that participation in college-sponsored activities shall not excuse the student from the completion of all course assignments required by the faculty for a satisfactory grade in the course.

10. Adjunct faculty need to be accessible to students by being available before and after each class. In addition, all adjuncts are assigned and **MUST** use the Midway College email address. Adjuncts are required to provide students with off-campus contact information. This can be achieved by providing students with e-mail, phone, and fax numbers.
11. **Certification Required to Teach Each Individual Course.** The Program Chair as well as the Dean of the Women's College, Dean of Midway College Online, and Dean of the School

for Career Development will review each faculty member's credentials. Only when the certification process is completed will a faculty member be scheduled to teach any courses.

## **Evaluation and Expectations of Adjunct Faculty**

Evaluations of adjunct faculty at Midway College are based on the following expectations. The faculty member will:

- Review the course goals, grading policy and syllabus with the students at the beginning of the first course session.
- Conduct the class according to the policies and procedures that were reviewed with students.
- Relate course content to the course/class objectives.
- Promote student/teacher discussion as opposed to mere responses to questions.
- Encourage students to raise questions and to participate in the various activities of the class.
- Have a positive and encouraging attitude toward the students.
- Return work assignments back to students by the next class meeting.
- Provide appropriate comments on returned assignments, explaining the grade.
- Construct test questions based on assigned materials.
- Provide a means for the student to contact him/her for questions or help outside of class.
- Relate subject matter to what is happening in the world outside of the classroom and encourage students to do the same.
- Make appropriate use of the textbook. Failure to do so is unfair to the students who have paid a significant price to purchase the textbook.
- Teach the class at a level of difficulty that is appropriate.
- Follow class plans and teach in a well-organized manner.
- Deliver material to students in an understandable manner.
- Communicate effectively to the students his/her knowledge of the subject.
- Be fair and objective in applying the same standard to all students.
- Use teaching methods that are appropriate for adult students.
- Be conscientious in observing the expectation that class sessions extend over a four-hour period with appropriate breaks.

## **Department and Division Evaluation Process of Adjunct Faculty Performance**

The Division Chair will evaluate each adjunct faculty after their first course ends and before their second course begins, and then at regular intervals based on:

1. Credentials on file with Midway College per policy.
2. Completion of Midway College faculty orientation.
3. Engagement in professional development including but not limited to mandatory Midway College in-services.
4. Attendance at faculty meetings as per Midway College protocol.
5. Communication with other faculty, department chairs, and Deans as appropriate.
6. Adherence to Midway College faculty rules and regulations as defined in this handbook.
7. Job description acknowledgement signed and on file.
8. Annual classroom evaluation to include:
  - Review of Syllabus to establish adherence
  - Design/Plan Instruction
  - Implement/Manage Instruction
  - Create/Maintain a classroom climate to facilitate learning
  - Communicate with students
9. Student Evaluation Tracking with Feedback and Consultation as Required

## **Student Evaluation of Courses**

Students evaluate faculty for every course in each term. Evaluation forms will be provided to you by the department administrative assistant or can be located in the communications center. Professors should complete the information requested on the front of the envelope used to send completed evaluations to the office for academic affairs. Professors should not be present when students complete course evaluations. For on campus courses, a designated student should deliver the evaluations in a sealed and labeled envelope to the departmental administrative assistant. Off campus courses will be provided with a pre addressed, postage-paid envelope in which to return the evaluations.

Evaluation results are tabulated in the Academic Affairs office and individual summaries are forwarded to the Division Chair, Vice President for Academic Affairs, and the faculty member. The results of the evaluations are used for improvement in instruction, and decisions related to continued employment.

## **Academic Honesty Policy**

Midway College seeks to promote the highest standards of academic and personal integrity in all members of the campus community. All persons associated with the college's academic community have a responsibility to establish, foster and maintain academic standards and values. In such an environment, academic dishonesty in any form cannot be tolerated. All members of the college community should report suspected acts of academic dishonesty according to the procedure stipulated below.

Academic dishonesty is regarded as an act of fraud in which a student claims credit for the work or efforts of another without authorization, or uses unauthorized materials or fabricated information in any academic exercise. Academic dishonesty also includes forging academic documents, impeding or damaging the academic work of others, or assisting another in acts of academic dishonesty. Some forms of academic dishonesty can be categorized as follows:

In the event of a suspected act of academic dishonesty, a faculty member must carefully follow the procedure stipulated in the Midway College Catalog. The policy from the catalog is reprinted below for your convenience.

**Cheating:** Cheating is defined as using or attempting to use unauthorized materials, information or study aids in any academic activity. Cheating includes, but is not limited to, wrongfully giving, taking or receiving aid on any academic exercise.

**Fabrication:** Fabrication is the falsification or invention of any information or citation in an academic exercise. Fabrication includes, but is not limited to, falsely citing a source that does not exist, knowingly citing a source incorrectly (e.g. Improperly citing an article's page numbers, volume number, etc.), and/or the falsification or improper manipulation of data of any kind.

**Plagiarism:** Plagiarism is any representation of the words or ideas of another as one's own. A student who submits any exercise that uses someone else's ideas, words, expressions or pattern of organization without properly citing/acknowledging the author, is guilty of plagiarism.

### **Procedures in Cases of Academic Dishonesty**

- I. A. If a faculty member suspects academic dishonesty in an instructional situation for which the faculty member is directly responsible, he or she should discuss the matter with the student concerned. If the faculty member then determines that there are reasonable grounds to believe that academic dishonesty may have occurred, he or she will so inform the student and will complete a Report of Academic Dishonesty form, which will detail the allegation. If the student does not wish to contest the allegation, he or she may sign the Report of Academic Dishonesty form, acknowledging the truth of the allegation. The form will then be forwarded to the appropriate Academic Dean, who may consult with the faculty member and the student in order to determine a just penalty. The appropriate Academic Dean will be the final arbiter in all such cases and impose any penalties and will inform both the student and the faculty

- member of the final disposition of the matter by returning completed copies of the Report of Academic Dishonesty to them. The original copy of the form shall be placed in the student's file according to the guidelines stipulated in paragraph IV.A.
- B. If someone other than the faculty member directly responsible for the instructional situation suspects that academic dishonesty has occurred, he or she should report the incident to the faculty member directly responsible. If it is not possible to determine who the faculty member is, the report should be made to the appropriate Academic Dean who will appoint an appropriate person to investigate the allegation in an effort to identify the faculty member directly responsible. If that is accomplished, and there are reasonable grounds for believing that academic dishonesty has occurred then the investigator and the faculty member shall meet with the student involved and follow the process as stipulated in the paragraph I.A.
- II. A. If the student wishes to contest the allegation against him or her made in the faculty member's Report of Academic Dishonesty, he or she may simply refuse to sign the Report of Academic Dishonesty. That report will then be forwarded to the appropriate Academic Dean. Upon receipt of such a report, the appropriate Academic Dean shall meet with the faculty member bringing the allegation in order to ascertain that sufficient evidence exists to substantiate the allegations. If the Dean determines that insufficient evidence exists, the Dean will inform both the student and the faculty member of the final disposition of the matter by returning completed copies of the Report of Academic Dishonesty to them and the process shall end.
- B. If the Dean determines that sufficient evidence exists to substantiate the allegations, the Dean shall meet with the accused student. The purpose of this meeting shall be to review the policy on academic dishonesty with the student; to discuss the range of penalties that could be imposed if the allegations are upheld; to make certain that the student understands the two options available at this point in the process. Either the student may admit the truth of the allegation or the student may request a formal hearing before an Ad Hoc Committee on Academic Standards. The student will have seven calendar days from the time of the meeting to determine which option to exercise.
- C. If the student admits to academic dishonesty, the Dean, in consultation with the faculty member bringing the allegation, will impose a penalty. The appropriate Academic Dean will be the final arbiter in all such cases and impose any penalties. The appropriate Academic Dean will inform both the student and the faculty member of the final disposition of the matter by returning completed copies of the Report of Academic Dishonesty to them. The original copy of the form shall be placed in the student's file according to the guidelines stipulated in paragraph IV.A.
- D. If the student fails to request a formal hearing within the stipulated time period the charges will be deemed admitted, and the Dean will impose a penalty, in consultation with the faculty member. The appropriate Academic Dean will be the final arbiter in all such cases and impose any penalties. The appropriate Academic Dean will inform both the student and the faculty member of the final disposition of the matter by returning completed copies of the Report of Academic Dishonesty to them. The

original copy of the form shall be placed in the student's file according to the guidelines stipulated in paragraph IV.A.

- III. A. If the student requests a formal hearing, the Dean shall convene an Ad Hoc Committee on Academic Standards made up of three members of the full time teaching faculty, taking care that no member selected is in any way a party to the dispute. The committee may hear witnesses requested by any of the parties and/or review records and evidence relevant to the matter. The committee is in charge of the hearing and the committee will direct all discussion.

The student is entitled to select a member of the Midway College academic community (i.e. a member of the administrative staff, the faculty or the student body) to advise, and/or to assist at the hearing. At any time during the hearing process, the student may prepare written questions to be directed by the committee to any other person involved in the procedure. In all cases, the burden of proof lies with the administration to substantiate the charges based upon a preponderance of the evidence.

After thoroughly investigating the allegation of academic dishonesty, the committee will decide either to affirm/dismiss it. This committee's decision is final and may not be appealed.

- B. If the committee dismisses the charges, it will report its findings in writing to the student, the faculty member and the appropriate Academic Dean and the matter will end.
- C. If the committee makes a finding of academic dishonesty, it will determine a penalty. The committee may choose to consult with the student, the faculty member bringing the original allegations and/or the appropriate Academic Dean in order to arrive at a just penalty. The committee is empowered to impose the full range of penalties including suspension or expulsion from the college. All penalties imposed by the committee are final and may not be appealed. The committee will report its findings by returning a copy of the Report of Academic Dishonesty and a written summary of its findings to the student, the faculty member and the appropriate Academic Dean. The original copy of the form and of the committee's findings shall be placed in the student's file according to the guidelines stipulated in paragraph IV.A.
- IV. A. The records of any determination of academic dishonesty will be placed in the student's file. Upon the student's graduation, these records will be destroyed. If the student does not graduate, the records will be kept as sealed records in the student's file. If the infraction is serious or constitutes a second offense, a notation will be placed on the student's transcript. In such a case, the records will be kept as sealed records in the student's file. After five years, the student may petition the appropriate Academic Dean to review the records and request that the records be destroyed and that the notation be removed from the transcript.
- V. A. Any student with a record of academic dishonesty will, at the discretion of the appropriate Academic Dean, be subject to forfeiture of the right to graduate with honors from Midway College.

## Academic Grievances

If a student thinks that the final grade awarded in a course is unjust and has not been able to resolve the situation with the professor, then the student may file an academic grievance with the appropriate Academic Dean. The Midway College Catalog specifies the procedure to be followed in these cases. The catalog policy concerning academic grievances is reproduced below for your convenience.

### Policy on Academic Grievances

**If a student believes that the final grade awarded in a course is unjust**, the student must contact the Chair of the Division in which the course resides within seven (7) business days from the date that the grades were mailed from the Registrar's Office.

Division of Business and Math	Dr. Frank Fletcher
Division of Nursing and Science	Dr. Barbara Kitchen
Division of Teacher Education and Humanities	Dr. Charles Roberts
Division of Equine and Psychology	Dr. Milton Toby
MBA Program	Dr. David Gaines

**It is the responsibility of the Division Chair to contact the faculty member in question and discuss the situation with that person.** The Division Chair must contact the faculty member within seven (7) business days of having been contacted by the student who has raised the issue. After having discussed the issue with the faculty member, it is the responsibility of the Division Chair to communicate his/her decision regarding the grievance in writing to the student with copies to the faculty member and the appropriate Dean.

**If after having received the Chair's response the student still believes that an injustice has been done, the student must contact the appropriate Dean in writing within seven (7) business days from the date of the Division Chair's letter and explain clearly, why he/she still believes that an injustice has been done.** The appropriate academic dean will then convene an Ad Hoc Committee on Academic Grievances made up of three members of the full time teaching faculty, taking care that no member selected is in any way a party to the dispute. Within five (5) business days of having received the student's letter, the Dean will set a hearing date and will inform the Division Chair, the faculty member, persons serving on the Ad Hoc Committee and the student of the date for the hearing.

**At the hearing**, which will be in private, the committee may hear witnesses requested by either of the parties and/or review records and evidence relevant to the matter. Only material or allegations previously presented may be discussed at the hearing; no new material may be introduced. The committee may call witnesses. The committee is in charge of the hearing and the committee will direct all discussion, but both the student and the faculty member will have opportunity to address the matter before the committee.

The student is entitled to select a member of the Midway College academic community (i.e. a member of the administrative staff, the faculty, or student body) to advise and/or to assist at the hearing. At any time during the hearing process, the student may prepare written questions to be directed by the committee to any other person involved in the dispute.

**The committee will decide to either uphold the grade or modify it**, based on the available evidence. The decision of the committee is final and may not be appealed.

Within five (5) business days of the hearing, the committee will report its decision in writing to the appropriate academic dean who, in turn, will inform the student and the professor of the decision in writing, and will assure that the grade is properly reported in the student's record.

The timeliness set forth represents due process limits to be followed in normal situations and in no way is meant to impair a speedy resolution when required.

## **Course Administration**

### **Syllabus Collection Procedures**

Two weeks prior to the start of each course, the faculty members will send an electronic copy of the course syllabus for each class they teach to the appropriate Administrative Assistant for the division.

1. The Administrative Assistant will forward the electronic syllabus to the office of Academic Affairs using the following naming convention: Course prefix, number, section letter, year and term [example: ART 101 A 2007-10 S]. Terms/weeks are defined as follows:

10: fall

20: spring

40: summer

W: 16 weeks

S: 8 weeks

C: 5 weeks

2. The syllabus should follow the guidelines established in the template on page 17 of this handbook.

## Syllabus

The Midway College Catalog clearly delineates the responsibilities of faculty members with regard to syllabi construction and distribution. All syllabi for credit bearing courses must be on file in the office of academic affairs at least two weeks prior to the course start date. Online courses syllabi are needed 30 days prior to the course start date. Individual faculty members should also take care to maintain their own course syllabi file for all courses for which they are personally responsible. Course syllabi should have the following format:

### Course Syllabus Guidelines

Each semester or module (including Intersession and Summer Session) the faculty will **send an electronic email copy of the syllabus for each class they teach** to the Administrative Assistant for the Division. All syllabi should be in MS WORD format. The syllabus should follow these guidelines:

1. Course Prefix, Number, Title of the Course and Credit Hours
2. Current Semester, Module, or Term
3. Location of Course (College, campus or specific off-campus site)
4. Name of the Professor, Office Phone Extension, Office Hours and email address
5. Author, Title, and Publication Dates of All Required and Recommended Texts
6. Course Prerequisites
7. Course Description (The course description should correspond to the description published in the college catalog. Refer to the course meeting requirements in diversity, women's studies, and reading comprehension.)
8. Course Goal and Learning Outcomes (Course goals and learning outcomes should be aligned with the goals of the degree program/major and general education requirements.) Include components of critical thinking, leadership, writing, research and technology.
9. Course Objectives (Present objectives as specific steps that students will take to accomplish the course goal.)
10. Course Alignment to Standards (if applicable)
11. Teaching Methods, Activities and Materials
12. Evaluation Methods
13. List of All Major Topics Covered in the Course
14. Method of Computing the Course Grade
15. Course Schedule (In table format, the schedule should include the week number, participation/assignments/readings/exams/quizzes, day of week due, possible points, method of submission)
16. Requirements for Class Attendance and Work Policy:
  - Study after study has linked successful academic performance with good class attendance. Those who assume positions of responsibility (that is, who become leaders) must “show up” in order to be effective. Therefore, all candidates are expected to attend all class sessions. Furthermore, only the candidate can contribute to the class and all candidates suffer when viewpoints of colleagues are missed in discussions.
  - Candidates Responsibility: Candidates are responsible for obtaining assignments for each class and keeping track of any changes throughout the course. If the candidate is unsure about any assignment or assistance is needed, the instructor should be the first contact.

- Late Work: Assignments, including postings on discussion threads in online courses, are to be completed on time according to the timeline posted by the instructor. It is important to keep up and complete work on time. Late assignments will NOT receive full credit.
- All candidates are expected to check their Midway College email address daily for updates or course information. Online candidates are expected to resolve any online issues in order to participate. Candidates are expected to participate in class discussions or (threads) on the online discussion board by sharing ideas and experiences that should relate to readings, activities and experiences. Postings to the discussion board at the end or after the weekly timeline is equivalent to missing a face-to-face class.

17. Writing Policy:

- Written assignments must be typed, double-spaced, with one-inch margins and 11 or 12-point font.
- Academic writing should be in edited standard written English. Colloquial language and dialect are appropriate in other contexts, but edited standard written English is the norm for academic work. Avoid the use of the first person (I, we) and the second person (you) in prepared writing (i.e. papers) in this course. Even when you are asked to state your opinion, your reader will assume the ideas are yours unless you specifically say that they belong to someone else.
- The professor expects that candidates have knowledge of appropriate forms of documentation and use it where appropriate. Use the APA format and style of notation to credit all sources, not your own.
- Academic Honesty Policy: Please review the policies in the Midway College Catalog. Academic dishonesty, including cheating, fabrication and plagiarism is regarded as an act of fraud and will be reported to the appropriate Dean. Proper documentation is necessary for maintaining standards regarding academic honesty. Any candidate needing assistance in understanding appropriate documentation should consult with the professor and/or seek other help.
- There is a craft to writing. Spelling, grammar, punctuation and diction (word usage) are all tools of that craft. Writing at the collegiate level will show careful attention to these elements of craft. Work that does not exhibit care with regard to these elements will be considered as inadequate for college writing and graded accordingly. The following website may be a helpful writing resource. [http://www.ivcc.edu/rambo/tip\\_formal\\_writing\\_voice.htm](http://www.ivcc.edu/rambo/tip_formal_writing_voice.htm)

18. Midway Candidates with Disabilities: It is the policy of Midway College to accommodate individuals with disabilities pursuant to federal law and the College's commitment to equal educational opportunities. It is the responsibility of the candidate to request accommodations through the ADA procedures of the college found in the catalog and student handbook.

19. Bibliography/Resources

## **Attendance**

The adjunct faculty member for each course has the responsibility for monitoring course attendance for conformity with the general guidelines found in the Midway College Catalog. This requirement shall appear in each course syllabus. The adjunct faculty member shall refer to and discuss the requirements at the beginning of each course.

The adjunct faculty member for each course is expected to maintain an accurate record of each student's class attendance. This record shall be available to the student, the faculty advisor, the director of student development, and officers of the college when requested. Accurate attendance records may be necessary to document last day of attendance for financial aid purposes.

Records of student attendance and activities are to be kept on file by the adjunct faculty member. When a faculty member leaves Midway College, the records covering the time of their employment must be turned in to the Registrar to be kept on file for five years. These documents are vital records for the professor and the college in case of litigation.

## **Work Handed in Late**

If an assignment is not handed in during the class that it is due, 5 points can be deducted from the value of the paper. If it is not handed in by the following week, an additional 10 points can be deducted for this, as well as, for each additional week that the assignment is late.

## **Work to be Word Processed**

As appropriate, faculty is encouraged to require all work from students to be word-processed.

## **Library**

The Little Memorial Library, located in the center of campus, houses all the collections and services provided by the library. The library collection is designed to support all programs of the college and is available in open stacks for student use. The library houses the college's distance learning classroom, two computer labs and the Teacher Education Center.

The library provides access to its own resources, as well as to the resources of other libraries, via its online catalog and electronic databases. As a participant in the Kentucky Virtual Library, the library provides services in resource sharing, document delivery and document transmission.

For further information on library services, contact the following staff members:

Library Instruction, Interlibrary Loan, and Reserves:

Carrie Lewis, *Reference Librarian*  
(859) 846-5744  
[clewis@midway.edu](mailto:clewis@midway.edu)

Book Orders, Administrative Services:

Cathy Reilender, *Director of Library Services*  
(859) 846-5315  
[creilender@midway.edu](mailto:creilender@midway.edu)

Library hours vary during summer, academic, and holiday breaks. They are posted at the library entrance and on the library's website.

### **Email Accounts**

The department of Institutional Research Information Systems (IRIS) located on the lower level of the Little Memorial Library, sets up email accounts. Forms are included in initial payroll documentation. Once an account and password have been set up, you are able to access the network including college email and Internet.

## IRIS Policy

Midway College provides access to the Internet, World Wide Web, electronic mail (e-mail) and related systems to all faculty, staff, and students. *Midway College provides employees with technology for the purpose of college business only. Any other use of college technology is improper use of college technology and is grounds for termination.* Users are encouraged to choose computing resources *appropriate to their work*. All Midway College computing resource users are expected to practice responsible behavior and to utilize the network in an ethical and legal manner. Appropriate use of these resources is respecting the rights of other computer users, the integrity of the physical facilities, and all technology related Midway College policies.

The following outlines a list of guidelines for responsible and ethical behavior on all networks:

- Workstations/computers, computer accounts, and computer files are to be used only by those with proper authorization. *The sharing of passwords is strictly prohibited.*
- Midway College-owned workstations/personal computers or related equipment can neither be modified or moved from its installed location without prior approval from the Information Systems Department.
- Do not attempt to access restricted software areas such as the operating system, unless authorized by the appropriate College administrator.
- Abide by all applicable laws.
- Respect the privacy and personal rights of others. Do not access or copy another user's electronic mail, data, programs, or other files without the author's permission. All files are private and confidential unless the author specifically makes them available to others.
- Honor all applicable copyright laws and licenses. Both College policies and the law expressly forbid the copying of software that has not been distributed as "freeware" or "shareware". Reproduction of copyrighted material is subject to the Copyright laws of the United States (Title 17, U.S.C.) and persons can be subject to fines and penalties. All Midway College-owned workstations are assets, all software loaded should be installed from original disks, and proof of license kept on college premises at all time. If such software is found to be illegally installed on a unit, the workstation user will first be advised to remove the program, if ignored it will be deleted by Information Systems immediately.
- Computer etiquette should be used at all times: proper and polite communication, being sensitive to feelings of others, and using only your fair share of computing resources.
- Midway College computing resources should not be used for persons to engage in consulting or other business ventures.
- Midway College reserves the right without notice to limit or restrict any individual computer user's access and to inspect and/or monitor, remove or otherwise alter any data, file, or system resource that may undermine the authorized use of any college-owned computing resource or access to the Internet, World Wide Web, electronic mail, or other related network service. The college also reserves the right to periodically check any workstation or take any other action necessary to protect its computing resources and access to these networks.

**I understand that by virtue of my employment with Midway College, I may have access to records, which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974.**

The information that is stored on the computer system is the property of Midway College. I acknowledge that I fully understand that intentional disclosure by me of individual and/or college related information to any unauthorized person could subject me to criminal and civil penalties imposed by law.

I further acknowledge that such willful or unauthorized disclosure also violates Midway College's policy and could constitute just cause for disciplinary action including termination of my employment, regardless of whether criminal or civil penalties are imposed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

## Drug-Free Work Place

1. Extremely serious health risks are incurred with the use of illicit drugs and the abuse of alcohol. Increased risk of vehicle accidents, permanent damage to the brain and other body organs, serious damage to unborn children, death, and multiple lesser side effects certain to obstruct academic and job performance are apparent from the use of illicit drugs and the abuse of alcohol. A full description of health risks are made available to all students and employees via programs and printed materials.
2. Midway College will maintain a referral agreement with Comprehensive Care of Georgetown, Lexington, Frankfort, and Versailles for its students and employees for drug and alcohol counseling. All referrals will be handled with strictest confidentiality through the dean of student affairs, the dean of the college, or the director of administrative services.
3. In accordance with the policy of the college as outlined above, Midway College will impose sanctions against students and employees who are in violation of the standards of conduct.

Penalties for students may range from a fine to expulsion, depending on the severity of the offense in adherence to the disciplinary procedure applied to nonacademic violations. Any college faculty or staff member who violates this prohibition will be subject to corrective disciplinary action, penalties up to, and including discharge from employment. In cases where appropriate, the proper legal authorities will be notified.
4. In addition to imposition of disciplinary sanctions under college procedures, students and employees may face prosecution and imprisonment under Kentucky laws, which make such acts felony and misdemeanor crimes (Kentucky Revised Statutes Chapter 218A).
5. Each college employee and student will receive annually a copy of the Drug-Free Workplace/Drug and Alcohol Prevention Policy.
6. In order to aid the college in verifying it is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, all employees will be asked to sign a Drug and Alcohol Abuse Awareness Statement acknowledging that they have received a copy of the Drug-Free Workplace/Drug and Alcohol Prevention Policy, which specifies that they will:
  - (a) Abide by the terms of the college drug/alcohol policy
  - (b) Notify the employer (if faculty or staff employees) or dean of students (if a student employees) of any criminal drug statute conviction for violation occurring in the workplace no later than five days after such a conviction.
  - (c) Have knowledge of disciplinary actions, which may be imposed for violations of the drug/alcohol policy.
7. The signed and dated statement will be permanently maintained in the employee's personnel file or the work-study student's file.
8. In the event an employee finds this procedure of signing a statement unacceptable, the employee may decline to sign the form. A substitute notation will then be placed in the personnel file certifying that the employee has, in fact, received the information.
9. The college will notify any granting or contracting federal agency within 10 days of receiving a conviction notice from an employee.
10. A biennial review (even number years) of the Drug-Free Schools and Campuses Regulations (DFSCA) will be conducted to determine the institution's compliance and the effectiveness of its program. A copy of the report is on file in the Office of the Provost.

## Drug and Alcohol Abuse Awareness Statement

In order to aid the college in verifying it is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, I acknowledge that I,

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(Print Full Name)

I have received a copy of the Drug-Free Workplace/Drug and Alcohol Prevention Policy, which specifies that, I:

1. abide by the terms of the college drug/alcohol policy,
2. notify the employer (if faculty or staff member) or Dean of Students (if a student employee) of any criminal drug statute conviction or violation occurring in the workplace no later than five days after such a conviction,
3. have knowledge of disciplinary actions that may be imposed for violations of the drug/alcohol policy.

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Signature

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Date

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Social Security Number

## Statement on Sexual Harassment

Definition: Generally, sexual harassment can be defined as any repeated, unwarranted or unwelcome offensive or objectionable verbal or physical sexual advances, request for sexual favors, or expressive behavior where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning employment or educational environment.
4. Such conduct, actions, or statements are contrary to generally acceptable standards of behavior or professionalism.

**Complaint Procedures:** Any member of the college community who feels that he or she has been subjected to sexual harassment in the course of his/her academic study or employment should contact and file a written report with the appropriate dean or vice president who has authority over the complainant. The accused person will immediately be informed of the complaint and will be provided with a copy of the report.

After discussion with both parties, the appropriate dean or vice president can:

1. End the matter with the issuance of a written report to the complainant, the accused and the president of the college, if the dean or vice president determines that there is no valid basis on which to further pursue the complaint.
2. Resolve the situation and prepare a report detailing the findings of fact and conclusions. Copies of the report will be kept by the dean or vice president, and sent to the complainant, the accused, and the President of the college.
3. Convene an ad hoc advisory committee to consider the issue if he/she cannot satisfactorily resolve the complaint. The ad hoc advisory committee shall consist of three persons to be chosen by the dean or vice president. The persons named to the ad hoc committee may be students, faculty members, or staff members, as appropriate to the nature of the allegations and the positions of the individuals involved. Both the complainant and the accused will be provided with the names of the proposed committee members. If either believes that any of the three individuals proposed would not evaluate the facts of the case equitably, he or she may address a letter to the dean or vice president stating the specific reasons for his or her objections. If the dean or vice president believes that the reasons stated in the letter are justifiable, another individual may be named. If objections to the newly proposed individual exist, the same procedure will be followed. In the event of potential conflict of interests, or

if agreement cannot be reached on naming members of the committee; the president shall name the persons to sit on the committee.

4. The committee's role is investigation and mediation, not advocacy for one party or another. The committee will proceed in a fashion appropriate to the facts and circumstances of the particular case, but normally will follow these steps:
  - a. Review the case by talking to persons involved either directly or procedurally.
  - b. After reviewing the case the committee will:
    1. Determine that the complaint is unfounded, unfair or frivolous and that there is not valid basis on which to pursue the complaint.
    2. Resolve the complaint with the parties involved.
    3. Conclude that formal disciplinary action is appropriate. Disciplinary action may include oral reprimand, written reprimand to be included in the individual's personnel file, suspension, or dismissal from the college.

Written documentation of the committee's findings will be presented to the dean or vice president. The dean or vice president will review the case, add his/her assessment and submit the report to the president. The president will have final disposition of the case and will implement, modify or suspend such recommendations and notify parties involved of the disposition.

Throughout the complaint process, every effort will be made to protect the complainant from reprisals and to protect the accused from irresponsible complaints.

Any attempt to penalize a student, faculty member or staff member for initiating a complaint will be treated as a separate incident, providing grounds for an additional grievance.

Time Periods: Complaints of sexual harassment must be filed no later than three months following the alleged harassment.

Complaints of sexual harassment filed will be investigated and resolved as promptly as possible. The college will endeavor to take no more than three months from the time the formal written complaint was first filed to render a decision.

Signature: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Social Security #: \_\_\_\_\_

## **American Disabilities Act (ADA)**

Midway College complies with all provisions of the Americans with Disabilities Act of 1990 and any subsequent revisions and amendments and Section 504 of the Rehabilitation Act of 1973. If a student enrolled in a course you are teaching has provided the college with documentation of a qualifying disability, the college ADA representative will notify you in writing of the necessary accommodations prior to the course start date. Please note that all ADA information is confidential.

## **Equal Employment Opportunity**

Midway College is an equal opportunity employer and does not discriminate on the basis of race, age, color, religion, sex, national origin, or physical disability. Midway College welcomes and encourages applications from diverse cultural communities by utilizing appropriate advertising sources, selecting a diverse applicant pool for position interviews and seriously evaluating candidates on the basis of previous success record and potential as well as academic achievement if the position requires academic credentials.

## **Deadly Weapons**

Deadly Weapons of any type are not permitted on the Midway College campus or in college vehicles.

## **Smoking on Campus**

All college owned buildings and vehicles, except as designated by the President, shall be smoke free.

## **Children on Campus**

Employees and students shall not bring their children or dependents to work/school. Temporary exceptions may be made by the President with prior approval.

## **Weather**

The college may close any segment of the institutional operations based upon the severity of the weather.

- If SCD evening classes are cancelled faculty members should call the SCD phone line 1-866-747-0003
- Women's College contact 859-846-5858 for cancellation notices.
- Monitor your individual midway.edu email account for cancellation notice.