

FACULTY

2.3.1 FACULTY APPOINTMENTS

The President is authorized to appoint faculty at his discretion within policies of the Board of Trustees.

[SEE PROCEDURES](#)

2.3.2 TERMS OF APPOINTMENT

The terms and conditions of every appointment to the faculty shall be confirmed in writing and a copy of the appointment document will given to the faculty member.

[SEE PROCEDURES](#)

2.3.3 PROMOTION

Promotion is a significant action for both the faculty member and the College. Promotion is a recognition of the faculty member's superior performance in his/her professional capacity and of remarkable service to the College.

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY

Waivers

It is the prerogative of the President to equate non-collegiate teaching experience for the purpose of rank and salary determination.

It is the prerogative of the President to substitute technical, industrial, business or other related experience for the specific minimum requirement.

The Doctorate may be waived, by the Board of Trustees on recommendation of the President, in specialized fields where advanced graduate work may be unusual, or typically not available. Recognized achievement in certain fields may be an acceptable alternative. A license as a professional engineer, or registered architect, or certified public accountant may be an acceptable credential.

SEE "REGULATIONS, PROCEDURES AND PROCESSES FOR THE EVALUATION OF FACULTY MEMBERS"

2.3.4 FACULTY OFFICE SPACE

Each full-time faculty member is assigned a furnished office space by the Dean of Academic Affairs. No alterations are to be made to the office except after approval by the Dean of Administration.

2.3.5 ABSENCES

The responsibility for the instructional program during the absence of the instructor is primarily the responsibility of the instructor. If it is necessary for a teacher to be absent from class for any reason, the necessary steps must be taken by that teacher to insure that the needs of the instructional program will be met properly. Whenever illness prevents an instructor from meeting the classes, he/she should notify the department chairperson in order that proper coverage of classes can be arranged or should arrange for collegial coverage and notify the department chairperson.

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY

[SEE PROCEDURES](#)

2.3.6 LABORATORY CLASS ENROLLMENT

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

2.3.7 TEACHING SCHEDULE ASSIGNMENTS

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

2.3.8 FACULTY ATTENDANCE AT CONVOCATION AND GRADUATION

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

2.3.9 SERVICE ON COLLEGE COMMITTEES

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

2.3.10 COURSE PREPARATION

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

2.3.11 FACULTY CAMPUS HOURS

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

2.3.12 FACULTY PARTICIPATION IN REGISTRATION

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

2.3.13 ASSIGNMENT OF ADVISEES

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

2.3.14 OVERLOAD ASSIGNMENTS

In no event, however, shall any full-time faculty be assigned more than three overload courses in a given academic year semester (up to 11 credits) except at the discretion of the Department Chairperson(s) in consultation with the Academic Dean.

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

[SEE PROCEDURES](#)

2.3.15 COURSE ASSIGNMENT FOR ADMINISTRATION

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

2.3.16 COURSE DESIGN

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

[SEE PROCEDURES](#)

2.3.17 TEXTBOOK ROYALTY

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

2.3.18 FACULTY RECRUITMENT AND SELECTION

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

2.3.19 DEPARTMENTAL PARTICIPATION IN BUDGET-MAKING

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

2.3.20 GUIDELINES FOR SCHEDULING

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

[SEE PROCEDURES](#)

2.3.21 PERIODIC REVIEW OF PROGRAMS, COURSES, AND ENROLLMENT PATTERNS

The President is directed to develop appropriate regulations and procedures to implement this policy.

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

[SEE PROCEDURES](#)

2.3.22 DEPARTMENT PARTICIPATION

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

[SEE PROCEDURES](#)

2.3.23 OFFICE HOURS FOR FACULTY

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

2.3.24 COUNSELORS AND LIBRARIANS

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

2.3.25 EVALUATION

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

SEE "REGULATIONS, PROCEDURES AND PROCESSES FOR THE EVALUATION OF FACULTY MEMBERS"

2.3.26 PROPOSALS ON PROGRAMS OF STUDY AND COURSES

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY--APPENDIX A

[SEE PROCEDURES](#)

2.3.27 FACULTY TEACHING LOAD

Actual contact hours may vary in certain disciplines where laboratory, studio, or instructional activities do not readily equate with standard lecture sessions. Assignment to evening courses is made within the standard teaching load.

SEE CURRENT NEGOTIATED AGREEMENT WITH FACULTY

2.3.28 CLASS SIZE

The President is authorized to establish the size of classes taught in the College.

2.3.29 DEGREES EARNED WHILE IN SERVICE

Faculty members under contract with Bucks County Community College who earned an advanced degree during the contract year and which ordinarily makes them eligible for a higher salary scale, may have their salary adjusted.

SEE NEGOTIATED AGREEMENT WITH FACULTY

2.3.30 GRADUATE WORK

The College encourages faculty members to pursue work toward advanced degrees and within reason will attempt to arrange teaching schedules conducive to such work. Faculty members requesting special schedule arrangements to facilitate graduate study should consult with the department chairperson before teaching schedules are formed for the semester in which the request will be made.

2.3.31 OFF-CAMPUS CENTER MILEAGE

College professional staff members teaching in-load courses for the College at off-campus locations are reimbursed for travel expense at the currently established rates based upon a round trip from the Newtown campus to the off-campus teaching site. Round trip mileage from the individual's home to the Newtown campus must be deducted from the total miles traveled.

2.3.32 BOOKS ORDERED FOR EXAMINATION OR PURCHASE

Books under examination for adoption for instructional purposes may be ordered on College stationery. Any cost for books for examination purposes must be borne by the person ordering them.

Books purchased for personal professional use are paid for by the person ordering them.

2.3.33 VALID GRADES

These are the valid grades recorded by the College:

Grades	Numerical	Quality Points
A Excellent	90 - 100	4
B+	87 - 89	3.5
B Good	80 - 86	3
C+	77 - 79	2.5
C Average	70 - 76	2
D+	67 - 69	1.5
D Lowest Passing	60 - 66	1
F Failure	Below 60	
W Withdrawn		
I Incomplete		
AU Audit		

Advisory Grades

At the midpoint of each semester a **S** (satisfactory) or **U** (unsatisfactory) grade is reported to each student officially enrolled in a course. This grade is advisory only, indicates the quality of the work up to that point of the semester, and is not a permanent part of the academic record.

[SEE PROCEDURES](#)

2.3.34 INCOMPLETE GRADE

For each incomplete (I) grade given, the teacher must, on the proper form available in the department office, state the reason for the grade and the conditions necessary for the student to remove the incomplete grade and to earn a permanent grade. A copy of this form must be mailed to the student.

A grade of "F" is automatically recorded if required work has not been submitted to and accepted by the faculty member recording the "I" grade within thirty (30) calendar days into the fall semester following the spring semester and summer sessions, or into the spring semester following the fall semester and any intersession.

[SEE PROCEDURES](#)

2.3.35 GRADE CHANGES

No grades will be changed without the consent of the teacher. A request for a change of grade must be submitted on an official grade change form, which can be obtained from the Office of Admissions and Records, and completed according to the procedures established by College Policy.

[SEE PROCEDURES](#)

2.3.36 GRADE CHALLENGES

The College provides an appeal procedure for students who believe that a recorded grade is not the one earned in a course. Students should first consult the course teacher to resolve the matter. If resolution is not achieved, then the department chairperson should be consulted. The final step in the appeal process is the Committee on Academic Performance. It should be noted that only the teacher of a course makes a grade change. Other steps in the appeal process are advisory. Students are urged to retain all graded work until final grades have been received from the College.

No appeal for a change of a grade will be considered after three years have elapsed since the end of the semester or session in which the grade was received.

2.3.37 GRADE VERIFICATION AND RECORDING

Each teacher recording a grade for a student will verify the official record of the grade according to the procedures established for verification. The verified grade will become the official record and will be used in the event of a student challenge of the record.

2.3.38 INTERRUPTION OF SCHEDULED CLASSES FOR SPECIAL CAMPUS ACTIVITIES

There are occasional special campus activities offered under the auspices of student, faculty, and administration offices or groups and planned and prepared for through standard College channels. Faculty members, exercising their professional judgment that the special activity has content appropriate to the educational objectives of the course and after approval from the Department Chairperson, may request the class to attend the special activity as a substitute for one period of instruction. If students request class instruction, it is the responsibility of the teacher to supply that instruction.

2.3.39 DEFINITION OF COLLEGE DAY AND YEAR

The Pennsylvania Department of Education regulations require that each semester shall include not fewer than 15 weeks. Each summer session shall include not fewer than three weeks of instruction. Registration and orientation periods shall be in addition to the periods described above.

2.3.40 TESTING

The administration, use, and interpretation of standardized instruments for the testing of intelligence, personality, achievement and aptitude are to be pursued under contemporary ethical and professional guidelines.

This policy concerns tests which are commercially prepared and published and are of a psychological/educational nature; it does not speak to teacher- prepared tests measuring achievement in the College's courses.

The President shall develop regulations and procedures for the administration, use, and interpretation of standardized instruments for the testing of intelligence, personality, achievement, and aptitude within contemporary ethical and professional guidelines.

2.3.41 ASSIGNMENT OF THOSE HOLDING AN APPOINTMENT TO THE FACULTY

Persons holding an appointment as a full-time faculty member shall be assigned by the Dean of Academic Affairs to an administrative unit of the College. Assignments shall be made, whenever possible, to an administrative unit containing the disciplines or responsibilities in which the person being assigned is proficient through education, training, or experience.

Requests for a transfer from one administrative unit to another may be considered by the Dean of Academic Affairs when such requests are in writing and explain the reasons for the request and the professional enhancement the person would bring to the requested assignment.

Persons holding an appointment as a full-time faculty member shall be defined to include all those who hold academic rank in the College.

[SEE PROCEDURES](#)

2.3.42 FACULTY EXCHANGE

The Board of Trustees authorizes a faculty exchange program for the purpose of encouraging continuing professional growth, acquiring new and different insights into teaching and learning, and experiencing teaching in other conditions under other institutional philosophies and approaches. This program shall not incur additional costs to the College.

The President is directed to develop regulations and procedures to implement this policy and to conduct a review of the program two years after its inauguration.

[SEE PROCEDURES](#)

APPROVED BY BOARD OF TRUSTEES -- JUNE 28, 1990; LAPSED AFTER TWO YEARS

2.3.43 MASTER FINE ARTS DEGREE

The Master of Fine Arts (MFA) degree, when awarded by a collegiate institution accredited by one of the national regional accrediting agencies, shall be used for the purpose of promotion and rank.

The MFA degree, for this purpose, applies only to those faculty teaching in studio courses.

APPROVED BY BOARD OF TRUSTEES -- SEPTEMBER 20, 1982

2.3.44 FACULTY EMERITUS

Faculty who have been granted tenure, have ten (10) years of service at Bucks County Community College, and retire, shall be granted Professor Emeritus status. The following privileges shall be extended upon receiving such status:

1. Parking privileges of full-time faculty.
2. Library privileges of full-time faculty.
3. Receipt of First Class Mail by Academic Departments.
4. Receipt of information on various College activities.
5. Participation in the annual academic procession at Commencement.
6. Use of gymnasium and other facilities.
7. Attend credit courses without the tuition charge, as long as their enrollment does not displace a tuition-paying student; nor does it provide a sufficient number for that course to be offered.
8. Attend non-credit courses without the payment of tuition charges, so long as their enrollment does not displace a paying student nor does it provide a sufficient number for the course to be offered.
9. All Professor Emeriti will be listed in the College Catalog under that category.

APPROVED BY THE BOARD OF TRUSTEES--DECEMBER 19, 1985