

# **Northwestern Michigan College**

## **Employee Guide**



**Northwestern  
Michigan  
College**

**Revised September  
2012**

**Northwestern Michigan College is an  
Equal Opportunity Employer**

## Table of Contents

MESSAGE FROM THE PRESIDENT .....	5
PREFACE.....	6
POLICY OF NONDISCRIMINATION .....	6
MISSION, VISION, VALUES, PURPOSES .....	7
MAP .....	8
GENERAL INFORMATION ABOUT NMC .....	8
GOVERNANCE AND ORGANIZATION .....	9
NMC EMPLOYMENT .....	9
<b>Your Paycheck</b> .....	9
<b>Retirement System</b> .....	9
SAFETY AND HEALTH .....	11
<b>Accidents or Emergencies</b> .....	11
<b>Inclement Weather</b> .....	12
<b>Harassment</b> .....	13
<b>Sexual Harassment</b> .....	13
<b>Hazardous Communication Program</b> .....	13
<b>Communicable Disease Policy</b> .....	14
<b>Drug Free Workplace</b> .....	14
<b>Substance Abuse and Other Personal Problems</b> .....	15
<b>Tobacco Free Policy</b> .....	15
<b>Family and Medical Leave</b> .....	15
TRAINING AND PROFESSIONAL DEVELOPMENT .....	15
<b>Professional Development Funding</b> .....	15
<b>Educational Benefit</b> .....	16
GRIEVANCES AND PROBLEMS .....	16
<b>Discrimination</b> .....	16
<b>Conflict of Interest</b> .....	16
<b>Intellectual Property Rights</b> .....	16
LEAVING EMPLOYMENT WITH THE COLLEGE .....	17
<b>Resignation</b> .....	17
MISCELLANEOUS .....	17
<b>Parking System</b> .....	17
<b>Telephone System</b> .....	17
<b>Keys</b> .....	17
<b>Campus Mail</b> .....	17
<b>Employee Recognition</b> .....	17
<b>Promoting the College Policy</b> .....	18
<b>NMC Communication/Publications</b> .....	18
<b>Where to Eat?</b> .....	18
<b>Special Events</b> .....	19
ADMINISTRATIVE/PROFESSIONAL/TECHNICAL/ .....	22
PARAPROFESSIONAL STAFF SECTION .....	22
<b>Employment Categories</b> .....	23
<b>Continuation of Health Coverage</b> .....	24
<b>Layoffs/Retrenchment</b> .....	24
<b>Administrative/Professional, Technical/Paraprofessional and Support Staff Councils</b> .....	24
FACULTY SECTION .....	25
<b>INTRODUCTION</b> .....	26

<b>FACULTY COUNCIL</b> .....	28
FACULTY RIGHTS and RESPONSIBILITIES.....	33
<b>FACULTY CODE OF PROFESSIONAL ETHICS</b> .....	34
<b>NMC FACULTY PROFESSIONAL RESPONSIBILITIES</b> .....	35
Adjunct Faculty .....	42
• College mission may include, but would not be limited to: .....	49
<b>FACULTY RESPONSIBILITY CONCERNING STUDENT RIGHTS</b> .....	57
<b>CURRICULUM RESPONSIBILITIES AND GOOD TEACHING</b> .....	58
FACULTY EMPLOYMENT .....	61
<b>Faculty Career Plan</b> .....	62
<b>Faculty Classifications</b> .....	62
<b>Professional Development and Sabbatical Leave</b> .....	62
<b>Faculty Calendar</b> .....	62
<b>Benefits Summary for Full-Time Faculty</b> .....	62
<b>Faculty Emeritus</b> .....	62
<b>Center for Instructional Excellence</b> .....	62
<b>Instructional Information</b> .....	63
<b>Imogene Wise Faculty Excellence Award</b> .....	63
<b>Graduation Policy</b> .....	63
<b>Continuation of Health Coverage</b> .....	63
<b>Layoffs/Retrenchment</b> .....	63
Faculty/Adjunct Faculty Shared Resources Course Syllabus Essential Criteria .....	64
FACULTY, ADJUNCT SECTION.....	70
FACULTY CODE OF PROFESSIONAL ETHICS .....	71
DUTIES & RESPONSIBILITIES OF ADJUNCT FACULTY MEMBERS .....	72
<b>Planning</b> .....	72
<b>Instruction</b> .....	72
<b>Professional Growth</b> .....	73
<b>Professional Expectations</b> .....	73
<b>Additional Contract Responsibilities</b> .....	74
ADJUNCT FACULTY RESPONSIBILITY CONCERNING STUDENTS.....	75
<b>Suspected Abuse</b> .....	75
<b>Student Rights and Responsibilities</b> .....	75
<b>Student Privacy Rights</b> .....	75
INSTRUCTIONAL INFORMATION .....	76
<b>Course Outlines</b> .....	76
HUMAN RESOURCES INFORMATION FOR ADJUNCT FACULTY .....	77
<b>Employee Contracts</b> .....	77
<b>Faculty Evaluation</b> .....	77
<b>Faculty Dismissal Reasons for Immediate Dismissal</b> .....	77
<b>Educational Benefit</b> .....	77
MISCELLANEOUS INFORMATION .....	77
<b>Center for Instructional Excellence</b> .....	77
SUPPORT STAFF SECTION.....	78
<b>Hours of Work</b> .....	79
<b>CLASSIFICATION AND COMPENSATION</b> .....	79
<b>Employment Categories of Support Staff</b> .....	79
<b>Salary Schedules</b> .....	80
<b>Longevity Pay</b> .....	80
<b>Valued Service Payment</b> .....	80

<b>NMC Four Year College and University Scholarship Program</b> .....	80
<b>In-Service Training</b> .....	81
<b>Discipline and Dismissal</b> .....	81
<b>Continuation of Health Coverage</b> .....	81
<b>Administrative/Professional, Technical/Paraprofessional and Support Staff Councils</b> .....	81

## MESSAGE FROM THE PRESIDENT

Dear Colleagues:

On behalf of NMC, I extend our appreciation for the excellent work you do to keep learning at the center of our College life. This is a vibrant and challenging time at NMC, and we're fortunate to have such a strong group of talented employees.

The Board, faculty, administration, and staff have enjoyed a good working relationship over the years, built upon mutual respect. It is my hope that this sense of cooperation and collaboration will continue as we go forward together.

All good wishes for a successful academic

year. Sincerely,

Timothy J. Nelson  
NMC President

## **PREFACE**

The Employee Guide is published to give employees a convenient resource for locating Northwestern Michigan College's employment policies, procedures, and guidelines, and culture. This guide is not an employment contract but merely a guide to existing policies and information.

Since policies and procedures are subject to change, this information serves only as a guideline. Northwestern Michigan College reserves the right to change, add, delete or revise any employment policies and benefits at any time. None of these summarizations are intended to be construed as changing or supplementing in any manner the meaning of any policies, contracts, or other related documents. The contents of this guide may be revised by the Vice President for Educational Services and the Director of Human Resources or designees. The Board of Trustees reserves the right to change its employment policies and benefits at any time.

Your Supervisor/ Academic Chair should inform you of revisions to policies, and future updates will be sent to you through your email via Policy Council public hearings or found on our web site at <http://www.nmc.edu/about/policies/> along with other Board and staff policies published in the NMC Policy Manual. This guide may be found on the website at <http://www.nmc.edu/hr/> (click on Employee Guide)

Additional copies of the Employee Guide and appendices for each employee category may be obtained from the NMC Office of Human Resources. Human Resources staff members are happy to help you with any questions regarding NMC's policies or other information contained in this Employee Guide.

## **POLICY OF NONDISCRIMINATION**

It shall be the policy of Northwestern Michigan College to comply with federal and state laws and regulations prohibiting discrimination and to comply with all requirements and regulations of the U.S. and Michigan Department of Education. Northwestern Michigan College is an Equal Opportunity Employer.

Northwestern Michigan College does not discriminate in admission, campus activities, education, employment, housing, public accommodation or public service on the basis of age, color, creed, disability, handicap, height, marital or familial status, national origin, political affiliation, race, religion, sex, sexual orientation, service in the military, veteran's status, weight or any other legally protected status under federal, state, or local law. No act of retaliation shall occur to any person making a charge, filing a complaint, testifying or participating in any discrimination investigation or proceeding.

# MISSION, VISION, VALUES, PURPOSES

## MISSION

Northwestern Michigan College provides lifelong learning opportunities to our communities.

## VISION

NMC will be the resource of choice for higher education, lifelong learning and cultural experiences. NMC will be an essential contributor to quality of life and a vibrant economy. We will demonstrate collaborative and inventive approaches to education and training for liberal studies, careers, interests and emerging learner markets.

## VALUES

Our individual and collective efforts create the legacy of NMC. In order to achieve our mission, we are individually committed and responsible to live these values:

- **Learning** is at the center of all we strive to achieve. It is the foundation upon which an enlightened citizenry and a dynamic community are built and is a lifelong process in which we are all engaged.
- We will continuously improve the learning experience and its global relevance to those we serve through **innovation, agility and thoughtful risk-taking**.
- Our actions are governed by the highest degree of **ethics, integrity and personal responsibility**, exhibited through **transparency, openness and trust**.
- We each will practice **responsible stewardship** for the human, physical, financial and environmental resources entrusted to our care.
- Each of us will strive to **exceed expectations** for quality and service in all that we do.
- We **value all people** and will invest in their personal and professional growth and development.
- We will **exhibit foresight** by monitoring the changing world around us and taking actions today that prepare us to meet future needs of our communities.
- We will **seek others** who share our vision and values, and **collaborate** with them on behalf of our communities.

## PURPOSES

To meet our mission, we are fully engaged in each of the following purposes, with the result that our learners meet their goal(s) of being college-ready, transfer-ready, career-ready and ready for lifelong learning:

- Associate degree, certificate and transfer education in liberal arts and sciences, and occupational studies
- Career/occupational education and workforce development
- Cultural and personal enrichment
- Facilitating baccalaureate and graduate programs
- Contributing to economic development

The Mission, Vision, Values, and Purposes may be found

online at <http://www.nmc.edu/about/mission-vision-values.html>

## MAP

To view a map of NMC's campuses, go to <http://www.nmc.edu/about/maps/index.html>

## GENERAL INFORMATION ABOUT NMC

Northwestern Michigan College was founded in 1951 by a group of local citizens who wanted to provide an affordable college education for area residents. In 1955, NMC became Michigan's first community college under the Michigan Community College Act. It is fully accredited by the North Central Association of Colleges and Secondary Schools.

NMC is a comprehensive community college that serves people, organizations and business throughout the Grand Traverse region:

- 1) NMC offers associate degrees and professional certificates and, through our University Center, ten partner universities grant Baccalaureate, Graduate and Doctoral degrees.
- 2) NMC's extensive Extended Educational Services program offers a vast array of non- credit classes to more than 10,000 local residents annually.
- 3) NMC reaches thousands of other learners through Aero Park Laboratories, Dennon Museum Center, Hagerty Conference Center, Lobdell's: A Teaching Restaurant, NMC Training Services, Rogers Observatory and WNMC Public Radio.

NMC also provides a strong system of student support services, such as academic advising and counseling, career counseling, job placement assistance, special needs services, health services, admissions, and financial aid support.

Campus residence halls provide living accommodations for up to 208 students. Campus dining facilities in West Hall serve residence hall, commuting students, faculty, staff and guests.

The main campus is a 146-acre tract of wooded land situated in a residential area near Grand Traverse Bay. The NMC Great Lakes Campus is located a mile from the main campus on eight acres of waterfront property on West Grand Traverse Bay. The College's Aviation Center is adjacent to the Cherry Capital Airport on Aeropark Drive, and the NMC Observatory is located on five acres less than a 15-minute drive from NMC's main campus. The University Center Campus is on Cass Road on the west shore of Boardman Lake.

NMC has approximately 5,200 students enrolled in credit programs, and 10,000 in non-credit. Approximately 54% are female; average age is 27. Forty-three percent are full-



time students (12 or more credits), 42% taking 6-11 credits, and 15% taking 1-5 credits. Fifty-five percent live in Grand Traverse County.

## **GOVERNANCE AND ORGANIZATION**

NMC is governed by a seven-member Board of Trustees elected by constituents of NMC's service area. The Board meets monthly.

The President is appointed by the Board of Trustees to serve as the chief executive and administrative officer of the College. Any questions regarding the Board or Board meetings may be referred to the President's office.

The NMC governance system is defined in Policy D-502.01, which may be viewed on NMC's website at <http://www.nmc.edu/about/policies/index.html>

## **NMC EMPLOYMENT**

As a new employee, you will receive an email to begin your online orientation. You will also meet with Human Resources (HR) when you begin your employment in order to complete your documents and trainings for payroll, to establish your personnel records and to have an opportunity to ask questions regarding your employment at NMC. Hiring documents and trainings are required before employment can begin and paychecks can be issued. Your supervisor, academic chair, or office manager will continue your orientation, including familiarizing you with your job, work area, co-workers, and the NMC campus. Visit the virtual tour to learn more about NMC campuses: <https://www.nmc.edu/about/virtual-tour/index.html>

If your status changes while employed at NMC due to marriage, death, moving, divorce, or other similar events, it is your responsibility to change your employment records. If changes need to be reported, please contact Human Resources (231.995.1362) for the proper forms.

### **Your Paycheck**

Paychecks are issued biweekly (every other Friday). Direct deposit is strongly encouraged for all employees, and electronic earnings statements are available to view or to print from Self-Service at [https://banweb.nmc.edu/nmcp/twbkwbis.P\\_WWWLogin](https://banweb.nmc.edu/nmcp/twbkwbis.P_WWWLogin) (login required.) Hard copy paychecks will be delivered to your department through inter-office mail or mailed to your home. Any questions regarding paychecks can be directed to Payroll (231.995.1942.)

### **Probationary/Provisional Period**

New employees are on a probationary /provisional period. See the employee guide appendices for Information on your employee category.

### **Retirement System**

Michigan law requires that every employee of a publicly supported community college be

a

member of the Michigan Public School Employees Retirement System (MPERS). Anyone who receives wages from Northwestern Michigan College (excluding student employees) is automatically a member of the retirement system. (For salaried employees, please see your employee group section for information on Optional Retirement Plans.) This is a contributory plan. The State has several different plans determined by when you first become a member of MPERS, with differing contribution levels and retirement eligibility requirements.

If you leave employment with Michigan Public Schools, you may request a refund of your contribution plus interest (applied every July 1<sup>st</sup>). MPERS offers three options that comply with federal regulations regarding payment of refunds.

- Refund paid directly to you subject to 20% federal income tax withholding of your previously untaxed contributions.
- Your previously untaxed contributions and interest transferred directly into a qualified retirement plan or individual retirement arrangement.
- You may select a combination of the two items above.

#### Earning Service Credits in the Retirement System

MPERS Service Credit Calculation					
Contact Hours	Work Weeks*	Work Hour Factor^	Total Semester Hours Worked	Pays Per Semester	Hours Per Pay
6	16	2.5	240.0	8	30
Service Credit =		Total hours worked/1 FTE of		0.235 service credits	
*Class meeting time plus the week grades are due					
^A factor approved by MPERS to determine hours worked per contact hour, based on a three					

MPERS requires ten service credits of vesting to be eligible for retirement. If an adjunct instructor were teaching 6 contact hours for three semesters per fiscal year (July-June) they would accrue the ten service credits in 14.18 years.

Refer to MPERS Guidelines for more information on the retirement system and the possible benefits to you (<http://www.michigan.gov/orsschools>).

**NOTE:** Employees should be aware that being an active member of MPERS may preclude contributing to an Individual Retirement Account (IRA) or a KEOGH plan. You should check with your tax advisor if this may apply to you.

Further information regarding the retirement system can be obtained from NMC Human Resources (231.995.1362).

**Classroom/Office emergency procedures are included below because of their extreme importance.**

## **SAFETY AND HEALTH**

### **Accidents or Emergencies**

1. For accidents or emergencies—call 911 (i.e. breathing failure, profuse bleeding, shock, broken bones, etc.).
2. As soon as possible, the faculty or staff member on the scene should submit an incident report to his/her supervisor, including the following:
  - a. Name of injured person
  - b. Location of accident
  - c. Date and time of accident
  - d. Report of factors leading to accident
  - e. Report of all actions taken
  - f. Recommendations to help prevent the recurrence of such an accident

The incident report form can be found here:

<S:\Administrative Services\Public\Liability Insurance\NMC Incident Report-Claim Form>

A copy of this report will be sent to Student Health Services (students)/Human Resources (employees) and Campus Safety for follow-up and will become a permanent part of the student's/employee's health record. All student emergencies should be reported to the Educational Services Office, and all employee injuries should be reported to Human Resources (for workers compensation) as soon as possible. Employees should be sent to Munson Occupational Health for non-life-threatening emergencies.

Any injuries on the job should be reported immediately and in writing to your supervisor and Human Resources for Workers' Compensation purposes.

**First Aid**

1. First aid is everyone's concern. First aid classes are offered through the College as well as area schools and fire stations. If you would like to learn more about first aid procedures, contact The Office of Human Resources.
2. Know where your building's first aid supplies are:

**Location of First Aid Supplies**

Aero Park Laboratories .....	End of Pallet Racks Near Rooms A, B, I & K
Aviation Building.....	Maintenance Hanger
Automotive Technology .....	Automotive Office Wall
Beckett Building .....	Business Academic Area Copy Room
Biederman Building .....	Health Occupations Office
Dennos Museum Center.....	Front Desk East Hall
.....	Front Desk Facilities
.....	Front Desk
.....	Kitchen
.....	Break Room
Fine Arts Building.....	Office Manager's Office
Founders Hall .....	Room 110
Great Lakes Culinary Institute .....	Each Kitchen
Great Lakes Maritime Academy .....	Front Desk
Health Science Building .....	Welcome Center Desk
Parson Stulen Building .....	Work Room near Reception Desk
Oleson Center.....	Kitchen; AED in lobby
Osterlin Building.....	Library Work Room Power House
.....	West Entrance Rajkovich (P.E.) Building
.....	Room 110
Scholars Hall .....	Office Manager's Office
Tanis Building.....	Student Health Services
University Center .....	Suite 202
.....	Welcome Center
.....	Office of Human Resources
West Hall .....	Front Desk

**Inclement Weather**

To access the Inclement Weather Policy and procedure go to <http://www.nmc.edu/about/policies/board-staff/D-506.03.html>. Please review this policy to be prepared in case of inclement weather. Remember that it is important to use your own judgment in making decisions relative to your own safety as conditions may vary in different locations.

A decision to delay or close the College will be communicated by 6:00 a.m. for daytime schedules, and 3:00 p.m. for evening schedules. There is a possibility that NMC would cancel all day classes and hold evening classes. Up-to-date information regarding college delays or closures will be communicated on the 24-hour telephone line at 995-1100, NMC's general information number at 995-1000, reported to the many area radio and television stations, campus video monitors, Cable Channel 13, NMC's website (<http://www.nmc.edu/student-services/class-cancellations.html>), and

a message will be sent to NMC faculty and staff e-mail accounts. Each area is responsible for the development of a notification system for its faculty and staff.

For a list of local radio and television stations that receive NMC Inclement Weather Announcements please visit: <http://www.nmc.edu/about/policies/board-staff/D-506.03.html>

Monday through Friday, individual class cancellations (rather than college delays or closures) are reported on the 24-hour telephone line (updated between 7:00am to 5:00pm,) campus video monitors and NMC's website. Should you need to cancel class please notify your area office manager or your Academic Chair and for the inclement weather procedure. To communicate individual class cancellations to students, instructors should follow the directions for contacting Central Scheduling. The directions may be found on the intranet home page, linked under Daily Class Cancellations <https://intranet.nmc.edu/> (login required): Weekend class cancellations are reported on the instructor's voicemail greeting only.

**Telephone: 995-1100 (24-hour telephone line for inclement weather cancellations only)**

995-1000 (general information)

**Web:** <http://www.nmc.edu/student-services/class-cancellations.html>

### **Harassment**

Northwestern Michigan College prohibits all types of harassment of its employees, students, customers, or vendors in the forms outlined in Harassment Policies [D-602.03](#) and [D-703.00](#) and Sexual Harassment Policies [D-602.04](#) and [D-704.00](#). NMC's intent is to create and maintain a work and educational environment that promotes respect and dignity for all individuals and is free of harassment and unduly offensive behavior. Harassment is in conflict with a harmonious and productive work and educational environment. **Harassment will not be tolerated.** Violation of this harassment policy may result in disciplinary action.

Complaints regarding harassment may be presented to the immediate supervisor or to the Director of Human Resources at 5-1342. Refer to the College Policies and Procedures on the web at <http://www.nmc.edu/policies> for a complete statement of the harassment policy

### **Sexual Harassment**

It is the policy of NMC that sexual harassment of students and employees is unacceptable and will not be tolerated. Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other types of sexual conduct when submission to this conduct is made a condition of employment, is used as a factor in decisions regarding employment, or has the purpose of interfering with employment by creating an intimidating or offensive environment. Any complaints regarding sexual harassment should be directed to your supervisor or to the Director of Human Resources. If you are a supervisor and receive a sexual harassment complaint or become aware of any such harassment, you must take measures to properly rectify the situation. Refer to the Sexual Harassment Policy in the Policy Manual for more complete information.

### **Hazardous Communication Program**

You have a right to be informed of any hazardous chemicals in your workplace, according to the Michigan Right to Know Law. You can make a request with either your supervisor or the Purchasing Department to view the Material Safety Data Sheets on the hazardous chemicals in your workplace. In addition, you should receive training on the proper handling of these chemicals before working with them. All hazardous chemicals are to be properly labeled. A complete copy of the Hazard Communication Program may be obtained from the Vice President for Administrative Services.

Any questions or problems regarding compliance with safety and health regulations should be referred to your supervisor.

### **Communicable Disease Policy**

In the event that a student or employee contracts an infectious disease, it is the intent of the College to handle each case on its own particular facts. There will be an attempt to strike a balance between the rights of the person having the disease and the rights of students and co-workers to be free from the risk of exposure. If you become aware that a student or staff member has a communicable disease that poses a health hazard to others, report it immediately to the Director of Student Health Services. Confidentiality and privacy rights will be respected.

Faculty, staff and student employees with a communicable disease will be treated consistently with other employees as long as they are able to meet acceptable performance standards and do not pose a health hazard to others. An employee's health condition is personal and confidential and should be treated as such. See the complete policy on Communicable Diseases at <http://www.nmc.edu/about/policies/board-staff/D-705.00.html> for more information. Questions or concerns may be directed to the Director of Student Health Services or the Director of Human Resources.

### **Drug Free Workplace**

It is the intent of Northwestern Michigan College to comply with the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on the NMC premises, including the premises on which NMC programs are conducted. Please refer to the NMC Alcohol and Illicit Drugs Policy, <http://www.nmc.edu/about/policies/board-staff/D-505.08.html>.

1. As a condition of employment, all employees will receive a copy of the NMC Policy on Alcohol and Illicit Drugs and shall abide by its provisions.
2. Any employee who has been convicted for violation of any criminal drug statute, which occurred in the workplace, shall notify Human Resources in writing no later than five working days after receiving notice of such conviction. Human Resources will be responsible for ensuring that any applicable agencies granting federal funds are notified within ten days.
3. An employee who has been so convicted will be subject to appropriate Human Resources action (including disciplinary sanctions up to permanent discharge) and/or

will be provided the opportunity to participate in a rehabilitation program. NMC will require a physician's verification of participation in such a rehabilitation program.

4. A drug-free awareness and education program will be maintained for NMC faculty and staff through Human Resources, Wellness Committee and other applicable College services.

For other related Alcohol & Illicit Drug policies and procedures, click on the policy name links: [D-744.01 – Alcohol and Illicit Drugs-Staff Procedure](#)  
[D-744.02 – Alcohol and Illicit Drug Use-Reasonable Suspicion](#)

### **Substance Abuse and Other Personal Problems**

Many resources exist within the College and the community for assistance with abuse problems. If you, a colleague, a student, or a family member has a problem, you can ask for information from the Employee Assistance Program (EAP) or the Office of Human Resources. The College pays for the assessment referral, which includes up to three hours of time with an EAP counselor. After the referral has been made to the appropriate resource, payment will be incurred by the person referred. Confidentiality and privacy rights will be respected. The EAP can be contacted by calling (231.947.8387).

### **Tobacco Free Policy**

In order to promote a healthy culture of learning for students, staff, faculty and guests, Northwestern Michigan College prohibits the use and/or sale of tobacco products on all NMC properties. No person shall use, chew, smoke or sell tobacco products at any time or in any place on NMC properties, including sidewalks within the boundaries of any NMC campus. More information may be found at:

<http://www.nmc.edu/about/policies/board-staff/D-500.03.html>

### **Family and Medical Leave**

Up to twelve weeks of unpaid family and medical leave in any twelve-month period may be granted in accordance with the provisions of the Family and Medical Leave Act of 1993, for one or more of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition, or
- For a serious health condition that makes the employee unable to perform their job.

To be eligible for this leave, an employee must have worked at NMC for at least twelve months and a minimum of 1,250 hours during the preceding year. For a complete copy of this policy or to apply for FMLA, contact The Office of Human Resources at extension 5-1362.

## **TRAINING AND PROFESSIONAL DEVELOPMENT**

Professional development opportunities are available at NMC. For more information, visit <http://www.nmc.edu/about/policies/board-staff/D-753.00.html> to view the Professional Development Policy and click <http://www.nmc.edu/about/policies/board-staff/D-753.01.html> to view the Professional Development Procedure.

### **Professional Development Funding**



Some College areas have a budget to support the training and development needs of their employees. Talk to your supervisor about procedures for consideration.

### **Educational Benefit**

As described in NMC Policy D-711 at <http://www.nmc.edu/about/policies/board-staff/D-711.00.html> faculty, adjunct faculty, and staff members may attend classes at NMC with tuition paid by College scholarship funds. See Employee Appendices for specific information related to your employee group.

## **GRIEVANCES AND PROBLEMS**

Most job-related problems or concerns can be resolved through a discussion between you and your supervisor/academic chair. If you cannot resolve a problem at this level, follow the grievance process outlined in Policy D706.01 - <http://www.nmc.edu/about/policies/board-staff/D-706.01.html>

In addition, you can always have a confidential discussion with Human Resources staff regarding any problems occurring at work. Human Resources staff will work as the advocate for the employee.

### **Discrimination**

NMC is an equal opportunity employer. The College does not discriminate on the basis of sex, race, color, creed, national origin, religion, sexual orientation, age, height, weight, marital status or physical disability. Any complaints or concerns regarding discrimination may be directed to the Director of Human Resources.

### **Conflict of Interest**

It is the policy of Northwestern Michigan College to establish appropriate, credible, and ethical relationships between and among faculty and staff and all those with whom the College has an academic, business, or professional relationship. All employees of NMC shall act in a manner which is consistent with the objectives of this policy.

For a complete copy of the procedures regarding conflict of interest, visit <http://www.nmc.edu/about/policies/board-staff/D-506.01.html>

It is the obligation of any employee to discuss with his/her supervisor any activities in which he/she may be about to engage which may be considered a conflict of interest under the above provisions. Exceptions on the basis of extenuating circumstances may be granted by the appropriate executive officer.

### **Intellectual Property Rights**

It is the policy of Northwestern Michigan College to set forth the rights and obligations of the College and its employees concerning intellectual property in conjunction with the development of courses and course materials related to the Flexible Learning Option program. Such rights include, but are not limited to, intellectual property that can be trademarked, copyrighted, or patented.

For complete details on the Intellectual Property Rights policy, visit <http://www.nmc.edu/policies/nmc/D-506.02.pdf>



## **LEAVING EMPLOYMENT WITH THE COLLEGE**

When the time comes to leave the College, either by resigning your employment or retiring, there are checkout procedures which need to be followed.

### **Resignation**

Employees leaving employment with the College must immediately return all keys to their Supervisor/Academic Chair and complete the Checkout Form prior to leaving in order to be able to receive a final paycheck. In addition, an Exit Questionnaire should be completed. All exit forms are available on the shared drive: S:\Human Resources\Public\Forms

You will need to provide a written resignation, either by letter or filling out a resignation form. This will need to state your reasons for leaving and your last day of work. Please submit your notice as far in advance as possible in order to allow adequate time to search for a replacement.

Be sure to complete a Checkout Sheet. This needs to be processed and sent to Payroll before your last paycheck may be released. An exit interview will be scheduled with the Director of Human Resources.

## **MISCELLANEOUS**

### **Parking System**

You will need to obtain a parking permit from the Cashier's Office. This will allow you to park in non-metered and non-designated parking spots. There is a nominal annual parking fee. (Applies to Main Campus parking only.)

### **Telephone System**

The NMC telephone system has many helpful features. Telephone operations will be glad to demonstrate the system right in your office. Call (ext. 1110) for an appointment or to obtain a Telephone Users Guide.

For police, fire, or medical emergencies dial 9, then 911. NMC has a complete emergency notification and incident reporting system. Call Facilities (ext. 1111) for a current copy.

### **Keys**

Keys to campus buildings are issued by Facilities. If you need a key for your building or office area, please request one through your supervisor. You will need to sign a key issue form for each key you receive.

### **Campus Mail**

NMC has an internal campus mail system in addition to processing U.S. mail, express mail and parcel delivery. Mail is picked up and delivered to divisional offices twice daily. Use of the College mail system should be limited of official College business. Call the Mail Room (5-1131) with any questions about the mail system.

### **Employee Recognition**

Each semester an employee is selected as Employee of the Semester. Nominations

come from co-workers and supervisors. Criteria for the award include interest and pride in work, positive and supportive attitude, skill and proficiency in work, cooperation, initiative, professional appearance, courtesy, and concern and helpfulness to others. The Employee of the Semester receives a reserved parking spot, certificate, a special gift, and other recognition. Watch for nomination requests and forms. In addition, employees are invited to submit kudos for co-workers by going to:

<http://www.nmc.edu/departments/human-resources/kudos.html>

### **Promoting the College Policy**

The planning, coordination, execution and evaluation of all public relations functions and information at the College is handled through the Communications and Public Relations Office. Please contact them at (231.995.1019) regarding any media or public relations activities.

### **NMC Communication/Publications**

There are many regular NMC publications or documents that you may find helpful or of interest.

- **Intercom**— Information newsletter published weekly by Public Relations and Marketing. NMC employees receive a email notice each Friday to view *Intercom* as part of the *NMC Communique*. **NMC Communique** - Online site for NMC student news, Intercom, and updates from President Timothy J. Nelson.
- **NMC Catalog**—Master information on NMC programs and course offerings. Published every two years and available on the website at <http://www.nmc.edu/programs/catalog-schedules/nmc-catalog.html>
- **Schedule of Classes**—Printed each semester showing class schedules and available on the web at <http://www.nmc.edu/programs/catalog-schedules/>
- **Policy Manual**—NMC board and staff policies are published on the NMC website. For NMC policies, go to <http://www.nmc.edu/policies/> to view general NMC policies, or click on Human Resource Policies to view those that apply to faculty and staff.
- **Telephone Directory**—Directory printed each semester and is available at: <http://www.nmc.edu/departments/human-resources/staff-list.html>
- **White Pine Press**—Student operated newspaper
- **NMC Magazine**—Magazine published by students
- **Nor'Wester**—Newsletter published for NMC Alumni and friends

### **Where to Eat?**

Northwestern Michigan Food Court, located in West Hall has good, reasonably priced meals. They are open during the regular school year. There are also food kiosks operated in other areas including the Mark & Helen Osterlin Library, Beckett Building and University Center.

The first-year culinary arts students offer lunch in Lobdell's ~ A Teaching Restaurant at the Great Lakes Campus throughout the semester. This is open to the public. Watch for e-mail messages or check the NMC website for menus, dates and times. For more information call (231.995.1196).

## Health and Fitness

The NMC Wellness Committee sponsors many events and seminars designed to help you "feel good about yourself." Topics on fitness, diet, health, and mental well-being are addressed. Watch for announcements.

NMC has a Fitness Center in the Physical Education Building. It has a fitness circuit room containing exercise bikes, mini-tramps, rowing machines, and other equipment and a weight training room. Contact the PE Program Coordinator for more information.

## Special Events

NMC has many special events which happen throughout the year. Some of these include:

- **Opening Conference** – Before classes start each semester, faculty and staff convene for a one-day conference. Normally, there are featured speakers and short seminars, and an all-College breakfast.
- **NMC Barbecue** – This is NMC's annual fundraiser held every May. Everyone in the community is invited to partake of buffalo burgers and enjoy the many fun family events. Supported by the BBQ Board and many NMC and community volunteers, the event is organized by Public Relations and Marketing. **Graduation** – Held in May, this is a very special event you'll want to attend.
- **NMC Scholarship Open** – This golf outing is held every August. The proceeds are the only source of funds for Honors, Presidential and Divisional scholarships.
  - Organized by Resource Development.
- **Retirement and Recognition Reception** – An annual event held in April to recognize employees who have reached a milestone anniversary or those who have retired during the current fiscal year. Foundation Excellence Awards are also presented to employees selected for demonstrating outstanding commitment to the Mission, Vision and Values of the College.
- **Miscellaneous** – Concerts, speakers, plays, art shows and other activities are sponsored throughout the year. Watch the *Intercom* for announcements.

## Appendix A What is a Community College?

*"The term community should be defined not only as a region to be served, but also as a climate to be created."*

The network of community, technical, and junior colleges in America is unique and extraordinarily successful. It is, perhaps, the only sector of higher education that truly can be called a movement, one in which the members are bound together and inspired by common goals.\*

From the very first, these institutions, often called "the people's colleges," have stirred an egalitarian zeal among their members. The open-door policy has been pursued with an intensity and dedication comparable to the Populist, the Civil Rights, and the Feminist crusades. While more elitist institutions may define excellence as exclusion, community colleges have sought excellence in service to the many. While traditional institutions too often have been isolated islands, community colleges have built connections beyond the campus.

The awarding of the first Associate of Arts degree at the University of Chicago in 1900, followed by the establishment of a junior college in Mexico, Missouri in 1901, and the upward extension of public high schools at Joliet, Illinois also in 1901, marked the beginnings of the community college movement. William Rainey Harper, President of University of Chicago and an aggressive advocate of the junior college, saw it as a place where students who would not otherwise attend an institution of higher learning could prepare for transfer to a senior college or could "stop naturally and honorably" at the end of the sophomore year.

As early as 1926, N.W. Walker, then president of the Association of the Colleges and Secondary Schools in the southern states, wrote: "The rapid rise of the junior colleges is one of the arresting facts of recent educational development in America. Within the past ten years," said Walker, "the junior college idea has been worked out in actual practice as perhaps no other single idea of so vast significance has ever been...in so short a period of time."

Since the 1920's, the public community colleges have dramatically expanded, far outnumbering their private counterparts. By 1960, there were about 400 public community colleges in the United States, enrolling a little over three-quarters of a million students. In the decade that followed, enrollments grew six fold and new community colleges opened at the rate of about one a week.

Between 1965 and 1975, total enrollment at community, technical, and junior colleges grew by 240 percent. Today, these colleges enroll approximately 43 percent of the nation's undergraduates and 51 percent of all first-time entering freshmen...

At their best, community colleges recognize and enhance the dignity and power of individuals. Students come to colleges to pursue their own goals, follow their own

aptitudes, become productive, self-reliant human beings, and, with new knowledge, increase their capacity and urge to continue learning. Serving individual interest must remain a top priority of community colleges. But they can do much more. By offering quality education to all ages and social groups, community colleges can strengthen common goals as individuals are encouraged to see beyond private interests and place their own lives in larger context. Community colleges, through the building of educational and civic relationships, can help both their neighborhoods and the nation become self-renewing.

\* In this report, the term "community college" will often be used to refer to the network of community, technical, and junior colleges that comprise the movement.

The above is excerpted from "Building Communities: A Vision For a New Century," a report of the Commission on the Future of Community Colleges, AACJC, 1988



**Northwestern  
Michigan  
College**

## **ADMINISTRATIVE/PROFESSIONAL/TECHNICAL/ PARAPROFESSIONAL STAFF SECTION**

### **PREFACE**

This revision of the Employee Guide includes policies and procedures that are relevant to administrative, professional, technical and paraprofessional staff. The guide is intended to provide broad concepts of faculty ideals and responsibilities and a practical resource for specific policies. It does not, however, contain all the policies that affect employees at Northwestern Michigan College, including faculty. For a complete set of such policies, and other details, see the NMC Policies and Procedures Manual and HR policies and procedures, which may be found on the web at:

<http://www.nmc.edu/about/policies/index.html>

The Administrative/Professional/Technical/Paraprofessional Staff Section contains employee category specific information as part of the Employee Guide. The full version may be found on the website at <http://www.nmc.edu/hr/> (click on Employee Guide) or from the NMC Office of Human Resources. Human Resources staff members are happy to help you with any questions regarding NMC's policies or other information contained in this Section.

Because all policies are subject to change and this information is a summary, nothing in this guide is intended to change the meaning of any policies, employee benefits or other related documents.

## CLASSIFICATION AND COMPENSATION

Responsibilities are primarily administrative, professional or technical/paraprofessional. Positions are classified in the classification compensation plan, and are exempt from provisions of Fair Labor Standards Act. In other words, these positions are not eligible for overtime premium pay and are paid an annual salary rather than hourly wage. The expectation of employees working in these categories is that they will work the prescribed base hours or account for hours not worked with approved leave time. An employee absence report should be used to report time-off when base hours are not worked. Some leaves need to be approved in advance. See the benefit section regarding leave time for more information.

Full-time Staff Example: An employee works a regular eight-hour day on Monday, attends a special meeting that evening, meets with an employee at 7:00 a.m. on Tuesday morning and decides to leave at 1:00 p.m. on Friday afternoon. Since this is not part of a Flexible Hours Agreement (see page 10), the expectation is that an eight-hour day will be completed on Friday. It is the understanding that because of the nature of exempt positions staff may be required to meet at special times and put in hours above the base hours on occasion.

### Employment Categories

- A. **Full-time, regular** - Annually contracted or scheduled to work at least 80 hours biweekly for 52 weeks.
- B. **Full-time, limited** - Annually contracted or scheduled to work at least 80 hours biweekly for less than 52 weeks but at least 35 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- C. **Part-time, regular** - Scheduled or contracted on an annual basis to work less than 80 hours but at least 40 hours biweekly for 52 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- D. **Part-time, limited** - Scheduled or contracted on an annual basis to work less than 80 hours but at least 40 hours biweekly for less than 52 but at least 35 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- E. **Supplemental** - Available for on-call or supplemental service, but not on a regular work schedule or annual appointment. Works less than 900 hours per year. Is not placed in classification compensation plan; consistent pay levels are established administratively. No guarantee of continuing employment.
- F. **Temporary** - Contracted or scheduled to fill a short-term need for a specified period of time, or to replace a regular employee on leave. Is not placed in classification compensation plan; consistent pay rates are established administratively. If substituting in a regular position, the pay rate will be at least the minimum of the salary range of the regular position.

## **Continuation of Health Coverage**

According to the requirements of federal law, you will be able to purchase continuation of your group health benefit at group rates for a period of time after leaving employment. Notification will be sent to you informing you of your rights and responsibilities regarding continuation coverage.

In addition, continuation coverage may be available to your spouse and dependent children in the event of your death, termination of employment, reduction of hours, divorce or legal separation from spouse, eligibility for Medicare, or if the child ceases to become a dependent. It is your responsibility to inform Human Resources if any of these events occur.

For more information regarding this, contact the Human Resources Office at 995-1362.

## **Layoffs/Retrenchment**

If layoffs or retrenchment become necessary within the College due to financial emergency, the College maintains its commitment to its employees. Retraining and/or reassignment within the institution or assistance in finding employment elsewhere are examples of assistance the College provides whenever possible. Please refer to the retrenchment staff policy for detailed information.

### **[D-707.00 Retrenchment](#)**

### **[D-707.01 Retrenchment of Faculty Procedure](#)**

### **[D-707.02 Retrenchment of Staff Procedure](#)**

## **Administrative/Professional, Technical/Paraprofessional and Support Staff Councils**

The administrative, professional, technical/paraprofessional, and support staff elect members to serve on their respective staff councils. The Councils consist of five members elected for two- year terms. The officers are Chair, Vice Chair, Secretary-Treasurer, and immediate Past Chair. (Support Staff paragraph says, "The Council consists of five members elected for one-year terms. The officers are Chair, Vice-Chair, and Secretary-Treasurer). The purpose of the Councils is to represent the assembly of administrators/professional, technical/paraprofessional and support staffs in matters pertinent to professional development, salaries, benefits, and general welfare of NMC, and to act as liaison with other bodies of the College. As a staff member, you will receive a copy of all mailings and minutes from your respective Council.





## **FACULTY SECTION**

### **PREFACE**

This revision of the Employee Guide includes policies and procedures that are relevant to faculty. Its revision has been a joint effort of the Faculty Council, the Handbook Committee, and the administration. The guide is intended to provide broad concepts of faculty ideals and responsibilities and a practical resource for specific policies. It does not, however, contain all the policies that affect employees at Northwestern Michigan College, including faculty. For a complete set of such policies, and other details, see the NMC Policies and Procedures Manual and HR policies and procedures, which may be found on the web at: <http://www.nmc.edu/about/policies/index.html>.

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The Faculty Section contains employee category specific information as part of the Employee Guide. The full version may be found on the website at <http://www.nmc.edu/hr/> (click on Employee Guide) or from the NMC Office of Human Resources. Human Resources staff members are happy to help you with any questions regarding NMC's policies or other information contained in this Section.

### **DEFINITION OF A FACULTY INSTRUCTOR**

Faculty (full-time, part-time) instructors are contracted annually. Full-time load is determined by the Faculty Load Policy. Faculty instructors may accept overload contracts.

## INTRODUCTION

(This introduction is a statement from the Faculty Council regarding the role of faculty at NMC and the purpose of this handbook.)

### Purpose

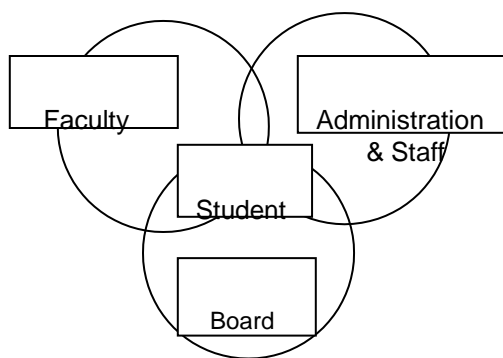
The faculty of Northwestern Michigan College is committed to continued development of the College as an effective and respected institution. To accomplish this task, we believe the faculty must be a dynamic partner in a professional environment characterized by dignity, freedom, and respect.

### History of Northwestern Michigan College

Founded in 1951 by local citizens who sought convenient and affordable higher education for area residents, Northwestern Michigan College was committed to establishing "...a broad educational framework upon which to build a sound understanding of personal, family, vocational, and community problems." Members of the founding faculty and governing administration were instrumental in the writing and passage of Michigan's Community College Act of 1955. That legislation established NMC as the first community college in the state. Six years later the College was fully accredited by the North Central Association. The original statement of purpose successfully provided criteria for difficult decisions made during the institution's growth. The current faculty and governing administration believe that statement still reflects the goals of the community and should continue to guide the College.

### A Conceptual Framework of the College

The model illustrated below provides a framework for conceptualizing both the essence of collaboration and the diversity and functions of the faculty, administration, staff, and board. Central to the model are the students and their environment. The intersection of circles represents the dynamic and interactive relationship between the components. The entire system exists within and is accountable to the communities it serves.



## **Governance**

The Faculty Council is elected by the faculty to serve as faculty senate.

## **Faculty Mission**

The faculty of Northwestern Michigan College seeks to advance society by educating individuals, helping them to realize their potential, and inspiring them to respect knowledge and cherish humane values.

## **Amendments**

Amendments, deletions, or additions to the Faculty Handbook may be proposed by faculty through the Faculty Council. Changes may also be proposed by the administration.

Proposed changes to policy, procedures, or guidelines are processed through NMC's governance system and/or salary study processes. All HR policies go to Policy Council for input and hearings.

The mutual gains process (P.A.S.T. is The Future, Win/Win Bargaining Model) will normally be used to determine any changes to the faculty employment conditions in this handbook. Faculty Council may choose to poll the faculty on such issues.

# **FACULTY COUNCIL**

(This section is provided by the Faculty Council)

## **Formation**

At a meeting of the faculty and the administration on September 16, 1965, President Tanis suggested "that the Professional Improvement Committee consider expanding its scope from a faculty benefits committee to a faculty senate which would consider the College as a whole – academic and professional policies, promotions, probation policy, and the College calendar." After a fall and winter of study, discussion, and comparison of the needs of this College with those of other

colleges and universities, a report was made to the President in early January, 1966, and a final proposal was presented for the consideration of the faculty at an April meeting. On April 27, 1966, the faculty voted by secret ballot to adopt "the general principles and structure of a Faculty Council."

## **Purpose**

The Faculty Council serves to represent all faculty, to pursue relevant and pertinent faculty interests, to act as liaison between all faculty and other functional bodies of the College, and to hear faculty members' grievances. The Faculty Council will represent all faculty in matters involving professional improvement, employment, salary, benefits, contracts and wages, or other forms of compensation. The procedures of the Council will be as stated in the Council bylaws.

## **Bylaws**

### **I. Structure**

A. The Faculty Council serves to represent all faculty, to pursue relevant and pertinent faculty interests, to act as liaison between all faculty and other functional bodies of the College, and to hear faculty members' grievances. The Faculty Council will represent all faculty in matters involving professional improvement, employment, salary, benefits, contracts and wages, or other forms of compensation. The procedures of the Council will be as stated in the Council bylaws.

### **II. Procedures**

#### **A. Election Procedures**

1. All faculty who are employed at NMC may vote in Faculty Council elections.
2. The Vice Chair of the Faculty Council shall be in charge of all elections which are under the jurisdiction of the Faculty Council. A list of eligible

voters and ballots will be provided electronically. Voters will cast their votes online. The Vice Chair will be responsible for counting of the electronic ballots and posting the results via email immediately upon conclusion of the counting of votes. Voting shall be confined to 48 hours. An email notification will be sent to the faculty prior to the election to inform faculty of the date of the election.

3. Faculty members running for office shall declare their candidacy upon the call for election as scheduled by the Council.
4. The schedule of the annual election shall be as follows:
  - a. Tenth week of Spring Semester - call for election and submission of nominations via e-mail to faculty council.
  - b. Twelfth week of Spring Semester - election by electronic ballot cast with the designated election committee.
  - c. Thirteenth week of Spring Semester - members-elect shall meet with current members for a regular Council meeting. The officers for the coming year will be elected at this time by all members and members- elect.
  - d. The term of service on the Council will be two years, beginning in May following the election.
  - e. If a Faculty Council member vacates his or her position, the Council shall appoint an eligible member of the faculty to serve until the next regular election.

#### B. Faculty Council Procedures

1. The officers shall be Chair, Vice Chair, Secretary/Treasurer, and Adjunct Representative.

Chair (to be held by a full-time faculty member)

Responsible for:

- i. Organizing/managing the Faculty Council meetings.
- ii. Preparing the meeting agendas.
- iii. Serving as the contact person for the Faculty Council.
- iv. Representing the Faculty Council on additional college committees.
- v. Serving on the Leadership Group.
- vi. Attending Board of Trustees meetings.

Vice Chair (to be held by a full-time faculty member)

Responsible for:

- i. Conducting the annual elections.
- ii. Serving as Chair in the absence of the current Chair.

Secretary/Treasurer (to be held by a full-time faculty member)

Responsible for:

- i. Preparing the Faculty Council Meeting Notes
  - a. Faculty Council meeting announcements and agendas are to be sent via e-mail to the following people:
    - Adjunct faculty
    - Full-time faculty
    - Vice President of Educational Services
  - b. The meeting notes are to be sent via email to the members of the Faculty Council and to the Vice President of Educational Services to be reviewed before the notes are disseminated to the general public.
  - c. Once the Faculty Council has reviewed the meeting notes these are to be sent via e-mail to the following people:
    - Adjunct faculty
    - Full-time faculty
    - President's Council
    - Board of Trustees
    - Archives
  - d. Faculty Council meeting agendas and meeting notes are also to be saved to the NMC S-drive.
  - e. A hard copy of the Faculty Council meeting agenda and meeting notes is to be filed in the Secretary binder.
- ii. Managing the legal funds.

Adjunct Representative (to be held by an adjunct faculty member)

Responsible for:

- i. Maintaining regular communication with the adjunct faculty.
- ii. Serving as a contact person for the adjunct faculty.
- iii. Contributing to Faculty Council projects.

2. The Council shall hold at least one regularly announced meeting per month during the academic year. Additional meetings as needed shall be at the call of the Chair. Executive sessions may be called as the circumstances warrant and general faculty meetings as needed.

3. No quorum shall be established for the holding of meetings, but the effective majority for all official decisions shall be four.

### **III. General Faculty Meetings**

- A. Faculty meetings may be called by the Council as needed.
- B. An agenda shall be prepared and circulated in advance of such meetings. The agenda shall include the following:
  - 1. A report by the Council.
  - 2. Business placed on the agenda by the Council may include items submitted by interested individuals or groups from the faculty, administration, or other sources.
- C. General faculty meetings are for the purposes of information and discussion.
- D. Meeting notes shall be kept by an individual appointed by the Council.

#### **IV. Faculty Legal Fund**

- A. The legal fund is comprised of yearly voluntary contributions from faculty.
- B. Funds will be used to obtain legal advice on policies and procedures affecting the faculty.
- C. Any use of funds will require a majority vote of the Council.
- D. Funds are accessed through the Business Office by contacting the Assistant Controller.
- E. New contributions will be reported in the meeting notes of each meeting. The names of the contributors will be kept confidential. The Secretary/Treasurer will receive quarterly reports from the Business Office.

#### **V. Faculty Council Records**

- A. Upon taking office, the secretary shall receive a copy of the meeting notes of the previous year's Council and General faculty meetings.
- B. A compilation of the meeting notes from the current year and the immediate preceding year shall be maintained electronically on the S-Drive.
- C. All records of previous years will be kept in perpetuity in the College Archives.

## **VI. Publication and Modification of Bylaws**

- A. The bylaws, as codified, shall be printed in the Faculty Handbook. It shall be the duty of the Council to update the codified bylaws prior to publication in each new Faculty Handbook.
- B. The Council may change its bylaws through a majority vote of the Council members. Changes will be published in the meeting notes. Changes to the Bylaws will be voted on by all faculty only if 20 percent of all faculty do so request.

## **VII. Committees.**

- A. The Faculty Council will create committees (standing and/or ad hoc) as necessary to carry out its responsibilities. Committee members may include members of the Council and the general faculty. Faculty Council encourages frequent communication from Curriculum Committee and Faculty Endowment Committee, as well as faculty representatives serving on other college committees and/or councils, such as Planning and Budget Council, Policy Council, and Benefits Advisory Committee. For a complete list of current committees, please visit <http://www.nmc.edu/committees/index.html>

Faculty Committees include:

- a. Curriculum Committee
- b. Faculty Endowment Committee



# **FACULTY RIGHTS and RESPONSIBILITIES**

## **FACULTY CODE OF PROFESSIONAL ETHICS**

Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. The primary responsibility to their subject is to seek and to state the truth as they see it. To this end, they devote their energies to developing and improving their scholarly competence. Faculty members accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge, as well as practicing intellectual honesty. Although subsidiary interests are followed, these interests must never hamper or compromise the faculty member's freedom to inquiry.

As teachers, faculty members encourage the free pursuit of learning in their students, holding before the students the best scholarly standards of their academic areas. They demonstrate respect for the student as an individual and adhere to the proper role of intellectual guide and counselor. Faculty members make every reasonable effort to foster honest academic conduct and to assure that the evaluation of students reflects the students' true merits. Respecting the confidential nature of the relationship between faculty member and student, they avoid any exploitation of students for private advantage, acknowledge contributions from them, and protect the student's academic freedom - in all ways conveying the philosophy that the student is the central element of the college community.

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. These obligations include respecting and defending the free inquiry of associates, and in the exchange of criticism and ideas, showing due respect for the opinions of others. Faculty members acknowledge their academic debts and strive to be objective in the professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of Northwestern Michigan College.

As members of Northwestern Michigan College, faculty members seek above all to be effective teachers and scholars. Faculty members acknowledge an obligation to meet all classes, to meet all examination periods, to be available for consultation, and to give due notice to both students and administration when this is not possible. Although they observe the stated regulations of the College, provided the regulations do not contravene academic freedom, faculty members maintain the right to criticize and seek change. They determine the amount and character of the work done outside the College with due regard to their paramount responsibilities. When considering the interruption or termination of service, faculty members recognize the effect of the decision upon the programs of the College and give due notice of their intentions.

As members of their community, faculty members have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to the

College. When speaking or acting as private persons, they avoid creating the impression that they speak or act for Northwestern Michigan College. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

## **NMC FACULTY PROFESSIONAL RESPONSIBILITIES**

### **Purpose**

Members of the Faculty Council and Communication and Instructional Management Team (CIMT) have asked that the *Faculty Handbook* include a listing of responsibilities that are generally accepted by faculty. The culture of NMC requires that faculty influence extend beyond the classroom. This document is a response to that request.

Following distribution to the general faculty, a general faculty meeting (held February 19, 1999) and a vote of acceptance by the general faculty (held April 13, 1999), the following are the expectations and the professional standards all faculty are required to maintain or exceed.

### **Planning**

1. Participates in academic area and department curriculum development activities.
2. Develops and distributes course syllabi for each course taught to each student which:
  - a. conveys the goals and outcomes of the course
  - b. reflects curriculum adopted by the academic area for said course
  - c. establishes and communicates challenging expectations for students
  - d. explains the relationship of those expectations to the grading and assessment process
3. Plans thoroughly on a daily, weekly, and term basis to ensure implementation of the established curriculum and provides strong support for students (in their pursuit of established expectations).
4. Develops plans which promote the development of higher-order thinking skills in the instructional process.
5. Develops and maintains course outlines which are reviewed annually.

### **Instruction**

1. Provides motivation to learn through:
  - a. thorough planning

- b. enthusiasm for subject matter
  - c. appropriate climate for learning within the classroom
  - d. relevant and current course content
  - e. understanding of individual differences and learning styles
2. Facilitates and paces instruction to maximize learning.
3. Utilizes varied instructional delivery modes.
4. Assesses learning frequently using various methods, such as:
  - a. questioning techniques
  - b. oral and/or written quizzes
  - c. student presentations
  - d. writing assignments
  - e. self-determined assessment instruments
5. Provides remediation as deemed appropriate and possible.
6. Develops and administers exams consistent with learning goals, including a final assessment.

### **General Responsibilities**

1. Responds to requests of Academic Chairs, Department Heads, committee chairs, records office, etc., in a timely and thorough manner.
2. Consistently meets classes and other assignments and commitments in support of the College.
3. Establishes and maintains regular and appropriate office hours of no less than 5 hours per week.
4. Treats all members of the College community with human dignity and respect.
5. Works constructively and through established channels to resolve problems.
6. Participates in activities designed to promote attainment of the College vision and its missions.
7. Participates in academic area planning and improvement activities as requested.
8. Meets requirements of the Faculty Evaluation Plan Guidelines in a timely manner and with the intention of maintaining teaching effectiveness, professional development, and support of College/community initiatives.

9. Attends Commencement.
10. Attends and participates in academic area and department meetings.
11. Formally documents learning assessment efforts in a timely manner.

### **Professional Growth**

1. Maintains a current knowledge in subject area(s) of instruction.
2. Maintains a current knowledge of research in the area of teaching and learning.
3. Incorporates new knowledge in the planning and instruction process.
4. Demonstrates a commitment to the ongoing growth and development of students and fellow staff members alike.
5. Participates in professional development activities that are part of contractual days.
6. When appropriate, maintains ties with professional organizations.

### **Uniform Administration of these Standards**

There will be a two level approach to remediation should a faculty member fail to meet these responsibilities.

1. First would be a documented meeting between the Academic Chair and the faculty member. If the faculty member agrees that he or she has been lax in meeting the responsibilities, a mutually agreeable plan would be devised to remedy the situation.
2. If the faculty member does not agree with this resolution of the problem and the Academic Chair cannot resolve the conflict, then the matter is referred to the appropriate vice president for mediation or possible dismissal for cause. Such meditation will include the chair, the faculty member, and a representative of Faculty Council if the faculty member wishes to have such representation.

### **New Faculty Institute**

Besides fulfilling the professional responsibilities of regular faculty members, new faculty during their provisional period at NMC are expected to attend the three-year New Faculty Institute.

The New Faculty Institute consists of a two-day orientation for first-year faculty on

provisional status prior to the opening conference week in August and Learning Circles throughout the fall and spring semesters. Learning Circles are scheduled approximately once a month on Fridays for a two-hour session. In addition to the Learning Circles, faculty on provisional status are expected to attend at least two professional development interdisciplinary conferences during each of the three years of the New Faculty Institute.

The New Faculty Institute is based (structured) on the following outcomes:

- A sense of inter-disciplinary community and shared pedagogical vision
- An improved understanding of our learners and of learning theory
- An ability to utilize this knowledge in the classroom to improve student performance
- An understanding of the culture, processes, and mission of NMC

It is anticipated that each of the outcomes will be realized on an annual basis; however, depending on the backgrounds and needs of the new faculty, emphasis may be concentrated on one or two goals in an academic year. All the participants will have an opportunity to assess the Institute's outcomes on an annual basis.

For New Faculty Institute schedule information, contact the Center for Instructional Excellence (CIE).

### **Faculty Load**

For information regarding faculty load, Please refer to D-736.00 Faculty Load Policy and D-736.01 Faculty Load Procedure available online at <http://www.nmc.edu/about/policies/index.html> Hard copies are available in the Human Resources Office, or from the Osterlin Library.

**NORTHWESTERN MICHIGAN COLLEGE**

**FACULTY EVALUATION**

**PLAN GUIDELINES**

Revised: 24 March, 2014

## **Introduction**

The position of a faculty member at NMC is that of a professional educator and thereby assumes professional accountability for effective performance of the responsibilities assigned to that position by NMC policy. Inherent in this assumption is the expectation that the faculty member provide the opportunity for constructive feedback on his/her teaching effectiveness in every classroom. This evaluation plan is predicated upon professional accountability and is designed to enhance and promote excellence in the performance in that role through a review process that is broad enough to include the full scope of faculty responsibilities yet flexible enough to respond to individual faculty circumstances. The plan is designed to be primarily formative in intent and is based upon a philosophy of excellence that is reflective of the NMC values statement. Participation in the evaluation process described below is a requirement of all faculty positions at the College.

## **PURPOSE**

The purpose of the faculty evaluation plan is to support a philosophy of excellence through a thoughtful process of evaluation and reflection that will promote faculty growth and thereby enhance student learning.

Within that framework, the plan will strive to accomplish the following:

1. Promote **teaching effectiveness** in every classroom by increasing individual faculty member's personal strengths and areas for growth through a variety of assessment methods including:
  - Relevant communication between faculty and student regarding classroom techniques and learning outcomes, and,
  - Communication among teaching professionals regarding effective classroom techniques.
2. Identify and facilitate direction for faculty **professional development**.
3. Direct and document contribution of faculty professional expertise in **support of college and community initiatives** beyond the scope of the individual classroom.

**The definitions of teaching effectiveness, professional development, and support of college and community initiatives begin on page 7.**



## **General Description of the Evaluation Process**

### **Full-time, Part-time Career Plan Non-Provisional Faculty**

Full-time and part-time career plan non-provisional faculty will be evaluated on an annual cycle. Faculty member will develop annual goals at the onset of each cycle that will include, what he/she hopes to accomplish over the next year(s), and what methods he/she plans to use to document his/her progress in achieving these goals. The goals identified may reflect the individual faculty member's needs as well as broader institutional directions. This plan will be reviewed annually with the Academic Chair, Department Head, Superintendent or their designee for the purpose of assessing progress, meeting faculty responsibilities and making any necessary suggestions to future plans.

At the same time each year, the faculty member will submit a self-assessment of his/her performance and progress toward goals from the past academic year, and his/her annual plan for the upcoming academic year. (See deadline for submission on the form and/or at: [teaching@nmc.edu](mailto:teaching@nmc.edu))

The self-assessment will be reviewed at the academic area/division/academy level with the Academic Chair, Division Director, Superintendent, or their designee for final review and feedback. The signed document will be placed in the faculty member's permanent Human Resources file.

In circumstances where it becomes evident that a faculty member is not meeting the basic requirements of the faculty position to which he/she is assigned (see description of faculty responsibilities) or has not participated in the evaluation process as required, and if that situation cannot be resolved through discussion with the appropriate Academic Chair, Division Director, or Superintendent, the issue will be referred to the Vice President for Educational Services to be dealt with under PolicyD-750.00 this policy is being revised and will be named: Employee Improvement Plan.

### **New Faculty on Provisional Status**

During their provisional period, new faculty will follow the plan outlined above with the following additions. Since the Academic Chair, Division Director or Superintendent needs to make recommendations regarding the continuation of provisional faculty, additional methods are used to assess teaching effectiveness of provisional faculty. In addition to the Documentation of self-assessment for non-provisional faculty, Academic Chairs, Division Directors, Superintendents or their designees will review the class evaluations of all classes taught during the provisional period. This will include course evaluations conducted in the middle of the semester and at the end of the semester. A minimum of three classroom visitations will be conducted annually to observe classroom performance. Each semester the Academic Chair, Division Director, Superintendent or their designee will formally meet with the probationary faculty member to review his/her progress in terms of teaching performance and meeting annual goals. The academic leader will submit a written evaluation of the provisional faculty member's performance at the conclusion of each semester to the appropriate vice president. There will also be

on-going discussions between faculty mentors and provisional faculty regarding teaching effectiveness.

### **Adjunct Faculty**

Evaluation of adjunct faculty will include only the teaching effectiveness aspects of the plan as outlined in the Specific Guidelines. The Academic Chair, Division Director, Superintendent or their designee will work individually with adjunct faculty to determine the frequency of the evaluation and the methods that best meet the need of the discipline and the faculty member. For adjunct faculty in their first year, the academic chair or designee will evaluate them through mid-semester and late semester evaluations and a classroom observation each semester. For more experienced adjunct faculty, they will be evaluated through the normal classroom evaluation process each semester. The methods chosen must include some form of student feedback. The focus of this review process should be formative. The plan and summary report will be filed in the Academic Area/Division/Academy Office. As with full-time faculty, it is expected that students be given the opportunity to provide feedback in some form in every class, regardless of whether the class data will be used for formal evaluation.

### Other Faculty Categories (Temporary, Visiting, Exchange)

Faculty falling into these categories will follow the same plan as provisional faculty.

## **SPECIFIC GUIDELINES FOR DEVELOPMENT OF SELF-ASSESSMENT/ANNUAL PLAN**

The Faculty Evaluation document is a three step process: it begins with the self-assessment, then follows with the annual plan and ends with a review by the Academic Chair or their designee. In short, the self-assessment reflects on the past year and the annual plan looks to the upcoming year.

### **Step One: Self-Assessment**

Faculty will submit a Self-Assessment that includes the following elements to the Academic Chair, Division Director or Superintendent or designated reviewer by the end of the spring semester on an annual basis. (See latest form on the teaching@nmc website for the submission deadline) The reviewer will meet with the faculty member to provide meaningful feedback.

The plan will consist of the following elements:

Faculty self-assessment of accomplishments, goal achievement, summary of strengths, areas for growth to following categories: teaching effectiveness, professional development activities, and support of college, community initiatives. While the self-assessment is done on an annual basis, it is expected that the faculty member will address how each year's assessment ties to the previous year's results

and is connected to the following year's goals. Self-evaluation related to release time should be included with discussion of support of College initiatives.

The following evidence needs to be used in developing the self-assessment. The actual student evaluations and the other supporting data do **not** need to be submitted with the report but do need to be made available upon request by the reviewer:

#### **A. Teaching Effectiveness:**

1. The summary of teaching effectiveness needs to use the feedback of at least **two** of the following methods. This information needs to come from a minimum of two classes per academic year. It is expected that students be given the opportunity to provide feedback in some form in every class, regardless of whether the class data will be used for formal evaluation.

**SGID: Small Group Individual Diagnosis** involves groupings of 5-6 students discussing course strengths and suggesting specific improvement areas. Groups each reach a decision about the most important responses and summarize that information into key points. A facilitator administers this method rather than the instructor. This method is designed to be administered at mid-semester, so that changes can be made based on student feedback. If you choose this method, you will need to plan a date with Academic Chair, Division Director or Superintendent ahead of time so that arrangements can be made for someone who is trained to facilitate the discussion.

**Student Evaluation Survey Forms:** developed by the instructor, Academic Unit, or the college. You may already have a format that you like. If you would like to see if it can be formatted to computer tabulation, talk to your Academic Chair, Division Director or Superintendent about having it reviewed by the Office of Research, Planning and Effectiveness.

**NMC Standardized Student Evaluation Feedback Forms:** The NMC Online Course Evaluation Form has standard questions and also permits students to add their written comments on the form. A copy can be obtained through the Office of Research, Planning and Effectiveness. (The NMC Course Evaluation Form is required to be used at least for one semester per academic year.)

2. Faculty may augment the required teacher evaluation information above using additional optional methods. These may include the following:

**Peer Observation:** The process of peer observation permits another faculty member to sit in on an instructor's class and note both strengths and areas for growth making suggestions for improvement.

**Instructional Designer Feedback:** Instructional designer feedback evaluates presentation effectiveness of course material.

**Other:** Any other documentation that the faculty feels is indicative of teaching effectiveness.

- B. Professional Development:** Include your professional development activities in your self-assessment.
- C. Support of College, Community Initiatives;** Include your college and community service activities in your self-assessment.
- D. Professional Qualities and Abilities:** Address these under Teaching Effectiveness, Professional Development, and Support of College, Community Initiatives in your self-assessment.

### **Step Two: Annual Plan**

In the annual plan the faculty member will state their goals for growth in teaching effectiveness, professional development, and college and community service. The plan should include how the faculty member will tie their goals to the goals of the academic unit and to the college's strategic plan where appropriate. In addition the annual plan will include the steps the faculty member intends to take to reach their goals. In order to foster significant growth especially in the area of teaching effectiveness and to nurture the sense of community and professionalism among faculty members, it is important that faculty members grow in their knowledge of pedagogy and to this end that they regularly discuss these matters with a chosen faculty colleague/consultant in a dialogue that produces meaningful feedback to both members of the faculty and may become part of the faculty member's self-assessment report. See Appendix for forms for the annual self-assessment, and the annual plan. In addition, the forms can be found on the [teaching@nmc.edu](mailto:teaching@nmc.edu) website.

### ***DEFINITIONS***

Development of the faculty evaluation plan is predicated upon certain assumptions regarding critical aspects of the plan. Among these is the definition of faculty role at

NMC and each of the important elements that this role includes: effective teaching, professional development and professional contribution to college and community initiatives.

### **Faculty Role at NMC**

The role of the faculty member at NMC is currently defined in the Faculty Handbook (2012). The role includes responsibility of faculty to perform effectively in the classroom, to be available to students outside of the classroom for classroom concerns, and to reasonably contribute beyond the classroom in service to students, the college, and our larger community.

### **General Responsibilities**

- Responds to requests of discipline leaders, department heads, committee chairs, records office, etc. in a timely and thorough manner.
- Consistently meets instructional schedule, to include grading deadlines
- Establishes and maintains regular and appropriate office hours of no less than 5 hours per week.
- Treats all members of the college community with dignity and respect.
- Meets requirements of the Faculty Evaluation Plan Guidelines in a timely manner and with the intention of maintaining teaching effectiveness, professional development and support of college/community initiatives.
- Attends Commencement.
- Attends and participates in discipline and department meetings.
- Attends Opening Conferences and other NMC professional development sessions.
- Formally documents learning assessment efforts in a timely manner using electronic gradebook in Moodle and submits according to Academic Calendar deadlines.

**NOTE:** General Responsibilities are being reviewed and revised by Faculty Council and the Compensation Study Group.

### **Teaching Effectiveness**

A review of evaluation of teaching literature reveals that although teaching effectiveness can be described in many ways, these descriptions contain many common elements such as expertise in a content area, classroom presentation techniques, and effective relationships with students. Since 1997, beginning with the Faculty Evaluation Committee, Faculty leadership has worked to outline characteristics of being an outstanding faculty member at NMC. The committee used focused group information derived from the 1997 NISOD International Conference. Starting in 1999, we began using criteria cited in Roberta Vandermast's "Hiring Faculty for the Next Century," in Innovation Abstracts, Volume XX, Number 19. In the spring 2005, the Educational

Services Instructional Management Team (ESIMT) in consultation with Faculty Council synthesized these works and included others to form the following description of the characteristics of being an outstanding faculty member at Northwestern Michigan College. In regards to teaching effectiveness, an outstanding NMC professor exhibits the following:

- Places the primary emphasis on student learning in the design, delivery and evaluation/assessment of courses.
- Understands the various levels of preparation represented in the typical classroom and communicates well to the various levels.
- Provides a course syllabus to the students as outlined in the faculty Handbook.
- Understands and adapts teaching to various learning styles present in the classroom as demonstrated in the presentation of course materials and assessment of student learning.
- Conducts classroom research with classroom assessment techniques.
- Designs and implements course curriculum that reflects the relevance and conveys the value of academic studies to everyday world.
- Understands and successfully uses learning technology, as needed, both in class and as a tool for distance learning.
- Strives to foster higher-level learning with an emphasis on analysis, problem solving and critical thinking.
- Promotes student demonstration of learning through a variety of assessments that may include exams, discussions, debates, presentations, simulations, and/or debriefings.
- Has high expectations of students and gives challenging work.
- Resolves to “make a difference” in students’ learning and their lives as appropriate.

- Makes contact with students, recognizing them as individual learners including remembering their names and treating them as adults.
- Is accessible to students both in and out of formal office hours and strives to help students be successful.
- Listens to students and encourages them to actively participate in the learning process.
- Demonstrates respect, care, and empathy for students.
- Encourages students to believe they can learn successfully; shows confidence in them.
- Is flexible switching from one teaching approach to another when things don't work, yet keeps the objectives of the course in sight at all times.
- Is enthusiastic about the subject matter in the classroom and shares the joy of learning with students.
- Maintains a sense of humor and humanity in the classroom.
- Encourages student growth and celebrates student success

### **Faculty Professional Development**

An essential element for excellence by faculty is their participation in ongoing professional development activities. This includes building knowledge and performance expertise in their chosen areas, enhancing their ability to translate this knowledge into effective curricula for student learning, expanding and perfecting classroom presentation techniques, increasing their competence in effective use of ever-changing technological resources, and acquiring leadership skills. Faculty development is an ongoing need that best serves students, the college, and the individual faculty member when it is thoughtfully planned and in alignment with academic area and the college's strategic plan goals.

Faculty development may be facilitated by many means among which are professional reading and/or research, attending conferences or workshops, and

regular dialogue with a colleague or colleagues about matters that pertain to pedagogical issues and/or specialized professional knowledge. Fundamental to this plan is the expectation that faculty will seek to grow in both these areas of their professional life and that each of the above three methods will play a role in their growth process.

An outstanding NMC professor exhibits the following in professional development:

- Demonstrates a continuing engagement with the learning and scholarship of their area of specialization.
  - Strives to be on the cutting edge of professional content knowledge and methodology.
  - Professional Development may include, but would not be limited to:\*
- Academic study
  - Achievement of advanced degrees
  - Interdisciplinary conferencing
  - Sabbatical Leaves
  - Authorship of materials related to teaching or discipline
  - Participation in professional meetings, conferences, seminars, workshops or special events.
  - Involvement in and contributions to professional associations
  - Development of new approaches to courses or teaching
  - Development of new courses or curricula
  - Presentation of in-service programs, forums, or seminars
  - Updating of knowledge which may include travel
  - Individual/team visits to other schools to review programs
  - Informal meetings of instructors in the region to discuss research, teaching strategies, or issues of common concern
  - Participation in exchange programs
  - Cross-divisional teaching and/or team teaching
  - Relevant service or employment (while not on regular contract)
  - Informal exchanges-participation in collegial or community discourse on pertinent topics
  - Consulting work, speeches, or presentations
  - Creative endeavors relevant to one's field



- ❑ Extended leaves for relevant employment, research, writing, or re-training
- ❑ Development of self-taught skills in new technology related to instruction
- ❑ Research or extended study related to instruction or a discipline
- ❑ Maintenance or acquisition of pertinent licenses or certification

\*Some of these factors may overlap Support of College Mission factors, and vice versa.

### **Support of College, Community Initiatives**

Faculty professional expertise is essential to the development of a culture of excellence at a college-wide level and for the effective accomplishment of the college's mission to its students and the broader community. The college depends on broad input from the faculty in its governance councils, in curricular and program decisions, in procurement of its resources, in decisions related to allocation of its resources, in development of personnel and student policies that impact all participants in our college community, in the dissemination of knowledge and expertise from the college to the larger community, and in the actual development of a curriculum that effectively meets the needs of our students and the larger community. Each faculty member is responsible for shouldering a part of these responsibilities. The form, which this contribution assumes, can be as varied as the scope of these responsibilities is vast.

An outstanding NMC professor exhibits the following in college mission:

- Is fully committed to the mission and values of Northwestern Michigan College.
- **College mission may include, but would not be limited to:**
  - ❑ College Assessment Activities
  - ❑ Recruiting/Screening Faculty
  - ❑ Recruiting Students
  - ❑ Academic Advising
  - ❑ Career Advising
  - ❑ College Committee Participation/Leadership
  - ❑ College Projects and Activities--Participation and Leadership
  - ❑ Community Service/Leadership Publication Research
  - ❑ Professional Participation Innovation in Instruction
  - ❑ Curricular Development
  - ❑ Registration/Orientation Participation
  - ❑ Service to Community on Behalf of College
  - ❑ Advisory Committee Participation

- ❑ Artistic/Creative Accomplishments Related to Field
- ❑ Relevant Work Activities  
(Contributory to college role or institutional image)
- ❑ Program Coordination/Leadership
- ❑ Presenting or Consulting in Areas Related to Field
- ❑ Representing the College at School Visits
- ❑ Coordination/Communication -Transfer Institutions
- ❑ Professional honors awarded during the evaluation period
- ❑ Leadership of the Academic Area, Department or Program
- ❑ Facilities Development
- ❑ Articulation
- ❑ Assistance to Other Faculty and Staff
- ❑ Teaching for Extended Educational Services or Training and Research
- ❑ Participation in Community Education Committee(s)
- ❑ Participation in College Sponsored Events

\*Occasionally some of these factors may overlap into Professional Development factors and vice versa.

### ***Professional Qualities and Abilities***

An outstanding NMC professor exhibits the following in regards to professional qualities and abilities:

- Serves as a role model of good written and oral communication skills and good time management skills.
- Possesses a positive attitude; able to see good in self and others.
- Shows flexibility including the acceptance of and willingness to change; sees change as an opportunity for growth.
- Seeks improvement over time by taking risks and trying new things.
- Knows and acknowledges personal limits.
- Displays self-discipline and a strong work ethic.
- Accepts responsibility for professional and personal growth.
- Demonstrates commitment to be a productive and supportive member of the college community.
- Successfully organizes, executes and follows up on projects; sets specific objectives and measures to achieve results.
- Accepts criticism gracefully and uses it as an opportunity for growth.
- Handles conflict effectively.
- Inspires others; sets an example of professionalism both within the college and the community.
- Leads and/or follows as circumstances require.

These definitions are intended to assist in writing the Faculty Self-Assessment for each of these categories.

**Step Three: Plan Review**

Faculty will submit their self-evaluation and annual plan to Academic Chair, Division Director or Superintendent by the end of the spring semester. This plan will be reviewed annually by the Chair, Director, Superintendent or designee and discussed with the faculty member.

## APPENDIX

### Contents:

- (Step 1) Annual Self-Assessment
- (Step 2) Faculty Annual Plan
- (Step 3) Annual Review of Faculty Self-Assessment and Annual Plan

## 2014-2015 Faculty Annual Plan and Self-Evaluation

- Plan Due: 16 May 2014 to Academic Chair in draft form
- Plan and Review Due: 30 May 2014 to Human Resources

Name: \_\_\_\_\_

Academic Area: \_\_\_\_\_

### Step 1: Annual Self-Assessment

#### A. Teaching

Your Teaching Goals:

Your Teaching Activities/Accomplishments

Responses (Student, Observer, SGID, etc. response) to Your Teaching

Your Assessment of Your Teaching

B. Professional Development Activities

C. College and Community Service Activities

**Step 2: Faculty Annual Plan**

Proposed Annual Plan

Teaching Goals for the Annual Plan

Professional Development Goals/Plans/Needs for the Annual Plan

College and Community Service Goals/Focus for the Annual Plan.

**Step 3: Review of the Faculty Self-Assessment and Annual Plan**

Reviewer's Comments:

Revisions to the Plan

Signatures: Faculty Member: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Date:  
\_\_\_\_\_



## **FACULTY RESPONSIBILITY CONCERNING STUDENT RIGHTS**

### **Suspected Abuse**

According to the Adult Protective Service Public Act 519, any person in the helping professions (this is defined as anyone in an educational role) is required to report instances of suspected abuse to Adult Protective Services. This covers anyone 18 years or older who is considered vulnerable. Vulnerable is presently defined as anyone who is unable to protect him/herself from abuse, neglect, or exploitation by virtue of mental or physical incapacity. The alleged abused person could be mentally ill, developmentally disabled, physically disabled, or simply lacking information on his or her rights. Call the Family Independence Agency, (231.941.3900), if you have questions about this legal responsibility. For students under 18, the same applies under Public Act 280.

### **Student Rights and Responsibilities**

Faculty members should be familiar with the contents of the Student Rights and Responsibilities Policy and Procedures and should understand their role in maintaining and enforcing those rules and student rights. (A copy may be obtained from the Admissions Office or on the web at <http://www.nmc.edu/about/policies/index.html> and click on student rights and responsibilities.)

Of particular note is the faculty's responsibility to maintain an academic learning environment free from sexual or other forms of harassment. Harassing behavior must be stopped. Contact the Vice President for Educational Services if there are questions or assistance is needed on a particular issue.

### **Student Privacy Rights**

The Family Educational Rights and Privacy Act (FERPA) requires the consent in writing by the student or parent (in the case of a minor) before personally identifiable records or information may be released. This means a faculty member can't disseminate grades or post grades in a manner whereby the student can be identified. To do so violates two provisions of the Act. Please ask the Academic Chair or the Vice President for Educational Services if more information is needed regarding this.

# **CURRICULUM RESPONSIBILITIES AND GOOD TEACHING**

## **Curriculum Responsibilities**

### **Needs Assessment**

It is imperative that each Academic area constantly strives to be on the forefront of developments in its respective field. Therefore, we should strive to:

- anticipate needs rather than merely reflect them,
- seek information from community sources such as advisory committees, employer groups, professional organizations, former students, and friends of the institution,
- seek information from current students and current Faculty, and
- use a "needs assessment" approach to all programs.

### **Planning and Evaluation**

Student success and intellectual challenge are the foundation of instructional planning. High academic standards promote critical thinking and enthusiasm for learning.

Curriculum is carefully planned and reviewed to provide instruction that is purposeful, idealistic, and encourages student responsibility and the development of higher cognitive skills.

Course outlines are to be kept up-to-date by instructors. The original course outline should be on file with the Academic Area Office Manager, and a copy should be provided to the Vice President for Educational Services each time that a given course is taught or any changes occur in the course outline. The course outline form is available on the shared drive at <S:\Curriculum Committee\Public\FORMS\Course Outline.rtf>. The following information should be included:

- Name of course, catalog number, number of credits, contacts, lecture and lab hours
- Pre-requisites
- Co-requisites
- Recommended competencies for entry
- Course Description
  - Learning Resources
  - Learning Outcomes, Instructional Strategies and Assessments
  - Text(s)

The College encourages instructors to be innovative in curriculum courses and program development. When present curriculum needs to be expanded, instructors

can propose new courses.

Instructors desiring to propose a new course, a special topics course or an alteration of credit hours in an existing course should discuss the new offering or change with their Academic Chair or Department Head. With the approval of the appropriate Academic Chair or Department Head, the instructors must complete the College's course proposal form.

### **Curriculum Committee**

The Curriculum Committee has the responsibility to review proposals for new programs and new courses. In addition, the Committee reviews proposals for credit hour changes, course deletions, and course name changes. If the committee agrees that a course proposal is based soundly on the objectives of the College, then the Committee recommends adoption of the proposal to the Vice President for Educational Services.

The Committee also considers broader curriculum issues such as degree requirements.

### **Good Teaching**

Good teaching is an interactive process requiring conscious effort. The NMC instructor who is a good teacher will exhibit many, if not all, of the qualities listed below:

- assists, demonstrates, and facilitates the learning process
- enjoys being in the classroom and enjoys the students
- is knowledgeable in subject area
- is a good communicator
- knows the audience and responds to the needs of the audience
- does things which will develop motivation and a desire to learn
- fulfills contractual obligations including meeting classes, regularly being prepared, and holding office hours
- makes students feel that the instructor is accessible
- exhibits enthusiasm for the subject matter
- conveys and demonstrates the value of a given course
- promotes learning that contributes to the total development of the student as a person
- acts as a role model
- is dynamic
- is flexible, having the ability to adjust to varying learning styles
- is self-assured and has the ability to admit "I don't know"
- demonstrates the connection between the subject matter and the real world
- establishes an atmosphere which enhances the learning process
- improves with time
- keeps the objectives of the course in sight at all times
- respects students as adults

- is responsive to student difficulties
- maintains high standards

### **Grading System**

The Policy Council has adopted a staff policy regarding NMC's grading system. Please refer to Section D-304.01 of the Policy Manual or obtain a copy from your Academic Area Office.

**Scholastic Records:**

A current record (gradebook) of a student's progress is to be kept by each instructor and should be available upon request. Such records must be kept for a period of three years.

**Changes of Grades:**

All grades that must be changed are to be filled out on a grade change form. An explanation for the change should be incorporated on the form and submitted or emailed to the Records Office for processing.

# **FACULTY EMPLOYMENT**

## **Faculty Career Plan**

Information regarding Faculty Career Plan is available on the web at <http://www.nmc.edu/about/policies/index.html> and choose the following:

- D-735.00 – Faculty Career Plan Policy
- D-735.01 – Faculty Career Plan Procedure
- D-753.01 – Professional Development Career Plan Advancement Points Procedure

## **Faculty Classifications**

The categorizations of faculty are defined below in order to facilitate consistency in communication, personnel and payroll record-keeping systems, classification and compensation, application of benefits programs, and meeting reporting requirements.

Please refer to Staff Procedure D-732.00 Definition of Employee Categories available online at <http://www.nmc.edu/about/policies/board-staff/D-732.00.html> Hard copies are available in the Human Resources Office.

## **Professional Development and Sabbatical Leave**

Please refer to Staff Policy D-753.00 Professional Development Policy, and D-753.01 Professional Development Procedure, available online at <http://www.nmc.edu/about/policies/index.html> Hard copies are available in the Office of Human Resources.

## **Faculty Calendar**

Information on the faculty calendar may be viewed at: <http://www.nmc.edu/about/policies/board-staff/D-737.00.html>. (Policies and Procedures, D-737.00 Faculty Calendar.)

## **Benefits Summary for Full-Time Faculty**

To view the Benefits Summary, visit the Human Resources web site at <http://www.nmc.edu/departments/human-resources/salaries-benefits/index.html> and click on the appropriate Summary of Benefits. You may view the policies and procedures that relate to specific benefits by clicking on Policies and Procedures and choosing the subject you would like to view.

## **Faculty Emeritus**

Faculty members with twenty or more years of service at NMC will receive emeritus status upon retirement. Emeritus faculty are listed in the College catalog and are entitled to all courtesies and services available to the active faculty.

## **Center for Instructional Excellence**

The Center for Instructional Excellence (CIE) was established in the fall of 1992 to assist faculty in their pursuit of teaching excellence. Ongoing faculty professional development activities are provided for all full and part-time faculty members throughout the academic year. Speakers, videoconferences, Brown Bag Series, workshops, seminars, etc., are offered to enhance instructional delivery. A faculty lending library on instructional

techniques is also available. The Center is located in the faculty lounge/workroom in the James Beckett Building or call (231.995.1155). For more information on the Center for Instructional Excellence, visit

<http://www.nmc.edu/departments/cie/index.html>.

### **Instructional Information**

For information regarding instructional guidelines, contact the Academic Chair or the Educational Services Office.

### **Imogene Wise Faculty Excellence Award**

Each year at Commencement, an outstanding faculty member is presented with the Imogene Wise Faculty Excellence Award. This award recognizes superlative teaching techniques, rapport with students, and dedication to teaching. The nomination and selection process occurs during spring semester.

### **Graduation Policy**

Refer to sections D-105.00-D105.01 and D104.00-D104.01 of the Policy Manual for information regarding NMC's core curriculum and graduation policy.

### **Continuation of Health Coverage**

According to the requirements of federal law, you will be able to purchase continuation of your group health benefit at group rates for a period of time after leaving employment. Notification will be sent to you informing you of your rights and responsibilities regarding continuation coverage.

In addition, continuation coverage may be available to your spouse and dependent children in the event of your death, termination of employment, reduction of hours, divorce or legal separation from spouse, eligibility for Medicare, or if the child ceases to become a dependent. It is your responsibility to inform Human Resources if any of these events occur.

For more information regarding this, contact the Human Resources Office at (231.995.1362).

### **Layoffs/Retrenchment**

If layoffs or retrenchment become necessary within the College due to financial emergency, the College maintains its commitment to its employees. Retraining and/or reassignment within the institution or assistance in finding employment elsewhere are examples of assistance the College provides whenever possible. Please refer to the retrenchment staff policy for detailed information.

<http://www.nmc.edu/about/policies/board-staff/D-707.00.html>

<http://www.nmc.edu/about/policies/board-staff/D-707.01.html>

<http://www.nmc.edu/about/policies/board-staff/D-707.02.html>



**Northwestern  
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## **Faculty/Adjunct Faculty Shared Resources**



# Course Syllabus Essential Criteria

December 20, 2013

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*Members of the Educational Services Instructional Management Team (ESIMT) have determined the following items are essential to all NMC course syllabi. Please note the titles below are only “topics to be included” if they are applicable to your class. You are free to use any format that meets these requirements.*

1. **Course Title and Number**

2. **Semester and year**

3. **Name of instructor**

4. **Instructor Contact information**

- A. Office location
- B. Office hours
- C. Office telephone number
- D. Fax number
- E. E-mail address

5. **Course Description**

*This information can be found in the college catalog or course outline.*

6. **Required course material**

*This includes textbooks (ISBN, author, title, edition), workbooks, lab manuals, calculator, tools/cutlery/instruments, additional fees, and anything else required for the course.*

7. **Suggested supplemental materials**

*This includes materials that are not required but may be beneficial to student success—study guides, optional readings, etc. Financial aid only covers required course materials.*

8. **Learning outcomes**

*The course outcomes that have been identified for this course are available on the course outline. Under Grade Determination (#14) below, the graded activities should indicate how these course outcomes are assessed.*

9. **General Education outcomes**

*Place general education outcomes here. This information can be obtained from the academic chair or office manager.*

**10. Prerequisite courses/placement**

*Include this item if there are any course prerequisites or minimal ACT/COMPASS scores.*

**11. Additional Required Skills**

Some courses require students to possess certain skills not included as prerequisites. Examples may include math skills for economics or accounting, particular reading skills, experience with office or mechanical equipment or software. If this class is based upon such skills, they should be noted.

**12. Class policies**

**A. Inclement Weather Policy**

*This must include an attendance and make-up policy that is aligned with the College inclement weather policy. The following language should be included on all your course syllabi:*

When weather conditions appear hazardous the college may decide to close (or delay opening) or an individual instructor may decide to cancel his or her class(es). Should any of these situations occur Monday through Friday, the information will be communicated to a 24-hour telephone line at (231) 995-1100 and NMC's homepage at <https://www.nmc.edu/student-services/class-cancellations.html>

For weekend class cancellations ONLY, the information is communicated exclusively through your instructor's voicemail greeting. You should call your instructor's office phone number for the most up to date information.

**B. Academic Code of Conduct**

*Include the following statement. Instructors may provide additional specifics as long they align with the college policy:*

Cheating or plagiarism on written or oral examinations, quizzes, papers, or other academic work is prohibited. Cheating is defined as falsifying data on a report, exam, summary, or paper; the giving or receiving of aid in an examination situation; and/or the use of unauthorized materials as an aid during an examination. Plagiarism consists of offering as one's own work, the words, ideas, or arguments of another person, without appropriate attribution by quotation, reference, or footnote. Plagiarism occurs both when the words of another are reproduced without acknowledgment, and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer.

If an instructor finds that a student has violated this code, the faculty member may impose course-level sanctions on the student and will report the act of academic

dishonesty to the Vice President of Enrollment Management and Student Services to record the infraction and to take further action.

For the complete description of the Academic Code of Conduct Procedures and Sanctions, please consult the Students Rights and Responsibilities Policy.

**C. Student Attendance Policy**

*Enter your attendance policy here.*

Student email policy

*Include the following statement:*

All students are required to use their NMC email account for all communication in this class and college business.

**D. Campus Safety Procedures**

*Include the following statement:*

View the Campus Safety Video at <https://www.nmc.edu/student-services/campus-safety/index>

**E. Other Policies:**

*Add these policies if applicable:*

- Safety procedures
- Lab Safety
- Equipment Safety

**13. Course itinerary**

*To the extent possible, for each week or class meeting of the semester, identify reading assignments, project due dates, exam/quiz dates, lab topics, and other assignment schedules.*

**14. Grade Determination**

*Indicate precisely how the student's grade is determined. The following example can be modified for most courses:*

<u>Graded Activity</u>	<u>Maximum Point Value</u>
4 One Hour Exams at 75 points each	300
4 lecture quizzes at 25 points each	100
4 Application Problems at 25 points each	100
Final examination	150
17 lab assignments	250

Lab Midterm	25
Lab Final	<u>75</u>
<b>TOTAL</b>	<b>1,000 points</b>

	<u>Points Earned</u>	-	<u>Percentage of Points</u>
OR-			94% - 100% = 4.0
	1,000 - 940 = 4.0		88% - 93% = 3.5
	880 - 939 = 3.5		82% - 87% = 3.0
	820 - 879 = 3.0		etc.
	etc.		

**15. Assignment Make Up Procedure**  
*Enter your make up procedure here.*

**16. Transfer statement**  
*Place this statement in your syllabus.*

The transfer of NMC courses is determined by the transfer institutions in cooperation with NMC. To check the transferability of this course, visit the web site <https://www.nmc.edu/student-services/advising-center/transfer.html>

**17. Student Rights and Responsibilities**  
*Place the following statement in your syllabus:*

NMC is dedicated to creating an academic community which promotes intellectual inquiry, encourages vigorous discourse, and respects individual freedom and dignity. Students are integral members of this community and are expected to participate in sustaining its values. A copy of the Student Rights & Responsibilities handbook is available at <http://www.nmc.edu/policies/nmc/D-602-01.pdf>.

**18. Academic Assistance**  
*Place the following statement in your syllabus and insert any specific course information here:*

NMC is committed to helping students develop the skills necessary to be successful by creating a supportive learning environment that fosters growth. For information about NMC's tutoring services, visit <http://www.nmc.edu/tss/> or call 231.995.1138.

**19. Students with Disabilities Support**  
*Place the following statement in your syllabus:*

Northwestern Michigan College offers a wide range of services for students that have appropriately documented disabilities and/or need accommodations in order to achieve their academic goals. For information about support services visit <http://www.nmc.edu/tss/services.html> or call 231 995-1929.

**20. Other items you may want to include:**

- Student study strategies
- How to find out if class has been canceled
- Writing and Reading Center
- Math Center

**21. College Procedure to Drop a Class**

*Place this statement in your syllabus.*

If a student decides to drop a college course, they must follow the college procedures to withdraw from the course. Information on dropping a course is found at <https://www.nmc.edu/student-services/records-registration/getting-things-done/drop-class.html>

The instructor will determine the student's last day of attendance based on the student's last day of academically related activity.

**22. Syllabus Changes:** The instructor reserves the right to make changes to the syllabus and will inform the class of any changes.



**Northwestern  
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College**

## **FACULTY, ADJUNCT SECTION**

### **PREFACE**

This revision of the Adjunct Faculty Guide includes policies and procedures that are relevant to adjunct faculty. The guide is intended to provide broad concepts of adjunct faculty ideals and responsibilities and a practical resource for specific policies. It does not, however, contain all the policies that affect employees at Northwestern Michigan College, including adjunct faculty. For a complete set of such policies and other details, see the NMC Policies and Procedures Manual and HR policies and procedures, which may be found on the web at: <http://www.nmc.edu/about/policies/index.html>.

The Adjunct Faculty Section contains employee category specific information as part of the Employee Guide. The full version may be found on the website at <http://www.nmc.edu/hr/> (click on Employee Guide) or from the NMC Office of Human Resources. Human Resources staff members are happy to help you with any questions regarding NMC's policies or other information contained in this Section.

Because all policies are subject to change and this information is a summary, nothing in this guide is intended to change the meaning of any policies, employee benefits or other related documents.

### **DEFINITION OF AN ADJUNCT INSTRUCTOR**

Adjunct (part-time, supplemental) instructors are contracted semester-by-semester on a contact-hour basis to fill specific needs. Adjunct instructors are not subject to the faculty career plan; consistent pay levels are established administratively. No guarantee of continuing employment.

## FACULTY CODE OF PROFESSIONAL ETHICS

Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. The primary responsibility to their subject is to seek and to state the truth as they see it. To this end, they devote their energies to developing and improving their scholarly competence. Faculty members accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge, as well as practicing intellectual honesty. Although subsidiary interests are followed, these interests must never hamper or compromise the faculty member's freedom to inquiry.

As teachers, faculty members encourage the free pursuit of learning in their students, holding before the students the best scholarly standards of their academic areas. They demonstrate respect for the student as an individual and adhere to the proper role of intellectual guide and counselor. Faculty members make every reasonable effort to foster honest academic conduct and to assure that the evaluation of students reflects the students' true merits. Respecting the confidential nature of the relationship between faculty member and student, they avoid any exploitation of students for private advantage, acknowledge contributions from them, and protect the student's academic freedom - in all ways conveying the philosophy that the student is the central element of the college community.

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. These obligations include respecting and defending the free inquiry of associates, and in the exchange of criticism and ideas, showing due respect for the opinions of others. Faculty members acknowledge their academic debts and strive to be objective in the professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of Northwestern Michigan College.

As members of Northwestern Michigan College, faculty members seek above all to be effective teachers and scholars. Faculty members acknowledge an obligation to meet all classes, to meet all examination periods, to be available for consultation, and to give due notice to both students and administration when this is not possible. Although they observe the stated regulations of the College, provided the regulations do not contravene academic freedom, faculty members maintain the right to criticize and seek change. They determine the amount and character of the work done outside the College with due regard to their paramount responsibilities. When considering the interruption or termination of service, faculty members recognize the effect of the decision upon the programs of the College and give due notice of their intentions.

As members of their community, faculty members have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to the College. When speaking or acting as private persons, they avoid creating the impression that they speak or act for Northwestern Michigan College. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

## **DUTIES & RESPONSIBILITIES OF ADJUNCT FACULTY MEMBERS**

Each adjunct faculty member is primarily responsible for effectively teaching students in assigned classes. In such assignments, each adjunct faculty instructor is a member of the professional teaching staff, and as such is responsible for effectively implementing the mission of NMC and the appropriate academic areas. Each member of the adjunct faculty is directly responsible to, and is provided resources by, the following: the academic chair(s), the department head(s), and/or the program coordinator(s). The office manager in each academic area is an additional resource to all faculty.

Specifically, adjunct faculty members have these responsibilities:

### **Planning**

1. Distributes to each student and for each course taught, an approved syllabus that:
  - a. Conveys the goals and outcomes of the course.
  - b. Reflects curriculum adopted by the academic area for said course.
  - c. Establishes and communicates challenging expectations for students.
  - d. Explains the relationship of those expectations to the grading and assessment process.
2. Plans thoroughly on a daily, weekly, and semester basis to ensure implementation of the established curriculum and provides strong support for students (in their pursuit of established expectations).

### **Instruction**

1. Provides motivation to learn through:
  - a. Thorough planning.
  - b. Enthusiasm for the subject matter.
  - c. An appropriate classroom climate.
  - d. Relevant and current course content.
  - e. The use of varied instructional delivery modes.
2. Facilitates and paces instruction effectively to maximize learning.
3. Assesses learning goals frequently, using a variety of methods, such as:
  - a. Questioning techniques.
  - b. Oral and/or written tests.
  - c. Student presentations.
  - d. Writing assignments.
4. Is available to students for consultation on an as-needed basis.
5. Provides instructional support (e.g., tutoring and support services/special needs) as deemed appropriate. *For detailed information about these services, contact Kari Kahler, Director of Learning Services, at (231.995.1228).*



## **Professional Growth**

1. Maintains a current knowledge of the subject area(s) of instruction and effective teaching methodologies.
2. Makes good use of professional development opportunities. *For information on professional development activities available to adjunct faculty, visit [www.nmc.edu/cie](http://www.nmc.edu/cie).*

## **Professional Expectations**

1. Professional Expertise: Subject Area Mastery
  - a. Places the primary emphasis on student learning in the design, delivery, evaluation, and assessment of courses.
  - b. Demonstrates a continuing engagement with the learning and scholarship of his/her area of specialization.
  - c. Strives to be on the cutting edge of professional content knowledge and methodology.
  - d. Maintain professional credentials and certifications as applicable
2. Professional Expertise: Teaching Methodology
  - a. Provides a clear and comprehensive course syllabus.
  - b. Understands and adapts teaching to the various learning styles present in the classroom as demonstrated by the development of course materials and assessment of student learning.
  - c. Understands and practices a variety of teaching strategies.
  - d. Uses innovation in teaching practices to facilitate student learning.
  - e. Designs and implements a course curriculum that reflects the relevance of the academic studies to the everyday world.
3. Professional Qualities
  - a. Exhibits strong communication skills and serves as a role model for students in this area.
  - b. Strives to foster higher-level learning with an emphasis on analysis, problem solving and critical thinking.
  - c. Is fully committed to the mission and values of Northwestern Michigan College.
  - d. Possesses a positive attitude including the ability to see good in self and others.
  - e. Shows flexibility including the acceptance of and willingness to change.
  - f. Takes risks and tries new things.
  - g. Knows and acknowledges personal limits.
  - h. Displays self-discipline and a strong work ethic.
  - i. Accepts responsibilities for professional and personal growth.
4. Professional Abilities
  - a. Demonstrates success and commitment as a team player.
  - b. Uses constructive feedback as an opportunity for growth.
  - c. Handles conflict effectively.
  - d. Motivates others.

5. Professional Relations with Students: Creating a Positive Learning Environment
  - a. Puts students first.
  - b. Sets high expectations for students.
  - c. Resolves to “make a difference” in students’ learning.
  - d. Makes an earnest attempt to learn and remember students’ names.
  - e. Listens to and hears what students say.
  - f. Shows respect for students.
  - g. Shows confidence in students and encourages them to believe they can learn successfully.

### **Additional Contract Responsibilities**

1. Responds to requests (e.g., from academic area chairs, department heads, committee chairs, Records Office) in a timely and thorough manner.
2. Communicates with students and college personnel via the College’s electronic mail system.
3. Consults with the academic area chair or other appropriate College personnel on questions or issues involving course curricula, instructional strategies, and College policies and procedures.
4. Works constructively and through established channels to resolve problems.
5. Meets classes for the scheduled times.
6. Emails [cancellations@nmc.edu](mailto:cancellations@nmc.edu) as soon as possible if the need to be absent arises. If email is not an available, you may call 231.995.1806. Class cancellations may also be viewed at <https://www.nmc.edu/student-services/class-cancellations.html>, and cancellations may be submitted on NMC’s intranet at <https://intranet.nmc.edu/depts/central-scheduling/class-cancellations.html> Use your NMCID and password to log into the site. Absences may result in a reduction in contracted pay.
7. Consults the official class roster to assure that all students appearing in class are registered for the class, as students are not permitted to sit in class without being registered. All students must be registered by the end of the add period.
8. Maintains a paper or electronic record (i.e., spreadsheet or grade book) of each student’s progress and has it available upon request by appropriate College personnel.
9. Enters grades online for each student for attendance verification, grade alerts notification and final grades. Monitors NMC email for instructions and deadline dates.

10. Follows academic area's established method for obtaining student evaluation feedback regarding instructor performance.
11. Treats all members of the College community with dignity and respect.
12. Adherence to all College Policies

## **ADJUNCT FACULTY RESPONSIBILITY CONCERNING STUDENTS**

### **Suspected Abuse**

According to the Adult Protective Service Public Act 519, any person in the helping professions (this is defined as anyone in an educational role) is required to report instances of suspected abuse to Adult Protective Services. This covers anyone 18 years or older who is considered vulnerable. Vulnerable is presently defined as anyone who is unable to protect him/herself from abuse, neglect, or exploitation by virtue of mental or physical incapacity. The alleged abused person could be mentally ill, developmentally disabled, physically disabled, or simply lacking information on his or her rights. Call the Family Independence Agency, (231.922.5240), if you have questions about this legal responsibility. For students under 18, the same applies under Public Act 280.

### **Student Rights and Responsibilities**

Faculty members should be familiar with the contents of the Student Rights and Responsibilities Policy and Procedures and should understand their role in maintaining and enforcing those rules and student rights. (A copy may be obtained from the Admissions Office or on the web at [www.nmc.edu/policies/](http://www.nmc.edu/policies/) and click on student rights and responsibilities.)

Of particular note is the faculty's responsibility to maintain an academic learning environment free from sexual or other forms of harassment. Harassing behavior must be stopped. Contact the Dean for Enrollment Management and Student Services if there are questions or assistance is needed on a particular issue.

### **Student Privacy Rights**

The Family Educational Rights and Privacy Act (FERPA) requires "the consent in writing by the student before personally identifiable records or information may be released." Section 438 of the General Education Provisions Act, Title IV of Pub. L 90-247, as amended.

**NOTE:** This means you cannot disseminate grades at the student's place of employment or post grades in a manner whereby the student can be identified (this includes posting by social security number or student ID). Information should also not be given out regarding the whereabouts of a student. Please ask your Academic Chair or the Registrar if you have any questions regarding FERPA.

### **Removal of a Student from Class**

A faculty member may remove a student from a single class meeting for just cause if that cause is immediately made known to the student. Behavior, which interferes with conduct of planned classes, endangers the safety of any student, or inhibits other students from learning is cause for removal.

**Permanent removal** from class may be initiated by the faculty member working with close cooperation with the Academic Chair and the Vice President for Enrollment Management and Student Services to ensure student due process is honored.

1. Failure of student to attend class by last official day to add classes without notifying the instructor as to reason for absence.
2. Disruptive behavior, unsafe work habits, and/or physical limitations which prevent a student from participating in scheduled class activities or prevent the student, or members of the class, from achieving the learning objectives set forth by the instructor.

A student who is barred or removed from a class may pursue the normal student due process procedure and may be referred to the Dean for Enrollment Management and Student Services.

## **INSTRUCTIONAL INFORMATION**

### **Course Outlines**

Pertinent information regarding each course offered at NMC is kept on file in academic area offices.

### **Course Syllabus**

Each instructor is to prepare a course syllabus using the template provided under the Faculty/Adjunct Faculty Shared Resources section in this Employee Guide.

## HUMAN RESOURCES INFORMATION FOR ADJUNCT FACULTY

### **Employee Contracts**

Adjunct faculty are employed on a semester-by-semester basis. A contract will be signed each semester of employment. Employees will generally not be contracted for more than 24 contact hours per academic year, except under unusual circumstances. Details of the conditions of the contract are under Instructional Agreement on the form. A sample is available in the academic area office.

### **Faculty Evaluation**

All faculty, full and part-time, are evaluated by students each year. Your Academic Chair will discuss the format and schedule for this process.

### **Faculty Dismissal Reasons for Immediate Dismissal**

The following may be considered cause for immediate dismissal:

- A. Failure to effectively perform faculty duties and responsibilities; B. Deficiency in teaching technique or subject matter;
- C. Conflict of interest;
- D. Willful violation of College policy or procedures;
- E. Falsification of information on employment application or obtained in the interview or employment process;
- F. "Gross misconduct" means conduct that is in disregard of:
  1. Faculty professional ethics, e.g., intellectual dishonesty; plagiarism; or falsification of teaching methods, data, records, or research data;
  2. The rights of others and which exploits others, e.g., use of position or authority to exact personal gain or favor from students, other faculty, or employees of the college;
  3. The honesty and integrity of education for which the college strives; or
  4. Other conduct deemed to adversely affect an adjunct faculty member's ability to function effectively as a faculty member.

If an adjunct faculty member is dismissed, his/her contract and pay will be ended at the date of dismissal.

### **Educational Benefit**

As described in NMC Policy [D-712.00](#) adjunct faculty members may attend classes at NMC with tuition paid by College scholarship funds.

## MISCELLANEOUS INFORMATION

### **Center for Instructional Excellence**

NMC's Center for Instructional Excellence is located in the Beckett Building, Business Academic Area Faculty Lounge and is open to all faculty and staff. The Center is responsible for the coordination and development of faculty professional opportunities throughout the academic year. Speakers, video conferences, Brown Bag Series, workshops, seminars, etc., are offered to enhance instructional delivery. A faculty lending library on instructional techniques is also available in the Osterlin Library. Adjunct faculty are encouraged to attend all events sponsored by the Center.



## **SUPPORT STAFF SECTION**

### **PREFACE**

This revision of the Employee Guide includes policies and procedures that are relevant to support staff. The guide is intended to provide broad concepts of employee ideals and responsibilities and a practical resource for specific policies. It does not, however, contain all the policies that affect employees at Northwestern Michigan College. For a complete set of such policies, and other details, see the NMC Policies and Procedures Manual and HR policies and procedures, which may be found on the web at: <http://www.nmc.edu/about/policies/index.html>.

Because all policies are subject to change and this information is a summary, nothing in this guide is intended to change the meaning of any policies, employee benefits or other related documents.

The Support Staff Section contains employee category specific information as part of the Employee Guide. The full version can be found on the website at <http://www.nmc.edu/hr/> (click on Employee Guide) or from the NMC Office of Human Resources. Human Resources staff members are happy to help you with any questions regarding NMC's policies or other information contained in this Section.

## **Hours of Work**

*Work Week.* The normal workweek for full-time Levels 1-4 support staff employees is 37 ½ hours during a five-day workweek. The normal workweek for full-time Level 5 support staff is 40 hours during a five-day workweek. Working hours for part-time personnel are determined by the supervisor. Your supervisor must approve any hours worked beyond your normal schedule.

*Overtime.* Overtime is paid at time and one-half for time worked in excess of forty hours in a one-week period. This applies to holiday work. Any hours worked in excess of 37 ½ per week (Levels 1-4) or 40 per week (Level 5) may not be accumulated beyond the same two-week pay period in which they were earned.

*Break Periods.* The normal workday allows for a one-hour lunch period and a 15-minute break in the morning and afternoon, which are coordinated with your supervisor. Part-time staff working at least four continuous hours also are allowed a 15-minute break period. The breaks cannot be accumulated or used to make up other time.

## **CLASSIFICATION AND COMPENSATION**

### **Employment Categories of Support Staff**

For purposes of definition, these are the basic employment categories of Level 1-4 support staff:

- A. Full-time staff regular schedule** - scheduled on an annual basis to work at least 75 hours bi-weekly for 52 weeks.
- B. Full-time limited schedule** - scheduled on an annual basis to work at least 75 hours bi-weekly for less than 52 weeks but at least 35 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- C. Part-time regular schedule** - scheduled on an annual basis to work less than 75 hours but at least 37½ hours bi-weekly for 52 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- D. Part-time limited schedule** - scheduled on an annual basis to work less than 75 hours but at least 37½ hours bi-weekly, for less than 52 weeks but at least 35 weeks per year. May be subject to fill in for other positions to meet staffing requirements.

These are the basic employment categories of Level 5 support staff:

- A. Full-time regular schedule** - annually contracted or scheduled to work at least 80 hours bi-weekly for 52 weeks.
- B. Full-time limited schedule** - annually contracted or scheduled to work at least 80 hours bi-weekly for less than 52 weeks but at least 35 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- C. Part-time regular schedule** - scheduled or contracted on an annual basis to work less than 80 hours but at least 40 hours bi-weekly for 52 weeks per year. May be subject to fill in for other positions to meet staffing requirements.

**D. Part-time limited schedule** - Scheduled or contracted on an annual basis to work less than 80 but at least 40 hours bi-weekly, for less than 52 but at least 35 weeks per year. May be subject to fill in for other positions to meet staffing needs.

**Other Employment Categories**

- A. Supplemental part-time** - An employee who is available for on-call or supplemental service, but is not on a regular work schedule or annual appointment; works less than 900 hours per year. Is not placed in Classification Compensation Plan; consistent pay levels are established administratively. No guarantee of continuing employment.
- B. Temporary** - Temporary employees are contracted or scheduled to fill a short-term need for a specified period of time, usually replacing a regular employee on leave. Appointment is normally for less than 900 hours in a fiscal year unless there is a prior agreement to substitute for a regular employee for a specified period of time up to one year. Temporary employees are not placed in the staff Classification Compensation Plan; consistent pay rates will be established administratively. If substituting in a regular position, the pay will be at least the minimum of the salary range of the regular position.

**Salary Schedules**

The Board of Trustees has adopted the long-range goal of employing the very best people available and guaranteeing them compensation levels consistent with employers of those institutions with whom NMC competes for services. The Board of Trustees may authorize adjustments to the support staff salary schedule in order to maintain the college's competitive position with respect to salaries. If increases are available, they are normally effective July 1.

The Classification and Compensation Plan provides for salary ranges (minimum and maximum) for each level. The support staff salary schedule has five levels with seven steps in each level. The expectation is that employees with satisfactory performance should move up in their respective salary level; employees with unsatisfactory performance will not advance.

**Longevity Pay**

Support Staff hired before February 1, 1986 are eligible for longevity pay beginning with the ninth year of continuous employment as follows, based on the previous year's base salary:

Starting with the 9th year	3%
10th - 13th year	4%
14th - 18th year	5%
19th - 23rd year	6%
24th year and on	7%

**Valued Service Payment**

Support staff hired after February 1, 1986, are eligible for an annual valued service payment of \$250 the first year eligible, increased \$50 each year thereafter to a maximum annual payment of \$800. To be eligible, the employee must have completed his/her eighth consecutive year of employment at NMC in a regular appointment, have served one year at the top of their current salary level, and have completed at least 24 hours of professional development in the prior year. This payment is made in a lump sum in the first regular pay in July.

**NMC Four Year College and University Scholarship Program**

NMC provides \$1,500 tuition and fee assistance annually to regular staff at Northwestern



Michigan College who attend the NMC University Center or another four-year college or university pursuing courses or an advance degree/certificate. To view eligibility requirements and complete the application, go to S:\Human Resources\Public\Forms\TUIITION Univ. Assistance –Revised 9-11.doc. The maximum award per staff member per fiscal year is \$1,500. Emails are sent out each semester requesting applications.

### **In-Service Training**

The Office of Human Resources, Wellness and Ergonomics Committee, and other groups sponsor training sessions on various topics throughout the year. All staff are welcome to attend. Watch for mailings, postings and notices in the *Intercom* announcing the sessions.

### **Discipline and Dismissal**

An employee may be recommended for termination by the appropriate supervisor. The supervisor will notify the employee by providing a written notice stating the reasons, providing for either a two-week notice or immediate dismissal with two weeks' pay. Causes for termination or other disciplinary action include, but are not limited to the following:

- A. Dishonesty, drunkenness, immoral conduct, or violation of the Controlled Substance Act,
- B. Conviction of a felony by a Court of Law,
- C. incompetency, insubordination, dereliction of duty, repeated discourteous treatment of others,
- D. Use of fraud, deception or misrepresentation of facts used in the application for employment,
- E. Frequent and/or habitual tardiness or trivial absences which reduce the efficiency of the work unit.

### **Continuation of Health Coverage**

According to the requirements of federal law, you will be able to purchase continuation of your group health benefit at group rates for a period of time after leaving employment. Notification will be sent to you informing you of your rights and responsibilities regarding continuation coverage.

In addition, continuation coverage may be available to your spouse and dependent children in the event of your death, termination of employment, reduction of hours, divorce or legal separation from spouse, eligibility for Medicare, or if the child ceases to become a dependent. It is your responsibility to inform Human Resources if any of these events occur.

For more information regarding this, contact the Human Resources Office at (231.995.1362).

### **Administrative/Professional, Technical/Paraprofessional and Support Staff Councils**

The administrative, professional, technical/paraprofessional, and support staff elect members to serve on their respective staff councils. The Councils consist of five members elected for two-year terms. The officers are Chair, Vice Chair, Secretary-Treasurer, and immediate Past Chair. (Support Staff paragraph says, "The Council consists of five members elected for one-year terms. The officers are Chair, Vice- Chair, and Secretary-Treasurer.) The purpose of the Councils is to represent the assembly of administrators/professional, technical/paraprofessional and support staffs in matters pertinent to professional development, salaries, benefits, and general welfare of NMC, and to act as liaison with other bodies of the College. As a staff member, you will receive a copy of all mailings and minutes from your respective Council.

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