

Faculty Handbook



CITY COLLEGES of CHICAGO
Harry S Truman
Education that Works

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Dear Harry S Truman Faculty,

On behalf of our students, staff, and administration we are pleased to have you as part of our wonderful faculty body. We value the expertise and diversity you bring with you to share with our students.

This guidebook provides information regarding policies, procedures, and responsibilities for faculty, as well as available College resources and services. It should be your first stop for answers to your questions on matters of policy, procedure, or responsibility. This handbook will give you an overview as to who and what we are, some general policies, some specifics for you as an employee, and some help for you as an instructor. If you have additional questions, do not hesitate to contact your Department Chairperson, department assistant, the Dean or Associate Dean of Instruction.

We hope your time spent with Truman College will be an on-going positive experience, and we look forward to creating additional opportunities for collaborative interactions with all of you as the semester progresses.

A handwritten signature in black ink, reading "Reagan Romali". The signature is written in a cursive style with a large, prominent "R" at the beginning.

Dr. Reagan F. Romali, President

Truman Fulltime Faculty List

Last	First Name	Degree	Major	School
Abdullah	Rashidah	MS	Registered Nursing/Registered	University Of Illinois At Chicago
Abrams	Charles	MA	Chemistry, General	Columbia University
Aguila	Christine	MA	English Language and Literature	Southern Illinois University-Carbondale
Allen	Donna	MS	Registered Nursing/Registered	Northern Illinois University
Aman	Simon	PHD	Statistics, General	Southern Illinois University-Carbondale
Amarin	Marwan	PHD	Biology/Biological Sciences, G	Atlanta University
Arrington	Yvonne	MSN	Nursing Science (MS, PhD)	North Park University
Atsbaha	Anghesom	DED	Adult and Continuing Education	National-Louis University
Baez	Diego	MFA	Creative Writing	Rutgers University-Newark
Bush	Nena	MS	Child Development	Erikson Institute
Close	Anne	PHD	English Language and Literature	Loyola University
Connor	Kate	MA	Child Development	Erikson Institute
Cooksey	John	MA	Business/Commerce, General	Webster University
Damghani	Maryam	MA	French Language and Literature	University Of Illinois At Chicago
Davis	Michael	MS	Chemistry, General	Northwestern University
Diaz-DeLeon	Francisco	PHD	Biology/Biological Sciences, General	University Of Illinois At Chicago
Dockery	Julie	MA	English Language and Literature	University Of Memphis
Driver	Adrienne	PHD	Biology/Biological	University Of

			Sciences, General	California-Irving
Dundzila	Rudra	PHD	Germanic Languages, Literature	University Of Wisconsin-Madison
Duyungan	Imelda	MSN	Registered Nursing/Registered	University Of Illinois At Chicago
Ebrahim	Akbar	PHD	Surgical Technology/Technology	
El-Maazawi	Mohamed	PHD	Chemistry, General	Penn State-University Park Campus
Elutilo	Olugbenga	MS	Registered Nursing/Registered	Governors State University
Folker-Maglaya	Catherine	MSN	Registered Nursing/Registered	Loyola University
Garcia	Angelito	MS	Mathematics, General	University Of Connecticut-Storrs
Gillespie	Catherine	MA	English Language and Literature	Ohio State University
Gordon-Allen	Gail	MS	English/Language Arts Teacher	Southern Illinois University-Carbondale
Gurung	Mahesh	PHD	Ecology	University Of Illinois At Chicago
Hakeem	Ahmed	MS	Medical Scientist	University Of Illinois At Chicago
Hanks	Julie	MA	Teaching English as a Second or Foreign Lang.	American University in Cairo, Egypt
Harmon	Loretta	MSN	Registered Nursing/Registered	University Of Illinois At Chicago
Henderson	Lionel	MS	Technology and Education	Chicago State University
Hidegkuti	Marta	MS	Mathematics, General	University Of Illinois At Chicago
Hsiao	Chih-Ming	MS	Engineering Science	University Of Mississippi
Huda	Shamim	MSN	Registered Nursing/Registered	DePaul University
Johnson	Rachel	MS	Pure Mathematics	DePaul University
Johnston	Anthony	MA	Latin American Studies	Indiana University Bloomington
Jones	Joshua	MA	Sociology	California State University
Keitel	Richard	MFA	Keyboard Instruments	Northwestern University
Kerr	Andrew	MA	Religious Education	University Of Chicago
King	Ana	MS	Teaching English as a Second o	National College Education

Kipnis	Nancy	MS	Nursing Science (MS, PhD)	Rush University
Lenane	Thomas	MA	Communication, General	Northwestern University
Lim	Nicholas	MS	Library and Information Science	University of Illinois At Chicago
Liu	Yue	PHD	English Language and Literature	Ball State University
Lopez	Elia	MA	Spanish Language and Literature	Northwestern University
Majer	John	PHD	Clinical Psychology	DePaul University
Majid	Syed	MS	Engineering, General	Bradley University
Martin	Geoffrey	MA	English Language and Literature	McMaster University
Matos	Timothy	PHD	English Language and Literature	University Of Massachusetts- Amherst
McDermott	Leone	MA	Library and Information Science	University Of Chicago
McLaughlin	Sarah	MA	Linguistics	Northeastern Illinois University
Mensah	Kathy	MSN	Registered Nursing/Registered	DePaul University
Mordi	Sweet	MSN	Nursing Administration (MSN, M	Governors State University
Murphy	Patricia	MSN	Registered Nursing/Registered	Loyola University
Najam	Farzana	MD	Medical Scientist	
Natarajan	Vijayalakshmi	MS	Biotechnology	Roosevelt University
O'Malley	Kelly	MA	Elementary Education and Teach	DePaul University
Onoda	James	PHD	Biology/Biological Sciences, G	Northwestern University
Ortiz	Benjamin	MA	English Language and Literature	Stanford University
Page	Leah	PHD	Chemistry	University Of Illinois At Chicago
Paz	Danielle	MFA	Art	University Of Chicago
Plantan	Richard	MBA	Business Administration and Ma	Northern Illinois University
Preston	Maria	MA	Registered Nursing/Registered	Governors State University
Reynolds	Franklin	MA	Communication, General	Northern Illinois University

Rhodes	Ayana	MA	English Language and Literature	Iowa State University Of Science & Technology
Roberts	Stephanie	MFA	Fine Arts and Art Studies, Oath	University Of Iowa
Ruiz	Olga	MS	Student Counseling and Person	Purdue University
Santamaria	Harold	MED	Human Resources Management/Per	University Of Illinois At Urbana-Champaign
Sdralis	Harry	MS	Biotechnology	Roosevelt University
Shuaibi	Abdallah	PHD	Mathematics, General	Kent State University
Skentzis	Dionysios	MA	History, General	University Of Illinois At Chicago
Skinner	LaSandra	MS	Business Administration and Ma	North Park University
Sprewer	Keith	MFA	Creative Writing	Columbia College
Steffen	Kimberly	MA	English/Language Arts Teacher	Columbia University
Stevens	Sondae	MSN	Registered Nursing/Registered	DePaul University
Swisher	Michael	PHD	Germanic Languages, Literature	Ohio State University
Thusat	Joshua	MA	English Language and Literature	Bowling Green State University
Torralba	Raymund	PHD	Chemistry, General	Texas A & M University
Torres	Dianne	MA	Spanish Language and Literature	Washington University
Troche-Rodriguez	Madeline	PHD	Sociology	Loyola University
Valdez	Helen	MS	Mathematics, General	University Of Chicago Graduate
Walker	Joy	MS	Chemistry, General	University Of Illinois At Chicago
Wang	Xingwu	MA	Biology/Biological Sciences, G	Sam Houston State University
Wyatt	Debra	MSN	Nursing Practice	Southern Illinois University-Edwardsville
Zimmermann	Polly	MS	Registered Nursing/Registered	North Park College

Academic Affairs, Office of Instruction and College-to-Careers Administration

Vice President of Academic and Student Affairs, Dr. Pervez Rahman, Ph.D.

Dean of Instruction, Dr. Susan Marcus, Ph.D.

Associate Dean of Instruction, Maggie Ayala

Associate Dean of Instruction, DeShaunta Stewart, J.D.
Dean of C2C, Dr. Peggy Korellis, Ed.D.
Associate Dean of C2C, Allison Zures
Director of Academic Support Services, Derek Lazarski

QUICK GUIDE: IMPORTANT PHONE NUMBERS AND CONTACT INFORMATION

College Switchboard: (773) 907-4700

College Security: (773) 907-4800

IT Help Desk: (312) 553-2600

To make internal calls (within the CCC District): Dial the campus prefix number (7 for Truman College) and the last 4 four-digits of the phone number.

Other campus prefixes are as follows:

- 1+ extension District Office
- 2+ extension DA
- 3+ extension HW
- 4+ extension KK
- 5+ extension MX
- 6+ extension OH
- 8+ extension WW

For outside calls: Dial 9 first, then 1 + area code and the phone number.

All room numbers listed below with three digits (i.e. 135, 162, 136) are located in the Larry McKeon Building. All others (4digit room numbers) are in Truman’s Main Building.

If you have a question about...	...you should call the:	Office location	Phone number extension
Your class list/roster	Registrar's Office	Room 135	6814
Technology/ software/hardware issues/equipment/training	Technology Learning Center	Room 3921	2600
Workplace issues & benefits	Human Resources	Room 162	4462
Payroll/COA issues	Payroll	Room 106	4461
Student reinstatements & grade changes	Registrar’s Office or Office of Instruction	Room 135 or 162	6814 or 4446
Photocopying and Printing	Reprographics Center	Room 1935	6802

Personal and group counseling, stress management and community resource referrals	Wellness Center	Room 1946	4786
Classroom temperature control	Security-ask them to page Engineer	Room 1112	4800
Unlocking your classroom or office door	Security	Room 1112	4800
Scheduling makeup exams for students	Testing Center	Room 136	4889
Classroom supplies	Department assistant or Office of Instruction	Room 162	4446
Disabled student issues	DAC (Disability Access Center)	Room 1435	4725
Library resources & visit scheduling	Library	Room L625	4877
Public Relations	Director of Public Relations	Room 162	4040

Part I: About the College

CCC Overview

City Colleges of Chicago (CCC) has enrolled more than 2 million students since its inception in 1911. Seven separately accredited community colleges—Harold Washington, Harry S Truman, Kennedy-King, Olive-Harvey, Malcolm X, Richard J. Daley, and Wilbur Wright—serve their neighborhoods and the entire city of Chicago with a variety of college transfer, workforce, and adult education programs and courses. The colleges are open-door institutions, which means that everyone who can benefit from further education is admitted regardless of their past educational background or achievement. A program is available for everyone to start at their level and progress as far as they wish. We are here to help students be successful and provide a variety of student services and educational programs to meet their needs.

If you want to learn more about the City Colleges of Chicago and its history, please visit the City Colleges website at <http://www.ccc.edu/menu/Pages/About-City-Colleges.aspx>

Board of Trustees

The Board of Trustees of the City Colleges of Chicago (Community College District 508) is composed of eight members. Seven voting members are appointed by the Mayor to serve three-year terms and are eligible for reappointment. A student from one of the colleges is elected for a one-year term as a trustee. The student trustee attends all meetings but does not vote.

By law, all Board meetings are open to the public. The Chancellor, the executive officer of the City Colleges of Chicago, and her staff prepare agenda items to present to the Board. Regular Board meetings are monthly at the District Office (226 West Jackson).

If you want to learn more about City College Governance and the Board of Trustees, view meeting announcements, and read Board rules, please visit <http://www.ccc.edu/departments/Pages/Board-of-Trustees.aspx>

District Administration

The District is administered by the Chancellor, Vice Chancellors, Associate Vice Chancellors, Directors, and other personnel who coordinate and direct various system-wide programs and services. Policy and most procedural decisions for the system are made at the District Office. The Officers of the District, a group consisting of the Presidents of each of the colleges, the Vice Chancellors and General Counsel,

meet regularly with the Chancellor to discuss and advise the Chancellor on district-wide issues. The Officers of the District have several standing committees and sometimes convene ad hoc committees, which include faculty and other administrative staff. You can learn more about District Administration in the Organizational Structure section of the District-Wide Employee Manual and find a listing of CCC District Administration at <http://www.ccc.edu/menu/Pages/Leadership.aspx>

CCC Reinvention

The Reinvention initiative is all about ensuring student success: in the classroom and the workplace. More than two years after faculty, staff and students began improving all aspects of City Colleges, the reform effort has begun a major new phase.

You can learn more about Reinvention by visiting the Reinvention webpage at <http://www.ccc.edu/menu/Pages/Reinvention.aspx>

CCC 5-Year Plan

The City Colleges of Chicago's 5-Year Vision aims to nearly double the graduation rate and ensure that over two-thirds of students become employed in their area of training by 2018. Unveiled at the annual City Club of Chicago address by Chancellor Cheryl Hyman on June 24, 2013, the plan builds upon the gains made by City Colleges and its students since the 2010 launch of its Reinvention initiative and the start of the internationally-renowned College to Careers program in 2011.

City Colleges students are graduating at a record rate, degrees awarded are increasing, and the College to Careers program is garnering international recognition and becoming a model for a modern education. In this next phase, City Colleges is creating an important launching pad for students, both in further college and career success that will also serve as an economic engine for the City of Chicago.

You can view the PDF of the 5-Year Plan and learn more about it at <http://www.ccc.edu/menu/Pages/Five-Year-Plan.aspx>

About Harry S Truman College

Truman College was founded in 1956 as an unnamed "evening college" at Amundsen High School on Foster Avenue. In 1961, having outgrown Amundsen, Truman College moved to a former elementary school on Wilson Avenue and was named Mayfair College. The college moved to its present location in Uptown in 1976 and was going to be called Northeast Community College until Frank Sullivan, Mayor Richard J. Daley's press secretary, suggested naming it after President Harry S Truman, a lifelong proponent of higher education.

Truman is one of the largest of the City Colleges of Chicago, with a yearly enrollment of more than 23,000 students, and has the largest English as a Second Language and GED program in Illinois with more than 12,000 students annually. Truman students come from approximately 160 countries and speak over 90 languages. Nearly half are Hispanic. They live all over Chicago, but most come from communities close to the college.

In addition to the main campus, Truman maintains satellite campuses, the largest and most established being the Lakeview Learning Center on Clark Street in Wrigleyville. In 2011, the college completed construction on the new student services building and parking structure, which offers 1,100 secure, free parking spaces to faculty, staff, and students. The building is certified Silver through the Leadership in Energy and Environmental Design (LEED) program of the US Green Building Council. It is named after late State Representative Larry McKeon, a longtime friend of the college who was instrumental in bringing the project to fruition.

Read more about who Truman College is at <http://www.ccc.edu/colleges/truman/menu/Pages/About-the-College.aspx>

Truman's Mission

Our Mission dedicates us to deliver high-quality, innovative, affordable, and accessible educational opportunities and services that prepare students for a rapidly changing and diverse global economy. Our Teaching and Learning Goals commit us to develop students who:

- communicate effectively in both written and oral forms.
- gather, interpret, and analyze data.
- demonstrate the ability to think critically, abstractly, and logically.
- utilize a variety of technologies.
- exhibit social and ethical responsibility.
- perform productively in the workforce.
- demonstrate the ability to learn independently.
- gain awareness of their role in the global community.

Read more about Truman College's Mission at <http://www.ccc.edu/colleges/truman/menu/Pages/Mission.aspx>

Accreditation

Truman College is accredited by the North Central Association of Colleges and Schools, Higher Learning Commission, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60606-2504 [Telephone: (800) 621-7440 Fax: (312) 263-7462 email: info@ncacihe.org] and approved by the Illinois Community College Board, the Illinois Board of Higher Education and the Illinois State Board of Education. In addition, many programs have specialized accreditations.

Read more about Accreditation on the webpage at <http://www.ccc.edu/colleges/truman/menu/Pages/Accreditation.aspx>

Truman's 5-Year Plan and Scorecard

Truman has been meeting or exceeding all metrics within our 5-Year Plan—a feat that shows the dedication and effort put forth by our outstanding faculty, staff and administration.

To view Truman's 5-Year Plan, please visit http://www.ccc.edu/Documents/Truman_College_5-Year_Strategic_Plan.pdf

To view Truman's Scorecard, please visit http://www.ccc.edu/Documents/Truman_College_FY2013_5-Year_Plan_Scorecard.pdf

Academic Calendar

The current year's academic calendar is available online at http://www.ccc.edu/colleges/truman/events/Pages/default.aspx?cat=Academic_Calendar

Some important dates to keep track of during the semester as follows:

- First day of class
- Date a student can drop a class for a refund (see Student Policy Manual)
- Due date of your DAY 10 class lists to the Registrar's Office
- Due date of midterm grades to the Registrar's Office
- Last date for a Student-Initiated Withdrawal (no refund)
- Due date of final grades to the Registrar's Office
- Last day of class

Getting to Campus

Harry S Truman College is located at 1145 W. Wilson Avenue, Chicago, IL 60640

By public transit: Several transit routes run adjacent to the college including: the CTA Red Line, as well as the CTA bus #36, 78.

By bike: Bike racks are available at the entrance of the college on Wilson Avenue and a secure, indoors bike room is also located in the back of the parking garage.

By car: Cars access the college from Wilson Avenue. There is parking onsite, located on the south end of the building located inside the Larry McKeon Parking complex off of Racine Street, just west of the college. There is also street meter parking available on Wilson Avenue.

A map of the main Building is located in the appendix of this guide.

Parking

All student, faculty, and staff have access to free parking in the parking structure located behind the Main Building, attached to the Larry McKeon Building. You can enter at Wilson Ave. and Racine St. The parking structure is monitored by security and closes at 10pm Monday-Friday and at 5pm on Saturday. Parking is closed on Sundays and all holidays.

Truman News

During the Fall and Spring semesters, the Truman News newsletter is sent out via e-mail on a weekly basis to your faculty e-mail address. Please read these to keep up with weekly Truman happenings, events, information and important deadlines!

Part II: Important Policies, Rules, and Procedures

Understanding the CCC District-Wide Employee Manual and Work Rules, CCC Board Policies, and Collective Bargaining Agreements is a part of being a CCC employee. Below are some of the policies and procedures pulled from these documents. For full documents, please visit the CCC website listed under each heading.

CCC Equal Opportunity in Employment

The Equal Opportunity Office (EEO Office) administers and enforces the District's EEO Policy, which is a policy of equal opportunity in employment, programs, and activities.

For more details on CCC's EEO Office, contacts and policies, please visit
[http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-\(EEO\).aspx](http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx)

<http://www.ccc.edu/departments/Documents/Human%20Resources%20Documents/Equal%20Employment/EEO%20Complaint%20Proc2.pdf>

EEO Officer and Complaint Resolution Process

Please visit this PDF on EEO Policy and Complaint Procedures
<http://www.ccc.edu/departments/Documents/Human%20Resources%20Documents/Equal%20Employment/EEO%20Complaint%20Proc2.pdf>

Ethics Office

The purpose of the City College Ethics Office is to meet City College ethics goals, reduce unethical behavior within the City College community, implement Board policies on ethics and meet the requirements of the State Ethics Act.

For more details on CCC's Ethics Policy and Training, please visit <http://www.ccc.edu/departments/Pages/Ethics.aspx>

The Office of the Inspector General for the City Colleges of Chicago

The Office of the Inspector General for the City Colleges of Chicago has the authority to conduct investigations regarding waste, fraud, and misconduct by any officer, employee, member of the Board; any contractor, subcontractor, consultant, or agent providing or seeking to provide goods or services to the City Colleges of Chicago and any program administered or funded by the District or Colleges. The full scope of the powers and duties of the Office of the Inspector General can be found in Section 2.7 of the Bylaws of the Board of Trustees.

For more details on the Office of the Inspector General or how to file a confidential complaint regarding waste, fraud and misconduct, please visit <http://www.ccc.edu/departments/Pages/Inspector-General.aspx>

Photo ID

Your photo ID is required for entrance into the buildings and you are required to wear your ID at all times while in the building.

Please view this policy at <http://intranet.co.ccc.edu/hr/Employee%20Manual/Employee%20Manual.pdf>

Drug- and Alcohol-Free Campus

Truman is a drug- and alcohol-free campus. Possession and/or consumption of alcoholic beverages is prohibited except at off-campus activities where all in attendance are of the legal drinking age and where the location of the activity does not prohibit alcoholic beverages. Possession, sale, use, or distribution of any narcotic, drug, marijuana, or other addictive or hallucinogenic substance prohibited by law is subject to college disciplinary action.

More information on this policy can be found at <http://intranet.co.ccc.edu/hr/Employee%20Manual/Employee%20Manual.pdf> and <http://www.ccc.edu/Documents/DrugAndAlcoholFree-CommunitiesNotice.pdf>

No Smoking Policy

Effective March 1, 2012, the City Colleges of Chicago became a completely tobacco-free campus (including smokeless tobacco products), prohibiting the use of all tobacco products on all of its Colleges' campuses, satellite locations, District Office and offsite facilities, including parking lots. A healthy campus is defined as a tobacco-free campus which prohibits the use of all forms of tobacco (including but not limited to cigarettes, cigars, pipes, hookah, electronic cigarettes, chew, snuff, and other smokeless tobacco products) and the sale of these products on campus-owned or leased property, including buildings, grounds, plazas, ramps, parking lots and outdoor common areas. No ashtrays or smoking shelters are provided on tobacco-free campus grounds.

More information on this policy can be found at

<http://intranet.co.ccc.edu/hr/Employee%20Manual/Employee%20Manual.pdf> or
http://apps.ccc.edu/brpublic/2012/jan/31273.pdf?_ga=1.153555896.1634578901.1422032908

Liability Insurance

Every instructor is covered by the College's liability insurance for instruction-related activities. State Workers Compensation insurance covers on-the-job injuries of instructor.

For more information on this, please visit

<http://intranet.co.ccc.edu/hr/Employee%20Manual/Employee%20Manual.pdf>

HR Self-Service

The HR Self-Service portal allows you to update and access your personnel information including but not limited to information on your benefits, compensation and personal information (address, emergency contact, e-mail addresses, etc). You can access HR Self-Service by logging in with your CCC Username and Password at <https://hcm.ccc.edu/psp/ccchrprd/?cmd=login>.

Address Changes and Direct Deposits

Because checks are mailed from out-of-state, it is very important that your address is correct. Please make sure to update any name or address changes immediately. Contact the Payroll Office for further information.

Please note that if you are fulltime employee of CCC your permanent address must be located within Chicago city limits. Please see **page 47** of the Board Policies and procedures at <http://www.ccc.edu/colleges/truman/departments/Documents/Student%20Activities/BoardPolicies2010-2011.pdf>

Certificate of Attendance (COA/time sheet)

You will receive bi-weekly faculty Certificate of Attendance forms in your departmental mailbox. The section labeled ASSIGNMENTS must be filled in with the course numbers of the course(s) you are teaching and the correct number of classroom hours you worked for each week. Be sure to sign it and return it to your department chair. Failure to fill in the critical portions of your Certificate of Attendance or turning it in late, will cause your paycheck to be delayed. You are strongly recommended to use Direct Deposit for your paycheck (through HR Self-Service online); otherwise, your paycheck will be mailed to your home and can take a few days.

For more information on COAs and stipulations with regards to COAs, please see **pages 54-55** of the CCC Employee Manual (only accessible while on campus):
<http://intranet.co.ccc.edu/hr/Employee%20Manual/Employee%20Manual.pdf>

Travel Authorization and Reimbursements

Requests for travel related to a faculty's discipline or responsibilities can be made 30 days before the date of requested travel. Requests for travel authorization are made online (and can only be accessed/submitted while on campus) at <http://www.ccc.edu/services/Pages/Apply-for-Travel-and-Expense-Reimbursement.aspx>.

Please view the City of Chicago Travel Policy by visiting this link:

http://www.ccc.edu/menu/Documents/Employee%20Forms/Travel_Reimbursement_and_Travel_Allowance_Policy.pdf

Special Assignments

Please see **page 58** of the Academic Policy Manual for information on Special Assignments:

http://www.ccc.edu/departments/Documents/Academic%20Policy%20Manual/Academic_Policy_Manual_20140814.pdf

Media, Public Relations

Inquiries from the broadcast and print media seeking CCC comment must be referred to the CCC's Office of Marketing and Public Relations. Employees are not authorized to make comments to the media about CCC activities or represent themselves as CCC spokespersons. Employees have the same rights as all citizens to speak out on matters of public concern to the extent provided by law, provided that they do so without representing themselves as CCC spokespersons.

Governmental Official Visits to the College

Visits by government officials should first be approved by the President and then vetted through Associate Vice Chancellor Community Relations, Recruitment, and Governmental Affairs office downtown. Please do not make arrangement for this visits on your own without proper approval.

Marketing on Campus

When promoting an event or course on campus, please be sure to use the templates off of the CCC branding site: www.ccc.edu/branding

Also, please be mindful of where you hang your marketing/promotional materials. Do not post on walls or windows unless you have been given approval by the Director of PR. If you have questions, please reach out to the Director of Public Relations directly.

Full-time Faculty Contract and Academic Policy Manual

As a full-time faculty member, it is important that you read through your contract as well as the CCC Academic Policy Manual.

You can view your contract by visiting this page <http://www.ccc.edu/menu/Pages/Union-Contracts.aspx> and clicking on the link to the Full-time Faculty CCCTU Local 1600 Collective Bargaining Agreement.

You can read through the Academic Policy Manual by going to http://www.ccc.edu/departments/Documents/Academic%20Policy%20Manual/Academic_Policy_Manual_20140814.pdf .

Part-time Faculty Contract and Academic Policy Manual

As a part-time faculty member, it is important that you read through your contract as well as the CCC Academic Policy Manual.

You can view your contract by visiting this page <http://www.ccc.edu/menu/Pages/Union-Contracts.aspx> and clicking on the link to the Part-time Faculty CCCLC IEA-NEA contract.

You can read through the Academic Policy Manual by going to http://www.ccc.edu/departments/Documents/Academic%20Policy%20Manual/Academic_Policy_Manual_20140814.pdf .

Contingent Assignments

Adjunct (part-time instructor) employment is strictly on a term-to-term or course-by-course basis, based solely on the determination by Truman College of its needs for any given academic term. Each semester you will receive a [Contingent Assignment Form](#) (see Appendix) with the class(es) assigned to you. The class(es) cannot be considered a commitment on the part of the college since such commitments can only be made at a later date and depend upon student registration and number of faculty needed.

Probationary adjunct faculty (have taught at least 3 credit hours per semester at a Board College for at least six regular semesters of the prior eight semesters) and non-probationary adjunct faculty members may be assigned to teach up to four (4) courses or twelve (12) contact hours, whichever is less, per regular academic term.

Part-time faculty teaching Composition may be assigned to teach no more than three (3) courses or eleven (11) contact hours, whichever is less; two courses or ten (10) contact hours may be taught during the summer term. The workloads are exclusive of intermittent substitute assignments. The conditions of your assignment are fully described in the Part-time Faculty CCLOC IEA-NEA contract at http://www.ccc.edu/departments/Documents/Academic%20Policy%20Manual/Academic_Policy_Manual_20140814.pdf.

Benefits and State University Retirement System (SURS)

For information on your benefits, please visit the HR webpage dedicated to this at <http://www.ccc.edu/departments/Pages/Benefits.aspx> and click on the appropriate job category. For SURS, you can also directly visit the SURS website at www.surs.org.

Salary and Deductions

Deductions are federal and state income tax, the State Universities Retirement System (SURS), and if applicable, Medicare. If you were hired 4/1/86 or after or had a break in your employment, there will be a mandatory 1.45 percent deduction from gross salary each payday for Medicare coverage. An instructor can expect his or her first salary payment for a particular class to begin on the second or third pay period after the Contingent Assignment Form and all documentation, including transcripts, have been submitted. Contact Truman's Payroll Department if you believe your pay has been delayed or if you have any questions regarding your salary. An instructor also may contact the Payroll Office if he or she wishes to take part in special tax-sheltered annuity plans, change his or her deductions, or sign up for direct deposit.

Substitution Policy and Call in Procedures

Faculty members are required to maintain regular attendance and punctuality. Not only are regular attendance and punctuality conditions of faculty employment, they are also critical elements in the College's efforts to maintain high levels of student service and satisfaction. Still, the College recognizes that faculty may occasionally be absent from their regularly scheduled work activities due to illness,

attendance at scheduled professional conferences, or exigent circumstances. In instances when a faculty member is unable to attend a scheduled class or professional responsibility, the following substitution procedures **must** be followed.

Types of Calls for Substitution

Timely – Advance notification of at least 24 hours that a substitute is needed.

Emergency – Less than 24 hours of advance notification that a substitute is needed.

Note that pursuant to the Academic Policy Manual, faculty cannot assign a substitute themselves when one is needed.

Call-in Procedures

A.) Timely Call for Substitution

In the event of a *Timely Call for Substitution*, faculty must send an email to or call **both** the department secretary and the department chairperson. The email must identify the class and section that needs a substitute instructor and must contain the lesson plan for the scheduled class and any special instructions for the substitute.

Upon receipt of the notification email, the following will occur:

- A call for qualified/vetted instructors will be made in the area needing the substitute by the department chairperson or his or her designee.
- If a qualified/vetted instructor is not found to be available or to be interested, a general call for an instructor from all areas will occur, as academically appropriate and defined by the department chairperson.
- If a full-time or part-time faculty member is not found to be available or to be interested in substituting, the class will be cancelled, a cancellation notice displayed, and an attendance sign-in sheet posted by the department secretary or department chairperson. If at all possible, the absent faculty member will email the students informing them of the cancellation.

B.) Emergency Call for Substitution

In the event of an *Emergency Call for Substitution*, faculty must contact, via email or telephone, both the department secretary and the department chairperson. If neither is available, faculty must contact security to inform students. The faculty member must identify the class and section which needs a substitute instructor, and must clearly communicate (in writing or verbally if by phone) the lesson plan for the scheduled class along with any special instructions for the substitute.

The process of responding to an *Emergency Call for Substitution* will be structured identically to a *Timely Call for Substitution* described above. However, the process must be expedited depending on the window of time after the identification of the need for a substitute and the beginning time of the scheduled class needing substitution.

Faculty Cancelling Class

Faculty **cannot self-initiate a class cancellation**. Faculty must follow the *Substitution Policy and Call-in Procedures* in order to find a faculty member to facilitate active student learning. If neither the department chair nor secretary are available, nor security is contacted to cancel the class, faculty are required to follow up with the chair and department secretary.

Please review policy on Substitution on page 45 of the Academic Policy Manual at http://www.ccc.edu/departments/Documents/Academic%20Policy%20Manual/Academic_Policy_Manual_20140814.pdf or per the union contracts.

Substituting Class Time Prohibited

Alternative class meeting times cannot be substituted for a scheduled meeting time. When students enroll for a course they are registering for specific days and times and must not be required to attend class time outside of this.
(Insert policy here)

Payment for Classes with Excess Enrollment

Please see **page 51** of the Academic Policy Manual for information regarding Excess Enrollment: http://www.ccc.edu/departments/Documents/Academic%20Policy%20Manual/Academic_Policy_Manual_20140814.pdf

Safety and Security

Truman College makes every effort to ensure a safe and secure environment for students, faculty and staff. Please visit the Safety and Security website for more information: <http://www.ccc.edu/colleges/truman/departments/Pages/Safety-Security.aspx>

Emergency Procedures

In a life-threatening emergency: CALL 911 FIRST!

Visit the Safety and Security webpage for more detailed and up-to-date information:

<http://www.ccc.edu/colleges/truman/departments/Pages/Safety-Security.aspx>

Please visit this link for a copy of Truman's Emergency Response Manual:

<http://www.ccc.edu/departments/Documents/Security/Truman%20Emergency%20Response%20Manual.pdf>

CCC Alert

CCC Alert is City Colleges of Chicago's emergency notification system, which notifies you quickly in the event of an emergency via email, text message, and/or voice messages. As an employee, be sure you add or update your mobile, home phone numbers, and email addresses using HR Self Service (which is available on-campus only).

Please click this link for more information on CCC Alert: <http://www.ccc.edu/menu/Pages/CCC-Alert.aspx>

Supportive Intervention Team (SIT)

SIT is the College's behavioral threat assessment team. SIT conducts behavioral threat assessments for persons who might pose a safety risk to themselves or others. SIT is a collaboration among key College departments and engages the College's resources to:

- Investigate concerning behavior and assess the level of threat
- Develop and implement an intervention plan for the safety of all
- Identify sources of support for the person of concern
- Provide ongoing support and monitoring

Please visit Truman's SIT webpage for more information on this process and how to get it started: <http://www.ccc.edu/colleges/truman/departments/Pages/Supportive-Intervention-Team.aspx>

Part III: Important Academic Policies and Procedures

Understanding the CCC Academic Policy Manual and CCC Student Policy Manual is a part of being a CCC faculty member. Below are some of the policies and procedures highlighted from these documents.

CCC Email

City Colleges of Chicago uses email as one of its official means of communication. Official CCC email correspondence to faculty and students will only occur via a ccc.edu email account.

Students and faculty are expected to read CCC emails in a timely manner and to respond as requested. Email can be accessed both at and away from the college. CCC takes measures to ensure that email services operate in a reliable and secure environment and comply with the Family Educational Rights and Privacy Act (FERPA). Students should check their student email account on a regular basis for important information from the financial aid and advising offices, communications from faculty, and general information of interest to all CCC students. Students who use their personal email accounts to initiate correspondence or to respond to an official CCC email will receive subsequent responses from a CCC email account.

As an employee of CCC, it is important that you check your email regularly. You are assigned an email account—usually the first digit of your first name, last name, @ccc.edu (example: jsmith@ccc.edu) after your paperwork has been filed with Human Resources. Please contact the IT Help desk (Ext. 2600) if you are having problems logging in to your CCC e-mail account.

Please see the CCC policy on e-mailing on page 105 of the Academic Policy Manual:
http://www.ccc.edu/departments/Documents/Academic%20Policy%20Manual/Academic_Policy_Manual_20140814.pdf

Uploading Your Syllabus to Blackboard

Per policy, all faculty must post their syllabi on Blackboard. Please see **page 86** of the Academic Policy Manual for more details on this policy:

http://www.ccc.edu/departments/Documents/Academic%20Policy%20Manual/Academic_Policy_Manual_20140814.pdf

For technical help uploading your syllabi to your Blackboard Course site, please see the *Setting Up and Using Blackboard* portion of this handbook under **Part IV: Instructional Support**.

Student Attendance

Student Absences and Excessive Tardiness

A student's attendance habits are an important aspect of progress towards degree or certificate attainment. The instructor has the right to establish his or her own attendance policy for a course. Attendance and tardiness rules for your courses must be documented in your syllabi and be transparent to students. Failure to attend class or multiple late arrivals to class (or early departures from class) may result in a student being administratively withdrawn (ADW) from the class or failing the course. The Active Pursuit/ADW Policy for your class should be clearly documented in your syllabus and explained to the students (see more on Active Pursuit/ADW in the section on Grading Policies and Grade Designations). Please note that some programs have specific attendance policies. Please consult with the Department Chair or Program Coordinator for clarification on these policies to include them in your syllabi.

A student who is registered for a class cannot be excluded from that class for tardiness, but excessive tardiness may negatively affect the student's final grades. Students who disrupt the learning environment upon their late entry may be excluded from class.

Students in certain specialized programs, e.g. Allied Health, must follow the requirements published in the program's student manual in accordance with the program compliance.

Excused Absences

As the faculty member setting the attendance policies for your class, you decide what is considered and excused or unexcused absence. Again, this must be clearly documented in your syllabus and explained to students.

City Colleges of Chicago will **reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements.** Students who are unable to attend classes or to participate in any examination, study, or work requirement on a particular day for religious reasons may be excused and have an opportunity to make up the examination, study or work requirement missed because of such absence on a particular day. To be excused for such absences, students must notify their instructors well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance, provided that the make-up examination, study, or work does not create an unreasonable burden upon the college. No fees of any kind shall be charged by the institution for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this policy. Students may raise any claim that they have been denied an educational benefit due to their religious beliefs or practices under this policy through the EEO Office.

Please see pages 92-95 of the Academic Policy Manual or Student Policy Manual for more information: http://www.ccc.edu/departments/Documents/Academic%20Policy%20Manual/Academic_Policy_Manual_20140814.pdf

Grade and Non-Grade Designations

Grade Designations

Grades issued to degree-seeking students are recorded on a student's permanent academic record and transcript are used to calculate a student's Grade Point Average (GPA). They serve as the basis for a student's academic standing and may apply towards graduation.

Grading Basis for Remedial, Credit and Skills Classes Grade	Description	Grade Points
A	Excellent	4
B	Good	3
C	Average	2

D	Below average	1
F	Failure	0

Non-Grade Designations

Non-grade designations issued to degree-seeking students do not apply towards graduation, but are recorded on a student's permanent academic record and appear on the transcript. Non-grade designations are not used in Grade Point Average (GPA) calculations:

I – Incomplete

"I" designations (Incomplete) are non-grade designations received by students who have actively pursued a course and are doing passing work at the end of the course, but who have not completed the course's final examination and/or other specific course assignments due to extenuating circumstances. "I" grades are awarded upon request of the student and at the discretion of the instructor and must be supported by documentation that explicitly explains the extent of the extenuating circumstances.

If an "I" grade is listed, the instructor must document all requirements which must be met by the student to remove the "I" grade and replace it with a final grade. Either the instructor or the Department Chair must inform the student in writing of the requirements needed for removal of the "I" grade and the date the requirements must be met. Until the "I" grade is removed, a student who receives an "I" grade may not enroll in any new course for which the "I" grade course is a prerequisite.

To remove an "I" grade, a student must make arrangements with the instructor to complete the course work and/or take the final examination no later than the mid-point of the following semester (excluding the Summer term). If the course work is not completed and turned in to the instructor by this deadline, the "I" grade will convert to an "F" grade.

If the instructor is not available, the student should contact the Department Chair. A student who has an "I" grade may not re-register in that course. However, if the "I" grade is changed to an "F" grade, the student may then re-register for the course.

The Department Chair shall verify that a copy of all assignments and/or tests required for the removal of each "I" grade have been placed in the department files and shall so certify to the Academic Vice President.

NSW – No-Show Withdrawal

Students will be issued a no-show withdrawal (NSW) under the following circumstances (see Refunds – No-Show Withdrawal (NSW) on page 28 for information about NSW refund policies in the Student Policy Manual, September 2013):

Courses that meet more than once per week: Students who do not attend the first two (2) class sessions will be withdrawn from the class by the instructor and issued an NSW.

Courses that meet once per week: Students who do not attend the first class session of a course which meets only once per week will be withdrawn from the class by the instructor and issued an NSW.

Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class.

ADW – Administrative Withdrawal

A student may be awarded an administrative withdrawal (ADW) at midterm if the instructor determines that the student is not actively pursuing completion of the course, based upon the instructor's active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class. A student who receives an ADW at midterm and is reinstated (RNS) by the instructor may not elect to withdraw from the class at a later time. Students may not be reinstated after the last date for student-initiated withdrawals (WTH). If a student receiving an ADW repeats that course, only the last grade received will be included in the Grade Point Average (GPA) calculations; however, both grades will appear on the permanent academic record, will appear on the transcript, and will be counted as registered hours to determine satisfactory academic progress, academic warning, and academically dismissed status.

WTH – Student Initiated Withdrawal

It is the student's responsibility to officially withdraw from courses. Failure to withdraw may result in mandatory payment of tuition, fees and book charges, forfeiture of financial aid eligibility, and/or a failing grade (see Student Initiated Withdrawals & Refunds on page 27 of the Student Policy Manual, September 2013).

A student may withdraw from a course prior to or on the date (Last Day for Student Initiated Withdrawal) specified in the College Class Schedule if the student has not already received an NSW or ADW from the instructor. Thereafter, the student may withdraw during the remainder of that term only with the approval of the College President or designee upon demonstration of extenuating circumstances.

A student may drop a class (student initiated withdrawal, WTH) by visiting my.ccc.edu or the Office of the Registrar. The WTH will appear on the student's permanent academic record but will be excluded from Grade Point Average (GPA) calculations. Student initiated withdrawals occurring after the Statistical date will be counted as registered hours. See Office of the Registrar for more information.

Please see Part VI of the Student Policy Manual for more information on grade designations and policies:

http://www.ccc.edu/menu/Documents/Student%20Policy%20Manual/2015_May_CCC_Student_Policy_Manual_APPROVED.pdf

[Entering Grades into My.faculty.ccc.edu](http://my.faculty.ccc.edu)

To enter grades on my.faculty.ccc.edu, the faculty member will login to my.ccc.edu and click on the PeopleSoft Campus Solutions link (bottom of the right hand column). That will login the faculty member and display the CS Main Menu in a new browser tab (without logging him/her out of the portal). From there, the navigation is: *Main Menu > Self-Service > Faculty Center > Class Rosters-MT, NSW and ADW*. Then follow the process instructions in the job aid below:

This job aid describes faculty (primary instructor) online processes for:

- No-show withdrawals (NSW)
- Midterm administrative withdrawals (ADW), class certification, and grade entry

These processes are completed in Campus Solutions: Self-Service>Faculty Center>Class Rosters-MT, NSW and ADW, which is accessed via the portal, my.ccc.edu (replaces myfaculty.ccc.edu).

NOTE: If you have difficulty accessing this process via my.ccc.edu, please refer to the instructions found at the end of this document.

1. Login to my.ccc.edu, select Faculty Center (top navigation bar), and then select Class Rosters-MT, NSW and ADW. You will see the classes listed that are available for midterm processing. Note: in some cases you may need to search for your classes:

- a. Enter the Academic Institution (CCCSA), unless it defaults
- b. Enter your Instructor ID number (EMPLID)
- c. Enter the Term
- d. Click Search

2. Select the class roster icon () corresponding to the class for which you want to enter NSWs or ADWs/midterm grades.

The class roster will display.

No Show Withdrawal (NSW) Process

3. Ensure that NSW Request is displayed. Select the drop box for students who should receive an NSW (no show withdrawal) for non-attendance.

4. When all NSW drops have been entered, certify the class. Select the appropriate Confirmation (dropdown list), read the certification statement, and check the “certified” box. Note: “Attendance” will be selected automatically as the reason for NSW drops.

5. Select Submit. Once submitted, drops will be queued for the nightly drop batch process, which will drop students as requested and update the status with the enrollment request ID used to drop the student.

End of NSW process.

Midterm ADW, Class Certification, Grade Entry Process

IMPORTANT: the midterm ADW process serves as CCC's official, auditable record of students who are/are not actively pursuing completion of a class as of the Drop Date. Your decision whether or not to record an ADW should be based upon the published active pursuit measures for the class. Ultimately, CCC uses these records to make credit hour claims to the State of Illinois for reimbursement. By recording an ADW (or not), you, the instructor, are certifying that each student on your class roster either is not (or is) actively pursuing completion of the class, respectively. Accordingly, you should be aware and mindful of the vitally important role you play in this process.

Prerequisite: If you have not completed the NSW process for the class, you must first complete and certify the NSW process before proceeding to ADW/midterm grade entry.

3. Ensure that ADW/Midterm Grade Request is displayed. For each student, enter a midterm grade *OR* (if the student is not actively pursuing the class) enter an ADW drop (administrative withdrawal).

4. When all grades and ADW drops have been entered, certify the class. Select the appropriate Confirmation (dropdown list), select measures of active pursuit, read the certification statement and select Certified.

5. Select Submit. Once submitted, midterm grades will be posted immediately. Drops will be queued for the nightly drop batch process, which will drop students as requested and update the status with the enrollment request ID used to drop the student.

End of process.

Alternative Access to Campus Solutions

If you have difficulty accessing the NSW and/or midterm ADW/grade entry processes via my.ccc.edu, then please complete the process by logging into Campus Solutions (CS) directly. The CS navigation is: Main Menu > Self-Service > Faculty Center > Class Rosters-MT, NSW and ADW.

1. Login to my.ccc.edu. PeopleSoft Access is located at the bottom of the right hand column. Select the PeopleSoft Campus Solutions link. This will take you to the Main Menu in Campus Solutions (CS will appear in a new browser tab).

2. Select Self-Service.

3. Select Faculty Center.

4. Select Class Rosters-MT, NSW and ADW.

5. Complete the process as described above.

End of process.

Entering Final Grades

This help guide provides step-by-step instructions on how to enter and save/submit final grades via the faculty portal.

1. Login to the faculty portal at: <https://my.ccc.edu>.
2. Select Faculty Center (top navigation bar).
3. Select 'My Schedule.'
4. Ensure you are in the correct term. To change terms, select 'change term' and then select the desired term.
5. Choose the class you wish to grade. Select the 'Grade Roster' icon.
6. Under 'Display Options' select the 'Final Grade' Grade Roster Type.

Note: your midterm roster will be labeled 'Recorded by' as it has already been submitted.

Students who are withdrawn from your course will appear with either a W1 or W2 grade already populated. Select the box 'Display Unassigned Roster Grade Only' to see only students who are left to be graded.

7. Enter the final grades for your students.

You can enter grades for each student individually using the drop down list.

8. Alternately, you can assign grades in batch to groups of students receiving the same grade.

Select the check box next to the students receiving the same grade.

Select the appropriate grade.

Select 'add this grade to selected students.'

9. For students receiving an *Incomplete* grade, you must select the 'Transcript Note Tab' and then the 'Note' field.

Once you select the Note field you are prompted to enter information in the 'Transcript Note' field. Do not use a Note ID.

Select OK.

10. When you have finished entering all final grades and Incomplete Transcript Notes, select 'save.'

Note: You can save and logout and return later to finish final grade entry during another session as long as final grade entry window is open and you have not moved your roster to 'Ready to Review'.

11. Once you have completed entering all final grades, have verified accuracy, and have no further entries or adjustments to your final grades, change the 'Grade Roster Action' to 'Ready for Review.'

Select 'Save.'

IMPORTANT NOTE:

When you select 'Save,' and the Grade Roster Action is at 'Ready for Review' you will no longer be able to make any edits to the final grades or Incomplete Transcript Notes for this section. Any updates must be made with the Office of the Registrar. This includes if you select 'Ready for Review' and select 'Save' either at the top or bottom of this page without entering all final grades. To return to your grades in another session, keep the Approval Status at 'Not Reviewed'.

12. Select 'Change Class' or navigate back to the 'My Schedule' tab to select the next class to grade.

Either option will take you back to Step 4.

Repeat the process until all classes are graded.

13. End of process.

Congratulations! You have entered your final grades. You are able to view your submitted grades by navigating back to the Final Grade roster in the Faculty Center

Grade Change Form

If a grade is entered erroneously, the faculty can fill out a Grade Change Form from the Registrar's Office. This form is then reviewed and signed by the Department Chair and Dean/Associate Dean of Instruction before being submitted to the Registrar's Office.

Grade Appeals

The grade-appeals process must be accomplished within one term (excluding the Summer term) of the original final grade's assignment. One additional term will be allowed for Incomplete ("I") grades. The process is listed below and can also be accessed via the Student Policy Manual at http://www.ccc.edu/menu/Documents/Student%20Policy%20Manual/2015_May_CCC_Student_Policy_Manual_APPROVED.pdf

1. A student who wishes to appeal a final grade must **first meet with the faculty member** to review the criteria applied in assigning that grade. The student must initiate this appeal within thirty (30) calendar days after the student's final grade has been posted in the student system by submitting a Grade Appeal Form to the faculty member with copies to the Department Chairperson and Academic Dean.

2. The faculty member shall respond to the appeal by meeting with the student and rendering a written decision within seven (7) calendar days after receipt of the appeal.

3. If after this initial review the student is not satisfied, he or she may next appeal in writing to the Department Chairperson within fourteen (14) calendar days of the conclusion of discussions with the instructor. If the instructor is the Department Chair, the appeal must be submitted to the Dean of Instruction or equivalent College Officer.

The Chairperson or Dean shall investigate the matter and communicate the outcome of the investigation to the student in writing. Said investigation shall include a meeting with the faculty member to review the criteria applied to the student's performance in assigning the final grade and a meeting with the student to hear the basis of the grievance. When the faculty member and the Chairperson or Dean has reached a decision, the Chairperson or Dean will communicate that decision in writing to the student. The Chairperson or Dean shall complete the investigation and issue a decision within fourteen (14) days after receipt of the appeal.

4. If the student does not agree with the Department Chair's decision, the student may appeal in writing to the Academic Dean within seven (7) calendar days of receipt of the Department Chair's decision. The Academic Dean shall review the matter and issue a decision in writing within seven (7) calendar days after receipt of the appeal.

5. If the student does not agree with the Academic Dean's decision, the student may appeal in writing to the Academic Vice President within seven (7) calendar days of receipt of the Dean's decision. The Academic Vice President shall review the matter and issue a decision in writing within seven (7) calendar days after receipt of the appeal.

6. If the student does not agree with the Academic Vice President's decision, the student may appeal in writing to the College President within seven (7) calendar days of receipt of the Academic Vice President's decision. The decision of the College President is final.

7. If at any step in the appeal the student does not receive a decision on the appeal by the deadlines stated above the student may proceed to the next level of appeal. The sole exception being a showing of good cause to be determined by the administrator assigned to the next level of appeal. A grade may be changed by someone other than the instructor of the course or the Department Chairperson, only in the event there is objective evidence to do so. In that event, another instructor in the discipline shall be appointed by the College President to conduct an evaluation of the student's performance and award the final grade.

Grade Appeal forms and instructions can be found in the Appendix.

Non-Academic Appeals and Grievances

If any student feels he or she has been mistreated by another student or a member of the college staff, the following “non-academic grievance” procedure should be followed and is listed below. It can also be accessed via the Student Policy Manual at http://www.ccc.edu/menu/Documents/Student%20Policy%20Manual/2015_May_CCC_Student_Policy_Manual_APPROVED.pdf

I. If the student believes he or she is in immediate danger, or is threatened in any way, security should be notified immediately and a report filed.

II. If the student feels aggrieved by a staff person, the student should submit a written complaint within five (5) days of the incident, describing the aggrieved incident to the staff person’s supervisor. The supervisor will investigate the incident and report back to the student their finding within five (5) school days. Based on the supervisor’s findings the necessary action will be taken in accordance with the City Colleges of Chicago - Rules of the Board of Trustees, or the appropriate procedures outlined by the Collective Bargaining Unit. If the student’s grievance is sexual harassment or discrimination-related, they should follow the procedures outlined by the Policy on Equal Opportunity in Employment, Programs, Services, and Activities.

III. If the student feels aggrieved by a fellow student, the student should submit a written complaint within five (5) days of the incident to the Dean of Student Services or their designated representative detailing the aggrieved incident. The matter will be investigated and a response will be provided to the student within five (5) school days. If it is determined that a hearing is warranted to resolve the matter, a Student Disciplinary Committee (comprised of students, faculty, and administrators) will be convened to hear the grievance and render a recommendation. The Dean will receive the Disciplinary Committee’s recommendation and make a final decision on the matter within five (5) school days from receiving the ruling from the Committee. The student filing the non-academic grievance should be notified in writing of the final ruling within five (5) school days of the hearing. If the student’s grievance is sexual harassment or discrimination-related, they should follow the procedures outlined by the Policy on Equal Opportunity in Employment, Programs, Services, and Activities.

Academic Integrity and Academic Dishonesty

Please find policies on Academic Integrity and Dishonesty in the Student Policy Manual at http://www.ccc.edu/menu/Documents/Student%20Policy%20Manual/2015_May_CCC_Student_Policy_Manual_APPROVED.pdf

Students with Disabilities

Please visit page 50 of the Student Policy Manual for policies on Students with Disabilities: http://www.ccc.edu/menu/Documents/Student%20Policy%20Manual/2015_May_CCC_Student_Policy_Manual_APPROVED.pdf

You can also visit Truman's Disability Access center webpage for more information at <http://www.ccc.edu/colleges/truman/departments/Pages/Disability-Access-Center.aspx>

Individuals Visiting Classes

CCC policy states only individuals who are officially registered for a class shall be allowed to be present in the class. Students may not bring children into the classroom while instruction is occurring. College administrators DO NOT require permission to enter or visit a class.

This policy can be found in the Academic Policy Manual:

http://www.ccc.edu/departments/Documents/Academic%20Policy%20Manual/Academic_Policy_Manual_20140814.pdf

Guest Speakers

Instructors must obtain approval from the appropriate Department Chair prior to inviting outsiders for a speaking engagement at the college. The guest speaker is not to be considered a substitute for the instructor; the instructor must be present at all times during the speaker's presentation. Stipends for guest speakers are generally not available.

Tenure Assistance Program

Tenure track faculty members at CCC undergo a five semester tenure process before a final decision regarding their tenure is made. Each semester has its own objectives and outcomes, which increase in depth as the tenure track faculty member moves closer to the end of the process.

Each semester is outlined in detail and can be accessed via the Tenure webpage at

<http://www.ccc.edu/menu/Pages/tenure.aspx> or the TAP Manual:

<http://www.ccc.edu/Documents/New%20Tenure%20Docs/Manual%20Sections/Overview.pdf>

Post Tenure Process

The requirements of the Post Tenure process can be found within the CCCTU Collective Bargaining Agreement at

<http://www.ccc.edu/departments/Documents/Human%20Resources%20Documents/Union%20Contracts/Local%201600%20Faculty-2013-2018FINAL.pdf> .

Evaluations of Adjuncts and Student Evaluations

New adjuncts will receive evaluations from the chair or designee within their department, an administrator and students. Returning adjuncts will also receive evaluations from students each semester and may also be evaluated by the department chair/designee and/or administrator. Your Department Chair will notify you of the evaluation dates, and evaluation forms will be provided to your students by the Office of Instruction. Copies of your evaluations will be provided upon request if not provided to you after the conclusion of the semester. A copy of the Adjunct Evaluation Form can be found in the appendix of this handbook.

Room Assignments

Changes in classrooms must not be made without prior approval from the appropriate dean and the room coordinator. Because class times and start dates vary, a classroom may appear to be available when in reality there is a class or event scheduled for that space. Do not assume that a room is open because a class is not in it!

If you would like to make a change to your classroom, please identify what room you would like to change to by logging on to the Truman Intranet <http://trinternalapps.com/fands/index.php> and clicking on the Rooms link and then the eLUCIA Rooms Reservations link. Once here, you can search for available rooms. Please contact your Chair or department assistance to reach out to the rooms coordinator in order to approve and update the room change.

Field Trips

The college recognizes that in some classes field trips enhance learning. All field trips for credit courses require advance approval of the appropriate department chairperson or dean. Field trips should be planned a minimum of three weeks in advance, and students must complete a release form prior to the trip (see the Appendix for the sample form). The trip should begin and end at the site of the activity, if possible, and students should make their own travel arrangements. Safety should be emphasized at all times during field trips, in going to and from the facility as well as while touring the facility.

In order to maximize the educational benefit of field trips, they should be:

- Directly related to course objectives and learning outcomes.
- Planned and scheduled well in advance to ensure that all students will be informed of the trip.
- Scheduled at a time convenient to students.
- Free of participation fees, admission charges, or travel charges for a field trip which requires participation by all students in a course unless such charges are collected as a course fee at registration or all students agree in advance.
- Not mandated if the trip is scheduled outside of the official scheduled class time.

Please find a copy of the Release Form in the appendix of this handbook.

Classroom Courtesy and Cleanliness

As an act of courtesy, please erase all boards at the end of your class and dismiss your class on time. If you rearranged furniture, please return it to the position you found it at the start of your class.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Please visit the Department of Education website www2.ed.com for more information on FERPA.

Student Transcripts

Students can visit this link from the [ccc.edu](http://www.ccc.edu) website to request/order transcripts: <http://www.ccc.edu/services/Pages/Request-a-Transcript.aspx>. Questions on transcripts can be directed to the Office of the Registrar.

Part IV: Instructional Support and Resources

Accessing Truman's Intranet

Many of the resources detailed in this section are located on Truman's Intranet site.

You can access the Intranet from Truman's Home Page by typing in www.trintranet.com. You should bookmark this site to your computer. To access the Intranet resources, sign in with your unique username and password. If you have issues with accessing the Truman Intranet and you are a new hire, please contact HR to ensure your username and password for this site (different than your CCC Outlook username and password). If you have been able to access the intranet and are unable to log back on, please contact IT.

Truman College Intranet

Quick Links

[Truman Directory](#)
[BlackBoard Website](#)
[Faculty/Staff Email](#)
[MyFaculty.ccc.edu](#)
[PeopleSoft Self-Service*](#)
[PeopleSoft Student Administration*](#)

Internal PeopleSoft Help Desk:
4357.

*Only works on campus

Sign In to access the Intranet

User Name:
Password:

Forgot your password?

Please enter the first part of your email address to have your password sent to your email:

@ccc.edu

Truman College 1145 W. Wilson Ave Chicago IL 60640 (773) 907-4000

Library Resources

You can access information and databases from the library's webpage at <http://www.ccc.edu/colleges/truman/departments/Pages/Library-System.aspx>.

Library Group Instruction

The library offers two types of group library instruction: library research classes, which provide in-depth information on how to use a variety of library resources (approximately 1 hour), and walking tours, which provide basic information on the different areas of the library (approximately 30 minutes). Both can be customized to focus on specific subject areas (e.g., nursing or ESL). If you would like to schedule a library research class or walking tour, please contact Leone McDermott at 773-907-4877 or lmcdermott@ccc.edu. Please provide at least two alternate dates and times for each research class or walking tour and one week's advance notice for scheduling and preparation.

Course Reserve Information

If you would like to place books, articles, or other course materials on library reserve for your students, please print and fill out the course reserve form available through the link below. Return the completed form along with your reserve item to the library's circulation desk. Please note that a separate completed form is required for each reserve item. If you have placed materials on reserve in previous semesters but no longer need them, please contact Carolyn Rostek at crostek@ccc.edu so that they can be removed from the library's reserve collection.

Library Research Consultation

A library research consultation is a 30-45 minute private session between a librarian and a student who is working on a term paper or other major project. During these sessions, the librarian will help the student formulate a research strategy, discuss which resources are best for his or her particular project, and help the student learn to use those resources to find the right information. The student leaves the session with research materials in hand and a better knowledge of how the library operates. To schedule a library research consultation, a student should print and complete the request form (available at the library's website) and turn it in at the reference desk.

Course Reserve Textbooks

The library's course reserve collection contains two copies of almost every textbook used in the current term (exceptions include workbooks, cosmetology texts, and distance education materials). Students may borrow these to use within the library for a 2-hour period. Teachers, tutors/consultants, and advisors may borrow these to use outside the library for a 2-hour period provided that one copy is still on shelf.

Interlibrary Loan

If you or a student needs a book or article that is not available from the CCC libraries, we will try to borrow it for you from another institution. Please contact Carolyn Rostek with these requests.

Book Borrowing

Students may borrow up to five books at a time (i.e., five total, not five per check-out). The loan period for students is two weeks; however, loans can be renewed an unlimited number of times provided that no one else has requested the book. The student fine on overdue books is \$.25/day up to a maximum of \$5.00. Faculty and staff may borrow an unlimited number of books. The loan period is four weeks with unlimited renewals unless someone has requested the book. There are no fines for faculty or staff.

Textbooks and Akademos

Akademos is the online textbook store that CCC started using in Summer 2014. This link will bring to a help guide on the Textbook Adoption Tool when selecting books for your courses:

http://www.ccc.edu/menu/Documents/CCC_AdoptionToolHowTo.pdf

Students visit the Bookstore link online to find and purchase books for classes they are enrolled in:

<http://www.ccc.edu/departments/Pages/Bookstores.aspx>

Classroom Supplies

Supplies and equipment are generally available in the departmental office, or through the Department Secretary or the Office of Instruction. You may not purchase supplies, equipment, or food for use in the classroom with the expectation of being reimbursed for said expense.

Reserving Audio-Visual (A/V) Equipment

Audio-Visual (A/V) equipment can be reserved by Truman College faculty and staff. Use the Truman Intranet (www.trintranetapps.com) to request equipment. Access to the request form on the Intranet requires a user name and password. If you do not have a user name and password contact the Technology Learning Center (TLC) in room 3921. You must pick up and return the equipment in the Technology Learning Center, room 3921.

Important: You must pick up the equipment in the Technology Learning Center (TLC), room 3921. You must also return the equipment to the same room number on time. Students are not allowed to pick/return equipment from/to the TLC. The TLC Staff asks all faculty/staff members to handle the equipment carefully and with consideration to minimize the damages. If you observe any malfunctions or notice anything wrong with the equipment, please notify the TLC staff as soon as possible.

Laptop Loaner Program

Any credit students from one of the seven City Colleges of Chicago campuses may borrow a laptop with Windows 7 and Microsoft Office 2013 for 4 weeks. Students must return the laptop to the campus where the laptop was borrowed. Students may borrow the laptop during the fall, spring, and summer semesters only. Note: Laptops are issued on a “first-come, first served basis.

Requirements for borrowing a laptop:

- Current credit student with 6 or more credit hours (3 or more in the summer)
- No delinquent service indicators on your student account
- Enrolled in an active program¹
- Have been enrolled at CCC for at least two consecutive terms (including or excluding Summer)
- No previous violations of Loaner Laptop program

Additional Information:

Students can see how many laptops are available and Loaner Laptop Agreement Form at <http://www.apps.ccc.edu>.

Visit the Laptop Loaner Program Webpage for more information:

<http://www.ccc.edu/colleges/truman/services/Pages/Request-a-Loaner-Laptop.aspx>

Making a Reservation for a Computer Lab

If you would like to reserve a computer lab to take your class to for a workshop, exam, presentation, writing exercise or activity during the semester, you can request a reservation through the Truman Intranet. Log on to the Intranet and click on the “Rooms” link. Then select the “eLUCIA Rooms Reservations” link. You may be prompted enter your Intranet username and password again. Once in eLUCIA you can search for available computer labs (such as the WAC Lab on the second floor) under the “Specialty Rooms” category. Lower level computer labs and studio classrooms (computer classrooms) can be viewed floor by floor for availability. You can click on the room you see available and fill out the form to reserve that space. ‘Specialty Room’ requests will first be reviewed by the rooms coordinator.

Once approved, you will be sent an e-mail confirmation for your reservation of rooms under this category.

Testing and Placement Center

You can visit this site for more information on the Testing Center and the various tests that are administered for students: <http://www.ccc.edu/colleges/truman/services/Pages/Placement-Tests.aspx>

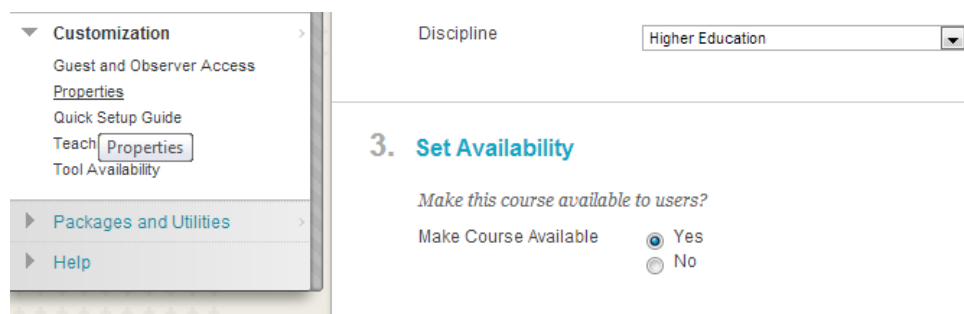
Setting up and Using Blackboard

Effective fall 2010 per Academic Policy, all faculty are required, at a minimum, to post their syllabi on Blackboard. The Blackboard (Bb) Course Menu must contain a content area labeled **Syllabus**. The Course Syllabus must be made available on Bb's Syllabus Course Menu area to students, guests, and observers no later than the first week of the semester. Any exceptions must be approved by the Vice President for Academic and Student Affairs. All posted syllabi will contain measurable student learning outcomes.

Log into Bb using your username and password that you've set up for your e-mail account. Find the Bb link under the Faculty/Staff tab on Truman's homepage.

Make sure your that you 'make your course available' in Bb. This will ensure that students are able to see your Bb content. **Follow these steps to make your Bb course available:**

Using the navigation on the left menu, select **Customization -> Properties:**



Although your credit course is automatically setup in Blackboard, you may have some difficulty navigating the system. If so, please feel free to go to the Technology Learning Center (TLC), call the IT Help Desk at ext. 2600, or attend one of the scheduled Blackboard workshops held throughout the semester.

This site also provided more instructions on how to upload your syllabus:

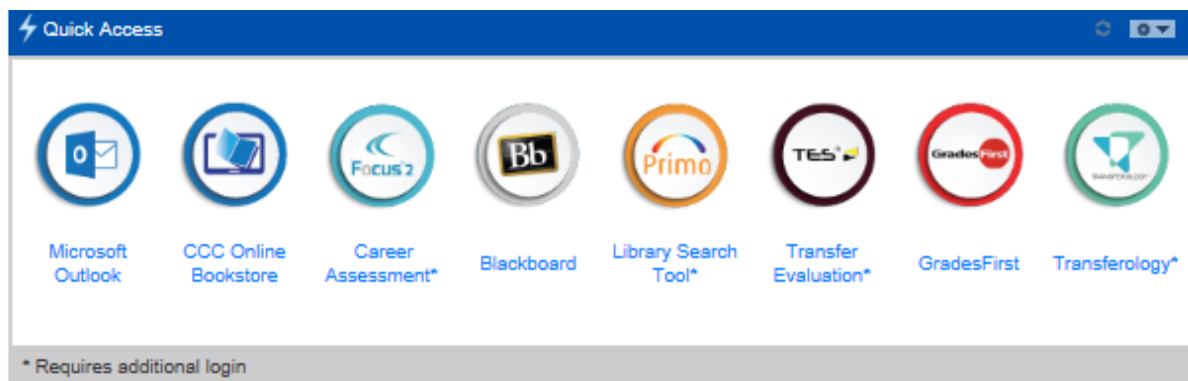
<http://www.ccc.edu/departments/Documents/blackboard/Instructions-to-Upload-Syllabus-to-Blackboard.pdf>

Campus Solutions and my.faculty.ccc.edu

Campus Solution is a portal to all of the online resources you will use during your semester teaching such as

- My.faculty.ccc.edu
- Blackboard
- GradesFirst
- Outlook e-mail
- Primo Library Search Tool

You can access it by going to www.my.faculty.ccc.edu.



The link below is a FAQ sheet on Campus Solutions

<http://www.ccc.edu/menu/Documents/FAQs%20-%20Using%20CS.pdf>

GradesFirst

GradesFirst <https://ccc.gradesfirst.com>, a web-based student support tool aimed at improving student success, combines academic early alerts with advising and tutor management capability. Access GradesFirst anywhere using your CCC username and password – even from your phone.

With GradesFirst, students can:

- Schedule advising and tutoring appointments online.
- Communicate with their advisors via phone, email, text messaging, or Facebook.

Faculty can:

- Easily identify which students need additional help and notify both students and advisors, who can then assist students with additional academic support, tutoring, or referrals.

At various points during the term, faculty will be asked to submit progress reports of students who may be performing poorly or borderline in your class according to the policies you outline in your syllabus. It is important that you take the time to submit these reports to ensure that student Services and advisors can reach out to students to guide them during the semester.

Questions regarding GradesFirst can be directed to Truman's GradesFirst Faculty Trainer, Charlie Abrams at cabrams@ccc.edu.

Microsoft Outlook CCC E-mail

You can access your CCC e-mail account anywhere by going to www.mail.ccc.edu. Please contact the IT helpdesk with any issues regarding your e-mail.

Atomic Learning

Instructional Technology & Training Staff at other colleges and universities have found success in using Atomic Learning to easily integrate the online training into their course pages (LMS), Black Board™ Curriculum shells and courses, blogs, or websites, allowing them to focus instructional time on teaching the subject matter, not teaching technology. In addition, Atomic Learning can be used to extend faculty, staff, and student trainings.

IT has purchased 50 licenses to pilot with some of our faculty and staff, as well Adult Ed has purchased an additional 50 licenses. Please feel free to visit the Atomic Learning site to explore the various modules that are available. If you have any staff or faculty members, even yourself, that could benefit from this resource, please email the Director of IT.

How do I find it?

<http://www.atomiclearning.com>

Scroll down a bit and click on the search icon to explore the offerings.



What will I find there?

A subscription to Atomic Learning includes over 60,000 step-by-step tutorials on common software such as Microsoft® Office, Adobe® CS6 and Blackboard®, and workshops on emerging topics such as plagiarism and online courses. Atomic Learning is committed to partnering with the schools we serve to avoid the pitfalls of failed implementations and will help you develop customized learning paths that are relevant to the needs of your students, faculty, and staff as well as your strategic goals.

Available 24/7 from campus or home, on any web-enabled device, Atomic Learning creates flexible learning opportunities that make it easy for learners of all ages to embrace technology and develop critical skills for success at school, at work and in life.

OpenBook

OpenBook is CCC's data warehouse. You can access OpenBook by visiting <https://openbook.ccc.edu/security/login>. Your computer must be configured to access OpenBook. Please contact IT for help with this.

Truman's Reprographics/ Desktop Publishing Center

To have copies of your syllabi, course materials, exams, etc., you may email electronic files to trc-reprographics@ccc.edu for print along with the electronic Reprographics Form or it may be submitted in-person in room 1935. **Please understand that no printing can be completed without accompanied Reprographics Form.**

The Reprographics Department provides Color and Black & White prints on the following sizes, Letter (8.5" x 11"), Legal (8.5" x 14") and Oversize (11" x 17") all on white stock. (Please note any color stock

must be provided) The Reprographics Department requires 24 business hours for most in-house jobs to be completed. Run time is determined by the number of originals and quantity requested. Larger volume runs may require additional time, please plan accordingly.

Copyright

Please review the policy on Copyright in the Academic Policy Manual at http://www.ccc.edu/departments/Documents/Academic%20Policy%20Manual/Academic_Policy_Manual_20140814.pdf.

Part V: Preparing for Your Semester

Expectations

Below are some expectations of Truman faculty. If you have questions about any of these expectations, please see the Dean of Instruction.

- Check your **CCC e-mail** account regularly.
- Honor your hours. Begin and end the class at scheduled times. Post and hold office hours.
- Adhere to the Substitution Policy and Call-In Procedures.
- Post your syllabus to Blackboard and disseminate and explain the syllabus within the first week of class.
- Include clear grading expectations in your syllabus, such as your grading scale and grade breakdown. Thoroughly explain your grade points or weighted system to students.
- Submit grades and records on or before the Registrar's deadline (day 10 lists, Midterm and ADW lists, final grades).
- Utilize GradesFirst to report at-risk students. Using the attendance feature in GradesFirst is also highly recommended.
- Return assignments and exams in a timely manner so that students can keep track of their progress.
- Administer student evaluations when you are required to do so, making sure to follow instructions (exit classroom when evaluations are in progress) as well as administer other institutional surveys and assessments as needed.

Your Syllabus

Your course syllabi must be posted on Blackboard at the start of each semester. Effective fall 2010, CCC Academic Policy states "All faculty, including adjuncts are required, at a minimum, to post their syllabi on Blackboard. The Blackboard Course Menu must contain a content area labeled **Syllabus**, no later than the FIRST week of the semester. Any exceptions must be approved by the Vice President for

Academic and Student Affairs. Additionally, ALL posted syllabi must contain measurable student learning outcomes.”

You are expected to prepare and distribute to your students a detailed course syllabus and outline/schedule for each course you are teaching. While the format and content of a detailed course syllabus may be determined by the instructor, you must include information on course objectives, office hours, grading policies, attendance expectations, textbooks and material to be covered each week.

Your syllabus should include the following components. Please see the appendix for a syllabus template:

- Class information: Include the course, section, meeting place and time, and address for website if there is one.
- Course or catalog description: This should match what is listed in PeopleSoft.
- Prerequisite courses/textbook name: Include Course numbers, ISBN#, and any other learning materials.
- Instructor information: Include your name, office location, office hours, telephone number(s), and college email address.
- Student Learning Outcomes (SLOs): These should be taken from the departmental master course syllabi.

- Teaching methods: Students want a clear idea of the instructional methods you intend to employ, such as labs, discussion, small group work, etc.
- Attendance policy: Be very clear and explicit with what your policies are. Students may have questions on this section, so make sure it reflects college and department attendance policies as well as your own values. Include information regarding what constitutes "active pursuit" of the course. Your statements may include attendance as one of the criteria, but attendance cannot be the sole criteria for administratively withdrawing (ADW) a student. Active participation, completion of homework, etc. are some examples of active pursuit.
- Grading Criteria: Be consistent with other faculty in your department. If you give only two exams when others are giving four or essay questions when everyone else is using multiple choice, your students may complain. Be clear in your expectations and describe penalties for late assignments, make-up work, and awarding of incomplete grades.
- Grade Calculations: You must clearly indicate how you will weigh and balance the various requirements of the course in reaching the final grade determination.
- Late policies: Be consistent. Some instructors allow students to turn in one late assignment or take one late or early exam. If assignments are due at the start of class, put that in your syllabus so that students don't "skip" class to work on an assignment. One method that works well in getting students to arrive on time is giving quizzes at the start of class and not allowing students to make up missed quizzes. Another method is to give points for attendance. Some faculty give students one point for attending, but only half of a point if a student arrives late or leaves early.
- Tentative schedule of assignments, activities, and assignments: Put a disclaimer on your syllabus in case you need to change the schedule (i.e. "Subject to change").
- Integrity and statement on plagiarism: found in the Student Policy Manual and also in the syllabus template in the appendix.

- Student Services: Include Information on access to tutoring and other on-campus resources: See your department chair for an updated list of these services.
- Study Time: Discuss the amount of time students should expect to spend studying outside of class as well as your expectation of what it means for them to come prepared for class.
- Important Policies: Include college policies on students with disabilities, FERPA, antidiscrimination, etc.
- Other Rules: Include lab and classroom rules on safety, cell phones, bringing children to class, etc.
- Other important dates: These include course withdrawal dates, midterm, college holidays, and registration days.

REMEMBER! The syllabus is your contract with your students.

Office Designation and Office hours

Your Department Chair will assign you to an office. Your office hours must be posted outside your office and updated each semester. Every faculty office should have a computer. If your office doesn't have a computer, or has a very old one, your Department Chair can request a replacement. All Truman computers have Microsoft applications loaded on them.

Please see Article VIII, Part D of the CCCTU Faculty Contract for more information on office hours for fulltime faculty.

Voicemail Setup

Below is a link to a guide on setting up your voicemail:

<http://www.ccc.edu/colleges/malcolm-x/departments/Documents/NewVioceMailInstructions.pdf>

You can also contact the IT helpdesk for assistance.

Faculty Mailboxes

You will be designated a mailbox within your department's main office where you will receive departmental materials. Be sure to check it often as students will frequently drop off assignments to you this way.

Department Meetings

Department meetings are held on a monthly basis. Fulltime faculty are required to attend their department meetings per the Union Contract Article VIII Section D.2. Adjunct faculty are invited to attend department meetings.

Professional Development

Fulltime faculty can find information on professional development in Article VII Section of M of the Union Contract. Adjunct faculty can find information on professional development in Article XI Section F.

College Committees

All faculty are highly encouraged to engage in committees that are of interest to them. Truman Committees include

Curriculum
Faculty Council
Assessment
Learning Spaces
Diversity and Inclusion
Library

Assessment at Truman

You can learn more about Assessment at Truman and the Assessment Committee by visiting this webpage:

<http://www.ccc.edu/colleges/truman/departments/Pages/Assessment.aspx>

Student Conduct Policies

As an instructor, you should be aware of what is and is not permissible behavior and conduct in the classroom and college. The City Colleges of Chicago students are expected to conduct themselves in a manner which is considerate of the rights of others and which will not impair the educational mission of the college. Specifically, all students assume an obligation to conform to Board Rules, the statement of Student Rights and Responsibilities, and the following policies.

“The Standards of Conduct applies and discipline may be imposed for conduct which occurs on College premises, at off campus recreational or instructional sites, at any College-sponsored event, or at any College supervised or provided activity, transportation or facility.”

A copy of these Board Rules governing student conduct is available from the Dean of Student Services. Misconduct for which students are subject to college discipline, up to and including expulsion from the college, falls into the following categories:

- All forms of dishonesty such as stealing, forgery, alteration or improper use of college documents, records, or identification cards with intent to defraud, and knowingly furnishing false information to the college.
- Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities.
- Physical abuse, verbal abuse, threats, intimidation, harassment, hazing, coercion, and/or other conduct that threatens or endangers the health or safety of any person or creates a hostile working or learning environment, which, includes but is not limited to, any telecommunication devices.

- Carrying or possession of unauthorized weapons, ammunition, or other explosives, or creating a clear and present danger to persons or property by the misuse of combustible or biological materials.
- Theft or damage to college premises or damage to property of a member of the college community on institution premises.
- Unauthorized or inappropriate use of City Colleges' facilities and resources.
- Failure to comply with college officials acting in the performance of their duties.
- Violations of the following City Colleges of Chicago Policies: (1) Academic Integrity, (2) Policy on Equal Opportunity in Employment (EEO), Programs, Services and Activities, (3) Drug and Alcohol Free Campus Policy, (4) Safety and Security Policy, (5) Responsible Computer Use Policy, (6) Smoke Free Policy, and (7) Headcovering Policy.
- Retaliation against any students, program participants, employees or other persons who made complaints or who cooperate in the investigation of EEO matters and complaints, Student Grievances and/or Student Disciplinary matters.
- Per federal regulations, if a student is found to have provided fraudulent information to any entity in the school for the purpose of receiving federal financial aid, the U.S. Office of the Inspector General will be notified.

Any violation of the above stated categories may result in an informal or formal hearing resulting in one or more of the sanctions as deemed appropriate by a City Colleges of Chicago official:

Disciplinary Warning

A written reprimand stating that further misconduct will bring more serious action.

Disciplinary Probation

A written statement disqualifying a student for a specific period of time up to one (1) calendar year from participating in extra/co-curricular activities at any college. Additionally, written sanctions may be detailed describing more serious action if further violations occur.

Restitution

A written requirement that the student will provide reimbursement for misappropriation of funds or damage to City Colleges' property, or that of an individual. Reimbursement may take the form of appropriate service to repair or compensate for damages.

Community Service

A written requirement that a student perform a certain number of community service hours either at the college or at a partnering community based agency prior to end of term at the City Colleges of Chicago. Completion will afford students full reinstatement of privileges.

College Suspension

A written notice of exclusion from the college, and/or class(es), privileges, and all college activities for a

College Dismissal

specified period of time of up to one (1) calendar year after which the student may be eligible to return. Conditions for readmission may be specified. Privileges to attend a certain college are permanently revoked. Attendance at another City College are contingent on the other college's approval.

Expulsion

Student indefinitely restricted from enrolling or attending classes or accessing any extra or co-curricular activities or privileges offered at any of the City Colleges of Chicago. A permanent notation of expulsion will be placed on the student's transcript.

Revocation of a Previously Awarded Degree or Certificate

The revocation of a previously awarded degree or certificate. Note: both the student's previously awarded degree or certificate and the revocation of such award will be included in the student's permanent academic record and will appear on the student's official transcript.

Effective Classroom Management

There are many resources available online that discuss effective classroom management. Check out some tips from the faculty resource website www.4faculty.org. During the school year, workshops and presentations on effective classroom management will be offered. Stay posted for e-mails advertising these workshops and presentations.