

HANDBOOK FOR FULL-TIME & ADJUNCT FACULTY

As of September 2020



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WELCOME!

Kansas City Kansas Community College (KCKCC) takes great pride in having served area students since 1923. Faculty members come from many diverse backgrounds and each brings a unique strength to the college community. We hope that your experiences at KCKCC are always rewarding and productive. The Faculty Handbook serves as a resource for current and new faculty regarding the policies and procedures of the institution. As the College continues its strong commitment to high quality academic and technical programs, faculty are the most important component in the institution's quest for instructional excellence and successful preparation of students for their future careers.

I. COLLEGE MISSION AND VISION STATEMENT

Mission: Inspire individuals and enrich our community one student at a time.

Vision: Be a national leader in academic excellence & partner of choice in the communities we serve.

<https://www.kckcc.edu/about/mission-vision-purpose.html>

II. KCKCC ORGANIZATIONAL CHART

<https://kckcc.edu/resources/humanResources/Pages/orgcharts.aspx>

III. FACULTY GOVERNANCE

KCKCC requires that faculty participate and serve the college through committee work. There are several committees or councils that have been established to provide review and make recommendations for specific academic issues. Examples of these bodies are the Academic Policies Committee, Core Curriculum Council, Academic Assessment Council, Program Review Committee, Sustainability Committee, Campus Arts Committee, etc. There may also be division-specific committees as well as departmental committees.

a. KCKCC ACADEMIC FREEDOM STATEMENT

The college recognizes that academic freedom is essential to the fulfillment of the purposes of higher education and acknowledges the fundamental need to protect faculty members

from censorship or restraint which might interfere with their obligations in the performance of professional duties.

Accordingly, faculty members shall be guaranteed full freedom in academic presentations and discussions and may introduce political, religious, or otherwise controversial materials relevant to course content. When faculty members are exercising their rights to citizenship in public, they should indicate that they are not official spokespersons for the college.

b. KCKCC SHARED GOVERNANCE STATEMENT

Note: Approved in Extended Cabinet March 12, 2019

SHARED GOVERNANCE GUIDING PRINCIPLES AND PROCEDURES

In line with the American Association of University Professors (AAUP), shared governance calls for “a shared responsibility among the different components of institutional government and specifies areas of primary responsibility for governing boards, administrations, and faculties.” The ultimate goal in employing a shared governance model is to balance maximum stakeholder participation in decision making with clear accountability and responsibilities.

KCKCC guiding principles for shared governance:

Trust, accountability, and responsibility

- KCKCC believes that trust, accountability, and responsibility are the cornerstones of shared governance. The motivation and purpose of decisions made through shared governance will keep student success as a central tenet.

Engagement of the college community

- KCKCC believes in a collaborative process where voices representing students, faculty, staff, administrators and community partners are valued and welcomed. This requires outreach and purposeful inclusion.

Open communication and feedback

- KCKCC believes that, in order to create innovative outcomes, there must be a free exchange of ideas. Our culture of communication must be data informed and include mutual respect, trust, and consideration of diverse perspectives.

Institutional culture of equity and goodwill

- KCKCC believes that shared governance creates an institutional culture of goodwill, good intentions, and equity. Effective decision-making employs transparency, the use of clear policies, and structured decision-making authority.

Considerations for the KCKCC shared governance process:

- Does not always imply agreement
- May not require the same level of involvement of all members at all times
- Situations may occur where time factors impact the decision-making process
- Understands that the President is ultimately accountable to the Board of Trustees

The following questions will help guide the KCKCC shared governance decision-making process:

- Who does the decision affect?
- Who has pertinent experience and expertise?
- Whose voice are we not hearing?
- Has 'Best Practice' been considered?

Procedures for KCKCC Shared Governance:

1. Determine who the decision affects, involve experts and stakeholders, and deliberate 'Best Practices'
2. Ensure all relevant voices are considered and adequate discussion takes place
3. Communicate in a timely manner to the appropriate stakeholders for transparency, commitment, and action of the decision
4. Review the decision using an evaluative or reflective process

c. FACULTY SENATE

For the constitution and minutes:

Must log into Mydotte first <https://my.kckcc.edu/faculty/Documents/Faculty-Senate-Constitution.pdf>

Membership of the Faculty Senate shall consist of full-time and adjunct professional employees as defined by the Master Contract (hereafter referred to as faculty in this constitution). These members shall have full voting rights.

The purpose of the Faculty Senate shall be to advance the welfare and effectiveness of the college. To achieve this end, the Faculty Senate shall serve as a regular channel of communication between the faculty and administration. The Faculty Senate shall also act, subject to faculty approval, on matters delegated to the faculty by the administration. Furthermore, the Faculty Senate shall advise the administration or the Board of Trustees on any matter of general concern to the faculty or the institution. Such advice shall, of course, be given when these officials request it, but it may also be offered on the initiative of the Faculty Senate.

d. FACULTY ASSOCIATION

The Faculty Association (KNEA) is comprised of members of the KCKCC full time faculty. Membership is voluntary; members pay dues for the association.

<https://www.kneaweb.org>

IV. ACADEMIC PERSONNEL POLICIES AND PROCEDURES

a. COLLEGE POLICIES AND PROCEDURES

<https://www.kckcc.edu/about/policies-procedures/index.html>

b. FACULTY DUTIES AND RESPONSIBILITIES

This information can be found in the job description for faculty and Master Contract (for full-time faculty. If you have questions, contact your academic dean and/or the Human Resources Department.

c. PROFESSIONAL DEVELOPMENT

i. Blue Devil Faculty Academy

A professional development program offered through the Center for Teaching Excellence.

<https://www.kckcc.edu/academics/resources/center-for-teaching-excellence/craft-of-teaching.html>

1. New full-time faculty
2. Adjunct faculty
3. High impact practices for all faculty

ii. Division-sponsored professional development

Contact your division dean for funds and professional development opportunities

iii. Professional development funds

Granted through Human Resources, funding is available to full-time and adjunct faculty to attend workshops, seminars, and/or events related to faculty development. Click on the following link for the criteria and procedures.

Must log into Mydotte first <https://my.kckcc.edu/resources/professionaldev/Pages/ApplicationForFacultyAndStaffDevelopmentFunds-ListOfCriteria.aspx>

Click on this link for the accompanying form.

Must log into Mydotte first <https://my.kckcc.edu/webforms/Pages/PDEV-Funds-Request.aspx>

d. FACULTY AWARDS AND HONORS

i. Henry Lewis Teaching Excellence Award

Must log into Mydotte first <https://my.kckcc.edu/webforms/Pages/PDEV%20HL%20Award.aspx>

This award is named for Dr. Henry Louis. Henry was a longtime history professor and then the Dean of the Division of Social and Behavioral Sciences from 1967 until his death in 2005. Henry was committed to our students, our community, and the mission of the College. He was a passionate educator who valued diversity and was instrumental in helping to develop the Intercultural Center on campus. This award celebrates his legacy as well as celebrating KCKCC faculty who are innovative and dedicated educators. The winner receives a \$1,500 monetary award and an additional \$500 in professional development funds.

ii. TEACH Award

<https://forms.kckcc.edu/teach-award/>

The Teaching Excellence and Colleague Honor (TEACH) award is awarded to a full-time faculty member and an adjunct faculty member in the fall and spring Semester. This peer-nominated award is sponsored by Faculty Senate and the Center for Teaching Excellence. The TEACH award committee determines the winner for each category. The winners receive a \$100 award.

iii. Dean's Choice Award

Must log into Mydotte first <https://my.kckcc.edu/webforms/Pages/deanschoice.aspx>

The Dean's Choice award is a peer-nominated award facilitated by Human Resources. All employees are eligible after they have completed one full year of service. It is awarded to both a faculty member and a staff member at the Employee Recognition dinner in May of each year.

iv. Vision Award

Must log into Mydotte first <https://my.kckcc.edu/webforms/Pages/visionaward.aspx>

The Vision award is designed to recognize those who consistently embody the vision of KCKCC and make a measurable, lasting difference in the lives of our students and in the broader community. It is awarded to both a faculty member (full-time or adjunct) and a staff member at the Employee Recognition dinner in May of each year. Faculty are eligible after they have completed one full year of service.

e. TEACHING AND STUDENT INTERACTIONS

i. Advising (applies only to full-time faculty)

Academic Advising Council

Advising at KCKCC is a personalized teaching and learning process that guides students throughout their academic career. The Academic Advising Council is comprised of faculty from academic divisions (program coordinators) and the Student Success Center (student success advisors). The council aspires to promote consistency and excellence in advising across campus to empower students to successfully navigate the college experience and achieve their educational and career goals.

International Student Admissions

<http://www.kckcc.edu/admission/international-students/>

High School Dual/Concurrent Enrollment Student Admissions

<http://kckcc.edu/admission/concurrent-dual-enrollment>

Student Orientation Advisement Registration (SOAR)

New student orientation is strongly recommended

Registrar's Office

The KCKCC Registrar's Office oversees the official KCKCC student records and enforcement of FERPA regulations (<http://kckcc.edu/admission/enrollment-information/students-rights-ferpa>). Received transcripts and sent transcripts are processed in the Registrar's Office. For questions regarding class rosters, using WebAdvisor and the Ellucian Student Information System, add/drops, withdrawals, administrative withdrawal, midterm/final grades, residency, transfer credit including non-traditional studies (life experience learning, advanced standing, AP/CLEP credit, etc.), course deviations or substitutions, and graduation, contact the Registrar's Office at 913.288.7536 or registrar@kckcc.edu.

Administrative Withdrawals

Students may be administratively withdrawn from a course by their instructors for excessive absences or if the student stops attending. Instructors provide students with a course syllabus at the beginning of the semester stating their attendance policy and administrative withdrawal procedures. The form is located in myDotte,

- Semester courses (16 weeks): Instructors may submit Administrative Withdrawal forms up to three (3) weeks before the start of final examinations.
- Summer session, mid-term, and block courses: Instructors may submit Administrative Withdrawal forms up to two (2) weeks before final examinations.
- Mini-courses: There is no withdrawal period.

Grade Change

<https://www.kckcc.edu/about/policies-procedures/academic-affairs-policies.html>

Advising Information

Advising at KCKCC is a personalized teaching and learning process that guides students throughout their academic career. Academic advising helps students realize the maximum educational benefits available to them by better understanding themselves and learning to use the resources available at KCKCC. AAS program students are also assigned a program coordinator or director.

The Advisors' Role and Responsibilities (Advising Syllabus)

- Help students clarify and develop realistic educational and career plans
- Assist students in planning an academic program consistent with their abilities and interests
- Monitor student progress toward educational/career goals
- Discuss and reinforce relationships between instructional program and occupation/careers
- Interpret and provide rationale for academic policies, procedures, and requirements.
- Approval designated transactions (class schedule, drops/adds, withdrawals, change of major, graduation requirements, waiver requests)
- Refer students when academic, attendance, or other personal challenges require intervention/support from other campus professionals
- Inform students of services available to them for academic assistance (Learning Commons, Tutoring/Learning Services, Counseling & Advocacy, TRIO, Disability Accommodations)
- Familiarize self with college policies, resources, and assist students in accessing this information

Note: If your role includes student advising, contact your dean for information on enrollment trainings.

Student (Advisee) Responsibilities

- Work with an advisor or program coordinator to develop and implement short and long-term academic and career goals
- Discuss goal setting, campus involvement, major decision-making, time management, study strategies, transfer planning, and life after graduation
- Discuss any personal or learning needs
- Meet with an advisor when required or when need of assistance
- Prepare for advising sessions and bring appropriate resources or materials, including degree requirements/degree audit and list of questions
- Check KCKCC Student Email on a regular basis for updates
- Follow through on actions identified during advising sessions
- Accept personal responsibility for education

* The final responsibility for planning a degree program and fulfilling all graduation requirements rests with the student.

Mandatory Advising for First-Year (Freshmen) Students

Students who have earned fewer than 12 credit hours at KCKCC are required to meet with their advisor or program coordinator at least once per semester and for enrollment assistance. Advising services are provided by student success advisors, program coordinators, academic advisors (Nursing), and academic coordinators.

212 non-instructional faculty serve as full-time, professional academic advisors.

Information for Program Coordinators and Directors (TBD)

Information Systems

- WebAdvisor (student information system: Grades, My Financial Aid, View My Class Schedule, Search for Sections, Degree Audit)
- Ellucian / Colleague (enrollment system: Enrollment, Advisor/Instructor Notes, KCKCC Transcripts, Degree Audit)
- Perceptive Content (Accessing student records/transcripts) Contact your dean's office for access to student records within Perceptive Content. Division administrative assistants are granted access and can retrieve student records for program coordinators and directors in advising roles.

For up-to-date college policies and procedures and pertinent advising information, review the current KCKCC catalog.

<https://www.kckcc.edu/about/policies-procedures/academic-affairs-policies.html>

Grade Appeal Process

<https://www.kckcc.edu/about/policies-procedures/academic-affairs-policies.html>

Students who wish to appeal their final grade should contact the Dean of Students Services at KCKCC, 913.288.7697.

KCKCC Early Alert

The Student Success Center recognizes there are many reasons why a student might withdraw or be administratively withdrawn from a class: falling behind in the course due to excessive absences or academic difficulty, personal challenges, finances, time management

struggles, the need to take on more work hours/changes in work hours, mental and physical health concerns, family care-giving, loss of reliable transportation, and much more. Instructors should make every effort possible to reach out to the student via phone, email, and/or in person to discuss academic performance before administratively withdrawing a student, or submitting an early alert to the Student Success Center.

If you have already met with the student but feel they could benefit from intervention by a Student Success Advisor, please consider submitting an Early Alert (Retention) form through myDotte.

Must log into Mydotte first <https://my.kckcc.edu/webforms/Pages/ARC-Early-Alert.aspx>

The Early Alert form can also be accessed in via Blackboard at:

Must log into MyClass first <https://myclass.kckcc.edu> "Faculty Help".

Academic Probation and Dismissal Policy

Students with a cumulative GPA below 2.0 are placed on academic probation. Students on academic probation are strongly advised to limit credit hours to 9 during fall and spring semesters and 3 credit hours during midterm and summer sessions. Students can continue to enroll while on academic probation as long as their GPA does not fall below 1.59. Students transferring to KCKCC are subject to the same academic probation policies.

Students with a cumulative grade-point average that falls below 1.59 are academically dismissed from KCKCC for one semester. Students who are academically dismissed from KCKCC must apply for reinstatement through the division of Student Affairs. Students should contact the KCKCC Student Success Center at advising@kckcc.edu or 913-288-7696 for a Petition for Reinstatement and schedule an appointment for an appeal.

Students reinstated at the College are placed on probation for one semester and must show academic improvement to continue taking classes. Students transferring to KCKCC are subject to the same dismissal policies.

SUMMARY OF ACADEMIC PROBATION AND DISMISSAL

- In Good Standing: 2.00 and above
- Probation: 1.60-1.99
- Dismissal: 1.59 and below

Students who are dismissed from KCKCC due to violating the Student Code of Conduct or academic dishonesty must contact the Dean of Student Services office at 913-288-7437 to be considered for future reinstatement.

Counseling and Advocacy Center

The Counseling and Advocacy Center provides a full array of counseling services including personal, mental health, substance abuse, career, academic, and relationship concerns. We offer crisis intervention including victim and gender advocacy, services for lesbian, gay, bisexual, and transgender students, prevention and education programs, a women's resource library, and aid for students with emergency needs through a clothing bank and food pantry and emergency fund.

<http://www.kckcc.edu/campus-life/student-services/counseling-advocacy-center>

Behavioral Intervention Team (BIT)

BIT provides early intervention which can keep concerns from escalating. The team works with people on campus and in the community to coordinate resources and provide referrals when appropriate. The BIT helps to sustain a supportive learning environment for students, as well as a safe environment for employees and visitors to our campus. For more information, including a list of concerning student behaviors and the online BIT report form, visit:

<https://www.kckcc.edu/about/safety/behavioral-intervention-team/index.html>

Military Benefit-Eligible Students

<http://kckcc.edu/admission/military-veteran-education>

Placement Testing

All students are required to complete the Accuplacer exam before meeting with an advisor or program coordinator to enroll. Questions regarding the need for placement testing by students who have previously received college credit for composition or math should be directed to the Placement Coordinator, 913-288-7171. Additional information regarding mandatory evaluation and placement testing, including exemptions, can be found at:

<http://www.kckcc.edu/academics/academic-resources/student-success-center/placement-testing>

Policies and Procedures

Students are responsible for familiarizing themselves with the College's rules and regulations while attending KCKCC.

<https://www.kckcc.edu/about/policies-procedures/index.html>

Accessibility and Support Services (formerly Disability Accommodations)

<http://www.kckcc.edu/academics/academic-resources/student-success-center/disability-accommodations>

Student Activities

Student Activities promotes intentional campus and community involvement, facilitates leadership development, and encourages student growth through active participation in student organizations, transformative leadership opportunities, and cultural and recreational activities that is outside of the classroom to broaden the student's community college experience. More information on Student Activities can be found at:

<http://www.kckcc.edu/campus-life/student-activities>

Student Code of Conduct

KCKCC's Student Code of Conduct that applies to all students enrolled with KCKCC can be found on KCKCC's webpage:

http://www.kckcc.edu/docs/default-source/student-services/kckcc_studentcodeofconduct.pdf

Student Grievance Procedure

For students who feel a college employee has displayed racial or sexual discrimination or harassment, or been treated unfairly in academic, work-related, or any other matter, and wishes to see a resolution should contact the Dean of Student Services at KCKCC, 913.288.7697.

Student Complaint Process

<http://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

Student Handbook

<http://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

Student Health Services

<http://www.kckcc.edu/campus-life/student-services/college-nurse>

Tuition, Course Fees, and Financial Aid Office

KCKCC tuition is reviewed and approved by the KCKCC Board of Trustees; the current tuition and fee rates can be found here:

<http://kckcc.edu/costs-aid/tuition-fees-and-refund/tuition>.

Students who have graduated from high school are eligible to file for federal financial aid, students are recommended to visit with the Financial Aid Office to discuss their eligibility and disbursement of funds. Additionally, the Financial Aid Office oversees the exclusionary appeal process, federal work study, and KCKCC scholarship funds. For more information about financial aid see:

<http://kckcc.edu/docs/default-source/catalog/2017-2018/intro/tuition-fees-and-financial-aid.pdf?sfvrsn=2>.

Work Study

Pell Grant eligible students who wish to apply for part-time, on-campus employment can find a list of job opportunities on the bulletin board outside the Financial Aid Office.

KCKCC Foundation Scholarships

For information regarding foundation scholarships:

<http://www.kckcc.edu/foundation/scholarships>

Course Refunds

<http://kckcc.edu/costs-aid/tuition-fees-and-refund/refund-of-tuition-and-fees>

After refunds dates have passed the refund requests are handled by the Dean of Enrollment Management.

Workforce and Entrepreneurship Center (Launch U – Career Services)

<http://www.kckcc.edu/services/ewdc>

KCKCC actively supports workforce development by providing excellent training and education to support the employed, underemployed, and unemployed; partnering with employers to help them meet their employment needs; and providing consulting services and resources to residents and businesses in our service area. The Student Success Center offers career and transition services to assist students with job searches, resume-building, interview skills, career counseling, career assessment and interest inventories, and can help connect students with local internships and employment.

KCKCC Services and Resources for Students

<http://kckcc.edu/programs/course-offerings/catalog>

ii. Grading

Course grades serve to differentiate accurately and appropriately between the students and their level of achievement in a particular course. An instructor should exercise care in determining the final grades for each student in every course. The designated course instructor or co-instructors are responsible for determining course grades for each enrolled student.

Instructors should provide every student with an explanation of his or her grades in the course requirements that is consistent with the grading of all students in the course. Instructors are encouraged to preserve all examinations and written material if not returned to students. Grade records should also be preserved for a minimum of one additional semester so that students may, if they wish, review the basis for the grade received.

iii. Academic Integrity Policy

Kansas City Kansas Community College expects our academic community to adhere to the highest standards of excellence in their pursuit of knowledge. Academic dishonesty on the part of any student will result in consequences consistent with the KCKCC Student Handbook & Code of Conduct. The primary forms of academic dishonesty outlined below

are: cheating, plagiarism, collusion, and fabrication. Please click on the link for the complete policy, including consequences and sanctions by faculty.

<https://www.kckcc.edu/about/policies-procedures/academic-affairs-policies.html>

iv. Office hours and service hours to the college (applies only to full-time faculty)

Full-time faculty are required to have office hours and service hours to the college. Even though the college encourages adjuncts to set time to counsel with students outside class time, there is no requirement for such activity.

Must log into Mydotte first <https://my.kckcc.edu/faculty/Documents/Important%20Documents/KCKCC%20Master%20Contract%20FY2020-FY2021.pdf>

v. Class attendance

KCKCC is interested in the educational development of its students and attendance in class is considered a necessary part of the process. Students are expected to be punctual and attend classes. Students are held responsible for all information and assignments missed due to their absence. The course syllabus will outline the instructor's attendance policy. In the case that an instructor does not arrive within 15 minutes of the scheduled class start time, class is considered cancelled for the day.

<https://www.kckcc.edu/about/policies-procedures/academic-affairs-policies.html>

vi. Syllabi

1. KCKCC courses employ a common syllabus which includes common course learning outcomes that are specific to each course. Contact the administrative assistant in each division for the syllabus template specific to each course. For questions about the course syllabus, please contact the program coordinator/lead Instructor or the dean.

In terms of the common syllabus, the following information must be detailed in the course syllabus:

<https://www.kckcc.edu/about/policies-procedures/academic-affairs-policies.html>

- Instructor contact information
- Course identification and description

- Student learning outcomes, including Course Learning Outcomes, General Education Learning Outcomes, Institutional Learning Outcomes, and Program Learning Outcomes where applicable
- Required materials (textbook, lab manuals, etc.)
- Course calendar (assignment due dates, tests, etc.)
- Guidelines for class participation/attendance
- Basis for grading, expectations for assignments, tests, labs, etc.
- Withdrawals/Administrative Withdrawals
- Final examinations
- Grades
- Academic Probation and Dismissal Policy

Additional information suggested to be included in the syllabus:

- Repeating courses
- Grade changes
- Grade appeal procedures
- Grade points and grade point average
- Dean's Honor Roll
- Honors at graduation
- Honors Education Program

Must log into Mydotte first <https://my.kckcc.edu/faculty/Pages/default.aspx>

2. Faculty are required to include statements on the following policies in their syllabi:

- a. KCKCC Weapons Policy
- b. Student Code of Conduct
- c. KCKCC Disability Statement

<https://www.kckcc.edu/about/policies-procedures/index.html>

vii. Textbooks

Course textbooks are listed on the syllabus for each course. Each department determines the textbook for each course and instructors are expected to use those textbooks. Contact the program coordinator/lead Instructor for the list of the textbook and for information on

how to obtain a copy or access to the class resources.

Faculty Authored Textbook Statement

In the matter regarding KCKCC faculty who author textbooks and other instructional materials and require those textbooks and instructional materials in their classes, Faculty Senate supports the Academic Freedom Statement as published in the KCKCC Handbook of Policies and Procedures:

The College recognizes that academic freedom is essential to the fulfillment of the purposes of higher education and acknowledges the fundamental need to protect faculty members from censorship or restraint which might interfere with their obligations in the performance of professional duties. Accordingly, faculty members shall be guaranteed full freedom in academic presentations and discussions and may introduce political, religious or otherwise controversial materials relevant to course content (and which does not infringe upon the rights of others). When faculty members are exercising their rights to citizenship in public, they should indicate that they are not official spokespersons for the College.

In keeping with the principles of the KCKCC Academic Freedom Statement, KCKCC Faculty Senate advocates the following:

1. KCKCC Faculty shall enjoy academic freedom. In addition to the above statement, this academic freedom is guaranteed by the college's systematic review of faculty credentials and transcripts by the academic dean.
2. KCKCC Faculty create, maintain, and steward program and course curriculum.
3. KCKCC Faculty shall make decisions germane to their programs and courses. These decisions include but are not limited to: course design, course assignments, course assessments, course materials, and course textbooks and other instructional materials.
4. KCKCC Faculty shall have the right to select course textbooks and other instructional materials for their courses - this selection process will be determined by individual departments.
5. KCKCC Faculty - when considering required textbooks and instructional materials - should consider the quality of the textbooks and instructional materials; the cost of the textbooks and instructional materials; and the ability of the textbooks and instructional

materials to meet instructional goals.

6. KCKCC Faculty Senate and Faculty recognize that students enrolled in courses constitute a captive audience. This is particularly true if students are required to purchase textbooks and/or instructional materials written by their instructor(s). As such, all required textbooks and instructional materials should adhere to the conventions and best practices of the chosen discipline. Best practices should be understood to include, but not be limited to: an internal and/or external review process for all required textbooks and instructional materials. This review process should take place regardless if the textbook and/or instructional materials are published by a publisher or if the textbook and/or instructional materials are self-published by a faculty member.
7. KCKCC Faculty members who have written their own textbook and/or instructional materials and have determined that their textbook and/or instructional materials best meet the above considerations, shall receive support from the KCKCC Faculty Senate.
8. KCKCC Faculty members who have written their own textbook and/or instructional materials to be used in their classes agree to abide by the Fair Use Act in using copyrighted material. This would also include using Open Educational Resources materials. For information on the Fair Use act see: <https://www.copyright.gov/fair-use/more-info.html>
9. If a student complaint and/or dispute arises with regards to a required textbook and/or instructional materials - and that complaint and/or dispute has merit - students should be made aware of their available resources. These resources shall follow the Kansas City Kansas Community College Shared Governance Guiding Principles and Procedures.

viii. Class field trips

1. Student waiver form for field trip

Must log into Mydotte first https://my.kckcc.edu/employees/documentAndResources/Forms/Student_Travel_Release_Form.pdf

2. Using a college vehicle

Must log into Mydotte first <https://my.kckcc.edu/employees/documentAndResources/Documents/Local%20Travel%20Request%20Form.pdf>

vix. FERPA Guidelines for All KCKCC Employees

The Family Educational Rights and Privacy Act (Buckley Amendment) was designed to protect the educational records of students, affording them certain rights with respect to those records. By definition, educational records are 1) directly related to a student and/or 2) maintained by the institution or a party acting for the student.

Must log into Mydotte first <https://my.kckcc.edu/KCKCC-Forms/Documents/FERPA/FERPA%20Training%20Self-Enrollment.pdf>

<https://my.kckcc.edu/KCKCC-Forms/Documents/FERPA/Navigating%20the%20FERPA%20Training%20Content.pdf>

<https://my.kckcc.edu/KCKCC-Forms/Documents/FERPA/How%20to%20Save%20and%20Print%20Your%20Certificate.pdf>

x. Consensual Amorous Relationships

While the College does not have a policy regarding faculty and students engaging in consensual romantic and/or sexual relationships, it is a best practice to avoid such relationships with any student enrolled at Kansas City Kansas Community College.

xi . Academic Nepotism Policy

<https://www.kckcc.edu/about/policies-procedures/academic-affairs-policies.html>

xii. Religious Accommodations

<https://www.kckcc.edu/about/policies-procedures/academic-affairs-policies.html>

xiii. Student Disability Accommodations

<https://www.kckcc.edu/about/policies-procedures/academic-affairs-policies.html>

xiv. Student Evaluation of Teaching

Must log into Mydotte first <https://my.kckcc.edu/faculty/Documents/Important%20Documents/KCKCC%20Master%20Contract%20FY2020-FY2021.pdf>

xv. Emergency Preparedness for the Classroom

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/guidelines-for-disability-documentation.html>

f. CONCURRENT/DUAL ENROLLMENT

High school students are eligible to take courses through KCKCC. In such situations, classes are taught either at the high school or at the college by either an approved high school teacher or college instructor.

<https://www.kckcc.edu/admissions/high-school/index.html>

g. FACULTY DISCIPLINE

Grievances, along with disciplinary standards and procedures for full-time faculty are covered in the Master Contract and follow the College's employee personnel policies and procedures.

<https://www.kckcc.edu/about/policies-procedures/index.html>

Adjunct faculty's disciplinary standards and procedures follow the College's employee personnel policies and procedures.

<https://www.kckcc.edu/about/policies-procedures/index.html>

h. CONFLICTS OF INTEREST

<https://www.kckcc.edu/files/docs/policies/business-finance/4.15-conflict-of-interest.pdf>

i. OUTSIDE EMPLOYMENT/CONSULTING

Must log into Mydotte first <https://my.kckcc.edu/resources/humanResources/SiteAssets/Pages/policies/Outside%20Employment.pdf>

<https://my.kckcc.edu/faculty/Documents/Important%20Documents/KCKCC%20Master%20Contract%20FY2020-FY2021.pdf>

j. EMPLOYMENT OF RELATIVES

<https://www.kckcc.edu/files/docs/policies/academic-affairs/2.01-academic-nepotism.pdf>

k. USE OF UNIVERSITY EQUIPMENT AND PROPERTY

<https://www.kckcc.edu/files/docs/policies/business-finance/4.09-use-of-equipment-and-vehicles.pdf>

l. FACULTY STATEMENTS/REPRESENTING THE UNIVERSITY

Official statement related to views and opinions expressed during college events do not reflect official policy or position of KCKCC

<https://www.kckcc.edu/files/docs/policies/administration/1.12-social-media.pdf>

m. TRAVEL AND REIMBURSEMENT

<https://www.kckcc.edu/files/docs/policies/business-finance/4.02-travel-reimbursement.pdf> (is in process of being updated)

n. BENEFITS LISTED IN MASTER CONTRACT APPLY ONLY TO FULL-TIME FACULTY

Must log into Mydotte first <https://my.kckcc.edu/faculty/Documents/Important%20Documents/KCKCC%20Master%20Contract%20FY2020-FY2021.pdf>

<https://my.kckcc.edu/resources/humanResources/Pages/Human%20Resouces.aspx>

https://my.kckcc.edu/resources/humanResources/SiteAssets/Pages/Human%20Resouces/Employee_Tuition_Scholarship_Application.pdf

V. SEPARATION

Must log into Mydotte first <https://my.kckcc.edu/faculty/Documents/Important%20Documents/KCKCC%20Master%20Contract%20FY2020-FY2021.pdf>

<https://my.kckcc.edu/resources/humanResources/SiteAssets/Pages/policies/11.20.19%20Handbook%20of%20Policies%20and%20Procedures.pdf>

a. BY MUTUAL AGREEMENT

b. BY THE FACULTY MEMBER

i. Resignation

ii. Retirement (applies only to full-time faculty)

Must log into Mydotte first <https://my.kckcc.edu/faculty/Documents/Important%20Documents/KCKCC%20Master%20Contract%20FY2020-FY2021.pdf>

c. BY THE COLLEGE (APPLIES ONLY TO FULL-TIME FACULTY)

Must log into Mydotte first <https://my.kckcc.edu/faculty/Documents/Important%20Documents/KCKCC%20Master%20Contract%20FY2020-FY2021.pdf>

i. Non-Renewal (applies only to full-time faculty)

Must log into Mydotte first <https://my.kckcc.edu/faculty/Documents/Important%20Documents/KCKCC%20Master%20Contract%20FY2020-FY2021.pdf>

ii. Unable to Perform Essential Functions of Job due to Disability

iii. Financial Exigency or Discontinuation of a Program (applies only to full-time faculty)

Must log into Mydotte first <https://my.kckcc.edu/faculty/Documents/Important%20Documents/KCKCC%20Master%20Contract%20FY2020-FY2021.pdf>

iv. Discharge “for cause”

d. SEPARATION PROCEDURES

Must log into Mydotte first <https://my.kckcc.edu/resources/humanResources/SiteAssets/Pages/policies/Progressive%20Discipline.pdf>

i. Exit Interview

VI. KCKCC MASTER CONTRACT APPLIES ONLY TO FULL-TIME FACULTY

Master Contract Between the Board of Trustees and the Faculty Association of KNEA

Must log into Mydotte first <https://my.kckcc.edu/faculty/Documents/Important%20Documents/KCKCC%20Master%20Contract%20FY2020-FY2021.pdf>

a. IMPORTANT DEFINITIONS

b. GENERAL PROVISIONS

c. LEAVES OF ABSENCES FROM CAMPUS

d. GRIEVANCE PROCEDURE

e. TRAVEL PAY

f. SEVERANCE PAY

g. PROFESSIONAL WORKLOAD

h. PROFESSIONAL EMPLOYEE EVALUATION

i. CONTRACT RELEASE AND LIQUIDATED DAMAGES

j. REDUCTION IN FORCE

k. COMPENSATION

l. PROFESSIONAL DEVELOPMENT INCENTIVE PROGRAM

m. ACADEMIC RANK

n. QUALITY ASSURANCE IN ONLINE EDUCATION

VII. ADJUNCT FACULTY HANDBOOK AUXILIARY RESOURCES

a. ADJUNCT SICK LEAVE

Adjunct faculty receive 1 hour of sick leave each semester for every credit hour taught. Sick leave can accrue up to 18 credit hours. This time is tracked by the administrative assistant(s) in the individual divisions. Summer semester leave for adjuncts is accrued at the same rate. If an adjunct instructor is hired on full time at KCKCC, they do not get paid out for their previous time and their time would not roll over.

b. ADJUNCT PAY SCHEDULE

Adjuncts are paid on the 15th of every month and the last day of the month.

		as of 8/2020	as of 8/2021
0-6 semesters	ADJ Level 1	\$883	\$933
7-12 semesters	ADJ Level 2	\$913	\$963
13 + semesters	ADJ Level 3	\$942	\$992

The number of semesters taught by adjunct faculty does not have to be sequential. A semester of instruction should equal 1-10 credit hours taught.

c. ADJUNCT TITLE

Adjunct Instructor is the appropriate title to use.

d. ADJUNCT BENEFITS

Adjunct faculty can request up to \$325 per fiscal year of Professional Development funds. See above section on Professional Development.

Adjunct faculty can attend sporting events at no cost, but other events maybe be different.

Adjunct faculty can receive a tuition discount. For further information:

<https://www.kckcc.edu/files/docs/policies/business-finance/4.06-educational-assistance.pdf>

Must log into Mydotte first https://my.kckcc.edu/resources/humanResources/SiteAssets/Pages/Human%20Resouces/Employee_Tuition_Scholarship_Application.pdf

e. ORGANIZATION

i. Adjunct Senate

Consists of adjuncts, with one elected officer, and is attended by adjuncts and any full-time faculty. This group meets monthly to help full-time faculty understand adjunct needs, which includes keeping up to date on campus opportunities, standards, and professional development. The chair is agreed on by the Senate and does not have term limits.

ii. Adjunct Council

Consists of five divisional adjunct coordinators serving as liaisons between adjuncts and their divisions. This group meets monthly and provides support and regular communication to the adjuncts they serve.

iii. Adjunct Task Force

Consists of interested full-time faculty who plan the annual adjunct professional development event and luncheon.

iv. Adjunct Coordinator

Each academic division has a minimum of one adjunct coordinator who will serve as a liaison between the respective division and all department adjuncts within that division. As this is a relatively new division-wide position, additional duties are proposed and will be added as there are decided on. Among their current duties:

- Communicate regularly with all respective adjuncts concerning updates, changes, reminders, and other information important for adjuncts to know
- Attend adjunct events on campus
- Direct individual adjuncts ongoing concerns, questions, and needs to the necessary campus representative, online services, academic coordinators, or division deans, etc.
- Meet with adjuncts on an as-needed basis

Link to KCKCC Policy and Procedure Handbook (policies are in process of being updated and moved to the main page of the HR SharePoint site)

Must log into Mydotte first <https://my.kckcc.edu/resources/humanResources/SiteAssets/Pages/policies/11.20.19%20Handbook%20of%20Policies%20and%20Procedures.pdf>