

Adjunct Faculty Manual



St Augustine College
1333-45 W. Argyle Street * Chicago, IL 60640-3593
Phone: (773)878-8756 * Fax: (773) 878-0937
www.staugustine.edu

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ST. AUGUSTINE COLLEGE MISSION

St. Augustine college is an independent, bilingual (dual language) institution of higher education created under the auspices of the Episcopal Diocese to make the American system of higher education accessible to a diverse student population with emphasis on those of Hispanic descent; to strengthen ethnic identity; to reinforce cultural interaction; and, to build a bridge to fill cultural, educational, and socio-economic gaps.

St. Augustine College was chartered as a bilingual institution of higher learning on October 7, 1980 by the Illinois Board of Higher Education. The North Central Association of Colleges and Schools granted candidacy status to the College on January 31, 1983. On June 19, 1987 the College was initially accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. St. Augustine College's regional accreditation was most recently reaffirmed in August, 2014.

II. Introduction

This manual from the Office of Academic Affairs has been prepared to provide information to you, our adjunct faculty, regarding the general nature and operation of the College. The Office of Academic Affairs wants to support your teaching efforts through orientation, in-service and evaluation in your academic department and with the faculty as a whole.

This manual is a resource to facilitate your functions. Specific procedures, as listed in this publication, are subject to change whenever considered necessary by the administration. Please contact the Department Chairperson or your Course Coordinator of your program, or the Dean of Instruction if you need more information about the contents of this manual.

We encourage you to carefully read this manual.

III. College Directory

Main Campus

1345 W. Argyle
Chicago, IL 60640
Phone: 773-878-8756

Class Hours

M - F 9:00 AM - 12:20 PM
M - F 6:30 PM - 9:50 PM
Saturday 9:00 AM – 4:00 PM

Office of Academic Affairs extensions: 773-878-3654 / 773-878-7169

Madeline Roman-Vargas, Dean of Instruction: 773-878-3728

Department Chair numbers:

Early Childhood Education and Social Sciences: Dr. Maria Vargas, 773-878-3235

Languages, Literature, & Humanities: Ms. Elena Voltchek, 773-878-7283

Computer Information Systems, Business and Culinary Arts: Mr. Juvenal Nava,
773-878-7087

Sciences & Health: Dr. Carlos Ortiz, 773-878-3742

Social Work and Addictions Counseling: Dr. Marcia Pantell, 773-878-3978

Dean of Student & Academic Affairs: Dr. Bruno Bondavalli, 773-878-3439

Associate Dean for Student Services: Dr. Juan Ojeda, 773.873.7980

Information Commons/Library: Ms. Elizabeth Murphy, Director, 773-878-7599

South Location

2610 W. 25th Place
Chicago, IL 60623
Phone: 773-878-3706
Director: Dr. Beda Lopez Sierra

Class Hours

M - F 9:30 AM - 12:50 PM
M - F 6:30 PM - 9:50 PM
Saturday 9:00 AM - 12:20 PM

West Town Location

3255 W. Armitage
Chicago, IL 60647
Phone: 773-878-3606
Director: Ms. Carmen Rivera

Class Hours

M - F 9:30 AM - 12:50 PM
M - F 6:00 PM - 9:20 PM
Saturday 9:00 AM - 12:20 PM

Southeast Location

110000 S. Ewing
Chicago, Il., 60617
Phone: 773-878-3252
Director: Ms. Patricia Vega

Class Hours

M - F 10:00 AM - 1:20 PM
M - F 6:15 PM – 9:35 PM
Saturday 9: AM- 12:20 PM

Aurora Location

841 N. Lake St
Aurora, IL 60506
Phone: 630-264-2288
Director: Ms. Elizabeth Cardena

Class Hours

M - F 10:00 AM - 1:20 PM
M - F 6:15 PM – 9:35 PM
Saturday 9: AM- 12:20 PM

IV. St. Augustine College Departments & Curricula

Five departments support the academic programs at St. Augustine College. Each department is responsible for offering quality instruction leading to the successful completion of the program(s) of study chosen by the student.

Department of Social Work

Bachelor of Social Work (BSW)

Department of Business, CIS, and Culinary Arts

Business Administration (AA)

Accounting (AAS)

Business Management (AAS)

Computer Information Systems (AAS)

Administrative Assistant (AAS)

Culinary Arts (AAS)

Hospitality Management (BA)

Department of Languages, Literature, and Humanities

English as a Second Language Program

Academic English Program

Department of Early Childhood Education and Social Sciences

Early Childhood Education (AAS)

Psychology (AAS, BA)

Department of Sciences and Health

Respiratory Therapy (AAS)

Academic Math Program

Degree	Majors	Credit Hours Required	Concentration
Bachelor of Social Work		128	General
Associate of Arts (AA)	Business Administration	60	General
	Liberal Arts and Science	60	Interdisciplinary
			Psychology
			Social Service
			Child Development
			Addictions
			Spanish
			Computer Information Systems
			Criminal Justice
Associate of Applied Science (AAS)	Accounting	60	General
	Administrative Assistant	60	Office Assistant
			Accounting Assistant
			Medical Billing & Coding
	Business Management	60	General
	Computer Information System	60	Applications Programmer
	Culinary Arts	60	Systems Support
Early Childhood Education	64	General	
Respiratory Therapy(RRT)	74	General	
Associate of General Studies (AGS)		60	

The absolute minimum of 60 credits hours applies to all associate degrees.

Curriculum and Instruction

The St. Augustine College curriculum is designed to prepare students to achieve the learning outcomes of the academic programs, which are detailed in the College Catalog in the description for each program.

The learning outcomes, content and course requirements for each course, as defined in the master syllabus for each course, are to be fulfilled by the instructor of every section of a given course. There is a master course syllabus for each course as detailed by the department and your Course Coordinator, because:

- (1) Achievement of the stated learning outcomes for each course must be met and reliable assessment of those learning outcomes across all sections must be measured;
- (2) The federal credit hour policy must be met regarding minimum homework assignments (see below);
- (3) Exact statements of federal, state and Higher Education Commission rules, regulations and statutes directly affecting each student in the course must be incorporated;
- (4) Students change sections and must be able to find the same content and text in another class, and
- (5) Tutorial sessions are coordinated with the syllabus.

Therefore, each faculty member is required to follow the master course syllabus and to utilize instructional and assessment materials provided by the chair/coordinator of the department to which the instructor is assigned. Note: The Master Syllabus Template is included in the appendix.

College Credit Hour Policy

St. Augustine College assigns and awards credit hours that conform to commonly accepted practices in higher education. The College employs the *Federal Credit Hour Definition* in the assignment and awarding of credit hours, as stated in the following policy:

At St. Augustine College a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than—

- 1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester for each credit hour.
- 2) At least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours.

For traditional **lecture-discussion and seminar** courses, a one (1) credit hour class meets 50 minutes per week over the course of the semester.

Short-term courses: Half-semester courses, summer session courses, and other courses offered over a different period of time will require the same amount of classroom and out-of-class work

per credit hour as required of semester-long courses with that work distributed over the shorter period of time.

Practica, Clinicals, Field Placements, Internships and Externships require at least one full-time five-day week of professional practice or the equivalent over a longer period of time for one credit hour, or the combination of such with required coursework.

Workshops and Contract Courses: Credit-bearing courses offered for special populations by special arrangement will meet regular academic credit hour standards.

Independent Study will represent a minimum of three hours of student work per credit hour per week throughout the course of the semester or the equivalent work distributed over a different period of time.

Although the College does not currently offer **Distance Education, Internet or Hybrid (Blended) Courses**, should it choose to do so, the credit hour policy will be consistent with the standards of courses offered through face-to-face instruction, although some or all of content delivery and faculty-student interaction could occur through one or more forms of distance education.

V. The Organization of St. Augustine College

Section 1. St. Augustine College Board of Trustees

As a not-for-profit 501(c)3 institution of higher education, St. Augustine College is guided by the Board of Trustees. The role of the Board is to support and lead the College in the fulfillment of its mission:

St. Augustine College is an independent, bilingual (dual language) institution of higher education created to make the American system of higher education accessible to a diverse student population with emphasis on those of Hispanic descent; to strengthen ethnic identity; to reinforce cultural interaction; and, to build a bridge to fill cultural, educational, and socio-economic gaps.

The Board sets the policies that govern and guide the College and selects, appoints, advises, and evaluates the President of the institution.

As adopted in September, 2003, and amended in October, 2007, and 2013, “The Board (with relation to the faculty) has the ultimate authority to:

- Article II: Section 1 (e) Approve institutional policies bearing on faculty appointments, benefits, promotion, and dismissal as well as personnel or antidiscrimination policies for other categories of employees.
- Article II. Section 1 (k) Approve such policies consistent with providing students an academic and social environment that promotes learning as well as the development of each student’s abilities to the fullest extent possible.
- Article II, Section 1 (l) Approve such policies that protect academic freedom and contribute to the best possible environment for the faculty to teach, pursue their scholarship, and perform public service consistent with the College’s mission, goals, philosophy, and financial resources.”

By action of the Board of Trustees, a non-voting faculty member and a non-voting staff member, each selected by peers, sit at all Board meetings. These representatives have the responsibility for sharing concerns from the respective constituencies and for reporting to those constituencies regarding relevant Board actions.

The faculty also elects a faculty member to serve as a non-voting member on two committees of the Board of Trustees: Development and Academic/Student Affairs.

Section 2. The President

The President of the College is the leader and chief administrative officer of the College. The President is responsible for implementing the vision and policies of the Board of Trustees. The President is also the representative of the College to the community and is responsible for upholding the values and the mission of the College in the community.

As a member of the academy, the President encourages and supports raising the standards of scholarship in the College and, thereby, continually improves the quality of education that the College offers to its students.

The President appoints the vice-presidents, deans, chairs and directors, and oversees the daily functioning of the College with the persons in leadership roles of the College.

Section 3. The President's Cabinet

The President's Cabinet is the principal organizational body. The Cabinet meets to consider major concerns and issues of the College, affirming or advising the Board on actions or recommendations affecting the mission, policies, procedures, and financial status of the College. The Cabinet includes the President, Dean of Student & Academic Affairs, Dean of Instruction, Vice President for Finance, Vice President for Institutional Advancement, Vice President for Work Force Development, Vice President for Research, Technology & Systems, Senior Director for Marketing Strategy, and the Director of Financial Aid.

Section 4. Academic Affairs Committee Structure

The Academic Affairs system consists of three committees: Academic Council, Assessment and Learning Resources Committee, and the Personnel Committee. Each committee is comprised of the Dean of Instruction, the department chairs and two faculty members one of which is elected by the Faculty Council and the other is the Faculty Council President. Each committee has meetings scheduled monthly.

Committees in the Office of Academic Affairs include the Academic Council and other committees made up of faculty and/or staff that provide various services to the College. Membership on the Academic Council consists of the Dean of Instruction, department chairs, and two faculty representatives, of which one is the president of the Faculty Council. A committee is normally created within the Office of Academic Affairs through the Dean of Instruction. Faculty may propose initiatives for committee work as well. The President of the College may also create a committee.

Academic Council

The Academic Council is led by the Dean of Instruction, and is responsible for assuring the coherence of curriculum, approval of new programs and courses, academic policies, and accreditation issues.

Each academic department has its own process for assessing curriculum needs and initiating changes. Individual departments must consult with other academic departments when considering changes in process, content, or administration. These matters must then be presented to the Academic Council in order to be recommended by the Academic Council for submission to the President's Cabinet when appropriate.

Discussion and decisions related to academic policy issues that include several departments may be initiated by the Dean of Instruction, a department chair, or faculty member.

All faculty have a voice in the Academic Council through their respective department chairs. When the Academic Council seeks to approve new programs or studies major issues related to academic affairs, the Faculty Council is informed of these actions through the president of the Faculty Council, who is a member of the Academic Council.

Assessment and Personnel Committees

Faculty searches are led by the Dean of Instruction or the Dean's designee and include the Chairperson of the Department, a faculty member from that department, and a faculty member from another department. The Committee identifies the top candidates and presents them to the President for a final decision.

An Ad Hoc Personnel Committee may be developed to review and make recommendations regarding professional development, hiring procedures of resident and adjunct faculty, promotion policies, evaluation procedures, and grievances. It may also oversee the updating of the Faculty Manual, Adjunct Faculty Manual, and can make recommendations regarding general policies and practices in the Student Manual and St. Augustine Human Resources Manual. Significant changes in these policies are to be brought to the President's Cabinet by the Dean of Instruction.

The Assessment Committee is responsible for creating, overseeing, analyzing, and acting on the academic assessment activities of the academic departments. Each department submits Program Assessment Reports which summarize assessment for the year with recommendations to improve program outcomes and tasks to be accomplished in the next academic year for a minimum of two courses per semester.

Section 5. Department Chairs

Department chairs are appointed by the President with the recommendation of the Dean of Instruction and serve a term at the discretion of the President. Chairpersons serve as leaders in each department, administering and supervising all departmental activities including hiring, evaluation, curriculum development, assessment, and supervision. Chairpersons are expected to teach two courses per semester (typically 50%) while their responsibilities to the institution include administrative and departmental activities (30% to 50%) with any remainder for professional development and other activities.

The Dean of Instruction may assign additional responsibilities to the chairpersons as needed.

Section 6. Coordinators and Program Directors (field and clinical)

Coordinators and Program Directors are faculty with specific time allocated, as determined by the Dean of Instruction and the Department Chair, to assist the Chair in the administration of the department. They are responsible for the supervision and assignment of adjunct faculty, oversee the implementation of the Master Syllabi for their respective course responsibilities, and may perform an associate role in the day-to-day running of a department.

All adjuncts will be observed by their Course Coordinator or their designee in their first semester. This observation can be in-person or electronic (videotaped). All faculty should be observed every two years by the Course Coordinator and observations recorded in their record. This information will become a part of resident faculty annual reviews.

Course Coordinators are responsible for maintaining uniformity within courses through uniform exams and program competencies.

Section 7. Resident Faculty

Resident Faculty are faculty who are salaried and ranked. As a professional body, Resident Faculty have a commitment to improve the level of scholarship and academic performance of the College, their departments and in their fields. Specifically, as described in Part III, expectations include:

- Academic Responsibilities;
- Service Responsibilities;
- Special Projects (if applicable); and
- Professional Development and Annual Goals.

Faculty share in the responsibility of maintaining, reviewing, changing, and implementing policies and practices related to the academic affairs of the college. The academic program includes all matters related to curriculum, assessment, degree requirements, programming, course credits and class loads, disciplinary policies, attendance policies, service and other matters as may be determined by the Dean of Instruction or the President.

The terms and conditions of Resident Faculty appointments follow in Part IV.

Section 8. Adjunct Faculty

Adjunct faculty are integral to the mission and integrity of the institution, and support the instructional, assessment, and classroom management responsibilities of the Resident Faculty. Adjunct faculty are exempt from the service responsibilities of Resident Faculty. Adjunct faculty are expected to maintain their credentials and remain current in their field.

Adjunct Faculty are contracted on a course-by-course basis at the recommendation of the Coordinator or the Department Chair. Adjunct Faculty must hold appropriate credentials and experience in their field of instruction.

Every adjunct faculty is required to follow the Master Course Syllabus for their assigned course(s) and to utilize instructional and assessment materials provided by the coordinator or chair of the department or designated resident faculty to which the adjunct is assigned. Each department may invite adjunct faculty to department meetings. Adjunct faculty are expected to attend the Fall and Spring General Faculty Meeting, which is normally held on the Thursday of the week before classes begin. Newly hired adjunct faculty are expected to attend the new adjunct faculty orientation held on the Saturday before the semester begins.

Adjunct faculty work under the supervision of and are accountable to their respective coordinator and/or chair. Retention or dismissal is at the discretion of the coordinator and chair in consultation with the Dean of Instruction or the President as appropriate. Receipt of a contract in one semester does not guarantee a contract in the following semester.

VI. Expectations of Faculty

All faculty of St. Augustine College represent the College when they perform related duties at any site, in social media, or when they represent the College at related professional events. In this sense they are expected to understand and support the College Mission and Vision at all times.

Section 1. Academic Responsibilities

St. Augustine College is an institution whose primary purpose is to turn students into successful learners. Therefore, the primary duty of all faculty is to ensure a supportive learning environment and instruction that leads to the expected learning outcomes.

Section 2. Professional Conduct

Resident and Adjunct Faculty are expected at all times to conduct themselves in an ethical and professional manner and to follow the College's policies and maintain proper standards of conduct at all times. The "Ethical Principles in University Teaching," which are appended to this document, define the nine principles to which a St. Augustine faculty member is expected to adhere:

Principle 1 – Content Competence

Principle 2 – Pedagogical Competence

Principle 3 – Dealing with Sensitive Topics

Principle 4 – Student Development

Principle 5 – Dual Relationships with Students

Principle 6 – Confidentiality

Principle 7 – Respect for Colleagues

Principle 8 – Valid Assessment of Students

Principle 9 – Respect for Institution including but not limited to refraining the following:

- violations of the College's policies or safety rules;
- smoking on any College property;
- fighting or threatening violence in the workplace;
- insubordination;
- possession, use or sale of alcohol and/or controlled substances on work premises or during work hours, while engaged in company activities of in company vehicles;
- unauthorized possession, use or sale of weapons; firearms, or explosives on work premises;
- theft or dishonesty;
- sexual harassment or other unlawful harassment;
- disrespect toward fellow employees, customers, visitors, or other members of the public;
- boisterous or disruptive activities in the workplace;
- conducting outside work while on College time or using College property, equipment or facilities in connection with outside work at any time;
- unauthorized use of telephones, mail/e-mail systems, copying, duplication, or other employer-owned equipment;
- poor attendance or poor performance;
- unauthorized absence from workstation; and
- allowing children and/or pets in the classroom.

For additional information, faculty should read the ‘Ethical Principles in College Teaching,’ found in the Appendix.

Faculty who violate any of the above in a demonstrable way may receive a verbal warning, written warning, suspension without pay, or terminated from employment at St. Augustine. A decision regarding probation, suspension or termination due to a failure of professional conduct, when that conduct does not constitute an unlawful act, may be reviewed by the Personnel Committee and, for Resident Faculty only beyond the first year, may then be appealed through the Grievance Process.

Any violation that constitutes an alleged unlawful act by any faculty will be referred immediately to civil authorities and is not subject to the grievance process.

If any member of the college community believes that a faculty member has violated any of the ‘Ethical Principles in College Teaching,’ a grievance may be initiated as outlined under the Grievance Procedure of this manual.

In support of St. Augustine’s mission, cultural sensitivity is expected. Faculty should review the article found at the online newsletter Faculty Focus. The link is www.facultyfocus.com/articles/teaching-and-learning/five-competencies The article serves as an introduction to the importance of cultural competence in teaching.

Section 3. Sexual Harassment

St. Augustine firmly prohibits sexual harassment of any employee, including faculty, by another employee, supervisor or third party. Harassment of third parties, including students, by St. Augustine employees, including faculty, is also prohibited. The purpose of this policy is not to regulate the morality of employees. It is to ensure that in the workplace, no employee is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, uninvited touching or other sexually-related comments. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voicemail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

Procedures for addressing complaints of Sexual Harassment are located in the Human Resources Policy Manual and the Student Handbook.

Section 4. Ethical Conduct

Nepotism

Faculty support the principle that the hiring of faculty and staff shall be an open and fair process. A member of an employee’s family may be considered for employment by the College, provided that the applicant’s credentials and experience match the position requirements.

However, an employee may not supervise an individual if the supervisor has an on-going personal relationship, including but not limited to, marriage, or if that individual is a member of the supervisor’s family. Department chairs or directors may not hire family members for positions in their own departments, nor may family members be hired for positions in departments where other family members

are already working. Department also means an office, program, division or other budgetary unit. “Familial relationship” within the meaning of this policy means two employees (or an employee and a job applicant) in the relationship of husband, wife, father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandfather, grandmother, grandson or granddaughter, or any of those relationships arising as a result of marriage (for example, brother-in-law).

Conflict of Interest

Faculty should not be making or influencing decisions that benefit them personally or professionally and which may have a detrimental effect upon the College or a member of the College community. Examples include hiring adjunct faculty or other staff for unnecessary classes/services that provide some benefit to the faculty (or the faculty’s family).

Similarly, full-time faculty who are teaching extra course(s) beyond their expected teaching responsibilities cannot allow those courses to interfere with their responsibilities as a full-time faculty member of the College. Courses ‘outside’ of one’s contract are not to interfere with faculty responsibilities during the regular work week. Chairpersons have the right to limit the number of courses that a faculty member teaches beyond the agreed-upon workload for the semester. Also, faculty are not allowed to engage in ‘double-dipping.’ In this situation a full-time faculty member is being paid to perform an expected service (such as teaching or holding office hours) while being paid for a second service (e.g., tutoring), that would be included in the expected responsibilities of a full-time faculty member.

For further information on conflict of interest, faculty should consult the St. Augustine HR Manual.

Section 5. Academic Freedom

In order to fulfill the Mission of the College, this faculty manual is consistent with the 1940 AAUP Statement of Principle on Academic Freedom and Tenure (with 1970 Interpretive Comments). The principles include, but are not necessarily restricted to: the right and responsibility to provide an education that is open to the pursuit of knowledge and truth for the benefit of society. All areas of scholarship—discovery, teaching, application, and integration—must be free from restraint and orthodoxy.

The expression of political ideas, religious views, and artistic presentations related to teaching and scholarship may not be restricted when relevant to class content and when presented in a manner allowing for respectful discussion and the presentation of other points of view.

Faculty have the final responsibility to select the texts and materials appropriate for their teaching. Faculty are entitled to full freedom in research and in the publication of results. However, research, and the development of certain teaching materials (e.g., distance-based learning materials) for pecuniary return must be based upon an understanding with the College.

When speaking as a private citizen, faculty must clearly communicate that s/he is not speaking for St. Augustine College.

Section 6. St. Augustine Communications

Use of electronic mail as primary institutional communications mode

Every faculty member, staff, and student is assigned a St. Augustine e-mail address that is expected to be used for all St. Augustine communications between faculty, staff, and students, as well as for outside business. Faculty are expected, in keeping with this policy, to check for messages daily. Any emergency notification will be sent to your St. Augustine e-mail address, which is another reason to check your e-mail routinely.

Note: It is in the best interest of faculty (i.e., legally) to use their St. Augustine email always when communicating with students and other parties. Occasionally a problem may arise, and its resolution may require the monitoring of faculty email. If a faculty member has used a private email address, the College will be unable to support (through email verification) the faculty member's position. Faculty should know that by communicating with others through SAC email, the College can support faculty by providing proof of electronic communications. Bottom line: Communicating with others through private email can be risky for faculty.

Last, faculty should not assume that SAC email is private and confidential. Your email account is the official means by which information is disseminated among employees. Any emergency notification will be sent to your St. Augustine College e-mail address.

Every employee and student is assigned a St. Augustine College e-mail account that must be used for all St. Augustine communications among employees, students, and all other business contacts. To comply with federal law and protect you in case of a legal challenge, you **MUST** use your College e-mail account in all matters related to the College. All communications are archived to assure a record in case of a legal challenge. To underscore, it is essential that you **NOT** use personal e-mail accounts for any communications with other employees, faculty or students, or for any other College-related business.

Section 7. Institute Days, Faculty Meetings, and Workshops

There are several opportunities each year for Resident and Adjunct Faculty to learn of the affairs of the College, receive information on initiatives and policies, consider new responsibilities and expectations, and develop recommendations on issues and problems. It is expected that resident faculty will attend these events.

- **Faculty Institute:** The President and the Office of Academic Affairs, prior to the start of Fall semester, host a "Faculty Institute" to which the Resident Faculty are expected and Adjunct Faculty are strongly encouraged to attend. This is customarily over two days for all new issues, policies and directives to be discussed, including the College mission, governance, organization, systems, syllabi, classroom management, electronic recordkeeping, student assessment, legal and security matters, annual evaluations, IT services and other matters.
- **General Faculty Meeting:** The President and the Office of Academic Affairs, before the start of the Fall and Spring semesters, host the General Faculty Meeting to consider new issues and concerns facing the College. Resident and Adjunct Faculty, both new and returning, also receive syllabi, textbook and assessment assignments, other expectations, new rules, regulations and procedures.
- **New Adjunct Faculty Orientation:** All new Adjunct Faculty are expected to attend the New Adjunct Faculty Orientation before the first semester in which the Adjunct Faculty member teaches. The Workshop covers the areas of mission, Adjunct Faculty expectations for quality instruction, assessment & student engagement, College policies & procedures, legal & security matters, IT & emergency information, and other matters concerning class management. This orientation is held on the Saturday before classes begin in both the Fall and Spring semesters.

- Department meetings: Department chairs may hold an orientation for faculty at the beginning of each semester regarding the department's mission, objectives, major responsibilities and assignments, policies and procedures.
- Other meetings or workshops as may be needed.

Last, special institute days or workshops may be scheduled during the academic year to address new curricula or programs, policies and procedures, scholarship, assessment, technology, or other matters.

Section 8. Class Meetings

Typically, classes are held in three hour and twenty minute blocks once a week, with a fifteen minute break during the second hour, and each week represents 1/16 of the semester's class activity.

The class schedule is part of the contractual agreement between the College and the students. All faculty must abide by the posted hours of the schedule. It is the faculty's responsibility to notify appropriate College personnel when they are delayed or prevented from arriving at a class meeting. Faculty will (1) notify the department chair or coordinator as designated at the beginning of the semester, and (2) notify the respective site director or designee as identified at the beginning of the semester.

Class time

Classroom time is for teaching/learning activities. This is the commitment the College makes to the students. In order to better serve students with work and family responsibilities, class meetings are designed in a modular form -- that is, a week of class activity is presented in a one day module. Each module represents 1/16 of the semester's class activity.

The class schedule is an agreement between the College and the students. Adjunct Faculty must abide by the posted hours. This applies for both starting and ending times. It is the faculty's responsibility to notify their department if circumstances are such that the faculty member will be delayed or prevented from arriving at a class meeting.

A break is allowed about half way through the class session. Specific times for breaks will be recommended at each site. Break times must not be extended and must not take time from the teaching/learning process. A limited amount of classroom time may be used for Academic Affairs operational activities, such as the election of the class representative and faculty evaluation; for institutional research activities; and, for important announcements that cannot be given to the instructor or students in writing or during the break time.

Class Rescheduling

Rescheduling is prohibited unless authorized by the chair of the department involved. Chair must fill out a class reschedule form. In this case, two (2) conditions must be met: (a) rescheduling would represent a benefit to the class, superior to a possible substitution; (b) the class must unanimously agree, i.e. 100% of students registered, including absent students. The unanimous agreement must be verified by the pertinent chair or his/her designee.

Class Off-campus or at Another College Location

Instructors who schedule a class off-campus (field trip, visit, etc.) should follow these procedures, which relate to the college liability insurance:

1. Inform students three or four weeks before the event, and remind them weekly after that. Students who have been absent from these class sessions should be notified by means of their

Advisor.

2. Obtain Form AA125 from the Office of Academic Affairs. Complete it and send it to your department chair for approval. The chair will sign it, authorizing the trip, and return it to you.
4. Private (e.g. car pool) and public transportation are the recommended means. If for special reasons the college bus is requested, its use will be contingent upon departmental recommendation and funding.
5. Notify the Office of Academic Affairs and the Site Director (for classes at the Satellites) of the date and time you will be off-campus with your class, so that they know that the class is not going to meet in the room listed on the class schedule.
6. The Information Commons/Library welcomes classes and the staff is willing to give students an orientation to the Library. However, it is the Office of Academic Affairs policy that the instructor must accompany the class, since the instructor can answer student's questions related to course assignments.
7. Ordinarily students who bring their children when they come to class will leave the children at the Child Care Center at the site. If Child Care Services are needed at another site, the request should be made to the Childcare Director, Angel Garcia (ext. 3231), at least one week in advance.

Liability Insurance

Instructors are covered by the college's liability insurance (\$2M) when they are off-campus with students for an activity sponsored by the college. If a student sues the instructor, the instructor is protected by the college liability insurance. However, if a student is hurt, there is no medical coverage.

Student Representatives

In each term, student representatives are elected by their peers for each course. While following the guidelines for orderly constituency representation, the elected student is instrumental in the exchange of information between the instructor and the students. This system promotes the resolution of classroom-related problems and gives students the opportunity to exercise and practice leadership skills.

Section 9. Responsibilities of Adjunct Faculty

Academic and teaching responsibilities

- Follow the approved course syllabus, and complete the student assignment column in the syllabus with appropriate weekly assignments.
- Plan and teach the assigned course(s) in a professional manner and in accordance with guidelines included in St. Augustine Instructor and Course Evaluation Form.
- Start and end classes as scheduled. Any changes in class meeting times must be requested in writing to the Coordinator, and approved by the Department Chair or Dean of Instruction.
- Ensure that content of the course taught matches the expected course competencies, and objectives.
- Allow time in the 13th week, either before or after the class break, for the Student Representative and students to complete Instructor & Course Evaluation. You are expected to leave the room.
- Complete the attendance roster at each class session, and submit the attendance roster to the designated location immediately following each class.

- Be knowledgeable of St. Augustine College's grading system as outlined in the catalog.
- Inform students regularly of their grade/status in class.
- Administer, collect and input data for the assessment of student learning as requested by the academic department.
- Be knowledgeable of students' rights and responsibilities, and academic information described in St. Augustine's catalog.
- Attend regularly scheduled meetings in compliance with the Adjunct Faculty contract.
- Serve as a positive representative of the College.
- Aid in the early identification of students with academic challenges.
- Work cooperatively with your Course Coordinator, Department Chair and the Dean of Instruction.

Professional Development and Goals

- In line with contractual agreement, maintain/enhance professional competency through appropriate training and educational opportunities to enhance your knowledge content and/or teaching skills.
- Submit an updated curriculum vitae as requested.

Performance Measures

Performance is based on the adjunct member's ability to:

- Meet expectations of the Department and departmental procedures, including use of approved textbooks, syllabi, exams, and Writing Across the Curriculum requirements as outlined in the respective syllabi.
- Demonstrate appropriate content knowledge and effectiveness in teaching and engaging students in the learning process. Use effective communication skills in delivering instruction to students.
- Use effective communication skills in delivering instruction to students.
- Achieve overall satisfactory performance on student evaluations.
- Demonstrate dependability and reliability in meeting position responsibilities.
- Work collaboratively with colleagues in achieving departmental goals.
- Receive a Satisfactory rating by the Resident Faculty member/ Course Coordinator assigned to the Adjunct Faculty member

Qualifications: Skills and Abilities

- Hold documented credentials in academic content area and expertise in interpersonal and oral presentation/written communication skills, as demonstrated by application, appropriate degrees, transcripts, certification, and curriculum vitae/resume.
- Demonstrate the following skills and knowledge in order to support student learning, locate learning resources, and carry out required administrative tasks:
 1. Word Processing Skills (Microsoft Word)
 2. Spreadsheet Skills (Excel)
 3. Electronic Presentation Skills (Power Point)
 4. E-Mail Communication Skills (Messaging, Responses, Attachments & Group E-Mails)
 5. Web Navigation Skills (e.g. Search Engines, Resource Location and Research)
 6. Learning Management Skills (e.g. e-Campus Moodle or e-Racer)
 7. File Management, Windows Explorer (e.g. save a pdf.) and Student Recordkeeping Skills
 8. Videoconference Skills (e.g. Skype/FaceTime, Webinar, GoToMeeting, GoToMyPC.com)
 9. Computer-related Storage Device Knowledge (CD/DVDs, USB drives, Zip disks, etc.)

10. Educational Copyright and Network Security Knowledge, including Acceptable Use Policies and other requirements.

Adjunct Faculty Orientation

New Adjunct Faculty are required, in the first semester, to attend the New Faculty Orientation session that is held the Saturday morning before the beginning of classes on the Main/Argyle campus. Please see your Course Coordinator or Department Chair for the specific time and room location for this session.

It is also mandatory for all Adjunct Faculty to attend the General Faculty Meeting at the beginning of each semester. The meeting is held on the Thursday before the beginning of classes on the Main/Argyle campus at 6:45 p.m., preceded by a light meal beginning at 6 p.m. Please see your Department Chair or Course Coordinator for the specific time and room location for this meeting.

After the General Faculty Meeting, Adjunct Faculty will meet with their Department Chairperson/ Course Coordinator to obtain necessary information and any other materials provided by the department. Advanced notice of the dates of these meetings will be given.

Adjunct Faculty Agreements

Adjunct Faculty are instructors who work at the College part-time. At the beginning of each semester every instructor signs a contract with the Office of Academic Affairs for the courses he/she will teach.

Course Cancellation

The agreement is contingent upon adequate enrollment in the course to which the instructor is assigned. Should the course be cancelled by the chair with the agreement of the Dean of Instruction, the College is not obligated to pay any portion of the salary specified in the agreement. In the event of the cancellation of a course, the College will attempt to assign the instructor to another suitable course. However, the College is not obligated to attempt such reassignment.

Period Covered by Agreement

The agreement does not obligate the College to employ the instructor in any other semester. St. Augustine College issues agreements for each instructional semester separately.

Voiding an Agreement

Should the instructor fail to comply with any of the provisions of the agreement, St. Augustine College may declare the agreement null and void, may dismiss the instructor for cause, and may refuse to pay any compensation to the instructor.

Documents

Each instructor must submit to the Office of Academic Affairs the following items at the times specified:

1. A current curriculum vita, submitted before the beginning of the semester in which a new instructor will teach, or, for a continuing instructor, verification that a current curriculum vita is on file;
2. An official transcript from the registrar of each college or university that is mentioned in the curriculum vita, on file with St. Augustine Office of Human Resources by the end of the 4th week of the semester in which a new instructor teaches or, for a continuing instructor, verification that all official transcripts are on file with the Office of Human Resources.

Compensation

Payments are made every two weeks during the semester. On Week 1, Academic Affairs will issue a memorandum with the pay dates for the semester. Checks are distributed by the Registrar at the Argyle campus. Arrangements for direct deposit for your checks may be made through the payroll office.

The final check is released once the faculty member complies with the end-of-term requirements: final grades, grade record, return of materials, completed attendance lists, etc. A clearance slip, with the signature of the Department Chair or Course Coordinator, is required assuring the return of all items below.

Preparation and Signing of Contracts

Adjunct faculty contracts are normally issued no later than the second week of classes (and usually before classes begin). Prompt signing of contracts will facilitate timely payment for your teaching. Arrangements can be made to send contracts to satellites if you are unable to travel to the main campus, but this will likely delay the start of payments for your teaching.

Materials to be Returned/completed at the End of the Semester

At the end of the semester, adjunct faculty are to return to the department:

- Course texts and other materials from the academic department.
- Copies of corrected mid-term and final exams for the course, to be submitted according to departmental guidelines.
- The electronic grade sheet which contains the grades for each student in the class and the method used to calculate the grades. This grade sheet is provided by the academic department as an Excel spreadsheet.

It is important that the Department Chairperson understand how the grade is determined in order to explain grades to students and process requests for review of grades when the instructor is not available. Electronic (digital) records should be kept by all adjunct faculty in order to clearly communicate student grades with the department.

Faculty who need assistance with this requirement should speak with the Course Coordinator as soon as possible.

- A record of grades for each course, using the official forms distributed by the Registrar's Office, to be submitted no later than the date stated in the teaching agreement.

Substitutions

If you must miss a class the instructor must notify the chairperson or coordinator of the department to which she/he is assigned as soon as possible. If you need to leave a message for the chairperson, then also call the Office of Academic Affairs at the following numbers 773-878-3654 and 7773-878-7169 and leave a backup message.

The department chair or coordinator will provide an approved substitute instructor for the class. **Please note: Unauthorized substitutions are prohibited.**

A prorated payroll deduction will be made whenever an instructor is absent for a scheduled class. All authorized substitute instructors must fill out a substitution form and submit it as soon as possible to the Administrative Assistant, Maria Vellio (mvellio@staugustine.edu or (773-878-3654) in the Office of Academic Affairs. Payment of substitutions are dated and processed as soon as the form arrives to the

OAA. If your substitution form arrives late to the OAA it will be processed the following pay period.

Observations in the Classroom

The department chairs are responsible for insuring good instruction in each academic subject. Therefore, the chair (or another resident faculty member designated by the chair) observes the teaching of all new instructors (See Classroom Observation Form attached) and, periodically, of the other instructors in the Department. Following the observation, the chair meets with the instructor to review the chair's evaluation of the class.

New Adjunct Faculty 'Mini' Mid-semester Evaluation by Students

New adjunct faculty will be evaluated around the fifth week of the semester. This is a 'mini' evaluation that allows students to communicate how well the course is going. Its purpose is to alert the department chair or coordinator if there are any issues severe enough to warrant consulting with the instructor.

End-of-semester Student Course & Instructor Evaluation

Students also evaluate the instructor and class instruction each semester. A few weeks after the mid-term examinations, the student representative will be asked to administer the instructor and course evaluation. The individual student evaluations for each class are summarized, and a copy of the results is given to each instructor at the end of the semester.

The results of class observations and instructor and course evaluations are reviewed by the Department Chair in order to ensure the quality of instruction. Commendations to outstanding adjunct faculty, actions to be taken to improve instruction, and decisions about whether to recommend adjunct faculty for teaching assignments during the next semester are the responsibility of the chairperson in consultation with the Dean of Instruction.

Section 10: Adjunct Faculty Services

College Email

All Adjunct Faculty will be issued an institutional email address. This address is to be used for all official communication between faculty, students, and staff. Personal email used for communication will be considered private communication and are NOT entitled to legal protection under the College's policy regarding electronic communication. Institutional email is the accepted policy for official communication.

Please note: If you encounter any problems with your e-mail, please contact the Information Technology Help Desk at 773.878.3855.

Duplicating Services

Printing services will be provided when an instructor needs multiple copies of a document and can submit the request in advance. Please contact the Help Desk at extension 3855 for guidance on how to print copies via the new digital system. There is limited copy service at the course locations.

Copyright Policy

Faculty who have questions regarding copyright law and practices should consult the Department Chair or Course Coordinator before copying multiple and/or lengthy amounts of documents, periodicals, etc., as well as materials from websites and videos.

Specifically, the College Copyright policy states that: The College community is required to comply with the *United States Copyright Law of 1976 (the "Act")*, 17 U.S.C. 101 et seq. The College is also committed to preserving the rights accorded to users of copyrighted works under the "fair use" provision of the Act. All faculty, staff and students must adhere to College copyright policy and are expected to review authoritative online resources, such as those cited below, when considering the use of copyrighted works of others in the course of instruction.

Copyright protects "original works of authorship fixed in any tangible medium of expression." 17 U.S.C. 102 (a). Copyright generally extends automatic protection to any original expression of creative work that is recorded in any tangible form (published or unpublished). 17 U.S. C. 101. These works include, but are not limited to: literary works; musical works; dramatic works; pantomimes or choreographic works; pictorial, graphic and sculptural works; motion pictures and other audio visual works; sound recordings; and architectural works. A copyright notice is not required for copyright protection.

St. Augustine encourages an environment that provides for the fair use of copyrighted materials to achieve the goals of teaching, service, and research, while remaining in compliance with applicable laws. A "fair use" can be determined by examining four (4) factors: (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) the effect of the use upon the potential market for or value of the copyrighted work. U.S.C. 107. The four "fair use" factors should be evaluated each time an employee seeks to copy materials for instructional use.

Further explanation of the four "fair use" factors may be found at the following two URLs and other educational sites: www.lib.purdue.edu/uco/Copyrightbasics/fair_use.html, http://fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/chapter9/9-b.html. For further guidance on copyright, see www.knowyourcopyrights.org/resources/fac/kycrbrochure.shtml, the Library of Congress, the American Library Association, the Association of Research Libraries, other recognized national or state library organizations or at www.copyright.gov.

Mid-Term and Final Exams Assistance

Instructors who need departmental assistance in the preparation, translation and/or duplication of exams should submit the materials to the department chair no later than the 5th week of classes for mid-term exams or the 13th week for the final exams.

Office Space

Adjunct faculty who arrive before class may work in the adjunct lounge, the library, or faculty office areas at Main Campus. At the South, West, and Southeast locations there are offices with an extra desk or table for faculty. At West and South there is a computer lab available for faculty use.

Section 11: Record Keeping

Attendance/Class Lists

Registrar's Office will deposit your attendance list in your mailbox.

The instructor will receive an updated attendance list for each class session. The original sheet(s) should be turned in after class at the designated place. Financial aid assistance to our students is highly

dependent on the student's attendance during a semester. Therefore, it is very important that faculty follow the next steps in order to avoid future inconveniences for the students.

1. **Each faculty members is responsible for reporting attendance for each class meeting.** Please submit your attendance to Registrar's office immediately after each class session **Do not retain your attendance lists for later submission.**
2. Instructors record students' attendance by marking the codes **P** (present) or **A** (absent) in the designated spaces.
3. At the beginning of each term it is possible that some students' names will not show on the class list. This is usually due to a normal delay from the entry of late registrations to the printing of the class lists. If the student's registration form indicates the instructor's course number and section as printed on the class list, add the student's name to the list. If the student is in the wrong class, send the student to the Academic Advisor.
4. If the attendance list is not available for a specific class session, the instructor must make a temporary list of the names of students present for the day. At a later date, the information can be transferred to a regular attendance list.
5. Do not write notations or messages of any kind on the attendance lists.

Student Performance Notices

If an instructor notes that a student is having difficulties in class, the instructor should **notify the Office of Academic Advising** by completing a Student Performance Notice, which is completed and dropped in the Attendance box or calling the Office of Academic Advising (773.878.3216).

When completing a Student Performance Notice, the instructor should only note the behaviors of the student (such as inability to write, read, test well, etc.). If possible, examples of student work may accompany the performance notice. **Instructors should NOT use the term 'learning disability', but rather notify the advisor of the issue of concern and allow the advisor to follow-up with the student and appropriate staff.**

Instructors can formally communicate with Academic Advisors about students through the use of the **Student Performance Notice**. The Student Performance Notice is a form in quadruplicate designed for two purposes: (1) to prescribe a remediation plan for a student with a low level of academic performance, or (2) to notify the student and the Advisor of any notable improvement from previous low academic performance.

The timing for submitting performance notices is very important. Please fill out a performance notice as soon as the problem is identified – but no later than the 5th week of classes -- and be as specific as possible. The information you provide will be used to plan steps students should take to improve, such as attending tutoring sessions. At the upper right hand corner of the sheet, write the Advisor's name in the box. The Advisor's name appears on the attendance list. The Advisor is expected to give feedback to the instructor.

The instructions for distribution of the copies are at the bottom of the form. Instructors keep the goldenrod copy of the form for their records and send the other copies to the Academic Advisor. Follow instructions closely and turn in the forms at the same place where you leave your attendance list.

Section 12: Student Grades and Grading

Partial/Mid-term Grade Reports

During the 8th week of classes, each instructor will prepare a partial/mid-term grade report for each course. A grade will be issued for each student based upon as complete an evaluation of student achievement in the course that the instructor can make after 8 weeks. The purpose of the report is to provide objective information to each student's advisor regarding the student's academic performance. It is very important that this information be provided on or before the specified deadline. **The grade must objectively reflect the academic status of the student after 8 weeks of classes.**

The midterm grade is not a numerical or mathematically exact calculation of the student work. The midterm grade is an estimate letter grade that indicates academic performance of the student up to week 8.

Final Grade Reports

During the last week of the term, final examinations are given in all classes. If any student needs to take the examination before the scheduled date, the instructor must obtain the authorization of the respective department chairperson before giving the examination.

The final grade must be the exact mathematical calculation of the entire work performed by the student and must reflect the course evaluation system of the course syllabi. The final mathematical calculation of the grade must reflect the corresponding letter grade stated in the grading system of the course syllabi. (i.e. **A=92, B=80, C=75**, etc). See the St. Augustine College Catalog, under Academic Information, for a full explanation of all grading and other status designations.

It is mandatory that instructors provide a final grade report (i.e, spreadsheet provided) at the end of each semester showing the quantitative calculation of the students grades as stated above. Visible corrections are not acceptable. Consequently, all faculty should use maximum care in the processing of final grades.

Faculty members may issue **ONLY** the following grade designations:

A	Superior
B	Good
C	Average
D	Minimum Passing
F	Failure
I	Incomplete

No pluses (+) or minuses (-) are accepted on official grade reports. Final grade reports will be turned in to the Registrar's office.

Make-up Exams

Out-of-schedule exams are offered as a service to faculty members who request exam proctoring for individual students, either for mid-term or final exams, or to remove an incomplete. Even though students are expected to take exams on scheduled dates, justifiable exceptions may occur due to unpredictable circumstances (e.g., illness, transportation problems, job requirements, etc).

If a student must take a make-up exam during the semester, faculty may make arrangements to have the exam proctored by the Office of Academic Affairs. If the exam is taken when the college is not in session, the student should contact the Administrative Assistant, Maria Vellio in the OAA (773-878-3654) to make an appointment to take the exam. The Administrative Assistant will contact the department to

acquire the necessary materials and make arrangements with the student to take the exam. Either you or the department chair/coordinator will grade the exam.

Incomplete Grades (I)

If a student is passing a course and misses the final examination or fails to complete a major course assignment, the instructor may assign a grade of "I". For this grade to be assigned, the following conditions should apply:

- The decision to give the grade of incomplete is solely the responsibility of the faculty and the academic department.
- Incomplete grades (I) are given after student requests in writing an incomplete grade, and/or the faculty determines that an 'I' grade is acceptable, such as when the student is unavailable to make the request personally.
- Incomplete grades should be given only to students who have demonstrated responsible conduct towards meeting the course requirements and extenuating circumstances have prevented the student from completing some of the course requirements.
- Students must provide documentation describing the circumstances for requesting an incomplete.
- Incomplete grades cannot be requested after the semester has ended.

The instructor must: a) fill out an "incomplete grade report" form for each student who receives an incomplete grade; b) indicate the current student grade on the incomplete grade report; c) explain what the student needs to do in order to complete the course; and d) maintain grade records for the period of time required to remove the incomplete.

The incomplete grade must be removed by the end of the following semester. In the case of courses, whose content requires practicum, the student will have up to two semesters to remove the incomplete, subject to approval from the Dean of Instruction. The student is responsible to contact the Office of Academic Affairs in order to schedule a time to complete the missing assignments or work requested by the instructor.

Once the incomplete has been resolved within the allowed time period and the final grade is available, the instructor (or chairperson or Dean of Instruction) must fill out a Grade Change Authorization form.

Auditing a Course (V)

Students may audit courses and must follow all registration procedures and pay all appropriate charges. Tuition for audited courses is the same as for courses taken for credit.

A student who audits a class will be issued the final grade of "V". This grade will not be calculated in the student's grade point average or as registered hours and no credit will be earned.

Grade Appeal

It is the intent of the College to provide all students with procedures by which their legitimate right to seek redress can be exercised, when they do not believe that their final grade in a course is consistent with the work performed.

Procedure:

1. Within 90 days from the date the grade is issued, the student must contact the department for a review of the grade calculation. If s/he is not satisfied with the outcome, then,
2. The student should file a grade appeal petition with his/her Advisor, who will receive it and send it to the Dean of Instruction. The Dean of Instruction will form an ad hoc academic appeals committee which will review the evidence available and make a final decision. The committee's decision is final.

Grade change

All change of grade requests are to be submitted using the Change of Grade Forms for approval through the Office Academic Affairs. All change of grade requests other than those converting an incomplete grade to a letter grade require written explanations (i.e., worksheet, and spreadsheet) of the reasons for the changes and must be requested within the end of the following semester that the grade was issued.

VII. Student Services

Section 1. Academic Advising System

Academic Advisors

Registered students are assigned to a specific Academic Advisor according to the location and class hours chosen by the student. The Academic Advisor provides orientation in the selection of major, area of concentration, and specific courses. In addition, the Advisor will monitor the progress of the student by means of attendance reports, partial grade reports and Student Performance Notices from faculty, and/or direct verbal notifications from faculty.

Academic Advisors make arrangements for students in need of academic support by referring them to the different academic departments or to tutoring programs. For information about additional services provided by the Academic Advisors, please refer to the College catalog.

Learning Disabilities and Learning Assistance (ADA) Policies and Procedures

St. Augustine College follows the provisions of the Americans with Disabilities Act, as amended in 2008, and Section 504 of the Rehabilitation Act of 1973 that prohibit discrimination on the basis of an individual's disability and offers disabled persons the opportunity to participate fully in all educational programs and activities.

St. Augustine College's Office of Academic Advising coordinates and ensures services and accommodations for registered students with disabilities. These services provide equal educational opportunities to students by minimizing the impact of functional limitations upon their academic lives and offer disabled persons the opportunity to participate fully in all educational programs and activities.

Any student with an appropriately documented disability is eligible for services. The Office of Academic Advising will serve students with permanent, temporary or episodic disabilities including psychological, medical, physical, visual, hearing and learning disabilities, including ADHD/ADD. Students seeking ADA and Section 504 services should contact the Office of Academic Advising as early as possible, including during the admission or registration process.

With the provided accommodations, students are expected to demonstrate the learning mastery required to receive a grade in and credit for the course(s) in which the student is enrolled.

Section 2. Student Rights and Responsibilities

Students are both citizens and members of an academic community. As a citizen, each student has the freedoms of speech, assembly, association, and the press, and the rights of petition and due process, which are guaranteed by the State and Federal constitutions. As members of an academic community, students have the right and the responsibility to participate, through the student course representative system and through dialogue with the College's Administration.

Upon enrolling in the College, each student assumes an obligation to conduct himself or herself in a manner that is compatible with the College's function as an educational institution. If this obligation is neglected or ignored by the student, the College must, in the interest of fulfilling its function and meeting its total obligations, institute appropriate disciplinary action as described in the code of student conduct section below.

Code of Student Conduct

St. Augustine College is an institution that provides educational services. It operates on the basis of consideration and respect for all members our community: faculty, staff, and students. For this reason, the College requires that students observe certain standards of behavior. If students do not want to risk disciplinary action, they must not engage in conduct which interferes with the requirements of appropriate behavior which the Board of Trustees has established for the operation of the College.

a. Academic Guidelines and Expectations

- Students must attend all classes, arrive on time, and stay in the classroom until the instructor dismisses the class. If they arrive late, students must enter the classroom quietly so as not to disrupt the class.
- The use of laptops and cell phones for non-academic purposes during class is not allowed. Therefore, students are expected to keep cellular phones off or in vibrator mode inside classrooms. Laptops may be used with the permission of the instructor if related to the needs of the course. During testing, cell phones are to be turned off.
- Students who plagiarize will receive the grade "0" (zero) in the corresponding assignment or project. Students who copy on exams or submit assignments or projects prepared by a third party shall receive the grade of "0" (zero). Instructors assigning this grade will notify the student, the Academic Advisor, and the corresponding Department Chair.
- Students who behave in a disruptive manner, such as to inhibit the learning of other students, shall be asked by the instructor to leave the classroom. In such a case, the instructor shall inform the site director, the student's Academic Advisor, and the Chair of his/her department of the circumstances.
- Students shall take their break at the designated time, and only for 15 minutes. Instructors are authorized to resume instruction after the 15 minutes have ended.
- Students who miss classes are responsible for finding out what material was covered and what assignment they need to prepare for the following class. This can be completed by checking the syllabus, talking directly with their instructor, emailing the instructor, or consulting with their academic advisor.
- Students who are aware, ahead of time, that they will miss classes should contact the instructor to find out what work is expected of them.
- Students are responsible for completing all their assignments before they come to class. If a student does not do homework or class assignments, the student is responsible for following the instructor's guidelines for late or incomplete work.
- Students shall submit all assignments and class projects directly to the instructor, or as otherwise indicated by the instructor. Students should keep a copy of the assignment in case it is misplaced.
- Students are not allowed to bring visitors to the classroom, unless they are authorized in advance to do so.
- Lack of compliance with these guidelines and expectations will be handled by the Instructor or as otherwise indicated below.

b. Prohibited Conduct

Students are subject to disciplinary action, if they engage in the following behaviors:

1. Forging, altering, misusing, or misrepresenting documents or records.
2. Vandalizing or destroying public or private property.
3. Engaging in behaviors that obstruct or disrupt authorized institutional activities.
4. Failing to enter or use institutional facilities at authorized times and in an authorized manner.

5. Engaging in physical, verbal or abusive conduct which may offend, threaten or endangers the well-being of another member of the College community or of visitors to the campus.
6. Displaying disorderly conduct or using inappropriate verbal expressions on campus or at functions sponsored or supervised by the College.
7. Failing to adhere to institutional regulations including, but not limited to, registration of organizations, manner and place of public expression, and use of institutional facilities.
8. Engaging in conduct that is a crime under local, state or federal law, either on College premises or at off- campus functions sponsored or supervised by the College.
9. Possessing, using, or distributing narcotics, or dangerous and controlled substances, except as permitted by law.
10. Possessing, using, distributing or under the influence of alcohol on College premises without the authorization of the President.
11. Possession of weapons, either on College premises or at off-campus functions sponsored or supervised by the College.
12. Possession of explosives, firecrackers, dangerous chemicals, or other substances prohibited by law.
13. Failing to meet financial obligations relative to the College.
14. Smoking, in areas not designated for this purpose.
15. Destroying or removing College property such as tools, materials or equipment.

Sanctions for Violations of the Code of Student Conduct

Violations of the Code of Student Conduct shall be reported to the Associate Dean for Student Services. The Associate Dean will gather pertinent information and documentation and take appropriate action.

When circumstances allow, efforts should initially be made to resolve violations of the Code of Student Conduct at the local level by the Instructor, the Site Director, and the Student Representative. If there is an immediate threat, call 911.

The College will investigate the charge. Investigation will include discussions with the academic chairperson, campus administrator or the site director, as well as other appropriate measures, depending on the circumstances and nature of the offense. If the College determines, after reasonable investigation, that the student has violated the Code, the College may impose one of the following sanctions:

Admonition

An oral statement to the student that the student is violating or has violated the Code of Student Conduct. This will be documented in the student's file.

Warning

Notice, orally and in writing, of violation(s) of the Code, and that further violations may be cause for Severe Disciplinary Action. This will be documented in the student's file.

Severe Disciplinary Action

When a violation of the Code of Student Conduct is continued, repeated, or when a major

violation that could warrant reparation or expulsion occurs, the Associate Dean for Student Services will refer the case a College Disciplinary Committee. A College Disciplinary Committee is composed of the Dean of Academic and Student Affairs, the Dean of Instruction, a student representative and — when the violation involves an instructor — the corresponding department chairperson or program administrator. Depending on the nature of the violation, additional persons may be asked to sit as part of the Committee.

In making its determination, the designated College Disciplinary Committee shall consider a written report by the Associate Dean as well as oral and written arguments by the student and other affected members of the College, which shall become a part of the student's file. Both the violation and the resolution adopted shall be documented in writing and a copy placed in the student's file.

The Office of Human Resources may be involved in the resolution of the problem if the violation affects human rights, institutional policies, or the law. When the violation involves the law, the College authorities shall involve the police and/or attorneys as appropriate to the case.

Any party involved may appeal the decision of the College Disciplinary Committee to the College President, who will determine whether the case merits further consideration by the President's Cabinet.

Section 3. Student Complaint Policy

The College provides the right to a fair hearing for each student complaint arising during his/her time as a student at St. Augustine College. A copy of the Student Complaint Procedure and Form, which should be provided to any student on request, is in the appendices to this Manual.

Complaints

This procedure is designed to address complaints regarding any department or service, including, but not limited to dissatisfaction expressed by a student because he/she believes that a policy, procedure or practice has occurred that adversely affects the student and allegations of discrimination by reason of race, sex, national origin, disability, religion or other areas covered by federal or state laws, guidelines and regulations, and College policies and procedures.

St. Augustine provides published policies in the College catalog on Grade Appeals, which is a separate procedure. Grade Appeals are not considered as complaints that are to be included in the log of student complaints.

Complaint Procedure

When possible and as circumstances allow, students should make every effort to resolve complaints by working informally with the person(s) whose actions or inactions have caused the dissatisfaction, or that person's department supervisor.

If the complaint cannot be satisfactorily resolved in the informal state, the student may file a formal complaint in writing. The form for the filing of a formal written Student Complaint is available at the Office of Academic Advising on any campus, and must be returned completed to be logged at the Office of Academic Advising. A copy will be provided to the student at this time.

A written complaint filed with the Office of Academic Advising must contain the following information:

- Student name, ID number, and the last four digits of the student's Social Security number or date of birth;
- Description and date of the problem or concern;
- Names of persons, department or policy responsible for the complaint (if known);
- Description of any actions taken informally to resolve the problem or concern;
- Recommendation as to what could be possible resolution(s) of the complaint;
- Any background information believed to be relevant;
- Signature of the student filing the complaint and the date of the filing.

Complaint Resolution

Any student who believes that his/her rights as a student have been infringed upon should initiate a written Student Complaint with the Office of Academic Advising within fifteen (15) working days of the incident, unless extenuating circumstances necessitate additional time.

The Associate Dean of Student Services shall then collect all pertinent information and convene all parties involved, if appropriate. The Office of Academic Advising and the student may mutually agree to invite others to serve as resource persons in their attempts to resolve the complaint. Every reasonable effort shall be made in good faith by all parties to resolve the complaint satisfactorily.

The student filing the complaint will be informed of the action taken or progress accomplished within fifteen (15) working days of the filing date of the complaint, unless extenuating circumstances necessitate additional time. Moreover, the student shall be informed, along with the nature of the extenuating circumstance, if more than fifteen (15) days is required.

Retaliation

Any retaliatory action taken by a member of St. Augustine College (student or employee) against any student or employee of the College as a result of a student seeking a resolution of a written complaint under this policy, or cooperating in an investigation, is prohibited and shall be regarded as a separate and distinct matter under these procedures.

The information in the log of student complaints, which is maintained by the Office of Academic Advising, is confidential. It will be made available for outside review by the Department of Education, the Higher Learning Commission and any other official legally entitled to such review. The purpose of an outside review may include but is not limited to: 1) establish that St. Augustine processes complaints in a timely manner; 2) demonstrate fairness and attention to student concerns; and 3) identify any pattern in the complaints that suggests problems with institutional quality. For whatever purpose, steps will be taken to insure the anonymity of any student who files a complaint.

Section 4. Grievances Against Students

Members of the faculty and staff of the College also have the right to a grievance procedure when they think an adult student has violated their rights. In this case, the faculty or staff member can present the complaint in writing to the Human Resources Office with copies to their own supervisor and the Associate Dean of Student Services or Program Administrator. They will investigate and advise both the student and the faculty or staff member of its resolution.

VIII. Legal and Policy Obligations of the Faculty

Code of Student Conduct

St. Augustine College is an institution that provides educational services. It operates on the basis of consideration and respect for all members our community: faculty, staff, and students. For this reason, the College requires that students observe certain standards of behavior. If students do not want to risk disciplinary action, they must not engage in conduct which interferes with the requirements of appropriate behavior which the Board of Trustees has established for the operation of the College. **Please see the College Catalog, pp. 117-119 for the entire Student Code of Conduct.**

St. Augustine College Credit Hour Policy

St. Augustine College assigns and awards credit hours that conform to commonly accepted practices in higher education. The College employs the *Federal Credit Hour Definition* in the assignment and awarding of credit hours, as stated in the following policy:

At St. Augustine College a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than—

- 1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester for each credit hour.
- 2) At least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours.

For traditional **lecture-discussion and seminar** courses, a one (1) credit hour class meets 50 minutes per week over the course of the semester.

Short-term courses: Half-semester courses, summer session courses, and other courses offered over a different period of time will require the same amount of classroom and out-of-class work per credit hour as required of semester-long courses with that work distributed over the shorter period of time.

Practica, Clinicals, Field Placements, Internships and Externships require at least one full-time five-day week of professional practice or the equivalent over a longer period of time for one credit hour, or the combination of such with required coursework.

Workshops and Contract Courses: Credit-bearing courses offered for special populations by special arrangement will meet regular academic credit hour standards.

Independent Study will represent a minimum of three hours of student work per credit hour per week throughout the course of the semester or the equivalent work distributed over a different period of time.

Although the College does not currently offer **Distance Education, Internet or Hybrid (Blended) Courses**, should it choose to do so, the credit hour policy will be consistent with the standards of courses

offered through face-to-face instruction, although some or all of content delivery and faculty-student interaction could occur through one or more forms of distance education.

Request for Information from External Parties/Organization

Whenever an instructor receives a request for specific information from entities outside the College (e.g. Public Aid Office), the faculty member should refer this request to the Office of Academic Affairs. Access to student information is limited following the FERPA Act of 1974.

Confidentiality Requirements of Faculty

Confidential information about other employees or students, or the business of the College, is to be handled in strict confidence and not to be discussed with external parties. In addition, acquired information is to be discussed on a strict “need-to-know” basis. The inappropriate divulgence of confidential information may violate the rights of the individual, and could be considered slanderous. Failure to adhere to the appropriate confidentiality of information could result in disciplinary action up to and including termination.

The privacy requirements have such implications as:

- ▶ Assuring complete security of student records with permissions given only to those with “a legitimate educational interest” in the student(s).
- ▶ When viewing electronic records, the computer screen must be in a private/secure location, and never left unattended.
- ▶ Any written student records must be held in a secure location, never left out for public viewing, or shared/copied with anyone who does not have a legitimate educational interest in the student.
- ▶ Discussions regarding student academic performance or other matters of concern should only be discussed with persons with a legitimate educational interest in the student and NEVER in a public place such as a hallway, library or cafeteria.
- ▶ Class grades may only be referenced/shared with the specific student who has earned the grade(s) at the student’s St. Augustine e-mail address, and not to a personal address or social media site that may be viewed by others except by the personal request of that student in writing.

It is your responsibility to honor these requirements.

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy act of 1974 affords certain rights to students with respect to the student’s educational records. 1) The right to inspect and review their records within 45 days of a request for access. 2) The right to request amendment of the student’s educational record that the student believes to be inaccurate. 3) The right to consent in writing to disclosures of personally identifiable information contained in the student’s record. 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures of St. Augustine College to comply with the requirements of FERPA. The office which administers FERPA is: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Ave, SW; Washington, DC 20202.

In compliance with the Family Educational Rights and Privacy Act of 1984, St. Augustine College protects the rights of students with relation to the accuracy and privacy of their educational records. Students requesting inspection, amendment or correction of the student’s records may do so through the Assistant Dean or Dean of Academic and Student Affairs. As the law permits, St. Augustine College has

designated the following categories of information as directory information, to be released without prior written consent. Directory Information: Student's Name; SAC e-mail address & phone number (currently enrolled students only); dates of attendance; date of any degree awarded and major; honors or awards received; and photographs. Students may direct that any of all of the listed directory information be withheld from public disclosure by completing a form in the Registrar's Office each year.

FERPA Annual Notice – Possible Federal and State Data Collection & Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which a student's education records and personally identifiable information (PII) contained in such records— including Social Security Number, grades, or other private information—may be accessed without the student's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("federal and state authorities") may allow access to student records and PII without consent to any third party designated by a federal or state authority to evaluate a federal- or state- supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, federal and state authorities may allow access to students' education records and PII without their consent to researchers performing certain types of studies, in certain cases even when St. Augustine College objects to or does not request such research. Federal and state authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student's PII, but the authorities need not maintain direct control over such entities.

In addition, in connection with statewide longitudinal data systems, state authorities may collect, compile, permanently retain, and share without students' consent PII from their education records, and they may track their participation in education and other programs by linking such PII to other personal information about students that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

The Solomon Amendment (10 U.S.C. §983, effective January 2000)

Is a federal law that mandates that colleges provide student recruiting information upon request to military recruiting organizations. The request and information released by the College is limited to military recruiting purposes only. The request for information must be in writing on letterhead that clearly identifies the military recruiting organization. The release of student recruiting information follows the FERPA guidelines defining student directory information. Students are not permitted under federal law to restrict the release of this information specifically to military organizations, but if students withhold the release of directory information generally, then the College may not release this information to military organizations.

Non-Discrimination Policy

St. Augustine College is committed to the most fundamental principles of academic freedom, equality of opportunity, and human dignity. Decisions involving students and employees are based on individual merit and are free from invidious discrimination in all its forms. Therefore, it is the policy of St. Augustine College not to engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era and to comply with all federal and state non-discrimination, equal opportunity and affirmative action

laws, orders, and regulations. The non-discrimination policy applies to admissions, employment, access to and treatment in College programs and activities. Complaints of discrimination prohibited by College policy are to be resolved within existing College procedures.

Inquiries regarding compliance with State or Federal non-discrimination requirements may be addressed to the Office of Human Resources and Payroll, 1345 West Argyle Street, Chicago, Illinois 60640, 773/878-7798; or to the Director of the Office for Civil Rights, Department of Education, Washington, D.C.

Title IX

St. Augustine College adheres to the provisions outlined in Title IX of the 1972 Federal Education Amendment Act prohibiting sex discrimination and harassment in all activities of the College. Title IX is coordinated by the Office of Human Resources.

Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973

St. Augustine College follows the provisions of the Americans with Disabilities Act, as amended in 2008, and Section 504 of the Rehabilitation Act of 1973 that prohibit discrimination on the basis of an individual's disability and offers disabled persons the opportunity to participate fully in all educational programs and activities.

St. Augustine College's Office of Academic Advising coordinates and ensures services and accommodations for registered students with disabilities. These services provide equal educational opportunities to students by minimizing the impact of functional limitations upon their academic lives and offer disabled persons the opportunity to participate fully in all educational programs and activities.

The Dean of Academic & Student Affairs serves as the College ADA compliance officer. The Dean assumes responsibility for seeing that the College is properly interpreting federal regulations that require the College take such steps as are necessary to ensure that reasonable accommodations are made for all students with documented learning disabilities. The Dean is responsible for coordinating the College's compliance with these regulations with the Office of Academic Advising.

The College adheres to all confidentiality and privacy concerns as outlined in these regulations.

Any student with an appropriately documented disability is eligible for services. The Office of Academic Advising will serve students with permanent, temporary or episodic disabilities including psychological, medical, physical, visual, hearing and learning disabilities, including ADHD/ADD. Students seeking ADA and Section 504 services should contact the Office of Academic Advising as early as possible, including during the admission or registration process.

Harassment Policy

In keeping with the spirit and the intent of federal and state law, St. Augustine College strives to provide a comfortable work environment. We are committed to an institution that is free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, or any other protected status. Offensive or harassing behavior will not be tolerated against any student or employee. Any student, faculty, or employee who believes s/he has been sexually harassed may obtain redress through the established grievance procedures.

Sexual harassment is defined as any use of one person's power and/or authority over another person to attempt to coerce a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidating, hostile, or offensive working environment.

Sexual harassment is understood to include a wide range of behaviors, including, but not limited to, the actual coercing of sexual relations, verbal or physical sexual advances, sexually explicit or derogatory statements, physical aggressiveness such as touching, pinching or patting, and slurs, jokes, posters, cartoons, and gestures. Such behavior may offend the aggrieved party, cause discomfort or humiliation, and interfere with job performance. This definition will be interpreted and applied consistent with accepted standards of mature behavior and freedom of expression.

Mandated Reporters of Child Abuse and Neglect

The Illinois Abused and Neglected Child Reporting Act (ANCRA), has been amended in 2012 to include "*personnel of institutions of higher education.*" Accordingly, all individuals employed and/or appointed by the College, including but not limited to faculty, staff, student employees, and volunteers are considered Mandated Reporters of child abuse and neglect. This means that all employees have a duty to immediately report or cause a report to be made whenever they have "reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected." St. Augustine College employees have a legal obligation to immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) at (800) 25-ABUSE, or (800-252-2873).

Students in the Social Work, Respiratory Therapy and Early Childhood Education programs are mandated reporters of child abuse and neglect whenever they have reasonable cause to believe that a child known to them through their student participation in field placements, internships and teaching placements in social service agencies, health care facilities and child care/school settings, may be abused or neglected.

Campus Weapons Policy

The new policy below, which replaces all previous versions, is incorporated into the College Catalog, into student, faculty, adjunct faculty and staff handbooks, and on the College website, effective immediately.

St. Augustine College is committed to providing a safe environment for work and study. Violent behavior and threats of violence are strictly prohibited on College property. The possession or use of weapons of any kind, including firearms and explosives, is also expressly prohibited in College-related activities and on College property, except that an Illinois Concealed Carry Licensee who has a concealed firearm inside his or her vehicle shall be permitted to keep the firearm inside the vehicle and park the vehicle in a St. Augustine College owned parking lot. A licensee may keep the firearm, or ammunition, concealed in a case within a locked vehicle or in a locked container out of plain view within the vehicle while it is parked in a College owned parking lot. "Case" is defined as a glove compartment or console that completely encases the weapon or firearm carrying box, shipping box or other container. A licensee may carry a concealed firearm in the immediate area surrounding the vehicle solely in order to store the firearm within the trunk or retrieve it from the trunk, as long as the firearm is unloaded before it is carried outside the vehicle.

The exception is that any law enforcement personnel, on-duty armed private security personnel, other government personnel authorized to carry a weapon, and retired law enforcement personnel with valid Retired Officer Carry Cards are exempt as per state law.

As any object has the potential to become a weapon, the College reserves the right to define a "weapon" based on its potential for damage or threat. Replicas and facsimiles of weapons are similarly prohibited. As warranted, violations will be referred to local law enforcement officials by immediately calling 911.

Any claims that an individual possesses a weapon or explosive will be responded to as an actual threat, whether or not evidence of said weapon or explosive exists. This prohibition applies to all students, faculty, staff, independent contractors, and visitors. Violators of any part of this policy will be subject to disciplinary action which may include immediate removal from the campus or sanctions including dismissal from the College.

Campus Security Act of 1990 (Known also as the Jeanne Clery Act)

St. Augustine College is in compliance with the Campus Security Act. (P.L. 101-542). Information is collected to provide institutional safety policies and crime statistics to students. Further information regarding the annual crime statistics is available through the Office of Academic and Student Affairs.

Emergency Situations

The College has the following policies regarding emergency situations:

Fire Evacuation

Anyone observing or suspecting a fire in any building should immediately:

- Pull the fire alarm;
- Call 911 to alert the fire department to come immediately. Tell the location clearly.
- All students, faculty and staff must immediately evacuate to the parking lot at any St. Augustine building. Child care children must immediately be taken, per federal law, at least 100 yards from the building, which means at least one block.
- Supervisors and faculty are expected to assure that all persons in their responsibility have evacuated immediately and are accounted for whenever the fire alarm is sounded
- Communication should be maintained among faculty and supervisors as the situation progresses or the most immediate person in the chain of command issues an “all clear.”

Violent Assault (no weapon)

Immediately call 911 whenever a violent assault observed, describing the address and location on campus, the situation you are observing, the features of the perpetrator, and if anyone is hurt or injured.

- If reasonable, try to distract the person to stop confrontation, but do not engage in the struggle.
- Find a safe place away from the offender as quickly as possible.
- Alert everyone in the area to the danger and to exit the area.
- If possible after calling 911 and finding a safe location, contact front office to alert them to the situation and provide assistance as needed.
- At the South and West sites, get security guard to take charge of situation.

Vandalism or Property Damage

- Property damage does not merit risking safety, even if observed.
- Call 911 and notify front office, identifying the address and location on campus, the perpetrator and the situation as thoroughly as possible.
- Assure that anyone in the vicinity is alerted and evacuates area, and exit yourself.

Active Shooter or Violent Threat

- If you see or know that a person has a firearm on campus or if you hear shots fired on campus or if you witness an armed person shooting people, protect yourself first - move to a safe location.
- As soon as possible, call 911. Tell the dispatcher your name, address/location, and cell phone number and describe the situation you are reporting: who, what, when, where, how and why (if known). Is anyone hurt or injured?
- If possible, alert others in the immediate area about the current situation.
- When you encounter the police, keep your hands empty and in plain view at all times. Listen to their instructions and do exactly what they say. If you are evacuating, carry nothing that could be mistaken for a weapon.
- If the shooter is outside the building or in a hallway, turn off all the lights, close and block the door with desks and chairs. If you can do so safely, get all occupants on the floor, remain silent, silence cell phones, and remain out of the line of fire.
- If the shooter is inside your building and it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Leave in the room books, backpacks, purses, etc.
- As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.

Medical Emergencies

- Call 911 and tell the dispatcher the address/location, nature of the medical emergency and your cell phone number and describe the situation you are reporting: who, what, when, where, how and why (if known).
- Administer CPR if trained or reach the nearest Respiratory Therapy faculty, or Child Care staff, all of whom are CPR trained and can provide emergency assistance, immediately.
- Remain with the person in distress until Emergency Medical Technicians arrive and provide them with as much information as possible about the person and circumstances.
- Contact the front office about the circumstance and action as quickly as possible.

Snow Emergency

- A snow emergency is determined by the President based upon the forecast or ongoing circumstances like an accumulation;
- Elements for consideration are combination of ice, driving conditions are/will be exceptionally hazardous, etc.
- The President or his designee will notify a snow emergency to the system for distribution to radio, TV, and websites. Once the Emergency Notification System is implemented, messages will be sent to all students, faculty and staff regarding the cancellation.
- Options could be cancellation for morning, evening, or both. Customarily St. Augustine is closed for only one day.

Gas Leak or Chemical Spill

- Call 911 immediately if a gas leak is smelled or a chemical spill occurs. If there is a gas leak, the dispatcher will relay a message to the gas company. Be sure to tell the dispatcher the address and location of the gas smell/leak or chemical spill.
- Do not touch any chemicals that have been spilled or attempt to clean up. Rather, keep everyone away, and be sure that no one places a spark or fire source near a gas leak or chemical spill.

- Evacuate everyone in the immediate vicinity of any gas leak or chemical spill and assist in alerting everyone in the building if a gas leak threatens the safety of students, faculty and staff beyond the immediate vicinity.

Power Outage

- If there is a power outage, wait 30 minutes before dismissing if it is still daylight.
- Dismiss in 15 minutes if it is after dark (Emergency lights in hallways allow for student/faculty who evacuate outside classrooms to wait for a reasonable amount of time).
- Administrative office will check with ComEd for a status report on restoration of power. However, the estimate from ComEd can be more extended than actual restoration. So please hold students for at least 15 minutes if possible before dismissing.

Heat Outage

- Heat loss usually takes up to 12 hours, and, therefore, advanced notice will be provided to all faculty, staff, and students through the new Emergency Notification System if a heat outage of more than 6 hours is anticipated. Please do not dismiss classes if the heat has gone out during class as the temperature will not drop sufficiently in the three hours of class to justify dismissal.
- A notice will also be posted on the Chicago message system about any heat outage or water main breakage that results in closing the college. These are the messages that are scrolled across TV screens and announced on the radio.

Tornado Watch/Warning

- A tornado warning will trigger surveillance as to the direction and intensity of an anticipated tornado to prepare for a possible evacuation.
- Evacuation will immediately be ordered and the fire alarm system will be activated if the Chicago Fire Department sirens are sounded or a tornado warning has been issued by the National Weather Service for the any campus location.
- Evacuation is expected to the 1st floor hallways in all buildings.
- Supervisors and faculty are expected to assure that all persons in their responsibility have evacuated and are accounted for.

Evacuation Drills

- The Child Care children and staff must practice a fire drill at least once a month.
- Faculty and supervisors are asked to be sure that those under his/her responsibility know the location of the nearest exit at the beginning of each course.
- If a fire alarm is sounded, it is the responsibility of the faculty and staff to assure that everyone leaves the building immediately and that all within their class or area have evacuated.

Warnings:

- Doors may not be locked in stairwells from the inside
- Fire alarms are checked routinely according to contract and law

Policy on Controlled Substances and Alcohol Abuse

Drug and alcohol abuse constitutes a grave threat to physical and mental well-being and significantly impedes learning. No student, staff member, faculty, or any other person or persons can manufacture or use, possess, deliver, sell, or distribute any state- or federally-controlled substance on College premises, except as authorized by law. No student, staff, faculty or any other person or persons of legal age, as

defined by the State of Illinois, are to consume, transport, or possess any alcoholic beverage on the Main Campus or other locations except as authorized by law or College administrative directives.

Any student in need of professional assistance to deal with drugs and alcohol problems shall contact an Academic Advisor, who shall provide information about available community agencies. Staff or faculty in need of assistance should contact Human Resources.

The College reserves the right to act firmly to control either drug or alcohol usage including dismissal from the College and employment. Students should be aware that violations of any state, federal or municipal law while on the main campus or other locations may be subject to enforcement of these laws.

- **Smoke-Free Campus**

As of July 1, 1993, all College facilities and vehicles are smoke-free environments. This policy is designed to promote and protect the health of students, employees, and visitors and to protect College furnishings and equipment from smoke damage.

- **Alcohol and Drug-Free Campus**

The College promotes safety in the work place and employee and student health and well-being. Involvement with drugs and alcohol can adversely affect performance, morale, and safety. The College, therefore, maintains a work/study environment free from the effects of drug and alcohol abuse.

- **Sanctions**

The use, possession, sale, transportation, or distribution of controlled drugs, drug paraphernalia, or alcohol by anyone while on College property or on College business will be cause for discharge. Illegal substances shall be confiscated, and the appropriate law enforcement agencies shall be notified. Notwithstanding this policy, the College may serve alcoholic beverages in moderation at certain College-sponsored social functions.

- **Student Assistance Program**

Consistent with this goal and with the requirements of the Drug-Free Work Place Act of 1989, the College encourages students with a drug or alcohol problem to contact the Office of Academic Advising for help in dealing with these problems in themselves or in their families.

All communications will be strictly confidential. Students will not be subject to discipline for voluntarily acknowledging their drug or alcohol problem prior to detection. However, voluntary acknowledgment and referral for assistance will not thereafter excuse violations of this drug and alcohol policy for which the student is subject to discipline.

Policy on Access and Acceptable Use of College Computing, Networking, and Information Resources

General Statement

Computing, networking, and information resources of St. Augustine College are available to advance education and research. Any access and use of these resources and services that interfere with these goals

are prohibited. All who access and use these resources will abide by all applicable policies, legal, and contractual requirements, and the highest standard of ethical principles and practices, when using these College resources. Breach or disregard of these policies are grounds for revoking access privileges, and may lead to additional sanctions by the College, including referral to other authorities for civil litigation and criminal prosecution.

Individuals Covered

This policy applies to all persons accessing and using computing, networking, and information resources through any facility of the College. These persons include students, faculty, staff, persons on contract to perform College work, and any other person with access and use privileges as given by the College.

Verification of Student Identity

Students are assigned a unique user account and password combination that grants them access to the SAC computer network. Students are directed to reset their own passwords through functionality built into the system. It is school policy that student account information is not shared with others.

Responsibilities Regarding System and Resource Use

Persons who access and use College computing, networking, and information resources are responsible for:

- Respecting the rights of other individuals, including compliance with other College policies for students faculty, and staff. These rights include, but are not limited to, intellectual property, property, privacy, freedom from harassment, and academic freedom;
- Exercising caution when committing confidential information to electronic media given that the confidentiality and integrity of such material are difficult to ensure;
- Monitoring activity connected with the individual's assigned account;
- Using systems and resources in ways that do not interfere with or disrupt the normal operation of these systems, nor interfere with the access and use of these systems and resources by others allowed to do so;
- Protecting the security of access to College computing and networking systems and the confidentiality and integrity of information stored on College computing and networking systems;
- Knowing and obeying the specific policies established for the system and networks they access.
- Under no circumstances may individuals give others access to any system they do not administer.

Legal Context for this Policy

Regarding legal context, all existing laws (local, state and federal) and College policies, regulations and rules apply—including not only those laws, policies, regulations and rules that are specific to computers and networks, but also those that apply generally to personal conduct, including “Policy and Procedures on Sexual Harassment” and “Policy and Procedures for Racial Discrimination, Abuse and Harassment.”

Rights Reserved

The College reserves the right to change the information, requirements, and procedures announced in this policy or in other College documents. This policy will continue to be in effect until further revision is required and promulgated. Consult the Campus Computing Center or the appropriate system administrator for information on other policies, procedures, or directives that supplement this policy. Failure to read and comply with these policies and with other procedures and guidelines regarding the use of College computing, networking and information resources, or following contradictory advice from any source, will not exempt a user from penalties incurred in case of violations.

Guidelines for the use of the Internet (SACNET) at St. Augustine College

General Guidelines

I. Acceptable Use

1. Research
2. Education
3. Public Service

II. Unacceptable Use

1. To use the SACNET for any purposes which violate U.S. or State laws.
2. To use the SACNET so as to interfere with or disrupt network users, services or equipment. Such interference or disruption includes, but is not limited to, distribution of unsolicited advertising, propagation of computer worms or viruses, and using the network to make unauthorized entry to other computational, information, or communications devices or resources.

III. Others

1. Use of the SACNET for illegal purposes is prohibited.
2. Use of the SACNET to transmit threatening, obscene, or harassing materials is prohibited.
3. Use of the SACNET for commercial purposes is prohibited.
4. Information and resources accessible via SACNET are private. Use of the SACNET to access such information or resources without written permission of the owner is prohibited.
5. The following activities are specifically prohibited: tampering with the physical network (wires, hubs, etc.), defining and/or changing IP addresses on any machine, intercepting or attempting to originate mail from someone else's station and attempting to log on to machines without an account.
6. Use of the SACNET for private or personal business is prohibited.

Violation of this policy may lead to denial of network access privileges and/or other sanctions imposed by the College. The prohibited uses as defined above may also violate state and federal laws; thus, criminal penalties may also apply.

Copyright Policy

The College community is required to comply with the *United States Copyright Law of 1976 (the "Act")*, 17 U.S.C. 101 et seq. The College is also committed to preserving the rights accorded to users of copyrighted works under the "fair use" provision of the Act. All faculty, staff and students must adhere to College copyright policy and are expected to review authoritative online resources, such as those cited below, when considering the use of copyrighted works of others in the course of instruction.

Copyright protects "original works of authorship fixed in any tangible medium of expression." 17 U.S.C. 102 (a). Copyright generally extends automatic protection to any original expression of creative work that is recorded in any tangible form (published or unpublished). 17 U.S. C. 101. These works include, but are not limited to: literary works; musical works; dramatic works; pantomimes or choreographic works; pictorial, graphic and sculptural works; motion pictures and other audio visual works; sound recordings; and architectural works. A copyright notice is not required for copyright protection.

St. Augustine encourages an environment that provides for the fair use of copyrighted materials to achieve the goals of teaching, service, and research, while remaining in compliance with applicable laws. A "fair use" can be determined by examining four (4) factors: (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes; (2) the

nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) the effect of the use upon the potential market for or value of the copyrighted work. U.S.C. 107. The four “fair use” factors should be evaluated each time an employee seeks to copy materials for instructional use.

Further explanation of the four “fair use” factors may be found at the following two URLs and other educational sites:

www.lib.purdue.edu/uco/Copyrightbasics/fair_use.html

http://fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/chapter9/9-b.html

For further guidance on copyright, see www.knowyourcopyrights.org/resources/fac/kycrbrochure.shtml, the Library of Congress, the American Library Association, the Association of Research Libraries, other recognized national or state library organizations or at www.copyright.gov.

IX. ACADEMIC CALENDAR 2016-17

Fall Semester (2016-17)

Registration	August 1-20	Mon.-Sat.
Registration, Respiratory Therapy	August 4	Thursday
New Adjunct Faculty Orientation	August 20	Saturday
Student Orientation	August 20	Saturday
Classes Begin	August 22	Monday
Late Registration	August 22 - 27	Mon.-Sat.
Labor Day College Closed	September 5	Monday
Last Day to Change Courses	September 3	Saturday
Last Day to Drop Courses Without a Grade and Receive 100% Refund	September 10	Saturday
Constitution Day, College Open	September 17	Saturday
Midterm Week	October 10-16	Mon.-Sat.
Pre-registration for Spring 2016-17	Oct.31-Dec.14	Mon. –Wed.
Last Day to Withdraw with “AW/SW”	November 21	Monday
Thanksgiving Recess, College Closed	November 24-27	Thur.-Sat.
Final Exams	December 5-11	Mon.-Sat.
Semester Closes and Graduation Date	December 14	Wednesday
Winter Break, College Closed	Dec. 17-Jan. 2	Sat.-Monday

Spring Semester (2016-17)

College Opens	January 3	Tuesday
Registration	January 3-21	Tues.-Sat.
Registration, Respiratory Therapy	January 5	Thursday
New Adjunct Faculty Orientation	January 21	Saturday
Student Orientation	January 21	Saturday
Classes Begin	January 23	Monday
Late Registration	January 23-28	Mon.-Sat.
Last Day to Change Courses	February 4	Saturday
Last Day to Drop Courses Without a Grade and Receive 100% Refund	February 11	Saturday
Midterm Exams	March 13-19	Mon.-Sat.
Spring Break (No classes, offices open)	April 10-April 16	Mon-Sat.
Easter Recess, College Closed	April 14-16	Fri-Sat.
Pre-registration for Summer 2016-17/Fall 2017-18	April 3-July 14	Mon.-Fri.
Last Day to Withdraw with “AW/SW”	May 1	Monday
Final Exams Week	May 15-21	Mon.-Sat.
Commencement Ceremony	May 21	Saturday
Memorial Day, College Closed	May 29	Monday
Semester Closes and Graduation Date	May 24	Wednesday

Summer Term (2016-17)

Registration	May 22-May 26	Mon.-Fri.
Classes Begin	May 30	Tuesday
Independence Day Holiday- College Closed	July 4	Tuesday
Last Day to Withdraw with a “AW/SW”	July 14	Friday
Final Exams	July 24, 25	Mon., Tues..
Term Closes and Official Graduation Date	July 27	Thursday

X. Additional Attachments

Attachments which may be found on the St. Augustine website at www.staugustine.edu under the “Academics” tab and identified as “Adjunct Faculty Manual Attachments”

- a. St. Augustine Master Syllabus template
- b. Student Course & Instructor Evaluation Form
- c. Classroom Observation Form
- d. Student Performance Notice Form
- e. Student Learning Disabilities and Learning Assistance Information Packet & Form
- f. Student Learning Disabilities Policy, Procedures & Accommodation Form
- g. Student Complaint Policy and Complaint Form
- h. Substitution Form
- i. Incomplete Grade Report Form (New form with new policy statement)
- j. Grade Change Authorization Form (Edited form with clarification on procedure?)
- k. Authorization for Out-of-Schedule Examination Form
- l. Departmental Approval for Class Activities Off-Campus Form
- m. Payroll Direct Deposit Agreement
- n. Logging into the St. Augustine College Network
- o. Microsoft Outlook Live Adjunct Faculty Mail Reference Guide
- p. St. Augustine E-campus Reference Guide

The College Catalog may be found on the College website at www.staugustine.edu and print copies are available from the Office of Academic Affairs. This Adjunct Faculty Manual and a file with all attachments may also be found on the College website under the “Academic Affairs” header.