A HANDBOOK FOR FACULTY

Bucks County Community College
275 Swamp Road, Newtown, PA 18940

Fall 2015

N.B.: Official copies of college policies are on the intranet. Changes in policies made during the 2015-2016 academic year will not be reflected in this handbook.

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WELCOME TO FACULTY

Welcome to the faculty of Bucks County Community College. We are pleased that you have joined the ranks of our talented professionals for whom student learning and success is our highest priority.

For many in our diverse student body, you will be the only contact they have with the college on a regular basis. Our success is thus, inextricably intertwined with your best efforts.

We strive to maintain an academic environment where respect, reason, and civil discourse are valued above all, and where quality and continuing improvement in the teaching and learning process is the cornerstone of college excellence. We welcome you to the challenge.

Best wishes for success,

Stephanie H. Shanblatt
President

Clayton A. Railey, III
Provost

NOTE TO NEW FACULTY:

New faculty members are likely to have many questions. This Handbook will help answer some of them. You will also need to check with your Department Dean and with the departmental office staff for other information.

VISION, MISSION, and VALUES

Vision: We envision Bucks County Community College as a vibrant center for community engagement and learning, providing innovative paths that inspire educational, career, and personal fulfillment.

Mission: Bucks County Community College provides a diverse community of learners with exemplary, accessible educational opportunities and the personal connections that foster success.
To support our mission, we:

- Engage and support students in learning experiences that lead to academic excellence and provide a foundation for the pursuit of higher degrees and lifelong learning.
- Empower students with the skills and credentials to secure employment in their fields and the capability to adapt and respond to the changing needs of tomorrow's workplace.
- Develop the critical thinking skills, broad-based knowledge, and the social, ethical, and civic responsibility of our students.
- Enrich the intellectual, cultural, and recreational life of the community.

Core Values:

We value:

- a culture of learning that fosters continuous improvement
- excellence in teaching and service to students
- respect for the individual
- open-minded civil discourse
- diversity and an understanding of world cultures
- innovation and creativity
- collaboration
- responsible stewardship of resources
- ability to adapt to change
- service to the community

GUIDELINES FOR INSTRUCTION

Class Schedules

In the traditional 15 week academic semester, the majority of three-credit day classes for Monday, Wednesday, and Friday meet for 50 minutes; Tuesday and Thursday three-credit classes meet for one hour and 15 minutes. Four-credit classes meet for a longer time. The majority of the evening classes meet once per week from 6:30 p.m. until 9:30 p.m. or from 7:00 p.m. until 10:00 p.m. Four-credit classes meet for a longer time once per week or twice per week from 6:30 p.m. until 8:30 p.m. Saturday classes usually meet from 9:00 a.m. until noon or 1:30 p.m. until 4:30 p.m.

ELearning courses are taught completely online (there may be one face-to-face orientation meeting at the beginning of the semester).

Hybrid courses combine on-campus meetings with online components. Some courses may have as few as two on-campus meetings; others may meet on a regular basis.

State regulations require 150 minutes of instruction per week for each three credit-hour course. An instructional hour is 50 minutes in length; thus, instructors may use flexibility in arranging the class content to suit the academic needs of the course. Times listed in the course schedule reflect the actual number of instructional minutes **without breaks.** Breaks in the evening classes should be arranged accordingly; e.g. if a class is scheduled for 6:30 to 9:00 p.m., and the instructor allows a 15 minute break, the actual dismissal time would be 9:15.

The traditional academic semester is 15 weeks in length with an additional week for comprehensive final exams. Summer session, Wintersession, and modular courses provide the same amount of instructional time in fewer weeks. Evening and Saturday instructors who intend to administer comprehensive final examinations must do so during the 16th week of class. **Final examinations must be scheduled through the department offices, regardless of campus on which the exam is given.**

Class Lists (Rosters)

Faculty members can access their class rosters at any time through WebAdvisor. Please see Appendix A for directions. The class list is the official listing for each student in your class. If your course has a prerequisite, please verify with all students in your class that they have completed this requirement. If students' names appear on the class list but the students are not in your class, send a copy of those names and student numbers to the Office of Admissions, Records, and Registration for clarification. If students are present in your class but their names are not on your official class list, have the students contact the Office of Enrollment Services immediately to be sure they are registered for the course. During the first meeting of your class, check to be sure students are in the right course and section.

In order to meet state and federal requirements, the college must verify student enrollment in all classes. This verification takes place after the third week of classes. Student Enrollment Verification will be submitted through WebAdvisor. See WebAdvisor Guides at this site for specific information: bucks.libguides.com/TLCHome.

If there are errors or questions, send day students to the Office of Enrollment Services (x8100) in the Linksz Pavilion, first floor; evening students should contact Student Services in the Rollins Center (ground floor on the right from the quad entrance.) If you are teaching at the Lower Bucks Campus or the Upper Bucks Campus, please ask the student to see the Executive Director or the Assistant Director at that site.

Cancellation of Classes and Delayed Openings

At times inclement weather or an emergency situation may force the closing of the college or delay its opening. The decision to delay the opening or to close the campus will be made as early as possible. Notification of closings and delays will be conveyed by several methods:

Our current roster of media outlets for emergency closing announcements includes KYW and television channels 3,6,10, 29, and 69. Notification also occurs via e2campus and text, e-mail, Twitter, Facebook, www.Bucks.edu, and automated message via the main switchboard.

It is important to keep in mind that KYW is the only outlet to post closing/delay info by number. These closing numbers are:

Newtown	760 (day)	2760 (evening)
UBC	759 (day)	2759 (evening)
LBC	1366 (day)	2366 (evening)

Delayed Openings

- One (1) hour delay - all classes ending prior to 10:00 a.m. are canceled. Classes starting prior to 10:00 a.m., but ending after 10:00 a.m., would be held from 10:00 a.m. until regular class ending time. To aid Physical Plant in clearing roads/sidewalks, the campus parking lots will not be opened until 9:30 a.m. Employees and students are not to arrive at the campus prior to 9:30 a.m.
- Two (2) hour delay - all classes ending prior to 11:00 a.m. are canceled. Classes starting prior to 11:00 a.m., but ending after 11:00 a.m., would be held from 11:00 a.m. until regular class ending time. To aid Physical Plant in clearing roads/sidewalks, the campus parking lots will not be opened until 10:30 a.m. Employees and students are not to arrive at the campus prior to 10:30 p.m.

Note: The College will not open for evening, Saturday, or Sunday classes on a delayed basis.

Cancellation of Day or Evening Classes

Day Classes: Classes that start in the morning or afternoon, including classes that start at 5:00 p.m. at the latest.
Evening Classes: Classes that start at 6:00 p.m. or later.
Note:

- When day classes are canceled but evening classes are held:
  - if a class is scheduled to start before 6:00 p.m. and continue at least one hour after 6:00 p.m. (i.e. continue until 7:00 p.m. or later), it would be held. This class will begin at 6:00 p.m., instead of its regular starting time, and continue until its regular ending time.
  - If a class is scheduled to start before 6:00 p.m. and end before 7:00 p.m., it will not be held.
- When day classes are held but evening classes are canceled:
  - day classes that start at 5:00 p.m. or earlier will be held but will end at 6:00 p.m.

The college's home page (www.bucks.edu) will list all emergency closing information. The MyBucks portal will post emergency closing information for students and faculty/staff. A recording is also placed on the college's switchboard number, 215-968-8000.

Faculty and students are also encouraged to sign up for the Bucks emergency alert system which sends a text message to cell phones, smart phones, etc. The signup information for this system is at http://www.Bucks.edu/e2. For text messages only, send the word "Bucks" to 79513.

Should you find it necessary to cancel your class, contact your Department Dean as early in the day as possible. After 4:30 p.m., if you are teaching at the Newtown campus and will be delayed to class or need to cancel class, contact the Student Services Center at 215-968-8081. If you are teaching at the Lower Bucks Campus, call that site at 267-685-4800, or if you are teaching at the Upper Bucks Campus, call 215-258-7700. If you teach at Lower Bucks or Upper Bucks, **you must also notify your Department Dean in addition to calling LBC or UBC**. In the event of your absence, college staff will notify your students to inform them of the cancellation by posting a sign on the classroom door.

If your class does not meet (whether because of college cancellation or your own absence), the time must be made up by adding time to the remaining sessions, by adding an additional session, or by using the final examination period if you are not giving a comprehensive final exam. Other options for making up the instructional time may be available. You must discuss and obtain approval from your Department Dean as to how you will make up the time. **If the time is not made up, your pay will be adjusted accordingly.**

Course Syllabus and Master Course Outline

It is your responsibility to distribute a course syllabus to all students **at the first class meeting**. This syllabus usually states attendance policy, grading, and other information necessary for the student, as suggested by your Department. Required syllabus information is included in Appendix B. Sample syllabi are available to you through your Department.

Electronic copies of your course syllabus must be submitted to your Department. Copies of these syllabi are posted to WebAdvisor to assist students in selecting sections during course registration periods.

Note, the course **syllabus** is prepared by you, the instructor, as distinguished from the **master course outline** that is prepared by the department. It is required that you strictly follow the Department's approved master course outline as it appears on the website.

Faculty Responsibility to Support Students with Disabilities

The following "Best Practices for Instructors" has been adapted with permission from The Ohio State Faculty Handbook for teaching students with disabilities:

Teaching Students with Disabilities

The Accessibilty Office (TAO) is the college office designated to provide appropriate accommodations, services, and auxiliary aids for students with disabilities. In order to implement most accommodations, students, instructors, and TAO staff must collaborate, communicate, and follow through on commitments in a timely fashion. The following best practices can assist instructors in making this collaboration successful:

- **Including a statement about disability accommodations in the course format:** This statement should read as follows: 1) *Special Needs*: "In compliance with the Bucks County Community College policy and equal access laws, appropriate academic accommodations can be made for students eligible for such support. Students are encouraged to register with TAO (215-968-8182) to

verify their eligibility for appropriate accommodations. Please speak to your instructor about any requests for academic accommodations or other concerns as early in the semester as possible."

- **Maintaining students' confidentiality about their disabilities and respecting their choices to disclose or withhold the nature of their disabilities:** Disability information is confidential. While students requesting services in the classroom must disclose to their instructors their registration with TAO, they are not obligated to reveal their disabilities or the nature of their limitations to their instructors. Some students may choose to tell their instructors, but many may not wish to discuss the specifics. *Additionally, TAO staff will not disclose any student's disability unless that student has granted written permission.* For these reasons, instructors should conduct accommodation and disability-related meetings in a private location. Ideally, students and instructors will meet in private, one-on-one sessions to determine methods for creating accommodations.
- **Supplying accommodations only to students who have registered with TAO:** While it is the sole college office authorized to review disability documentation and determine students' eligibility for specific accommodations, not all students with disabilities are registered with TAO. If students have not registered, they are ineligible to receive services. Instructors are always free to confirm a student's registration with TAO, which can provide a letter of verification when required.
- **Supplying accommodations as requested, only when requested:** Most students' accommodations are administered through TAO, but when instructors provide accommodations themselves, they must implement the appropriate accommodations correctly. Instructors should not guess or predetermine what students may need without a specific request for accommodations; persons with disabilities have the right to choose not to use accommodations, and in exercising that right, they accept the resulting outcomes. This means that instructors are under no obligation to retroactively fix any problem arising from students' choices to forgo accommodations. Instructors may consult with TAO staff for further guidance on the reasonableness, parameters, or adequacy of authorized accommodations.
- **Working with TAO to supply students with alternative formats for print materials and other classroom media in a timely manner:** Once an instructor is officially made aware that a student is in need of accommodations and is registered with TAO, the instructor must collaborate with TAO in order that the student receive all converted materials –ideally-- at the same time as their peers. This requires particular proactivity from instructors of students who receive these accommodations, ideally through selecting already-accessible materials (e.g., print materials available in a searchable text digital version, audiovisual recordings with accurate captions embedded, etc.). TAO is able to assist instructors with this process. If instructors do not have accessible formats for print or audiovisual materials for their students, it is critical that they inform TAO of the materials they plan to use as soon as they are requested to do so by a student or by TAO. Creating accessible formats for your course documents and handouts is not as difficult as you may think. TAO will provide a link to 1) a cheat sheet for how to and 2) a few videos.
- **Understanding that students with disabilities vary in their academic success:** All instructors expect their students to perform to the best of their abilities. It follows, likewise, that instructors should require students with disabilities to perform the essential functions of the class. Just as academic performance varies among students without disabilities, students with disabilities can display a wide range of academic abilities as well.
- **Remembering that the student is the expert on strategies that may help:** Many students registered with TAO have experience advocating for their needs. Most are knowledgeable about their disability, the strategies and accommodations that work for them, and the assistive technology they use. Meeting with students individually can provide instructors with additional insights and helpful suggestions.

Supporting all Students

While advising instructors on course management and instructional methods falls outside of its scope of service, the following practices may be helpful to all students in class, potentially averting the need for many student-specific accommodations:

- **Practicing Universal Design for Learning:** Universal Design for Learning (UDL) is an approach to designing course instruction, materials, evaluation, activities, and content in such a way that all persons can participate in the educational process without adaptation or retrofitting. Using this concept, accommodations would likely not be necessary because options for learning and evaluation are available to anyone participating in a class. Incorporating these ideals, in whole or in part, is both feasible and helpful to students. More information on Universal Design and college professional development in this area is available our Professional Development Center http://www.bucks.edu/professional-development/
- **Ensuring all media—especially Canvas content—is accessible:** All course content loaded into Canvas is the instructor's responsibility. The level of accessibility of content uploaded to Canvas is the responsibility of the instructor. While Bucks continues to work with the vendor on Canvas accessibility, materials loaded by Instructors are not monitored by our Online Learning Office The TAO can provide guidance for instructors who wish to make their classroom media accessible for everyone, including students with disabilities. As many online materials are inaccessible to students with disabilities, following these guidelines can help instructors ensure that content is able to be accessed by all students. (Incidentally, captioning videos also aids students without disabilities because it presents content in multiple modes.) If any classroom instruction is on the web, TAO can help to ensure accessibility.

Examinations and Tests

Tests are given in accordance with each master course outline. Copies of your tests, examinations, and other materials must also be filed with your Department. It is advisable to give students early feedback and return student work as quickly as reasonably possible; all students appreciate knowing their course status.

The dates for all comprehensive final examinations are printed in the college calendar. (The calendar is available on the college website at www.bucks.edu). Make arrangements with your Department to schedule the room and time for your examination. A schedule will be printed to avoid conflicts. Please note, unless specified in the master course outline, final examinations are at the discretion of the instructor.

Grading System

Each instructor will explain the grading system used in a course and state it in the course syllabus.

Grade	Numerical	Quality Points
A Excellent	90-100	4.0
B+	87-89	3.5
B Good	80-86	3.0
C+	77-79	2.5
C Average	70-76	2.0
D+	67-69	1.5
D Lowest passing grade	60-66	1.0
F Failure	Below 60	0.0
W Withdrawal		
I Incomplete		
AU Audit		

Grades are submitted three times during the fall and spring semesters: at the end of the third week, at mid-term (S, U, W), and after finals. Federal regulations require us to identify students who registered for a class but never attended as well as the last day of attendance of students who are withdrawn or fail. Prior to each grading period, you will receive a memo that includes instructions for grading as well as the submission deadline.

In order to meet state and federal requirements, the college must verify student enrollment in all classes. This verification takes place after the third week of classes. Student Enrollment Verification will be submitted through WebAdvisor. You will receive an email notification prior to this time which includes instructions and the verification deadline date. Please realize that it is critical to the college that you submit enrollment verifications since this data is directly linked to funding and to student financial aid.

At your discretion you may, until the designated teacher-initiated withdrawal deadline at mid-semester, withdraw students ***on the basis of non-attendance only***. A grade of Incomplete (I) should only be given for serious reasons such as medical, work-related, etc. It is **NOT** to be given simply because a student has not completed the required work. The (I) grade automatically changes to an (F) grade if course requirements are not completed within 30 days after the start of the following semester. Instructors wishing to give a student an "I" grade must fill out and submit an Incomplete Grade form.

The college is also required to record a distinction between an "earned F" and a failing grade given due to lack of attendance. As a result, final grades of F must be accompanied by the instructor's notation of the last date the student attended the class.

Please note: While a student may appeal a grade, only the instructor can change a grade.

At the end of the third week AND at the mid-point of each academic semester (fall and spring), an "S" (Satisfactory) or "U" (Unsatisfactory) grade is reported to each student for every course in which he/she is enrolled. This grade is only advisory and indicates the quality of a student's work up to that point of the semester. The advisory grade is not a permanent part of the student's academic record. All instructors will report grades through WebAdvisor. See Appendix A for instructions.

WebAdvisor

WebAdvisor is the system you will use as a faculty member to access your class rosters, post grades, view student program information, view your stipend or pay advice, and more. It is part of the Ellucian Colleague suite of systems and is available either through the MyBucks portal or standalone. If you access it through MyBucks, no further login is required. To access standalone WebAdvisor, your Bucks login and password should be used. **Be sure to log off immediately after completing your work, especially if you access WebAdvisor from a publicly accessible computer**; your login contains access to privileged information about you and your students and needs to be kept secure.

Withdrawal from Classes

As a faculty member, you may withdraw a student on the basis of non-attendance only, but this must be done prior to or at the time of the designated teacher-initiated withdrawal deadline at mid-semester. This withdrawal must be accompanied by the last date of student attendance in your class.

Should a student desire to withdraw from your course, he/she must initiate the procedure by obtaining a withdrawal form from the Office of Enrollment Services, in the Linksz Pavilion, first floor, between 8:30 a.m. and 4:30 p.m. or from the Student Services Office in the Rollins Center. Forms are also available on MyBucks under Student Forms in Academic Forms. The deadline for student-initiated withdrawal appears in the academic calendar. After that date, students may appeal to the Academic Performance Committee using the Appeal for Withdrawal After Withdrawal Deadline form, which is also in the Student Forms area on MyBucks under Appeals Forms.

LEARNING SUPPORT SERVICES

Counseling Services

Counselors are available to assist students to in meeting the challenges associated with their academic and life pursuits. Counselors provide guidance with change of major, transfer and career planning, educational goal setting, healthy relationships, emotional wellness, personal life concerns, or referral to mental health and wellness organizations. Services are available at all three campuses. Newtown hours are typically Monday through Friday and some evenings at the Student Services Center, Rollins, 1st Floor. LBC and UBC hours vary by semester. See bucks.edu/student/counseling/ for details.

To arrange an appointment, students may call **215-968-8189 or email counseling@bucks.edu.**

Counselors also enjoy the opportunity to present information to your classes about success strategies and supportive services. Counseling staff will work with you to tailor a presentation to a class assignment. Please call **215-968-8189 or email counseling@bucks.edu** to schedule a class presentation. Please provide a week or so advance notification using the above mentioned contact information.

Academic Advising

The college is transitioning to a new academic advising model.

Key elements of the plan include the following.

- Creation of an Advising and Transfer Center that
  - is centrally located (Rollins Center)
  - houses the current Transfer Office and Prior Learning Assessment staff and functions
  - has fulltime Educational Planning Advisors
  - is focused primarily on the new student enrollment and orientation experience
  - is responsible for new student orientation programming
  - serves both full-and part-time students
  - uses a case management model.

- Continuation of the vital role of all full-time and many part-time faculty in advising all returning students through
  - a case management model where students are assigned a faculty advisor based on the student's declared major
  - sharing of information between the advising center and academic departments to ensure that faculty and advisors are well-informed and that students are well-served
  - as-needed use of faculty for advising in the Advising and Transfer Center during peak registration periods.

Advising and transfer planning services are offered to students at all three campuses. For course planning, students with a specific major in mind are generally assigned an advisor from faculty in the academic department in which their major is housed. Should your students require information on specific requirements, they may contact any faculty advisor in your department (that is, typically, all full-time faculty). As the new model is implemented, changes to this process will be communicated via your Department Dean and MyBucks.

Full-time faculty are required to advise students. If they are interested, part-time faculty should inform the department dean of their interest and be approved by the dean. In order to advise, faculty members must participate in advising training.

Course Registration and Advisor Approval

Advisor Approval for Registration: In order to register for classes, full- and part-time degree seeking students are required to obtain advisor approval. This approval can be obtained in a meeting with an advisor in person or via telephone or e-mail. The advisor will code the student record with approval and/or notes related to future course requirements and educational plans.

Placement Testing: Placement/ Assessment testing scores are a key component of academic advisement and help to ensure academic success through proper course placement. Advisors rely on placement scores to inform course

choices. Students who place into the READ 090 developmental course and/or AESL courses are advised by the Reading Coordinator or AESL Coordinator respectively. Students with reading placement scores of 2 or greater may be advised via the faculty advising program.

Priority Advising Period: Prior to the start of registration period is a period referred to as the Priority Advising Period. During this time, students are guided to connect with their assigned faculty advisors. Students are encouraged to register during the Priority Registration Period (late March through April or late October through November) in order to avoid the closed classes and long lines they will experience closer to the start of any semester.

Information on advising and registration is sent by Bucksmail directly to students in the weeks prior to any Priority Registration period. Should you announce any upcoming registrations in your classes, please emphasize the importance of seeking faculty academic advising prior to registering for courses. For transfer-minded students, a transfer planning appointment is recommended. Students may schedule to meet individually with a transfer planning specialist by visiting or contacting the Student Services Area at their Bucks campus. With so many students planning to transfer after Bucks, it is vital that we guide them in making the best course selections for transfer planning. In addition, advisors can help students to chart a course for Bucks degree completion.

Advisor Training

Effective academic advising requires that faculty remain up-to-date with curricular and technological aspects of student educational planning. Ellucian Colleague and Student Planning are the technology platforms used to access student academic records. Advisors are asked to access and review student records before offering any course planning advice. Once a faculty-student advising discussion has taken place, advisors should place notes about student discussions into the Student Planning Module taking care to: 1) write notes only about the educational planning aspects of the discussion; and, 2) draft notes in a way that could be helpful if later referenced by the student or another faculty advisor/counselor

For advising training opportunities, please contact your Department Dean or the Faculty Advising Coordinator at 215-968-8470. All full-time faculty do advising, and some part-time faculty may do advising for their academic department, with training and approval from the Department Dean.

Bookstore

The Bookstore, located next to the Library on the Newtown Campus, is owned and operated by Follett for the convenience of students, faculty, and staff. In addition to the required and recommended texts for all classes, the Bookstore also stocks school supplies, clothing, and gift items bearing the college name or logo. The phone is **215-968-8459**.

The "mobile" Bookstore will be open for limited hours at the Lower Bucks Campus and the Upper Bucks Campus during the first two weeks of class each semester, with the appropriate books for the classes scheduled at those sites.

Hours of operation at all three campuses are updated each semester on the web at:
bucks.edu/life/bookstore/ The Bookstore is closed for all college holidays.

Faculty should obtain their personal copies of textbooks from their Departmental administrative assistants before the semester begins.

Career Services

Career Services offers support to students in need of information about careers, choosing a major, identifying job, internship, and volunteer opportunities. Career Services staff members also support faculty efforts to get career information to students through classroom presentations, and provide support materials faculty members can use in their classes. Popular classroom presentations provide a general overview of what is offered by Career Services as well as an introduction to various online career exploration tools such as *Career Cruising* or *Type Focus*. Classroom Presentation Request Forms are distributed to faculty at the beginning of each semester and can also be obtained via the Career Services webpage. For more information about Career Services, please visit www.bucks.edu/careerservices . Students are encouraged to connect with the Career Services Office in person, by telephone, and through the website to obtain the current employment outlook for the State as well as tips on how to effectively enter the workforce. Career Services offers opportunities to connect with area employers through the use of an on-line job board as well as through campus-held general and specialized job fairs. Please check the Career Services website regularly for a list of these events and share this information with your students. Call (215) 968-8195 for additional information.

Classroom Management/Disruptive Student Behavior

Guidelines for dealing with disruptive students are found under "Important College Policies and Guidelines."

The Accessibility Office (for disAbility Service)

This office serves all Bucks campuses and is coordinated from the Student Services Center, first floor of the Rollins Center. The mission of The Accessibility Office (TAO) is to assure equal access to students with disabilities. Services include priority advising for course selection and scheduling planning, arrangement of accommodations for disability related needs or services and consulting with faculty. The staff of TAO can be contacted at 215-968-8182 or by e-mailing the staff at marie.cooper@bucks.edu or disability@bucks.edu. Hours are typically 8:30-4:30 but evening and UBC or LBC hours are possible by appointment.

Portions of the publication, *Working Together: Faculty and Students with Disabilities*, Project DO-IT University of Washington, 2002 are adapted below. Copies of this publication are available through TAO or online at: http://www.washington.edu/doit/TeamN/

Legal Background

Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1990 prohibit discrimination against people with disabilities. These laws apply to colleges as well as other entities. They state that "no otherwise qualified individual with a disability shall solely, by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public entity." Bucks has a long and rich history in supporting equal access based on the legal mandates as well as on the belief that it is the right thing to do. Further information on the laws, compliance, and a faculty member's responsibility can be provided by TAO.

Faculty members are encouraged to respond to the learning needs of all students. Students with disabilities may have additional educational needs of which the instructor should be aware. **We strongly recommend the adoption of a course syllabus statement such as the following: "If you have a disability and wish to discuss academic accommodations, I encourage you to see me as soon as possible."** Further, faculty are encouraged to consult with TAO if a need is suspected though a student may not make it known to the instructor.

In college it is the student's responsibility to request accommodations, if needed. At Bucks, the process is that students identify themselves and discuss their needs with disAbility Services staff. This office exists to assist the student who may need accommodations and to assist faculty in validating if accommodations are appropriate and how to implement them. In most cases the students will need to provide appropriate documentation of their disability and needs to TAO.

Note that instructors are discouraged from making decisions about what is a reasonable accommodation for a student without consulting with TAO. Students often DO approach their instructor before or instead of TAO. In such situations students should be reminded of the services available and redirected to a TAO staff person if the student is requesting assistance.

Examples of Typical Academic Accommodations

Low vision	Seating near front of class Large print handouts, tests, lab signs, power points, etc. TV monitor connected to microscope to enlarge images Class assignments and materials available in electronic format Computer equipped with magnification software
Blindness	Recorded, Brailled or electronic-formatted lecture notes, handouts, and texts Verbal descriptions of visual aids Raised line drawings and tactile models of graphic material Adaptive lab equipment, i.e. talking thermometers and calculators Computer with screen reader software and Braille printer Tests/quizzes and all course material available in electronic format
Hearing Impairment	Note takers, in-class or remote captioning, FM listening system, interpreters Open or closed captioned videos, use of visual aids Written instructions, heavy use of the blackboard Use of electronic mail for communication
Learning Disability	Exam modifications such as extra time or oral administration Visual, aural and tactile instructional demonstrations Note takers and/or recorded class sessions Computer with voice output, spell checker and grammar checker Texts in electronic format for listening Specialized instructional assistance with a Learning Disability Specialist
Mobility Impairment	Adjustable table; lab equipment within reach Note taker/lab assistant; group lab assignments Classroom and field trips in accessible locations Class assignments made available in electronic format Computer equipped with alternative input device, such as voice, trac ball, or special keyboards
Health Impairment	Flexible attendance/participation requirement; extra exam time Assignments made available in electronic format Use of e-mail to facilitate communication

Note that TAO staff are able to coordinate these accommodations and others for use by your students. The first step is always to contact the office at 215-968-8182.

While the above examples are typical disability related accommodations, many can also be classified as examples of Universal Design. TAO encourages faculty to consider ways of incorporating Universal Design Instruction (UDI) in order to better address the needs of all learning styles. TAO staff can provide more resources regarding UDI.

Disabled – Facilities Access

Instructors and students who need accessible parking should contact The Office of Security and Safety, **215-968-8191**. On the Newtown campus, elevators are available in Founders, Penn, Rollins, the Linsz Pavilion, and in the Library. Elevators are also in place at the Lower and Upper Bucks Campuses.

Duplicating Services

Please consult your Department Dean for procedures concerning duplication or having copies made. To reduce costs, it is requested that the Duplication Service Center located in Tyler Hall be used for all duplication. The copiers in Penn Hall, Founders Hall, and the Library should be used only in an emergency for single copies. All submissions to Duplication Services are made online. Instructions for submitting your copy for duplication can be found at: Welcome to the Crash Course About the Bucks Duplicating Services.

A copier is located in the office at the Lower Bucks Campus for use by faculty and should be used for small duplicating jobs. Requests for duplicating services in larger quantities should be made through your Department. These requests will be handled through the Duplicating Service Center and sent to the Lower Bucks Campus for pick up. There is also a copier in the Faculty Resource Center at the Upper Bucks Campus.

Evening Faculty Support

The Student Services Office is located in the Rollins Center. This office is open from 8:30 a.m. until 8:00 p.m. Monday through Thursday, and 8:30 a.m. until 4:30 p.m., Fridays. The Student Services Reception Desk phone is 215-968-8081.

Instructor Workstations

Most classrooms are equipped with networked instructor workstations capable of projecting onto a screen or SmartBoard. To schedule training on a SMART Board, or to request the use of an Airliner wireless graphics tablet and mouse, or a copy of SMART Notebook software for your computer contact Jackie Burger in Learning Resources (jacqueline.fritz@bucks.edu; 215-968-8056), or peruse the online resources at: bucks.edu/academics/faculty-web/teachingtools/classroomtechnology/smartboards/

College-issued laptops and tablets are set up to access the secure wireless network, which may be used to project via any networked instructor workstation. You may also use your personal laptop, tablet, or mobile device to project instructional materials in classrooms equipped with instructor workstations by using the provided cable and switch. Instructions for connecting your personal devices to the wireless network can be found at: Wireless Connectivity Tutorials

Intranet Access – See "MyBucks Access" below.

Keystone Education Yields Success (KEYS)

KEYS is a collaborative program between the Pennsylvania Department of Public Welfare (DPW) and the Pennsylvania Commission for Community Colleges, designed to assist recipients of Temporary Assistance for Needy Families (TANF) attending Pennsylvania's community colleges and ensure the successful completion of the students' course of study. The primary goal of KEYS is to provide the services and supports necessary to assist students in completing educational activities which lead to employment and self-sufficiency. The KEYS Office is located in the Student Services Center at Newtown, 215-968-8081.

Learning Resources

Center for Personal & Professional Development

The Center for Personal & Professional Development represents collaboration across the College to provide dedicated and streamlined service for staff and faculty training and growth. The physical center of activities is in Learning Resources, in the Bucks Media Lab and the TLC on the Newtown campus (see below). The Wellness initiative and the Faculty Center are integral to the Center's services. Workshops, tutorials, advising training, and other resources are provided at all College campuses, including Upper Bucks, Lower Bucks and Virtual campuses, in addition to the campus in Newtown. Visit the Center's web page at http://www.bucks.edu/professional-development/ and look for event announcements and calendars on MyBucks. Contact Karl Carter, Director, Professional Development, karl.carter@bucks.edu or **215-504-8548.**

Instructional Design

The Instructional Designer, Mary Ellen Bornak, (maryellen.bornak@bucks.edu or **215-504-8592**), works with faculty to help them determine the best teaching and learning strategies to be used in their classes. She provides guidance in the instructional design of online course spaces and in the appropriate use of emerging technologies. Mary Ellen maintains the IDea Lab for Teaching and Learning as a hub of resources for teaching and learning.

Note: Mary Ellen is on sabbatical during the Fall 2015 semester. Please contact New Media Librarian Paul Proces, paul.proces@bucks.edu or **215-497-8711.**

Library

Your Bucks Library ID card serves as your college ID.

Visit the Library's web site at www.bucks.edu/library from which you can search the College Library's electronic catalog on or off campus. The catalog not only allows you to search for books in hard copy, but also includes access to over 6500 electronic books. To gain access from off-campus to library databases, including thousands of full text journals and newspaper articles, simply click on the database you want to search, and you will be prompted for your password. Your username is your college username and your password is your regular college active directory password.

There are three Bucks libraries to assist you, in Newtown, at the Lower Bucks Campus, and at the Upper Bucks Campus. Computers for research and Microsoft Office use are available at all locations. Reference service is available during all the hours that the Library is open. Reference assistance is available by calling **215-968-8013** or by email or instant message: visit the Ask-a-Librarian page at bucks.edu/academics/learn/library/ask/. Consult the Library web site for hours, directions, and additional information.

You may request an information literacy session for your students, which will be conducted by a reference librarian and geared toward the research assignment for your course. Librarians are eager to collaborate with you to make this session relevant to your students' needs in your particular class. Information literacy instruction is also available for online classes. You may request a face-to-face information literacy session or a librarian presence in your online class through the Library web page: (http://www.bucks.edu/academics/learn/library/fac-services/instruction/).

Faculty may place materials on reserve by presenting them to the Reference Desk with a Reserve Request Form http://www.bucks.edu/media/bcccmedialibrary/library/pdf/Reserve_Request_Form.pdf . It usually takes about seven days to prepare materials for class use.

Contact Reference Services (215-968-8013) for additional information about the Library and its services.

Media Lab

The Media Lab, located in the Newtown Campus Library, provides facilities, equipment and guidance in integrating instructional design, new media resources, instructional technologies and emerging technologies into teaching and learning. For assistance with Digital Media Literacies or with developing assignments that integrate media into the curriculum, contact Jacqueline Burger Faculty Liaison for Learning Technologies, (jacqueline.fritz@bucks.edu or **215-968-8056**); Matthew Seibert , Emerging Technologies Librarian (matthew.seibert@bucks.edu or **215-968-8304**); or Paul Proces, New Media Librarian (paul.process@bucks.edu **215-497-8711**). See also the *Instructional Design* section, above.

Online Learning/Virtual Campus

Online Learning/Virtual Campus provides professional development in the pedagogy of teaching and learning online, tutorials and workshops in employing instructional technologies, and assistance in creating online course spaces using Canvas (contact **215-968-8343**). Support is provided for face-to-face, hybrid, and eLearning classes. Online Learning also provides student support services for eLearning and hybrid classes as well as technical support for any student using Canvas.

TLC (Help Desk)

Assistance for making best use of campus technology resources is available to you and your students through the TLC/Help Desk, located on the top floor of the Library at the Newtown Campus (**215-497-8754**) and in the Libraries at the Upper Bucks Campus (**215-258-7721**) and the Lower Bucks Campus (**267-685-4825**). For more information, visit the TLC website at bucks.edu/tlc/.

Tutoring Center

Newtown Campus, Library 210 – located on the main floor of the Library. (215-968-8044)

The Center provides tutoring services at no additional cost to all currently enrolled part-time or full-time Bucks students in: accounting, American English as a Second Language (AESL), business, computer science,

economics, effective speaking, foreign languages, history, mathematics, music, nursing, philosophy, psychology, reading, sciences, sociology, study skills, writing, and application and scholarship essays. The Center is committed to assisting students to develop the skills and confidence needed to succeed in their coursework and in their academic, professional, and personal pursuits.

Tutoring is available at the Newtown, Lower Bucks (267-685-4825), Upper Bucks (215-258-7721), and Virtual Campuses. Please check the Center's website for subject-specific hours, scheduling information, and directions and tutorials for online tutoring, including how to link the drop-in tutoring rooms for writing and math to your Canvas course space.

At all three campuses, students have access to resources, including handouts, books, laptops, and CDs. Through the Center's website, students can schedule or cancel appointments, search drop-in hours, and view visits. They can also sign up for text message alerts for their appointments.

Tutoring Center orientations may be requested for your class during the first few weeks of the semester. Instructors are welcome to bring their classes to the Center, or a staff member will be happy to come to the classroom. Please visit the Center's Faculty Resources page on the website or contact the Center at 215-968-8044 to schedule an orientation or to access the Center's orientation video. In addition, faculty members may request to partner workshops in their classroom. Referral forms, a link to request handouts, and a form to submit assignments is available on the Faculty Resources page as well. It is important that the Tutoring Center has copies of faculty assignments in order to better help the students.

Please call 215-968-8044 with questions or for additional information, or visit our website at bucks.edu/tutor.

OTHER SUPPORT SERVICES FOR YOUR STUDENTS

Academic Advising and Counseling Services

See above.

Admissions

In addition to management of the application for admission and student acceptance procedure, this office also oversees external transcript evaluation for placement testing waivers, prerequisite course waivers, and transfer credits, along with recruiting functions and servicing the admission of special populations, i.e. Nurse-potential students and Veterans of the US Armed Forces. For information, please call 215.968.8112 or admissions@bucks.edu.

Career Services

See above.

Child Care

The Early Learning Center is the child care center on the Newtown Campus serving students and staff of the college for children between the ages of 3 and 5, Monday through Friday, from 7:45 a.m. to 4:30 p.m. The Early

Learning Center offers state-licensed, nationally-accredited early childhood programs. Call **215-968-8082** for information, or go to the Bucks website at http://www.bucks.edu/elc/ .

Email for Students (BucksMail)

All students are automatically issued college email accounts. New user accounts consist of the student's college-issued username which is the last name and first initial, followed, if necessary, by a random set of numbers. Directions for logging on can be found at **bucks.edu/bucksmail/.**

BucksMail is the sole method by which the college communicates much important information to your students, so encourage them at your first class meeting to log in to their accounts and to check them frequently throughout the year. To reinforce this, the college strongly recommends that you use only the student's BucksMail address when communicating with the student via email (outside of Canvas). Students who have trouble accessing their BucksMail should contact the ITS Helpdesk (helpdesk@bucks.edu or 215-968-8191. If you email your students via WebAdvisor, the communication goes to their BucksMail accounts.

The BucksMail account set up for students is permanent. For new applicants, the account is set up at time of application acceptance. For returning students, it will be set up at the beginning of the first semester for which they register.

Financial Aid

The Financial Aid Office is located in the Linksz Pavilion, first floor. The telephone number is **215 968-8200**. The college offers federal, state and institutional aid programs which include grants and loans. **Students must use the FAFSA form to apply for any type of aid offered.** Students can access the **FAFSA** application by going to the web page or by using www.fafsa.ed.gov to apply**.** In addition to the grants and loans, various scholarship opportunities are available to our students. All Foundation scholarships and other scholarship listings can be found at the bucks.edu/scholarships/ website. The FA Office also informs staff and students through the intranet of various scholarship opportunities that may not be listed on this web site. Please mention these scholarships to your students for additional funding resources.

During the first two weeks of the semester eligible students are granted a voucher to be used at the College Bookstore to purchase their text books. The amount is limited, and vouchers do expire. An expiration date is required for the Office to process refunds. Students may use their vouchers until the Office begins to make payments to their accounts, in order to timely issue refunds for any student not using the voucher.

Each semester the Office may request **Enrollment Verification Forms** for students enrolled in your classes who may be receiving some assistance. The college is required to verify enrollment for students with enrollment issues that could affect the aid awarded to the student. Please respond to the request for this information in a timely fashion. Information is time sensitive, and your cooperation will be greatly appreciated.

Multicultural Student Services

Multicultural Student Services, part of the Office of Admissions, assists in the acceptance and enrollment of multicultural (non-US citizens) and international (F-1 visa holders) students. **For more information, call 215-968-8112.**

Network and Wireless Access

Students and faculty are required to log in to use the college's computing network. All active students are automatically set up with college accounts on the SECUREBucks domain. (Adminbucks is the domain reserved for faculty and staff accounts.) Students who have not done so previously should be directed to set up their profile on the **Password Manager** (pwchger.bucks.edu) so that they can retrieve lost passwords, unlock their account, and reset their passwords via self-service, 24-hours per day.

The same login/password is used for access to the campus computing network, the wireless network, and WebAdvisor when using college-owned equipment.

Students, faculty, and staff may access the college's wireless network from their own laptop computers, tablets, or smartphones. To access this network faculty choose "Bucksemployee" from the list of available wireless networks. Instructions for gaining access to the "Bucksemployee" wireless network can be found at: Wireless Connectivity Tutorial

Questions or problems with Password Manager or accessing the wireless network should be directed to the Helpdesk at **215-968-8191** or helpdesk@buck.edu.

Perkins Academic Support Services (PASS Center)

The Carl D. Perkins Grant utilizes federal funding that supports the academic success for students in all occupational majors and certificate programs. These funds provide a wide variety of services such as Achievement in Nursing Advising/Support Program, job preparedness workshops, Women In Technology Career Exploration Program, Connections Alumni Mentoring Program, an organizational skills tutor, resumé preparation, and resource referral services.

The Perkins Academic Support Services (PASS Center) is located on the first floor of the Charles Rollins Building, Room 51, on the Newtown Campus. The Center includes a modern computer lab with four student work stations. The individualized attention given to students with specific needs has made it possible for many students to meet the challenges they face when working towards their vocational goals. Faculty involvement in the development of future Perkins programs will greatly expand opportunities for students at Bucks.

For further information call Laverne Tyrrell at 215-968-8140 or email perkinsgrant@bucks.edu

Prior Learning Assessment

Students may be able to receive equivalent college credit for learning they have achieved outside of a traditional college classroom via the Prior Learning Assessment (PLA) Program. Typically, a student may have achieved equivalent college-level learning through professional training, military training, secondary technical school training, and other prior learning. Students need to meet eligibility requirements and document their learning to be eligible for PLA. Eligibility requirements can be found in the PLA Handbook located on the PLA webpage. Eligibility requirements include but are not limited to the following: Successful completion of a semester at Bucks, good financial standing, and course applicability to the student's Program of Study. Methods to challenge a course via PLA include CLEP and other approved exams, articulation agreements, approved certifications and training programs, and student portfolios.

Extensive information can be found on the PLA web pages. Please encourage any student interested in Prior Learning Assessment to review the information on the web pages at http://www.bucks.edu/pla/. Students who

wish to challenge courses via the PLA Program should contact the PLA office in Student Services to submit a PLA application and original transcripts and/or credentials.

Student Financial Accounts

Students with questions about tuition and fees billing should contact the Student Account Office, in the Linksz Pavilion, 1st floor Room 104, **215-968-8039**.

Student Life Programs

The Student Life Programs Office has many roles that serve all of our campuses. It provides a variety of programming opportunities for both Bucks students and the community. The Student Life Programs Office tries to collaborate with departments and student groups to bring activities and programs that can be educational, cultural or entertaining. Some of the other responsibilities of Student Life Programs are to assist in coordinating the activities of more than 40 student clubs and organizations, provide leadership opportunities for students, coordinate New Student Welcome Events on all three campuses, receive and investigate violations of the Student Code of Conduct, enforce the Student Code of Conduct serve as the college's Judicial Officer-Student Life Programs, advise the Student Government Association and the Union Program Board, distribute the Student Activities Fee, and oversee the Rollins Student Center Facility. The Student Life Programs office is located in the Rollins Student Center, Room 112 or call **215-968-8257.** For more information go bucks.edu/life/student/**.**

The Student Life Information Center (SLIC) is located at the top of the stairs in Charles E. Rollins Center. SLIC is the college's information hub. It is a place to find out about what is happening on campus. You are able to pick up brochures, tickets, bus tokens and schedules, housing lists, volunteer opportunities, service learning projects, and other general college information. Call **215-968-8261** for more information or go to **bucks.edu/life/student/info/**.

Testing Center

This Department is responsible for administering the Placement (Assessment) Testing Program for new students, the College Level Examination Program (CLEP), and a number of certification examinations. Instructors of On-Line-Learning courses may utilize the Testing Center for testing for all course examinations. Instructors teaching on-campus courses may use the Testing Center for Make-Up Testing, for students who missed a scheduled in-class examination. These services are available on all three Bucks campuses. Placement Testing Waivers are granted by the Admissions Office. See college catalog for placement testing exemptions. For testing information, including testing schedules, go to **bucks.edu/testing,** or contact the Testing Center in Rollins 100 directly at **215-986-8466**.

Transfer Services

Transfer Services, as part of the Advising & Transfer Center, are offered to students at all three campuses. The Newtown office is located on the first floor of the Charles E. Rollins Center. Transfer services and resources include one-on-one appointments with Transfer Specialists; workshops; website resources that include transfer agreements, advising guides, and lists of course equivalencies for many colleges; visits by transfer college representatives; Transfer Fairs; Instant Decision Days; and classroom presentations.

Students are encouraged to work with a Transfer Specialist on step-by-step transfer planning. Encourage your students to begin exploring transfer options as early as possible during their program at Bucks, in order to ensure a smooth transfer. In many cases, depending on the intended transfer institution, students may need to submit an

Intent to Enroll form before they complete 30 college-level credits. Also, encourage students to attend the Transfer Fairs held each semester. The schedule for the Transfer Fairs is posted on the Transfer Services web page at bucks.edu/transfer.

Students often approach faculty with questions regarding transfer. Transfer advising guides and articulation agreement information for numerous transfer schools is available at bucks.edu/ /transfer/agreements/. These agreements and advising guides are updated frequently so please encourage students to check back periodically and meet with a Transfer Specialist.

Transfer Specialists will also visit your classroom to present information to your students about transfer planning. To schedule a class presentation call 215-968-8031, email transfer@bucks.edu, or sign up at the link on the Transfer Services web page. Please allow at least two weeks for advance notification.

We strive to provide you with the information you need to best guide students, especially information that relates to transfer programs in your academic areas. We welcome your questions and invite you to visit us on the web or in Student Services in Rollins to learn more about transfer advising. For assistance or information, contact **215-968-8031**.

Upper Bucks Campus and Lower Bucks Campus Student Services

The Upper Bucks Campus Student Services Office can be reached by contacting the UBC Assistant Director at **215-258-7752**. The Lower Bucks Campus Student Services Office can be reached by contacting the LBC Assistant Director at **267-685-4802**. The following services are available at the Upper Bucks and Lower Bucks Campuses: academic advising, admissions and registration, financial aid, disability services, library services, placement testing, tutoring, career and jobs services, counseling, safety and security, student life, and transfer assistance.

Upper Bucks Campus and Lower Bucks Campus Safety and Security

Safety and Security officers are present on both the Upper and Lower Bucks Campuses. The number at UBC is 215-258-7778; the number at LBC is 267-685-4820. In the event the officers are patrolling the campus, the main Security emergency number is ext. 8911.

Veterans' Benefits

The Admissions Office serves as Certifying Officials for those veterans who are eligible under the GI Bill for educational benefits**.** More information is available at: bucks.edu/admissions/veterans/.
In order to provide support for our veteran students, each campus has a Stars and Stripes Lounge.

GENERAL INFORMATION: WORKING AT BUCKS

Accidents/Injuries/Illnesses

In case of illness or an accident requiring medical attention on campus, contact the Office of Security and Safety at the **emergency contact number**: **215-968-8911**. The Office of Security and Safety will provide emergency First Aid treatment. They will initiate all calls for external emergency responses. Faculty members are encouraged to first call Security and Safety, rather than 911, to expedite an emergency response.

The college provides Workers' Compensation insurance for all employees. An employee injured while working must report the injury to his/her supervisor immediately. The supervisor and employee must prepare an injury report, and report the injury to Human Resources at **215-968-8092** within 24 hours. Employees must treat with a designated physician from the college's panel of doctors to ensure that medical bills will be paid.

College Offices and Hours

Most administrative offices of the college are open from 8:30 a.m. until 4:30 p.m., Monday through Friday. A complete and current directory of office locations, telephone extensions, and all personnel is on the web at bucks.edu/about/directories/. In addition, a brief directory of office locations and telephone extension numbers appears at the end of this Handbook. The college's main switchboard at **215-968-8000** is open from 8 a.m. to 7 p.m., Monday through Thursday, and from 8:00 a.m. until 5:00 p.m. on Friday.

Continuing and Workforce Education

Continuing and Workforce Education provides topical, non-credit programming that meets the personal and professional needs of residents, businesses, and organizations in Bucks County. This includes courses and programs on all campuses and at the Public Safety Training Center, as well as on-site at businesses, schools, and other community locations. Courses are offered at convenient times on weekdays, weekends, evenings, and online. A listing of the many offerings, including our youth programs, can be viewed at bucks.edu/academics/coned/.

Email and Wireless Access for Faculty

Username
Faculty use their college username to log in to the college's computing network. Your username is (usually) your last name and first initial. For example, employee Joe Smith would have a username of smithj.

Don't know your username…Go to www.bucks.edu and under the **Online/eServices** tab click on **WebAdvisor**. Select **Account Information** at the top right-hand portion of that screen.

Password
Your initial network password is Bd and your 6 digit birthdate (**Bdmmddyy**) format. For a date of 01/06/1965, the password would be Bd010665. After an initial login, faculty must use Password Manager, accessible at http://www.bucks.edu/e-resources/password/ to set-up a user profile and change their password.

Set up a user *Profile* first, which are your security questions, and then set your password following the criteria listed on the page. Instructions to use Password Manager are also listed on the page. Passwords expire every 6 months.

New passwords must be a minimum of eight characters, consisting of at least 1 Upper Case Letter, 1 lower case letter, 1 number, and a select special character. Valid special characters are: ! @ # $ %. The password may not contain anything relating to your name or birthday, and cannot be an old/reused password; it needs to be a new one.

The Bucks username cannot be used in the password. The password should be something that is easy to remember, but hard for others to guess. Instructions on using Password Manager to set up a profile and reset your password can be found at: http://bucks.libguides.com/TLCFacultyStaff

The same login/password is used for access to the college's computing network, the wireless network, WebAdvisor, and Canvas.

Note: After changing your password, please remember to log into the MyBucks portal page and update your password for your e-mail under the center green heading: ***Outlook Web Access***. Also remember to update any smart devices that are used to check your college e-mail. Those devices retain your old password and will lock-up your account.

On Campus Computer Login
To use any campus computer, you will log in using your *username@adminbucks.edu* or *\adminbucks.edu\smithj* and your password. Both login examples will accomplish the same thing. (Securebucks is the domain used for student accounts.)

Email
Your faculty email address is firstname.lastname@bucks.edu. You can use the MyBucks portal to read your mail from any other computer on campus or from home. Complete instructions for working with your Bucks email account and the MyBucks Portal can be found at:
http://bucks.libguides.com/TLCFacultyStaff

Wireless Access Using Your Personal Device
You may also access the college's wireless network from your own laptop computers. To do so, choose "Bucksemployee" from the list of available wireless networks. Instructions for gaining access to the "Bucksemployee" wireless network can be found at:
Wireless Connectivity Tutorial

Problems about accessing the college network or the wireless network should be directed to the Helpdesk at 215-968-8191.

Training on how to access the college network or the wireless network should be directed to the TLC at 215-968-8754.

Employee Benefits

For information on benefits, refer to the faculty contract (select "employee contracts and handbooks" from the "Working at Bucks" menu in the MyBucks intranet portal) and contact the Benefits Office at **215-968-8497**.

Evaluation of Instruction

See the faculty contract (on the MyBucks intranet portal) and the pamphlet on evaluation attached as Appendix C. The college maintains a scheduled system of evaluation of instruction for the entire faculty; the purpose of this evaluation is to enhance your teaching skills and effectiveness. Your Department Dean will contact you according to schedule to make arrangements to do an evaluation. The results of the evaluation will be reviewed with you during or at the end of that semester, or on or before the first day of the subsequent semester.

Faculty Center for Teaching and Learning

Faculty members may be issued a key to the Faculty Center for Teaching and Learning. If you need a key, please call the Senior Administrative Assistant to the Provost at **215-968-8048**. The purpose of the Faculty Center for

Teaching and Learning is to provide a locus for formal and informal sharing of faculty's successful teaching strategies and to provide professional development opportunities. Watch MyBucks for announcements of Faculty Center programming. Each department has a representative on the Faculty Center Advisory Board. This person is your contact for questions and requests, or you may call Karl Carter, Director, Professional Development (karl.carter@bucks.edu or **215-504-8548),** who coordinates the Faculty Center programming. For more information go to ***bucks.edu/academics/faculty-center/*** and http://www.bucks.edu/professional-development/.

Federation of Teachers

The faculty at Bucks are represented by the Bucks County Community College Federation of Teachers, AFT Local 2238, and operate under a contract negotiated by the college and the federation. A copy of the contract is available on the portal under "Working at Bucks" or from the Federation office in Penn 414 (beth.guerra@bucks.edu or 215-968-8254). Membership forms are also available from the Federation office. Federation officers and department representatives can help you with working conditions, questions and issues, and in getting involved in shared governance committees and other activities.

Food Services

The Cafeteria is located in the Charles E. Rollins Center (also called the Student Center) on the Newtown campus. During the fall and spring semesters, the Cafeteria is open during the following hours:

Monday through Thursday	7:30 a.m. – 8:45 p.m.
Friday	7:30 a.m. - 1:30 p.m.
Saturday	7:30 a.m. - 1:00 p.m.

Visit the CulinArt webpage for weekly menus and other information on food service at Bucks.

If you have questions or problems with the vending machines, please direct them to CulinArt at **215-968-8210**.

Coffee, juice, soda and snacks are available in the cafeteria areas at the Upper Bucks and Lower Bucks Campuses.

Water dispensers are available for those interested in an environmentally conscious alternative to bottled water.

Grants

Faculty who have ideas for college programs that might require outside funding are encouraged to call the Grants Coordination Office, Tyler Hall Room 103, at **215-968-8144**. After discussing your idea with your Department Dean, the Coordinator of Grants will assist you in getting your project idea approved, identifying potential sources, and preparing to submit the proposal.

Proposals for applications for professional development of individual faculty members (such as Fulbright or National Endowment for the Humanities fellowships) are coordinated through the Office of the Provost, **215-968-8048**.

MyBucks (Portal) Access

MyBucks, the campus intranet, is your gateway to important college information, workspaces, and announcements, as well as a one-stop shop for your Bucks email, Outlook calendar, Canvas, and more. It is accessible from any computer with an internet connection. In other words, you can use it on campus, at home, or while traveling. It is found at: **my.bucks.edu.**

We strongly recommend that you set up email alerts in MyBucks for the campus announcements so that you receive proactive notification of important announcements as they are posted. These announcements may include system outages, campus shutdowns, deadlines, and similar official notices.

Up-to-date instructions for logging onto and using the intranet can always be found at http://bucks.libguides.com/TLCFacultyStaff.

Questions or problems accessing MyBucks can be directed to the Helpdesk at **215-968-8191** or **helpdesk@bucks.edu**

Mailboxes, Voicemail, Email

Ask the Department administrative assistant for the location of your mailbox. Important information will be shared with you through print, your voicemail, your Bucks email account, and the college website and intranet. Please check all of these frequently.

Part-time faculty mailboxes are located in the Student Services Office in the Rollins Center for part-time faculty teaching at the Newtown Campus. Mailboxes are located in the office at the Lower Bucks Campus. The Faculty Resource Room (room 228) houses mailboxes at the Upper Bucks Campus. A few departments maintain mailboxes for their part-time faculty in the Department offices or at other locations.

Faculty are asked to monitor their Bucks email accounts and use them as the primary email channel for contact with their students (or use the online course management system, Canvas).

All faculty must give students a method of contact. Voicemail instructions are included in this Handbook as Appendix D.

Office Space

Departments make provisions for faculty to have office space. Check with your Department Dean on the policy regarding office hours. The Upper and Lower Bucks Campuses have several shared faculty offices.

Parking Information

Parking permits are required for all faculty members, staff, and students. Applications and permits are available online at: http://www.bucks.edu/parking

Please inform your students they must obtain their permits as well. There is no charge; they just need to show their vehicle registration and student identification. Students park in the student parking areas only; they are not permitted to park in employees' or visitors' areas at any time.

Display the parking permit on the back of the rearview mirror of your vehicle. Faculty in Newtown should park in the employee parking lot, which is located behind Founders Hall. The Upper and Lower Bucks Campuses parking lots have areas designated for employees.

Paychecks

The college has a program for direct deposit of paychecks. If you choose to have your paycheck directly deposited into your bank account, you will be able to view a pay advice on the date of your pay. This advice is accessible through WebAdvisor. Pay advices are no longer printed and mailed to your home. You can access WebAdvisor and view or print your pay advice from any PC with internet access.

This system also allows you to view and/or print previous pay advices for the past 2 years. Directions for accessing online pay advices are at bucks.edu/media/bcccmedialibrary/pdf/tlc/facstaff/AccessingPayAdvices.pdf.

If you choose to receive a paper paycheck, it will be mailed to you at your home address.

If you have questions or problems accessing the account through WebAdvisor, please call the Help Desk at 215-968-8191 or email webadvisor@bucks.edu. If you have a Payroll question please contact your Department Office or Pat O'Connell, Payroll Manager, at **215-968-8215** or Patricia.OConnell@bucks.edu. If you have other questions or concerns about the system please contact Dave Jerdan, Comptroller, at **215-968-8184** or David.Jerdan@bucks.edu.

Security Office

The Security and Safety Office is located in Cottage 4 on the Newtown Campus. Officers patrol the Newtown campus 24 hours a day, provide assistance in emergencies, enforce campus parking rules and regulations, and open or lock classrooms and offices. They can also help start a car or unlock a car if keys have been left in it. At night, they provide a shuttle service from the center of campus to the parking lots. The Security and Safety Office can be reached at 215-968-8911. Security Officers are also available at the Lower Bucks Campus (267-685-4820) and the Upper Bucks Campus (215-258-7778) during all hours the campuses are open.

Telephones

Emergencies: "Blue light" emergency call stations are located in all student parking lots and at other campus locations. Emergency telephones are also located in the elevators.

Courtesy: "Campus Use Only" telephones are located throughout the buildings. Use them to call any extension on campus. **For emergencies dial ext. 8911.**

Withholding Statements

For Federal Income Tax purposes, it is very important that you complete a withholding statement (W-4 form), an Employment Eligibility Verification (I-9), Local Services Tax form, and a Municipal Earned Income Tax Form, all of which should be returned to the Human Resources Office (Tyler Hall). This needs to be done only once unless you want to make changes. Paychecks cannot be issued until these forms are completed and returned to the Human Resources Office.

IMPORTANT COLLEGE POLICIES and GUIDELINES

NB: The complete and official Policy and Procedures Manual for the college is available on the college intranet under Working at Bucks (my.bucks.edu/working/policiesprocedures/Pages/default.aspx). You will need to know your college login to access the portal. (See Email and Network Accounts, above, for details.)

Academic Integrity Policy

3.18 Academic Integrity

I. Purpose

Establish guidelines for adjudicating academic integrity violations.

II. Scope

This policy is applicable to all students.

III. General

Academic Integrity

The expectation at Bucks County Community College is that the principles of truth and honesty will be rigorously followed in all academic endeavors. In support of this aim, Bucks County Community College requires all students to exhibit academic integrity in all their academic work.

A culture of academic integrity is built upon respect for others' work, commitment to doing one's own work, and intolerance for academic dishonesty in all its forms. This assumes that all work will be done by the person who purports to do the work without unauthorized aids. In addition, when making use of language and some idea not his or her own, whether quoting them directly or paraphrasing them into his or her own words, the student must attribute the source of the material in some standard form, such as naming the source in the text or offering a citation.

Instructors should include in their syllabi an explanation of the Academic Integrity policy and its penalties.

Definitions - Violations of academic integrity include, but are not limited to:

Cheating - which is the use or attempted use of unauthorized material, information, electronic device, implement or study aid in, for example, any test, quiz, academic exercise or assignment without the instructor's permission;

Plagiarizing - which is the unacknowledged adoption or reproduction of the ideas, words, data or statements of others; for example, fellow students, printed materials, and internet sources;

Fabricating or falsifying - which is the unauthorized falsification or invention of any data, information or citation in an academic exercise;

Impersonating - which is assuming another individual's identity or allowing another individual to do so, for the purpose of fulfilling an academic requirement;

Facilitating - which is helping or attempting to help another commit an act of academic dishonesty; for example, making an assignment available or using a mobile device to coach another.

IV. Procedures:

Reporting, Monitoring, & Disclosure

The Office of the Provost maintains a central record and monitors all policy violations.

Individual instructors are responsible for completing the Academic Integrity Reporting Form within fourteen (14) days of the discovery of an offense. The instructor should complete the Academic Integrity Reporting Form using the Maxient reporting tool, which reports the incident to the Provost. The incident will be recorded, and a notice to the student will be generated and delivered to the Dean of the department in which the charge was made, for signature and delivery to the student. The Provost will also notify the student's Academic Dean and the Vice President, Student Affairs.

Instructors should always complete the Academic Integrity Reporting Form as a First Recorded Offense unless contacted by the Office of the Provost to resubmit the Report as a Second Offense.

No information pertaining to the offense shall be disclosed to external entities such as colleges, employers, or agencies, except upon subpoena or by written permission of the student.

Penalties for Violations

First Recorded Offense

The instructor will:

- Issue an automatic failing grade (F) for the work in question, e.g., quiz, essay, or examination. File the Academic Integrity Reporting Form. The facilitator/impersonator, if enrolled in the course, will be subjected to the same penalty.
- File the Academic Integrity Reporting Form when the student is not enrolled in the course and has impersonated another student or facilitated academic dishonesty.

Second Recorded Offense

The instructor will:

- Issue an automatic failing grade (F) for the course. The Academic Integrity Reporting Form will filed. The facilitator/impersonator, if enrolled in the course, will be subjected to the same penalty.
- File the Academic Integrity Reporting Form when the student is not enrolled in the course and has impersonated another student or facilitated academic dishonesty.

Third Recorded Offense
Upon receipt of a third offense on the same student or facilitator/impersonator, the Office of the Provost will notify the instructor and the college will take the following action:

- Issue a one-semester suspension from the college.

Appeals
Appeals to all rulings may be made in writing within fourteen (14) calendar days of the disciplinary action. Appeals pertaining to Penalties for Violations of Academic Integrity should be directed to the Dean of the department in which the course is offered. If resolution is not achieved at that level, final appeal is made to the Provost.

V. Approval: President

VI. Responsibility: Provost

Americans with Disabilities Act

This policy establishes a process to ensure compliance with federal guidelines regarding access for individuals with disabilities.

It is the policy of Bucks County Community College to comply with the Americans with Disabilities Act of 1990 (ADA) and its updated regulations of 2010, Section 504 of the Rehabilitation Act of 1973, and other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability. Section 504 and the ADA require that no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the college. Each person with a qualifying disability shall receive reasonable accommodation(s) necessary to ensure equal access to employment, educational opportunities, programs, services, and activities in the most integrated setting appropriate. Bucks County Community College recognizes that the responsibility for accommodation of students with qualifying disabilities must be assumed and shared by all members of the college community. The college will act in accordance with this policy in all areas of its operation, including but not limited to access to college events and services, facilities modifications, training of employees, adoption of instructional resources, and all procurement actions.

Behavioral Intervention Team

History and Purpose of BIT
The Behavioral Intervention Team was implemented in 2007 and consists of representatives from Safety and Security, Student Affairs, and Academic Affairs. The primary purpose of the Behavioral Intervention Team is to assess and respond, in a timely and proactive manner, to incidents of student behavior that pose a threat to the safety of the student and/or the campus community. Additionally, the BIT provides training and resources to assist the college community in identifying such behaviors.

Who is the BIT?
The current team includes Dennis McCauley (Executive Director of Safety and Security), Bill Ford (Faculty)), Jim Gilligan (Counselor), Dekia Smith (Director of Counseling), Christine Hagedorn (Dean of Student Planning), Matt Cipriano (Director of Student Life), Barbara Yetman (VP of Student Affairs) and Clay Railey (Provost).

What can/should I do to support BIT?
You can and should report suspicious, threatening, alarming, or concerning behaviors as you notice them. Specific protocols for faculty and staff are outlined in documents on the Behavioral Intervention Team Portal Pages. More detailed information for encountering students in distress or personal crisis is also provided. Please remember that the BIT and the college needs *your* assistance in bringing these behaviors to our attention so that we can address them appropriately.

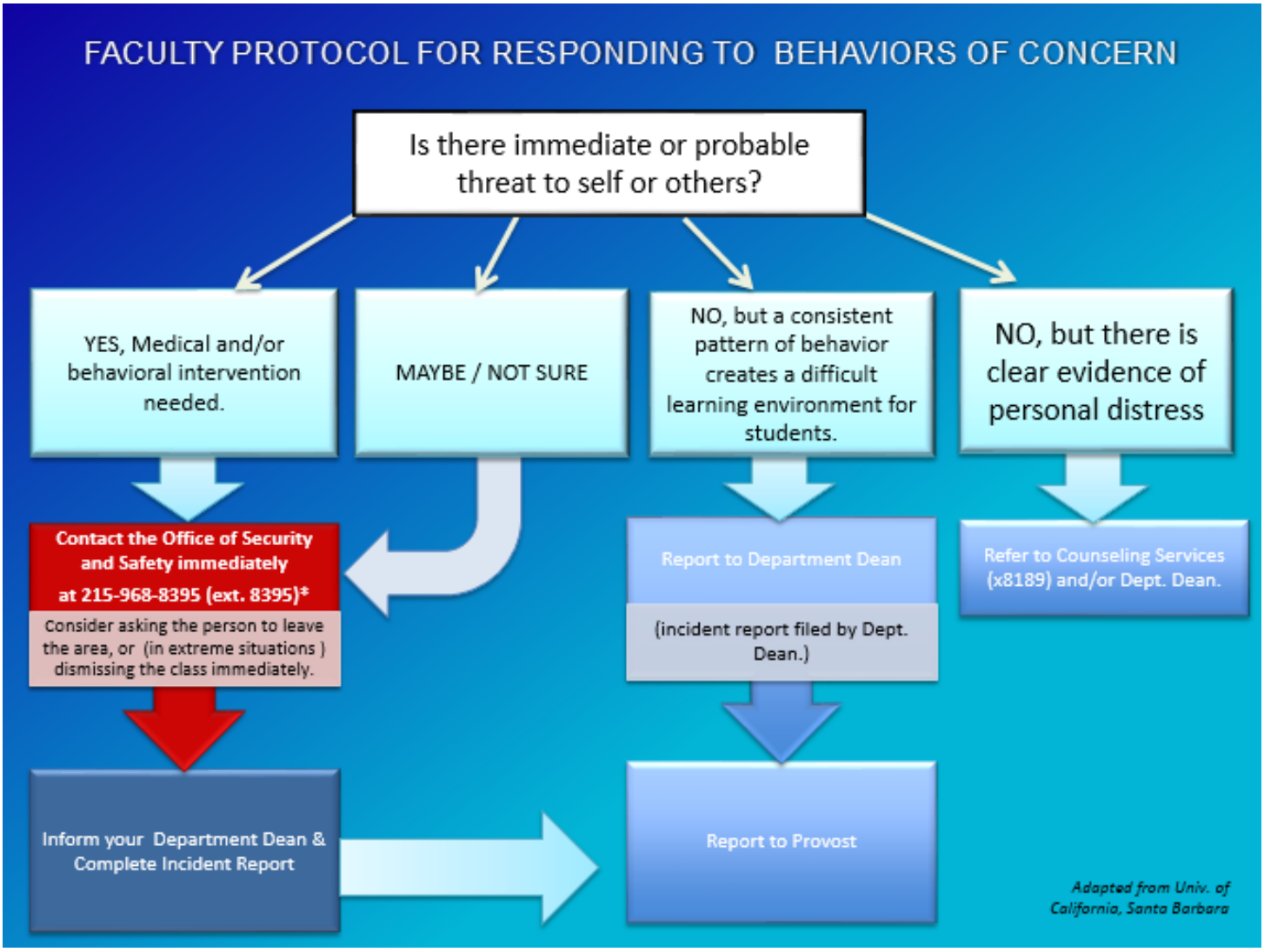
Please Note: While the BIT serves as a central point of contact for determining intervention, it is important to remember that the Office of Safety and Security is always the first line of contact in a crisis or emergency situation. The Office of Safety and Security emergency line is **215-968-8911** (or extension 8911 from any campus phone).

How do I report concerns that are not immediately threatening?
First, talk with your Department Dean. Then, use the *Incident Reporting Form* located at BIT Maxient Report Form. This form asks for certain information, and provides you the opportunity to fully report your concerns. All information must be filled in completely, in order for the team to make an informed decision regarding what actions need to be taken. Note: this reporting mechanism does not supplant your responsibility to report your concerns to your supervisor. When filing an Incident Report Form, it is essential that you also inform your supervisor of the behavior you witnessed or the concern you have.

Why is it so important that I report such behaviors or incidents using the web-based incident reporting form?
For the safety of all campus users, it is important that the BIT be able to proactively intervene with a person of concern so as to minimize the chance of a violent incident occurring. Bucks maintains a central repository for behaviors of concern. This web-based reporting mechanism assists in collecting and coordinating information that supports our ability to recognize and take proactive steps to avoid situations that are threatening to our campus community's safety.

What happens with my report?
When you submit the electronic form, the information will be received by the Provost, the VP for Student Affairs, the Executive Director, Security and Safety, and the Director of Student Life. The BIT will decide if the incident requires further investigation or if it can be handled through established Code of Conduct channels via Academic Affairs or Student Affairs. If it is determined that further investigation is necessary, you may be interviewed by a member of the BIT. In addition, we may interview others who may know the person of concern, as well as the person of concern him/herself. This information gathering process will allow us to ascertain the seriousness of any potential threat and take appropriate action to minimize the possibility of an incident occurring.

Questions?
If you have any questions regarding the BIT, our role or mission, or you just want to learn more, you can contact any Team member. Contact info for all Team members can be found at my.bucks.edu/teams/bitts. Please bookmark this site.



Discipline, Code of Conduct

All faculty members are strongly encouraged to read and become well acquainted with the Bucks County Community College Policy and Procedures regarding Discipline and the Code of Conduct (Board of Trustees Policy 5.17) found in the college catalog and on MyBucks.

Classroom Guidelines and Procedures for Dealing with Disruptive Behavior

While the great majority of students conduct themselves responsibly, occasionally a student's behavior may be disruptive. Disruptive behavior is any behavior that persistently or grossly interferes with the teaching or learning process or administrative activities at any Bucks County Community College site. Disruptive behaviors can include sleeping in class, using a cell phone, profanity, heckling, chronic tardiness, etc. Extreme forms of some of these behaviors may threaten the health and safety of students and staff. The following guidelines suggest ways to effectively prevent and deal with disruptive behaviors. No guidelines can be considered absolute since each situation tends to be unique. Discretion and latitude in how to handle a situation may be required. Ideally, the first response of the faculty needs to be preventive or conciliatory.

Preventive Suggestions:

- Set limits from the beginning. Clearly state expectations for behavior in the course format and during a first class "ground rules" discussion. In addition to implementing academic standards, it is also the faculty domain to enforcing reasonable behavior standards in the classroom.
- Convey your interest and concern about each student's learning experience and the learning experiences of the entire class. Focus on the behavior rather than the student's personality.
- Know your students' names. Students are more likely to cause problems if they feel anonymous.
- Model the behavior you expect from your students.
- Don't take things personally. Remain calm and objective.

Conciliatory In-Class Interventions

- At the first sign of disruption, remind the entire class of the "ground rules," rather than singling out the individual student. Try to diffuse the situation rather than escalate the problem.
- Be specific about the behavior you would like discontinued. Use "I" statements, not "you" statements. Say "I would appreciate it if you would turn off your cell phone when you enter class" vs. "You are being rude and annoying when you leave your cell phone on." Focusing on the behavior rather than personality will help diffuse emotions.
- Look for possible ways to compromise and diffuse a situation. Say, "I would like you to participate in this exercise. If you object, you may leave the class, but you will still be responsible for the work" vs. "You must complete this in-class assignment or you aren't welcome in my course."

If the student is not compliant, assign the class a task and ask the offending student to step outside the classroom for a conversation.

Dealing Individually With the Student

- Deal with disruptive students individually, outside of the classroom. This affords both of you the privacy you need to deal effectively with the behavior problem.

- Do not argue with the student or answer questions or reply to accusations. Give the student the option of:
    1. returning to class with the behavior under control
    2. meeting with you during your office hour to discuss the situation
    3. seeing the Department Dean to express his/her grievance or concern

- Do not attempt to physically touch, detain or stop a student from leaving or entering a classroom or office.

  It is advisable to keep an open door when dealing individually with students, or have a colleague, Counselor, or Department Dean available when discussing emotional or controversial issues.

Code of Conduct

I. Purpose

To outline expectations of student conduct that are in keeping with an environment conducive to learning, and to further define the judicial process for violations of the stated code of conduct.

II. Scope
Applicable to all students.

III. General
In order to provide the maximum opportunity for learning and to support the mutual respect necessary within the teaching/learning environment, students are expected to adhere to the following guidelines while on-campus and/or during any college-sponsored off-campus event.

Student Responsibilities

Students are expected to:

1. report to class on time and remain for the duration of the class.
2. be responsible for all material covered and announcements made within class, even when absent from class.
3. come to class prepared (completed homework and readings).
4. refrain from conversations whenever the instructor or another student is speaking.
5. maintain an atmosphere conducive to the teaching/learning process.
6. silence all electronic devices during class.
7. abide by the College's Guide for Responsible Use of Electronic Communication and not abuse the privileges of access to electronic information and communication.
8. adhere to classroom policies set by their instructors in the class format/syllabus.
9. submit assignments on time (in the proper format), participate in class discussions, and prepare for tests.
10. adhere to the College's Academic Integrity Policy.
11. abide by college policies related to children on campus.
12. refrain from tobacco use in unauthorized areas.
13. abide by the Student Code of Conduct contained within this document.
14. abide by all college policies.

Infractions/Violations

The following student actions are Code of Conduct Violations and may result in sanctions:

1. Plagiarism or academic cheating.
2. Forgery or alteration of the College identification card or records.
3. Destruction of, damage to, malicious misuse of, or abuse of College property
4. Destruction of, damage to, malicious misuse of, or abuse of another's personal property on campus.

5. Assault upon another person or the threat thereof while on campus or at a college-sponsored off-campus event.
6. Theft of College property or personal property on campus.
7. Lewd or indecent conduct on campus or at a college-sponsored event.
8. Possession, use, or sale of unauthorized narcotics or illegal substances on campus or at college-sponsored off-campus events.
9. Unauthorized use, possession, or sale of firearms or other dangerous weapons on campus.
10. Drunk and/or disorderly conduct on campus or at college-sponsored off-campus events.
11. Possession of alcoholic beverages on campus property except where expressly authorized by the President.
12. Harassment/ Bullying
13. Sexual harassment
14. Failure to provide proper identification of oneself when requested by a College official including security officers, faculty, and staff members.
15. Failure to respond to official correspondence and communication from the College.
16. Gambling on College property.
17. Smoking in unauthorized locations.
18. Disruptive behavior or conduct.
19. Misrepresentation of proper identification of oneself in the transaction of College business and dealings with College officials and representatives.
20. Unauthorized possession of animals on College premises.
21. Abuse of privileges of access to electronic information and communication.
22. Violation of other College rules and regulations after publication, distribution, or posting thereof in such a manner to ensure fair notice to the student.

Sanctions

If a student is found guilty of a violation(s), one or more of the following sanctions may be imposed:

1. **Expulsion:** permanent separation of the student from the College. Notification will appear in the official disciplinary file in the Office of Student Life Programs. The individual will also be barred from College premises.
2. **Suspension:** separation of the student from the College for a specified period of time. Notification will appear in the official disciplinary file. The individual shall not participate in any College sponsored activity and may be barred from College premises.
3. **Temporary Suspension:** the College reserves the right to temporarily suspend any individual charged under the Code with any violation which is a serious threat to the physical well-being of any individual(s) or property. In the event of such temporary suspension, a hearing must be held

before the appropriate College official within seven (7) calendar days of the date of the incident or discovery thereof.

4. **Monetary Fines:** not to exceed $125. Notification will appear on the student's financial records and in the official disciplinary file.
5. **Restitution:** the student is required to make payment to the College or other persons, groups, or organizations for damages incurred as a result of commission of a Code violation.
6. **Other Sanctions:** to include disciplinary probation consisting of written letters of reprimand, restrictions upon participation in College activities, requirement of formal apologies, explanations, and assignments of research and/or work projects. Other academic sanctions might include expulsion from a class or instructor initiated withdrawal from a course or courses. See policy on cheating and plagiarism for sanctions related to these violations.

IV. Procedure:
Any person who exhibits conduct not in keeping with the established standards of the College is subject to penalty with possible fine, probation, suspension, or expulsion from the College.
Any member of the College community may charge any other member of the College community with a Code of Conduct violation.
Violations
All Code of Conduct violations must be filed in writing within seven (7) calendar days of their occurrence, with the exception of cases involving gender-based misconduct which have no time limit (see policy on Gender-Based Misconduct for related information).

1. Non-academic (non-classroom) violations must be reported to the Director, Student Life Programs in the Office of Student Life Programs.

2. Academic violations regarding plagiarism and cheating must be reported to the Provost. Academic violations regarding classroom offenses must be filed with the appropriate Academic Dean in the Academic Affairs Division.

3. Academic violations regarding classroom offenses in Integration of Knowledge (INTG) classes must be filed with the INTG Coordinator. In cases of emergency, violations should be reported immediately to the Office of Safety and Security.

Following a report of a violation, the following judicial processes will take place.

Non-Classroom Violations
Upon report of a Code of Conduct violation, the Director of Student Life (Judicial Officer) will begin a preliminary investigation to determine if there is a reasonable cause to believe that a specific policy has been violated. If reasonable cause exists, the Judicial Officer will issue written notice of the code violation to the alleged code violator(s) within seven (7) calendar days of receiving the code violation incident report. This notification will include the alleged violator(s) and date, time, and location of the disciplinary hearing. The investigation may continue throughout this time.
There are two options for a hearing in a non-classroom oriented violation:
Option #1 for disciplinary hearing:
The alleged code violator(s) may choose to have the hearing with the Director, Student Life Programs. The Director will meet with the alleged code violator(s) in a one-on-one setting. Once all evidence has been

reviewed, the Director has the option of deciding sanctions at that time. The Director will inform the alleged code violator(s) of the official College ruling in writing no later than seven (7) calendar days following the disciplinary hearing.

Option #2 for disciplinary hearing:

The alleged code violator(s) may choose to have the hearing with the Student Judiciary with the exception of violations involving the College's Sexual and Gender-Based Misconduct Policy, in which case, the hearing will be held before a specially appointed board of faculty and staff trained in handling such cases.

The Student Judiciary is appointed by the President of the College upon the recommendation of the Student Government Association. Involvement of the Student Judiciary regarding a disciplinary matter is the option of the individual(s) charged with a code violation.

The Student Judiciary is a committee of five (5) students who will review the code violation, evidence, and documentation and make a written recommendation regarding findings and sanctions against the alleged code violator(s) to the Director, Student Life Programs. The Director, Student Life Programs will review the recommendation of the Student Judiciary. The Director, Student Life Programs will inform the alleged code violator(s) in writing of the official College ruling no later than seven (7) calendar days following the disciplinary hearing. Outcomes of hearings involving Sexual Misconduct will be shared simultaneously with all involved parties.

Academic Violations for Cheating and Plagiarism: *See College Policy Regarding Cheating and Plagiarism.*

Academic Violations regarding Classroom Offenses (including online learning):

Disruptive classroom behavior and other classroom offenses, including both face-to-face and online learning environments, will be filed with the Academic Dean in the department where the violation occurred, or with the INTG Coordinator for such offenses in INTG classes. Faculty make primary decisions regarding student discipline in the classroom. These decisions are subject to review by the appropriate Academic Dean responsible for the department, or by the INTG Coordinator for those classes.

The following procedure will take place after a classroom Code of Conduct violation:

Faculty member will ask the student to cease the disruptive or code violating behavior.

1. If student does not cease the behavior, the faculty member may ask the student to leave the class.

2. If asked to leave a class, the student must meet with the faculty member before the next scheduled class meeting to resolve the behavioral issue before continuing in the class.

3. If in subsequent classes the student does not change his/her disruptive or code violating behavior, the faculty member will refer the student to the Academic Dean or the INTG Coordinator responsible for that department or class for a disciplinary hearing.

4. The Academic Dean or the INTG Coordinator will give the alleged code violator(s) written notice of what they are accused within seven (7) calendar days of the most recent violation, including the date and time of their hearing.

5. A disciplinary hearing will be conducted by the Assistant Academic Dean or INTG Coordinator who will determine the sanctions, if any.

6. The Academic Dean or the INTG Coordinator will inform the alleged code violator (s) in writing of the official College ruling no later than seven (7) calendar days following the disciplinary hearing.

Appeals

Appeals regarding disciplinary cases can only be submitted based on the following criteria:

1. The hearing was not conducted fairly because the accused student was not given a reasonable opportunity to present their case.
2. The procedures for the hearing were not properly followed.
3. The facts presented at the hearing were insufficient to establish responsibility for the violation.
4. The sanctions imposed were disproportionate to the nature of the offense(s).
5. New information, that was unavailable at the time of the hearing, has surfaced and would significantly impact the case. If there is any new information, the person hearing the appeal can either render an independent decision or refer the case back to the Judicial Hearing Board for further review.

Appeals must be filed according to the following instructions:

1. Appeals to all rulings must be made in writing within fourteen (14) calendar days of the disciplinary hearing date.
2. All academic oriented appeals will be filed with the Provost.
3. Non-academic oriented appeals will be filed with the Vice President of Student Affairs.
4. A subsequent appeal may be made in writing within fourteen (14) calendar days of the first level appeal hearing date to the College President. The decision of the College President shall be final.

Disciplinary Records

- Student disciplinary records are kept by the Office of Student Life Programs. These records are:
- confidential;
- available for examination by the student upon request;
- held indefinitely;
- excluded from an academic transcript and placement record;
- disclosed to all persons only upon subpoena, by written permission of the student, or as provided for elsewhere in this document.

V. Approval: President

VI. Responsibility: Enforcement of a College Code of Conduct requires the cooperation of the college community.

- The ultimate responsibility for enforcement of the Code of Conduct rests with the College President and Board of Trustees however the College President may delegate enforcement of the Code of Conduct to appropriate College administrative officials and staff members.
- Chief responsibility for the enforcement of academic-oriented violations rests with the Provost.
- Chief responsibility for the enforcement of non-academic oriented violations rests with the Vice President of Student Affairs.
- Chief responsibility for official College disciplinary files rests with the Director, Student Life Programs.
- Day-to-day enforcement responsibility rests with all members of the College community including students, faculty, administrators, and staff members.

Drug and Alcohol-Free Workplace Policy (Board of Trustees Policy 2.1.15)

It is the policy of Bucks County Community College to maintain a working environment that is free of the ill effects of alcohol and other drug use/abuse. For this reason, the Community College has established the following terms of the *Drug and Alcohol-Free Workplace Policy*:

- ***It is a violation of policy*** for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the use of illegal drugs on the job.
- ***It is a violation of policy*** for any employee to report to work under the influence of illegal drugs or alcohol, including the abuse of prescription medication. (It is not a violation of policy for an employee to use legally-prescribed medications, but the employee should notify their supervisor if the prescribed medication will affect their ability to execute their job duties and responsibilities.)
- ***It is a violation of policy*** for any employee to be in the possession of alcohol with the intent to consume or cause others to consume it on college grounds. It is a violation to be in possession of alcohol in open containers on college grounds. Alcohol may be consumed by employees on college grounds only in conjunction with official Bucks County Community College functions at designated locations or at events where previous approval by the President of the Collage has been obtained.
- ***It is the policy*** of Bucks County Community College that in the event of any conviction for a criminal drug violation occurring on college property, in a college facility, or while in or operating a college owned or leased vehicle, the employee must notify the Director of Security and Safety within five (5) days of the date of the conviction.
- ***It is the policy*** of Bucks County Community College to make Employee Assistance Services available to all employees for confidential, professional assistance in addressing any personal concerns about the use or abuse of alcohol or any other drug.

Disciplinary Action

Violation of this policy will result in disciplinary action up to and including discharge from employment.

Responsible Use of Electronic Resources (Board of Trustees Policy 1.23)

Scope

Access to the electronic resources of Bucks County Community College is a privilege granted to students, faculty, and staff of the college. The college strives to provide the best possible information systems, services and equipment to members of the campus community. The aim of this policy is to define the responsibilities of all authorized users and providers of electronic information systems and services. All users with system access, either temporary or permanent, are bound by this policy.

This policy applies to all electronic information systems and services provided by Bucks County Community College. Included are all forms of electronically stored information: documents, files, emails, text messages, instant messages, blogs and all other forms of internet based communication. The policy also applies to all equipment including, but not limited to, college-owned personal computers**,** cellular or desktop telephones, fax machines, photocopiers, printers, cameras, system user accounts, and other network access devices and services.

Appropriate Use

Electronic means of information creation, access, storage, and exchange are to be used only for the purposes for which they are assigned. Appropriate uses fall within the college priorities on instruction, research, and other educationally and business related communication. The college recognizes that there may be occasions for incidental personal use; however, these instances should be limited and infrequent. Frequent personal use of college computer equipment may have tax implications for the user.

Following are the expectations for appropriate use and examples of inappropriate use.

Appropriate Use

- Use resources for college instructional, research, and business purposes only.
- Safeguard password and physical system access to prevent unauthorized use.
- Change password frequently incorporating unique character combinations.
- Share password with ITS staff for trouble-shooting or support purposes.
- Communicate using professional and personal courtesy.
- Protect the integrity and confidentiality of college information and data.
- Practice good stewardship of college equipment.
- Adhere to copyright and file sharing laws.

Examples of Inappropriate Use

- Use resources for personal activities on a regular or frequent basis.
- Unauthorized use of password of another user.
- Gain unauthorized access to resources or data or attempt to do so.
- Circumvent or disable system/network security measures or attempt to do so.
- Engage in any activity potentially damaging to the college network.
- Use, download, share, transfer or store any unauthorized software, copyrighted or entertainment material.
- Download or store media resulting in excessive consumption of network resources.
- Install unauthorized software on a college computer.
- Use computer programs to decode passwords or access control information.
- Use the network for unlawful, commercial or for-profit purposes, product advertisement or political lobbying.
- Use or display pornographic images in violation of existing law or college policy.
- Duplicate software or related documentation.

Monitoring and Confidentiality

Pursuant to the Electronic Communications Privacy Act of 1986, notice is given to users that no guarantee of privacy or confidentiality is provided when utilizing the electronic systems and services provided by Bucks County Community College. The college complies with state and federal law regarding certain legally protected confidential information, but makes no representation that any other uses of this system will be private or confidential.

The College has the right and responsibility to monitor activity on its systems, including but not limited to all email and network traffic, as well as Internet access obtained through use of college resources. The Department of IT Security has access to all user history and will conduct routine audits and monitoring of system activity. User desk top audits will be conducted with the participation of Internal Audit staff. Users should also be aware that backup copies of messages and documents may exist, despite end-user deletion. The goal of backup and archiving procedures is to ensure system reliability and prevent business data loss.

If Bucks County Community College determines that activities are ongoing which do not comply with applicable laws or this policy, electronic records may be retrieved and used to document the activity. Triggers for record review may include, but are not limited to, investigation of a confidential complaint, investigation of unusual network or server activity, or legal subpoena. In legal matters which involve electronically stored information, the college will follow appropriate federal and state guidelines.

Account Activation/Termination

Faculty and staff system access is controlled through individual accounts and passwords. Each user of college information systems is required to read and acknowledge the content of this policy prior to receiving a system account with password access. Account termination will occur at the time of severance of the employment relationship, or may be revoked or suspended as a result of inappropriate use as outlined in college procedures. Once the term of employment has ended, the college is under no obligation to store or forward electronically stored information to individuals.

Student account activation is based on credit course enrollment at the college, as well as enrollment in certain non-credit courses and programs, and through the online application and registration process. Access to student email service and campus computer facilities will terminate during periods of non-enrollment, or may occur as a result of inappropriate use as outlined in college procedures. During periods of non-enrollment students have continued access to online registration systems.

Software/Hardware Purchase/Development

Software and hardware that is purchased and/or developed and maintained for use in college operations must be reviewed in advance of purchase or development by Information Technology Services to determine infrastructure support implications, technical requirements, licensing considerations, and compliance with college policies, standards, and procedures. All final technology purchases are made by Information Technology Services, the department responsible for maintaining all of the college's technology assets.

Software that is developed by students and/or faculty as part of instructional activities to satisfy individual course requirements is exempt from this provision. Faculty who plan to develop or acquire software or hardware with infrastructure implications should collaborate with Learning Resources and Information Technology Services to discuss their project needs.

Plagiarism

Plagiarism and other forms of academic cheating are unacceptable and are considered as major infractions of the Student Code of Conduct and College Policy. The college policy regarding cheating and plagiarism applies to electronic forms of information and communication as well as to more traditional formats. Penalties for cheating and plagiarism, along with the college policy, are published in the college catalog. See http://www.bucks.edu/catalog/info/records/plagiarism/.

Reporting Misuse

Any allegations of misuse by faculty or staff of any form of electronic communication should be promptly reported to the area supervisor. Student users should report such abuse to the IT Security Officer at 215-968-8418.

Consequences of Failure to Comply with Guidelines for Responsible Use

Abuse of access privileges to electronic information and communication by students is subject to disciplinary action as specified in the Student Code of Conduct, published in the college catalog, and according to college policy. Abuse of privileges by employees is subject to disciplinary action, up to and including termination of employment. In severe cases, disciplinary action may lead to prosecution under the laws and statutes of the Commonwealth of Pennsylvania or under Federal statutes and regulations.

Disclaimer

Bucks County Community College assumes no liability for direct and/or indirect damages arising from the use of its electronic communication systems by authorized users. Users are solely responsible for the content they disseminate. Bucks County Community College is not responsible for any third-party claim, demand, or damages arising out of use of the Bucks County Community College's electronic communication systems or services.

Bucks County Community College will not be responsible for any damages suffered by users, including loss of data resulting from delays, non-deliveries, or service interruptions caused by college negligence or user errors or omissions. Use of any information obtained is at the risk of the user.

The college reserves the right to discard incoming mass mailings without notifying the sender or intended recipient and to block all internet communications from sites that are involved in extensive spamming or other disruptive practices, even though this may leave users of the college network unable to communicate with those sites.

The college makes no warranties, expressed or implied, with respect to the content of any advice or information received by a user or cost/charges associated with such information and any cost, liability or damages caused by the way the user chooses to utilize network access.

Procedures related to: Policy No 6.1 Email User Responsibilities

The following procedures apply to all e-mail user accounts, systems and services provided by Bucks County Community College. These procedures support the college's policies related to Electronic Communication. Failure to adhere to the following procedures may put users' systems at risk and may result in inoperable systems for both the individual and the college. Be aware that if you forward your email to your personal email account, your personal systems are subject to state and federal laws.

Procedures for Managing your college Email Account

1. Check email in a consistent and timely manner.
2. Archive and delete messages as necessary in consideration of storage limits.
3. If you access college email on a mobile device, lock your device to prevent unauthorized access.
4. Back-up email. (Optional) See section 2.12.5 Email Retention in the Policy and Procedures Manual.

For tutorials and assistance in completing the above procedures, view the TLC website: bucks.libguides.com/TLCFacultyStaff.

Procedures for Using College Email

1. Practice professional and personal courtesy, and adhere to college policies in all email transactions.
2. Limit use of email for personal communication. The college prohibits personal use of its email systems and services for unsolicited mass mailings, non-Bucks commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.
3. Report email misuse or abuse. Faculty and staff report this to their supervisor. Other users report this to Help Desk at 215-968-8191.

What Not to Do:

1. Do not include any sensitive or personally identifiable information (PII) of students and others. Examples of PII include social security number, and combinations of two or more of the following: username, password, ID number and date of birth.
2. Do not include any sensitive or personally identifiable information (PII) of your own.
3. Do not open email attachments or click links within emails from unknown or unsigned sources.
4. Do not use email for unlawful purposes.
5. Avoid sending mass emails. Use alternatives such as MyBucks or contact the Office of Public Relations and Marketing Communications.

Responsibilities of the College for BUCKS e-mail:

1. Perform initial set up of client e-mail according to current college standards.
2. Provide reasonable access via phone and e-mail to college technical support staff for assistance.
3. Provide advance notification of scheduled system maintenance and downtime.
4. Provide training for users in e-mail customization, security and back-up procedures.
5. Assist employee users in backing-up e-mail for transfer during workstation upgrade periods.
6. Follow-up on all reports of misuse and abuse.

ELECTRONIC DATA SECURITY (Board of Trustees Policy 6.3)

Maintaining the security, confidentiality, integrity, and availability of information stored in the college's computer networks and data communications infrastructure ("college systems") is a responsibility shared by all users of those systems. All users of college systems are responsible for protecting the information processed, stored, or transmitted, in compliance with the College's Responsible Use of Electronic Communication Policy. The purpose of this policy is to comply with federal and state regulations governing privacy and security of information, to protect *confidential data* on college systems, and provide guidance in the event of laptop computer or mobile electronic data device loss or theft.

Confidential data, including personally identifiable information (PII), is information protected by statutes, regulations, college policies or contractual language. Any disclosure of *confidential data* must be approved by the area Vice President. Examples of *confidential data* include:

- Medical records
- Student records and other non-public student data per FERPA regulations
- Social Security numbers
- Driver's license numbers
- Passport information
- Bank account numbers and other personal financial information
- Personnel and/or payroll records
- Any data identified by government regulation to be treated as confidential
-

The college strongly discourages storage of any *confidential data* on any computer or network- attached device that has not been explicitly approved by the VP, Information Technology Services or his/her designee. Secure means, such as encryption and strong passwords must be utilized to transmit and store *confidential data*. Email is not a secure means to deliver information, and consequently should not be used to transmit *confidential data* without proper encryption, passwords, or other security measures.
In the event confidential or other critical information is lost or disclosed to unauthorized parties, or if there is suspicion of such loss, disclosure or unauthorized use, Information Technology Services should be notified promptly. Loss or theft of college computer equipment or mobile devices must also be reported to the Office of Security and Safety.
APPROVED BY THE BOARD OF TRUSTEES – JUNE 1, 2011

Equal Opportunity Statement

Bucks County Community College does not discriminate against any employee, applicant for employment, student or applicant for admission because of race, color, sex, religion, ancestry, national origin, age, sexual orientation, gender identity or expression, an individual's actual or perceived disability, genetic information or veteran status.

Accordingly, all recruiting, hiring, and promoting for all job classifications will be made without regard to race, color, sex, religion, ancestry, national origin, age, sexual orientation, gender identity or expression, an individual's actual or perceived disability, genetic information or veteran status.

All recruiting and admissions of students will be made without regard to race, color, sex, religion, ancestry, national origin, age, sexual orientation, gender identity or expression, an individual's actual or perceived disability, genetic information or veteran status.

Family and Medical Leave (Board of Trustees Policy2.3)

It is the policy of the college to provide eligible employees with leaves of absence from work in accordance with the Family and Medical Leave Act ("FMLA"). The college will establish and maintain Procedures and administrative guidelines pursuant to this policy. This Policy is intended to comply with the requirements of the FMLA. To the extent that it fails to do so, the provisions of the FMLA shall prevail.

Family Education Rights and Privacy Act of 1974 (FERPA) (Board of Trustees Policy 2.14)

As faculty, you have the right, on a need to know basis, to view academic information about your students and advisees. This information includes transcripts, academic history, transfer information, and other similar data. This access carries the responsibility to protect the student's right to privacy.

Grades, attendance, or any other student records are private information which only the student has a right to view. Others, including spouses and parents, do not have the right to view students' grades or other records without the written permission of the student. This prohibition also includes discussing a student's grades, attendance, or any other records on the phone with spouses, parents, or others.
Student files, transcripts, graded papers, and all other private information should be handed directly to the student or kept in files or folders in your office secure from others' view.

If you have questions about FERPA, please contact your Department Dean. Additional information and a tutorial on FERPA can be found at:

http://www.bucks.edu/about/compliance/ferpa/tutorial/

Gender-Based Misconduct

The college's gender-based misconduct policy can be found at
http://www.bucks.edu/media/bcccmedialibrary/presidentsstaff/documents/policies/1.14%20Gender%20Based%20Misconduct.pdf

Smoking on Campus – Clean Air Zone Board of Trustees Policy 1.14)

The college subscribes to a tobacco free environment. There shall be no smoking, use of tobacco products, or use of e-cigarettes permitted in any campus building or designated Clean Air zone whatsoever. Smoking and use of tobacco products or e-cigarettes is permitted only in designated areas, including perimeter parking lots.

Violation of State or Federal Law (Board of Trustees Policy 3.17)

The college expects that all employees will comply with the Federal and State Criminal Laws. The actions of employees may affect the college and as such, the violation of any criminal statutes, regardless of where the act may have been committed, may trigger disciplinary action by the college. Such disciplinary action may include termination of employment. Issues associated with violations of the criminal laws of the State and Federal Government involving employees off campus will be reviewed on a case by case basis. The action of the college related thereto shall be determined following a thorough review of the following factors:

1. The nature of the offense;
2. The relationship of the offense to the college;
3. The impact of the offense upon the college, its mission, as well as the impact on the neighboring community; and
4. The impact on the welfare, safety and security of the college campus.

The procedures related to disciplinary proceedings will be followed with respect to any action taken by the college as a result of the violation of this policy.

Ethics – Standards for Ethical Conduct (Board of Trustees Policy 2.10)

Bucks County Community College is committed to standards of performance which comply with the laws of the Commonwealth of Pennsylvania. Additionally it is expected that trustees, faculty and staff of the college will act ethically and with the sole purpose of advancing the best interest of the college and its constituents. All persons who represent the college have the responsibility to do so with a high standard of personal and business ethics which protects the integrity of the college at all times. To ensure that this goal is understood and achieved the Board of Trustees established the following code of ethics to serve as the standard applicable to all individuals when performing their duties as representatives of the college.

Standards for Ethical Conduct

College trustees, faculty and staff shall:

- Perform their duties to the best of their ability/in good faith while supporting the objectives and policies of the college.
- Protect the confidentiality of all information to which they have access.
- Act impartially and not give preferential treatment to any individual or organization.
- Refrain from using their position to secure special privileges or gain for themselves or other persons.
- Refrain from making unauthorized commitments or promises binding to the college.
- Refrain from unauthorized use of college facilities or property for their benefit or that of any other person.
- Refrain from accepting gifts of more than nominal value from people or organizations with whom the college has a business relationship.
- Refrain from accepting employment or participating in any business or professional activity that conflicts, or may appear to conflict with official duties and responsibilities at the college.
- Refrain from personal activities in which they could use, or might appear to have the opportunity to use, for personal gain, confidential information or special knowledge gained as a result of their relationship with the college.
- Provide full disclosure of any business or financial enterprise or activity in which they are involved, either directly or through family connections, which might influence, or might appear to have the capacity to influence, his or her official decisions on college matters.
- Recuse themselves from participation in any activities or decision making which may be impacted by a potential conflict of interest situation.

Acceptance of Gifts

No trustee, faculty, or staff member shall directly or indirectly seek or accept any payments, fees, services or other gratuities outside the normal course of the individual's business duties from any person, company or organization which does or seeks to do business with the college. Acceptance of cash in any amount is strictly prohibited.

Trustees, faculty and staff members may not accept gifts of more than token or nominal value from a supplier or vendor under any circumstances. While at times it may be difficult to quantify the cost of a gift, it is always important to consider the appearance of impropriety and unfair business practice. The following are

characteristic of items which are presumed not to influence the conduct of business and are therefore acceptable: occasional lunch or dinner during a business meeting, unsolicited plants, flowers or food products and promotional items of nominal value. Additionally, the Commonwealth Ethics Act requires disclosure annually of any gifts valued in the aggregate of $250 or more.

Conflict of Interest

The college desires to avoid any conflict of interest or appearance of conflict between the college's interests and those of any trustee, faculty or staff member. Any circumstances which could cast doubt, or even the appearance of doubt, upon an individual's ability to act with total objectivity regarding the college's interests represent a potential conflict of interest situation.

A conflict of interest exists when a person is in a position to benefit personally, directly or indirectly, as a result of a business transaction or arrangement of the college. All employees and trustees have an obligation to avoid conflict, the appearance of conflict, between their personal interests and the interests of the college in dealing with outside organizations or individuals.

Disclosure

Most concerns regarding conflict of interest may be resolved and appropriately addressed through prompt and complete disclosure. As conflict of interest situations may be complex and subject to different interpretation, the practice of disclosure is aimed at preventing an individual from inadvertently placing himself in a questionable situation. To achieve that end, trustees, senior administrative staff and selected other employees will be required annually to complete a Conflict of Interest Disclosure Form. Additionally trustees and other staff as identified by the County of Bucks will be required annually to complete, and file with the County of Bucks, the Commonwealth Financial Interest Statement.

The following are required to complete the Conflict of Interest Disclosure Form:

- Trustees
- President
- Vice Presidents, Assistant Vice Presidents
- Deans
- Purchasing Department Management staff
- Controller
- Executive Directors: Foundation, Physical Plant, Human Resources, Public Relations & Marketing
- Grants Officers
- Other individuals as designated by the President

Compliance

All members of the college community are responsible for reviewing this policy carefully to ensure that each fully understands those portions of the policy which may be applicable to the position held at the college. Likewise each individual must comply with whatever is required of them. Additionally each individual bears the responsibility of disclosing any violation of this policy and may do so publicly or by following the steps outlined in Policy 2.9: Confidential Complaint Reporting. Failure to comply with this policy, to disclose a potential conflict of interest or to comply with the college's requirement for managing a determined conflict of interest may result in disciplinary action.

KEY CONTACTS

ACADEMIC AFFAIRS DIVISION

	Office	Phone
Provost Clayton Railey III	Tyler 122	215-968-8043
Associate Provost, Academic & Curricular Services Catherine McElroy	Tyler 127	215-968-8213
Executive Director, Upper Bucks Campus Rodney Altemose	Upper Bucks Campus	215-258-7750
Executive Director, Lower Bucks Campus James Sell	Lower Bucks Campus	267-685-4800

ACADEMIC DEPARTMENT DEANS

Department Deans	**Office**	**Phone/Fax**
Arts John Mathews	Hicks 123	215-968-8425 (fax) 215-504-8530
Business Studies Tracy Timby	Penn 401A	215-968-8225 (fax) 215-504-8509
Learning Resources Bill Hemmig	Library 125	215-968-8004
Kinesiology and Sport Studies Priscilla Rice	Gym 102	215-968-8450 (fax) 215-968-8452
Language and Literature Kelly Kelleway	Penn 101	215-968-8152 (fax) 215-504-8503
Professional Studies Maria Toth	Founders 210	215-497-8717
Science, Technology, Engineering & Mathematics (STEM) Lisa Angelo	Founders 114	215-968-8306 (fax) 215-968-8294
Social and Behavioral Science Jason Totten	Penn 303	215-968-8272 (fax) 215-968-8489

ADMINISTRATIVE DIVISION

	Office	Phone
V.P. for Administrative Affairs and CFO Dennis Matthews	Tyler 235	215-968-8301
Executive Director, Human Resources Janet Puente	Tyler 207	215-968-8497
Manager, Payroll Patricia O'Connell	Tyler 211	215-968-8215
Executive Director, Security & Safety Dennis McCauley	Cott. 4, 105	215-968-8393
Coordinator, Student Accounts Jocelyn Murphy	Linksz Pavilion, 1st floor, Room 104	215-968-8614

FEDERATION OF TEACHERS

	Office	Phone
President John Strauss	Penn 149	215-968-8177
Second Vice President and Grievance Chair Michael Hennessey	Penn 139	215-968-8164

STUDENT AFFAIRS, PLANNING, & ASSESSMENT

Vice President, Student Affairs Barbara Yetman	Rollins 1A	215-968-8105
Dean, Student Services Christine Hagedorn	Rollins 16	215-968-8034
Faculty Advising Coordinator Diane Rapp	Rollins 23	215-968-8470, 6886
Director, Career Services Sharon Stephens	Rollins 7-A	215-968-8468
Director, Accessibility Office Marie Cooper	Rollins 14	215-968-8463

Director, Testing & Retention Aaron Krassner	Rollins 102	215-968-8467
Director, Advising & Transfer Center Ronni November	Rollins 18	215-968-8194
Dean, Enrollment Services Eric Hilton	Pemb 121	215-968-8123
Director, Admissions Marlene Barlow	Pemb 118	215-968-8137
Registrar Bob Maley	Linksz Pavilion, 1st floor	215-968-8116
Director, Financial Aid Donna Wilkoski	Linksz Pavilion, 1st floor	215-968-8206
Director, Student Life and Athletics Programs Matt Cipriano	Rollins 112	215-968-8255

CONTINUING AND WORKFORCE EDUCATION

Executive Director, Public Safety Training & Certificate Earl Freese	Cottage 1 202	215-968-8190
Executive Director, Contracted and Training Services Robert Grunmeier	Farmhouse 204	215-968-8029
Executive Director, Center for Workforce Development Lauren Loeffler	Cottage 1 104	215-968-8017
Executive Director, Continuing Education Dasha Marchetti	Cottage 3 200	215-504-8532

IMPORTANT TELEPHONE NUMBERS

Advising and Transfer Center	215-968-8031
Admissions, Records, Registration	215-968-8100
Bookstore, Newtown	215-968-8459
Career Services	215-968-8195
Cafeteria, Newtown	215-968-8210
Counseling Services	215-968-8189
Dean of Student Affairs	215-968-8045
Accessibility Office (formerly disAbility Services)	215-968-8182
Emergency	**215-968-8911**
Evening Faculty Support, Newtown	215-968-8081
Faculty Center for Teaching and Learning, Newtown	215-968-8065
Federation of Teachers	215-968-8254
Financial Aid	215 968-8200
Helpdesk	215-968-8191
Human Resources	215-968-8090
Library	215-968-8009
Lower Bucks Campus	267-685-4800
MInDSpace/Media Services	215-968-8050
Online Learning/Virtual Campus	215-968-8052
Payroll	215-968-8336
Perkins Academic Support Services	215-968-8140
Physical Plant	215-968-8390
Security and Safety	215-968-8911
Student Life Programs Office	215-968-8257
Student Life Information Center (SLIC)	215-968-8261
Technology Learning Centers (TLC)	215-497-8754
Technical Support	215-968-8191
Transfer Services	215-968-8031
Tutoring Center, Newtown	215-968-8044
Upper Bucks Campus	215-258-7700

CAMPUS LOCATIONS

Bucks County Community College
Newtown Campus
275 Swamp Road
Newtown, PA 18940
215-968-8000

Bucks County Community College
Upper Bucks Campus
One Hillendale Drive
Perkasie, PA 18944
215-258-7700

Bucks County Community College
Lower Bucks Campus
1304 Veterans Highway
Bristol, PA 19007
267-685-4800

Bucks County Community College
Virtual Campus
bucks.edu/virtual
215-968-8052

Appendix A – Faculty Guides for WebAdvisor

You will use WebAdvisor to view and/or print class rosters and post grades, among other things. Guides to specific processes are found on the Technology Learning Center website at http://bucks.libguides.com/TLCFacultyStaff.

Faculty guides include:

- Creating an email distribution list from your roster
- Waitlisting information for faculty
- 3rd week withdrawals
- Student enrollment verification procedures
- Grading (midterm and final)

Other topics include:

- Changing your address
- Viewing and/or printing your direct deposit pay advice online

Appendix B: Creating Course Syllabi

BUCKS COUNTY COMMUNITY COLLEGE
Newtown, Pennsylvania

Course Syllabus

Instructors are required to distribute their course syllabus and the official master course outline to all students during the first class meeting. The course syllabus is to be revised every semester.

Required Information

1. College Name, Department Name, Course Name and Number, and Semester

2. Instructor's Name, Office Hours, Voice-Mail Number, and E-Mail Address

3. Information on instructor availability and expected response time (Online courses only)

4. Copy of official master course outline

5. Required Text(s) and Supplementary Materials

6. Assignments/Topics Covered

7. Technology, if any, to be used in this class (e.g. online use of course space, use of e-mail, specific hardware or software needs)

8. Testing/Grading Procedures

9. Attendance Policy (if any)

10. Withdrawal Information and Deadlines

11. Disability Accommodations
    In compliance with the Bucks County Community College policy and equal access laws, appropriate academic accommodations can be made for students eligible for such support. Students are encouraged to register with the Accessibility Office (215-968-8463) to verify their eligibility for appropriate accommodations. Please speak to your instructor about any requests for academic accommodations or other concerns as early in the semester as possible.

12. Reference to Academic Integrity Statement in Catalog
    The expectation at Bucks County Community College is that the principles of truth and honesty will be rigorously followed in all academic endeavors. In support of this aim, Bucks County Community College requires all students to exhibit academic integrity in all their academic work. A culture of academic integrity is built upon respect for others' work, commitment to doing one's own work, and intolerance for academic dishonesty in all its forms. This assumes that all work will be done by the person who purports to do the work without unauthorized aids. In addition, when making use of

language and some idea not his or her own, whether quoting them directly or paraphrasing them into his or her own words, the student must attribute the source of the material in some standard form, such as naming the source in the text or offering a citation. (Source: Bucks Catalog, College Policy Regarding Academic Integrity)

Penalties for Violations

First Recorded Offense
The instructor will:

- Issue an automatic failing grade (F) for the work in question, e.g., quiz, essay, or examination. The Academic Integrity Incident Report will be filed. The facilitator/impersonator, if enrolled in the course, will be subjected to the same penalty.
- File the Academic Integrity Incident Report when the student is not enrolled in the course and has impersonated another student or facilitated academic dishonesty.

Second Recorded Offense
The instructor will:

- Issue an automatic failing grade (F) for the course. The Academic Integrity Incident Report will be filed. The facilitator/impersonator, if enrolled in the course, will be subjected to the same penalty.
- File the Academic Integrity Incident Report when the student is not enrolled in the course and has impersonated another student or facilitated academic dishonesty.

Third Recorded Offense
Upon receipt of a third offense on the same student or facilitator/impersonator, the Office of the Provost will notify the instructor and the College will take the following action:

- Issue a one-semester suspension from the College.

Appeals
Appeals to all rulings may be made in writing within fourteen (14) calendar days of the disciplinary action. Appeals pertaining to Penalties for Violations of Academic Integrity should be directed to the Dean of the department in which the course is offered. If resolution is not achieved at that level, final appeal is made to the Provost.

13. Student's Responsibility to Retain Course Materials
Students are always responsible for retaining copies of their own work and/or correspondence, including that posted to a web course page. Student access to a Bucks County Community College web course space is available only during the stated semester/session as indicated by the college's academic calendar. All web course sites, including content, are routinely removed from the server at the conclusion of each semester/session.

14. Optional Information
    - Additional Policies of Instructor
    - Extra Credit/Help Procedures
    - Study Requirement

Appendix C: Faculty Evaluation

COLLEGEWIDE CRITERIA AND PROCEDURES FOR IMPROVEMENT AND EVALUATION OF INSTRUCTION FOR FULL-TIME FACULTY

I. Criteria

The following criteria are designed to assist evaluation of classroom instruction as part of determining the fulfillment of Duties and Responsibilities of Faculty Members described in the Contractual Agreement and in Board Policies, Procedures and Regulations.

A. Mastery of the Subject
1. Possesses knowledge of the subject and ability to perform the skill
2. Keeps current in the field

B. Ability to Impart the Subject
1. Clarity of purpose
2. Knows the approved course syllabus
3. Clearly defines the outcomes expected from students

C. Process
1. Creates an environment that encourages learning
2. Informs students of course content, teaching methods, outcomes expected, and evaluative instruments
3. Organizes the learning process
4. Selects and uses appropriate materials
5. Communicates and illustrates ideas and skills
6. Designs and explains appropriate student course work and assignments
7. Designs and uses appropriate evaluative instruments

D. Responsiveness
1. Discerns and is sensitive to student needs
2. Guides student learning consistent with both student needs and the approved course syllabus
3. Is sensitive to the effect of the process on student learning
4. Encourages divergent student viewpoints

E. Fairness and Impartiality
1. Evaluates all students fairly and impartially
2. Respects the dignity of all students

II. Procedures

The following procedures for evaluation of instruction are based on past and current practices at the college and on recommendations from several college committees. The procedures are designed to evaluate an experienced faculty that takes many approaches to instruction in order to maintain the diversity of programs that characterize the college itself. These evaluation procedures will assist in the improvement of instruction, recognize instruction that is commendable, and will be implemented, in a timely manner, through the following process:

A. Responsibility

The academic officers responsible for the evaluation of instruction are the deans who have faculty reporting to them, department Academic Dean, and the Provost.

Deans who have faculty reporting directly to them, the Provost, and Department Deans are responsible for implementing the procedures and answering all questions pertaining to the evaluation process.

Deans who have faculty reporting directly to them, or the Department Dean, and the instructor, must mutually agree upon any other evaluator, in writing, 30 days prior to the actual evaluation.

B. Reports

1. The evaluation of classroom instruction shall be based upon the information derived from the procedures used in this document. Upon completion of the classroom instruction evaluation process, the evaluator shall prepare a written statement that describes this evaluation and its outcome, with copies for the instructor and for the official personnel file.

2. The evaluator shall, in a conference scheduled within three weeks of the completion of the evaluation process, discuss the written statement with the instructor, who has the right to prepare a written response that is to be attached to the statement.

C. Evaluation Instruments

1. Written commentary from students currently enrolled in an instructor's course sections

The course, the number of course sections, and the particular sections selected to receive evaluation, questionnaires or essay forms shall be mutually agreed upon by the instructor and the evaluator

The instructor and the evaluator shall mutually agree upon the type of questionnaire or essay format to be used to elicit the written student commentary.

If a questionnaire is to be used, the questionnaire contained in the 1969 Senate Ad Hoc Committee Report on Evaluation, or another mutually agreed upon by the instructor and the evaluator, shall be used.

The method of distribution and collection of the questionnaire or essay instrument shall also be mutually agreed upon by the instructor and the evaluator, and both shall also be present at the time of distribution and collection.

2. A presentation of simulated classroom instruction to:

a.) A group of colleagues from within the department and mutually agreed upon by the instructor and the evaluators; or

b) A group of four colleagues from within the department, two chosen by the instructor, two chosen by the evaluator; or

c.) A group of colleagues from another (community) college or university within the instructor's area or discipline, and mutually agreed upon by the instructor and the evaluator.

In each case, those observing the simulated classroom instruction shall give the evaluator and the instructor a written, signed report on the demonstration of the instructor's fulfillment of the criteria for the evaluation of instruction.

3. Student Evaluation Forms

A student evaluation form sent to a majority (51% or higher) of an instructor's former students who were registered in the instructor's course sections at the end of the third week of classes in a given academic year and chosen at random from any semester within the last three academic years.

The academic year, the number of students, the random selection procedure, and the form and content of the evaluation form shall be mutually agreed upon by the instructor and the evaluator.

4. Peer evaluation of classroom instruction
a.) By colleagues mutually agreed upon by the instructor and the evaluator; or

b.) By two colleagues selected by the instructor and two selected by the evaluator.
In either case, each colleague shall give the evaluator and the instructor a written, signed report that describes the classroom instruction techniques of the person being evaluated.

5. Classroom interviews by the evaluator
a.) The evaluator shall conduct interviews with students in two or more mutually agreed upon sections of the instructor's courses to determine the instructor's fulfillment of the college wide Criteria for the Evaluation of Instruction. There shall be a conference between the evaluator and the instructor prior to the interviews, during which both shall mutually agree upon appropriate times for the interviews.

b) The instructor shall not be present during the interviews. Within one week after the final interview, the evaluator shall hold a conference with the instructor during which he/she shall give the instructor written comments on the interviews, and discuss the report with the instructor. The instructor has the right to append his/her own statement to this report, if so desired.

c.) Care should be taken to arrange the number of visits necessary to make the process both fair and productive. If mutual agreement can be reached, the number of visits shall be two or more; if there is no agreement, the number shall be three. The evaluator and the instructor shall mutually agree upon the course(s), section(s) and time(s) for these visitations. The goal of these classroom visitations shall be to obtain an accurate assessment of the instructor's teaching strategies and coverage of representative themes in the course material.

6. Classroom Visits
a.) The evaluator shall notify the instructor, within the first three weeks of the semester, of his/her intent to visit the class; the instructor shall reply promptly, within a six-week period from the date of notification, suggesting appropriate class hours for the visit(s).

b.) There shall be a conference between the evaluator and the instructor prior to the visit during which both shall discuss, and mutually agree upon: the purpose of the class(es) to be visited; the exercises or lessons which will be taking place during the visit; reading assignments or other preparations expected

from the students for the class. Both shall also exchange mutually helpful information to make the visit as profitable and comfortable as possible.

c.) Care should be taken to arrange the number of visits necessary to make the process both fair and productive. If mutual agreement can be reached, the number of visits shall be two or more; if there is no agreement, the number shall be three. The evaluator and the instructor shall mutually agree upon the courses(s), section(s) and time(s) for these visitations. The goal of these classroom visitation(s) should be to obtain an accurate assessment of the instructor's teaching strategies and coverage of representative themes in the course material.

d.) The evaluator shall arrive before the class starts and should remain until the end of class, both to insure understanding of the instructor's instructional design and to avoid causing a distraction by leaving early.

e.) Within a week after the last classroom visitation, the evaluator shall hold a conference with the instructor during which he/she shall provide the instructor with a copy of the written comments covering his/her visiting experience, and discuss the report with the instructor. The instructor has the right to append his/her own statement to this report, if so desired.

7. Video Taping of Instructional Presentations

a.) The evaluator and the instructor shall mutually agree to have the tapes made. The instructor shall then notify Media Services to arrange for the tapes to be made under the instructor's direction.

b.) There shall be a conference between the evaluator and the instructor, prior to the taping, during which both shall mutually agree on the purpose of the tape(s) to be made and viewed, the exercises or lessons which will be taking place during the taping, reading assignments and other preparations expected from the students for the tape(s); both shall also exchange mutually helpful information to make the taping as profitable and comfortable as possible.

c.) The tapes are to be viewed only by the evaluator and instructor. After they have been viewed, the tape(s) are to be erased when requested by the instructor.

d.) Within one week after the final taping, the evaluator shall hold a conference with the instructor during which he/she shall give the instructor a written comment on the viewing experience and discuss the report with the instructor. The instructor has the right to append his/her own statement to the viewing report, as part of the record, if this is desired.

Some other method mutually agreed upon by both the instructor and the evaluator.

D. Selection of Instruments

1. The evaluator and the instructor shall mutually agree, in writing, upon which instruments are to be used for the evaluation of classroom instruction.

2. If agreement cannot be reached in the case of first year faculty, the instructor and the evaluator shall each choose one instrument from the list of eight.

3. If agreement cannot be reached in the case of non-first year faculty, the strike-out method shall be employed. From the entire list of eight evaluation instruments, the evaluator and the instructor shall alternately delete any of the various methods until only two remain. These two instruments shall then be employed in the evaluation procedure.

4. If the evaluation shows evidence of a disparity between the instructor's performance and the criteria for the evaluation of instruction, both the evaluator and the instructor may choose one additional instrument from the unused options on the original list.

E. Frequency of Evaluation

1. Instructors meeting the minimum requirements for promotion shall be evaluated for classroom instruction during the academic year preceding the date on which a promotion would become effective.

2. Instructors meeting the requirements for tenure shall be evaluated for classroom teaching during each of the two academic years preceding the date on which tenure would be awarded.

3. Instructors holding the rank of professor and tenured status shall be evaluated for classroom performance once every three years.

4. Instructors holding new appointments to the college faculty shall be evaluated for classroom performance during each of the first two years of the appointment

III. Interpretation of Frequency of Evaluation

A. New appointees to the Faculty shall be evaluated during each of their first two years of appointment to the college

B. Faculty meeting the minimum contractual qualifications for tenure shall be evaluated in the fourth academic year, prior to eligibility for the September 15 Letter of Intent to Award Tenure. Faculty who have received the September 15 Letter of Intent to Award Tenure or the September 15 Letter of Probationary Consideration during the fifth year, shall be evaluated a second time prior to the end of the fall semester of their sixth year of service.

C. Tenured faculty holding the rank of Professor shall be evaluated for classroom instruction once every three years; this three-year period will be measured from the date of the last evaluation.

D. Faculty meeting the minimum contractual qualifications for promotion shall be evaluated in the year prior to the date on which a promotion will become effective.

Faculty not specifically covered by the above paragraphs shall be evaluated every three years. This three-year period shall be measured from the date of their last evaluation.

An exception to the above interpretations may be made if the results of an evaluation, in the opinion of the evaluator, identify enough areas of instruction in need of improvement to warrant an overall negative evaluation. Upon the determination of a negative evaluation, a Conciliation Agreement shall be prepared jointly by the Evaluator and the faculty member. This Agreement should focus on ways to correct the deficiencies and should also include a mutually agreed upon verification procedure. If, in the

opinion of the evaluator, the faculty member has not made substantial improvement within twelve months of the date of the agreement, a second evaluation shall be performed.

The Advisory Council to the President has agreed that the intent of the 12-month period is to allow a faculty member sufficient time to improve his/her classroom performance. It is not the Committee's intent to delay the implementation of a second evaluation if either a Conciliation Agreement cannot be mutually agreed upon or if the faculty member makes no attempt to carry out the terms of the agreement.

IV. Regulations and Procedures to Implement the College Policy on Promotion of Faculty Members

A faculty member being considered for promotion to the rank of Assistant Professor, Associate Professor, or Professor should demonstrate excellence in classroom instruction. In addition, the faculty member being considered for such promotion should also show demonstrable involvement in at least three of the additional criteria listed below. These three criteria are to be selected by the faculty member before the evaluation process begins. The type and range of activities that demonstrate involvement in the three criteria are to be mutually agreed upon by the instructor and the evaluator.

A. Classroom Instruction
The superior teacher performs successfully in the classroom. This performance is measured by the Criteria and Procedures for the Evaluation and Improvement of Instruction.

B. Faculty seeking promotion to the ranks listed above shall select three of the following to demonstrate involvement in the additional categories of criteria:

1. Educational Planning, Development, and Analysis
The superior teacher plays an active role in the educational planning, development, and analysis of the discipline in which the faculty member teaches. This participation should grow out of the faculty member's commitment to the broad spectrum of students' educational experiences.

2. Contributions to the Department and the College
The superior teacher recognizes that the Department and the college have a life unto themselves. The vitality of the department and the college are dependent on the active participation of each faculty member in sustaining the life of the college.

3. Performance of Classroom Obligations
The superior teacher realizes the importance of classroom obligations and performs them for the orderly operation of the department, the college, and for the benefit of students.

4. Professional Growth
The superior teacher understands that, without vital growth, there is stagnation. Keeping abreast of current trends and developments in one's area of competence(ies) becomes an important part of the superior teacher's academic career.

V. Evaluation of Full-time Faculty Assigned to Another Department or New Discipline

A. This policy is intended as a tool that will both help to maintain quality instruction and to provide a supportive setting that assists faculty members who, as part of their full time teaching load, are appointed to teaching assignments either within a different academic discipline than they had previously taught

within their own department, or to an assignment that is outside of their own department. These faculty members may be evaluated during the first academic year of the new teaching responsibility, based upon criteria established in the Regulations, Procedures and Processes for the Evaluation of Faculty Members (Revised Spring 2002).

B. If the results of the evaluation conducted during the first academic year of the faculty member's appointment to another department or discipline, in the opinion of the evaluator(s), identify enough areas of instruction in need of improvement to warrant an overall negative evaluation, a Conciliation Agreement shall be prepared jointly by the evaluator(s) and the faculty member. This Agreement shall focus on ways to correct the deficiencies and shall also include a mutually agreed upon verification procedure to be administered by the Academic Dean.

C. Upon a satisfactory evaluation that is based upon the criteria established in the Regulations, Procedures and Processes for the Evaluation of Faculty Members (Revised Spring, 2002), faculty members shall next be evaluated according to the frequency of evaluation established when they were initially appointed to the faculty. If, at the time of the subsequent regular evaluation, the faculty member is continuing to teach outside of his/her original department or discipline, the evaluators, from each department or discipline that is impacted by the faculty member's teaching responsibilities, shall participate in the evaluation process. The exact procedures for the evaluation shall be cooperatively worked out among the faculty member and the evaluators involved.

Term of Procedure

The procedures contained in this document will be in effect during the term of the current contract negotiated between the college and the Bucks County Community College Federation of Teachers.

COLLEGEWIDE CRITERIA AND PROCEDURES FOR IMPROVEMENT AND EVALUATION OF INSTRUCTION FOR PART-TIME FACULTY

A. Frequency For new part-time faculty members, evaluations shall be performed:

1. The first and third teaching semester;
2. Thereafter, every third teaching semester up to 60 accumulated credit hours;
3. Thereafter, every fourth teaching semester up to 120 accumulated credit hours;
4. Thereafter, every sixth teaching semester.

On or before the first day of the subsequent semester, the faculty member will receive the evaluation in writing.

Current part-time faculty shall be placed in the evaluation schedule based on the current number of credit hours accumulated teaching at Bucks County Community College since Spring 1995.

For the purposes of determining frequency of evaluation, credit hours shall accumulate only within each separate Department in which the faculty member may be teaching. For the purposes of determining compensation, however, credits shall accumulate College-wide.

B. In any instance where a part-time faculty member subject to evaluation is teaching multiple preparations, that faculty member shall be evaluated in all preparations. If a part-time faculty member is teaching three sections of the same preparation, evaluation may be conducted in two of the three sections, to be determined by the faculty member.

C. In the event of an unsatisfactory evaluation, a follow-up evaluation will be conducted after the tenth week during the teaching semester immediately following the unsatisfactory evaluation, assuming the part-time faculty member is teaching during that semester. If the part-time faculty member is not teaching during that semester, then the evaluation shall occur after the tenth week of the next semester that the part-time faculty member is teaching.

D. In routine evaluations, the following options shall apply:

1. A student questionnaire will be used, except a second evaluation instrument will be used if both the faculty member and the Assistant Academic Dean or immediate supervisor agree.
2. If both the faculty member and Assistant Academic Dean or immediate supervisor agree, an alternate instrument may be substituted for the student questionnaire; a second evaluation instrument will be used if both faculty member and Assistant Academic Dean or immediate supervisor agree.
3. If the Assistant Academic Dean or immediate supervisor wishes to use an instrument other than the student questionnaire and the faculty member does not agree, the faculty member shall select a second evaluation instrument to be used in addition to the instrument selected by the Assistant Academic Dean or immediate supervisor.

E. When the faculty member is due for evaluation, the Assistant Academic Dean or immediate supervisor will provide written notification, including information regarding a second instrument.

1. In the event of an unsatisfactory evaluation, a second evaluation instrument will be used in the follow-up evaluation. The second instrument must be agreed upon by both the faculty member and the Assistant Academic Dean or immediate supervisor. In the event that they cannot reach agreement, the strike-out method shall be used. Instruments include the following from the *Regulations, Procedures and Processes on the Evaluation of Faculty Members*, revised 2006:

a.) Written commentary from students currently enrolled in an instructor's course sections.

i. The course, the number of course sections, and the particular sections selected to receive evaluation questionnaires or essay forms shall be mutually agreed upon by the instructor and the evaluator.
ii. The instructor and the evaluator shall mutually agree upon the type of questionnaire or essay format to be used to elicit the written student commentary.
iii. If a questionnaire is to be used, the questionnaire contained in the 1969 Senate Ad Hoc Committee Report on Evaluation, or another mutually agreed upon by the instructor and the evaluator, shall be used.
iv. The method of distribution and collection of the questionnaire or essay instrument shall also be mutually agreed upon by the instructor and the evaluator, and both shall also be present at the time of distribution and collection.

b.) Peer evaluation of classroom instruction

i. By colleagues mutually agreed upon by the instructor and the evaluator; or
ii. By two colleagues selected by the instructor and two selected by the evaluator.
iii. In either case, each colleague shall give the evaluator and the instructor a written, signed report that describes the classroom instruction techniques of the person being evaluated.

c.) Classroom interviews by the evaluator

i. The evaluator shall conduct interviews with students in two or more mutually agreed upon sections of the instructor's courses to determine the instructor's fulfillment of the college wide Criteria for the Evaluation of Instruction. There shall be a conference between the evaluator and the instructor prior to the interviews, during which both shall mutually agree upon appropriate times for the interviews.
ii. The instructor shall not be present during the interviews. Within one week after the final interview, the evaluator shall hold a conference with the instructor during which he/she shall give the instructor written comments on the interviews, and discuss the report with the instructor. The instructor has the right to append his/her own statement to this report, if so desired.
iii. Care should be taken to arrange the number of visits necessary to make the process both fair and productive. If mutual agreement can be reached, the number of visits shall be two or more; if there is no agreement, the number shall be three. The evaluator and the instructor shall mutually agree upon the course(s), section(s) and time(s) for these visitations. The goal of these classroom visitations shall be to obtain an accurate assessment of the instructor's teaching strategies and coverage of representative themes in the course material.

d) Classroom visits

i. The evaluator shall notify the instructor, within the first three weeks of the semester, of his/her intent to visit the class; the instructor shall reply promptly, within a six-week period from the date of notification, suggesting appropriate class hours for the visit(s).
ii. There shall be a conference between the evaluator and the instructor prior to the visit during which both shall discuss, and mutually agree upon: the purpose of the class(es) to be visited; the exercises or lessons which will be taking place during the visit; reading assignments or other preparations expected from the students for the class. Both shall also exchange mutually helpful information to make the visit as profitable and comfortable as possible.
iii. Care should be taken to arrange the number of visits necessary to make the process both fair and productive. If mutual agreement can be reached, the number of visits shall be two or more; if there is no agreement, the number shall be three. The evaluator and the instructor shall mutually agree upon the courses(s), section(s) and time(s) for these visitations. The goal of these classroom visitation(s) should be to obtain an accurate assessment of the instructor's teaching strategies and coverage of representative themes in the course material.
iv. The evaluator shall arrive before the class starts and should remain until the end of class, both to insure understanding of the instructor's instructional design and to avoid causing a distraction by leaving early.
v. Within a week after the last classroom visitation, the evaluator shall hold a conference with the instructor during which he/she shall provide the instructor with a copy of the written comments covering his/her visiting experience, and discuss the report with the instructor. The instructor has the right to append his/her own statement to this report, if so desired.

e.) Videotaping of instructional presentations

i. The evaluator and the instructor shall mutually agree to have the tapes made. The instructor shall then notify Media Services to arrange for the tapes to be made under the instructor's direction.
ii. There shall be a conference between the evaluator and the instructor, prior to the taping, during which both shall mutually agree on the purpose of the tape(s) to be made and viewed, the exercises or lessons which will be taking place during the taping, reading assignments and other preparations expected from the students for the tape(s); both shall also exchange mutually helpful information to make the taping as profitable and comfortable as possible.
iii. The tapes are to be viewed only by the evaluator and instructor. After they have been viewed, the tape(s) are to be erased when requested by the instructor.
iv. Within one week after the final taping, the evaluator shall hold a conference with the instructor during which he/she shall give the instructor a written comment on the viewing experience and discuss the report with the instructor. The instructor has the right to append his/her own statement to the viewing report, as part of the record, if this is desired.

2. If a part-time faculty member's service to the College is interrupted by more than three academic

years, that faculty member shall be subject to evaluation during the first semester of resumed service. Thereafter, the normal schedule of frequency based on accumulated credit hours shall resume.

F. If an evaluation is declared unsatisfactory by the Assistant Academic Dean or immediate supervisor, written notification must be given to the part-time faculty member at a meeting to be held within one week after the due date for final grades.

1. A second meeting to discuss the unsatisfactory evaluation will be scheduled prior to the beginning of the next teaching semester. At this meeting, the Assistant Academic Dean or immediate supervisor will discuss methods for dealing with the issues raised in the unsatisfactory evaluation.
2. If the follow-up evaluation shows that the issues identified in the previous meeting are not corrected, a second consecutive unsatisfactory evaluation will be declared by the Assistant Academic Dean or immediate supervisor in writing and given to the part-time faculty member. The result of two consecutive unsatisfactory evaluations will be termination.

Appendix D: Telephone and Voice Mail

A training video for operating your campus phone and voice mail system can be found at:

http://rogue.bucks.edu/~video/phone/phone.html

Placing a call:
Internal – Dial the four-digit extension (reference ext list)
External – Dial 9 + Area Code + Number (Local), 9 + 1 + Area Code + Number (LD)

Voice Mail Quick Reference Guide

Accessing Voice Mail:
On Campus – 8500 followed by your password

Off campus - dial 215-504-8500
Press # when system picks up
Enter your mailbox number followed by your password

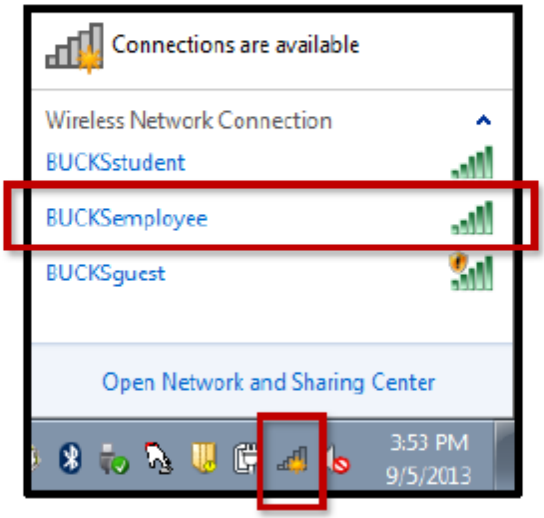
Listening Options:

- **Press 2** - forward message
- **Press 3** - back up five seconds
- **Press 4** - delete message
- **Press 5** - save message
- **Press 6** - replay message
- **Press 7** - skip to next message
- **Press 8** - reply to message
- **Press 9** - go forward five seconds

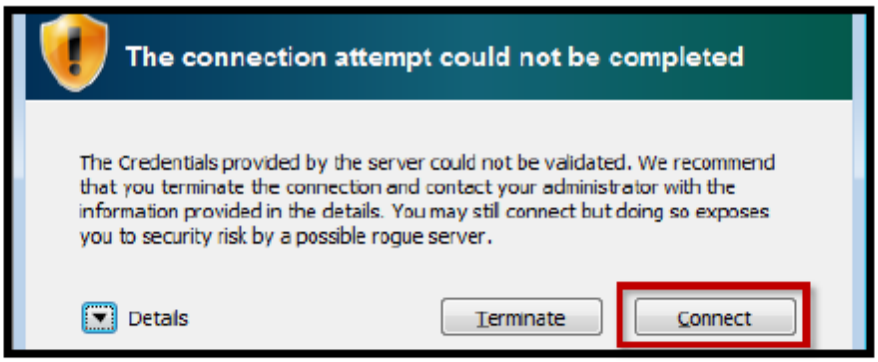
Appendix E: WiFi Configuration for College-Owned Equipment

Follow these directions to connect your laptop to the new wireless network for faculty and staff. Antivirus software and updates must be current and machines must have a successful full scan done weekly.

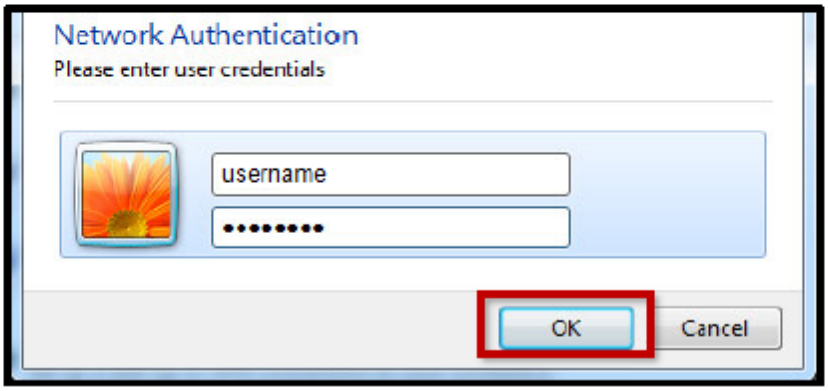
1. Click the wireless icon on your laptop and choose the **BUCKSemployee** network.



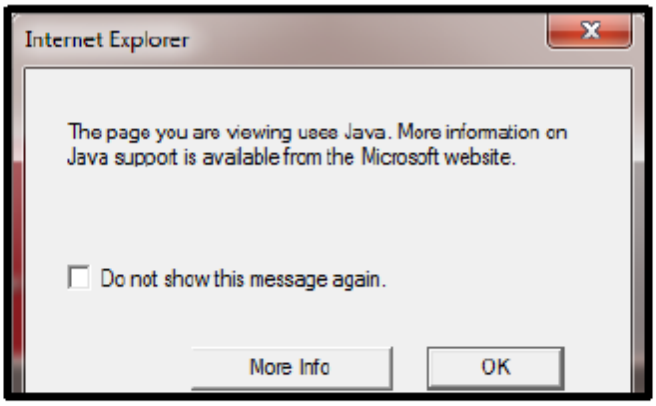
2. A Security Alert may appear. Click **Connect** to proceed.



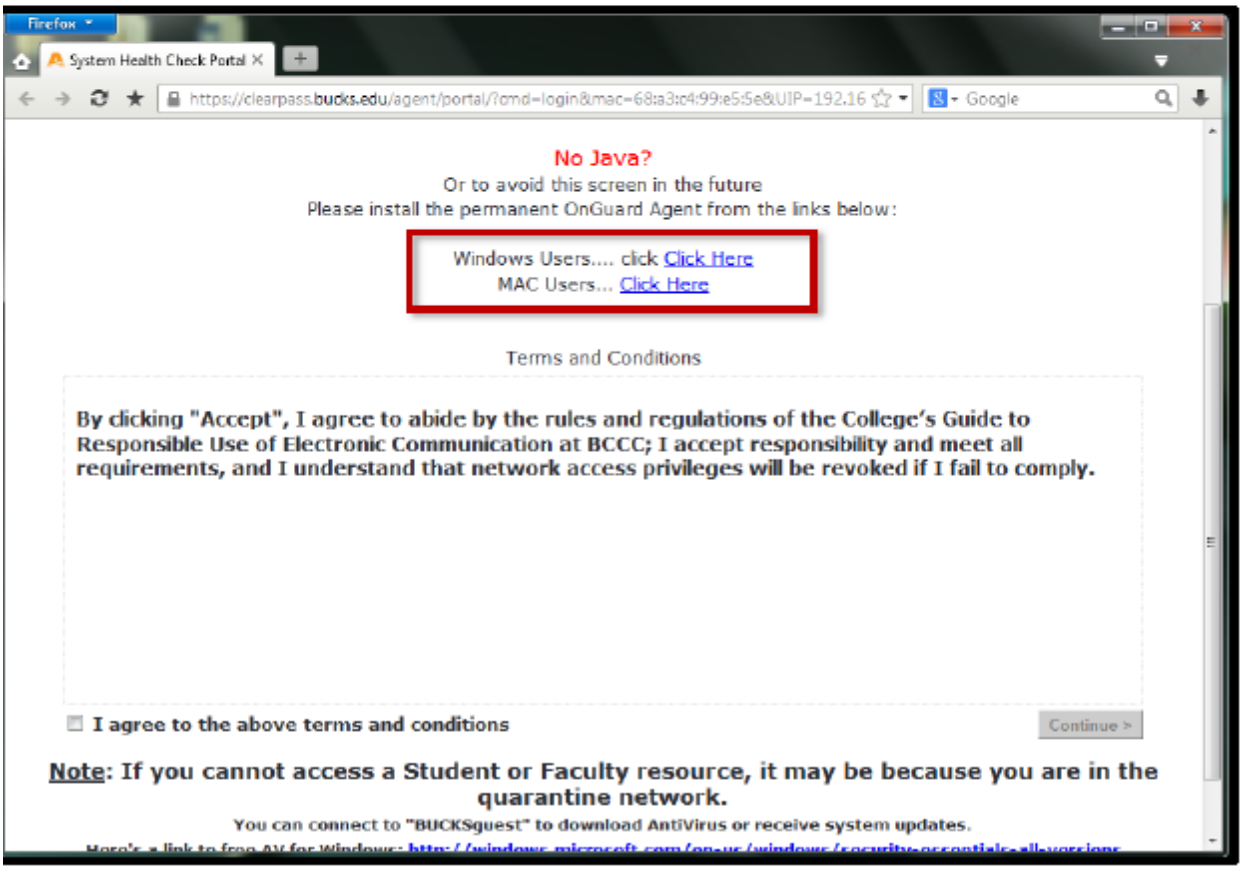
3. Enter your Bucks network **username** and **password** and click **OK**. This is the same username and password used to access Canvas, MyBucks, and campus computers.



4. Open a web browser (Internet Explorer, Safari, Firefox, or Chrome) on your laptop. A website will explain the use of a Java applet, links to download and install **ClearPass OnGuard**, and the Terms and Conditions of connecting to the wireless network. A Java message may appear.

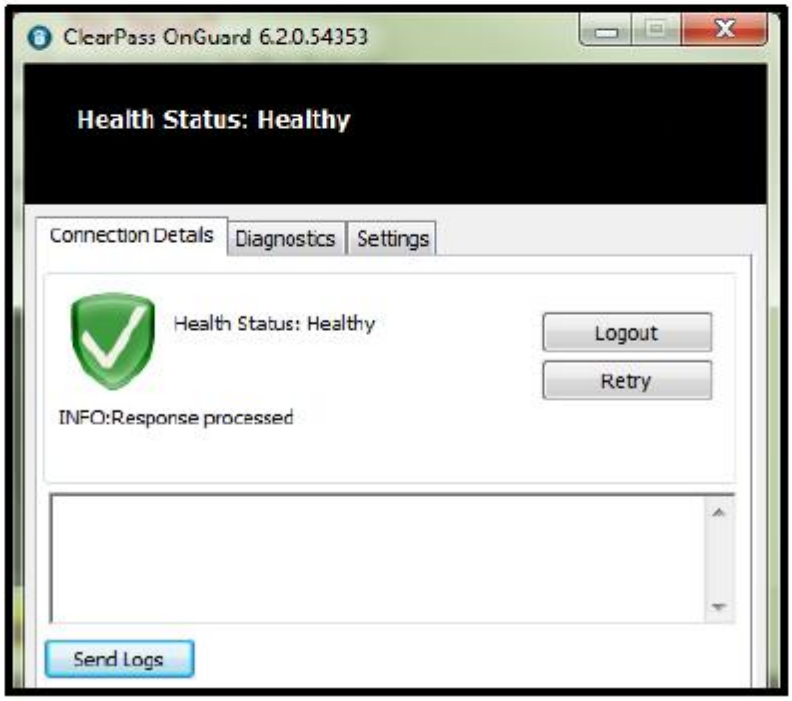


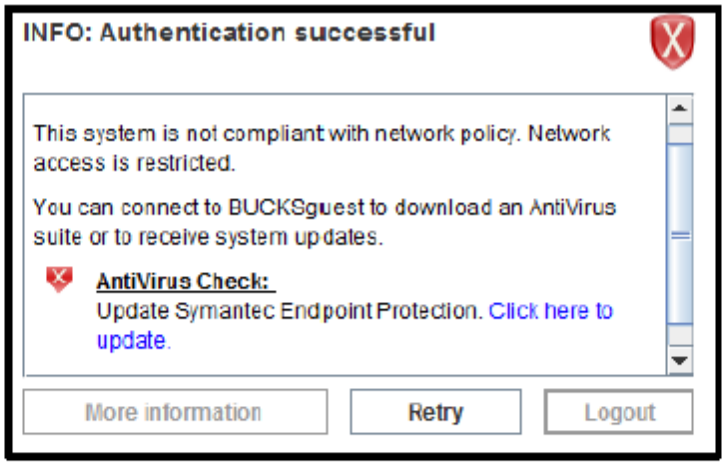
5. Download the **ClearPass OnGuard** application appropriate for your operating system. This is a one time step.



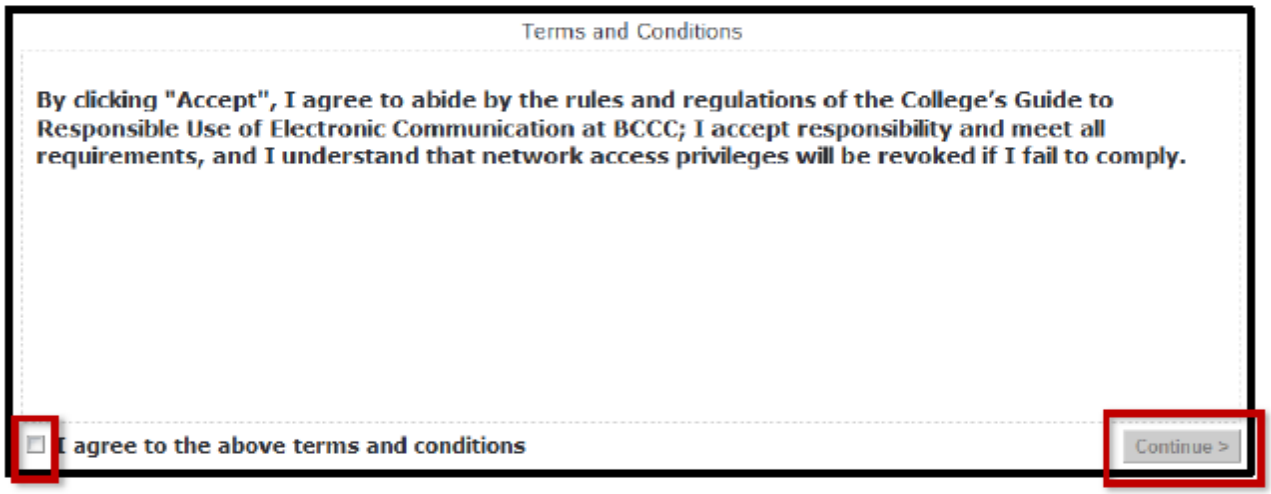
6. After opening the **ClearPass OnGuard** application, the setup process will proceed. Follow the prompts to install and run the program.

7. After **ClearPass OnGuard** has installed, it will run a system check to verify antivirus is installed, up to date, and a system scan was run recently. A **green** check mark indicates the system has successfully passed the scan. A **red** X indicates that the system has not passed and will display the reason.





8. To accept the Terms and Conditions for connection to the wireless network, click the check box next to "I agree to the above.." and click **Continue**.



9. Click the yellow link at the bottom of the page to be returned to the original page in your web browser.

ClearPass OnGuard will continue to run in the background of your system while you are connected. Each time you reconnect it will run the system security check and you should be automatically connected after it has finished processing.