



# **Adjunct Faculty Handbook 2014-2015**

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## Mission

Bluegrass Community and Technical College (BCTC) is transforming the Bluegrass Region—one student at a time, one employer at a time, one community at a time.

With students at the heart of our mission, BCTC sustains strong partnerships to provide a skilled workforce, prepare students to transfer for baccalaureate degrees, support economic vitality, and improve quality of life. We are committed to fostering excellence in teaching and learning with comprehensive and responsive programs and services, at campuses and centers across the region, and through distance learning.

BCTC provides general education and transfer programs, career and technical programs, transitional education and literacy skills development, workforce training, and continuing education. We strive to create intellectual and physical environments that promote diversity and inclusion, cultural and global awareness, critical thinking, civic responsibility, professional competence, and sustainability.

BCTC is a public college and member of the Kentucky Community and Technical College System awarding associate degrees, diplomas, and certificates.

- *Endorsed by BCTC's Board of Directors - June 1, 2011*
- *KCTCS Board of Regents Approval - September 16, 2011*

## BCTC's Goals Focus On

- Student Access and Success
- Teaching and Learning
- Economic Development
- Community Outreach
- Diversity and Global Awareness
- Technology and Communication
- Assessment and Evaluation
- Student and Customer Service

## **BCTC Vision**

Bluegrass Community and Technical college aspires to teaching and learning excellence, student success, and creative solutions for educational, economic, and community challenges.

## **BCTC Values**

As an organization that serves and learns, made up of students, faculty, and staff, and supported by boards, councils, and advisors, BCTC is guided by these core values:

### **Building Respect**

- Authenticity - We act with integrity and uphold our commitments.
- Inclusion - We empower students, faculty, and staff to create an inclusive culture through open access, shared experience, and mutual respect.

### **Communicating**

- Meaningful Interaction - We value considerate and productive communication, empowered listening, and diversity of thought and expression.
- Focus on Learning - We support lifelong learning through teaching and service that nurture emotional and intellectual growth to foster meaningful lives.

### **Transforming**

- Innovation - We embrace challenges using new, creative, and flexible ideas and actions that seek improvements and support educational excellence.
- Responsiveness - We assess needs, create partnerships, and take initiative to support the economic and cultural development of the communities we serve.

### **Creating Community**

- Positive Environment - We embrace joy and celebration in our learning and working environment.
- Collaboration – We cooperate toward common goals, striving to create positive results by being helpful, courteous, and kind.

## Administrative Directory

### **Dr. Augusta Julian**

President/ CEO  
209 Oswald Building, Cooper Campus  
Lexington, KY 40506-0235  
(859) 246-6500

**College Telephone Number – (859) 246-6200 Toll-free (855) 246-2477**

**Ren Bates**, Vice President  
Information Technology Services  
MB 128, Cooper Campus  
246-4605

**Lisa Bell**, Vice President  
Finance and Operations  
OB 206 D, Cooper Campus  
246-6280

**David Hellmich**, Vice President  
Academics  
OB 209 C, Cooper Campus  
246-4649

**Mark Manuel**, Vice President  
Workforce and Institutional Development  
AB 103, Newtown Campus  
246-6666

**Francis A. Roberts, III**, Vice President  
Regional Campuses and Outreach  
CB 121 C, Newtown Campus  
246-6556

**Palisa Williams Rushin**, Vice President Student  
Development and Enrollment Management  
OB 206 A, Cooper Campus  
246-6522

**Charlene Walker**, Vice President  
Multiculturalism and Inclusion  
OB 206 B, Cooper Campus  
246-6438

**Greg Feeney**, Dean  
Academics  
121 C Newtown Campus  
246-6329

**Bonnie Nicholson**, Dean  
Academics  
M 131, Leestown Campus  
246-6604

**Ben Worth**, Assistant Dean  
Distance Learning  
AT 101 J, Cooper Campus  
246-6680

**Steve Stone**, Director  
Learning Resource Center  
220 Oswald Building, Cooper Campus  
246-6387

**Marty Baxter**, Assistant Dean  
Allied Health  
OB 330 J, Cooper Campus  
246-6239

**Kevin Dunn**, Assistant Dean  
Advanced Manufacturing and Trades  
111 M, Leestown Campus  
246-6716

**Susan Hayes**, Assistant Dean  
Nursing  
OB 303 D, Cooper Campus  
246-6525

**Debbie Holt**, Assistant Dean  
Business, Computer and Information Systems  
CB 213, Newtown Campus  
246-6286

**Angella King**, Assistant Dean  
Humanities  
AT 101 J, Cooper Campus  
246-6696

**Tammy Liles**, Assistant Dean  
Natural Sciences  
OB 234 K, Cooper Campus  
246-6449

**Jackie Wiseman**, Assistant Dean  
Mathematics and Statistics  
MB 118, Cooper Campus  
246-6431

**ViVicki Wilson**, Assistant Dean  
Communications, History, Languages, Social  
Sciences  
MB 217, Cooper Campus  
246-6316

*For the latest Academic organizational charts and those of the College, please see*  
[http://www.bluegrass.kctcs.edu/About/Our\\_Leadership/Leadership\\_Executive\\_Team.aspx](http://www.bluegrass.kctcs.edu/About/Our_Leadership/Leadership_Executive_Team.aspx)



**Advanced Manufacturing and Trades**

**Kevin Dunn**, Assistant Dean  
111 M Building, Leestown Campus

**Joanel Robinson**, Division Office Manager

*Architectural Technology*  
*Auto Body*  
*Auto Technology*  
*Carpentry*  
*Cosmetology*  
*Computer Aided Design*  
*Electrical Engineering*

*Electrical Technology*  
*Engineering Technology*  
*Fire/ Rescue/ Paramedic*  
*HVAC*  
*Industrial Maintenance*  
*Machine Tool*  
*Masonry*  
*Welding*

**Allied Health**

**Marty Baxter**, Assistant Dean  
330 Oswald Building, Cooper Campus

**Dianalee Crone**, Division Office Manager

*Dental Hygiene*  
*Nuclear Medicine*  
*Phlebotomy*

*Radiography*  
*Respiratory*  
*Surgical Technology*

**Communications, History, Languages, and Social Sciences**

**Vicki Wilson**, Assistant Dean  
217 Maloney Building, Cooper Campus

**Mary Margaret Pendleton**, Division Office Manager

*Anthropology*  
*Chinese*  
*Communications*  
*Criminal Justice/ Homeland Security*  
*Family Studies*  
*French*  
*Geography*  
*GIS*  
*History*

*Interdisciplinary Early Childhood Education*  
*Japan Studies*  
*Journalism*  
*Para-educator*  
*Political Science*  
*Psychology*  
*Sign Language*  
*Social Work*  
*Sociology*  
*Spanish*  
*Teacher Preparation*

**Business, Computer and Information Systems**

**Debbie Holt**, Assistant Dean  
CB 213 E, Newtown Campus

**Ginger Porter**, Division Office Manager

*Accounting*  
*Business, Marketing & Management*  
*Computer Information Systems*  
*Economics*

*Information Management & Design*  
*Information Technology*  
*Medical Information Technology*  
*Office Systems Technology*

**Humanities**

**Angella King**, Assistant Dean  
101 AT Building, Cooper Campus

*Classical Languages*  
*Developmental Writing*  
*ESL*  
*English*  
*Film Studies*  
*Honors*  
*Humanities*

**Melinda LeMaster**, Division Office Manager

*Music*  
*Philosophy*  
*Reading and Study Skills*  
*Student Development and Counseling*  
*Theatre*  
*Women's Studies*

**Mathematics and Statistics**

**Jackie Wiseman**, Assistant Dean  
118 Maloney Building, Cooper Campus

*Mathematics*

**Natural Sciences**

**Tammy Liles**, Assistant Dean  
234 Oswald Building, Cooper Campus

*Biological Sciences*  
*Biotechnology*  
*Chemistry*

**Tonya Spivey**, Division Office Manager

*Statistics*

**Phyllis Cunningham**, Division Office Manager

*Environmental Science Technology*  
*Physics/ Astronomy*

**Nursing**

**Susan Hayes**, Assistant Dean  
OB 303 Cooper Campus

*Licensed Practical Nurse*  
*Medication Aide*

**TBA**, Division Office Manager

*Registered Nurse*  
*Nurse Aide*

## EMPLOYMENT INFORMATION

### **Part-time Faculty Employment Policy**

Bluegrass Community and Technical College employs part-time faculty who assist in carrying out the mission of the institution. The College employs only faculty who meet the qualifications established by the Southern Association of Colleges and Schools-Commission on Colleges (SACS-COC) and provides each part-time faculty member with a contract signed by the President of the College, delineating pay, employment dates, and teaching load. This *Part-time Faculty Handbook* explains responsibilities of the part-time faculty member and lists services provided for them.

The President is responsible for employing all faculty members of the College, and may involve the academic vice president, the academic deans, the division assistant deans, the program/area coordinators, and other staff and faculty in the selection process.

### ***Credentials***

All part-time faculty are responsible for filing the required materials: an application form, a current resume, and official transcripts that document teaching credentials required for the proposed teaching assignment, with the appropriate division office manager. If there are additional degrees above the qualifying degree, these transcripts are also required.

### ***Part-Time Faculty Load***

The normal teaching load for part-time faculty is less than 70% of a full-time faculty teaching load. On a fiscal year basis, this equates to a teaching assignment of 25 credit hours or fewer including fall, spring, and summer terms.

### ***Contract***

All part-time faculty are responsible for signing and returning all copies of the contract to the division office manager. The original copy of the contract will be mailed to the faculty member when it has been signed by the division assistant dean and the appropriate academic dean. Supplemental Assignment Approval Request forms must also be submitted when appropriate.

### ***Method of Payment***

All new and present employees, as well as student workers, must have their payroll direct deposited. If you have not already taken care of this, please go to [www.kctcs.edu](http://www.kctcs.edu), and click on the following series of links:

*Faculty and Staff  
Fill Out a Form  
Payroll Forms  
PR 95, Authorization Agreement for Direct Deposit.*

Submit the completed form along with a voided check or documentation from the financial institution to your Division Office Manager when you sign your contract. To check your pay stub and for other information, log onto [www.bluegrass.kctcs.edu](http://www.bluegrass.kctcs.edu), click on Faculty and Staff, and then on People Soft – Self-Service for Employees. You may then enter your KCTCS log-on ID (jdoexxx) and password. When you click on Employee Services, you can choose to view your: personal information, job history, pay check, and direct deposit.

If you need to change payroll information (i.e., direct deposit form, tax forms, etc.) after initial submission, you may do so through People Soft – Self-Service for Employees.

***Required Documents***

MS/DS Quiz- After the required training, the quiz should be taken and submitted to the appropriate division office manager (new adjuncts only).

W4/K4 - The W4 and K4 forms should be completed to indicate or change the number of exemptions the employee claims.

DRUG-FREE WORKPLACE POLICY CERTIFICATION - The Federal Drug-Free Workplace Act of 1988 (Section 5151) requires that all employees receive a copy of the policy which declares that the Kentucky Community and Technical College System a drug-free workplace. This policy notification and the signed statement insure the System’s compliance with the federal law.

EMPLOYMENT ELIGIBILITY VERIFICATION (I-9 FORMS) - Due to the Immigration Reform and Control Act of 1986, Employee Eligibility Verification forms, better known as I-9 forms, must be completed on all incoming full-time and part-time employees. This form is included in the employment package.

The new employee must present appropriate identification as proof of citizenship, i.e., U.S. passport (expired ones are acceptable), driver's license, social security card, etc. (Please see the next page for acceptable documents. Note that you need one item from List A OR an item from List B AND an item from List C.) For verification, the identification and I-9 form must be brought to:

**Cooper**  
appropriate Division Office Manager

**Leestown**  
Scarlett Gillispie

**Danville**  
Judy Southerland or Erin Tipton

**Newtown**  
Human Resources Office

**Lawrenceburg**  
Danielle Chesser

**Winchester**  
Joy Trent

OVERLOAD - Any salaried or hourly Kentucky Community and Technical College System employee must submit documentation of approval for an internal supplemental assignment to teach as a part-time faculty member at Bluegrass Community and Technical College. A Supplemental Assignment Approval Request form must be initiated by the employee’s KCTCS dean or supervisor.

**Lists of Acceptable Documents for I-9**

*Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.*

| <b>LIST A</b><br>Documents that Establish Both<br>Identity and Employment<br>Authorization  | <b>LIST B</b><br>Documents that Establish<br>Identity  | <b>LIST C</b><br>Documents that establish<br>Employment Authorization  |
|---|--|--|
| <b>OR</b>   |  | <b>AND</b>   |
| 1. U.S. Passport or U.S. Passport Card (unexpired)  | 1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address | 1. Social Security Account Number card Unless the card includes one of the following restrictions:<br>(1) NOT VALID FOR EMPLOYMENT<br>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION<br>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)  | 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address                | 2. Certification of Birth Abroad issued by the Department of State (Form FS 545)   |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa.   | 3. School ID card with a photograph  | 3. Certification of Report of Birth issued by the Department of State (Form DS-1350)   |
| 4. Employment Authorization Document that contains a photograph (Form I-766)  | 4. Voter's registration card   | 4. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal   |
|   | 5. U.S. Military card or draft record  | 5. Native American tribal document   |
| 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:<br>a. Foreign passport; and<br>b. Form I-94 or Form I-94A, that has the following:<br>(1) The same name as the passport and<br>(2) An endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. | 6. Military dependent's ID card  | 6. U.S. Citizen ID Card (Form I-197)   |
|   | 7. U.S. Coast Guard Merchant Mariner Card  |  |
|   | 8. Native American tribal document   | 7. Identification Card for use of Resident Citizen in the United States (Form I-179)   |
| 9. Driver's license issued by a Canadian government authority   |  |  |
| 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the U.S. and FSM or RMI.   | <b>For persons under age 18 who are unable to present a document listed above:</b>   | 8. Employment authorization document issued by the Department of Homeland Security.  |
|   | 10. School record or report card   |  |
|   | 11. Clinic, doctor or hospital record  |  |
|   | 12. Day-care or nursery school record  |  |

**Checklist for New Part-Time Faculty**  
**BLUEGRASS COMMUNITY and TECHNICAL COLLEGE**  
**INITIAL APPOINTMENT**

Name \_\_\_\_\_ Semester \_\_\_\_\_

Return to Division Office Manager before the first class meeting:

\_\_\_\_\_ Signed Contract

Required if the individual is not already employed at KCTCS

\_\_\_\_\_ MS/DS Quiz

\_\_\_\_\_ W4

\_\_\_\_\_ K4

\_\_\_\_\_ Drug-Free Workplace Policy Certification

\_\_\_\_\_ I-9

\_\_\_\_\_ Direct Deposit Form

\_\_\_\_\_ Application Form

\_\_\_\_\_ Resume

A resume may be uploaded in the online application process. The resume may also be submitted directly to the division office manager:

Required if the individual is already employed in a regular full-time position within KCTCS:

\_\_\_\_\_ Supplemental Assignment Form initiated by Dean of regular full-time assignment (if salaried KCTCS employee)

***Checklist for Continuing Part-Time Faculty***  
**BLUEGRASS COMMUNITY and TECHNICAL COLLEGE**  
**REAPPOINTMENT**

(Individuals re-employed within 12 months of receiving their last check)

Name \_\_\_\_\_ Semester \_\_\_\_\_

A. Return to Division Office Manager before the first class meeting.

\_\_\_\_\_ Signed Contract

\_\_\_\_\_ W4/K4 Forms (completed only if the person desires to change the number of exemptions)

\_\_\_\_\_ Direct Deposit Form (if changing information)

Required if the individual is already employed in a regular full-time position within KCTCS:

\_\_\_\_\_ Supplemental Assignment Form initiated by Dean/ Supervisor of regular full-time assignment (if salaried KCTCS employee)

## GENERAL INFORMATION

### Copying

Copy machines for faculty use are available in:

#### Cooper Campus

205 A/T  
239 Moloney  
314 Oswald

#### Leestown Campus

A 219  
M Lobby/ 109  
C 140

#### Winchester

107 and front office

#### Danville

111 and Front Office

#### Lawrenceburg

155 and Front Office

#### Newtown

CB 311 U, 213 K, 120 A

You will need your user name and password (the same as if you were signing on to the computer or accessing your email). Please be reasonable when planning your class needs. All full- and part-time faculty are expected to adhere to the Copyright Law found below.

### The Copyright Law

(Copyright Act of 1976 - Title 17 of the U.S. Code) *Effective date: January 1, 1978*

#### *KCTCS Copyright Guidelines*

Please see <http://bluegrass.libguides.com/copyrightforeducators?hs=a> ; click on KCTCS Copyright Guidelines in a box on the left. Address specific questions to the Learning Resource Center, (859) 246-6380.

### Email Access

All adjunct faculty **must** check their College email accounts at least one each week and delete material they no longer need (please also empty your “deleted items” file regularly). All adjunct faculty **are required** to have a KCTCS email account which is the **primary source of official information from the College**. Please see your division office manager about setting/ re-setting your password.

### Mail

Faculty mail will be distributed in mailboxes located in the division suites on the Cooper Campus. The division office manager can provide information for sending campus or U.S. mail. Part-time faculty mail folders can be found in C 111 at the Leestown Campus. Mail for Adjunct Faculty is available in CB 121A at Newtown. Regional campuses will make arrangements to house part-time faculty mail in the faculty workrooms or a place to be determined by the campus directors.

### Voice Mail Access

Please see your division office manager if you want access to voice mail. Faculty members can be assigned extensions to the College’s main number and given instructions for accessing personal voice mailboxes.

### Supplies

The Coordinator will provide a desk copy of the text. The Division Office Manager provides general supplies such as notepads, pens/pencils, grade books, etc.



**Bookstore** (check for extra hours at beginnings and ends of semesters)

|                       |                   |                       |                              |
|-----------------------|-------------------|-----------------------|------------------------------|
| <b>Cooper</b> OB 120  | Monday-Thursday   | 8:00 a.m. - 5:00 p.m. | Friday 8:00 a.m. - 2:00 p.m. |
| <b>Leestown</b> C 172 | Monday - Thursday | 8:00 a.m. - 5:00 p.m. | Friday 8:00 a.m. - 2:00 p.m. |

### College Hours of Operation

*Human Resources* 209 Admn **Newtown** M-F 8:00- 4:30

*Purchasing/Accounts Payable* C 126 **Leestown** M-R 8:00 – 4:30 , F 8:00- 4:30 \*\*

*Student Billing/Accounts Receivable* OB 215 **Cooper** M- R 8:00-5:00, F 8:00- 4:30 \*\*

*Student Billing* \*\* **Lunch Closing 12:30-1:30 daily**

See web for most current hours: [http://bluegrass.kctcs.edu/Student\\_Billing.aspx](http://bluegrass.kctcs.edu/Student_Billing.aspx)

*Open Computer Lab, MB 110 and 112* **Cooper**

Monday–Thursday 8:00 a.m. – 7:00 p.m.

Friday 8:00 a.m. – 4:00 p.m.

*Open Computer Lab A 112* **Leestown** (Training Resource Center for Faculty A 226, hours posted)

Monday- Friday 8:00 a.m. - 5:00 p.m. **Check**

[http://www.bluegrass.kctcs.edu/ITS/Open\\_Labs.aspx](http://www.bluegrass.kctcs.edu/ITS/Open_Labs.aspx) for Saturday Hours

*Learning Resources Center,* 221 Oswald **Cooper**

Monday – Thursday 7:45 a.m. -- 7:00 p.m.

Friday 7:45 a.m. -- 5:00 p.m.

#### **Newtown**

Monday- Friday 8:00 a.m. - 5:00 p.m.

#### *Records Office*

203 Oswald **Cooper**

Mon.–Thurs. 8:00 a.m. – 6:00 p.m.

Friday 8:00 a.m. – 4:00 p.m.

C 170 **Leestown**

Mon. – Thurs. 8:00a.m. – 5:00 p.m.; Fri. 8:00a.m. – 4:00

#### **Newtown**

Mon. -- Thurs. 8:00 a.m. – 5:00 p.m.

During registration periods hours of operation are the hours of registration activities, as listed in the *Schedule of Classes*

### Parking

All parking areas surrounding Cooper Campus and the Commonwealth Stadium require a University of Kentucky parking permit from 5:00 a.m. through 7:30 p.m., Monday through Thursday and through 3:30 p.m. Friday afternoons. Evening faculty who arrive at Cooper Campus after 7:30 p.m. are not required to purchase a parking permit. Designated parking places are available at Leestown for visitors and general parking. A permit is not required for parking at the Leestown, Newtown, or the regional campuses.

Faculty parking on Cooper Campus is available in front of the Oswald Building (previously the C-6 lot) or in the Parking Structure 7 across from the University of Kentucky tennis courts, 721 Sports Center Drive. Parking applications are available from the division office managers. Information regarding costs is available online at <http://www.uky.edu/Parking/>

Parking areas for persons with disabilities are patrolled and tickets issued 24 hours a day, seven days a week. Permits or license plates issued by government agencies are not sufficient for parking in spaces for persons with disabilities on the Bluegrass Community and Technical College, Cooper Campus/University of Kentucky campus. You must apply for a special campus permit for those spots.

### **Tobacco Policy**

This College is a tobacco-free institution. *Tobacco-free* means that the use of cigars, cigarettes, smokeless tobacco, or pipe smoking is prohibited everywhere in the buildings and on the College grounds areas.

*\* Note: The University of Kentucky is tobacco-free throughout its campus.*

### **Snow-Inclement Weather**

The cancellation or delay of classes announcements will normally be made by 6:00 a.m. through the local media including radio and television. The most current updates will be available online at [http://bluegrass.kctcs.edu/News\\_and\\_Events/Announcements.aspx](http://bluegrass.kctcs.edu/News_and_Events/Announcements.aspx)

### **Lost and Found**

Lost and Found items should be reported or brought to Security at the Cooper Campus or the receptionist area in C building at Leestown Campus. Please check with the campus contact at the regional campuses for lost and found.

## **Policy for Children on Campus**

Bluegrass Community and Technical College seeks to maintain a friendly, professional environment conducive to the productivity of faculty and staff and to the education of students.

Under currently crowded circumstances, special care must be taken to ensure an effective working and learning environment. For this reason faculty, staff, and students should make appropriate primary plans as well as alternate plans for the care of their children *outside* the Bluegrass Community and Technical College environment.

For faculty and staff, visits by children to the campus should either be infrequent *emergency* situations cleared in advance with a supervisor or division Assistant Dean, or short visits to familiar employees.

For students, visits by children are appropriate only when brief business is to be conducted on campus. Children must remain with their parents at all times.

Neither students nor faculty may bring children to class, as this impacts the teaching/learning environment for everyone in the classroom. A student who brings a child to campus forfeits the opportunity to attend class that day, as the child can neither be brought into the classroom nor left unsupervised.

To prevent misunderstandings, policies regarding children on campus should be included in faculty, staff, and student handbooks. Information should be communicated at all student, staff, and faculty orientations and at the college wide meeting at the start of the academic year.

Timing of reminders is equally important, as these can prevent “emergencies” arising from forgetting the policy. Faculty and supervisors should reiterate the policy about children on campus at the outset of the semester and at least a week in advance of public school holidays so that student, faculty, and staff parents can remember and implement their alternate plans. It may also be helpful to encourage discussion regarding alternate plans so that parents can become aware of a variety of options.

## INSTRUCTION

### Expectations Regarding Part-Time Faculty Members

Bluegrass Community and Technical College expects faculty to carry out their duties in a professional, ethical, and collegial manner that enhances the mission of the College.

Part-time faculty represent a substantial portion of the Bluegrass Community and Technical College teaching staff. The College is aware of the important contributions made by part-time instructors, not only in the classroom but also in the community.

Part-time faculty report directly to the division assistant dean and/ or program/area coordinator. They teach classes using the established texts and/or the prescribed instructional materials. Instructors are expected to:

- prepare adequately for all classes;
- provide students with the program-/ area-approved course objectives;
- evaluate student progress appropriately, equitably, and in a timely manner;
- establish and maintain effective working relationships with colleagues and supervisors;
- maintain professional competence;
- conduct classroom and college-related activities in a professional manner;
- meet all assigned classes punctually;
- maintain all necessary and required records relating to student achievement, progress, and attendance;
- assist in maintaining effective laboratories where applicable; and
- provide all students with reasonable academic assistance.

In addition to the information provided in this guide, faculty members are expected to be generally familiar with the contents of the *BCTC Policies and Procedures Handbook*, available online at [http://bluegrass.kctcs.edu/Faculty\\_and\\_Staff/Policy\\_and\\_Procedures.aspx](http://bluegrass.kctcs.edu/Faculty_and_Staff/Policy_and_Procedures.aspx) and the *KCTCS Code of Student Conduct* available on-line at [http://bluegrass.kctcs.edu/Current\\_Students](http://bluegrass.kctcs.edu/Current_Students) ; under “Help for Students” click on the Code for Student Conduct. Please also familiarize yourself with the current *KCTCS Catalog* and the current *Schedule of Classes*, also available on-line. Adjunct faculty are also encouraged to attend the scheduled adjunct faculty orientation/ professional development activities each semester and are invited to attend division and faculty meetings whenever possible.

### Instructor's Absence

The College does not provide substitute faculty and discourages any cancellation of classes. If a faculty member must be absent from class for illness, he/she should notify the *division assistant dean*, the *program/area coordinator*, the *division office manager*, and the *class in advance*. The faculty should let the coordinator know what arrangements have been made for the class. If an emergency occurs and students are not notified in advance that the class is canceled, the division office manager should be given the necessary information. This will allow the division office manager to prepare a message to put on the classroom door to notify students of the instructor's absence. Then the assistant dean and the coordinator should also be informed of the absence. For classes meeting at regional/ off-campus sites, faculty should notify the appropriate contact person at that site *as well as* the program/area coordinator and division assistant dean.

## **Kentucky Community and Technical College System Policy on Academic Freedom**

Source: KCTCS *Board of Regents Policies 2.9.1.2* (5/14/04)

It is the policy of the Kentucky Community and Technical College System to maintain and encourage, within the law, full freedom in inquiry, discourse, teaching, research, and publication; and to protect members of the academic community against influences, from within or without, which will restrict them in the exercise of these freedoms in the faculty members' areas of scholarly interest. Teachers and students will be permitted and encouraged to investigate any theory, challenge any premise, engage in political and social debate, and express their dissent without jeopardy to their academic careers, provided their behavior is not in violation of the law and does not interfere with the normal operation of the educational programs of the Kentucky Community and Technical College System.

In their roles as citizens, faculty members and students have the same freedoms as other citizens, without institutional censorship or discipline, although they should be mindful that accuracy, forthrightness, and dignity befit their association with the Kentucky Community and Technical College System and their positions as persons of learning. When faculty members or students speak or write as citizens, they should indicate that they are not speaking for their college or the Kentucky Community and Technical College System.

KCTCS faculty members who feel their rights have been violated may file an appeal through the KCTCS Senate Advisory Committee on Appeals as outlined in the *KCTCS Policy Manual*. Students who feel their rights have been violated may file an appeal through the proper channels as outlined in the *Code of Student Conduct Handbook*.

**Academic Rights of Students**      Source: *Code of Student Conduct 2.2*

### *Information about Course Content*

A student has the right to expect the course to correspond generally to the description in the official *KCTC Catalog*, available online at [http://kctcs.edu/en/Students/Programs\\_and\\_Catalog.aspx](http://kctcs.edu/en/Students/Programs_and_Catalog.aspx) and the right to be informed in writing at the first or second class meeting, or in the introductory materials for a distance learning course, about the nature of the course--the content, the activities to be evaluated, and the grading practice to be followed. A student shall be informed of whenever factors such as absences or late papers will be weighed in determining grades.

All students must be informed in writing of the course content and other matters listed in this rule at no cost to them. On the first or second day of class, all students officially enrolled in a course must be provided access to a copy of the course syllabus free of charge. See [PostBlackboardSyllabus](#) , [Youtube Video](#) , or <http://www.bluegrass.kctcs.edu/ITS/Training.aspx> for simple directions.

### *Contrary Opinion*

A student has the right to take reasoned exception to the data or views offered in the classroom without being penalized.

### *Academic Evaluation*

Students have the right to receive grades based only upon fair and just evaluation of their performance in a course as measured by the standards announced by their instructor(s) at the first or second class meeting or in the introductory materials for a distance learning course.

Evaluations determined by anything other than a good faith judgment based on explicit statements of the above standards are improper. Among irrelevant considerations are race, color, religion, sex, national origin, sexual orientation, age, disability, marital status, and political affiliations, or any activities outside the classroom that are unrelated to the course work or program requirements.

### *Academic Records*

Students have the right to have their academic records kept separate and confidential unless they consent in writing to have them revealed. The chief executive officer or designee may disclose a student's academic record without that student's consent to authorized college personnel if the information is required for official use, such as advising students, writing recommendations, or selecting candidates for honorary organizations.

### *Evaluation of Student Character and Ability*

Students have the right to have their character and ability evaluated only by individuals with a personal knowledge of the student. Records containing information about a student's character and ability shall indicate when the information was provided, by whom, and the position of the individual providing this information.

## **Syllabus**

Students must be provided access to a written syllabus at the first or second class meeting. See the previous for simple directions for posting the syllabus.

## **Syllabus Guidelines**

Instructions: The following items must be completed for each course syllabus for courses offered at Bluegrass Community and Technical College. Assistant deans or program/area coordinators should be consulted if any questions arise.

*Course Identification* -- (Course Prefix, Section Number, PeopleSoft course Number) and Course Title

*Instructor's Name/ Office Hours/ Phone Number/ email, office hours if applicable*

*Coordinator's Name/ Division Phone Number/ email, office location*

*Course Description* – Use the official course description, including prerequisites or co-requisites, as written in the current *KCTCS Catalog*.

*Objectives* – This section is designed to inform the students, in broad terms of what is expected of them. These broad statements should define the general outcomes desired for both instructor and student. **Course objectives are those adopted by the program/area and must be the same for all sections of the course.** Program/area coordinators have been assigned responsibilities for directing full- and part-time program faculty in the preparation of course syllabi and ascertaining consistency of course objectives. Faculty should contact the program/area coordinator for the approved objectives.

*Instructional Materials* – This section should list both the required texts and materials and any recommended texts and materials.

*Instructional Modes To Be Used* – This section indicates the types of instructional techniques to be used and should include anticipated field trips, required outside seminars, lectures, etc. Resources (tutors, computer-assisted instructional materials, Web assignments, audiovisual materials, and texts on reserve) to help students meet course objectives would be helpful.

*Class Procedures* – Any specific directions or procedures regarding the style of written assignments, retention of corrected papers, acceptance of late assignments, make-up work, etc. that the students must follow should be noted in this section of the syllabus.

*Course Requirements* – Required course elements, including examinations, lab experiences, attendance, and other graded assignments such as presentations, papers, homework, quizzes, and clinicals, must be listed.

*Grading Criteria* – The method of evaluation is of great concern to students. State the criteria for each letter grade. Whatever the method of evaluation, one should explain the method chosen in detail so the students understand how their final grade will be determined. For example, some faculty require a student to complete a certain number of specific course objectives for a “C,” and additional objectives for a “B” or an “A.” Others require the student to complete the objectives with a certain degree of proficiency for a “C,” a higher degree for a “B” and still a higher degree for an “A.” Some use a point system as the basis for the grade.

The policy for assigning a “W” grade must be stated. The College rule on withdrawal from class is explained on page 24 of this document.

Policies on cheating and plagiarism, which address grading criteria, must also be stated. The College rules on academic offenses and disposition of cases of academic offenses begin on page 25 of this document.

*Course Outline* – A course outline, specifying units and topics, must be included.

*General Education Competencies* – The syllabus for all general education courses must include the appropriate learning outcomes, the instructional objectives showing the method of evaluation of each of these competencies. The program/area coordinator will provide the appropriate information.

Course Number \_\_\_\_\_

Section Number \_\_\_\_\_

Semester \_\_\_\_\_

Instructor \_\_\_\_\_

**THE COURSE SYLLABUS INCLUDES THE FOLLOWING CHECKED ITEMS:**

- Course Title, Prefix and Number  
Instructor's Name, Office, Office Hours, Phone, email  
(w/ five hours in-office availability for FT faculty)
- Coordinator's Name/ Phone Number/ email/ office
- Division Assistant Dean/ Phone Number/ email/ office
- Official Course Description including Prerequisites/ Co-requisites
- Program/ Area Approved Course Objectives
- Course Requirements
- Grading Scale
- Course Outline
- Textbook/ Supplies (if applicable)
- Attendance Policy
- Late Work Policy  
Make-up Work Policy
- Withdrawal Policy/ SAP Statement
- \*Gen. Education Learning Outcomes  
*Knowledge of human cultures*  
*Intellectual and practical skills*  
*Personal and social responsibility*  
*Integrative and applied learning*
- \*Instructional Objectives (*Evaluation of Competencies*)

\*All syllabi for general education courses must include these items.

**Suggested Inclusions**

Special Accommodation Statement

Reference to KCTCS *Code of Student Conduct*

Plagiarism/ Cheating Penalties

Written Work Policy

Academic Ombud helps resolve academic disputes between students and faculty or administration.

When a student is unable to resolve a grievance or complaint through the usual means, the Ombud may be able to expedite the process or advise the student about the proper procedures to follow.

Problems include, but are not limited to, violation of students' academic rights, unfair teaching and grading practices, cheating and plagiarism, and discrimination and harassment.

**INSTRUCTOR:** \_\_\_\_\_  
(Signature)

REVIEWED: \_\_\_\_\_  
(Signature of Program/Area Coordinator)

DATE: \_\_\_\_\_



## **Excused Absences**

For each course in which the student is enrolled, the student shall be expected to carry out all required work including laboratories and studios and to take all examinations at the class period designated by the instructor.

Each instructor shall determine his/her policy regarding completion of assigned work, attendance in class, absences at announced or unannounced examinations, and excused absences. Access to this policy shall be presented in writing to each class at its first or second meeting. Students' failure to comply with the announced policy may result in appropriate reductions in grade as determined by the instructor. Please work with your program/ area coordinator to see if area/ program attendance guidelines have been established.

## **Midterm Progress**

By the last day of class before the midterm withdrawal date, all teachers must inform the students in their courses of their current progress based on the criteria in the syllabus.

## **Final Examinations**

Source: KCTCS Senate *Rules*

If a final examination is to be given, it will be administered during the examination period as scheduled by the Registrar for the semesters of the regular school year. These examination periods will utilize the last five days of each semester, and will be preceded by a study day or weekend on which no classes or examinations will be scheduled.

Final examinations, where appropriate, will be administered during the last class day of the summer session.

Final examinations may be given at times other than the regularly scheduled time in the following instances:

In the case of conflicts or undue hardship for an individual instructor, a final examination may be rescheduled at another time during the final examination period upon the recommendation of the division assistant dean and with the concurrence of the President and the registrar.

Any student with more than two final examinations scheduled on one date shall be entitled to have an examination rescheduled. The student must submit a petition for rescheduling in writing to the instructor no later than one week prior to the last class meeting.

If a conflict is created by rescheduling of an examination, the student shall be entitled to take the rescheduled examination at another time during the final examination period.

In the case of undue hardship for an individual student, a final examination may be rescheduled by the instructor.

**Bluegrass Community and Technical College Best Practice Policy**  
*Approved by the Academic Leadership Team November 2007*

- Faculty are encouraged to give students a final assessment (e.g., a test, paper, or project), which normally takes place or is due during the established time of the finals week unless approved by the assistant dean; and
- Full- and part-time faculty should remain fully engaged in the college community throughout finals week.

**Grading System**

Source: *KCTCS Catalog*

- A Represents exceptionally high achievement. It is valued at four (4) grade points for each credit hour in non-developmental/remedial courses.
- B Represents a high achievement. It is valued at three (3) grade points for each credit hour in non-developmental/remedial courses.
- C Represents average achievement. It is valued at two (2) grade points for each credit hour in non-developmental/remedial courses.
- D Represents the minimum achievement for credit. It is valued at one (1) grade point for each credit hour in non-developmental/remedial courses.
- E Represents unsatisfactory achievement and indicates failure in the course. It is valued at zero (0) grade points and zero (0) credit hours in non-developmental/remedial courses. Credit may be obtained by repeating the entire course.
- F Represents an unsatisfactory grade in a course taken on a Pass-Fail basis. The student who receives a grade of "F" in a course shall not be eligible to continue into the next sequential course(s). It has no value in completing the grade point average. Credit may only be obtained by repeating the entire course. This grade may be used for developmental courses.
- AU (Audit) has no value in computing grade point average.
- I Means that part of the regularly assigned work of the course remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from the completion of the work. The instructor shall not give an I grade when the reason for incompleteness is unsatisfactory. The instructor and student will discuss the requirements for completion of course with the time limit for completion not to exceed a maximum of two years; failure to do so will result in a change of grade from I to an E.

Each college shall maintain a record of incomplete grades recorded in courses of that college. This record, completed by the instructor at the time the I grade is reported, shall include: (1) the name and number of the student, (2) the course number and hours of credit, (3) semester or session and year of enrollment, (4) signature of the instructor, (5) a brief statement of the reason(s) for recording the incomplete grade, and (6) an adequate guide for removal of the incomplete grade. In the instructor's absence, the division assistant dean or the designee, shall forward to the president/director (or designee) the appropriate letter grade to replace the incomplete grade.

- W Represents a withdrawal from class without completing course requirements. A student may officially withdraw from any class up to and including the date of mid-term with a W grade. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a grade of "W" which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W grade for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of W may be assigned by the Community/Technical College Appeals Board in cases involving a violation of student academic rights or offenses.
- P Represents a satisfactory grade in a course taken on a Pass-Fail basis. The student who receives a grade of P in a course shall be eligible to continue into the next sequential course(s). The grade of P may be assigned by the Community/Technical College Appeals Board in cases involving a violation of student academic rights. It has no value in computing the grade point average. This grade may be used for developmental courses and may also be assigned by the Community/Technical College Appeals Board.
- MP Represents Making Progress and may be assigned only for developmental courses and means that the student has made significant progress but needs and deserves more time to achieve a passing grade. The student should re-enroll in the course in order to continue advancement to the level of competence set for the course. Grades may be earned following re-enrollment for developmental courses. The grade of MP has no value in computing grade point average.

#### Pass/ Fail

May be selected for a maximum of two elective courses, subject to certain restrictions, by students with at least 30 credit hours and not on academic probation. These can count toward graduation but are not used in calculating grade-point standing. Courses taken on a pass-fail basis shall be limited to those considered as elective in the student's program, and such other courses or types of courses as might be specifically approved by the Community College Council. Prerequisites for such courses may be ignored at the student's own hazard. The student is expected to participate fully in the course and take all examinations as though the student were enrolled on a regular basis. Students may not change from a pass-fail basis nor from a regular basis to a pass-fail basis after the last date for entering an organized class. Courses offered only on a pass-fail basis, remedial or developmental, or taken by special examination, shall not be included in the maximum number of elective courses which a student may take under these provisions

## **Academic Offenses**

Plagiarism, Cheating and Misuse of Academic Records

Source: *Code of Student Conduct* 2.3 (available online at <http://kctcs.edu/Students.aspx> then click on Code of Student Conduct on left)

Students shall not plagiarize, cheat, or falsify or misuse academic records.

### ***Plagiarism (2.3.1.1)***

Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were one's own. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by some form of documentation acceptable to the instructor for the course.

Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as the student's own. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual material is completed, it must be done by the student, and the student alone. The use of the term "material" refers to work in any form including written, oral, and electronic.

All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisors, is expected to be the result of the student's own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving the student's work, the student must consult the instructor before submitting the work.

### ***Cheating (2.3.1.2)***

Cheating includes buying, stealing, or otherwise obtaining unauthorized copies of examinations or assignments for the purpose of improving one's academic standing. During examinations or in-class work, cheating includes having unauthorized information, and/ or referring to unauthorized notes or other written or electronic information. In addition, copying from others, either during examinations or in the preparation of homework assignments, is a form of cheating.

### ***Student Co-Responsibility (2.3.1.3)***

Anyone who knowingly assists in any form of academic dishonesty shall be considered as guilty as the student who accepts such assistance. Students should not allow their work to be copied or otherwise used by fellow students, nor should they sell or give unauthorized copies of examinations to other students.

### ***Misuse or Student Falsification of Academic Records (2.3.1.4)***

The misuse or actual or attempted falsification, theft, misrepresentation or other alteration of any official academic record of the college is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete academic record.

## **Disposition of Cases of Academic Offenses**

Source: *Code of Student Conduct* 2.4.1.2

### ***Responsibility Involving Academic Offenses*** (see above Section 2.3)

When a student is believed to be guilty of any of the four academic offenses (2.3.1.1 – 2.3.1.4), a student will find information concerning responsibilities of college personnel in section 2.5.2. In case of an alleged academic offense (section 2.3.1) by a student, the instructor shall notify the student in writing, explain the sanction to be implemented, and inform the student of her/his rights to appeal.

The student shall have ten (10) calendar days from the date of submission of the instructor's notification in which to appeal in writing to the instructor's division chair.\* The student may appeal the fact of guilt for all three faculty sanctions listed in section 2.3.2.1 and other academic sanctions in section 2.3.2.2. The student may appeal the severity of the academic sanction which assigns a failing grade for the course.

Refer to flowchart in *Code: Appeals in Cases of an Alleged Student Academic Offense* (Figure 2)

## **Academic Ombud**

The Academic Ombuds are those officers of the College charged with consideration of student grievances in connection with academic affairs.

### *Functions*

The Office of Ombud shall provide a mechanism for handling issues for which no established procedure exists or for which established procedures have not yielded a satisfactory solution. It is not intended to supplant the normal processes of problem resolution. In some cases where there is a clear need to achieve a solution more quickly than normal procedures provide, the Ombud may seek to expedite the normal processes of resolution.

Bluegrass Community and Technical College's Ombuds are:

#### **Cooper, Online, Winchester**

Jake Gibbs                      MB 214 Cooper Campus                      246-6313                      [jake.gibbs@kctcs.edu](mailto:jake.gibbs@kctcs.edu)

#### **Leestown, Newtown**

Karen Gauthier                      M 107 Leestown Campus                      246-6698                      [kgauthier0003@kctcs.edu](mailto:kgauthier0003@kctcs.edu)

#### **Danville, Lawrenceburg**

Mark We                      133 Danville Campus                      246-6890                      [mark.welch@kctcs.edu](mailto:mark.welch@kctcs.edu)

## **Unauthorized Class Attendance**

Persons whose names do not appear on the class roll should not be permitted to attend any class session -- this includes children (see *Policy for Children on Campus*, page 16 of this document), friends, spouses, etc. Faculty should be consistent in implementing this policy.

## **Recording "I" Grades**

Bluegrass Community and Technical College is required to maintain a file record of Incomplete grades reported in courses. To accomplish this, a special form is used upon which the required information is recorded. One form is used for each student receiving the "I" grade. Forms are available from the division office managers.

## Posting of Grades

The KCTCS Legal Counsel has advised that posting grades is a violation of the Privacy Act when the student is identified by name, social security number, or any other method that would publicly identify the student. Faculty may, however, post grades if they develop some procedure that does not publicly identify the student. For instance each student may make up a personal pseudonym and give that to the teacher to use for grade posting.

## Grade Reports

Full-time and adjunct faculty must enter grades for each student into PeopleSoft following the directions provided by the registrar. All faculty entering grades directly into the student information system should print two copies of the grade report and submit these to the division office managers, as the divisions are required to maintain file copies of all grades. **All "I" grades must be accompanied by an Incomplete Form available from the division office manager, and all "E" grades must be accompanied by the date of the student's last contact with the faculty member, entered into PeopleSoft according to the instructions provided by the registrar.** Grades should be entered into PeopleSoft as soon as possible after the scheduled final exam, but no later than noon on the Monday following the end of final examinations for the semester or the date specified by the registrar for summer sessions.

Leestown faculty will complete their grade rosters via PeopleSoft and print a copy for the division assistant dean.

## Records

Copies of your grade books for a given semester should be given to the division office manager at the end of each semester. Any graded materials not returned to the students must be maintained on file for at least one calendar year.

## Changing Grades

An individual faculty member may change a mark once it has been reported to the Registrar's Office within one year of the date of the original grade by forwarding to the registrar a copy of the grade change form. Special Circumstance Grade Report forms are available from the division office manager. Reports of all grade changes are sent by the registrar to the student and the division assistant dean.

## Faculty Evaluation

A student evaluation of instruction is conducted for every part-time faculty member in the spring. In fall semesters and summer terms, those part-time faculty members who have taught for four or fewer semesters and those requested to do so by their coordinators will be evaluated. A memo identifying dates and describing procedures will be distributed at least two weeks prior to the evaluation period.

These evaluations are considered important and are reviewed by the College administration. Each faculty member and the coordinator will receive a copy of the results of his/her evaluation for use in improving future classroom performance.

## Services

### Career Development and Counseling

Counselors provide career, academic, personal, and admissions counseling. All services provided by Career Development and Counseling are free, and counseling is confidential. If necessary, with the student's permission, referrals may be made to community services. Students are welcomed on a walk-in basis depending on counselor availability or by appointment. Career Development and Counseling is located in 102 in the A/T Building on the Cooper Campus.

### Disability Support Services

The Disability Support Services personnel, located in 320 C Oswald Building Cooper Campus and Building C Room 112, Leestown Campus, provide services for students who have a documented disability and require academic accommodations or other assistance. Services provided are based on the individual needs of each student and may include specialized academic advising, career counseling, supportive counseling, tutoring, testing accommodations, classroom interpreters for the deaf, parking permits, accessible housing, and assistance in obtaining additional services or help through community resources.

### Library/ Learning Resource Center

**Cooper Campus:** Learning Resource Center - Oswald Building 221.

#### Hours of Operation

Monday – Thursday 7:45 a.m. to 7:00 p.m.  
Friday 7:45 a.m. to 5:00 p.m.

Access also available through two open computer labs in Moloney 110 and 112. (*See Hours of Operation, page 14*)

**Danville Campus:** Academic Resource Center/ open computer lab - Room 107

#### Hours of Operation

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

*(Weekend hours are scheduled anytime classes meet in the building.)*

**Lawrenceburg Campus:** Academic Resource Center (library/open computer lab) - Room 114

#### Hours of Operation

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

**Newtown Campus:** Library/learning resource space/ open computer lab.

#### Hours of Operation

Monday – Friday 8:00 a.m. to 5:00 p.m.

**Winchester Campus:** Library/open computer lab space - rooms 217 and 106.

**Hours of Operation**

Monday – Friday      8:00 a.m. to 4:30 p.m.

**Computer Labs**

Faculty can use the open computer labs in 110 and 112 Moloney Building on Cooper Campus. See *Leestown Open Computer hours*, page 14.

**Tutoring/ Writing Center**

Faculty are encouraged to check the tutoring website at <http://bluegrass.kctcs.edu/Tutoring.aspx> and refer students who need assistance to that source. Free tutoring (content area and writing assistance) is available according to the tutoring schedule at individual campus sites.



## Safety and Security

### Safety and Security Manual

Copies of the Bluegrass Community and Technical College safety and security materials are available for quick reference online at <http://www.bluegrass.kctcs.edu/safety> . This information includes issues such as emergency evacuation, assisting people with disabilities from buildings in an emergency, bomb threats, tornados, earthquakes, training requirements, workplace hazardous communication/right to know, bloodborne pathogens, the lab standard and chemical hygiene plan training, hazardous materials handling, the workplace violence policy, and emergency call numbers. A desktop reference version of the *Emergency Procedures Guide* for faculty and staff can be printed from that website for quick reference and emergency contact phone numbers.

### First Aid Kits

First aid kits are located in all Division Suites, the Records Office, 203 Oswald Building, the Maintenance and Operations Office, 128 Oswald Building, and at the Newtown Campus.

### General Guidelines

1. If the emergency occurs in the classroom, the instructor of the class assumes responsibility for carrying out the emergency procedures.
2. If the emergency occurs outside the classroom, the first college employee on the scene assumes responsibility for carrying out the emergency procedures.
3. The emergency number is 911 for Police, Fire and Ambulance assistance.
4. A report of all accidents/emergencies, etc., should be filed within 24 hours. Report forms are available in the Human Resources Office, 208 Oswald Building and online at [http://bluegrass.kctcs.edu/safety\\_and\\_security.aspx](http://bluegrass.kctcs.edu/safety_and_security.aspx) ; please use Accident report Formnt Report Form (FM84). A copy of the report is to be submitted to the Manager of Safety and Security, 202 B Oswald Building, Cooper Campus. If the accident or emergency involves a College employee, a copy should also be sent to Human Resources, 208 Oswald Building, Cooper Campus.
5. Procedures apply to accidents or emergencies which occur on campus, including leased facilities and other off campus/regional campus sites.

### Specific Procedures

- a. The faculty/staff member should:
  - 1) call 911 and notify the Crisis Management Team by dialing 55911;
  - 2) stay with the victim until emergency treatment personnel arrive; (Staff are advised not to transport the victim under any circumstances.) and,
  - 3) determine the identity of victim and provide data to emergency personnel.
- b. Student Development personnel will contact family or relatives of the victim and arrange for transportation as needed.

In case of injury, notify your supervisor immediately; failure to notify your supervisor could result in denial of benefits. The supervisor reports occupational injuries that occur in the workplace to Workers Compensation, by calling 502-564-2226 or 1-888-860-0302 (8:30 a.m.-4:30 p.m.). If injury occurs during the evening hours or weekends, the injury must be reported at the beginning of the next working day. The employee may select the physician or medical facility to render care. Request that medical bills be sent to Human Resources, 208 Oswald Building, Cooper Campus.

An Accident Report Form (FM84) should be completed and is found in the Safety and Security page at: [http://bluegrass.kctcs.edu/safety\\_and\\_security.aspx](http://bluegrass.kctcs.edu/safety_and_security.aspx)

In addition, the First Report of Injury (IA-1) must be completed within three (3) working days (contact HR Office at the Newtown Campus). This report must be completed even if the employee does not plan to visit a doctor.

## **Compliance with Regulations**

Bluegrass Community and Technical College is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

Compliance with Title IX of the Educational Amendments of 1972, which prohibits sex discrimination, and with Title VI of the Civil Rights Act of 1964 is coordinated by the Kentucky Community and Technical College System. Contact, Natalie Gibson, the Director of Cultural Diversity for KCTCS.

Efforts to comply with the laws and regulations applicable to people with disabilities are also coordinated by the Cultural Diversity Office, as required by Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Questions concerning compliance with regulations may be directed to the Kentucky Community and Technical College Cultural Diversity Office, or the Director of the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

Bluegrass Community and Technical College is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Questions may be directed to the KCTCS Chancellor or the Human Resources Services Director's Office.

Questions about admission to Bluegrass Community and Technical College should be directed to the appropriate admissions office.

***Bluegrass Community and Technical College / An Equal Opportunity Institution***

Revised August 2014