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Advising Services
Columbus: AQ 116, 614.287.2668
Delaware: Moeller Hall, 740.203.8345
http://www.cscc.edu/services/advising/
  • Degree planning
  • Discuss academic progress
  • Improve study skills

Career Services
Columbus: NH 108, (614) 287-2782
http://www.cscc.edu/services/careers/
  • Major Exploration Assistance
  • Career Counseling
  • Career Coach

Central Scheduling and Room Reservation
CT 118, 614.287.5946
http://web.cscc.edu/is/RoomRequest/Request.asp

Counseling Services
Columbus: NH 010, 614.287.2818
Delaware: 614.287.2570 (Request appointments take place on the Delaware Campus. Delaware Campus Student Services Advisors can help arrange these appointments.)
http://www.cscc.edu/services/counseling/
  • Crisis intervention
  • Mental health counseling
  • Alcohol & drug counseling
  • Career counseling

Disability Services
Columbus: EB 101, 614.287.2570
Delaware: Intake appointments are arranged by Delaware Campus Student Services Advisors via video conference.
http://cscc.edu/Disability/
Alternative Testing Accommodations
  • Readers, Scribes, Note-Writer Notebooks
  • Alternative Media
  • Services for Deaf and Hard of Hearing

Financial Aid
Columbus: RH Lower Level, 614.287.2648

Delaware: Moeller Hall, 740.203.8345 (From any college phone dial 8345)
http://cscc.edu/FinancialAid/
  • FAFSA Application Processing
  • Financial Status Advising
  • Loan/Debt Management Counseling

Human Resources
Rhodes Hall 614-287-2408

Instructional Technologies & Distance Learning
CT 107 614.287.5991
http://teaching.cscc.edu/
  • Blackboard support
  • Instructional design support
  • Production of online course material

Instructional Technologies Institute CT 106
614.287.5667
http://iti.cscc.edu/
  • Instructional software training for faculty and staff

IT Help Desk
Library Ground Floor, 614.287.5050 for all college sites
  • Network Log-in
  • PC and Network support
  • Software Installation and support

Library
Columbus: Columbus Hall
Delaware: Moeller Hall Learning Center
librarians on duty during all Delaware Campus open hours
http://www.cscc.edu/library/
  • Research assistance
  • Reserves
  • OhioLINK

Media Services
614.287.5050 for all college sites
http://cscc.edu/mediaservices
  • Classroom AV support
  • Scanning, CD & DVD duplication
Physical Plant
614.287.5444

Public Safety
Columbus: DE 047, 287-2525 or 911 for emergencies
Delaware: DA 133, 614.287.2525/740.203.8585 or 911 for emergencies
http://www.csc.edu/publicsafety
  • Campus & Weather Emergencies
  • ID Cards
Parking Permits

  • Records and Registration
Columbus: Madison Hall 201, 614.287.5353
Delaware: Student Services Desk
http://cscc.edu/registration/
  • Registration
  • Transcripts & Transfers
  • FERPA guidance
  • Student Cougarweb Orientation

Student Conduct
Eibling Hall 201, 614-287-211
http://www.csc.edu/campus-life/student-conduct/
  • Academic Misconduct Reporting
  • Behavioral Misconduct Reporting
  • Behavioral Intervention Team

Telephone Information Center/Switchboard
Dial ‘0’ on campus, 614.287.2400 locally
http://www.cscc.edu/docs/TIC/

Testing Center
Columbus: AQ 102, 614.287.2478
Delaware: Moeller Hall 157, 740.203.8390
http://www.csc.edu/testingcenter/
  • COMPASS Placement tests
  • Online learning and classroom makeup exams
  • Proctored non-CSCC exams

Tutoring Support Services
http://www.csc.edu/services/tutoring/
Delaware Campus tutoring schedule
established each term for Writing Center, Math, Chemistry, Biology, Speech Rehearsal and Developmental Math tutors
http://www.csc.edu/delaware/services.shtml
Instructional Responsibilities

Course Outlines
Course Outlines are on file in the Center for Teaching and Learning Innovation (CT building on Cleveland Avenue) and respective academic departments. Course outlines include specific course information, course goals, intended student learning outcomes, and suggested methods and learning activities for the student. To ensure that all students are receiving appropriate classroom information from the same course taught by different instructors, faculty members are responsible for teaching and providing learning experiences for the students to achieve the stated student learning outcomes for the course.

Course Syllabus
A course syllabus is required for every credit course taught at the college and is to be filed with the appropriate department chairperson each term the course is offered. The syllabus provides a map for the students with information indicating the teacher’s expectations and how the student will learn and be evaluated. The college policy and procedure is located at http://www.cscc.edu/about/policy/.

On the first day of class, the faculty member will distribute and discuss the syllabus and post the syllabus on Blackboard. The syllabus must be consistent with the course outline and methods matrix for learning design. It is required that the syllabi for all courses be posted on Blackboard by the first day of the term. Because Blackboard courses become available to students five days before the term starts, it is recommended that faculty post a welcome announcement stating when course materials will be available.

Course Rosters
Class rosters are obtainable via CougarWeb. CougarWeb, Student Quicklinks is accessed through the CSCC homepage at www.cscc.edu. Click on “CougarWeb.” Go to the screen which lists terms and click on the proper term. Click on “CougarWeb for Faculty.”

This will lead to the For Faculty Screen. Next, click on “Class Rosters.” Go to the log-in screen where you will enter your GroupWise User Name and Password (Problems with your user name and password? – Call the Help Desk at 614.287.5050. After entering user name and password, click on the “Submit” box only once. This will take you to the class roster screen where you will click on the “Term” drop down box. Click on the arrow and highlight the proper term. Click the “Submit” box only once. Select the course under the “Choose one” box, and click on the “Check” box. Then, click the submit box once. Your class roster will display. It is recommended that faculty pull class rosters several times a term to check that the correct students are in your class.

Adding/Dropping Students
Students who change their schedules must complete a Registration/Add-Drop Form, available online, in the Records and Registration Department or one of the off-campus sites, contact the Telephone Information Center at 614.287.5353 or CATS touchtone system at 614.287.2287. Students can view their schedule via CougarWeb at www.cscc.edu. Delaware Campus students, seek assistance at the Student Services Center located in Moeller Hall.

During the first week of the term, student schedules are occasionally changed. Faculty permission (signature) is required for enrolling in a class once the class has met for the first time and thereafter. Faculty members must sign the Registration Add/Drop form before the registration request will be processed. If you have any questions, the Registrar can be contacted at 614.287.5343.
Closed Sections
Students may schedule for closed sections of classes with written permission (signature) of the faculty member, department chairperson, or division dean.

Late Registration
Generally, a student is permitted to register for a class within the 100% refund period if space is available and with the instructor’s signature. After the 100% refund period and/or if the seating capacity has been reached, the faculty member must provide the Records and Registration Department with written and dated approval prior to the student being allowed to register for the course. Permission to add a class after the 100% period is indicated by the signature of the faculty member only. An individual who is not enrolled in a course at the time of grade reporting is not eligible to register for the course and receive a grade after the course ends.

Tech Restricted Courses
A student who wants to take a class reserved for students in a certain program of study must be a student in that technology or get the signature of the department chairperson for the course. Course requests will not be processed by Records and Registration without the chairperson’s signature authorizing the student to attend the class.

Monitoring Attendance of Financial Aid Recipients
Columbus State Community College is required by federal law to verify and monitor the enrollment of students who participate in Federal Title IV student aid programs. It is our responsibility to verify students are in attendance and are actively engaged in the course as demonstrated by meaningful efforts toward completion of the course. The Participation and Attendance Verification Reporting procedure, required to be completed by all faculty utilizing their Cougar Web account, allows the college to effectively track students who never begin attendance, who fail to be actively engaged in their courses, or stop attendance during the term.

During each semester there will be a total of three reporting windows faculty may be asked to complete. Faculty will be required to review their class rosters and report the student’s participation and attendance up until that point in the semester. All faculty members teaching courses during the particular reporting window will receive an email notification through their CSCC email account from the Records and Registration department indicating when the reporting windows will open. This email will be sent approximately 2 to 4 days prior to each reporting window opening.

For semesters that are 16 weeks in length (Autumn and Spring) the following reporting timeframes will be utilized:

- The first reporting window will open approximately 20 days after the semester begins – approximately week 3 - and be open for 7 days.
- The second reporting window will open approximately during week 8 of the semester and be open for 14 days (ending date of this reporting window will occur on the last day to drop full term courses – see Academic Calendar).
- The third reporting window will open during the 15th week and be open for 7 days.

Summer semester is 11 weeks in length and the following reporting time frame will be used for this term:

- The first reporting window will open approximately 20 days after the semester begins – approximately week 3 - and be open for 7 days.
• The second reporting window will open approximately during week 5 of the semester and be open for 14 days (ending date of this reporting window will occur on the last day to drop full term courses – see Academic Calendar).

• The third reporting window will open during the 10th week and be open for 7 days.

See the Cougarweb Manual for directions on completing this reporting in Cougarweb. This can be found at http://cscce.edu/faculty and http://cscce.edu/about/faculty-staff/.

Mid-Term Progress Reports
In order to provide students with feedback about their class progress at a point early enough in the term to change their academic performance, the provides students with aMid-Term Progress Report

Faculty will be notified, at the mid-point of the term, to enter Cougarweb and those students who are not progressing satisfactorily in their classes. Faculty are encouraged to use informal as well as formal assessment strategies in determining whether or not satisfactory progress is being made. Email notifications are sent to the students in accordance with the faculty notations concerning progress in their courses.

Directions for how to complete mid term progress reports in Cougarweb can be found in the “Cougar Web Faculty Users Guide” located Faculty Staff (http://www.cscc.edu/about/faculty-staff/) and Faculty (http://cscce.edu/faculty/) web pages.

Final Exams
A final examination schedule is posted on the academic calendar page http://cscce.edu/academics/calendar/

If a final examination is not administered, then the faculty member has the responsibility to utilize the time scheduled for the examination for normal classroom activities. The class cannot be cancelled

Final exams for short and flex term classes are given the last class meeting day.

Grades Definitions
The individual departments may have guidelines for determining grade levels. Contact your department chairperson for these guidelines. Letter grades indicating the quality of a student’s work are generally assigned on an A through E basis. Columbus State does not recognize plus and minus grades. Any exception to this, such as using a satisfactory (S) or unsatisfactory (U) will be described to you by your department chairperson.

Points for each term hour of credit are assigned according to the following system:

<table>
<thead>
<tr>
<th>Quality</th>
<th>Grade</th>
<th>Points</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Achievement</td>
<td>A</td>
<td>4</td>
<td>Yes</td>
</tr>
<tr>
<td>Achievement</td>
<td>B</td>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>Satisfactory Achievement</td>
<td>C</td>
<td>2</td>
<td>Yes</td>
</tr>
<tr>
<td>Below Satisfactory</td>
<td>D</td>
<td>1</td>
<td>Yes</td>
</tr>
<tr>
<td>Failing</td>
<td>E</td>
<td>0</td>
<td>No</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>S</td>
<td>0</td>
<td>Yes</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>U</td>
<td>0</td>
<td>No</td>
</tr>
<tr>
<td>Incomplete</td>
<td>I</td>
<td>0</td>
<td>No</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>K</td>
<td>0</td>
<td>Yes</td>
</tr>
<tr>
<td>Transfer Credit “D” Grade</td>
<td>KD</td>
<td>0</td>
<td>Yes</td>
</tr>
<tr>
<td>Proficiency Examination</td>
<td>X</td>
<td>0</td>
<td>Yes</td>
</tr>
<tr>
<td>Audit</td>
<td>R</td>
<td>0</td>
<td>No</td>
</tr>
<tr>
<td>Non-Traditional Credit</td>
<td>N</td>
<td>0</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Descriptions of other grade notations (I, K, KD, X, R, N, Z, W, AW) can be found in College Procedure No. 5-09 (D) “Grading and Academic Requirements.” [http://www.cscc.edu/about/policy/](http://www.cscc.edu/about/policy/)

**Entering Final Grades**

<table>
<thead>
<tr>
<th>TYPE OF CLASS</th>
<th>GRADE ENTRY WINDOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Term Courses</td>
<td>Grades are due seven days from the end of the term.</td>
</tr>
<tr>
<td>Full Term, &amp; Second Terms</td>
<td>Grades are due the Monday following the end of Autumn, Spring, and Summer Terms.</td>
</tr>
<tr>
<td>*Flexibly Scheduled Course</td>
<td>Grades are due seven days from the end of the term or the last class meeting day.</td>
</tr>
</tbody>
</table>

Directions for submitting on-line grades can be found in the “Cougar Web Faculty Users Guide” located Faculty Staff ([http://www.cscc.edu/about/faculty-staff/](http://www.cscc.edu/about/faculty-staff/)) and Faculty ([http://cscc.edu/faculty/](http://cscc.edu/faculty/)) web pages.

*Flexibly Scheduled Courses are defined as any course that is not a Full, First or Second Term course.

**Grade Changes and Incompletes**

Errors in grading occur. Once contacted regarding a questionable grade, review the situation. Should a grade change due to error in evaluation or recording be necessary, complete the Grade Change and give to the department chairperson for signature. Form, available on the intranet at [http://intranet.cscc.edu/forms.htm](http://intranet.cscc.edu/forms.htm) under the “General Interest Forms” heading to change the grade on the student’s record. Questions regarding this process should be directed to 614.287.2656. No change of grade information will be accepted over the telephone or from a student.

All other grade changes may be made only in accordance with the grade grievance procedure. See the Policy and Procedures Manual, No.5-09(D)(7) for the complete procedure: [http://www.cscc.edu/about/policy/](http://www.cscc.edu/about/policy/)
Student Conduct

Director of Student Conduct: Kelly Brennan, EB 201, 287-2117
Misconduct Incident Report Form: http://cscc.edu/faculty

Student Academic Misconduct

The academic misconduct process is part of the larger Student Code of Conduct, College Policy and Procedure 7-10 defines academic misconduct at Columbus State as a violation of student obligations to exhibit integrity, community, respect and responsibility. (See Student Handbook: http://www.cscc.edu/services/studenthandbook/) Behavior that demonstrates a lapse of integrity includes, but is not limited to

i. Cheating.
ii. Plagiarism.
iii. Violating course rules as contained in the course syllabus, department policy or procedures as contained in the course syllabus, other rules and regulations provided to the student, including those of off-campus training sites, or other information provided to the student.
iv. Inappropriate behavior of students enrolled in apprenticeships, clinical training, practicum, co-op work experiences, internships, field experiences, directed practice, and workforce training programs.

When academic misconduct is discovered:
- gather documentation of the incident, which is usually a written statement and a copy of the student’s work that was compromised.
- share these documents in a report to the Student Conduct Coordinator through the online incident report link at http://www.cscc.edu/campus-life/student-conduct/.
- this ensures that: (1) the College has official notice of the allegation, and (2) the student database will be checked for prior reports of misconduct.
- obtain the student’s side of the story (When approaching a student with an allegation, it is crucial to do so in a discrete and caring way, always keeping the focus on creating a “teachable moment”. How can you, as an experienced educator, explain how serious academic integrity violations are to a student’s academic future AND help guide this student toward making better decisions?).

If you determine that it was not a case of intentional academic misconduct, you should contact the Student Conduct Coordinator with your findings. An information report will remain in the system (not reported officially on the student’s record) in case the student conveniently claims ignorance or misunderstanding again!

Your conversation with the student about academic integrity should always include a discussion of the student’s options for resolution. If a student admits responsibility or if you reach out to a student for a conversation and he/she does not respond, the student should get a “0” on that assignment. You will still need to report the result to the Student Conduct Coordinator, so the incident can be entered into the academic misconduct database. See the following diagram:
Academic Misconduct Incident Process

If student admits responsibility OR does not respond within 5 days:

Instructor may issue a “0” or “no credit” for assignment in which misconduct occurred

If more severe sanction is warranted (“E” for course), it must go through Student Conduct hearing process

If student denies responsibility, OR does not accept sanction, OR student has prior violation:

Violation is referred to Student Conduct process for hearing

If suspension/expulsion is an option, it must go to Student Conduct Committee

Student Behavioral Misconduct

College conduct proceedings are used to assert and uphold the Student Code of Conduct. See Policy No. 7-10(E) for a list of violations and Procedure No. 7-10(G) for a description of these proceedings.

If a student is disruptive or disorderly in class and fails to respond to the direction of the instructor to behave in a non-disruptive manner:

- The instructor should call Public Safety at 614.287.2525 for assistance in removing the disruptive student.

- A written report should be filed with Public Safety and the instructor should also notify the department chairperson.

- Copies of the incident report should also be sent to the Student Conduct Program Coordinator in the Dean of Student Life, EB 0201. The student disciplinary procedures outlined in Student Code of Conduct Procedure No. 7-10(G) must be followed for all charges of student misconduct and for sanctions up to and including expulsion from the college.

- For more information on this process or to consult about a student concern, call the Dean of Student Life office at 614.287.5299 or the Student Conduct Program Coordinator at 614.287.2117.

These procedures also apply to the Delaware Campus, and instructors can reach Public Safety- Delaware Campus Safety and Security at 614.287.2525 (dial 2525 from campus). Campus phones are located in all
Delaware Campus classrooms. In instances of serious threats the Delaware County Sheriff's Office will provide law enforcement assistance. Criminal acts, accidents, suspicious behaviors, or emergencies must be reported to the Delaware County Sheriff's Office at 740.833.2800 or by calling 911, then call the Columbus State Department of Public Safety at 614.287.2525.

**Academic Policies and Practices**

**Instructional Duties**

**Definition of Faculty Contact Hours**
A contact hour is defined by the Ohio Board of Regents as fifty minutes of formalized classroom instruction of educational activity. Separate provisions are made for determining the contact hours for telecourse instruction, video conference, web-based and external instructional arrangements such as practicum and field experience. See department chairpersons for this information.

**Office Hours**
In order to be accessible to their students, all full-time faculty members are required to maintain 10 office hours per week (six office hours are scheduled and four office hours are flexible based on the needs of the student). Office hours shall be posted in a place conspicuous to students. Office hours shall also be filed with the department chairperson.

All faculty members are expected to provide opportunities for students to contact them and discuss difficulties or concerns arising from the course. Details for such arrangements are provided by the faculty member.

It is college policy not to disseminate faculty home addresses and telephone numbers except as required by the Ohio Public Records Law. Students or prospective students wishing to contact faculty will leave a message in faculty mailboxes or on voice mail or email. Often, faculty members distribute their business or home telephone numbers to their students. This is left to the preference of the faculty member.

**Faculty Absence/Leave**
The terms and conditions regarding faculty leaves/absences can be found both in the College Policy and Procedure Manual and the collective bargaining agreement. These policies and procedures are: Sick Leave, Policy No. 3-10; Absence Due to Court Service, Policy No. 3-11; Personal Leave, Policy No. 3-12; Leave of Absence, Policy No.3-13; Absence for Military Duty, Policy No. 3-14; and Family and Medical Leave, Policy No. 3-36.

Faculty members who must be absent are to notify their department chairperson or designee so other arrangements can be made for the students. In the case of evening or Saturday classes, contact Public Safety, 614.287.2525, to make arrangements for students. When advance notice is not possible (e.g., an early morning class is involved), the department chairperson must be notified as soon as possible. If faculty members are unable to reach the appropriate chairperson, the dean's office should be notified.

It is the responsibility of the faculty member to insure that the Leave Request form is completed and submitted within three days of the absence. The form is available on the intranet and in department offices. If class(es) is/are to be cancelled, a notice must be posted next to the classroom door. Submit to your department chairperson.

Full-time faculty members missing a full day of classes shall request 8 hours of appropriate leave. The completed form is to be sent to the faculty members’ chairperson within three days of returning. The chairperson shall sign the form, return one copy to the employee, retain one, and forward the original to the
Human Resources Department. Questions regarding use of this form can be answered by calling the Human Resources, 614.287.2408.

Cancellation of Classes
Information concerning the cancellation of classes or the closing of the college due to inclement weather or other emergency situations will be reported to most local radio and television stations. Faculty do not have the authority to cancel classes.

While the college rarely closes for weather emergencies, outlying counties frequently come under Level III conditions during which residents are not permitted to drive. In those instances where a faculty member resides in an area under a Level III emergency when the college remains open, he/she will be compensated at his/her regular rate of pay for the missed period. If the Board of Trustees requires that the missed days are to be made up, then the faculty member will work those days at no additional compensation.

It is the faculty member’s responsibility if unable to attend class to notify the department office associate, chairperson, or off-campus site by voice contact at least one hour prior to a scheduled class. If voice contact is not possible, phone messages should be left on the separate lines of the office associate and chair. The faculty member shall leave a recorded message on his/her private voice mailbox at the earliest possible time to alert students that he/she will not be meeting a schedule class. (See Substitute Teachers below.)

It is the faculty member’s responsibility to provide information on the syllabus listing his/her voicemail number and email address for students to use to see if individual classes are being canceled due to the instructor’s inability to get to campus. When weather advisories are in effect, faculty should alert their students and department chairs as to their municipality and county of residence.

Each class syllabus should include a statement on make-up policies for examinations, laboratories, and clinicals missed due to class cancellation and for individual students who are forced to miss class due to weather emergencies. Students who miss a class due to living in a Level III emergency area, the need to care for children when school systems are closed, or other plausible weather-related emergencies should be considered to have an excused absence and be given appropriate opportunities to make up exams, labs, or clinical. Refer to the section on Course Syllabus for sample of weather statements in. (See Policy 3-16.)

Substitute Teachers
It is the responsibility of the faculty member to inform the department chairperson or designee of any impending absences from class. Check with your department chair, lead faculty, or program coordinator for the protocol in reporting absence and acquiring a qualified substitute teacher. Leave Request and Substitute Pay forms are available on the Intranet. It is the responsibility of the faculty member to complete the form and submit to the chairperson within 3 days.

Use of Campus Facilities
Food and Beverage Regulations
Consumption of food and beverages is prohibited in classrooms. The faculty member is responsible for enforcing this regulation.

Room Assignments
Room assignments for classes are requested by the department chairperson or coordinator and confirmed in the master schedule by Central Scheduling. Under no circumstances will a faculty member move a class from a previously assigned classroom without approval. Should a problem occur regarding room assignments, the faculty member should contact the department chairperson. Room assignments changed on a master room-time matrix are officially reassigned on a permanent basis.

Should a faculty member want to use another room for a special meeting, complete the online room request
Requests for use of department conference rooms should be directed to the department chairperson.

**Locked Classrooms**

If the classroom is locked, contact Public Safety. Repeated instances of locked classrooms should be reported to Public Safety, 614.287.2525 and the department chairperson.

**Classroom Conditions**

At the end of each class, the faculty member is responsible for leaving the classroom in order for the next class. Desks and chairs should be in rows and the board erased. Lights and equipment should be turned off. *Log off individual computers.*

Classrooms should be maintained as cleanly and neatly as possible. Chairs should not be removed from the classrooms or put into hallways. Broken chairs, burned out lights, missing wastebaskets, podiums, or other equipment should be reported immediately to Physical Plant using the work order form or by calling 614.287.5444. Department Office Associates may be able to facilitate work requests.

**Classroom Equipment**

Each classroom should be equipped with an overhead projector, podium, markers/chalk, and eraser. If any of these items are unavailable, contact your department chairperson. There are several multimedia classrooms on campus. To reserve classroom equipment call the Library at 614.287.2465.

**Student Access to Columbus State Facilities**

All Columbus State classrooms are opened for scheduled classes. Students are not permitted access to classrooms or labs unless a faculty member or designee is present.

Persons with disabilities may park in spaces designated for this use or pay at meters close to the building. A current State of Ohio disability parking sticker must be displayed. Ramps allow access to all facilities at Columbus State. Disability entrances for buildings are appropriately marked.

**Faculty Access to Building Facilities**

Most college academic facilities are open from 6:30 a.m. to 11 p.m., Monday through Thursday. Friday and weekend class schedules may have earlier closings. The department chairperson designates who will have access and keys to designated areas of the department. Anyone needing to enter a building after hours, contact Public Safety at 614.287.2525. The Director of Public Safety receives a written request for access from the manager of the employee or student requesting access afterhours. The Access Authorization After Hours Weekend/Holidays Faculty and Staff form was designed to facilitate the procedure and is available on the intranet at http://intranet/forms.htm. Faculty members may be asked by a Public Safety Officer to identify themselves by showing a current CSCC employment ID. The form is available by accessing the Intranet, then clicking on Forms, then After-Hours-Access Permission form.

For access to campus buildings during non-business hours or when the college is closed,
1. have a current validated ID card;
2. have an Access Authorization Card on file in the Public Safety Office, indicating areas(s) where access is authorized, time authorized, and whether authorized on a temporary or permanent basis; and
3. call the Public Safety Office 614.287.2525 to have doors locked/unlocked.

Classrooms are usually unlocked except for labs. The lab instructor(s) unlocks and locks the laboratory or office they use.

Public Safety Officers monitor use of Columbus State facilities and equipment twenty-four hours each day, including weekends and holidays. Safety and Security Specialists are at the Delaware Campus M-F 6:30
a.m. to 11:30 p.m. and SAT-SUN 6:30 a.m. to 6:30 p.m. **Opening a campus for classes on holidays must be approved by the President.**

**Field Trips**  
See College Procedure 5-17b  ([http://www.csc.edu/about/policy/](http://www.csc.edu/about/policy/))  
Faculty members are encouraged to plan field trips prior to the start of the term and include notification of the trip in the course syllabus. Faculty members must obtain approval from the department chairperson and register their trip with their department chair three (3) weeks prior to the field trip, using the appropriate forms, see Appendix. The form is available in each academic department. The faculty member must register in writing each field trip and include the following information:

- Method of transportation.
- Departure and return times and date(s).
- Destination.
- Number of students.
- Purpose of field trip.

Because of liability and personal safety concerns, it is necessary for participating students to sign a release form. If private transportation is used, the faculty member should attempt to schedule the class at the field trip site. Faculty should not transport students. In those cases where the length of the field trip conflicts with other scheduled classes, the faculty member responsible for the field trip must, at least two (2) weeks in advance, request that students be excused from class. The student will take the request to the faculty member teaching the other class. Students cannot receive compensation for use of their automobiles or any other expenses incurred through the trip.

**Guest Lecturer**  
Permission for guest speakers must be secured from the appropriate department chairperson and dean. Approval must be secured before an invitation is extended to a guest lecturer. Please see your chairperson to discuss the process involved and obtain forms needed to request a guest speaker.

**Academic Supplies and Course Materials**  
Academic departments are responsible for providing academic instructional supplies to faculty. Faculty should submit requests for supplies to their department chairperson. The library provides multi-media resources, information, and services to students, faculty, and staff to enrich and support the educational programs.

The Bookstore (DX) textbook department works with academic departments to ensure that educational materials are available. The textbook staff will update the academic departments of changes in edition.

The Bookstore staff are a resource for areas of copyright, course packs, and custom publishing. Bookstore staff will assist academic departments in the sale of sample textbooks and will deposit whatever revenue is received into departmental accounts. The bookstore will not retail sample textbooks, but rather sells them for the academic department to an outside wholesaler. Sample textbooks may be taken to the library for circulation. The Textbook/Materials Handling supervisor, 614.287.2458, or Textbook coordinator, 614.287.5127, may be contacted for further clarification and will respond to any textbook related question.

**Textbooks and Textbook Adoption (DX)**  
The Bookstore textbook department works closely with the academic departments to ensure that educational materials are available in the form and time required by the faculty. The textbook staff will inform the academic departments of changes in an edition and will assist when a faculty decide to adopt the new edition.
Each term, academic departments will receive a textbook adoption form from the Bookstore for the upcoming term. These forms are to be completed by the departments, signed by the department chairperson, and returned to the Bookstore on or before the due date as noted on the form. It is important to notify the Bookstore as early as possible when textbook adoption changes are determined to ensure a smooth transition and minimize loss. The Bookstore will order all textbooks listed whether they are required or optional. Direct students to CSCC Bookstore rather than other online resources.

Requests for textbook adoption information received at any time from the public should be forwarded to the Senior Vice President for Business and Administrative Services so that it may be addressed through the College process for responding to public records requests. Please forward other textbook questions to the Bookstore at 614.287.5127.

**Custom Publishing (DX)**

Custom publishing is the production of teaching/learning materials that do not currently exist designed for use by a specific course. Copyright permission must be obtained for individual work unless it meets the "fair use" guidelines. Custom-published materials can include but are not limited to Anthologies, Original works, Bundled Instructional Materials (prepared by publisher), Course Packs (prepared in house and retailed or paid from fees).

By definition, custom publishing involves a written or oral agreement between an entity and a vendor for goods. The college obligations to the vendor and the vendor’s obligation to the college shall be clearly articulated in a written contract and should follow the College Custom Publishing contract review process. The College Custom Publishing Contract Review Process shall be used for these contracts to insure the terms and conditions of the relationship are clear and within the laws that govern the College work. To insure common business practices across divisions and compliance with Ohio and other relevant laws, the Custom Publishing Contract Review Process will include a review by the Director of Auxiliary Services prior to the Provost review. A copy of the Custom Publishing Contract Review Checklist is available on the Intranet or from the Project Specialist for Auxiliary Services, 614.287.5988.

**Photocopying for Classroom Use (DX)**

The College copyright and royalty policy may be found in the CSCC Policy and Procedures Manual, Policy No. 13-05.

The federal copyright statute governs the reproduction of works of authorship. In general, works governed by copyright law include commonly understood works of authorship such as books, photographs, music, drama, video, and sculpture, as well as software, multimedia, and databases. Copyright works are protected regardless of the medium in which they are created or reproduced; therefore, copyright extends to digital works and works transformed into a digital format. Copyright works are not limited to those that bear a copyright notice. Works published since March 1, 1989, do not need to have a copyright notice to be protected under the statute. Simply stated, the author has copyright as soon as the work is in a fixed medium, whether it has a notice or not.

Of particular interest to teachers, librarians, and researchers are two provisions of the copyright statute:

- a provision of "fair use" under which limited copying of copyright ad works without permission of the owner is allowed for certain teaching and research purposes; and
- a provision that establishes special limitations and exemptions for the reproduction of copyright works by libraries and archives.

Fair use cannot be determined by a straightforward, quantifiable test, but rather is situational and must be determined by the application of guidelines. Fair use allows limited reproduction of copyright works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright.
The law lists the following factors as guidelines for evaluating if a particular use of a copyright falls under fair use:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work, is the use of purposes of criticism, comments, new reporting, teaching, scholarship, or research;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and;
- the effect of the use upon the potential market for or value of the copyrighted work.

All four of these factors must be applied and found to be within the scope of fair use before a copyrighted work may be reproduced without the owner’s permission and perhaps payment of a royalty. Educational use alone does not constitute fair use.

Examples of when copying would not be a “fair use”:

- When unauthorized copying is used to create, replace, or substitute for anthologies, compilations, or collected works, whether or not such unauthorized copies are collected and bound together or provided separately.
- When “consumable” works such as workbooks, exercises, standardized tests, test booklets, and answer sheets are copied.
- When unauthorized copying is used to substitute for the purchase of books, publisher’s reprints, or periodicals.

Some General Guidelines:

- The dean or chairperson of a division or department may not direct unauthorized copying.
- The same teacher cannot copy the same item from term to term without permission.
- No charge shall be made to students beyond the cost of actual photocopying, except to cover the cost of royalties.

Photocopying is allowed under “fair use” if the following conditions are met and none of the above prohibitions apply:

- Brevity – Less than 250 words and printed on not more than two pages for poems, or excepts of no more than 250 words from a longer poem, less than 2,500 words, or 10% - whichever is less-for articles, stories or essays.
- Spontaneity – The instructor is inspired and the decision to use the material is so close in time, it would be unreasonable to expect to request permission.
- Cumulative Effect – Copying for one course; not more than one short poem, article, story, essay or two excerpts from the same author, not more than three from the same collective work or periodical volume during one class term; no more than nine instances of such multiple copying for one course during a term.

Copyright Terms:

- For works created after January 1, 1978, copyright protection will endure for the life of the author plus an additional 70 years. In the case of a joint work, the term lasts for 70 years after the last surviving author’s death. For anonymous and pseudonymous works and works made for hire, the term will be 95 years from the year of first publication or 120 years from the year of creation, whichever expires first;
- For works created but not published or registered before January 1, 1978, the term endures for life of the author plus 70 years, but in no case will expire earlier than December 31, 2002. If the work is published before December 31, 2002, the term will not expire before December 31, 2047;
- For pre-1978 works still in their original or renewal term of copyright, the total term is extended to 95 years from the date that copyright was originally secured.
Student Privacy and Directory Information

The 1974 Privacy Act, commonly known as the Buckley amendment, prohibits the release to third parties of any student information related to grades or academic progress without WRITTEN permission of the student. In practice, this means that:

- Grades should NOT be posted—even if only the last numbers of the social security number are used. Our college has a good system for making final grades available to students via CougarWeb in a timely manner, so there should be no need to post final grades. If absolutely necessary to make a posting, random numbers and non-alphabetical order should be used.

- Faculty cannot tell a student’s friends, parents, guardians, employers, or relatives how the student does or is doing in a course—regardless of justification—without written permission from the student.

- Papers should be returned in a private manner. They should not be put in a public place such as a box, folder, or faculty mailbox because others will have access to them.

- When returning papers to students, faculty should take care to protect the privacy of each student’s grade.

Student Status

Student status is determined by grade point average and earned credit hours. The following definitions may provide helpful information to faculty as they advise students:

Dean’s List
To qualify for the Dean’s List, a student must complete a minimum of six (6) credit hours and earn a grade point average (GPA) of 3.5 or higher in that term. All credits must be in courses included in the calculation of the GPA. No student is eligible for the Dean’s List who has a grade of “I”.

Satisfactory Academic Progress
Satisfactory Academic Progress is defined as progress in credit courses taken at the college that result in the credit hour to grade point average (GPA) ratio as specified by the Standards of Satisfactory Academic Performance. For the purpose of graduation, a candidate for an Associate of Arts or Associate of Science degree must have a minimum 2.0 cumulative grade point average (GPA). A candidate for an Associate of Applied Science or Associate of Technical Studies degree must have a minimum 2.0 cumulative grade point average (GPA) in all non-technical course work.

Academic Warning
In any term in which a student’s grade point average (GPA) for the term drops below 2.0, he/she will be placed on Academic Warning.

Academic Warning, First-Term-Only Rule
A student who is enrolled in his/her first term and is placed on academic warning will be restricted from registering for classes until he/she meets with an academic advisor in Advising Services, Aquinas Hall 116. This restriction also applies to first term students on academic warning who attempt to add a class. During the meeting, an Academic Warning form will be completed to designate what difficulties led the student to be placed on academic warning and to provide recommendations for improved grades the next term and for academic success at the college.

Academic Warning and Students Beyond the First Term
Students who are beyond their first term of enrollment and receive a grade point average (GPA) of less than 2.0 for ANY term will be strongly recommended to meet with an academic advisor or counselor.
**Academic Probation**
A student who is beyond his/her first term is placed on academic probation when his/her cumulative grade point average (GPA) is below that designated by the Standards of Satisfactory Academic Performance.

The student will be restricted from registering for classes until he/she meets with an academic advisor in Advising Services (Aquinas Hall 116). This restriction also applies to students on academic probation who attempt to add a class. During the meeting, an Academic Probation form will be completed to designate what difficulties led the student to be placed on academic probation; to provide recommendations for improved grades the next term; and for academic success at the college. A student who has been placed on academic probation will have 24 additional attempted credit hours (over two or more terms) to raise his/her cumulative grade point average (GPA) to that designated by the Standards of Academic Performance.

**Standards of Satisfactory Academic Performance**

<table>
<thead>
<tr>
<th>Total Credit Hours Attempted</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-9</td>
<td>1.0</td>
</tr>
<tr>
<td>10-19</td>
<td>1.4</td>
</tr>
<tr>
<td>20-29</td>
<td>1.5</td>
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<tr>
<td>30-39</td>
<td>1.6</td>
</tr>
<tr>
<td>40-49</td>
<td>1.7</td>
</tr>
<tr>
<td>50-64</td>
<td>1.8</td>
</tr>
<tr>
<td>65-84</td>
<td>1.9</td>
</tr>
<tr>
<td>85+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Academic Dismissal**
A student will be academically dismissed from the college if after being placed on probation and registering for 24 additional credit hours (over two or more terms), the student's cumulative grade point average (GPA) remains less than that designated by the Standards of Satisfactory Academic Performance.

A student who is academically dismissed will be sent a letter with notification of dismissal status and explaining the procedures for readmission. A student who is academically dismissed from the college WILL NOT BE PERMITTED TO ENROLL THE FOLLOWING TERM. If the student has already registered for the next term, his/her COURSES WILL BE DROPPED AND THE STUDENT WILL NOT BE PERMITTED TO ATTEND. This procedure is done within one week of processing the term grade report/transcript.

**Petition for Readmission**
Any student petitioning for readmission must submit a Petition of Academic Readmission form, and meet with at least two college reviewers, at least one of whom is in Advising Services (to determine conditions under which the student may return). The second reviewer is either the Director of Advising Services or the student’s academic department chairperson. If a student is readmitted student must make satisfactory progress in accordance with the Standards of Satisfactory Academic Performance and meet the conditions as specified in the Petition for Academic Readmission form including receiving a 2.0 term grade point average (GPA) in order to be eligible for continued enrollment.

**Petition for Academic Review**
Upon a second or any subsequent dismissal, the student who does not meet conditions must appeal for readmission to the Academic Review Board. The student must submit a Petition for Academic Review form to the director of Advising Services (Aquinas Hall 116). Petition for Academic Review forms will be available from Advising Services. The Academic Review Board will review the petition (explaining the situation leading to the additional dismissal), as well as supporting documentation and the student’s verbal explanation. Following its review and consideration of this information, the board will determine whether another readmission is warranted. The decision of the Academic Review Board will be final. Meeting with the Academic Review Board does not guarantee readmission.
Student Course Scheduling

Student Schedule Change
Students who change their schedules must complete a Registration/Add-Drop Form, available online, in the Records and Registration Department or one of the off-campus sites, contact the Telephone Information Center at 614.287.5353 or CATS touchtone system at 614.287.2287. Students can view their schedule via CougarWeb at www.csc.edu. Delaware Campus students should seek assistance at the Student Services Center located in Moeller Hall.

During the first week of the term, student schedules are occasionally changed. Faculty permission (signature) is required for enrolling in a class once the class has met for the first time and thereafter. Faculty members must sign the Registration Add/Drop form before the registration request will be processed. If you have any questions, the Registrar can be contacted at 614.287.5343.

Closed Sections
Students may schedule for closed sections of classes with written permission (signature) of the faculty member, department chairperson, or division dean.

Late Registration
Generally, a student is permitted to register for a class within the 100% refund period if space is available and with the instructor’s signature. After the 100% refund period and/or if the seating capacity has been reached, the faculty member must provide the Records and Registration Department with written and dated approval prior to the student being allowed to register for the course. Permission to add a class after the 100% period is indicated by the signature of the faculty member only. An individual who is not enrolled in a course at the time of grade reporting is not eligible to register for the course and receive a grade after the course ends.

Tech Restricted Courses
A student who wants to take a class reserved for students in a certain program of study must be a student in that technology or get the signature of the department chairperson for the course. Course requests will not be processed by Records and Registration without the chairperson’s signature authorizing the student to attend the class.

Overlapping Class Times
Time conflicts are not permitted. The student should be advised to select a course that does not conflict with another course.

Refunds
See the current College Catalog, page 25

Release of Records and Transcripts
See the current College Catalog, page 25

Administrative Withdrawal Policy
See the current College Catalog, page 31

Fresh Start Rule
See the current College Catalog, page 31

Course Drop/Withdrawal Procedures
See the current College Catalog, page 31

Employment

Columbus State Education Association (CSEA)
All full-time faculty are governed by a collective bargaining agreement and represented by the CSEA. Contact Human Resources at 614.287.2408 for details.

Faculty Appraisal System

Tenure Track Faculty
The purpose of the Faculty Appraisal System is to promote excellence in the teaching/learning process. The comprehensive Appraisal System includes multiple measures of assessment designed to provide faculty the essential information they need to achieve excellence in the teaching and mentoring of learners. The
Appraisal System promotes excellence by rewarding exemplary faculty and programs and by providing the means for individual professional development as well as program improvement.

A detailed description of appraisal and the promotion and tenure process can be found in the promotion and tenure handbook: http://cscc.edu/faculty/Promotion.shtml.

Policies and Procedures governing the Tenure and Promotion Process are located in the college Policy and Procedures Manual as follow:
1) Tenure, Policy No. 5-02, and Procedure 5-02(E) and 5-02 (F), effective July 1, 2006
2) Promotion in Rank, Procedure No. 3-01 (B), effective June 1, 2010

See: http://www.cscc.edu/about/policy/

Adjunct Faculty

Faculty Observation
1st year Adjunct
Observed first term by Chairperson, Peers, Lead Instructors or Coordinators
Years 2 and Thereafter
Observed once per year by Chairperson, Peers, Lead Instructors or Coordinators

The above timelines above represent a minimum number of observations to be completed. Faculty or Chairpersons may increase these numbers as appropriate.

Student Observation
Student feedback for faculty is solicited each term by way of the Student Evaluation of Instruction Form in accordance with the following schedule.

- Adjunct faculty should conduct student evaluations in one class, each of three consecutive terms of employment from initial date of hire.

- Subsequent evaluations should be conducted in alternate terms of hire or at chairperson’s discretion.

Policies and Procedures

Work rules and standards of conduct can be found in:
- College policies and procedures http://www.cscc.edu/about/policy/
- Collective bargaining agreement for all faculty members: http://bit.ly/14J71pA

Current copies of these documents are available to all employees through all College administrators, the library and the Human Resources Department.. It is the responsibility of all employees to keep current on any new and/or updated policy and procedures. College policies and procedures are updated on an as needed basis. These updates are distributed to all manual holders and employees should reference these manuals as appropriate.

In accordance with the Public Employees Risk Reduction Act, faculty members are required to attend safety related training based upon their job duties. See safety training schedule at http://www.cscc.edu/about/hcd/HealthSafety.shtml.

Ethics

As an employee of Columbus State Community College, you are a public employee of the state of Ohio. As such you are governed by and subject to the Ohio Ethics Law. This law recognizes that many public officials and employees are in a position to make or influence decisions that directly affect their personal interests. The
Ethics Law attempts to prevent this activity. Generally, a public official may not participate in matters that involve his/her own financial interests or those of his/her family or business associates. The College also has policies and procedures regarding this matter. Specifically review Policy and Procedure 3-20 Conflict of Interest which also outlines concerns regarding outside employment and familiarize yourself with other relevant policies as well as the Ohio Ethics Law at www.ethics.ohio.gov

Employee Relations Affirmative Action Policy
It is the established policy of Columbus State Community College not to illegally discriminate against any individual, employee or student, groups of employees or students, or prospective employees or students for reasons of race, color, religion, ancestry, national origin, sex, age, handicap, or veteran status. This college is fully committed to providing equal opportunities in all employment-related activities and educational programs including, but not limited to, recruiting, hiring, advancement, compensation, training, benefits, transfer, tuition assistance, terms of employment, physical access to facilities, and social and recreational programs, within the financial resources of the college. It will promote equal opportunities to all employees, applicants or employment, students, and student applicants. In addition, Columbus State Community College commits to maintain a workplace that is free of harassment and intimidation. Unwelcome verbal or physical conduct regarding race, color, religion, national origin, age, or sex, and unwelcome sexual favors constitute harassment under the law. Columbus State Community College will comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of the college will comply with existing federal and state regulations concerning Equal Employment Opportunities and Affirmative Action. It is the responsibility of all employees to report such harassment through the proper channels.

Section 504/ADA Policy and Procedures on Reasonable Accommodations
It is the Columbus State Community College policy to comply with federal and state law regarding reasonable accommodations to students, employees and applicants for employment with disabilities. The complete college policy can be found in the Policy and Procedures Manual. Each course syllabus should contain a statement concerning reasonable accommodations. Refer to the “Course Syllabus” section of this Handbook for suggested wording.

All requests for reasonable accommodations by students should be directed to the Department of Disability Services 614.287.2629. Students will be interviewed by department staff to obtain (1) medical documentation of the functional limitations of the disability which necessitate the request for accommodations, (2) a statement describing the type of accommodations requested, (3) a statement of how this accommodation would assist in the performance of essential curriculum requirements. Student requests will be reviewed on an individual basis by a multi-disciplinary team of professional staff members of the department.

If you are an employee and wish to request reasonable accommodation(s) due to a disability please contact the Human Resources Department, 614.287.2408.

Full-Time Faculty Workload

Sabbatical Leaves
In order to increase the practical knowledge of the professional area in which the participant teachers, sabbatical leaves are offered to full-time faculty with at least seven years of full-time teaching at the college (Policy and Procedures Manual, No. 5-03). The Sabbatical Application form is available on the intranet.
Tuition Reimbursement
Full-time faculty with more than one year of continuous full-time service to the college can be reimbursed eligible fees at accredited institutions. An application must be submitted 30 days prior to attending classes. See Policy No. 3-08 for details.

Fee Waiver
Full-time faculty with more than one term of service may have instructional and general fees waived for degree-credit courses.

Recognition of Excellence in Teaching
Up to four Distinguished Teaching awards are presented to faculty nominees who have taught at least six terms and who have been recommended for selection by a committee of their peers. Faculty are nominated by students, staff and colleagues. Recipients are honored at the Employee Celebration and, receive a cash award, medallion and certificate. The Distinguished Teaching Award Nomination form can be accessed at: http://www.cscc.edu/faculty/DTA.shtml.

Curriculum Management
Curriculum Management is a support area for assisting faculty, chairpersons, and administration in developing new degrees, certificate programs, and courses. It monitors degree requirements, insuring that the curricula are in compliance with the Ohio Board of Regents. Other responsibilities include maintaining the college Master Course Inventory (MCI) report for changing, adding, and deleting courses. Curriculum Management also assists with the College Catalog revisions.

The college recognizes that some types of curriculum changes will have a profound effect on programs and students while others have no noticeable effect. The central philosophy that undergirds the curriculum review process is providing appropriate information regarding the impact that a proposed change will have on the curriculum. In light of this philosophy, the College defines, groups, and processes requested curriculum changes using two primary categories, routine and significant curriculum changes.

Note: The forms contained in the Appendices section should be considered samples only. Forms can be obtained from departmental offices and in other offices noted on the form or noted in the text.
List of Appendices

Traditional Student Evaluation of Instruction
Online Student Evaluation of Instruction
Chair Observation Report
Annual Faculty Appraisal
Annual Contract Faculty Self-Appraisal Form
Field Trips
Traditional Classroom Student Evaluation Instruction Form

1. This course is:
   a. Required
   b. Elective

2. My student status is:
   a. seeking a degree from CSCC
   b. undecided
   c. non-degree seeking
   d. seeking a degree from another institution

3. I attend school:
   a. full time
   b. part time

4. My overall GPA range is:
   a. 3.5-4.0
   b. 3.0-3.49
   c. 2.5-2.99
   d. 2.0-2.49
   e. below 2.0

5. I expect to receive the following grade in this course:
   a. a
   b. b
   c. c
   d. d
   e. e
   f. n/a
g. don't know

6. I am currently receiving the following grade in this course:
   a. a
   b. b
   c. c
   d. d
   e. e
   f. n/a
g. don't know

7. In this course, I:
   a. attended all classes
   b. missed 1-2 classes
   c. missed 3 or more classes

8. The work in this course area was:
   a. harder than other courses I have taken.
   b. easier than other courses I have taken.
   c. about the same as the work in other courses I have taken.

9. My personal interest in the subject matter for this course is:
   a. great
   b. moderate
   c. minimal
   d. non-existent
10. The instructor provided students with a syllabus at the beginning of the course which stated:
   a. Course Goals
   b. Course Objectives
   c. Attendance Requirements
   d. Assignments
   e. Grading Policies

11. The instructor met classes as scheduled.
   a. Yes
   b. No
   c. Doesn't Apply

12. The instructor held office hours as stated and by appointment.
   a. Yes
   b. No
   c. Doesn't Apply

13. The instructor utilized the textbook and other required materials.
   a. Yes
   b. No
   c. Doesn't Apply

14. The instructor returned assigned material generally in a timely manner.
   a. Yes
   b. No
   c. Doesn't Apply

15. The instructor used at least one additional method other than testing (e.g. homework assignments, individual and/or group projects, practicum performances, etc) to evaluate student performance.
   a. Yes
   b. No
   c. Doesn't Apply

16. The instructor used examples and/or illustrations to clarify course material.
   a. Yes
   b. No
   c. Doesn't Apply

17. The instructor made clear and understandable presentations.
   a. Yes
   b. No
   c. Doesn't Apply

18. The instructor used media (e.g. overheads, slides, films, PowerPoint presentations, tapes, chalkboard, internet, videos, laboratory equipment) to relate course content.
   a. Yes
   b. No
   c. Doesn't Apply

19. The instructor listened to student questions and comments.
   a. Yes
   b. No
   c. Doesn't Apply

20. The instructor responded to student questions and comments.
   a. Yes
21. The instructor conducted classroom discussions of course related materials.
   a. Yes
   b. No
   c. Doesn't Apply

22. I would recommend this instructor to other students. Why or why not?

23. Comment on the elements of this course that are most beneficial to you.

24. Comment on the elements of the course that you liked.

25. Offer suggestions that would improve the course and/or your instructor’s performance.

26. Comment on the materials (e.g. textbook, assigned readings, handouts, exams) used in this course.

27. Comment on the technical aspects of your course.

28. Comment on the clarity of this questionnaire. Please specify the item(s) that you did not understand.
Online Student Evaluation Instruction Form

1. Please provide the name of your instructor:

2. This course is:
   a. Required
   b. Elective

3. My student status is:
   a. seeking a degree from CSCC
   b. undecided
   c. non-degree seeking
   d. seeking a degree from another institution

4. I attend school:
   a. full time
   b. part time

5. My overall GPA range is:
   a. 3.5-4.0
   b. 3.0-3.49
   c. 2.5-2.99
   d. 2.0-2.49
   e. below 2.0

6. I expect to receive the following grade in this course:
   a. a
   b. b
   c. c
   d. d
   e. e
   f. n/a
   g. don’t know

7. I am currently receiving the following grade in this course:
   a. a
   b. b
   c. c
   d. d
   e. e
   f. n/a
   g. don’t know

8. In this course, I accessed the class web site:
   a. several times per week
   b. once or twice per week
   c. less than once per week

9. I attended a web-based course orientation:
   a. yes, it was required for the class
   b. yes, it was optional for the class
   c. no, did not attend
   d. no, an orientation was not available

10. How would you rate your computer knowledge and skills before beginning the class?
    a. great
b. moderate
c. minimal
d. non-existent (new user)

11. My personal interest in the subject matter for this course is:
a. great
b. moderate
c. minimal
d. non-existent

12. The instructor provided students with a syllabus at the beginning of the course which stated:
a. Course Goals
b. Course Objectives
c. Attendance Requirements
d. Assignments
e. Grading Policies

13. The instructor held virtual and/or traditional office hours as stated and by appointment:
a. Yes
b. No
c. Doesn't Apply

14. The instructor responded to e-mail and phone messages in a timely manner.
a. Yes
b. No
c. Doesn't Apply

15. The instructor utilized the textbook and other required materials.
a. Yes
b. No
c. Doesn't Apply

16. The instructor returned assigned material generally within a week of their due date.
a. Yes
b. No
c. Doesn't Apply

17. The instructor used at least one additional method other than testing (e.g. homework assignments, individual and/or group projects, presentation, etc) to evaluate student performance.
a. Yes
b. No
c. Doesn't Apply

18. The instructor provided clear and understandable presentations on-line.
a. Yes
b. No
c. Doesn't Apply

19. The instructor responded to student questions and comments.
a. Yes
b. No
c. Doesn't Apply

20. The instructor used chat rooms and/or online discussions.
a. Yes
b. No
c. Doesn't Apply

21. I would recommend this instructor to other students. Why or why not?


22. Comment on the elements of this course that are most beneficial to you.


23. Comment on the elements of the course that you like.


24. Offer suggestions that would improve the course and/or your instructor's performance.


25. Comment on the materials (e.g. textbook, assigned readings, handouts, exams) used in this course.


26. Comment on the technical aspects of your web-based course.


27. Comment on the clarity of this questionnaire. Please specify the item(s) that you did not understand.
Faculty Observation Report  
(Conducted by Chairperson or Desigee)

Faculty Member: _____________________  
Department: ________________________

Course Number: _____________________  
Term & Year: _______________

Observer: __________________________  
Date/Time of Visit: ________________

Number of Students Present: __________  
Location/Room No. ________________

New Preparation: Yes ☐ No ☐  
Lecture ☐ Lab ☐

Topic(s) Presented: ________________________________________________

Instructions: For each statement, rate the performance as--

Yes - Characteristic was demonstrated  
No - Characteristic was not demonstrated.  
N/A - Characteristic was not applicable to the situation.

I. Course Content, Objectives, and Structure

1. Stated the purpose of the session.

2. Made explicit the relationship between today’s and the previous session.

3. Arranged and discussed the content in a systematic and organized fashion.

4. Accomplished the course outline objectives.

5. Summarized the main ideas in the session.

Comments:

Page 1 of 6
## II. Instructor's Behavior

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>1. Asked questions periodically to evaluate students’ understanding.</td>
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<tr>
<td>2. Presented examples to clarify difficult ideas.</td>
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<td>3. Explicitly stated relationships among various ideas in the session.</td>
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<td>4. Maintained interest and attention of students.</td>
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<td>5. Presented material in a manner to foster critical thinking.</td>
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<td>6. Reacted to student confusion with clarification of material.</td>
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<td>7. Effectively enhanced the material in the textbook.</td>
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<tr>
<td>8. Restated what students were expected to gain from the session.</td>
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<tr>
<td>9. Used class time appropriately.</td>
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<tr>
<td>10. Solved or otherwise dealt with any behavioral problems which occurred during the lecture or lab.</td>
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</table>

Comments:
### III. Presentation Style

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<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>1. Spoke in an easily heard and understood manner.</td>
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<tr>
<td>2. Established eye contact with the students.</td>
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<tr>
<td>3. Communicated appropriately and effectively with the students.</td>
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<tr>
<td>4. Used instructional aids to facilitate important points.</td>
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<tr>
<td>5. Encouraged student participation.</td>
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<tr>
<td>6. Demonstrated enthusiasm for teaching.</td>
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<tr>
<td>7. Used a variety of teaching methods.</td>
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Comments:
IV. Professionalism—In Class

1. Appearance was appropriate.
2. Demonstrated command of subject matter.
3. Modeled professional and ethical behavior.
4. Covered current information, practice, and/or technology.
5. Treated students with respect.
6. Exhibited a positive and encouraging attitude towards students.
7. Incorporated new methods and/or materials as appropriate.

Comments:

Page 4 of 6
V. General Professionalism

1. Interacted with others concerning enhancement and/or improvement of teaching skills.

2. Remains current in his/her field.

3. Maintains accurate student records and files reports in a timely manner.

4. Meets scheduled classes.

5. Quality, quantity, and type of evaluation methods are appropriate.

Comments:

Page 5 of 6
Classroom Observation Summary

Strengths:

Opportunities for improvement:

Chairperson: ______________________________ Date: ________________

Observer: ________________________________ Date: ________________

Faculty Member: ___________________________ Date: ________________

• The signature of the faculty member does not signify that the faculty member agrees with the comments of the observer, only that the faculty member has read this form.

Faculty member comments:

Note: A copy of this completed form is to be given to the faculty member. For full-time faculty, the original is held by the chairperson and forwarded to the dean along with the annual appraisal when that document is due.

For hourly faculty, the original will be sent to the dean at the end of the term. Department chairpersons will keep a copy of this form in accordance with the procedure. The dean forwards the original to Human Resources.

Page 6 of 6
The purpose of the Faculty Appraisal System is to promote excellence in the teaching and learning process while also preparing faculty for promotion. The comprehensive Appraisal System includes multiple measures of assessment designed to provide faculty the essential information they need to achieve excellence in the teaching and mentoring of learners. The Annual Faculty Performance Appraisal is one important aspect of the system, providing faculty the opportunity to share their individual accomplishments. Within this Performance Appraisal, faculty are encouraged to detail specific responsibilities and time/frequency commitment in each category.

INSTRUCTIONAL PLANNING AND PRESENTATION (e.g., selects material and media for presentation, designs lessons, updates content changes, plans lectures/labs, follows department outlines, uses appropriate methods of instruction, explains material so it is understood, establishes a positive classroom atmosphere, uses class time well)

ASSESSMENT FOR STUDENT LEARNING (e.g., creates/employs effective assessment instruments to measure students’ performance, communicates progress to students in a timely fashion, participates in department and College assessment planning, modifies instruction in response to assessment results)

PROFESSIONAL DEVELOPMENT (e.g., attends discipline-specific and/or pedagogical conferences, seminars, workshops; participates in technology training; completes coursework; reviews professional literature; maintains credentials/licensure)

STUDENT ADVISEMENT AND SUPPORT (e.g., assists with student scheduling and career planning; serves as advisor to student organizations; is involved with student clubs, honoraries, service-learning activities; coordinates student programs)
SCHOLARSHIP (e.g., publishes books, articles, workbooks, lab manuals, digital media, graduate school dissertation/thesis; presents at academic conferences; performs in discipline-appropriate productions; exhibits artwork at discipline-appropriate exhibitions)

SERVICE TO THE DEPARTMENT (e.g., serves as lead/coordinator, actively contributes on department committees, mentors faculty, works with advisory committees, maintains lab facilities)

SERVICE TO THE DIVISION (e.g., actively contributes on division committees/task forces, serves on interdepartmental committees)

SERVICE TO THE COLLEGE (e.g., actively contributes on college-wide committees, represents College at outside professional/business functions, presents/volunteers at College functions)

SERVICE TO THE PROFESSION (e.g., serves on boards, task forces, committees of professional organizations; presents/volunteers at professional functions, conferences, exhibitions, productions)

SERVICE TO THE COMMUNITY (e.g., is involved in Columbus State-sponsored community outreach, uses professional skills to serve the community)

UNSCHEDULED WORK DAYS

According to Section 5.02 of the faculty contract, "An additional two (2) unscheduled work days for self-directed faculty work including professional activities are required each year. The results of these professional activities will be documented through the annual faculty appraisal process." Please use the space below to identify which of the aforementioned activities were performed during the required time.

REFLECTION AND PLANNING

Thoughtful analysis is critical in improving professional practice. The Reflection and Planning portion of this document is intended to be used by the faculty member, the Peer Review Team, and the department chairperson, to assist the faculty member through the Promotion and Tenure process.
REFLECTION

Provide a statement that illustrates how your involvement in the appraisal categories has contributed to your professional growth and teaching. Highlight your specific strengths and possible areas of improvement.

PLANNING

*It is recognized that the plans put forth here are a work in progress involving the faculty member, the Peer Review Team, and the department chairperson. Failure to complete these goals should not necessarily reflect negatively on the faculty member. It is important, however, to adjust one’s plans, if necessary, on a quarterly basis.*

Current Rank _______________________

Date of last promotion ____________________

1. When do you plan to apply for promotion and what categories do you plan to use?

2. In what major activities do you plan to invest your time and energy within the five categories of Instruction and Instructional Support in the coming academic year?

3. In what major activities do you plan to invest your time and energy within the five categories of Service in the coming academic year?

4. What can the College/department do to help you accomplish your own professional goals in the coming academic year?
APPRAISAL COMMENT BY CHAIRPERSON AND PEER REVIEW TEAM (may be combined or separate)

Date Signed

Department Chairperson

Date Signed

Peer Review Team Member

Date Signed

Peer Review Team Member

COMMENTS BY FACULTY MEMBER

Date Signed

Faculty Member

CONCURRENCE BY DEAN

Date Signed

Dean

Revised 5-21-12
ANNUALLY CONTRACTED FACULTY (ACF)
SELF APPRAISAL FORM

ACF MEMBER’S NAME:
___________________________________________________________________

ACF MEMBER’S DEPARTMENT:
____________________________________________________________

DEPARTMENT CHAIRPERSON’S NAME:
____________________________________________________

ORIGINAL APPOINTMENT DATE:____________________
____________________________________

APPRaisal PERIOD: ___________________________ THROUGH:
____________________________________

The purpose of the Faculty Appraisal System is to promote excellence in teaching/learning. Faculty members are encouraged to detail specific responsibilities, as well as the time and/or frequency commitment of tasks where appropriate. The ACF Self Appraisal provides an opportunity for ACF members to share their individual accomplishments.

INSTRUCTIONAL PLANNING AND PRESENTATION (e.g., selects material and media for presentation, designs lessons, updates content changes, plans lecture or lab and follows department outlines, uses appropriate methods of instruction, explains material so it is understood, establishes a positive classroom atmosphere, uses class time well.)

ASSESSMENT FOR STUDENT LEARNING (e.g., creates/employs effective assessment instruments to measure students’ performance; communicates progress to students in a timely fashion; submits grades on time, participates in departmental and college assessment planning, modifies instruction in response to assessment results)
SUMMARY OF STRENGTHS AND AREAS FOR POTENTIAL GROWTH
Provide a reflective statement of your ACF activities during the past academic year. Highlight your unique strengths and possible areas of improvement or growth.

OTHER ACCOMPLISHMENTS (Please document departmental time, activities & accomplishments that do not fall into the above categories but that are worth noting)

APPRaisal RESPONSE (To be completed by Department Chairperson in consultation with ACF Review Committee)

___________________________________  _______________________________________
Chairperson  Date of Appraisal Discussion

___________________________________  _______________________________________
___________________________________  _______________________________________
___________________________________  _______________________________________ Review Committee Members  Date

COMMENTS BY ACF MEMBER

___________________________________  _______________________________________ ACF  Date
Off-Campus Trips for Students

To be completed by instructor and forwarded to the department chairperson three weeks before an off-campus trip for students is planned.

Method of Transportation: _________________________________________________

Departure and Return Times: _____________________________________________

Destination(s): ___________________________________________________________

_______________________________________________________________________

Number of Students: ______________________________________________________

Purpose of Trip: __________________________________________________________

Instructor: __________________________ Date __________________

Department Chairperson: __________________________ Date _______________

_____ Approved  _____ Not Approved

Disposition of on-campus classes (answer all that apply):

What is the class name and number?________________________________________

Regular meeting times/day:________________________________________________

Regular location:__________________________________________________________

_____ There is no regular class that day

______________class will be held as usual, but the instructor will not be there.

______________will substitute.

Office Associate (check when complete or N/A)

_____ I have been notified

_____ Substitute pay form filled out and submitted to chairperson

_____ Sign posted on regular classroom door for students who may have missed the announcement
Columbus State Community College
Release and Responsibility Agreement

In consideration of being allowed to participate in the: (please check the appropriate program)

- HIMT
- MAT
- MLT
- MULT
- RESP

sponsored by Columbus State Community College, I hereby release the College from all responsibility for injury which may occur to me or my property while I am involved in

<table>
<thead>
<tr>
<th>(Course Number and Name - Registration Number)</th>
<th>Term</th>
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</table>

I further agree that I will pay to Columbus State Community College any sum of money that the College may be compelled to pay because of my participation in the course designated above.

Signed this ____________________________ day of ____________________, 20____
(Date) (Month)

Witnessed

____________________________________  __________________________________
Signature of Participants

____________________________________  __________________________________